



Follow  
the 5-step  
process to  
apply.

Review the opportunity

Prepare your application

Submit your application

Understand review, selection,  
and award

Review post-award requirements

Timing and Deadlines

Contacts for Questions

# School-Based Mental Health Grant Program

FY 2025  
Grant Competition

Office of Elementary and  
Secondary Education



## Application Instructions

The Department of Education (Department) is issuing a [notice inviting applications](#) for new awards for fiscal year (FY) 2025 for the School-Based Mental Health Program, Assistance Listing Number (ALN) 84.184H. This notice relates to the approved information collection under OMB control number 1894-0006.

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# Review the Opportunity



[See Contacts for Questions](#)  
[See Timing and Deadlines](#)

## School-Based Mental Health Program (SBMH)

This section provides an overview of the funding opportunity, background, and requirements for the SBMH program.

### Purpose of Program

The SBMH program provides competitive grants to State educational agencies (SEAs), local educational agencies (LEAs), and consortia of LEAs to increase the number of credentialed school-based mental health services providers, specifically school psychologists, to students in high-need LEAs.

### Eligible Applicants

Eligible applicants for this program are one or both of SEAs, as defined in [20 U.S.C. 7801\(49\)](#), or LEAs, as defined in [20 U.S.C. 7801\(30\)](#), including consortia of LEAs.

Type of Award  
Discretionary grants

Estimated Available Funds  
\$180,000,000

Estimated Number of Awards  
25-35

Estimated Range of Awards  
\$1,250,000-1,750,000 per year

Estimated Average Size of Award  
\$1,500,000 per year

Project Period:  
Up to 48 months

Application Narrative Length:  
Up to 15 pages (see section 2 for more detail)

Program Website  
To learn more about this year's competition go to our [website](#).



# Step 1 Review the Opportunity: Important Reminders & Background

## Get Registered

To apply, you must first be registered in two systems. If you are already registered, make sure your registration is active and up to date.

### SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. **Begin that process today.**

To register, go to SAM.gov and click on "Get Started."

Click on the Entity Registration Checklist for the information you will need to register in SAM.gov.

If you need help, you can call 866-606-8220 or live chat with the Federal Service Desk.

### Grants.gov

You must also have an active account with grants.gov.

To register, go to grants.gov and click "Register." When ready click on "Get Registered Now" and complete required fields.

For more information or assistance, click on "Applicant Registration Page."

## Background

The purpose of the SBMH program is to provide competitive grants SEAs, LEAs, and consortia of LEAs to increase the number of credentialed school-based mental health services providers delivering mental health services to students in high-need LEAs.

## Apply by October 29, 2025

Applications are due by 11:59 Eastern Time on October 29, 2025. The Department will not review applications received after the application due date and time.

**If you wait until the last minute, you may find that your application has errors that keep you from submitting it. Apply early!**



# Step 1 Review the Opportunity: Program Requirements / Regulations

## Absolute and Competitive Preference Priorities

This competition has three absolute priorities and one competitive preference priority. Absolute Priorities 1, 2, and 3 are from the Notice of Final Priorities published in the Federal Register on September 29, 2025 (90 FR 46573). Competitive preference priority 1 is from the NFP and Competitive preference priority 2 is from 34 CFR 75.227.

### Absolute Priorities

*Absolute Priority 1—SEA proposing to increase the number of credentialed school psychologists employed in high-need LEAs.*

To meet this priority, an SEA must propose a plan to recruit and retain credentialed school psychologists for employment in high-need LEAs.

*Absolute Priority 2— LEAs proposing to increase the number of credentialed school psychologists employed in high-need LEAs.*

To meet this priority, a high-need LEA or a consortium of high-need LEAs must propose a plan to recruit and retain credentialed school psychologists for employment in high-need LEAs.

*Absolute Priority 3—SEAs or LEAs increasing the number of credentialed school psychologists delivering early intervention mental health services and intensive mental health services in high-need LEAs.*

To meet this priority, applicants must propose to increase the number of credentialed school psychologists available to engage in:

- (a) Providing intensive mental health services and supports to individual students most in need of those services, and
- (b) Providing early intervention mental health services to address acute concerns and determine if intensive mental health services are needed.
- (c) Building necessary capacity and local support to ensure the provision of intensive mental health services beyond the life of the grant.

### Competitive Preference Priority

For FY 2025 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award up to an additional 3 points to an application from an SEA that meets Competitive Preference Priority 1. We award an additional 3 points to an application from an SEA, LEA, or consortium of LEAs, that meets Competitive Preference Priority 2.

The total number of competitive preference points an SEA applicant may compete for is 6. An applicant must clearly identify in the project abstract and the project narrative section of its application the competitive preference priority or priorities it wishes the Department to consider for purposes of earning competitive preference priority points.



## **Step 1 Review the Opportunity:** Program Requirements / Regulations

*Competitive Preference Priority 1— SEAs proposing respecialization for existing professionals to become credentialed school psychologists. (up to 3 points)*

To meet this priority, an SEA must propose to increase the number of credentialed school psychologists employed in high-need LEAs by implementing a respecialization plan. The respecialization plan must support professionals who hold, at a minimum, a degree in a related field (e.g., special education, clinical psychology, community counseling) to obtain a license or certification from the SEA or relevant State regulatory body as a school psychologist

*Competitive Preference Priority 2 - Rural Applicants (0 or 3 points)*

Under this priority, an applicant must demonstrate the following:

- (a) The applicant proposes to serve a community that is served by one or more LEAs—
  - (i) With a National Center for Education Statistics (NCES) locale code of 32, 33, 41, 42, or 43; or
  - (ii) With a NCES locale code of 41, 42, or 43.

# Step 1 Review the Opportunity: Program Requirements / Regulations

## Requirements and Selection Criteria

### Requirements

These requirements are from the NFP. These requirements are from the Notice of Final Priorities, Requirements, and Definitions (NFP) published elsewhere in this issue of the Federal Register. Application requirement (a) applies to SEAs only; and application requirement (b) applies to LEAs only. Application requirement (c) applies to all applicants.

### Application Requirements

- (a) SEA applicants must identify in their applications the specific high-need LEAs that will benefit from the grant or describe how they will identify and select the high-need LEAs that will benefit from the grant.
- (b) LEA applicants must describe how they and each LEA in the consortium, if applicable, meets the definition of high-need LEA.
- (c) Applicants must include in their applications the most recently available data on the number of credentialed school psychologists delivering services in the high-need LEA(s) and the projected number of credentialed school psychologists that will be hired and retained to deliver services in high-need LEA(s) for each year of the project using funds from this grant.

### Program Requirements

- (a) Eligible applicants for this program are one or both of SEAs, as defined in 20 U.S.C. 7801(49), or LEAs, as defined in 20 U.S.C. 7801(30), including consortia of LEAs.
- (b) Administrative costs for SEA applicants that receive an award under this program may not exceed 10 percent of the annual grant award. Administrative costs for applicants that are LEAs and consortia of LEAs may not exceed 5 percent of the annual grant award.
- (c) Applicants that receive an award under this program must use grant funds to supplement, and not supplant, non-Federal funds that would otherwise be available for activities funded under this program.
- (d) Applicants that receive an award under this program are prohibited from using program funds for: (1) gender ideology, (2) political activism, (3) racial stereotyping, or (4) hostile environments for students of particular races.
- (e) Applicants that receive an award under this program must ensure that school psychologists funded by this grant begin delivering services to students as soon as possible, but not later than 270 days from award.

## Step 1 Review the Opportunity: Program Requirements / Regulations

- (f) Applicants that receive an award under this program must ensure that any school psychologist hired under this grant, including any services provider that offers telehealth services (as defined in this notice), is credentialed to work in an elementary school (as defined in 20 U.S.C. 7801(19)) or secondary school (as defined in 20 U.S.C. 7801(45)).
- (g) Applicants that receive an award under the program must comply with section 4001(a) of Title IV of the Elementary and Secondary Education Act of 1965, as amended (ESEA). In carrying out the Informed Written Consent requirements described in paragraph (a)(1), the exception in (a)(2)(B)(i) only applies after the applicant has documented that it has made multiple repeated attempts through various communication methods to obtain parent consent. Subsequently, where parent consent is not obtained under (a)(2), not including the provisions in (a)(2)(B)(ii), the parent of a child participating in such services will be provided notice of initial and subsequent service delivery.
- (h) Applicants that receive an award under this program must ensure that any school psychologist or any school psychology graduate candidate offering services does so in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, as well as all other applicable Federal, State, and local laws.





### **Definitions**

The definitions of “credentialed,” “early intervention mental health services,” “high-need LEA,” “intensive mental health services,” “recruit or recruitment,” “respecialization,” “retain or retention,” and “telehealth” are from the NFP. The definitions of “local educational agency” and “State educational agency” are from 20 U.S.C. 7801. The definitions for this competition can be found in the Notice Inviting Applications on the [SBMH webpage](#).

## Step 1 Review the Opportunity: Program Requirements / Regulations

### Selection Criteria

Selection criteria outline how the application will be scored (further detail in Section 4). The application requirements provide further clarity on what an applicant must include to be considered for scoring.

Selection Criteria		Points possible
	Need for the Project	20 points
	Quality of Project Design	30 points
	Adequacy of Resources	30 points
	Quality of Management Plan	20 points

## Step 1 Review the Opportunity: Program Requirements / Regulations

### Administrative Cost Limitation

Administrative costs for SEA applicants that receive an award under this program may not exceed 10 percent of the annual grant award. Administrative costs for applicants that are LEAs and consortia of LEAs may not exceed five percent of the annual grant award.

### Subgrantees

Under 34 CFR 75.708(b) and (c), an SEA grantee under this competition may award subgrants to directly carry out project activities described in its application to LEAs. The SEA grantee may award subgrants to entities it has identified in an approved application or that it selects through a competition under procedures established by the grantees. However, an SEA grantee is not required to award subgrants and may instead administer the program directly. Additionally, under 34 CFR 75.708 (b) and (c) LEAs are not authorized to make subgrants.

### Cost Sharing or Matching

This competition does not require cost sharing or matching.

### Indirect Cost Rate Information

This program uses an unrestricted indirect cost rate. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see [www2.ed.gov/about/offices/list/ocfo/intro.html](http://www2.ed.gov/about/offices/list/ocfo/intro.html).

### Supplement-Not-Supplant

Applicants that receive an award under this program must use grant funds to supplement, and not supplant, non-Federal funds that would otherwise be available for activities funded under this program.

**Program Authority:** Section 4631(a)(1)(B) of the ESEA (20 U.S.C. 7281(a)(1)(B)).

- (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474. (d) The NFP.

Note: The regulations in [34 CFR part 79](#) apply to all applicants except federally recognized Indian Tribes.



For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please visit [here](#).



# Prepare your Application



[See Contacts for Questions](#)



[See Timing and](#)

## Get ready to apply:

### Download the application package

Address to request: You can access the application package for this program through [Grants.gov](https://www.grants.gov)

## Application Elements

The application will require you to fill out several forms, which are listed and linked in grants.gov. See below for a description of forms and sections:

### 1. Standard Documents

Application for Federal Assistance (SF 424)

- ED Supplemental Information for SF 424

### 2. Budget Information

- ED Budget Information Non-Construction Programs (ED Form 524)

### 3. ED Abstract Form

- Project Abstract

### 4. Project Narrative

- Application Narrative

### 5. Narrative Attachment Form

- Project Narrative Attachment Form

### 6. Other Attachment Forms

- Individual Resumes for Project Director & Key Personnel

### 7. Assurances and Certifications

- Disclosure of Lobbying Activities (Standard Form LLL)
- Grants.gov Lobbying Form (ED 80-013 Form)
- General Education Provisions Act (GEPA) Requirements (ED GEPA 427 Form)



# Step 2 Prepare your Application: Application Checklist

## Part I: Standard Documents

- ❑ Application for Federal Assistance (SF 424)

For additional information on Form SF 424, please visit the following links:

<https://grants.gov/forms/forms-repository/sf-424-family>

[https://apply07.grants.gov/apply/forms/instructions/SF424\\_4\\_0-V4.0-Instructions.pdf](https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf)

A thumbnail image of the 'Application for Federal Assistance SF 424' form. The form is a multi-page document with various sections for applicant information, including name, address, and contact details. Some fields are highlighted in yellow, indicating required or important information.

- ❑ ED Supplemental Information for SF 424

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and Unique Entity ID (UEI)). **When applying electronically via Grants.gov, you will need to ensure that the UEI entered on your application is the same as the UEI your organization used when it registered with the System for Award Management.**

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct Assistance Listing Number and program name automatically wherever needed on other forms.

Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.

A thumbnail image of the 'ED Supplemental Information for SF 424' form. This form is used to provide additional identifying information about the applicant and the application. It includes sections for applicant information, address, and contact details. Some fields are highlighted in yellow.

Additional information is provided at the following links

<https://www2.ed.gov/fund/grant/apply/appforms/sf424instruct.pdf>



## Step 2 Prepare your Application: Application Checklist Cont.

### Part 2: Budget Information

#### ❑ ED Budget Information Non-Construction Programs (ED Form 524)

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide all requested budget information for each year of the project and the total column in order to be considered for Federal funding. Specific instructions for completing the budget forms are provided within this application package.

Instructions for completing ED Form 524 Section A:

**Name of Institution/Organization:** Enter the name of the applicant in the space provided.

**Personnel (line 1):** Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

**Fringe Benefits (line 2):** The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

**Travel (line 3):** Indicate the travel costs of employees and participants only. Include travel of persons such as consultants on line 6.

**Equipment (line 4):** Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$10,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

**Supplies (line 5):** Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.

**Contractual (line 6):** The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

**Construction (line 7):** Construction funds are not authorized.

**Other (line 8):** Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. Do not include costs that are included in the indirect cost rate.



## Step 2 Prepare your Application: Application Checklist

### Part 2: Budget Information, Continued

- ❑ ED Budget Information Non-Construction Programs (ED Form 524)

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): Indicate the applicant's approved indirect cost rate, per sections 75.560 – 75.564 of EDGAR. If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to the Department for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to the Department's website at: <https://www.ed.gov/about/ed-offices/fof#Indirect-Cost-Division>. In addition, a grantee, if it is eligible, may also use De Minimis rate as provided for under 2 CFR 200.414(f).

Training Stipends (line 11): Not Applicable for this program.

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled Project Year 1 (a), should also be equal to item 15a on the application cover sheet (SF Form 424).

### Part 3: ED Abstract Form

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice. Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. The Department recommends your file names be less than 50 characters.

The image shows a screenshot of the 'Abstract' section of an application form. It contains the following text:

**Abstract**

An abstract is to be submitted in accordance with the following:

- 1. **Abstract Requirements**
  - Abstracts must not exceed one page and should use language that will be understood by a range of audiences.
  - Abstracts must include the project title, goals, and expected outcomes and contributions related to research, policy, and practice.
  - Abstracts must include the opportunity to be served.
  - Abstracts must include primary activities to be performed by the recipient.
  - Abstracts must include subproject activities that are known or specified at the time of application submission.

For research applications, abstracts also include the following:

- Theoretical and conceptual background of the study (i.e., prior research that the investigation builds upon and that provides a compelling rationale for the study).
- Research focus, hypotheses and questions being addressed.
- Study design including a brief description of the sample including sample size, methods, procedures, and dependent, independent, and control variables, as well as the approach to data analysis.

(Note: For a non-research submission include the name and address of your organization and the name, phone number and e-mail address of the contact person for the project.)

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**You must attach one and only one file to this page.**

\* Attachment



## Step 2 Prepare your Application: Application Checklist

### Part 4: Project Narrative Attachment Form

This section should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://grants.gov) and should be organized in the following manner and include the following parts in order to expedite the review process.

Ensure that you only attach the Education approved file types detailed in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on August 29 23, 2025 (90 FR 42234) and available [here](#). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. The Department recommends your file names be less than 50 characters.

#### **Table of Contents**

The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed **one** double-spaced page.



The screenshot shows a web form titled "Project Narrative File(s)". It features a text input field for "Mandatory Project Narrative File Filenames" which is highlighted in yellow. Below this field are two buttons: "Add Mandatory Project Narrative File" and "Cancel Mandatory Project Narrative File". Further down, there is a smaller text input field and another set of buttons: "Add Optional Project Narrative File", "Cancel Optional Project Narrative File", and "Cancel Optional Project Narrative File". A small instruction reads: "To add more Project Narrative File attachments, please use the attachment buttons below."

#### **Application Narrative**

The Department encourages applicants to limit this section of the application to the equivalent of no more than 15 pages. Please refer to the [Common Instructions and Information for Applicants to Department of Education Discretionary Grant Programs](#) for specific formatting guidance.

The recommended page limit **does not apply** to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the project abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to the **Project Narrative**.

#### **Selection Criteria for Program Narrative**

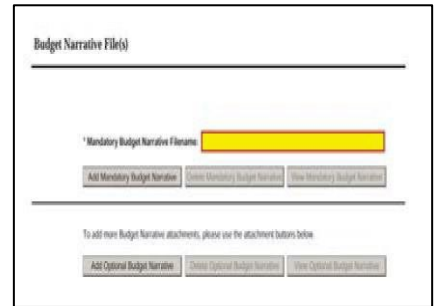
The application narrative is synonymous with responding to the Selection Criteria and should follow the order as found below. Each criterion includes the factors that reviewers will consider in determining the extent to which an applicant meets the criterion.



## Step 2 Prepare Your Application: Application Checklist Cont.

### Part 5: Budget Narrative

This section should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov). It should be organized in the following manner and include the following parts in order to expedite the review process. Ensure that you attach the Education approved file types detailed in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs published in the Federal Register August 29, 2025 (90 FR 42234) and available [here](#).



The screenshot shows a web interface for uploading budget narrative files. At the top, it says "Budget Narrative File(s)". Below that, there is a section for "Mandatory Budget Narrative File(s)" with a yellow highlighted input field. Underneath are three buttons: "Add Mandatory Budget Narrative", "Delete Mandatory Budget Narrative", and "View Mandatory Budget Narrative". A second section is labeled "To add more Budget Narrative attachments, please use the attachment buttons below." and contains three buttons: "Add Optional Budget Narrative", "Delete Optional Budget Narrative", and "View Optional Budget Narrative".

Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. The Department recommends your file names be less than 50 characters.

Each application must also provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C) for requested Federal funds. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent.

This section requires an **itemized budget breakdown** for each project year and the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project.

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.

In accordance with [34 CFR 75.232](#), Department of Education staff perform a cost analysis of each recommended project to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable and allocable. The Department may delete or reduce costs from the budget during this review.

### Important Notes

Applicants are encouraged to review the Guidance for Federal Financial Assistance in preparing their budget and budget narrative, which may be found at the following link: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).



### Suggested Guidelines for the Budget Narrative

1. Provide an itemized budget breakdown, and justification by project year. The budget narrative fulfils the requirement of Form ED 524, Section C Budget Narrative. Find information below in Part 5 on completing the budget narrative. For this program, applicants do not need to fill in non- Federal funds or resources listed in Section B.
2. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

[www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

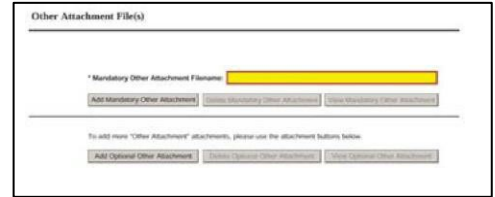
Provide other explanations or comments you deem necessary.



## Step 2 Prepare Your Application: Application Checklist Cont.

### Part 6: Other Attachment Forms

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov). You may provide all of the required information in a single document, or in multiple documents.



Ensure that you only attach the Education approved file types detailed in the [Common Instructions for Applicants to Department of Education Discretionary Grant Programs](#). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. The Department recommend your file names be less than 50 characters.

- Individual Resumes for Project Directors and Key Personnel:** Provide brief resumes or job descriptions that describe personnel qualifications for the responsibilities they will carry out under the project.

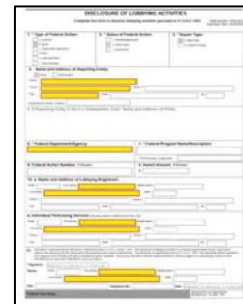


# Step 2 Prepare Your Application: Application Checklist Cont.

## Part 7: Assurances and Certifications

Be certain to complete all required assurances and certifications in [Grants.gov](https://grants.gov), and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- Disclosure of Lobbying Activities (SF LLL Form)**  
Refer to instructions provided at the following link:  
[https://apply07.grants.gov/apply/forms/instructions/SFLLL\\_2\\_0-V2.0-Instructions.pdf](https://apply07.grants.gov/apply/forms/instructions/SFLLL_2_0-V2.0-Instructions.pdf)



- Grants.Gov Lobbying Form – “Certification Regarding Lobbying” (ED 80-013 Form)**  
Refer to the instructions provided at the following link:  
[https://apply07.grants.gov/apply/forms/instructions/GG\\_LobbyingForm-V1.1-Instructions.pdf](https://apply07.grants.gov/apply/forms/instructions/GG_LobbyingForm-V1.1-Instructions.pdf)



- General Education Provisions Act (GEPA) Requirements – Section 427**  
Refer to the instructions provided at the following link:  
<https://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>



**NOTE:** While it is required to submit the lobbying form that best meets an applicants’ situation, the two forms are classified as “optional” in Grants.gov to avoid submission errors when only one of the lobbying form is submitted.



# Submit your Application

Submit your application by **October 29, 2025 at 11:59:59 PM E.T.**

Try to submit your application well before the due date allowing time to avoid denial of your application in case errors occur and the system cannot validate it.

## Submission Instructions:

Applicants are required to follow the [Common Instructions for Applicants to Department of Education Discretionary Grant Programs](#), which contain requirements and information on how to submit an application.

**Accessible Format:** On request to the program contact person, individuals with disabilities can obtain this document and a copy of the application package in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format (txt), a thumb drive, an MP3 file, braille, large print, audiotape, or compact disc, or other accessible format.



## Step 3 Submit your Application: Helpful Reminders

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

### Browser Support

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so the Department recommends you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues. Grants.gov no longer provides support for Microsoft Internet Explorer 9 or below.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: <https://www.grants.gov/applicants/applicant-faqs>.

### ATTENTION – Workspace, Adobe Forms and PDF Files

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: [How to Apply for Grants | Grants.gov](#).

- 1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.



## Step 3 Submit your Application: Helpful Reminders

### 2) Complete a Workspace (cont.)

a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: [Adobe Software Compatibility | Grants.gov](#).

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, and Unique Entity Identifier (UEI) Number. Once it is completed, the information will transfer to the other forms.

3) Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to

<https://www.grants.gov/applicants/applicant-training>.



## Step 3 Submit your Application: Helpful Reminders

### Register Early

Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](http://www.sam.gov)), which usually takes approximately 7 to 10 business days, but can take longer depending on the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <https://www.grants.gov/applicants/applicant-registration>. Please note that your organization will need to update its SAM registration annually.

To register in SAM.gov, click on the “Get Started” link under the “Register Your Entity...” heading in SAM.gov. Grantees, and other entities wanting to do business with the U.S. Department of Education (e.g., entities applying for a grant), that are not already registered in SAM.gov must complete the “Register Entity” registration option and NOT the “Get a Unique Entity ID” option. The “Get a Unique Entity ID” option, which is not a full registration, is only available to entities for reporting purposes. Failing to complete the “Register Entity” option may result in loss of funding, loss of applicant eligibility, and/or delays in receiving a grant award. Information about SAM is available at [www.SAM.gov](http://www.SAM.gov). To further assist you with registering in SAM or updating your existing SAM registration, see the [Quick Start Guide for Grant Registrations](#) and the Entity Registration Video at <https://sam.gov/content/entity-registration>.



### Submit Early

The Department strongly recommends 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. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

You must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application, Grants.gov will reject your application.



## Step 3 Submit your Application: Helpful Reminders

### 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. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <https://www.grants.gov/applicants/encountering-error-messages>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <https://www.grants.gov/applicants/adobe-software-compatibility>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: [support@grants.gov](mailto:support@grants.gov) or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>.

The Department discourages paper applications, but if electronic submission is not possible (e.g., you do not have access to the internet), (1) you must provide a prior written notification that you intend to submit a paper application and (2) your paper application must be postmarked by the application deadline date. If you submit your prior written notification by email, it must be received by the Department no later than 14 calendar days before the application deadline date. If you mail your notification to the Department, it must be postmarked no later than 14 calendar days before the application deadline date (See the [2025 Common Instructions](#) for detailed instructions regarding this procedure).

### Helpful Hints When Working with Grants.gov

Please go to <https://www.grants.gov/support> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <https://www.grants.gov/applicants/applicant-faqs> as well as additional information on Workspace at <https://www.grants.gov/applicants/workspace-overview>.



## Step 3 Submit your Application: Helpful Reminders

### Slow Internet Connections

When using a slow internet connection, such as a dial-up connection, to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g., cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. Failure to fully upload an application by the deadline date and time will result in your application being marked late in the G5 system. **If you do not have access to a high-speed internet connection, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than 14 calendar days before the application deadline date.** (See [Common Instructions and Information for Applicants to Department of Education Discretionary Grant Programs.](#))

### Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, the Department **recommends** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.



# Understand review, selection, and award




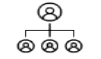


[See Contacts for Questions](#)  
[See Timing and Deadlines](#)

This section is intended to help you understand the process and criteria for review, selection, and award.

## Selection Criteria

Applications will be evaluated according to specific selection criteria identified below and in the following pages. Reviewers of your application will use these criteria to rate your proposal, and the overall assessment of your proposal will be based on the extent to which it satisfies the selection criteria. An application may earn up to a total of 100 points based on responses to the selection criteria.

	Selection Criteria	Points possible
	Need for the Project	20 points
	Quality of Project Design	30 points
	Adequacy of Resources	30 points
	Quality of Management Plan	20 points



### (a) Need for the Project (Up to 20 points)

The Secretary considers the need for the proposed project.

- (i) In determining the need for the proposed project, the Secretary considers the extent to which the specific nature and magnitude of gaps or challenges are identified and the extent to which these gaps or challenges will be addressed by the services, supports, infrastructure, or opportunities described in the proposed project.

### (b) Quality of the Project Design (Up to 30 points)

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers one or more of the following factors:

- (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified, measurable, and ambitious yet achievable within the project period and aligned with the purposes of the grant program. (20 points)
- (ii) The extent to which the proposed project demonstrates that it is designed to build capacity and yield sustainable results that will extend beyond the project period. (10 points)

### (c) Adequacy of Resources (Up to 30 points)

The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers one or more of the following factors:

- (i) The extent to which the budget is adequate to support the proposed project and the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (20 points)
- (ii) The extent to which the costs are reasonable in relation to the number of persons to be served, the depth and intensity of services, and the anticipated results and benefits. (10 points)

### (d) Quality of the Management Plan (Up to 20 points)

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers one or more of the following factors:

- (i) The feasibility of the management plan to achieve project objectives and goals on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (10 points)
- (ii) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (10 points)

## Step 4 Understand review, selection, and award: Review

Please refer to the [Common Instructions and Information for Applicants to Department of Education Discretionary Grant Programs](#) and include instructions and information on application review information, including:

- Submission of proprietary information
- Intergovernmental review
- Past performance
- Assurances
- Risk assessments and specific conditions
- Integrity and performance review.

# Review the post award requirements



[See Contacts for Questions](#)

[See Timing and Deadlines](#)

This section is intended to help you understand what is required of recipients after they receive an award.

## Post-Award

Please refer to the [Common Instructions and Information for Applicants to Department of Education Discretionary Grant Programs](#) and include instructions and information on post award and award administration information, including:

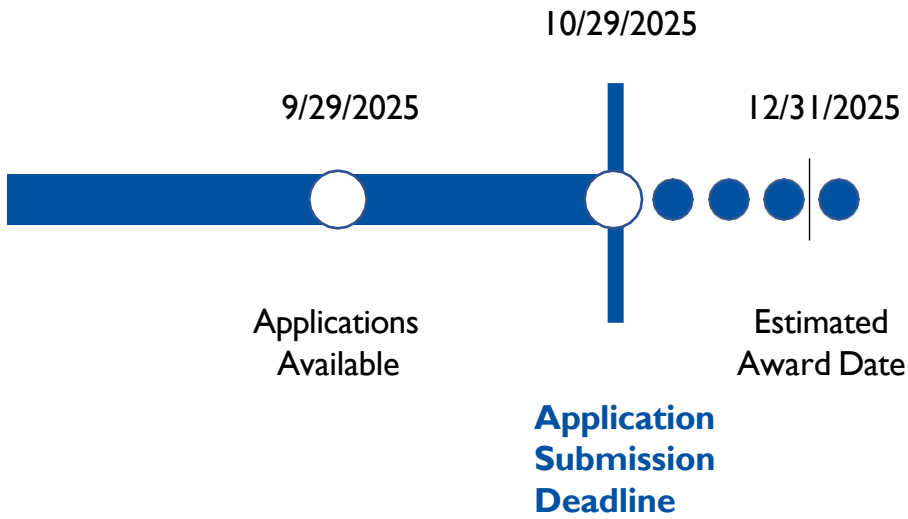
- Award notices
- Administrative and national policy requirements
- Open licensing requirements
- Reporting
- Continuation awards.

If your application is not evaluated or not selected for funding, the Department notifies you.



# Timing and Deadlines

## Application Timeline



**i Remember to submit your application early!**



# Contacts for Questions

## For Further Information Contact:

Amy Banks

U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

Telephone: (202) 987-1780

Email: [OESE.School.Mental.Health@ed.gov](mailto:OESE.School.Mental.Health@ed.gov)

If you are deaf, hard of hearing, or have a speech disability and wish to access telecommunications relay services, please dial 7-1-1.

## Technical Assistance for Prospective Applicants

The Department will post a preapplication presentation for prospective applicants on the [SBMH program webpage](#).

## Paperwork Burden Statement

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. The valid OMB control number for this information collection is 1894-0006. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. 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 20202-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov).

**Please do not return completed applications to this address.**

