

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

**UNIVERSITIES AND COLLEGES
PROGRAMS**

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

Billing Code 4210-32-C

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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 Notice of Funding Availability (NOFA) is FR-4950-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 submission date is June 16, 2005. Please be sure to read the General Section for electronic application submission and receipt 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) 2005, approximately \$2.976 million has been appropriated by the Consolidated Appropriations Act, 2005 (Pub. L. 108-447). The maximum amount an applicant can request for award is \$600,000 for a maximum 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 the abstract of the application that states 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.

A. Authority

HUD's authority for making funding available under this NOFA is the Consolidated Appropriations Act, 2005

(Pub. L. 108-447; approved December 8, 2004). This program is being implemented through this NOFA and the policies governing its operation are contained herein.

B. Modifications

Listed below are major modifications from the Fiscal Year (FY) 2004 program-funding announcement.

1. Applicants are required to submit their application electronically via the following Web site: <http://www.grants.gov/Apply>. Read the General Section for further discussion.

2. Letters, memoranda of understanding, or agreements in response to Factor 4 now can be dated no earlier than nine months before the date of this published NOFA and received no later than the application submission date.

II. Award Information

In Fiscal Year (FY) 2005, approximately \$2.976 million is made available under this NOFA. The maximum amount an applicant can request for award is \$600,000 for a maximum 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 for which TCUP funding is used that also serve the community are eligible; however, the facilities must be predominantly (at least 51 percent of the time) for the use of the institution (e.g., students, faculty, and staff). Examples of eligible activities include, but are not limited to:

a. Building a new facility (e.g., classrooms, administrative offices,

Health and Cultural centers, gymnasium, technology centers, etc.);
b. Renovating an existing or acquired facility;

c. Expanding an existing or acquired facility;

d. Equipping university facilities (e.g., lab equipment, library books, furniture, etc.); or

e. Property acquisition; and

f. 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>.

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

- Benefit low- and moderate-income persons;

- Aid in the prevention or elimination of slums or blight; or

- 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. The CDBG publication entitled "Community Development Block Grant Program Guide to National Objectives and Eligible Activities for Entitled Communities" describes the CDBG regulations, and a copy can be obtained from HUD's NOFA Information Center at 800-HUD-8929 or 800-HUD-2209 for the hearing-impaired.

2. *Audit Requirements.* Applicants must ensure that their most current A-133 audit is on file at the Federal Audit Clearinghouse. (Applicants are not required to submit a copy of the audit with their application.) 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 part 84. Additional information regarding this requirement can be accessed at the following Web site: <http://harvester.census.gov/sac>.

3. *Threshold Requirements Applicable to All Applicants.* All applicants must comply with the threshold requirements as defined in the General Section and the requirements listed below to be evaluated, rated, and

ranked. Applications that do not meet these requirements are 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 applicant may request no more than \$600,000 for award.

c. Only *one* application can be submitted per campus. If multiple applications are received, all will be disqualified.

d. 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.

d. Institutions that received grants in FY 2004 are not eligible to apply under this NOFA.

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

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

h. Electronic applications must be received by Grants.gov no later than 11:59:59 p.m. Eastern time on June 16, 2005. See the General Section for information on application submission and timely receipt requirements.

4. *Program Requirements.* In addition to the standard requirements listed in Section III.C. of the General Section, applicants must meet the following program requirements:

a. All funds awarded are for a three-year (36 months) grant performance period.

b. While communitywide use of a facility (that is purchased, equipped, leased, renovated 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 follow the outline provided in Section V. Application Review Information "Factor 4: Leveraging Resources" of this NOFA. Please refer to Section IV.F of the General Section for further instruction on how to submit these third party documents via the electronic submission process.

d. 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.

e. *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.

f. *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 Colonia Initiative (HCI) Grants" issued January 27, 1999.

Further information and assistance on HUD's environmental requirements is available at: <http://www.hud.gov/offices/cpd/energyenviron/environment/index.cfm>.

g. *Site Control.* Where grant funds will be used for acquisition, rehabilitation, or new construction an applicant must demonstrate site control. Funds may be recaptured or deobligated from applicants that cannot demonstrate control of a suitable site within one year after the initial notification of award.

h. *Economic Opportunities for Low- and Very-Low Income Persons* (Section 3). The provisions of Section 3 of the Housing and Urban Development Act of 196 (12 U.S.C. 1701u) apply to this NOFA. Regulations are located at 24 CFR part 135.

IV. Application and Submission Information

A. Address To Request Application Package

Applicants may download the instructions to the application found on the Grants.gov Web site at <http://www.Grants.gov/Apply>. The instructions contain the General Section and Program Section of the published NOFA as well as forms that you must complete and attach as a zip file to your application submission. If you have difficulty accessing the information, you may call the Grants.gov Support desk toll free, 800–518–GRANTS or email your questions to Support@Grants.gov. The Support Desk staff will assist you in accessing the information. Please remember that you must be registered to submit an application utilizing Grants.gov. Your registration allows you to electronically sign the application and enables Grants.gov to authenticate that the person signing the application has the legal authority to submit the application on behalf of the applicant. Please see the General Section for information regarding the registration process or ask for registration information from the Grants.gov Support Desk. Please be aware that the registration process is a separate process from requesting email notification of funding opportunities or downloading the application and should be done as soon as you download the application

from the Grants.gov Web site. If you are not sure if you are already registered, the Grants.gov Support Desk can assist in verifying whether you are registered.

B. Content and Form of Application Submission

1. *Forms.* The following forms are required for submission. Copies of these forms are included in Appendix A of the General Section. The electronic version of the NOFA contains all forms required for submission.

- a. Application for Federal Assistance (SF-424);
- b. Survey on Ensuring Equal Opportunity for Applicants (SF-424 Supplement);
- c. Grant Application Detailed Budget (HUD-424-CB);
- d. Disclosure of Lobbying Activities (SF-LLL);
- e. America's Affordable Communities Initiative (HUD-27300), if applicable;
- f. Applicant/Recipient Disclosure/Update Report (HUD-2880);
- g. Program Logic Model (HUD-96010);
- h. Acknowledgement of Applicant Receipt (HUD-2993). Only applicants that do not submit an electronic application need to include this form with their application. Please complete this form if you have received a waiver to the electronic application submission requirement. Applicants are not required to include this form, but it is recommended that they 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; and
- j. Facsimile Transmittal Cover Page (HUD 96011). This form must be used as part of the electronic application to transmit third party documents and other information as described in the General Section as part of your electronic application submittal (if applicable). Applicants are advised to download the application package, complete the SF-424 first and it will pre-populate the Transmittal Cover page. The Transmittal Cover page will contain a unique identifier embedded in the page that will help HUD associate your faxed materials to your application. Please download the cover page and then make multiple copies to

provide to any of the entities responsible for submitting faxed materials to HUD on your behalf.

2. Certifications and Assurances.

Please read the General Section for detailed information on all the Certifications and Assurances. All applications submitted through Grants.gov constitute an acknowledgement and agreement to all required certifications and assurances. Please include in your application each item listed below. *Applicants submitting paper copy applications should submit the application in the following order:*

- a. *SF-424, Application for Federal Assistance.* Please remember the following:
 - (1) The full grant amount (entire three-years) should be entered, not the amount for just one year;
 - (2) 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;
 - (3) The Employer Identification/Tax ID number;
 - (4) The DUNS Number;
 - (5) The Catalog of Federal Domestic Assistance Number for this program is 14.519;
 - (6) The project's proposed start and completion dates. For the purpose of this application the program start date should be November 1, 2005; and
 - (7) The signature of the Authorized Organization Representative (AOR) who has been authenticated by the credential provider to submit applications via Grants.gov. The AOR must be able to make a binding legal agreement with HUD. See the General Section for instructions and requirements for Registration with Grants.gov.
- b. *Application Checklist.* Applicants should use the checklist to ensure that they have all the required elements of their application submission requirements. Applicants receiving a waiver of the electronic application submission requirement must include a copy of the checklist in their application submission. Applicants submitting an electronic application do not have to submit the checklist in their application. The checklist is found in the NOFA (See Attachment A).
- c. *Abstract.* Applicants must include the following:
 - (1) 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;

(2) A statement that the institution is an eligible institution because it is a two-or four-year fully accredited institution, the name of the accrediting agency and an assurance that the accrediting agency is recognized by the U.S. Department of Education; or the applicant is a candidate for accreditation by a regional instructional accrediting association recognized by the U.S. Department of Education, including the name of the accrediting agency;

(3) 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);

(4) University's name, mailing address, telephone number, facsimile number and email address; and

(5) The project director, if different from the designated contact person for the project, including phone number, facsimile number, and email address.

d. *Narrative statement addressing the Rating Factors.* HUD will use the narrative response to the "Rating Factors" to evaluate, rate, and rank applications. The narrative statement is the main source 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. The narrative section of an application must not exceed 75 pages, doubled spaced (excluding forms, budget narrative, assurances, commitment letters, memoranda of understanding, agreements, and abstract). Each page of the narrative must be numbered and include the applicant's name. Please note that although submitting pages in excess of the page limit will not disqualify an applicant, HUD will not consider the information on any excess pages. This exclusion may result in a lower score or failure to meet a threshold requirement.

e. *Budget.* The budget submission must include the following:

- (1) *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 budget forms must be fully completed. If an application is selected for award, the applicant may be required to provide greater specificity to the budget during grant agreement negotiations.

(2) *Budget Narrative.* Applicants must submit a narrative that explains how the applicant arrived at the cost estimates for any line item over \$5,000 cumulative. 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, tribally designated wage rate (if applicable) or other documentation (See the General Section of how to submit this information electronically). When an applicant proposes to use a consultant, the applicant must indicate whether there is a formal written agreement. 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 based on historical data from the institution and/or 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 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.

(3) *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. Please refer to Section IV.F of the General Section for instructions on how these documents are to be submitted to HUD using the electronic submission process. 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 assist applicants with the process of establishing a final rate.

f. *Appendix.* Applicants receiving a waiver of the electronic submission requirements and submitting a paper copy of the application must place all letters of commitment, memoranda of understanding and agreements for funds/resources in response to Factor 4 and other required forms in this section. For applicants submitting electronic applications, please refer to Section IV.F of the General Section for instructions on how third party documents are to be submitted to HUD using the electronic submission process. An applicant SHOULD NOT submit general support letters, resumes, or other back-up materials. If this information is included, it will not be considered during the review process. The additional items will also slow the transmission of your application.

C. Submission Dates and Times

A complete application package must be received electronically by the Grants.gov portal no later than 11:59:59 p.m. Eastern time on or before June 16, 2005. Applications may be submitted in advance of the submission date. Electronic faxes using the Facsimile Transmittal (Form HUD 96011) cover sheet contained in the electronic application may be submitted prior to the application submission date and must be received no later than 11:59:59 p.m. Eastern time on the application submission date. Please see Section IV.F of the General Section for electronic application submission instructions and timely receipt requirements.

D. Intergovernmental Review

This program is excluded for an Intergovernmental Review.

E. Funding Restrictions

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

1. Renovation of a facility in which the facility is not used at least 51 percent of the time by the institution;
2. Rental space to another entity that operates a small business assistance center;
3. Building of a new facility, where the activities are for non-students or the activities are primarily run by an outside entity;
4. Using more than 20 percent of the grant for payments of grant administrative costs related to planning and execution of the project (e.g., preparation/submission of HUD reports);
5. Public services, or program delivery type activities; and
6. Curriculum development and or expansion on an institution's existing curriculum.

F. Other Submission Requirements

1. Application Submission and Receipt Procedure. Please read the General Section carefully and completely for the electronic submission and receipt procedures for all applications because failure to comply may disqualify your application.
2. Waiver of Electronic Submission Requirements. Please refer to Section IV.F. of the General Section for further discussion.

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. In rating this factor, HUD will consider the extent to which the applicant demonstrates:

- a. Knowledge and Experience. *For First Time Applicants (25 Points) For Previously Funded Applicants (15 Points).* The knowledge and experience possessed by the proposed 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. Applicants must clearly identify the following: key project team members, titles (e.g., project manager/coordinator, etc.), respective roles for the project staff, and a brief description of their

relevant experience. 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 (5) years to be recent and experience pertaining to similar activities to be relevant.

b. Past Performance (10 Points) *For Previously Funded Grant Applicants Only*. This subfactor will evaluate the extent to which an applicant has performed successfully under all previously completed and open HUD/TCUP grants. Applicants must demonstrate this by providing the following information:

(1) A detailed list outlining the achievement of specific tasks, measurable objectives, and specific outcomes consistent with the approved timeline/work plan in previous grants;

(2) Comparison of the proposed leveraged funds and/or resources in previous grants with what was actually leveraged;

(3) A list of all HUD/TCUP grants received, including the dollar amount awarded and the amount expended as of the date of this application; and

(4) A detailed list outlining the timeliness and completeness of complying with all the TCUP reporting requirements. In addressing timeliness compare when reports were due with when they were actually submitted.

HUD will also review an applicant's past performance in managing funds, including, but not limited to: The ability to account for funding appropriately; timely use of funds received from HUD; meeting performance targets for completion of activities; and receipt of promised leveraged funds. In evaluating past performance, HUD reserves the right to deduct up to five (5) points from this rating score as a result of the information obtained from HUD's records (*i.e.*, progress and financial reports, monitoring reports, Logic Model submission, and amendments), including timely submission of required progress reports.

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(s) described must be relevant to activities for which funds are being requested. The proposal will be evaluated 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 describes the need, such as a need to have a building renovated 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. When presenting data, include the source and date of the information.

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.

This factor will be evaluated based on the extent to which the proposed work plan demonstrates the following:

a. (40 Points) *Quality of Work Plan*. This subfactor will be evaluated on the extent to which an applicant provides a clear detailed description of the proposed project and anticipated accomplishments. 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 the applicant demonstrates that these objectives will be achieved by the proposed management plan and team.

(1) (35 Points) *Specific Services and/or Activities*. The work plan must:

(a) Provide a clear description of all the proposed activities;

(b) Outline major tasks in sequential order (*e.g.*, complete environmental review requirement, develop plans and specifications, advertise bids, etc.) necessary to successfully implement the proposed project, and target completion dates for the tasks;

(c) Identify the individuals, as described in Factor 1, who will be responsible for completing the identified tasks; and

(d) Describe the measurable objectives that will be realized as a result of implementing the proposed project.

(2) (5 Points) Describe clearly how each proposed project activity will:

(a) Address the needs identified in Factor 2;

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

(c) 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.

b. (2 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.

c. (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 FY 2006, 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, with the exception of the policy priority related to remove regulatory barriers to affordable housing, which has a value of up to 2 points. 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. To receive points for efforts to remove regulatory barriers to affordable housing, an applicant must submit the completed questionnaire (HUD-27300) "HUD's Initiative on Removal of Regulatory Barriers" found in the General Section along with required documentation. The form is part of the electronic application and is constructed to permit the required documentation to be attached to the electronic form. For the full list and explanation of each policy priority, please refer to the General Section.

4. *Rating Factor 4: Leveraging Resources (8 Points)*. This factor addresses the ability of the applicant to secure resources that can be combined with HUD's grant funds to achieve the program'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 program activities. Resources may include funding or in-kind contributions, such as services or equipment, allocated for 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 costs) 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 or quantified level of commitment. Letters, memoranda of understanding, or agreements must be submitted from the provider on the provider's letterhead and included in the application package. (Applicants submitting paper copy applications must place all letters, memoranda of understanding, or agreements in the Appendix. Applicants submitting these items electronically must follow the submission directions in Section IV.F of the General Section.) The date of the letter, memorandum of understanding, or agreement from the CEO of the provider's organization must be dated no earlier than nine months prior to the date of this published NOFA. Letters, memoranda of understanding or agreements must be submitted on the provider's letterhead

in accordance with the instructions in the General Section. Applicants that do not include evidence of leveraging or address all the items listed below 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 (If a dollar amount and use is not shown, the source will not be counted);
- (2) A specific description of how each contribution is to be used toward the proposed activities;
- (3) The date the contribution will be made available and a statement that describes the duration of the contribution;
- (4) Any terms or conditions affecting the commitment, other than receipt of a HUD grant; and
- (5) 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 (12 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. The Logic Model is a summary of the narrative statements presented in Factors 1–4. Therefore, the information submitted on the logic model should be consistent with the information contained in the narrative statements.

"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 spaces available, or 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 outputs to be achieved;
- b. Measurable outcomes the grant will have on the university or the target population;

This information must be placed on a HUD-96010, Program Outcome Logic Model form. Applicants may submit as many copies of this form as required. It will not be included in the page count. A narrative is not required. However, if a narrative is provided, those pages will be included in the page count. Additional information on this form and how to use can be found in the General Section.

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 "Rating Factors" 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. The RC/EZ/EC-II bonus points described in the General Section 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. If there is still a tie, the application with the most points for Factor 2, 4, and 5 shall be selected in that order until the tie is broken. HUD reserves the right to select 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 provides the procedures for corrections to deficient applications.

C. *Anticipated Announcement and Award Dates*

Announcements of awards are anticipated on or before September 30, 2005.

VI. Award Administration Information

A. *Award Notice*

After all selections have been made, HUD will notify all winning applicants in writing. HUD may require winning applicants to participate in additional negotiations before receiving an official award. For further information about award administration, please refer to the General Section.

B. *Administrative and National Policy Requirements*

For additional information regarding these requirements, please refer to Section VI.B. in the General Section.

1. *Debriefing.* The General Section provides the procedures for requesting a debriefing. All requests for debriefings must be made in writing and submitted to: Sherone Ivey; Office of University Partnerships; Robert C. Weaver Federal Building; 451 Seventh Street, SW., Room 8106; Washington, DC 20410-6000. Applicants may also write to Ms. Ivey via email at Sherone_E_Ivey@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 Educational Institutions) and A-133 (Audits of States, Local Governments, and Non-Profit Organizations). Applicants can access the OMB circulars at the White House Web site at <http://www.whitehouse.gov/omb/circulars/index.html>.

3. *OMB Circulars and Government Wide Regulations Applicable to Financial Assistance Programs.* The General Section provides discussion of OMB circulars and governmentwide regulations.

4. *Code of Conduct.* See the General Section for further discussion.

5. *Procurement of Recovered Materials.* See Section III.C. of the General Section for further discussion.

6. *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 for further discussion if applicable.

7. *Executive Order 13166, Improving Access to Services For Persons With Limited English Proficiency (LEP).* See the General Section 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 by budget line item, as well as a cumulative summary report during the reporting period.

For each reporting period, as part of the required report to HUD, grant recipients must include a completed

Logic Model (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 email 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 TCUP

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. Applicants submitting an electronic application do not have to submit the checklist. Applicants that receive a waiver of the electronic application submission requirement must include a copy of the checklist in their application.

Check off to ensure these items have been included in the application:

_____ SF- 424 "Application For Federal Assistance"

_____ Application Checklist (Applicants that submit paper applications must include in the checklist in their applications)

_____ Abstract (must include no more than a two-page summary of the proposed project)

Indicate the page number where each of the Factors is located:

Narrative Statement Addressing the Factors for Award.

The narrative including tables and maps must not exceed 75 pages, (excluding forms, abstracts, budget narrative, assurances, commitment letters, memorandum of understanding, and agreements) double-spaced with one-inch margins (from top, bottom, left and right) printed in standard Times New Roman 12 point font.

_____ Factor I

_____ Factor II

_____ Factor III

_____ Factor IV

_____ Factor V

_____ HUD-96010 "Logic Model"

Check off to ensure these items have been included in the application:

Appendix

_____ 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 (if applicable)

_____ Letters of commitment, memoranda of understanding, or agreements)

Attachment B (All Required Forms)

The following forms are required for submission. All required forms are contained in the electronic application package.

_____ Application for Federal Assistance (SF-424);

_____ Survey on Ensuring Equal Opportunity for Applicants (SF-424 Supplement);

_____ Grant Application Detailed Budget (HUD-424-CB);

_____ Disclosure of Lobbying Activities (SF-LLL);

_____ Applicant/Recipient Disclosure/Update Report (HUD-2880);

_____ Program Logic Model (HUD-96010);

_____ Acknowledgement of Applicant Receipt (HUD-2993) Only applicants that submit paper applications;

_____ Client Comments and Suggestions (HUD-2994); and

_____ Facsimile Transmittal Cover Page (HUD 96011) to be used when sending electronic application third party documentation and faxes to HUD. Do not use this form if you received a waiver of the electronic submission requirement and are submitting a hard copy application. Items received by fax as a part of the paper copy submission will not be considered.