



# 2021 AANAPISI Part F Grant Competition

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# **PURPOSE OF AANAPISI**

The overall purpose of these programs is to provide grants and related assistance to AANAPISI to enable such institutions to improve and expand their capacity to serve Asian Americans and Native Americans Pacific Islanders and low-income individuals.

# Eligibility

- An institution must be deemed eligible. Please visit <http://opeweb.ed.gov/title3and5/> and enter your institution's eight digit OPE ID into the database.
- All waivers should have been received by March 4, 2021 if your institution wasn't deemed eligible
- At the time of application, an institution must have an enrollment of undergraduate students that is at least 10% AAPI.

# Submission of Application

- ❖ Applications must be submitted electronically using [grants.gov](https://grants.gov) unless you qualify for an exception.
- ❖ Requirements for obtaining an exception are discussed in the Closing Date Notice.
- ❖ Closing date for receipt of applications are June 28, 2021 .

# Eligibility Requirements

To be eligible for a AANAPISI grant, an institution must, among other requirements –

- Be accredited or pre-accredited by a nationally recognized accrediting agency or association;
- 10% Asian American and Native American Pacific Islander student enrollment.
- Have a high enrollment of needy students; and
- Have Core expenditures per FTE equivalent undergraduate student that are low in comparison with the average Core expenditures of similar institutions.

# Follow Instructions

- It is essential that you follow all instructions completely!
- Read all instructions a number of times.
- You are being evaluated solely by what you write in your application, not the great idea that you have.

# Page Format!

- 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, 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.
- Abstract can be single-spaced.
- 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.



# Page Limits

- **Individual Grant Program Narrative: 50 pages**
- **Cooperative Arrangement Program Narrative: 65 pages**
- **Competitive Preference Priority : 3 pages**
- **Invitational Priority: 2 pages**

# AANAPISI Part F Rules

- No special rules
- An institution can currently have any Title III or Title V grant and still apply for an AANAPISI Part F

# What's Included in the Page Count?

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



**Only the Program Narrative is included in the page count. If you include any attachments or appendices, these will be counted as part of the Program Narrative.**

# 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
- Resumes
- Bibliography
- Letters of Support

# General Comments (cont.)

- Selection Criteria determine the order of the application
  - Your application is not a scavenger hunt where the readers have to search for information.
  - Place your information in the proper place and do not depend upon readers to find it elsewhere.



# General Comments

- Quality of the Content is Key
  - Readers' evaluations not based on writing style.
  - Readers are not expecting a great literary work.
  - However, it is essential to write in a clear and understandable fashion.
    - Do check your grammar and spelling!



# General Comments (cont.)

- Read and follow the guidelines.
- Address everything that is called for.
- Leave out extraneous material.
- Write clearly, not cryptically .
- Beware of jargon and buzz words.



# General Comments (cont.)

- Use facts and statistics to prove your case.
- Be sure the facts and figures you use in one section of your application are consistent with those used elsewhere.





# Selection Criteria

- **Seven evaluation areas:**
  - Need for the project – 10 points
  - Quality of the Project Design – 35 points
  - Quality of Project Services – 10 points
  - Quality of Project Personnel—10 points
  - Adequacy of resources – 5 points
  - Quality of the Management Plan – 15 points
  - Quality of the project evaluation —15 points

**Total Points: 100**

# Need for the project (10 points)

- a. The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantage individuals. (5 points)
- b. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses. (5 points)

# Quality of the Project Design

## (35 points)

- a. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project and clearly specified and measurable. (15 points)
- b. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (10 points)

# Quality of the Project Design

## (35 points) (cont'd)

- c. The extent to which the proposed project demonstrates a rationale (as defined in the Notice). (10 points)

# Quality of Project Services

## (10 points)

In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers: (up to 3 points)

- a. The extent to which services provided by the proposed project are appropriate to the needs to the intended recipients or beneficiaries of those services. (up to 3 points)
- b. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice. (up to 4 points)

# Quality of Project Personnel

## (10 points)

In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications from employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers: (3 points)

- a. The qualifications, including relevant training and experience of the project director or principal investigator. (4 points)
- b. The qualifications, including relevant training and experience of key project personnel. (3 points)

# Adequacy of Resources

## (5 points)

- a. The extent to which the budget is adequate to support the proposed project. (3 points)
- b. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (2 points)



# Quality of the Management Plan (15 points)

- a. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (5 points)
- b. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (5 points)
- c. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (5 points)



# Quality of the Evaluation Plan

## (15 points)

- a. The extent to which the methods of evaluation are thorough, feasible and appropriate to the goals, objectives and outcomes of the proposed project. (5 points)
- b. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)
- c. 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. (5 points)

# Competitive Preference Priority 1 – Fostering and Affordable Paths to Obtaining Knowledge and Skills

Providing work-based learning experiences (such as internships, apprenticeships, and fellowships) that align with in-demand industry sectors or occupations (as defined in section 3(23) of the Workforce Innovation and Opportunity Act of 2014).

## Competitive Preference Priority 2- Applications from New Potential Grantees (3 points)

Under this priority, an applicant must demonstrate that it has never received a grant, including through membership in a group application submitted in accordance with 34 CFR 75.127-75.129, under the AANAPISI Part F program.

# Invitational Priority

Addressing the Impact of COVID-19 on  
Students' Mental Health and Academic  
Outcomes Through Student Support Services.

# Allowable Activities

- 1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- 2) Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including the integration of computer technology into institutional facilities to create smart buildings.
- 3) Support of faculty exchanges, and faculty development and faculty fellowships to assist in attaining advanced degrees in the faculty's field of instruction.
- 4) Development and improvement of academic programs.
- 5) Purchase of library books, periodicals, microfilm, and other educational materials including telecommunications program material.
- 6) Tutoring, counseling, and student service programs designed to improve academic success.

- 7) Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.
- 8) Joint use of facilities, such as laboratories and libraries.
- 9) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector .
- 10) Establishing or improving an endowment fund.
- 11) Creating or improving facilities for Internet or other distance learning academic instruction capabilities, including purchase or rental or telecommunications technology equipment services.

# Unallowable Activities

## **GRANTEES MAY NOT CARRY OUT THE FOLLOWING ACTIVITIES OR PAY THE FOLLOWING COSTS**

- Activities not included in an approved application.
- Activities that are inconsistent with any State plan for higher education.
- Activities or services related to sectarian instruction or religious worship.

# UNALLOWABLE ACTIVITIES(cont'd)

- Recruitment unless for hiring positions on the grant.
- Costs of student recruitment such as advertisements, literature, and college fairs
- Developing or improving non-degree or non-credit courses other than basic skills courses.
- Purchase of standard office equipment not related to the grant.
- Payment of any portion of the salary of a president, vice president, or equivalent officer who has college-wide administrative authority and responsibility at an institution to fill a position under the grant.
- Activities that are operational in nature rather than developmental in nature. (No supplanting)



# UNALLOWABLE ACTIVITIES(cont'd)

- Costs of organized fund-raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses to raise capital or obtain contributions
- Instruction in the institution's standard courses.
- Costs for health and fitness programs, transportation, and daycare services
- Student activities such as entertainment, cultural, or social enrichment programs, publications, social clubs, or associations.
- Awarding contacts to anyone that participated in the development of the grant.

# Grants.gov Submission Procedures and Tips for Applicants

- **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](http://www.sam.gov)) which may take approximately one week to complete. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html>
- **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.
- **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link.
- **SUBMISSION PROBLEMS**- If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726, access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>



## Grant Application Package

[Print](#)[Cancel](#)

Opportunity Title:	Office of Postsecondary Education (OPE): Asian American
Offering Agency:	U.S. Department of Education
CFDA Number:	84.382
CFDA Description:	Strengthening Minority-Serving Institutions
Opportunity Number:	ED-GRANTS-022216-001
Competition ID:	84-382B2016-1
Opportunity Open Date:	02/22/2016
Opportunity Close Date:	04/22/2016
Agency Contact:	Pearson Owens Senior Program Officer E-mail: pearson.owens@ed.gov Phone: 2024537997

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:

## Select Forms to Complete

### Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Grants.gov Lobbying Form](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[ED GEPA427 Form](#)

[ED SF424 Supplement](#)

[ED Abstract Form](#)

[Project Narrative Attachment Form](#)

[Budget Narrative Attachment Form](#)

[Other Attachments Form](#)

### Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours 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. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1894-0005.

**Optional - You may attach 1 file to this page.**

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

## Project Narrative File(s)

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\* Mandatory Project Narrative File Filename:

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

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To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

## Budget Narrative File(s)

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\* Mandatory Budget Narrative Filename:

Add Mandatory Budget Narrative

Delete Mandatory Budget Narrative

View Mandatory Budget Narrative

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To add more Budget Narrative attachments, please use the attachment buttons below.

Add Optional Budget Narrative

Delete Optional Budget Narrative

View Optional Budget Narrative

## Other Attachment File(s)

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\* Mandatory Other Attachment Filename:

Add Mandatory Other Attachment

Delete Mandatory Other Attachment

View Mandatory Other Attachment

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To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment

Delete Optional Other Attachment

View Optional Other Attachment



# Program Profile Page

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**84.382B ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER-SERVING INSTITUTIONS PROGRAM PROFILE FORM**

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**INSTRUCTIONS:** *ALL applicants must complete these pages. The completed pages must be attached to the "Other Attachments Form" in the application package in Grants.gov (as a .pdf document). DO NOT MODIFY OR AMEND THESE PAGES.*

OPE ID # \_\_\_\_\_

**1. INSTITUTION (Legal Name):**

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**2. Are you applying as a Branch Campus?** \_\_\_\_ YES \_\_\_\_ NO

**3. ADDRESS (Applicants must indicate the address where the project will be located):**

Project Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**4. Are you addressing the competitive priority?** YES NO. If yes, indicate the priority by placing an "x" beside it.

- ☐ Applications supported by evidence of effectiveness that meets the conditions set out in the definition of "evidence of promise."
- ☐ Applications supported by evidence of effectiveness that meets the conditions set out in the definition of "moderate evidence of effectiveness."

**5. Are you addressing the invitational priority?** YES NO. If yes,

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**84.382B ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER-  
SERVING INSTITUTIONS PROGRAM PROFILE FORM**

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**INSTRUCTIONS:** *ALL applicants must complete these pages. The completed pages must be attached to the "Other Attachments Form" in the application package in Grants.gov (as a .pdf document). DO NOT MODIFY OR AMEND THESE PAGES.*

OPE ID # \_\_\_\_\_

**1. INSTITUTION (Legal Name):**

---

**2. Are you applying as a Branch Campus?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**3. ADDRESS (Applicants must indicate the address where the project will be located):**

Project Address:

---

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**4. Are you addressing the competitive priority?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**. If yes, indicate the priority by placing an "x" beside it.

- ☐ Applications supported by evidence of effectiveness what meets the conditions set out in the definition of "evidence of promise."
- ☐ Applications supported by evidence of effectiveness that meets the conditions set out in the definition of "moderate evidence of effectiveness."

**5. Are you addressing the invitational priority?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**. If yes,

# Things to Remember

- Attach all necessary documents
- Only attached PDF files in Grants.gov
- Complete the Budget File
- Copy and complete the Program Profile from the Application Booklet and upload a PDF version in Grants.gov under Optional Attachment File
- No Indirect Cost
- Use relevant and updated statistics

# Questions?

Contact Information:

[Pearson.Owens@ed.gov](mailto:Pearson.Owens@ed.gov)

202-453-7997