



**Title V, Developing Hispanic-  
Serving Institutions  
Program – Part A & HSI STEM  
Pre-Application Webinar  
March 10, 2011**

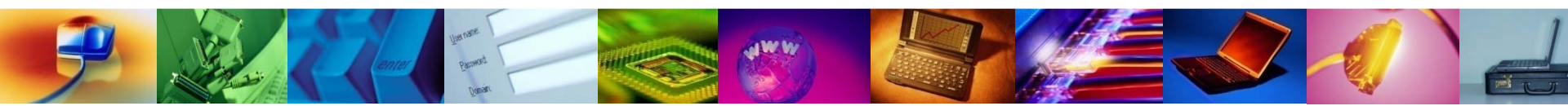


# Title V – Part A and HSI STEM Pre-Application Technical Assistance Agenda

- Grants.gov Submission
- Eligibility
  - Designation
  - Program Specific
- Overview of HSI STEM
- Allowable Activities
- Selection Criteria
- Overview of Part A
- Allowable Activities
- Selection Criteria

**How to Submit Your  
Title V – Part A and  
HSI STEM  
Electronic Application**

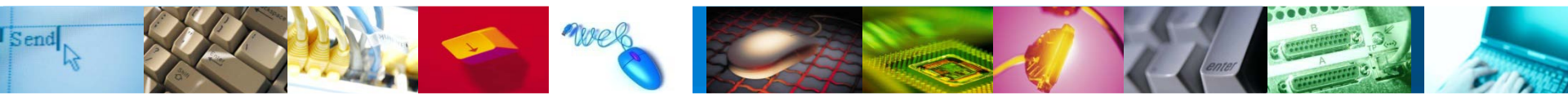


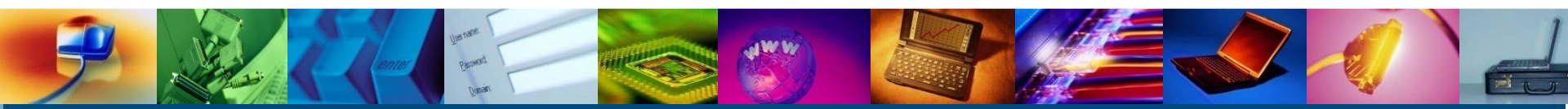


# Making Grants.gov Work for You:

Find. Apply. Succeed.

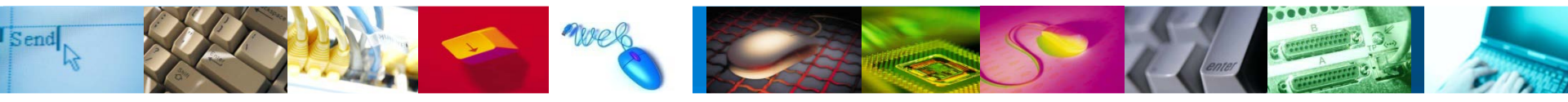
U.S. Department of Education





# Agenda

- 🖱 Overview
  - 🖱 Features: Find and Apply
- 🖱 Getting Started
  - 🖱 How to register
  - 🖱 How to download application packages
- 🖱 Tips for Submitting Successfully
  - 🖱 Review grant notices and instructions carefully
  - 🖱 Register early; submit early; verify submission is successful





# Grants.gov at a Glance

## <http://www.grants.gov>

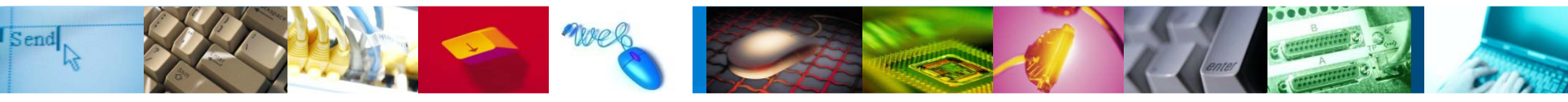
☞ A single source for finding grant opportunities from 26 federal agencies as well as some state and local governments and helping applicants locate and learn more about funding opportunities in standardized manner.

☞ Grants.gov allows the public to:

☞ Register to receive e-mails when grant competitions open

☞ Download application packages to complete off-line

☞ Submit grant applications via Grants.gov portal to awarding agency





# Who Uses Grants.gov?

## Organizations

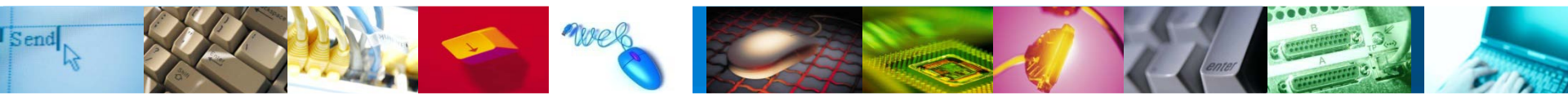
 E-Business Point of Contact (Ebiz POC)

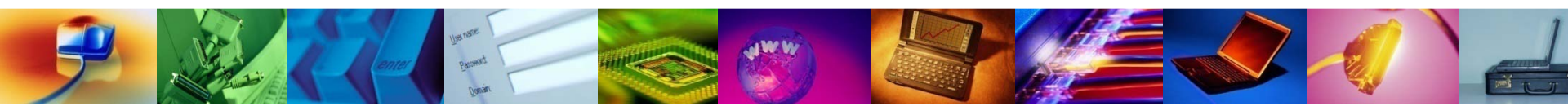
 Authorized Organization Representative (AOR)

 Grant researcher

## Individuals

Note: One person can and, in some instances, will serve in multiple capacities for the organization





# Registering

(for Organizations)

Step 1: Obtain DUNS Number

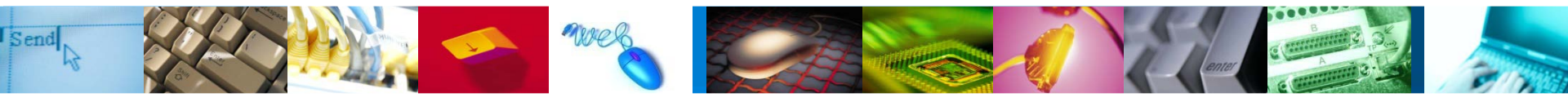
Step 2: Register with CCR

Step 3: Username & Password

Step 4: AOR Authorization

Step 5: Track AOR Status

Note: Registration can take 5 or more days to complete. Begin the registration process now to avoid the pressure of registering and applying at the same time.

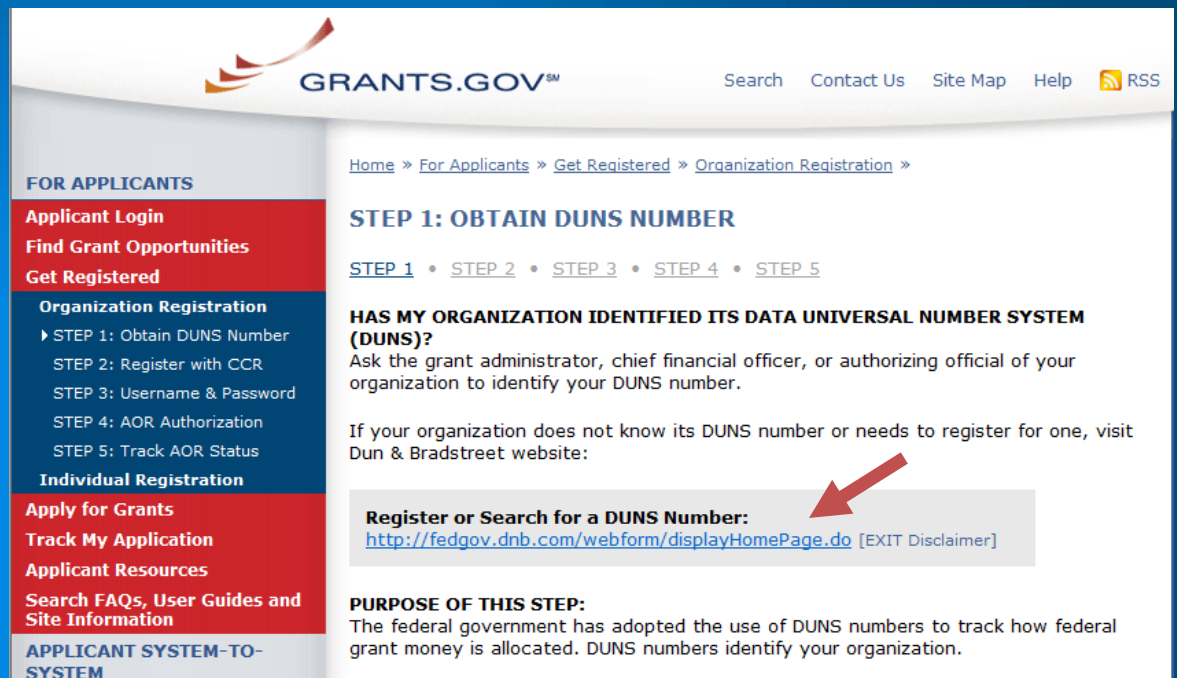


# Step 1: Obtain DUNS Number

Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit the Dun & Bradstreet website ([www.dnb.com](http://www.dnb.com)).

You can find these same instructions on the Grants.gov website using the following path on the left side navigation menu: For Applicants > Get Registered > Organization Registration



**GRANTS.GOV<sup>SM</sup>** Search Contact Us Site Map Help RSS

Home » For Applicants » Get Registered » Organization Registration »

**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Organization Registration**
  - ▶ STEP 1: Obtain DUNS Number
  - STEP 2: Register with CCR
  - STEP 3: Username & Password
  - STEP 4: AOR Authorization
  - STEP 5: Track AOR Status
- Individual Registration
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

**APPLICANT SYSTEM-TO-SYSTEM**

**STEP 1: OBTAIN DUNS NUMBER**

[STEP 1](#) • [STEP 2](#) • [STEP 3](#) • [STEP 4](#) • [STEP 5](#)

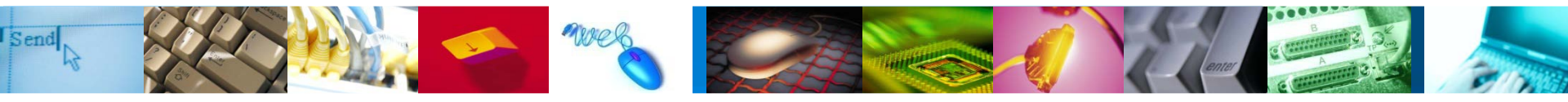
**HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?**

Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website:

**Register or Search for a DUNS Number:**  
<http://fedgov.dnb.com/webform/displayHomePage.do> [EXIT Disclaimer]

**PURPOSE OF THIS STEP:**  
The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.



# Step 2: Register with CCR

Ask the grant administrator, chief financial officer, or authorizing official if your organization has registered with CCR. If your organization is already registered, go to [www.ccr.gov](http://www.ccr.gov) and search for your organization and find the e-Biz POC listed here. If your organization is not registered, your E-Biz POC must register your organization with [www.ccr.gov](http://www.ccr.gov).

**GRANTS.GOV™** Search Contact Us Site Map Help RSS

Home > For Applicants > Get Registered > Organization Registration >

**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities
- Get Registered
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  - STEP 1: Obtain DUNS Number
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**APPLICANT SYSTEM-TO-SYSTEM**

**FOR GRANTORS**

**ABOUT GRANTS.GOV**

**STEP 2: REGISTER WITH CCR**

STEP 1 • **STEP 2** • STEP 3 • STEP 4 • STEP 5

**HAS MY ORGANIZATION REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION (CCR)?**

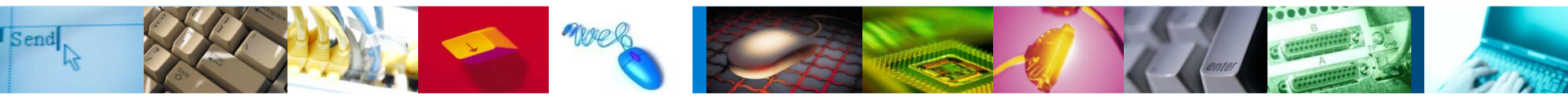
Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. If your organization is already registered, take note of who is listed as your E-Business Point of Contact (E-Biz POC). It is the E-Biz POC within your organization who must register your organization. The E-Biz POC will be responsible for authorizing members of your organization (Authorized Organization Representatives (AORs)) to submit applications at Grants.gov.

[E-Biz POC Checklist](#)

**IS YOUR ORGANIZATION ALREADY REGISTERED WITH CCR?**

Check to see if your organization is already registered at the CCR website. You will be able to search CCR by using either your organization's Data Universal Number System (DUNS) Number or legal business name.

[Search CCR](#) [EXIT Disclaimer]



# Step 3: Username and Password

To become an Authorized Organization Representative (AOR), you must create a profile. You will then create a username and password. You will need to know your organization's DUNS number to complete this process.



The screenshot shows the GRANTS.GOV website interface. At the top, there is a navigation bar with 'Search', 'Contact Us', 'Site Map', and 'Help'. Below this is a breadcrumb trail: 'Home » For Applicants » Get Registered » Organization Registration »'. The main content area is titled 'STEP 3: USERNAME & PASSWORD' and includes a progress indicator: 'STEP 1 • STEP 2 • STEP 3 • STEP 4 • STEP 5'. A section titled 'HAVE YOU CREATED YOUR USERNAME AND PASSWORD?' explains that users must create a profile and a username/password, and that they need their organization's DUNS number. A red arrow points to a link that says 'Create a Username and Password: <http://apply07.grants.gov/apply/OrcRegister>'. On the left side, there is a sidebar menu with options like 'Applicant Login', 'Find Grant Opportunities', 'Get Registered', 'Organization Registration' (which is expanded to show steps 1-5), 'Individual Registration', and 'Apply for Grants'.

# Step 4: AOR Authorization

Your E-Biz POC must login to Grants.gov and approve the AOR, thereby giving permission to submit applications. When the AOR is approved, Grants.gov will send out a confirmation email to the AOR.

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Organization Registration
  - STEP 1: Obtain DUNS Number
  - STEP 2: Register with CCR
  - STEP 3: Username & Password
  - ▶ STEP 4: AOR Authorization
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APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Home > For Applicants > Get Registered > Organization Registration >

## STEP 4: AOR AUTHORIZATION

STEP 1 • STEP 2 • STEP 3 • **STEP 4** • STEP 5

**HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED YOUR AOR STATUS, WHICH ALLOWS YOU TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?**

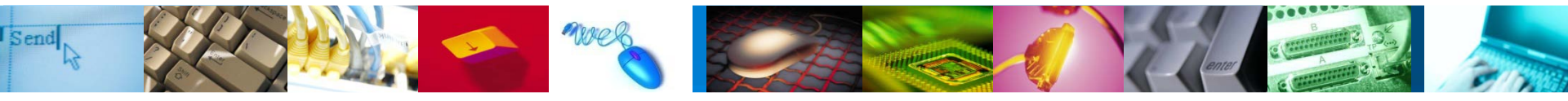
When an AOR registers with Grants.gov, your organization's E-Biz POC will receive an email notification.

Your E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the "MPIN" password obtained in Step 2) and approve the AOR, thereby giving permission to submit applications. When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email that includes the requesting AOR's name, e-mail address and phone number.

In some cases the E-Biz POC is also the AOR for an organization. If the E-Biz POC wishes to submit applications on behalf of their organization, he or she must also complete a separate AOR profile (Step 3 of the registration process) using a different email than the one used for their E-Biz POC registration. The E-Biz POC will need to approve their AOR status by following the steps described above. Not until the E-Biz POC has approved their new "E-Biz POC + AOR" status, will they be able to submit grant applications on behalf of the organization.

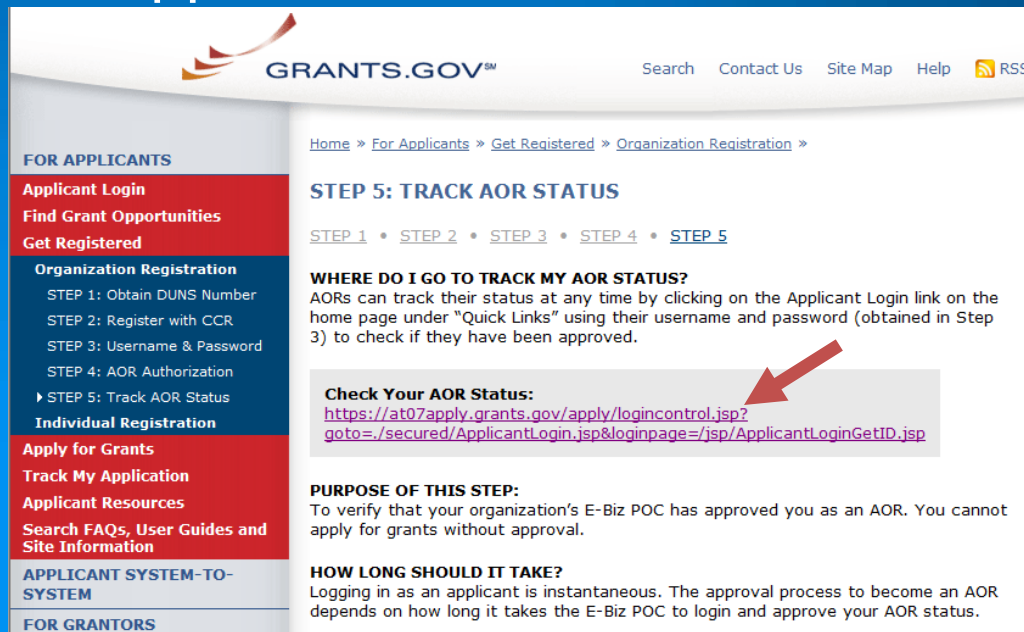
When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.

E-Biz POC Login: <https://at07apply.grants.gov/apply/logincontrol.jsp?goto=../secured/AorLogin.jsp&loginpage=/jsp/AorMgrGetID.jsp>



# Step 5: Track AOR Status

AORs can track their status at any time by clicking on the Applicant Login link on the home page under Quick Links using their username and password to check if they have been approved.



**GRANTS.GOV** Search Contact Us Site Map Help RSS

Home » For Applicants » Get Registered » Organization Registration »

**FOR APPLICANTS**

- Applicant Login**
- Find Grant Opportunities
- Get Registered
- Organization Registration**
  - STEP 1: Obtain DUNS Number
  - STEP 2: Register with CCR
  - STEP 3: Username & Password
  - STEP 4: AOR Authorization
  - ▶ STEP 5: Track AOR Status
- Individual Registration**
- Apply for Grants**
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

**APPLICANT SYSTEM-TO-SYSTEM**

**FOR GRANTORS**

**STEP 5: TRACK AOR STATUS**

STEP 1 • STEP 2 • STEP 3 • STEP 4 • STEP 5

**WHERE DO I GO TO TRACK MY AOR STATUS?**  
AORs can track their status at any time by clicking on the Applicant Login link on the home page under "Quick Links" using their username and password (obtained in Step 3) to check if they have been approved.

**Check Your AOR Status:**  
<https://at07apply.grants.gov/apply/logincontrol.jsp?goto=~/secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp>




**PURPOSE OF THIS STEP:**  
To verify that your organization's E-Biz POC has approved you as an AOR. You cannot apply for grants without approval.

**HOW LONG SHOULD IT TAKE?**  
Logging in as an applicant is instantaneous. The approval process to become an AOR depends on how long it takes the E-Biz POC to login and approve your AOR status.




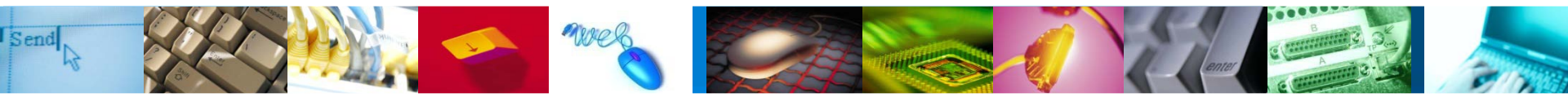
# How to Apply

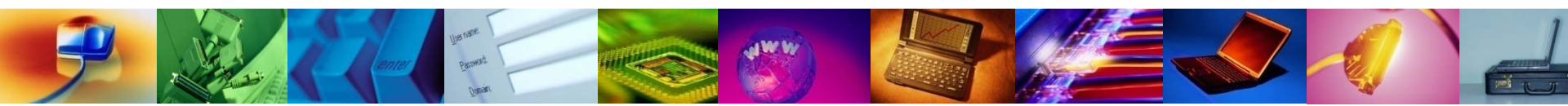
## Search for grant opportunities

-  The U.S. Department Of Education posts all of its grant opportunities for discretionary programs on Grants.gov
-  Click Find Grant Opportunities on the left side navigation menu
-  Use the Search functionality to find grant opportunities

## Review Federal Register notices carefully

-  Review application instructions
-  Determine deadline: Both Due Date and Time
-  Verify if electronic submission is mandatory or optional





# Tips for Applying on Grants.gov

## ☞ Review Federal Register Notices Carefully

- ☞ ED only accepts .PDF files via Grants.gov
- ☞ Review ED deadlines, both due *date* and *time*
  - ☞ Due by 4:30:00 p.m. Washington, D.C. time
- ☞ Verify if electronic submission is mandatory or optional.

## ☞ Adobe Reader 8.1.3 or Higher Required

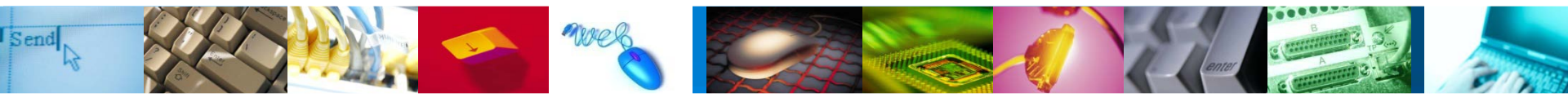
- ☞ Free on Grants.gov Web site
- ☞ Download may require approval from your institution (allow time if internal approval is needed)

## ☞ Register Before You Apply (strongly recommended)

- ☞ There is the option to download the application package immediately and work off-line
- ☞ Submit early; allow extra time

## ☞ Enter Same DUNS Number on Application as was used to Register

- ☞ If a different DUNS is entered submission will be rejected

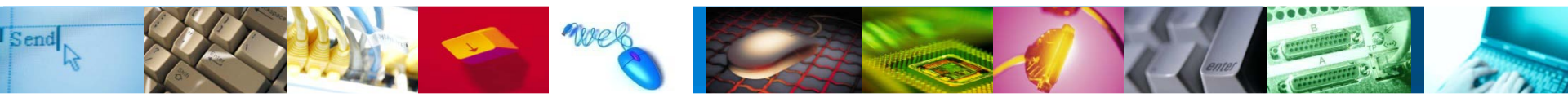




# Applying With Grants.gov

- Step 1: Find Grant Opportunity
- Step 2: Browse by Agency
- Step 3: Select Grant Opportunity
- Step 4: Synopsis Page
- Step 5: Download Grant Package
- Step 6: Download Instructions and Application
- Step 7: Fill Out Application Package
- Step 8: Sign and Submit
- Step 9: Confirmation Page

Note: We strongly recommend starting your application package as soon as possible and submitting early.





# Step 1: Find Grant Opportunities

Click Find Grant Opportunities to search for grant opportunities. Use Basic Search if you already know the Keywords, Funding Opportunity Number, or CFDA number (Note: If searching by CFDA, enter 84.### without the alpha) of the grant. Use Browse by Agency to look at the complete listing of Department of Education grant opportunities. The following slides will demonstrate the Browse by Agency path.

**GRANTS.GOV™** Search Contact Us Site Map Help RSS

Home » For Applicants »

**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities**
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Subscriptions

**Get Registered**

- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

**APPLICANT SYSTEM-TO-SYSTEM**

**FOR GRANTORS**

**ABOUT GRANTS.GOV**

**HELP**

**CONTACT US**

**SITE MAP**

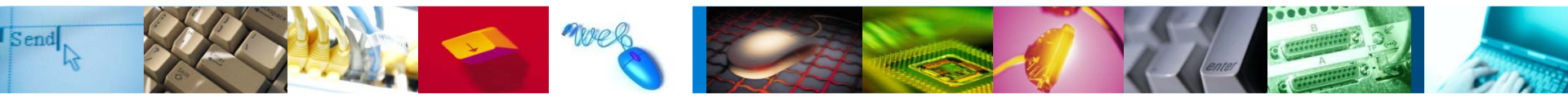
**FIND GRANT OPPORTUNITIES**

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to [Get Registered](#). This process takes 3-5 business days up to 4 weeks if you experience any difficulties.

**Search Grant Opportunities**

- Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number. **Basic Search** >>
- Search by a variety of categories of funding activities. **Browse by Category** >>
- Search from a list of agencies offering grant opportunities. **Browse by Agency** >>
- Search by more specific criteria such as: Funding Instrument Type, Eligibility or **Advanced Search** >>



# Step 2: Browse by Agency

After clicking the Browse by Agency button, scroll down the list of agencies and click the Department of Education hyperlink.



**GRANTS.GOV<sup>SM</sup>** Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Browse by Agency

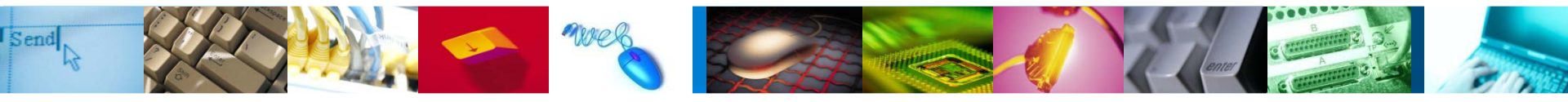
## BROWSE BY AGENCY

[Basic Search](#) • [Browse by Category](#) • [Browse By Agency](#) • [Advanced Search](#)

To **browse by agency**, please access any of the links below.

For helpful search tips and to learn more about finding grant opportunities check out the [Search Grant Opportunities](#) guide.

<a href="#">All Agencies</a>	<a href="#">Federal Mediation and Conciliation Service</a>
<a href="#">Agency for International Development</a>	<a href="#">General Services Administration</a>
<a href="#">Appalachian Regional Commission</a>	<a href="#">Institute of Museum and Library Services</a>
<a href="#">Bureau of Reclamation - South Central CA Area Ofc</a>	<a href="#">Institute of Peace</a>
<a href="#">Christopher Columbus Fellowship Foundation</a>	<a href="#">James Madison Memorial Fellowship Foundation</a>
<a href="#">Corporation for National and Community Service</a>	<a href="#">Japan-United States Friendship Commission</a>
<a href="#">Department of Agriculture</a>	<a href="#">Marine Mammal Commission</a>
<a href="#">Department of Commerce</a>	<a href="#">Millennium Challenge Corporation</a>
<a href="#">Department of Defense</a>	<a href="#">National Aeronautics and Space Administration</a>
<a href="#">Department of Education</a>	<a href="#">National Archives and Records Administration</a>
<a href="#">Department of Energy</a>	<a href="#">National Council on Disability</a>





# Step 3: Select Grant Opportunity

The Department of Education's grant opportunities list displays. Browse the list and select the Opportunity Title hyperlink of the grant for which you wish to apply.

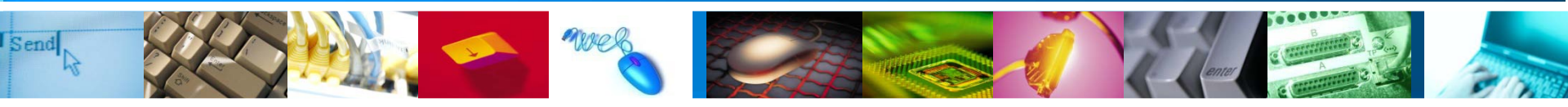
**GRANTS.GOV** Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

**Search Results** New Search

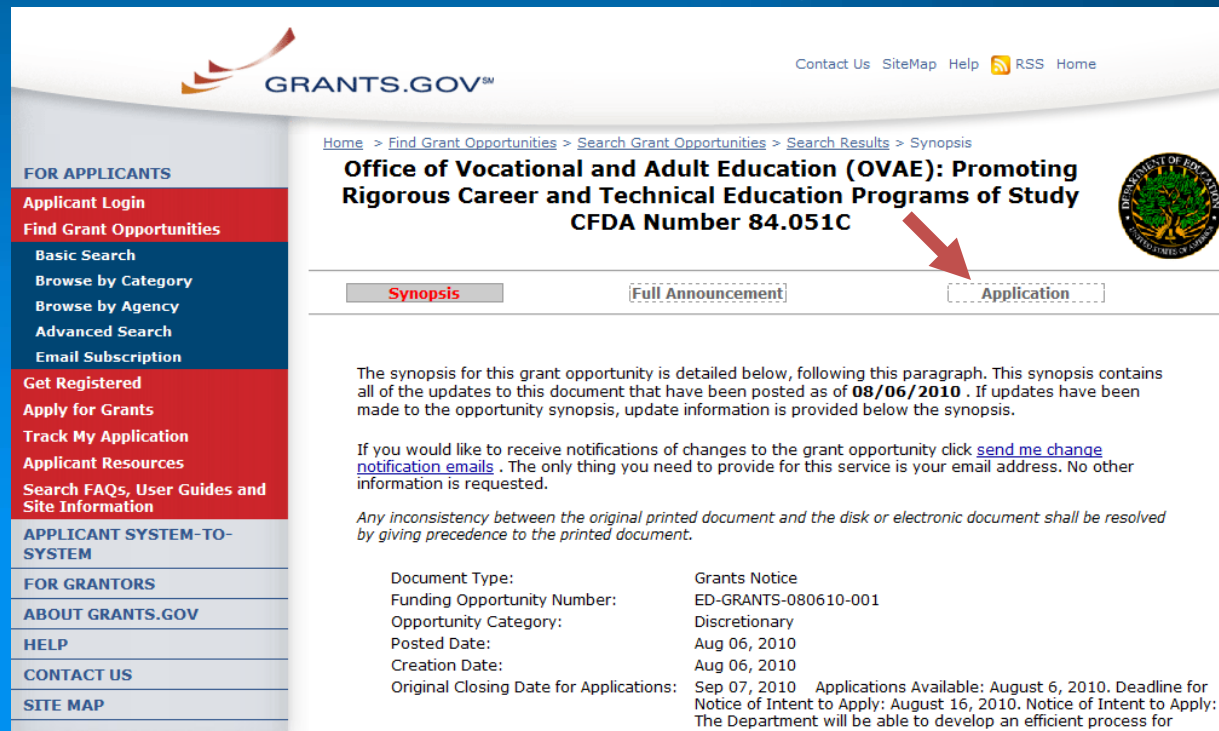
Sort: Close Date, Ascending Sort by Open Date Results 1 - 18 of 18

<u>Close Date</u>	<u>Opportunity Title</u>	<u>Agency</u>	<u>Funding Number</u>
09/02/2008	<a href="#">Preparation of Leadership Personnel CFDA 84.325D</a>	Department of Education	ED-GRANTS-072108-001
09/09/2008	<a href="#">Combined Personnel Preparation CFDA 84.325K</a>	Department of Education	ED-GRANTS-072108-002
09/19/2008	<a href="#">Special Education Preservice Program Improvement Grants CFDA 84.325T</a>	Department of Education	ED-GRANTS-072108-003
09/07/2010	<a href="#">Office of Vocational and Adult Education (OVAE): Promoting Rigorous Career and Technical Education Programs of Study CFDA Number 84.051C</a>	Department of Education	ED-GRANTS-080610-001
09/08/2010	<a href="#">Model Demonstration Projects To Improve Outcomes for Individuals Receiving Social Security Disability Insurance (SSDI) Served by State Vocational Rehabilitation (VR) Agencies CFDA Number 84.235L</a>	Department of Education	ED-GRANTS-080910-001
09/09/2010	<a href="#">Office of Vocational and Adult Education (OVAE): Financial Education for College Access and Success Program CFDA Number 84.215W</a>	Department of Education	ED-GRANTS-072610-001
09/16/2010	<a href="#">Education Research CFDA 84.305A-2</a>	Department of Education	ED-GRANTS-020410-002
09/16/2010	<a href="#">National Research and Development Centers CFDA 84.305C</a>	Department of Education	ED-GRANTS-020410-004
09/16/2010	<a href="#">Evaluation of State and Local Education Programs and Policies CFDA 84.305E-3</a>	Department of Education	ED-GRANTS-020410-008
09/16/2010	<a href="#">Special Education Research CFDA 84.324A-2</a>	Department of Education	ED-GRANTS-



# Step 4: Synopsis Page

The Synopsis page displays and gives an overview of the grant opportunity (verify this is the correct grant for which you wish to apply). Click the Application button in the upper right corner of the Synopsis page.



The screenshot shows the GRANTS.GOV website interface. The header includes the logo and navigation links: Contact Us, SiteMap, Help, RSS, Home. The breadcrumb trail is: Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis. The main heading is: **Office of Vocational and Adult Education (OVAE): Promoting Rigorous Career and Technical Education Programs of Study** with CFDA Number 84.051C. A red arrow points to the 'Application' button in the top right corner of the synopsis area. The left sidebar contains navigation menus for Applicants, Grantors, and Help. The main content area includes a synopsis paragraph, a link for 'send me change notification emails', and a table of metadata.

**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities
  - Basic Search
  - Browse by Category
  - Browse by Agency
  - Advanced Search
  - Email Subscription
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

**APPLICANT SYSTEM-TO-SYSTEM**

**FOR GRANTORS**

**ABOUT GRANTS.GOV**

**HELP**

**CONTACT US**

**SITE MAP**

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis

**Office of Vocational and Adult Education (OVAE): Promoting Rigorous Career and Technical Education Programs of Study**  
CFDA Number 84.051C

[Synopsis](#) [Full Announcement](#) [Application](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **08/06/2010**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

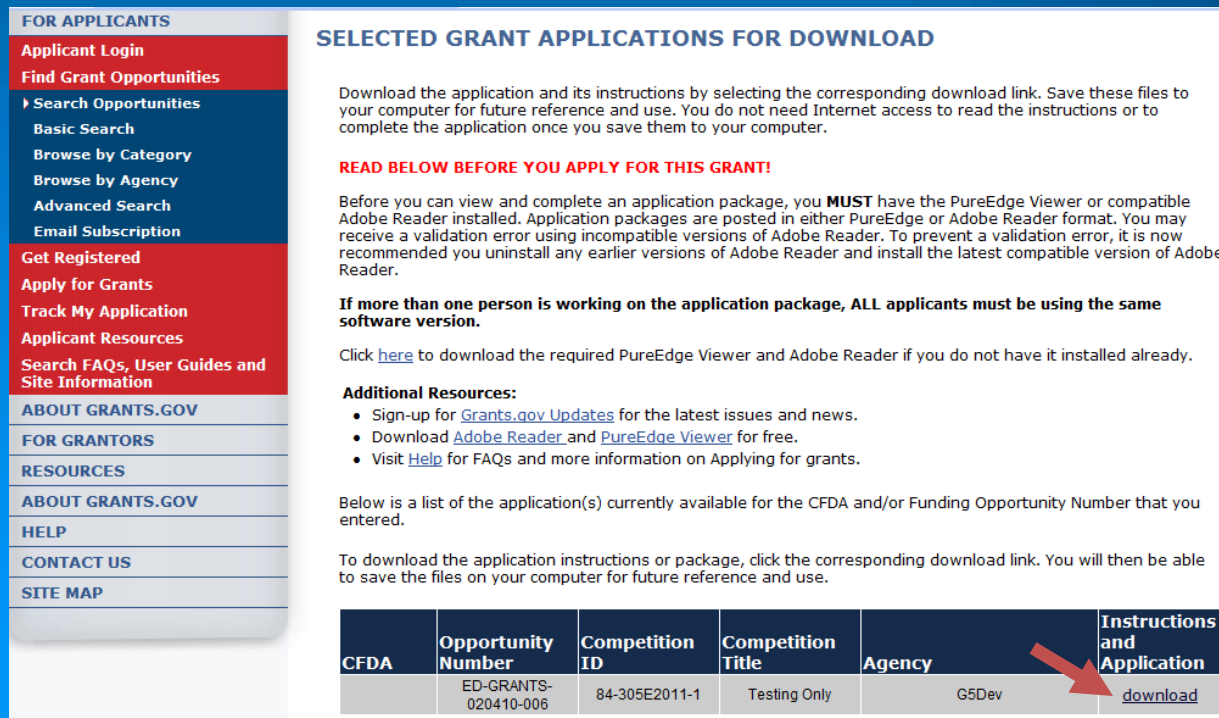
If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

Document Type:	Grants Notice
Funding Opportunity Number:	ED-GRANTS-080610-001
Opportunity Category:	Discretionary
Posted Date:	Aug 06, 2010
Creation Date:	Aug 06, 2010
Original Closing Date for Applications:	Sep 07, 2010
Applications Available:	August 6, 2010.
Deadline for Notice of Intent to Apply:	August 16, 2010.
Notice of Intent to Apply:	The Department will be able to develop an efficient process for reviewing grant applications if it has information regarding the

# Step 5: Download Grant Package

Scroll to the bottom of the new page and click the download hyperlink under Instructions and Application.



**FOR APPLICANTS**

- Applicant Login
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**ABOUT GRANTS.GOV**

**FOR GRANTORS**

**RESOURCES**

**ABOUT GRANTS.GOV**

**HELP**

**CONTACT US**

**SITE MAP**

## SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**READ BELOW BEFORE YOU APPLY FOR THIS GRANT!**

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

**If more than one person is working on the application package, ALL applicants must be using the same software version.**

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

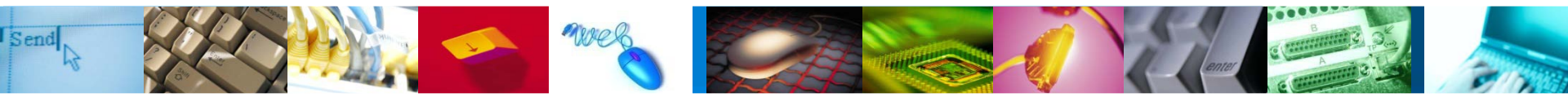
**Additional Resources:**

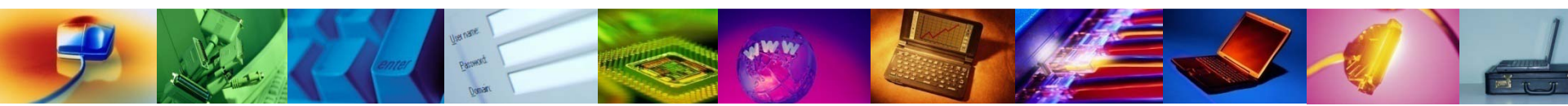
- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.



CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
	ED-GRANTS-020410-006	84-305E2011-1	Testing Only	G5Dev	<a href="#">download</a>





# Step 6: Download Instructions and Application

The Download Opportunity Instructions and Application page displays. Click the hyperlinks at the bottom of the page to Download Application Instructions and Download Application Package.

 [Contact Us](#) [SiteMap](#) [Help](#)  [RSS](#) [Home](#)

## DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

**Opportunity Number:** ED-GRANTS-020410-006: Testing for Development  
**Competition ID:** 84-305E2011-1  
**Competition Title:** Testing Only  
**Agency:** G5Dev  
**Opening Date:** 03/09/2010  
**Closing Date:** 12/31/2011

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)



# Step 7: Fill Out Application Package

Read the Application Instructions, then fill out the Application Package. To open the forms in the Application Package, click the “Move Form to Complete” button after highlighting the title of the form (the form will move to the right box). You can click the Save button to save the application package to your local hard drive and work offline.

Please fill out the following form. You can save data typed into this form. Highlight Field

**GRANTS.GOV™** **Grant Application Package**

Opportunity Title: OPE Test Application  
Offering Agency: Department of Education Developer Account  
CFDA Number: 84.103  
CFDA Description: Higher Education TRIO Staff Training Program  
Opportunity Number: ED-GRANTS-090610-001  
Competition ID: 84-103A2010-4  
Opportunity Open Date: 09/07/2010  
Opportunity Close Date: 09/08/2010  
Agency Contact: ED Tester 2  
Tester  
E-mail: srinivas.rautwar@ed.gov  
Phone: 123-123-1234

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name: Test University 3 (Late)

**Mandatory Documents**

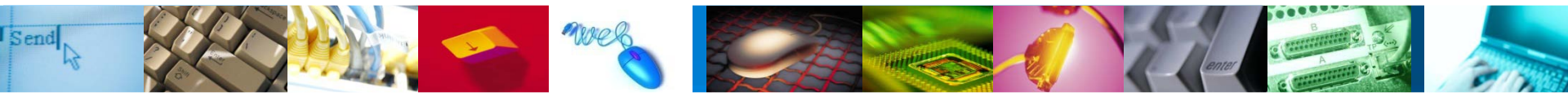
- Disclosure of Lobbying Activities (SF-LLL)
- Budget Narrative Attachment Form
- Project Narrative Attachment Form
- ED Abstract Form
- Dept of Education Combined Assurances (ED-80-
- Dept of Education Budget Information for Non-
- Dept of Education Supplemental Information fo

**Mandatory Documents for Submission**

- Application for Federal Assistance (SF-424)
- Assurances for Non-Construction Programs (SF-42

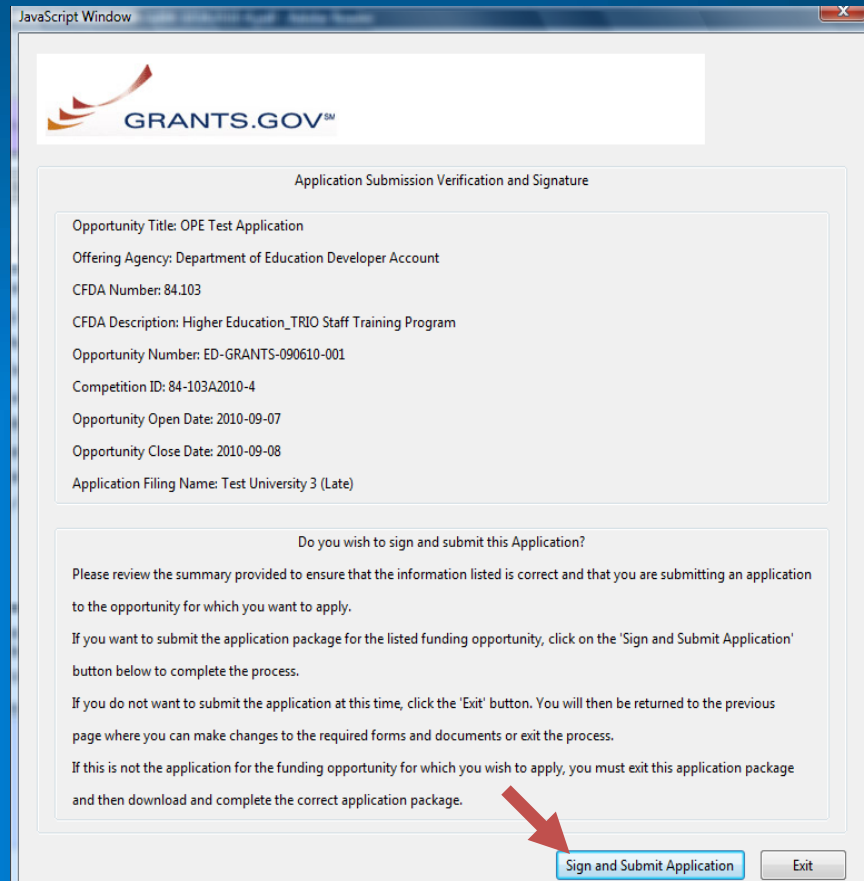
Move Form to Complete => Move Form to Delete <=<

**Open Form**




# Step 8: Sign and Submit

After clicking Save & Submit, you will be prompted to save your application. Unless you are signed in to Grants.gov already, you will also be prompted to sign in. Click the Sign and Submit Application button on the Application Submission Verification and Signature page.



JavaScript Window

 GRANTS.GOV<sup>SM</sup>

Application Submission Verification and Signature

Opportunity Title: OPE Test Application  
Offering Agency: Department of Education Developer Account  
CFDA Number: 84.103  
CFDA Description: Higher Education\_TRIO Staff Training Program  
Opportunity Number: ED-GRANTS-090610-001  
Competition ID: 84-103A2010-4  
Opportunity Open Date: 2010-09-07  
Opportunity Close Date: 2010-09-08  
Application Filing Name: Test University 3 (Late)

Do you wish to sign and submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

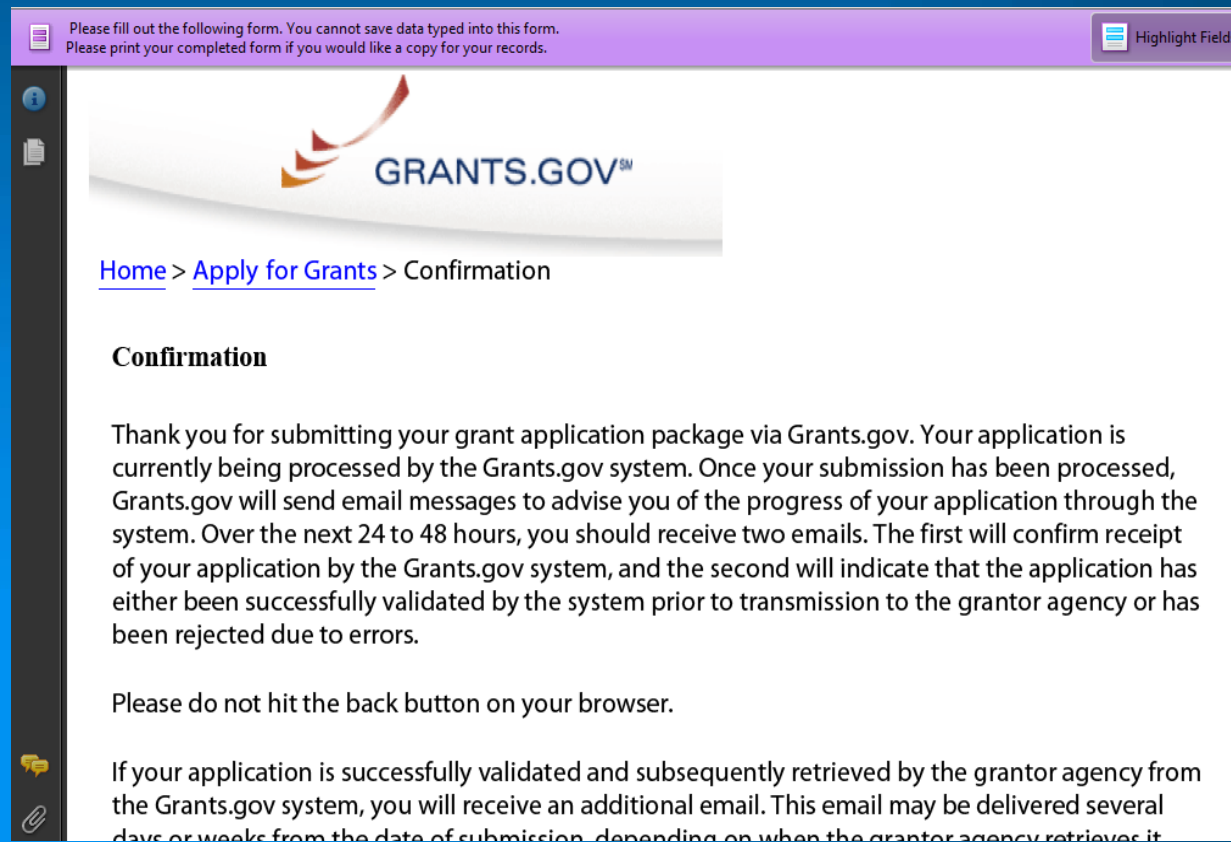
If you want to submit the application package for the listed funding opportunity, click on the 'Sign and Submit Application' button below to complete the process.

If you do not want to submit the application at this time, click the 'Exit' button. You will then be returned to the previous page where you can make changes to the required forms and documents or exit the process.

If this is not the application for the funding opportunity for which you wish to apply, you must exit this application package and then download and complete the correct application package.

# Step 9: Confirmation Page

Wait for the application to be submitted to Grants.gov and the Confirmation page will display.

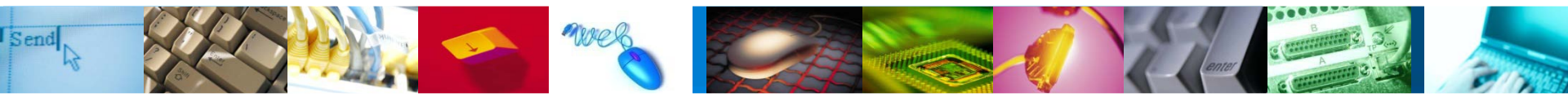


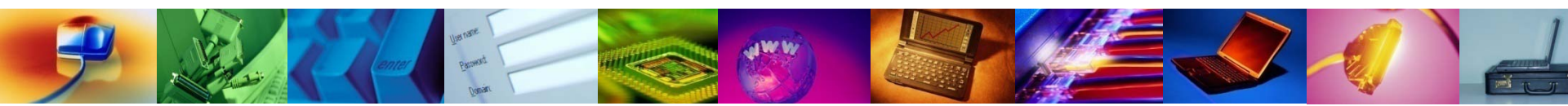
The screenshot shows a web browser window displaying the Grants.gov Confirmation page. At the top, a purple banner contains the text: "Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records." and a "Highlight Fields" button. Below the banner is the Grants.gov logo, which consists of three curved lines in orange and red above the text "GRANTS.GOV<sup>SM</sup>". The breadcrumb navigation reads "Home > [Apply for Grants](#) > Confirmation". The main heading is "Confirmation". The body text reads: "Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors." Below this is a warning: "Please do not hit the back button on your browser." At the bottom, it states: "If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it."



# Reminders

- 🖱 Register Early
  - 🖱 Register before the program application is available
  - 🖱 Verify registration steps are complete
  
- 🖱 Download Adobe Reader 8.1.3 or Higher ASAP
  
- 🖱 Submit Early
  - 🖱 Allow time for uploading and unexpected issues
  - 🖱 Plan to submit several days before the deadline if possible
  
- 🖱 Verify Submission is Successful
  - 🖱 Check that application is received & validated by Grants.gov
  - 🖱 Don't rely solely on e-mail notifications





# For instructions and resources on the entire Grants.gov process, click on Applicant Resources under For Applicants.

**GRANTS.GOV<sup>SM</sup>** Search Contact Us Site Map Help RSS Home

Home » For Applicants »

**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application
- ▶ **Applicant Resources**
- All About Grants
- Applicant FAQs
- Submit Application FAQs
- Search FAQs, User Guides and Site Information

**APPLICANT RESOURCES**

There are several tools and documents available here to help you with Grants.gov.

[FAQs](#) [Download Software](#)

[User Guides](#) [Glossary](#)

[Checklists](#) [Stakeholder Webcast](#)

[Animated Tutorials](#) [Exit Disclaimer](#)

[Quarterly "Succeed" E-Newsletter](#) [Troubleshooting Tips](#)

[Webcast Archive](#) [iPortal \(Self-help\)](#)

[Brochure/Presentation Request Forms](#) [Additional Resources](#)

**Frequently Asked Questions** – The most frequently asked questions about Grants.gov for applicants.

- [Applicant FAQs](#)
- [Submit Application FAQs](#)
- [General FAQs](#)
- [Public Law 106-107 FAQs](#)

**Click here to receive our Quarterly "Succeed" e-newsletter**

**Quick Links**

**Latest News! Grants.gov Blog**  
[\[Exit Disclaimer\]](#)

**FOR APPLICANTS**

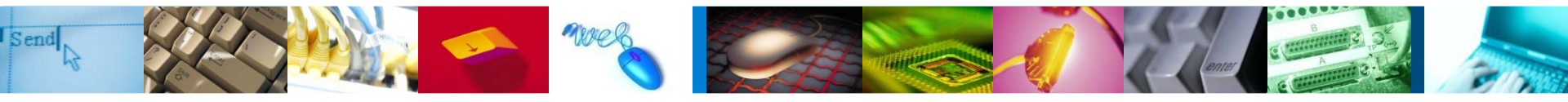
- [Grant Search](#)
- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)
- [Track My Application](#)

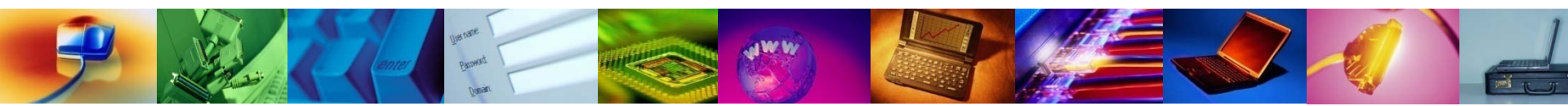
**FOR GRANTORS**

- [Grantor Login](#)
- [New Agency Users](#)
- [Resources](#)

**FOR GRANTORS**

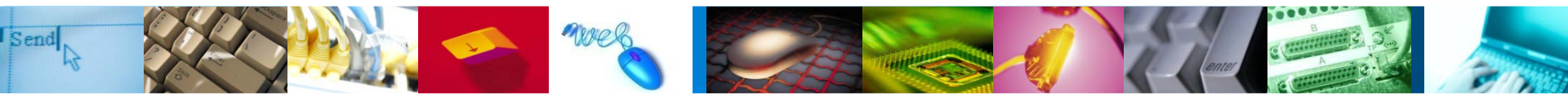
- [Grantor Login](#)
- [New Agency Users](#)
- [Resources](#)

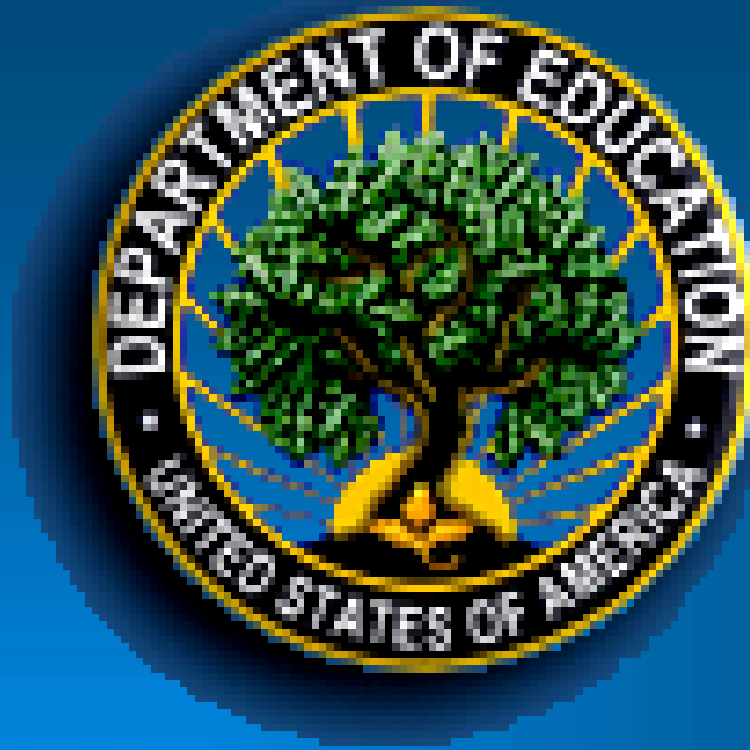




For additional information contact:

Grants.gov Support  
1-800-518-4726  
[support@grants.gov](mailto:support@grants.gov)





## **Title V- Part A Eligibility**



# Two Components of Eligibility

## 1. Request for Designation of Eligibility.

- Deadline was January 31, 2011 for **HSI Part A**.
- Your institution must be designated as an eligible institution before your proposal will be reviewed and before you can receive federal grant funds from IS.
- You must apply every year you seek funding under Title III and Title V.



# Two Components of Eligibility-Continued

## 2. HSI Assurance

- Due with Title V/HSI STEM application.
- Mandatory for Title V/HSI STEM Program eligibility.
- An enrollment of undergraduate full-time equivalent (FTE) students that is at least 25% Hispanic.

The Department does not pre-certify and/or certify institutions as HSIs.



# HSI Assurance Data for Part A and HSI STEM

- Applicable federal law requires verification of eligibility at the time of application. To verify the data submitted, the Department will cross-reference with:
  - data reported to the Integrated Postsecondary Education Data System (IPEDS),
  - the institution's state reported enrollment data, and
  - the institutional annual report.
- Institutions will be required to include their IPEDS data, state reported enrollment data, and their Hispanic student enrollment on the Program Profile Form.

# HSI Assurance Data for Part A and HSI STEM (cont.)

- If there are any differences in the percentages reported to IPEDS and the percentages reported in the grant application, the institution should explain the differences on the Program Profile Form.
- If the Department receives a replica of the instructions and/or cannot validate assurance, the application will be deemed ineligible.
- Institutions should use enrollment data of **Fall 2009 (up to September 30, 2010)**.



# OVERVIEW OF HSI STEM

The **Notice** Published in the Federal Register is your official guide for submission of applications.

# HSI STEM & ARTICULATION PROGRAMS

**Health Care & Education Affordability  
Reconciliation Act of 2010**

# Authorization

- Health Care and Education  
Affordability Act of 2010
- Amends Title III Part F, Section 371
- Appropriates 100 M for Hispanic  
Serving Institutions

# REGULATIONS

- HSI STEM & Articulation Programs authorizing legislation reference sections 502 and 503 of the Higher Education Act.
- Title V regulations from 34 CFR temporarily adopted for this program are:

606.3 – enrollment of needy students (eligibility)

606.4 – low education general expenditures (eligibility)

606.10(c) – unallowable activities

606.23 – Tie-Breaker Provisions

# Purpose of Program

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To assist Hispanic-Serving Institutions—

- Develop and carry-out activities that improve and expand their capacity to serve Hispanic and other low-income students

# Overview

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- 5 year grants awarded through competition
- Funds available: \$99,900,00
- Individual and Cooperative grants
- Individual grant maximum \$870,000
- Cooperative grant maximum: \$1.2M

# Overview (continued)

---

Estimated number of awards:

- Individual Development Grants: 46
- Cooperative Arrangement  
Development Grants: 58

Application submitted via **GRANTS.GOV**

# APPLICATION AVAILABILTY & CLOSING DATE

TBD

# ELIGIBILITY

---

APPLICANTS MUST HAVE AN ELIBILITY DESIGNATION FROM EITHER OF TWO ELIGIBILITY APPLICATION PERIODS IN FY 2010.

- December 7, 2009-January 6, 2010
- August 13, 2010 - September 13, 2010

# PROGRAM PRIORITIES

---

## **ABSOLUTE PRIORITIES**

**Two priorities written into the legislation**

## **COMPETITIVE PREFERENCE PRIORITIES**

**Applicants must meet both**

**ABSOLUTE PRIORITIES**

# Absolute Priority 1

Increase the number of Hispanic and other low-income students attaining degrees in the fields of science, technology, engineering, or mathematics (STEM).

# Absolute Priority 2

Develop model transfer & articulation agreements between two-year HSIs and four-year institutions in such fields [STEM].

# COMPETITIVE PREFERENCE PRIORITY

5 EXTRA POINTS

FOR AN APPLICATION THAT MEETS THIS PRIORITY

**Enabling More Data Base Decision Making**

# Enabling More Data-Based Decision Making

Projects designed to—  
collect, analyze, and use high-quality and  
timely data in the following priority areas:  
Improving postsecondary student outcomes  
related to enrollment, persistence, and  
completion and leading to career success.

# ALLOWABLE ACTIVITIES

Authorizing legislation incorporates activities from Title V Developing Hispanic Institutions program for the HSI STEM & Articulation Programs

# ALLOWABLE ACTIVITIES

- Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories and other instructional facilities.
- Support of faculty exchanges, faculty development, curriculum development, academic instructions, and faculty fellowships to assist in attaining advanced degrees in the fellow's field of instruction.

(but wait— there's more)

# ALLOWABLE ACTIVITIES

- Purchase of library books, periodicals, and other educational materials, including telecommunications program materials.
- Tutoring, counseling, and student service programs designed to improve academic success including innovative and customized instruction courses (which may include remedial education and English language instruction) designed to help retain students and move the students rapidly inter core courses and through program completion.
- Articulation agreements and student support programs designed to facilitate the transfer from two-year to four-year institutions.

# ALLOWABLE ACTIVITIES

- Joint use of facilities, such as laboratories and libraries.
- Establishing or improving an endowment fund.\*
- Creating or improving facilities for Internet or other distance education technologies, including purchase or rental of telecommunications technology equipment or services.

# ALLOWABLE ACTIVITIES

- Establishing or enhancing a program of teacher education designed to qualify students to teach in public elementary schools and secondary schools.
- Establishing community outreach programs that will encourage elementary school and secondary school students to develop the academic skill and the interest to pursue postsecondary education.
- Expanding the number of Hispanic and other underrepresented graduate and professional students that can be served by the institution by expanding courses and institutional resources.

# ALLOWABLE ACTIVITIES

- Providing education, counseling services, or financial information designed to improve the financial literacy and economic literacy of student or the students' families, especially with regard to student indebtedness and student assistance programs under the Federal Student Financial Aid programs (Title IV, HEA of 1965, as amended.)

# Content & Form of Application Submissions

Mandatory page limits in application narrative section:

- Individual Development Grant applications: 50 pages
- Cooperative Arrangement  
Development Grant applications: 70 pages

# Content & Form of Application Submission

- A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, **EXCEPT** titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs. *These items may be single spaced.* Charts, tables, figures, and graphs in the application narrative count toward the page limit.

# Content & Form of Application Submission

- Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted.
- If you do not use all of the allowable space on a page, it will be counted as a full page in determining compliance with the page limit.

# SELECTION CRITERIA

- Need for the project (20 points);
- Quality of the project design (15 points);
- Quality of project services (15 points);
- Quality of project personnel (10 points);
- Adequacy of resources (10 points);
- Quality of the management plan (15 points); and
- Quality of project evaluation (15 points).

# Performance Measures

- (1) The percentage change, over the five-year grant period, of the number of full-time degree-seeking undergraduates enrolled at HSIs.
- (2) The percentage of first-time, full-time degree-seeking undergraduate students who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same institution.

# Performance Measures

- (3) The percentage of first-time, full-time degree-seeking undergraduate students enrolled at four-year HSIs graduating within six years of enrollment.
  
- (4) The percentage of first-time, full-time degree-seeking undergraduate students enrolled at two-year HSIs graduating within three years of enrollment.

# Performance Measures

- (5) Federal cost for undergraduate and graduate degrees at institutions in the Hispanic-Serving Institutions STEM and Articulation Programs.

# Special Analysis

- (1) The percentage of students receiving STEM related degrees from grantee institutions that select Absolute Priority 1;

# Special Analysis

- (2) The percentage of students transferring from two-year grantee institutions to other institutions that select Absolute Priority 2; and
- (3) The use of student data on enrollment, persistence, and completion by grantee institutions that select the Competitive Preference Priority in conducting project activities. Such data may include data from State longitudinal data systems or other reliable third-party resources.



# OVERVIEW OF TITLE V

The **Notice** Published in the Federal Register is your official guide for submission of applications.



# Purposes of Title V, Part A Hispanic-Serving Institutions

- To expand educational opportunities for, and improve the academic attainment of, Hispanic students.
- To expand and enhance the academic offerings, program quality, and institutional stability.



# Title V-Part A

## What's New for FY 2011

### **Absolute Priority:**

1. Contain satisfactory evidence that the project designed will increase the number and proportion of high-need students who persist in and complete college or other postsecondary education and training.

### **Competitive Priorities:** (Additional 5 points=must address both priorities)

1. The project is designed to collect (or obtain), analyze, and use high-quality and timely data, including data on program participant outcomes, in accordance with privacy requirements in improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success.

2. The project is designed to significantly increase efficiency in the use of time, staff, money, or other resources while improving student learning or other educational outcomes.



# Development Grants

**5-year development grants:**

**Individual development award:**

**Maximum Award: \$650,000 per year**

**Page limit: 50**

**•Cooperative development award:**

**Maximum Award: \$775,000 per year**

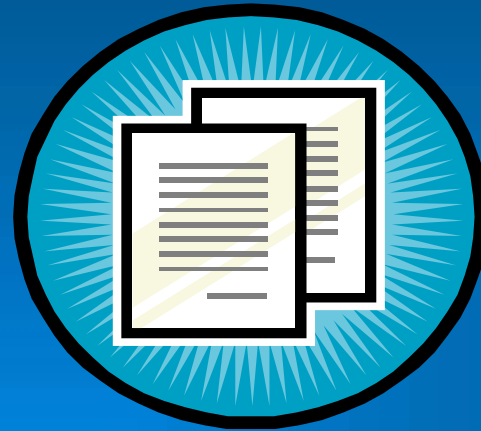
**Page limit: 70**

**Only the project narrative addressing the selection criteria is included in the page count.**

**The NOTICE Published in the Federal Register is your official guide for submission of applications.**

# What's Included in the Page Count?

We will reject your application if you exceed the page limit.



Only the project narrative addressing the selection criteria is included in the page count.

If you submit any other documents outside of what is being requested – it will be counted against your page count (i.e., resumes, letters of support, etc...).

# What's Not Included in the Page Count?

- Application for Federal Assistance & Supplemental Information Form (SF 424)
- Budget Information—Non-Construction Programs (ED 524)
- Assurances and Certifications
- Table of Contents
- One-page Abstract
- Activity Budget Detail Form and Supporting Narrative
- Five-year Plan
- We will reject your application if you exceed the page limit.



U.S. DEPARTMENT OF EDUCATION  
 BUDGET INFORMATION  
 NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1894-0008  
 Expiration Date: 02/28/2011

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 A - BUDGET SUMMARY**  
**U.S. DEPARTMENT OF EDUCATION 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 Subgrant						
12. Total Costs (lines 9-11)						

**\*Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

- (1) Do you have an Indirect Cost Rate Agreement approved by the Federal government?  Yes  No
- (2) If yes, please provide the following information:  
 Period Covered by the Indirect Cost Rate Agreement: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy)  
 Approving Federal agency:  ED  Other (please specify): \_\_\_\_\_
- (1) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:  
 Is included in your approved Indirect Cost Rate Agreement? or  Complies with 34 CFR 76.564(c)(2)?

# Hispanic-Serving Institutions Program Activity Budget Detail Form

**INSTRUCTIONS:** ALL applicants must complete and submit this form. You may copy or recreate this form, but do not amend or modify the required information or format. Upon completion, attach this document as a .doc, .rtf or .pdf into Part III of the "HSI Activity Budget Narrative Form" in the e-Application package.

Activity Budget (To be completed for every activity for which funding is requested)											
1. Name of Institution:					2. Activity Title:						
3. Budget Categories By Year	First Year		Second Year		Third Year		Fourth Year		Fifth Year		Total Funds Requested
Object Class	% Of Time	Funds Requested	% Of Time	Funds Requested	% Of Time	Funds Requested	% Of Time	Funds Requested	% Of Time	Funds Requested	
a. Personnel (Position Title)		\$		\$		\$		\$		\$	\$
SUB-TOTAL		\$		\$		\$		\$		\$	\$
b. Fringe Benefits ___%		\$		\$		\$		\$		\$	\$
c. Travel		\$		\$		\$		\$		\$	\$
d. Equipment		\$		\$		\$		\$		\$	\$
e. Supplies		\$		\$		\$		\$		\$	\$
f. Contractual		\$		\$		\$		\$		\$	\$
g. Construction		\$		\$		\$		\$		\$	\$
h. Other (endowment)		\$		\$		\$		\$		\$	\$
i. TOTAL DIRECT CHARGES		\$		\$		\$		\$		\$	\$
<p>1. Explain in detail how you arrived at the total amount requested in each object class in each year of the activity. If you fail to provide sufficient details, we may disallow costs.</p>											

# Page Format!

- A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides. **Note:** For the purposes of determining compliance with the page limits, each page on which there are words will be counted as one full page.
- Double space (no more than three lines per vertical inch) all text in the application narrative, **except** titles, headings, footnotes, quotations, references, captions, and all text in charts, tables, and graphs. These items may be single-spaced. Charts, tables, figures, and graphs in the application narrative count toward the page limit.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. **An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.**



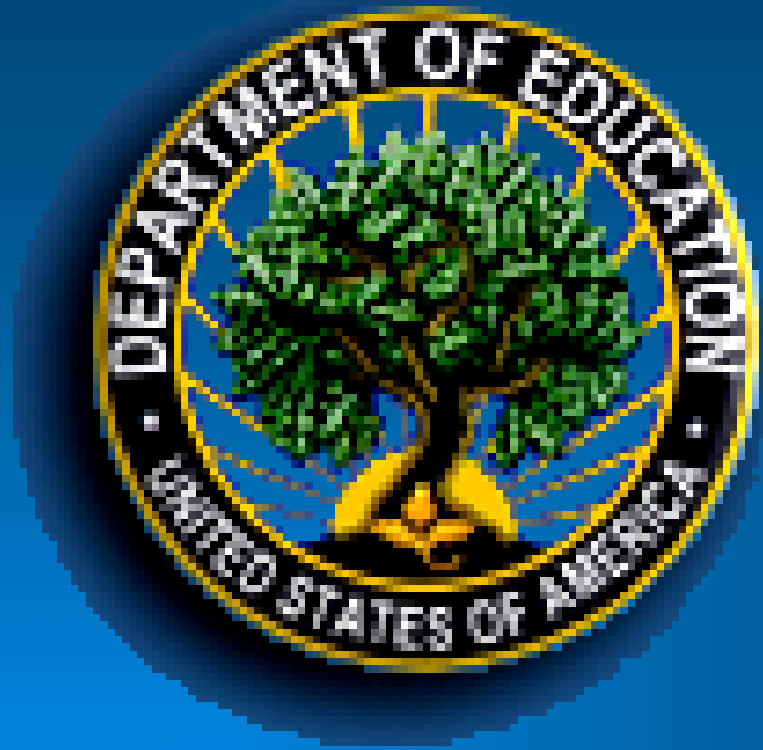
# What Eligible IHE Can Apply?

## Individual development grant.

- An eligible IHE that does not currently have a Title III grant.
- An eligible IHE whose current Title III grant finishes by 9/30/2011.

## Cooperative development grant.

- Any eligible HSI(s) in cooperation with one or more IHE.
- An IHE may be the lead in a cooperative development grant and also be a partner in a cooperative grant.



## ***Allowable Activities***



# Activities

- Projects can have more than one activity
  - activities do not have to relate to each other
  - each activity may have an activity director
- Allowable and unallowable activities are listed in the regulations (34 CFR 606.10).
  - In general, any activity that meets the purpose of the Title V Program
  - Only address in the CDP the problems you seek funding for.



# The Higher Education Opportunity Act (HEOA) of 2008

- Expands Title V, Hispanic-Serving Institutions (Part A) allowable activities:
  - To improve student services including innovative and customized instruction courses designed to help retain students & move the students into core courses.
  - Articulation agreements & student support programs designed to facilitate the transfer of students from 2-year to 4-year institutions.
  - Provide education, counseling services, and financial information to improve financial and economic literacy of students or their families.
  - Also redefines “distance learning academic instruction capabilities” to “distance education technologies”.



# Endowment Fund

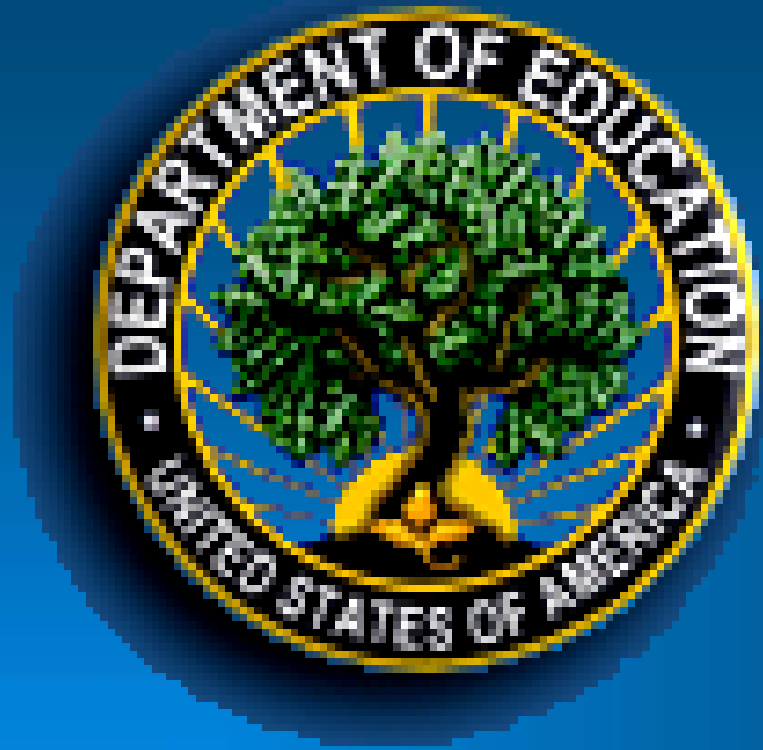
- Use up to 20% of total 5-year Title V funds.
- Match dollar for dollar with non-federal funds before you can draw down Title V funds.
- Invest both grant and matching funds for 20 years.
- Can spend up to half the interest during the 20 years.



# Title V Cannot Fund:

## 606.10 (c)

- activities not mentioned in the original application
- activities inconsistent with applicable State higher education plans
- religious worship
- non-degree or non-credit courses
- operational costs
- salaries for college-wide officials
- costs of organized fundraisers
- costs for student recruitment
- costs of publications to promote the institution



# Selection Criteria



# Selection Criteria

- Selection Criteria determine the order of the application
  - do not count on the reader to recall information from previous sections or to change their opinion if they find missing information later.
- Quality of the content is key
  - It is not a writing skills game
    - But, check your grammar and spelling!



# Selection Criteria

- **Seven evaluation areas:**
  - **Comprehensive development plan (CDP)-25 points**
    - Strengths and weaknesses, goals and objectives of institution, 5-year plan.
  - **Activity objectives—15 points**
    - Objectives of the project, relate to weaknesses, evidence they will work.
  - **Implementation strategy—20 points**
    - Rationale for implementation, studies to support course of action.
  - **Key personnel—7 points**
    - Past experience and training, how it relates to project, time commitment.
  - **Project management plan—10 points**
    - Procedures ensuing efficient and effective management, PD authority.
  - **Evaluation plan—15 points**
    - Data elements & collection procedures appropriate, measure project goals, formative and summative results.
  - **The budget—8 points**

**Total Points: 100**



# Advice...

- Remain focused and direct.
- State your case clearly with evidence.
- Don't make assumptions.
- Ensure consistency between sections.
- Don't let the reviewer come to a better conclusion than you!
- Address each component of every single selection criteria.
- Use your imagination...

**Deadline for  
Submission of  
Applications:**

**TBD**

**4:30 pm Washington, DC  
Time**



# The Bottom Line...

**A sound analysis of your problems and a strong project design will compel the reviewers far more than writing skills, or elaborate bells and whistles.**



# Contact Information

## Title V questions

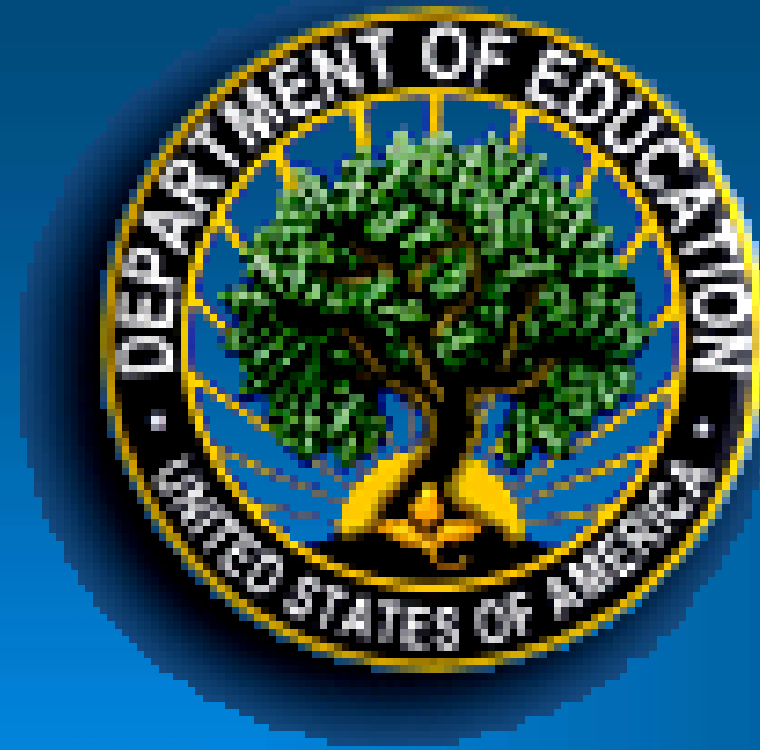
**Title.Five@ed.gov**

## Title V Web Site

**<http://www.ed.gov/hsi>**

## Title V Program Office

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**Questions?**