

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**UNIVERSITIES AND COLLEGES
PROGRAMS**

**TRIBAL COLLEGES AND UNIVERSITIES
PROGRAM (TCUP)**

Billing Code 4210-32-C

Tribal Colleges and Universities Program Overview Information

A. *Federal Agency Name*: Department of Housing and Urban Development, Office of Policy Development and Research, Office of University Partnerships.

B. *Funding Opportunity Title*: Tribal Colleges and Universities Program (TCUP).

C. *Announcement Type*: Initial announcement.

D. *Funding Opportunity Numbers*: The **Federal Register** Number for this program is FR-4900-N-13. The OMB Approval Number for this program is 2528-0215.

E. *Catalog of Federal Domestic Assistance (CFDA) Number*: The CFDA Number for this program is 14.519.

F. *Dates*: The application due date shall be on or before June 25, 2004. Please see the General Section of the SuperNOFA for application submission, delivery, and timely requirements.

G. *Additional Overview Content Information*:

1. *Purpose of the Program*: The Tribal Colleges and Universities Program (TCUP) assists Tribal Colleges and Universities (TCU) to build, expand, renovate, and equip their own facilities.

2. *Award Information*: In Fiscal Year (FY) 2004, approximately \$2.98 million has been appropriated for this program by the Consolidated Appropriations Act, 2004 (Pub. L. 108-199, approved January 23, 2004, 118 Stat. 3). The maximum amount a TCUP applicant can request for award is \$600,000 for a three-year (36 months) grant performance period.

3. *Eligible Applicants*: Tribal Colleges and Universities that meet the definition of a TCU established in Title III of the 1998 Amendments to the Higher Education Act of 1965 (Pub. L. 105-244, approved October 7, 1998) are eligible to apply for funding under this program. Institutions must be accredited or provide a statement in their application to verify that the institution is a candidate for accreditation by a regional institutional accrediting association recognized by the U.S. Department of Education.

Full Text of Announcement

I. Funding Opportunity Description

The purpose of this program is to assist Tribal Colleges and Universities (TCU) to build, expand, renovate, and equip their own facilities. Listed below are major modifications from the FY2003 program-funding announcement:

1. This program has a separate NOFA and is no longer a part of the combined

Office of Universities Partnerships Program NOFA.

2. All applications must be mailed to: University Partnerships Clearinghouse; c/o Danya International; 8737 Colesville Road, Suite 1200; Silver Spring, MD 20910.

3. Points will no longer be assigned to the budget. However, a budget narrative must be submitted that addresses the total dollar amount reflected on the HUD-424-CB for the entire three-year grant performance period.

4. The maximum amount an applicant can request for award has been increased from \$400,000 to \$600,000 for a three-year (36 months) grant performance period.

HUD's authority for making funding available under this NOFA is the Consolidated Appropriations Act, 2004 (Pub. L. 108-199, approved January 23, 2004, 118 Stat. 3). This program is being implemented through this NOFA and the policies governing its operation are contained herein.

II. Award Information

In Fiscal Year (FY) 2004, \$2.98 million has been appropriated for this program by the Consolidated Appropriations Act, 2004 (Pub. L. 108-199, January 23, 2004, 118 Stat. 3). The maximum amount a TCUP applicant can request for award is \$600,000 for a three-year (36 months) grant performance period.

III. Eligibility Information

A. *Eligible Applicants*

Tribal Colleges and Universities that meet the definition of a TCU established in Title III of the 1998 Amendments to the Higher Education Act of 1965 (Pub. L. 105-244, enacted October 7, 1998) are eligible to apply for funding under this program. Institutions must be accredited or provide a statement in their application that verifies the institution is a candidate for accreditation by a regional institutional accrediting association recognized by the U.S. Department of Education.

B. *Cost Sharing or Matching*:

None Required

C. *Other*

1. Eligible Activities

Eligible activities include building, expanding, renovating, and equipping facilities owned by the institution (a long-term lease for five years or more in duration is considered an acceptable form of ownership under this program). Buildings in which an institution undertakes activities that also serve the community are eligible; however, the

facilities must be predominantly for the use of the institution (e.g., students, faculty, and staff). Examples of eligible activities include, but are not limited to:

- a. Building of a new gymnasium for students, but also offering some physical education classes or other activities in the evening to the larger community;
- b. Rehabilitating a student union building that would also serve as a community meeting facility;
- c. Equipping the university's computer lab, but involving the larger community in helping the institution identify workshops that would be of interest to the community; and
- d. Developing a facility solely for the use of the institution (e.g., a dormitory, classrooms, or administration building).

2. Threshold Requirements Applicable to all Applicants

All applicants must comply with the threshold requirements as defined in the General Section of the SuperNOFA and the requirements listed below to be evaluated, rated, and ranked.

Applications that do not meet these requirements will be considered ineligible for funding and will be disqualified:

- a. The applicant must meet the eligibility requirements as defined in Section III.A. Eligible Applicants.
- b. The maximum amount a TCUP applicant can request for award is \$600,000.

c. Funds awarded under this program may not be used for public services, as defined in 24 CFR part 570, subpart C 570.201(e).

d. Only *one* application is eligible for funding from an institution or campus. However, an individual campus that is one of several campuses of the same institution may apply separately as long as the applicant's campus has a separate administrative and budget structure.

e. Institutions that received grants in FY2003 are not eligible to apply under this NOFA.

f. Applicants must receive a minimum score of 75 points to be considered for funding.

g. An applicant must have a DUNS number to receive HUD grant funds. (The General Section of the SuperNOFA provides information regarding the DUNS requirement).

3. Program Requirements

In addition to the program requirements listed in the General Section of the SuperNOFA, applicants must meet the following program requirements:

- a. All funds awarded under this program must be spent during a three-

year (36 months) grant performance period.

b. While community-wide use of a facility (that is purchased, leased, or built) is permissible under this program, the facility must be predominantly for the use of the institution (*i.e.*, it must be used by the staff, faculty, and/or students at least 51 percent of the time).

c. Applicants that claim leveraging from *any source* (*e.g.*, tribal, Federal and/or State governments, Tribally Designated Housing Entities, foundations, etc.), including their own institution, must provide letters of firm commitment, memoranda of understanding, or agreements evidencing the extent and firmness of the commitment. These documents must be dated no earlier than the date of this published NOFA and follow the outline provided for this program in section V, Application Review Information, "Factor 4 Leveraging Resources" of this NOFA.

d. Each activity proposed for funding must meet one of the following Community Development Block Grant (CDBG) Program national objectives:

(1) Benefit low- and moderate-income persons;

(2) Aid in the prevention or elimination of slums or blight; or

(3) Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs. Criteria for determining whether an activity addresses one or more objectives are provided at 24 CFR 570.208.

e. If a TCU is a part or instrumentality of a federally recognized tribe, the applicant must comply with the Indian Civil Rights Act (25 U.S.C. 1301 *et seq.*) and all other applicable civil rights statutes and authorities as set forth in 24 CFR 1000.12. If the TCU is not a part or instrumentality of a federally recognized tribe the applicant must comply with the Fair Housing Act (42 U.S.C. 3601–19) and implementing regulations at 24 CFR part 100 *et seq.*, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d–4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1, and section 109 of Title One of the Housing and Community Development Act of 1974 (HCDA), as amended, with respect to nondiscrimination on the basis of age, sex, religion, or disability and implementing regulations at 24 CFR part 6.

f. Labor Standards. Institutions and their subgrantees, contractors and

subcontractors must comply with the labor standards (Davis-Bacon) requirements referenced in 24 CFR 570.603. However, in accordance with HCDA section 107(e)(2), the Secretary waives the provisions of HCDA section 110 with respect to the TCUP program for grants to a TCU that is part of a tribe, *i.e.*, a TCU that is legally a department or other part of a tribal government, but not a TCU that is established under tribal law as an entity separate from the tribal government. If a TCU is not part of a tribe, the labor standards of HCDA section 110, as referenced in 24 CFR 570.603, apply to activities under the grant to the TCU.

g. Environmental Requirements. Selection for award does not constitute approval of any proposed sites. Following selection for award, HUD will perform an environmental review of activities proposed for assistance in accordance with 24 CFR part 50. The results of the environmental review may require that proposed activities be modified or proposed sites be rejected. Applicants are particularly cautioned not to undertake or commit funds for acquisition or development of proposed properties prior to HUD approval of specific properties or areas. An application constitutes an assurance that the institution will assist HUD to comply with part 50; will supply HUD with all available and relevant information to perform an environmental review for each proposed property; will carry out mitigating measures required by HUD or select alternate property; and will not acquire, rehabilitate, convert, demolish, lease, repair, or construct property and not commit or expend HUD or local funds for these program activities with respect to any eligible property until HUD's written approval of the property is received. In supplying HUD with environmental information, applicants should use the same guidance as provided in the HUD Notice CPD–99–01 entitled "Field Environmental Review Processing for HUD Colonias Initiative (HCI) Grants" issued January 27, 1999.

The General Section of the SuperNOFA provides further discussion of the environmental requirements. Further information and assistance on HUD's environmental requirements is available at: <http://www.hud.gov/offices/cpd/energyenvirom/environment/index.cfm>.

h. Site Control. Where grant funds will be used for acquisition, rehabilitation, or new construction, an applicant must demonstrate site control. If the recipient cannot demonstrate control of a suitable site within one year after initial notification of award of

assistance, HUD may recapture or deobligate any remaining grant funds.

IV. Application and Submission Information

A. Addresses to Request Application Package

1. Applicants may request general information, copies of the General Section and Program Sections of the SuperNOFA from the NOFA Information Center (800–HUD–8929 or 800–HUD–2209 (TTY)) between the hours of 9 a.m. and 8 p.m. (eastern time) Monday through Friday, except on Federal holidays. When requesting information, please refer to the Tribal Colleges and Universities Program. Be sure to provide your name, address (including zip code), and telephone number (including area code). To ensure sufficient time to prepare an application, requests for copies of this NOFA can be made immediately following publication of the SuperNOFA. The NOFA Information Center opens for business simultaneously with the publication of HUD's 2004 NOFA. Applicants can also obtain information on the SuperNOFA and download application information for the SuperNOFA through the HUD Web site: <http://www.hud.gov>.

B. Content and Form of Application Submission

1. A complete application package must include an original signed application, three copies, and one computer disk of the application (in Word 6.0 or higher), and items listed below. (The computer disk should include the narrative portion of the application and all required forms. Forms may be downloaded from <http://www.hud.gov>.) In order to recycle paper, applications must not be submitted in bound form; binder clips or loose-leaf binders are acceptable. Please do not use colored paper. Applications must be submitted on 8½ by 11-inch paper, double-spaced on one side of the paper, with one-inch margins (from the top, bottom, left and right) and printed in a standard Times New Roman 12-point font. Each page must be numbered and include the applicant's name. Each section must be tabbed sequentially. The application narrative, tables, and maps must not exceed 75 pages (excluding forms, budget narrative, assurances, commitment letters, memoranda of understanding, agreements, and abstract). The double-spacing requirement applies to the application narrative (excluding the abstract, tables, maps, budget narrative, commitment letters, memoranda of

understanding, and agreements). Please note that although submitting pages in excess of the page limit will not disqualify an application, HUD will not consider the information on any excess page. This may result in a lower score or failure to meet a threshold requirement. Except where a particular form may direct otherwise, all forms included in an application, as well as the transmittal letter, must be signed by the Chief Executive Officer (this is generally the President or Provost) or an official authorized legally to make a commitment on behalf of the institution. If a designee signs, the application must contain a copy of the official designation of signatory authority.

Please include in *your application* each item in the order listed below:

1. *SF-424, Application for Federal Assistance*. Instructions for completing this form are found on the back of the first page of the form. Please remember the following:
 - a. The full grant amount (entire three-years) should be entered, not the amount for just one year;
 - b. Include the name, title, address, telephone number, facsimile number, and email address of the designated contact. This is the person who will receive the reviewer comments; therefore, please ensure the accuracy of the information;
 - c. The Employer Identification/Tax ID number;
 - d. The DUNS Number;
 - e. The Catalog of Federal Domestic Assistance Number for this program is 14.519;
 - f. The project's proposed start and completion date. For the purpose of this application the program start date should be October 1, 2004; and
 - g. The signature of an authorized official (an individual who has the authority to make a binding commitment on behalf of the institution).

2. *Transmittal Letter*. The letter should contain a statement that the institution is an eligible applicant because it is a two- or four-year fully accredited institution. This letter should state the name of the accrediting agency, and that the accrediting agency is recognized by the U.S. Department of Education. Applicants who have applied for accreditation by a regional instructional accrediting association recognized by the U.S. Department of Education must also state the name of the accrediting agency. Applicants may also use the transmittal letter as one way to demonstrate the President's commitment to the institutionalization of the program. The Chief Executive Officer (usually the President or

Provost) of the institution must sign this letter. If the Chief Executive Officer has delegated this responsibility to another official, that person may sign, but a copy of the delegation of authority must be included or clearly stated in the letter. Applicants must also indicate whether their institution is a department or agency of a tribal government and is thus claiming exemption from Davis-Bacon labor standards and the non-discrimination provision of section 109 of the Housing and Community Development Act of 1974.

3. *Application Checklist*. Applicants must include the completed checklist in their application. On the checklist, applicants must indicate the page number where each of the items can be found in the application (*see Appendix A*).

4. *Abstract*. Applicants must include no more than a two-page summary of the proposed project. Please include the following:
 - a. A clear description of the proposed project activities, the target population that will be assisted, and the impact this project will have on the institution;
 - b. The designated contact person, including phone number, facsimile number, and email address (This is the person who will receive the reviewers' comments; therefore, please ensure the accuracy of the information);
 - c. University's name, mailing address, telephone number, facsimile number and email address; and;
 - d. The principal investigator, if different from the designated contact person for the project, including phone number, facsimile number, and e-mail address.

5. *Narrative statement addressing the Factors for Award*. HUD will use the narrative response to the "Factors for Award" to evaluate, rate, and rank applications. The statement and work plan are the main sources of information. Applicants are advised to review each factor carefully for program specific requirements. The response to each factor should be concise and contain only information relevant to the factor, but detailed enough to address the factor fully. Please do not repeat material in response to the five factors; instead focus on how well the proposal responds to each of the factors. In factors where there are subfactors, each subfactor must be presented separately, with the short title of the subfactor presented. Make sure to address each subfactor and provide sufficient information about every element of the subfactor.

6. *Budget*. The budget submission must be placed behind the narrative

statement addressing the "Factors for Award" and include the following form:

- a. HUD-424-CB, "Grant Application Detailed Budget." This budget form shows the total budget by year and by line item for the program activities to be carried out with the proposed HUD grant. Each year of the program should be presented separately. Applicants must also submit this form to reflect the total cost for the entire grant performance period (Grand Total).

Make sure that the amount shown on the SF-424, HUD-424-CB, and all other required program forms is consistent and the totals are correct. Remember to check the addition in totaling the categories on the HUD 424-CB form so that all items are included in the total. All forms must be completed in full. If an application is selected for award, the applicant may be required to provide greater specificity to the budget during grant agreement negotiations.

- b. *Budget Narrative*. A narrative must be submitted that explains how the applicant arrived at the cost estimates, for any line item over \$5,000. For example, an applicant proposes to construct an addition to an existing building, which will cost approximately \$200,000. The following cost estimate reflects this total: Foundation cost \$75,000, electrical work \$40,000, plumbing work \$40,000, interior finishing work \$35,000 and landscaping \$10,000. The proposed cost estimates should be reasonable for the work to be performed and consistent with rates established for the level of expertise required to perform the work proposed in the geographical area. When necessary, quotes from various vendors or historical data should be used and included. All direct labor or salaries must be supported with mandated city/state pay scales, Davis-Bacon wage rates, or other documentation. When an applicant proposes to use a consultant, the applicant must indicate whether there is a formal agreement or written procurement policy. For each consultant, please provide the name, if known, hourly or daily fee, and the estimated time on the project. Applicants must submit a cost estimate from a qualified firm (*e.g.*, Architectural or Engineering firm) vendor and/or qualified individual (*e.g.*, independent architect) other than the institution for projects that involve rehabilitation of residential, commercial and/or industrial structures; and/or acquisition, construction, or installation of public facilities and improvements. Such an entity must be involved in the business of housing rehabilitation, construction, and/or management. Equipment and contracts cannot be presented as a total

estimated figure. For equipment, applicants must provide a list by type and cost for each item. Applicants using contracts must provide an individual description and cost estimate for each contract.

c. *Indirect costs.* Indirect costs, if applicable, are allowable based on an established approved indirect cost rate. Applicants should include a copy of their indirect cost rate agreement with their application. Applicants who are selected for funding that do not have an approved indirect cost rate agreement (established by the cognizant Federal agency, Certified Public Account, or auditor) will be required to establish a rate. In such cases, HUD will issue an award with a provisional rate and enter into an agreement to have one established.

d. *Audits.* Applicants must ensure that their most current A-133 audit is on file at the Federal Audit Clearinghouse. Grantees that expend \$500,000 or more in Federal financial assistance in a single year (this can be program year or fiscal year) must be audited in accordance with the OMB requirements as established in 24 CFR parts 84 and 85. Additional information regarding this requirement can be accessed at the following Web site <http://harvester.census.gov/sac>.

7. *Appendix.* Applicants must place the letters of commitment, memoranda of understanding, or agreements for funds/resources in response to Factor 4 in this section. An applicant may not submit general support letters or resumes or other back-up materials (unless an applicant is willing to have the latter count toward the page limit requirement).

C. Submission Dates and Times

A complete application package is due on or before June 25, 2004. Please see the General Section of the SuperNOFA for application submission, delivery, and timely receipt requirements.

D. Intergovernmental Review

This program is excluded for an Intergovernmental Review.

E. Funding Restrictions

1. Ineligible activities for funding under this program include, but are not limited to the following:

- a. Renovation of a facility in which the facility is not used at least 51 percent of the time by the institution;
- b. Rental space to another entity that operates a small business assistance center; and
- c. Building of a new gymnasium, where the activities are for non-

students, or the activities are primarily run by an outside entity.

2. Applicants can use up to 20 percent of the grant for payments of reasonable grant administrative costs related to planning and execution of the project (e.g., preparation/submission of HUD reports). A detailed explanation of these costs is provided in the OMB circulars that can be accessed at the White House Web site at: <http://www.whitehouse.gov/omb/circulars/index.html>.

F. Other Submission Requirements

1. Complete Application Package

This package must be submitted to the following address: University Partnerships Clearinghouse; c/o Danya International, 8737 Colesville Road, Suite 1200, Silver Spring, MD 20910. When submitting an application package, include the following information on the outside of the envelope:

- a. Office of University Partnerships;
- b. Tribal Colleges and Universities Program; and
- c. Applicant's name and mailing address (including ZIP code).

Applicants must refer to the General Section of the SuperNOFA for detailed requirements governing application submission and receipt.

2. Forms, Certifications, and Assurances

The following certifications and assurances must be included in *all* application packages. These forms must be signed by the Chief Executive Officer (or official designee) of the institution and can be downloaded from <http://www.hud.gov>.

- a. Application for Federal Assistance (SF-424).
- b. Applicant Assurances and Certifications (HUD-424-B).
- c. Disclosure of Lobbying Activities (SF-LLL).
- d. Applicant/Recipient Disclosure/Update Report (HUD-2880).
- e. Grant Application Detailed Budget (HUD-424-CB).
- f. Program Logic Model (HUD-96010).
- g. Survey on Equal Opportunity (HUD-32004).
- h. Acknowledgment of Receipt of Application (HUD-2993). To confirm that HUD has received the application package, please complete this form. Applicants are not required to include this form, but it is recommended that an applicant do so.

i. Client Comments and Suggestions (HUD-2994). This form is included to solicit information from the most valuable source, the applicant. The changes that we have instituted this year are designed to make things easier

for the applicant. If applicants complete and submit this form, it will help us to assess whether the changes have had the intended results. It will also guide us in our continuing efforts to improve the competitive grant process. Applicants are not required to complete this form.

V. Application Review Information

A. Criteria

1. *Rating Factor 1: Capacity of the Applicant and Relevant Organizational Experience (25 Points).* This factor addresses the extent to which the applicant has the organizational resources necessary to successfully implement the proposed activities in a timely manner.

a. *Knowledge and Experience of the Proposed Staff (15 Points).* In rating this subfactor, HUD will consider the extent to which the applicant demonstrates the experience and knowledge of the overall project director and staff, including the day-to-day program manager, consultants, (including technical assistance providers) and contractors in planning and managing the kind of projects for which funding is being requested. Experience will be judged in terms of recent and relevant knowledge and skills of the staff to undertake eligible program activities. HUD will consider experience within the last five years to be recent and experience pertaining to specific activities and producing specific accomplishments to be relevant.

b. *Knowledge and Experience of the Institution (10 Points).* In rating this subfactor, HUD will consider the knowledge and experience of the institution in managing and overseeing a similar project. Experience will be judged in terms of recent and successful completion of such project. HUD will consider experience within the last five years to be recent.

2. *Rating Factor 2: Need/Extent of the Problem (10 Points).* This factor addresses the extent to which there is a need for funding the proposed project activities and an indication of the importance of meeting the need(s). The need described must be relevant to activities for which funds are being requested. The proposal will be rated on the extent to which the level of need for the proposed project activities and the importance of meeting the need(s) are documented. Applicants must use statistics and analyses contained in at least one or more current data sources that are sound and reliable. The data provided must be current and specific to the area where the proposed project activities will be carried out. Reliable sources of data may include information

that describe the need, such as a building needs to be constructed because it is 50 years old and is deteriorating; a new computer lab has been built, but the computers are obsolete; a library has been expanded, but the books are outdated, etc. In rating this factor, HUD will consider data collected within the last five years to be current.

3. Rating Factor 3: Soundness of Approach (45 Points). This factor addresses the quality and effectiveness of the proposed work plan. There must be a clear relationship between the proposed activities and the need(s) identified in Factor 2 for an applicant to receive points for this factor.

a. Quality of Work Plan (35 Points).
(1) Specific Services and/or Activities. The work plan must describe all proposed activities and major tasks required to implement the proposed project. HUD will consider the probability of success of the program, the significance of the tasks identified, the measurable objectives, how realistic are the proposed time frames, and who will be responsible for completing each proposed activity. Specifically, HUD will examine the proposed activities and determine to what extent the project activities are measurable (e.g., the number of classrooms added, the increase in enrollment), result in improvement to the institution as a result of the project activities (e.g., fifty more students will be receiving computer literacy training, etc.) and how well it is demonstrated that these objectives will be achieved/measured by the proposed management plan and team.

(2) Describe clearly how the proposed project activities will address the following:

(a) Alleviate and/or fulfill the needs identified in Factor 2; and

(b) Relate to and not duplicate other activities in the target area.

b. (2 Points) Community Involvement. HUD will consider the extent to which the applicant has involved the community in the proposed project.

c. (5 Points) Involvement of the Faculty and Students. The applicant must describe the extent to which it proposes to integrate the institution's students and faculty into proposed project activities.

d. (3 Points) HUD Policy Priorities. HUD encourages applicants to undertake specific activities that will assist the Department in implementing its policy priorities and help the Department achieve its goals and objectives in FY2005, when the majority of grant recipients will be reporting programmatic results and achievement.

In addressing this factor, HUD will evaluate the extent to which a program will further and support HUD priorities. The quality of the responses provided to one or more of HUD's priorities will determine the score an applicant can receive. Applicants must describe how each policy priority will be addressed. Applicants that just list a priority will receive no points. Each policy priority addressed has a point value of one point. The total number of points available to applicants that address policy priorities is 3. It is up to the applicant to determine which of the policy priorities they elect to address to receive the available 3 points.

Applicants that address more than three policy priorities will not receive additional points. For the full list and explanation of each policy priority, please refer to the General Section of this SuperNOFA.

4. Rating Factor 4: Leveraging Resources (10 Points). This factor addresses the ability of the applicant to secure resources that can be combined with HUD's grant funds to achieve the project's purpose.

In evaluating this factor, HUD will consider the extent to which the applicant established partnerships with other entities to secure additional resources to increase the effectiveness of the proposed project activities. Resources may include funding or in-kind contributions, such as services or equipment, allocated to the purpose(s) of the grant. Resources may be provided by governmental entities (e.g., tribal, Federal, and/or State governments), public or private nonprofit organizations, for-profit private organizations, or other entities. Overhead and other institutional costs (e.g., salaries, indirect cost) that the institution has waived may be counted.

Examples of potential sources for outside assistance include:

- Tribal, Federal, State, and local governments.
- Tribally Designated Housing Entities.
- Local or national nonprofit organizations.
- Banks and/or private businesses.
- Foundations.
- Faith-based and other community-based organizations.

For each cash or in-kind contribution, a letter of commitment, memorandum of understanding, or agreement must be provided that shows the extent and firmness of the commitments of leveraged funds (including any commitment of resources from the applicant's own institution) in order for these resources to count in determining

points under this factor. Resources will not be counted for which there is no commitment letter, memorandum of understanding or agreement, nor quantified level of commitment. Letters, memoranda of understanding, or agreements must be submitted from the provider on the provider's letterhead and be included with the application package (applicants must place all letters, memoranda of understanding, or agreements in the Appendices). The date of the letter, memorandum of understanding, or agreement from the CEO of the provider's organization must be dated no earlier than the date of this published SuperNOFA. Applicants that do not include evidence of leveraging will receive zero (0) points for this Factor.

a. A firm commitment letter, memorandum of understanding or agreement must address the following:

(1) The cash amount contributed or dollar value of the in-kind goods and/or services committed;

(2) A specific description of how each contribution is to be used;

(3) Any terms or conditions affecting the commitment, other than receipt of a HUD grant; and

(4) The signature of the appropriate executive officer authorized to commit the funds and/or goods and/or services. Please remember that only items eligible for funding under this program can be counted.

5. Rating Factor 5: Achieving Results and Program Evaluation (10 Points). This factor reflects HUD's goal to embrace high standards of management and accountability. The factor measures the applicant's commitment to assess their performance to achieve the project's proposed objectives and goals. Applicants are required to develop an effective, quantifiable, outcome-oriented evaluation plan for measuring performance and determining that objectives and goals have been achieved.

"Outcomes" are benefits accruing to institutions of higher education during or after participation in the TCUP program. Applicants must clearly identify the outcomes to be measured and achieved. Examples of outcomes include an increased number of campus facilities (e.g., newly built or renovated), an increased number of classroom space available, and an increased student enrollment and graduation rate. In addition, applicants must establish interim benchmarks and outputs that lead to the ultimate achievement of outcomes.

"Outputs" are the direct products of the project's activities. Examples of

outputs are the number of new facilities renovated, or the number of new dormitories built. Outputs should produce outcomes for the project. At a minimum, an applicant must address the following activities in the evaluation plan:

a. Short and long term objectives to be achieved;

b. Measurable impacts the grant will have on the university or the target population; This information must be placed under this section on a HUD-96010, Program Outcome Logic Model form. (Applicants can use as many copies of this form as required. It will not be included in the page count requirement). A narrative is not required for this factor; however, if a narrative is provided, those pages will be included in the page count. Additional information on this form and how to use it can be found in the General Section of the SuperNOFA.

B. Review and Selection Process

1. Application Selection Process

Two types of reviews will be conducted:

a. A threshold review to determine an applicant's basic eligibility; and

b. A technical review for all applications that pass the threshold review to rate and rank the application based on the "Factors for Award" listed in Section V.A. above. Only those applications that pass the threshold review will receive a technical review and be rated and ranked.

2. Rating Panels

To review and rate applications, HUD may establish panels that may include experts or consultants not currently employed by HUD. These individuals may be included to obtain certain expertise.

3. Ranking

HUD will fund applications in rank order, until all available program funds are awarded. In order to be funded, an applicant must receive a minimum score of 75 points out of a possible 100 points for Factors 1 through 5. The RC/EZ/EC bonus points described in the General Section of the SuperNOFA do not apply to this NOFA. If two or more applications have the same number of points, the application with the most points for Factor 3, Soundness of Approach, shall be selected. If there is still a tie, the application with the most points for Factor 1, Capacity of the Applicant and Relevant Organizational Experience, shall be selected. HUD reserves the right to make selections out of rank order to provide for geographic

distribution of grantees. HUD also reserves the right to reduce the amount of funding requested in order to fund as many highly ranked applications as possible. Additionally, if funds remain after funding the highest ranked applications, HUD may fund part of the next highest-ranking application. If an applicant turns down the award offer, HUD will make the same determination for the next highest-ranking application. If funds remain after all selections have been made, the remaining funds will be carried over to the next funding cycle's competition.

4. Corrections to Deficient Applications

The General Section of the SuperNOFA provides the procedures for corrections to deficient applications.

C. Anticipated Announcement and Award Dates

Announcements of awards are anticipated on or before September 30, 2004.

VI. Award Administration Information

A. Award Notice:

After all selections have been made, HUD will notify all winning applications in writing. HUD may require winning applicants to participate in additional negotiations before receiving an official award. For further discussion on this matter, please refer to the General Section of the SuperNOFA.

B. Administrative and National Policy Requirements

The provisions of the HUD Reform Act of 1989 that apply to this NOFA are explained in the General Section of this SuperNOFA.

1. Debriefing

The General Section of the SuperNOFA provides the procedures for requesting a debriefing. All requests for debriefings must be made in writing and submitted to: Armand Carriere; Office of University Partnerships; Robert C. Weaver Federal Building; 451 Seventh Street, SW., Room 8106; Washington, DC 20410-6000. Applicants may also write to Mr. Carriere via e-mail at Armand_W_Carriere@hud.gov.

2. Administrative

Grants awarded under this NOFA will be governed by the provisions of 24 CFR part 84 (Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations), A-21 (Cost Principles for Education Institutions) and A-133 (Audits of States, Local Governments, and Non-Profit Organizations).

Applicants can access the OMB circulars at the White House website at <http://www.whitehouse.gov/omb/circulars/index.html>.

3. OMB Circulars and Governmentwide Regulations Applicable to Financial Assistance Programs

The General Section of the SuperNOFA provides discussion of OMB circulars and governmentwide regulations.

4. Conflicts of Interest

See the General Section of the SuperNOFA for further discussion.

5. Executive Order 13202, Preservation of Open Competition and Government Neutrality Toward Government Contractors' Labor Relations of Federal and Federally Funded Construction Projects:

See the General Section of the SuperNOFA for further discussion.

C. Reporting

All grant recipients under this NOFA are required to submit quarterly progress reports. The progress reports shall consist of two components, a narrative that must reflect the activities undertaken during the reporting period and a financial report that reflects costs incurred during the reporting period as well as a cumulative summary.

For each reporting period, as part of the required report to HUD, grant recipients must include a completed Logic Model (form HUD 96010), which identifies output and outcome achievements.

VII. Agency Contacts

Applicants may contact Sherone Ivey at (202) 708-3061, extension 4200, or Susan Brunson at (202) 708-3061, extension 3852. Persons with speech or hearing impairments may call the Federal Information Relay Service TTY at (800) 877-8339. Except for the "800" number, these numbers are not toll-free. Applicants may also reach Ms. Ivey via e-mail at Sherone_E_Ivey@hud.gov, and Ms. Brunson at Susan_S_Brunson@hud.gov.

VIII. Other

Paperwork Reduction Act: The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2528-0215. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection

of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 68 hours per annum per respondent for the application and grant

administration. This includes the time for collecting, reviewing, and reporting the data for the application, quarterly and final report. The information will be used for grantee selection and monitoring the administration of funds.

Response to this request for information is required in order to receive the benefits to be derived.

BILLING CODE 4210-32-P

Attachment A--Application Checklist

Application Checklist

This checklist identifies application submission requirements. Applicants are requested to use this checklist when preparing an application to ensure submission of all required elements. Please present the information in the application in the order outlined below and indicate on each line the page number where each of the items can be found in the application. Standard Forms and required certification are found in the **General Section** of this SuperNOFA and can be downloaded from HUD's website, www.hud.gov.

I. PART A

- _____ SF-424 "Application For Federal Assistance"
- _____ Transmittal Letter
- _____ Application Checklist
- _____ Abstract (must include a two-page summary of the proposed project)
- _____ Narrative Statement addressing the Factors for Award. The narrative must not exceed 75 pages, (excluding forms, abstracts, tables, maps, budget narrative, assurances, commitment letters, memoranda of understanding, agreements) double-spaced on one side, with one-inch margins (from the top, bottom, left and right) printed in standard New Times Roman 12-point font).
- _____ HUD-96010 "Logic Model"
- _____ Budget
 - _____ HUD 424-CB" Grant Application Detailed Budget"
 - _____ Budget Narrative (No form provided and must be submitted for the total three-year grant period)
 - _____ Indirect Cost Rate Agreement
- _____ Appendix (letters of commitment, memoranda of understanding, or agreements)
- _____ Computer disk

II. PART B (All Required Forms)

The following required certifications and assurance can be downloaded from www.hud.gov.

_____ SF-424 “Application For Federal Assistance”

_____ HUD 424-CB ” Grant Application Detailed Budget”

_____ SF-LLL “Disclosure of Lobbying Activities”

_____ HUD-2880 “Applicant/Recipient Disclosure Update Report”

_____ HUD-2993 “Acknowledgement of Applicant Receipt”

_____ HUD-2994 “Client Comments and Suggestions”

_____ SF-424 Supplement “Survey on Ensuring Equal Opportunity for Applicants”

_____ HUD 96010 “Logic Model”

