

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Washington, DC 20006-8510

Archived Information



**APPLICATION FOR GRANTS
UNDER THE
STUDENT SUPPORT SERVICES
PROGRAM**

(CFDA NUMBER: 84.042A)

Form Approved

OMB No. 1840 - 0017, Exp. Date: 07/31/2007

CLOSING DATE: AUGUST 31, 2004

Application for Grants Under the Student Support Services Program

Table of Contents

Page

- Dear Applicant Letter.....
- Notice Inviting Applications for New Awards.....
- Authorizing Statute.....
Title IV, Part A, Subpart 2 of the Higher Education Act of 1965, as amended
- Program Regulations.....
34 CFR Part 646
- Annual Low-Income Levels.....
- Instructions for Transmitting Applications.....
- Intergovernmental Review
State Single Point of Contact.....
- Supplemental Information.....
- Notice to All Applicants.....
Guidance on Section 427 of the General Education Provisions Act (GEPA)
- Government Performance and Results Act (GPRA).....
- Instructions for Completing the Application and Forms.....
 - Part I -- Application Face Sheet (ED 424)
and Instructions.....
 - Part I-A -- Student Support Services Program Profile and
One Page Abstract.....
 - Part II -- Budget Summary Form (ED 524) and Budget Narrative
 - Part III -- Program Narrative.....
 - Part IV -- Student Support Services Program Assurances.....
 - Part V -- Prior Experience.....
 - Part VI -- Department of Education Certifications and Assurances.....

- Important Notice to Prospective Participants in U.S. Department of Education Contract and Grant Programs.....
- Survey on Ensuring Equal Opportunity of Applicants.....

July 2004

Dear Student Support Services Program Applicant:

Thank you for your interest in applying for a grant under the Student Support Services (SSS) Program. This letter highlights a few items in the application package that will be important to you in applying for a grant. You should review the entire application package carefully before preparing and submitting your application.

We are requiring that applications for FY 2005 grants under the SSS Program be submitted electronically using e-Application available through the Department's e-Grants system. The e-Grants system is accessible through its portal page at:
<http://e-grants.ed.gov>

An applicant who is unable to submit an application through the e-Grants system may submit a written request for a waiver of the electronic submission requirement. Additional information about e-Application submission requirements is in the Notice Inviting Applications and in the transmittal instructions, which are included in this package.

In addressing the "Need for the Project" selection criterion, please provide only data that relates to students who may be assisted by your project, i.e., only students enrolled or accepted for enrollment at your institution. We will not consider demographic data of other students for the purpose of determining the extent to which you demonstrate need for the grant.

All applicants must include a core objective and discussion for **persistence, good academic standing, and graduation** (which includes transfer to a four-year institution in the case of a two-year school), as outlined in Part III, the Program Narrative section of the application. The objectives for persistence and graduation must be measured based upon cohorts and must address the need identified in the "Need for the Project" section. The measurement for two-year institutions should be over a three-year period and four-year institutions should measure over a six-year period. For example, an acceptable persistence objective for a two-year institution would measure the percentage of each cohort that remain enrolled in the institution and who transfer or graduate each year over the measurement period. A cohort is defined as all the students accepted into the SSS project during each project year. Multi-layered or compound objectives (those where the outcomes are dependent upon multiple conditions) are not acceptable.

All applicants must provide a detailed Budget Narrative for the first twelve-month budget period. It is not necessary to provide a budget summary for the total grant period requested, up to 5 years. The funding level for the first year is stipulated in the Notice Inviting Applications and the Department will determine the funding levels for each additional year of the grant award. Grants are awarded for four years with some applicants being eligible for a fifth year of funding. An annual performance report will be used to determine progress.

All applicants are required to adhere to the page limit of seventy-five (75) pages -- for the Budget Narrative and Program Narrative. This page limit will be strictly enforced. Applications that exceed the page limit will not be reviewed. The Notice Inviting Applications, published in the Federal Register, contains specific information governing page limits.

If you submit your application in hard copy, after requesting a waiver of the electronic submission requirement, please submit an original application and three copies. We would appreciate a disk copy of the application, also.

Currently funded SSS Program grantees should note that prior experience points will be assessed for Project Years 2001-02, 2002-03 and 2003-04. You must submit the enclosed form (Prior Experience – Accomplishments to Date) to be considered for prior experience points for the 2003-2004 year.

The application must be submitted on or before the deadline date. Applications submitted late will not be accepted. We suggest that you submit your application at least one day before the deadline date. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

If you have questions regarding the application package, please contact Deborah Walsh or Wendy Lawrence at the Federal TRIO Programs, U.S. Department of Education, 1990 K Street, N.W., suite 7000, Washington, DC 20006-8510, ATTN: CFDA 84.042A. Ms. Walsh and Mrs. Lawrence may be reached by telephone at (202) 502-7600, or by Internet at OPE_TRIO@ed.gov.

Best regards,

Wilbert Bryant
Deputy Assistant Secretary
for Higher Education Programs

PLEASE NOTE

Student Support Services (SSS) Program

Notice Inviting Applications for New Awards for Fiscal Year (FY) 2005 is available at:

<http://www.ed.gov/legislation/FedRegister/announcements/2004-3/070804b.html>

Please read the Notice carefully before preparing your application for submission.

Authorizing Statute

Title IV, Part A, Subpart 2 of the Higher Education Act of 1965, as amended

CHAPTER 1—FEDERAL TRIO PROGRAMS SEC. 402A. 20 U.S.C. 1070a–11

PROGRAM AUTHORITY; AUTHORIZATION OF APPROPRIATIONS.

- (a) GRANTS AND CONTRACTS AUTHORIZED.—The Secretary shall, in accordance with the provisions of this chapter, carry out a program of making grants and contracts designed to identify qualified individuals from disadvantaged backgrounds, to prepare them for a program of postsecondary education, to provide support services for such students who are pursuing programs of postsecondary education, to motivate and prepare students for doctoral programs, and to train individuals serving or preparing for service in programs and projects so designed.
- (b) RECIPIENTS, DURATION, AND SIZE. —
- (1) RECIPIENTS.—For the purposes described in subsection(a), the Secretary is authorized, without regard to section 3709of the Revised Statutes (41 U.S.C. 5), to make grants to, and contracts with, institutions of higher education, public and private agencies and organizations, combinations of such institutions, agencies and organizations, and in exceptional circumstances, secondary schools, for planning, developing, or carrying out one or more of the services assisted under this chapter.
- (2) DURATION.—Grants or contracts made under this chapter shall be awarded for a period of 4 years, except that—(A) the Secretary shall award such grants or contracts for 5 years to applicants whose peer review scores were in the highest 10 percent of scores of all applicants receiving grants or contracts in each program competition for the same award year;(B) grants made under section 402G shall be awarded for a period of 2 years; and(C) grants under section 402H shall be awarded for a period determined by the Secretary.
- (3) MINIMUM GRANTS.—Unless the institution or agency requests a smaller amount, individual grants under this chapter shall be no less than—
- (A) \$170,000 for programs authorized by sections 402D and 402G;
(B) \$180,000 for programs authorized by sections 402B and 402F; and
(C) \$190,000 for programs authorized by sections 402C and 402E
- (c) PROCEDURES FOR AWARDING GRANTS AND CONTRACTS.—
- (1) APPLICATION REQUIREMENTS.—An eligible entity that desires to receive a grant or contract under this chapter shall submit an application to the Secretary in such manner and form, and containing such information and assurances, as the Secretary may reasonably require.
- (2) PRIOR EXPERIENCE.—In making grants under this chapter, the Secretary shall consider each applicant’s prior experience of service delivery under the particular program for which funds are sought. The level of consideration given the factor of prior experience shall not vary from the level of consideration given such factor during fiscal

years 1994 through 1997, except that grants made under section 402H shall not be given prior experience consideration.

(3) ORDER OF AWARDS; PROGRAM FRAUD.—

(A) Except with respect to grants made under sections 402G and 402H and as provided in subparagraph the Secretary shall award grants and contracts under this chapter in the order of the scores received by the application for such grant or contract in the peer review process required under paragraph (4) and adjusted for prior experience in accordance with paragraph (2) of this subsection.

(B) The Secretary is not required to provide assistance to a program otherwise eligible for assistance under this chapter, if the Secretary has determined that such program has involved the fraudulent use of funds under this chapter.

(4) PEER REVIEW PROCESS.—

(A) The Secretary shall ensure that, to the extent practicable, members of groups underrepresented in higher education, including African Americans, Hispanics, Native Americans, Alaska Natives, Asian Americans, and Native American Pacific Islanders (including Native Hawaiians), are represented as readers of applications submitted under this chapter. The Secretary shall also ensure that persons from urban and rural backgrounds are represented as readers.

(B) The Secretary shall ensure that each application submitted under this chapter is read by at least three readers who are not employees of the Federal Government (other than as readers of applications)

(5) NUMBER OF APPLICATIONS FOR GRANTS AND CONTRACTS.—The Secretary shall not limit the number of applications submitted by an entity under any program authorized under this chapter if the additional applications describe programs serving different populations or campuses.

(6) COORDINATION WITH OTHER PROGRAMS FOR DISADVANTAGED STUDENTS.—

The Secretary shall encourage coordination of programs assisted under this chapter with other programs for disadvantaged students operated by the sponsoring institution or agency, regardless of the funding source of such programs. The Secretary shall not limit an entity's eligibility to receive funds under this chapter because such entity sponsors a program similar to the program to be assisted under this chapter, regardless of the funding source of such program. The Secretary shall permit the Director of a program receiving funds under this chapter to administer one or more additional programs for disadvantaged students operated by the sponsoring institution or agency, regardless of the funding sources of such programs.

(7) APPLICATION STATUS.—The Secretary shall inform each entity operating programs under this chapter regarding the status of their application for continued funding at least 8 months prior to the expiration of the grant or contract. The Secretary, in the case of an entity that is continuing to operate a successful program under this chapter, shall ensure that the startup date for a new grant or contract for such program immediately follows the termination of the preceding grant or contract so that no interruption of funding occurs for such successful reapplicants. The Secretary shall inform each entity requesting assistance under this chapter for a new program regarding the status of their application at least 8 months prior to the proposed startup date of such program.

(d) OUTREACH.—

(1) IN GENERAL.—The Secretary shall conduct outreach activities to ensure that entities eligible for assistance under this chapter submit applications proposing programs that serve geographic areas and eligible populations which have been underserved by the programs assisted under this chapter.

(2) NOTICE.—In carrying out the provisions of paragraph(1), the Secretary shall notify the entities described in subsection(b) of the availability of assistance under this subsection not less

than 120 days prior to the deadline for submission of applications under this chapter and shall consult national, State, and regional organizations about candidates for notification.

(3) TECHNICAL ASSISTANCE.—The Secretary shall provide technical training to applicants for projects and programs authorized under this chapter. The Secretary shall give priority to serving programs and projects that serve geographic areas and eligible populations which have been underserved by the programs assisted under this chapter. Technical training activities shall include the provision of information on authorizing legislation, goals and objectives of the program, required activities, eligibility requirements, the application process and application deadlines, and assistance in the development of program proposals and the completion of program applications. Such training shall be furnished at conferences, seminars, and workshops to be conducted at not less than 10 sites throughout the United States to ensure that all areas of the United States with large concentrations of eligible participants are served.

(4) SPECIAL RULE.—The Secretary may contract with eligible entities to conduct the outreach activities described in this subsection.

(e) DOCUMENTATION OF STATUS AS A LOW-INCOME INDIVIDUAL.—

(1) Except in the case of an independent student, as defined in section 480(d), documentation of an individual's status pursuant to subsection (g)

(2) shall be made by providing the Secretary with—

- (A) A signed statement from the individual's parent or legal guardian;
- (B) Verification from another governmental source;
- (C) A signed financial aid application; or
- (D) A signed United States or Puerto Rico income tax return.

(2) In the case of an independent student, as defined in section 480(d), documentation of an individual's status pursuant to subsection (g)(2) shall be made by providing the Secretary with—

- (A) A signed statement from the individual;
- (B) Verification from another governmental source;
- (C) A signed financial aid application; or
- (D) A signed United States or Puerto Rico income tax return.

(e) AUTHORIZATION OF APPROPRIATIONS.—For the purpose of making grants and contracts under this chapter, there are authorized to be appropriated \$700,000,000 for fiscal year 1999, and such sums as may be necessary for each of the 4 succeeding fiscal years. Of the amount appropriated under this chapter, the Secretary may use no more than one half of 1 percent of such amount to obtain additional qualified readers and additional staff to review applications, to increase the level of oversight monitoring, to support impact studies, program assessments and reviews, and to provide technical assistance to potential applicants and current grantees. In expending these funds, the Secretary shall give priority to the additional administrative requirements provided in the Higher Education Amendments of 1992, to outreach activities, and to obtaining additional readers. The Secretary shall report to Congress by October 1, 1994, on the use of these funds.

(f) DEFINITIONS.—For the purpose of this chapter:

(1) FIRST GENERATION COLLEGE STUDENT.—The term “first-generation college student” means—

(A) An individual both of whose parents did not complete a baccalaureate degree;

or

(B) In the case of any individual who regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree.

(2) **LOW-INCOME INDIVIDUAL.**—The term “low-income individual” means an individual from a family whose taxable income for the preceding year did not exceed 150 percent of an amount equal to the poverty level determined by using criteria of poverty established by the Bureau of the Census.

(3) **VETERAN ELIGIBILITY.**—No veteran shall be deemed ineligible to participate in any program under this chapter by reason of such individual’s age who—

(A) served on active duty for a period of more than 180 days, any part of which occurred after January 31, 1955, and was discharged or released there from under conditions other than dishonorable; or

(B) served on active duty after January 31, 1955, and was discharged or released there from because of a service connected disability.

(4) **WAIVER.**—The Secretary may waive the service requirements in subparagraph (A) or (B) of paragraph (3) if the Secretary determines the application of the service requirements to a veteran will defeat the purpose of a program under this chapter.

**Sec. 402D HIGHER EDUCATION ACT OF 1965 SEC. 402D. 20 U.S.C. 1070a–14
STUDENT SUPPORT SERVICES.**

(a) **PROGRAM AUTHORITY.**—The Secretary shall carry out a program to be known as student support services which shall be designed—

(1) To increase college retention and graduation rates for eligible students;

(2) To increase the transfer rates of eligible students from 2-year to 4-year institutions; and

(3) To foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities.

(b) **PERMISSIBLE SERVICES.**—A student support services project assisted under this chapter may provide services such as—

(1) Instruction in reading, writing, study skills, mathematics, and other subjects necessary for success beyond secondary school;

(2) Personal counseling;

(3) Academic advice and assistance in course selection;

(4) Tutorial services and counseling and peer counseling;

(5) Exposure to cultural events and academic programs not usually available to disadvantaged students;

(6) Activities designed to acquaint students participating in the project with the range of career options available to them;

(7) Activities designed to assist students participating in the project in securing admission and financial assistance for enrollment in graduate and professional programs;

(8) Activities designed to assist students currently enrolled in 2-year institutions in securing admission and financial assistance for enrollment in a four-year program of postsecondary education;

(9) Mentoring programs involving faculty or upper class students, or a combination thereof; and

(10) Programs and activities as described in paragraphs (1) through (9) which are specially designed for students of limited English proficiency.

(c) **SPECIAL RULE.**—

(1) **USE FOR STUDENT AID.**—A recipient of a grant that undertakes any of the permissible services identified in subsection

(b) may, in addition, use such funds to provide grant aid to students. A grant provided under this paragraph shall not exceed the maximum appropriated Pell Grant or, be less than the minimum appropriated Pell Grant, for the current academic year. In making grants to students under this subsection, an institution shall ensure that adequate consultation takes place between the student support service program office and the institution’s financial aid office.

(2) **ELIGIBLE STUDENTS.**—For purposes of receiving grant aid under this subsection, eligible students shall be current participants in the student support services program offered by the institution and be—

(A) students who are in their first 2 years of postsecondary education and who are receiving Federal Pell Grants under subpart 1; or

(B) students who have completed their first 2 years of postsecondary education and who are receiving Federal Pell Grants under subpart 1 if the institution demonstrates to the satisfaction of the Secretary that—

(i) these students are at high risk of dropping out; and

(ii) it will first meet the needs of all its eligible first- and second-year students for services under this paragraph.

(3) DETERMINATION OF NEED.—A grant provided to a student under paragraph (1) shall not be considered in determining that student's need for grant or work assistance under this title, except that in no case shall the total amount of student financial assistance awarded to a student under this title exceed that student's cost of attendance, as defined in section 472.

(4) MATCHING REQUIRED.—A recipient of a grant who uses such funds for the purpose described in paragraph (1) shall match the funds used for such purpose, in cash, from non-Federal funds, in an amount that is not less than 33 percent of the total amount of funds used for that purpose. This paragraph shall not apply to any grant recipient that is an institution of higher education eligible to receive funds under part A or B of title III or title V.

(5) RESERVATION.—In no event may a recipient use more than 20 percent of the funds received under this section for grant aid.

(6) SUPPLEMENT, NOT SUPPLANT.—Funds received by a grant recipient that are used under this subsection shall be used to supplement, and not supplant, non-Federal funds expended for student support services programs.

(c) REQUIREMENTS FOR APPROVAL OF APPLICATIONS.—In approving applications for student support services projects under this chapter for any fiscal year, the Secretary shall—

(1) Require an assurance that not less than two-thirds of the persons participating in the project proposed to be carried out under any application—

(A) be individuals with disabilities; or

(B) be low-income individuals who are first generation college students;

(2) Require an assurance that the remaining students participating in the project proposed to be carried out under any application be low-income individuals, first generation college students, or individuals with disabilities;

(3) Require an assurance that not less than one-third of the individuals with disabilities participating in the project be low-income individuals;

(4) Require that there be a determination by the institution, with respect to each participant in such project, that the participant has a need for academic support in order to pursue successfully a program of education beyond secondary school;

(5) Require that such participants be enrolled or accepted for enrollment at the institution which is the recipient of the grant or contract; and

(6) Consider, in addition to such other criteria as the Secretary may prescribe, the institution's effort, and where applicable past history, in—

(A) Providing sufficient financial assistance to meet the full financial need of each student in the project; and

(B) Maintaining the loan burden of each such student at a manageable level.

Student Support Services Program Regulations

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 1, 2003]

From the U.S. Government Printing Office via GPO Access

[CITE: 34 CFR 646]

TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

PART 646--STUDENT SUPPORT SERVICES PROGRAM

Subpart A--General

Sec.

646.1 What is the Student Support Services Program?

646.2 Who is eligible to receive a grant?

646.3 Who is eligible to participate in a Student Support Services project?

646.4 What activities and services may a project provide?

646.5 How long is a project period?

646.6 What regulations apply?

646.7 What definitions apply?

Subpart B--How Does One Apply for an Award?

646.10 How many applications for a Student Support Services award may an eligible applicant submit?

646.11 What assurances must an applicant include in an application?

Subpart C--How Does the Secretary Make a Grant?

646.20 How does the Secretary decide which new grants to make?

646.21 What selection criteria does the Secretary use to evaluate an application?

646.22 How does the Secretary evaluate prior experience?

646.23 How does the Secretary set the amount of a grant?

Subpart D--What Conditions Must Be Met by a Grantee?

646.30 What are allowable costs?

646.31 What are unallowable costs?

646.32 What other requirements must a grantee meet?

Authority: 20 U.S.C. 1070a-11 and 1070a-14, unless otherwise noted.

Source: 61 FR 38537, July 24, 1996, unless otherwise noted.

Subpart A--General

Sec. 646.1 What is the Student Support Services Program?

The Student Support Services Program provides grants for projects designed to--

- (a) Increase the retention and graduation rates of eligible students;
- (b) Increase the transfer rate of eligible students from two-year to four-year institutions; and
- (c) Foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities through services such as those described in Sec. 646.4.

(Authority: 20 U.S.C. 1070a-11 and 1070a-14)

Sec. 646.2 Who is eligible to receive a grant?

An institution of higher education or a combination of institutions of higher education is eligible to receive a grant to carry out a Student Support Services project.

(Authority: 20 U.S.C. 1070a-14)

Sec. 646.3 Who is eligible to participate in a Student Support Services project?

A student is eligible to participate in a Student Support Services project if the student meets all of the following requirements:

- (a) Is a citizen or national of the United States or meets the residency requirements for Federal student financial assistance.
- (b) Is enrolled at the grantee institution or accepted for enrollment in the next academic term at that institution.
- (c) Has a need for academic support, as determined by the grantee, in order to pursue successfully a postsecondary educational program.
- (d) Is--
 - (1) A low-income individual;
 - (2) A first generation college student; or
 - (3) An individual with disabilities.

(Authority: 20 U.S.C. 1070a-14)

Sec. 646.4 What activities and services may a project provide?

A Student Support Services project may provide services such as:

- (a) Instruction in reading, writing, study skills, mathematics, and other subjects necessary for success beyond secondary school.
- (b) Personal counseling.
- (c) Academic advice and assistance in course selection.
- (d) Tutorial services and counseling and peer counseling.
- (e) Exposure to cultural events and academic programs not usually available to disadvantaged students.
- (f) Activities designed to acquaint students participating in the project with the range of career options available.
- (g) Activities designed to secure admission and financial assistance for enrollment in graduate and professional programs.
- (h) Activities designed to assist students currently enrolled in two-year institutions in securing admission and financial assistance for enrollment in a four-year program of postsecondary education.
- (i) Mentoring programs involving faculty or upper class students, or any combination of faculty members and upper class students.
- (j) Programs and activities as described in paragraphs (a) through (i) of this section that are specifically designed for students of limited English proficiency.
- (k) Other activities designed to meet the purposes of the Student Support Services Program stated in Sec. 646.1.

(Authority: 20 U.S.C. 1070a-14)

Sec. 646.5 How long is a project period?

(a) Except as provided in paragraph (b) of this section, a project period under the Student Support Services Program is four years.

(b) The Secretary approves a project period of five years for applicants that score in the highest ten percent of all applicants approved for new grants under the criteria in Sec. 646.21.

(Authority: 20 U.S.C. 1070a-11)

Sec. 646.6 What regulations apply?

The following regulations apply to the Student Support Services Program:

- (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 82, 85 and 86.
- (b) The regulations in this part 646.

Sec. 646.7 What definitions apply?

(a) *Definitions in the Act.* The following terms used in this part are defined in sections 402(A)(g), 481, or 1201(a) of the Higher Education Act (HEA) of 1965, as amended:

First generation college student
Institution of higher education
Low-income individual

(b) *Definitions in EDGAR.* The following terms used in this part are defined in 34 CFR 77.1:

Applicant
Application
Award
Budget
Budget Period
Department
EDGAR
Equipment
Facilities
Fiscal year
Grant
Grant Period
Grantee
Project
Project period
Public
Secretary
Supplies

(c) *Other definitions.* The following definitions also apply to this part:

Academic need with reference to a student means a student whom the grantee determines needs one or more of the services stated under Sec. 646.4 to succeed in a postsecondary educational program.

Combination of institutions of higher education means two or more institutions of higher education that have entered into a cooperative agreement for the purpose of carrying out a common objective, or an entity designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

Different Campus means an institutional site that is geographically apart from and independent of the main campus of the institution. The Secretary considers a location of an institution to be independent of the main campus if the location--

- (1) Is permanent in nature;
- (2) Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential;
- (3) Has its own faculty and administrative or supervisory organization; and
- (4) Has its own budgetary and hiring authority.

Different population of participants means a group of--

- (1) Low-income, first-generation college students; or
- (2) Disabled students.

Individual with disabilities means a person who has a diagnosed physical or mental impairment that substantially limits that person's ability to participate in the educational experiences and opportunities offered by the grantee institution.

Limited English proficiency with reference to an individual, means a person whose native language is other than English and who has sufficient difficulty speaking, reading, writing, or understanding the English language to deny that individual the opportunity to learn successfully in classrooms in which English is the language of instruction.

Participant means an individual who--

- (1) Is determined to be eligible to participate in the project under Sec. 646.3; and
- (2) Receives project services that the grantee has determined to be sufficient to increase the individual's chances for success in a postsecondary educational program.

Sufficient financial assistance means the amount of financial aid offered a Student Support Services student, inclusive of Federal, State, local, private, and institutional aid which, together with parent or student contributions, is equal to the cost of attendance as determined by a financial aid officer at the institution.

(Authority: 20 U.S.C. 1070a-11 and 1070a-14)

Subpart B--How Does One Apply for an Award?

Sec. 646.10 How many applications for a Student Support Services award may an eligible applicant submit?

The Secretary accepts more than one application from an eligible applicant so long as each additional application describes a project that serves a different campus, or a different population of participants who cannot readily be served by a single project.

(Authority: 20 U.S.C. 1070a-11 and 1070a-14)

Sec. 646.11 What assurances must an applicant include in an application?

An applicant shall assure in its application that--

- (a) At least two-thirds of the students it will serve in its Student Support Services project will be--
 - (1) Low-income individuals who are first generation college students; or
 - (2) Individuals with disabilities;
- (b) The remaining students it will serve will be low-income individuals, first generation college students, or individuals with disabilities;
- (c) Not less than one-third of the individuals with disabilities will be low-- income individuals; and
- (d) Each student participating in the project will be offered sufficient financial assistance to meet that student's full financial need.

(Approved by the Office of Management and Budget under control number 1840-0017)

(Authority: 20 U.S.C. 1070a-14)

Subpart C--How Does the Secretary Make a Grant?

Sec. 646.20 How does the Secretary decide which new grants to make?

- (a) The Secretary evaluates an application for a new grant as follows:
 - (1)(i) The Secretary evaluates the application on the basis of the selection criteria in Sec. 646.21.
 - (ii) The maximum score for all the criteria in Sec. 646.21 is 100 points. The maximum score for each criterion is indicated in parentheses with the criterion.
 - (2)(i) If an application for a new grant proposes to continue to serve substantially the same population or campus that the applicant is serving under an expiring grant, the Secretary evaluates the applicant's prior experience in delivering services under the expiring grant on the basis of the criteria in Sec. 646.22.
 - (ii) The maximum score for all the criteria in Sec. 646.22 is 15 points. The maximum score for each criterion is indicated in parentheses with the criterion.
- (b) The Secretary makes new grants in rank order on the basis of the applications' total scores under paragraphs (a)(1) and (a)(2) of this section.
- (c) If the total scores of two or more applications are the same and there is insufficient money available to fully fund them both after funding the higher-ranked applications, the Secretary chooses among the tied applications so as to serve geographic areas that have been underserved by the Student Support Services Program.
- (d) The Secretary does not make grants to applicants that carried out a Federal TRIO program project that involved the fraudulent use of funds.

(Authority: 20 U.S.C. 1070a-11 and 1070a-14)

Sec. 646.21 What selection criteria does the Secretary use to evaluate an application?

The Secretary uses the following criteria to evaluate an application for a new grant:

- (a) *Need for the project* (24 points). The Secretary evaluates the need for a Student Support Services project proposed at the applicant institution on the basis of the extent to which the application contains clear evidence of--
 - (1) (8 points) A high number or percentage, or both, of students enrolled or accepted for enrollment at the applicant institution who meet the eligibility requirements of Sec. 646.3;
 - (2) (8 points) The academic and other problems that eligible students encounter at the applicant institution; and
 - (3) (8 points) The differences between eligible Student Support Services students compared to an appropriate group, based on the following indicators:
 - (i) Retention and graduation rates.
 - (ii) Grade point averages.

(iii) Graduate and professional school enrollment rates (four-year colleges only).

(iv) Transfer rates from two-year to four-year institutions (two-year colleges only).

(b) *Objectives* (8 points). The Secretary evaluates the quality of the applicant's proposed project objectives on the basis of the extent to which they--

(1) (2 points) Include performance, process and outcome objectives relating to each of the purposes of the Student Support Services Program stated in Sec. 646.1;

(2) (2 points) Address the identified needs of the proposed participants;

(3) (2 points) Are clearly described, specific, and measurable; and

(4) (2 points) Are ambitious but attainable within each budget period and the project period given the project budget and other resources.

(c) *Plan of operation* (30 points). The Secretary evaluates the quality of the applicant's plan of operation on the basis of the following:

(1) (3 points) The plan to inform the institutional community (students, faculty, and staff) of the goals, objectives, and services of the project and the eligibility requirements for participation in the project.

(2) (3 points) The plan to identify, select, and retain project participants with academic need.

(3) (4 points) The plan for assessing each individual participant's need for specific services and monitoring his or her academic progress at the institution to ensure satisfactory academic progress.

(4) (10 points) The plan to provide services that address the goals and objectives of the project.

(5) (10 points) The applicant's plan to ensure proper and efficient administration of the project, including the organizational placement of the project; the time commitment of key project staff; the specific plans for financial management, student records management, and personnel management; and, where appropriate, its plan for coordination with other programs for disadvantaged students.

(d) *Institutional commitment* (16 points). The Secretary evaluates the institutional commitment to the proposed project on the basis of the extent to which the applicant has--

(1) (6 points) Committed facilities, equipment, supplies, personnel, and other resources to supplement the grant and enhance project services;

(2) (6 points) Established administrative and academic policies that enhance participants' retention at the institution and improve their chances of graduating from the institution;

(3) (2 points) Demonstrated a commitment to minimize the dependence on student loans in developing financial aid packages for project participants by committing institutional resources to the extent possible; and

(4) (2 points) Assured the full cooperation and support of the Admissions, Student Aid, Registrar and data collection and analysis components of the institution.

(e) *Quality of personnel* (9 points). To determine the quality of personnel the applicant plans to use, the Secretary looks for information that shows--

(1) (3 points) The qualifications required of the project director, including formal education and training in fields related to the objectives of the project, and experience in designing, managing, or implementing Student Support Services or similar projects;

(2) (3 points) The qualifications required of other personnel to be used in the project, including formal education, training, and work experience in fields related to the objectives of the project; and

(3) (3 points) The quality of the applicant's plan for employing personnel who have succeeded in overcoming barriers similar to those confronting the project's target population.

(f) *Budget* (5 points). The Secretary evaluates the extent to which the project budget is reasonable, cost-effective, and adequate to support the project.

(g) *Evaluation plan* (8 points). The Secretary evaluates the quality of the evaluation plan for the project on the basis of the extent to which--

(1) The applicant's methods for evaluation--

(i) (2 points) Are appropriate to the project and include both quantitative and qualitative evaluation measures; and

(ii) (2 points) Examine in specific and measurable ways, using appropriate baseline data, the success of the project in improving academic achievement, retention and graduation of project participants;
and

(2) (4 points) The applicant intends to use the results of an evaluation to make programmatic changes based upon the results of project evaluation.

(Approved by the Office of Management and Budget under control number 1840-0017)

(Authority: 20 U.S.C. 1070a-14)

Sec. 646.22 How does the Secretary evaluate prior experience?

(a) In the case of an application described in Sec. 646.20(a)(2)(i), the Secretary reviews information relating to an applicant's performance under its expiring Student Support Services project. This information may come from performance reports, site visit reports, project evaluation reports, and any other verifiable information submitted by the applicant.

(b) The Secretary evaluates the applicant's prior experience in achieving the goals of the Student Support Services Program on the basis of the following criteria:

- (1) (4 points) The extent to which project participants persisted toward completion of the academic programs in which they were enrolled.
- (2) (4 points) The extent to which project participants met academic performance levels required to stay in good academic standing at the grantee institution.
- (3) (4 points) (i) For four-year institutions, the extent to which project participants graduated; and
(ii) For two-year institutions, the extent to which project participants either graduated or transferred to four-year institutions.
- (4) (3 points) The extent to which the applicant has met the administrative requirements--including recordkeeping, reporting, and financial accountability--under the terms of the previously funded award.

(Approved by the Office of Management and Budget under control number 1840-0017)

(Authority: 20 U.S.C. 1070a-11 and 1070a-14)

Sec. 646.23 How does the Secretary set the amount of a grant?

- (a) The Secretary sets the amount of a grant on the basis of--
 - (1) 34 CFR 75.232 and 75.233, for new grants; and
 - (2) 34 CFR 75.253, for the second and subsequent years of a project period.
- (b) If the circumstances described in section 402A(b)(3) of the HEA exist, the Secretary uses the available funds to set the amount of the grant at the lesser of--
 - (1) \$170,000; or
 - (2) The amount requested by the applicant.

(Authority: 20 U.S.C. 1070a-11)

Subpart D--What Conditions Must Be Met by a Grantee?

Sec. 646.30 What are allowable costs?

The cost principles that apply to the Student Support Services Program are in 34 CFR part 74, subpart Q. Allowable costs include the following if they are reasonably related to the objectives of the project:

- (a) Cost of remedial and special classes if--
 - (1) These classes are not otherwise available at the grantee institution;
 - (2) Are limited to eligible project participants; and
 - (3) Project participants are not charged tuition for classes paid for by the project.
- (b) Courses in English language instruction for students of limited English proficiency if these classes are limited to eligible project participants and not otherwise available at the grantee institution.
- (c) In-service training of project staff.
- (d) Activities of an academic or cultural nature, such as field trips, special lectures, and symposiums, that have as their purpose the improvement of the participants' academic progress and personal development.
- (e) Transportation of participants and staff to and from approved educational and cultural activities sponsored by the project.
- (f) Purchase of computer hardware, computer software, or other equipment to be used for student development, student records and project administration if the applicant demonstrates to the Secretary's satisfaction that the equipment is required to meet the objectives of the project more economically or efficiently.
- (g) Professional development travel for staff if directly related to the project's overall purpose and activities, except that these costs may not exceed four percent of total project salaries. The Secretary may adjust this percentage if the applicant demonstrates to the Secretary's satisfaction that a higher percentage is necessary and reasonable.
- (h) Project evaluation that is directly related to assessing the project's impact on student achievement and improving the delivery of services.

(Authority: 20 U.S.C. 1070a-14)

Sec. 646.31 What are unallowable costs?

Costs that may not be charged against a grant under the Student Support Services Program include, but are not limited to, the following:

- (a) Costs involved in recruiting students for enrollment at the institution.
- (b) Tuition, fees, stipends, and other forms of direct financial support for staff or participants.

- (c) Research not directly related to the evaluation or improvement of the project.
- (d) Construction, renovation, or remodeling of any facilities.

(Authority: 20 U.S.C. 1070a-14)

Sec. 646.32 What other requirements must a grantee meet?

(a) *Eligibility of participants.* (1) A grantee shall determine the eligibility of each participant in the project when the individual is selected to participate. The grantee does not have to revalidate a participant's eligibility after the participant's initial selection.

(2) A grantee shall determine the low-income status of an individual on the basis of the documentation described in section 402A(e) of the Higher Education Act.

(3) A grantee may not serve any individual who is receiving the same services from another Federal TRIO program.

(b) *Recordkeeping.* A grantee shall maintain participant records that show--

(1) The basis for the grantee's determination that each participant is eligible to participate in the project under Sec. 646.3;

(2) The grantee's basis for determining the academic need for each participant;

(3) The services that are provided to each participant; and

(4) The performance and progress of each participant by cohort for the duration of the participant's attendance at the grantee institution.

(c) *Project director.* (1) A grantee shall employ a full-time project director unless paragraph (c)(3) of this section applies.

(2) The grantee shall give the project director sufficient authority to administer the project effectively.

(3) The Secretary waives the requirement in paragraph (c)(1) of this section if the applicant demonstrates that the requirement will hinder coordination--

(i) Among the Federal TRIO programs; or

(ii) Between the programs funded under sections 404A through 410 of the Higher Education Act and similar programs funded through other sources.

(d) *Project coordination.* (1) The Secretary encourages grantees to coordinate project services with other programs for disadvantaged students operated by the grantee institution provided the Student Support Services grant funds are not used to support activities reasonably available to the general student population

(2) To the extent practical, the grantee may share staff with programs serving similar populations provided the grantee maintains appropriate records of staff time and effort and does not commingle grant funds.

(3) Costs for special classes and events that would benefit Student Support Services students and participants in other programs for disadvantaged students must be proportionately divided among the benefiting projects.

(Approved by the Office of Management and Budget under control number 1840-0017)

(Authority: 20 U.S.C. 1070a-11 and 1070a)

Federal TRIO Programs 2004 Annual Low-Income Levels

(Effective February 2004 Until Further Notice)

Size of Family Unit	48 Contiguous States, D.C., and Outlying Jurisdictions	Alaska	Hawaii
1	\$13,965	\$17,445	\$16,050
2	\$18,735	\$23,415	\$21,540
3	\$23,505	\$29,385	\$27,030
4	\$28,275	\$35,355	\$32,520
5	\$33,045	\$41,325	\$38,010
6	\$37,815	\$47,295	\$43,500
7	\$42,585	\$53,265	\$48,990
8	\$47,355	\$59,235	\$54,480

For family units with more than 8 members, add the following amount for each additional family member: \$4,770 for the 48 contiguous states, the District of Columbia and outlying jurisdictions; \$5,970 for Alaska; and \$5,490 for Hawaii.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150% of the poverty level amount.

The figures shown under family income represent amounts equal to 150% of the family income levels established by the Census Bureau for determining poverty status. The poverty guidelines were published by the U.S. Department of Health and Human Services in the Federal Register, Vol. 69, No. 30, February 13, 2004, pp. 7336-7338.

Application Transmittal Instructions

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

An original and three copies of an application for an award must be mailed or hand-delivered by the application deadline date unless it is submitted electronically.

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, DC time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Washington, DC time). Any modifications to these hours are posted on the e-Grants Web site.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

Applications Delivered by Mail

Applications sent by mail must be addressed to:

**U. S. Department of Education
Application Control Center,
Attention: CFDA # 84.042A
400 Maryland Avenue, SW
Washington, DC 20202**

Applicants must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

You must indicate on the envelope and—if not provided by the Department—in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

If your application is late, we will notify you that we will not consider the application.

Applications Delivered by Hand/Courier Service

An application that is hand-delivered must be taken to:

**U. S. Department of Education
Application Control Center
Attention CFDA# 84.042A
550 12th Street, SW
PCP -- Room 7041
Washington, DC 20004**

The Application Control Center accepts deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays. A person delivering an application must show identification to enter the building.

If you submit your application in hard copy, after requesting a waiver of the electronic submission requirement, please submit an original application and three copies. We would also appreciate a disk copy of the application.

Executive Order 12372 -- Intergovernmental Review

Intergovernmental Review (SPOC List)

It is estimated that in 2004 the Federal Government will outlay \$400 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided below.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application materials directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found in [Appendix IV of the Catalog of Federal Domestic Assistance](#).

<p><u>ARKANSAS</u> Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Admin. 1515 W. 7th St., Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 Fax: (501) 682-5206 tlcopeland@dfa.state.ar.us</p>	<p><u>CALIFORNIA</u> Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 Fax: (916) 323-3018 state.clearinghouse@opr.ca.gov</p>
<p><u>DELAWARE</u> Sandra R. Stump Executive Department Office of the Budget 540 S. Dupont Highway, 3rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 Fax: (302) 739-5661 sandy_stump@state.de.us</p>	<p><u>DISTRICT OF COLUMBIA</u> Luisa Montero-Diaz Office of Partnerships and Grants Development Executive Office of the Mayor District of Columbia Government 441 4th Street, NW, Suite 530 South Washington, DC 20001 Telephone: (202) 727-8900 Fax: (202) 727-1652 opgd.eom@dc.gov</p>
<p><u>FLORIDA</u> Lauren P. Milligan Florida State Clearinghouse Florida Dept. of Environmental Protection 3900 Commonwealth Blvd., Mail Station 47 Tallahassee, Florida 32399-3000 Telephone: (850) 245-2161 Fax: (850) 245-2190 Lauren.Milligan@dep.state.fl.us</p>	<p><u>GEORGIA</u> Barbara Jackson Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 Fax: (404) 656-7901 gach@mail.opb.state.ga.us</p>
<p><u>ILLINOIS</u> Roukaya McCaffrey Department of Commerce and Economic Opportunities 620 East Adams, 6th Floor Springfield, Illinois 62701 Telephone: (217) 524-0188 Fax (217) 558-0473 roukaya_mccaffrey@illinoisbiz.biz</p>	<p><u>IOWA</u> Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 Fax: (515) 242-4809 steve.mccann@ided.state.ia.us</p>
<p><u>KENTUCKY</u></p>	<p><u>MAINE</u></p>

<p>Ron Cook Department for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 Fax: (502) 573-2512 ron.cook@mail.state.ky.us</p>	<p>Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 (direct) (207) 287-1461 Fax: (207) 287-6489 joyce.benson@state.me.us</p>
<p><u>MARYLAND</u> Linda C. Janey, J.D. Director, Capital Plng. & Devel. Review Maryland Department of Planning 301 West Preston Street, Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 Fax: (410) 767-4480 linda@mail.op.state.md.us</p>	<p><u>MICHIGAN</u> Richard Pfaff Southeast Michigan Council of Governments 535 Griswold, Suite 300 Detroit, Michigan 48226 Telephone: (313) 961-4266 Fax: (313) 961-4869 pfaff@semcog.org</p>
<p><u>MISSISSIPPI</u> Cathy Mallette Clearinghouse Officer Department of Finance and Administration 1301 Woolfolk Building, Suite E 501 North West Street Jackson, Mississippi 39201 Telephone: (601) 359-6762 Fax: (601) 359-6758</p>	<p><u>MISSOURI</u> Angela Boessen Federal Assistance Clearinghouse Office of Administration P. O. Box 809 Truman Building, Room 840 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 Fax: (573) 522-4395 igr@mail.oa.state.mo.us</p>
<p><u>NEVADA</u> Heather Elliott Department of Administration State Clearinghouse 209 E. Musser Street, Room 200 Carson City, Nevada 89701 Telephone: (775) 684-0209 Fax: (775) 684-0260 helliott@govmail.state.nv.us</p>	<p><u>NEW HAMPSHIRE</u> Jeffrey H. Taylor Director, New Hampshire Office of State Planning Attn: Intergovernmental Review Process Mike Blake 2-1/2 Beacon Street Concord, New Hampshire 03301 Telephone: (603) 271-2155 Fax: (603) 271-1728 jtaylor@osp.state.nh.us</p>
<p><u>NEW MEXICO</u> Ken Hughes Local Government Division Room 201 Bataan Memorial Building Santa Fe, New Mexico 87503 Telephone: (505) 827-4370 Fax: (505) 827-4948 khughes@dfa.state.nm.us</p>	<p><u>NEW YORK</u> Linda Shkreli Office of Public Security Homeland Security Grants Coordination 633 3rd Avenue New York, NY 10017 Telephone: (212) 867-1289 Fax: (212) 867-1725</p>
<p><u>NORTH DAKOTA</u> Jim Boyd Division of Community Services 600 East Boulevard Ave, Dept 105 Bismarck, North Dakota 58505-0170 Telephone: (701) 328-2094 Fax: (701) 328-2308 jboyd@state.nd.us</p>	<p><u>RHODE ISLAND</u> Kevin Nelson Department of Administration Statewide Planning Program One Capitol Hill Providence, Rhode Island 02908-5870 Telephone: (401) 222-2093 Fax: (401) 222-2083 knelson@doa.state.ri.us</p>
<p><u>SOUTH CAROLINA</u> SC Clearinghouse Budget and Control Board Office of State Budget 1201 Main Street, Suite 950 Columbia, South Carolina 29201 Telephone: (803) 734-0494 Fax: (803) 734-0645 clearinghouse@budget.state.sc.us</p>	<p><u>TEXAS</u> Denise S. Francis Director, State Grants Team Governor's Office of Budget and Planning P.O. Box 12428 Austin, Texas 78711 Telephone: (512) 305-9415 Fax: (512) 936-2681 dfrancis@governor.state.tx.us</p>
<p><u>UTAH</u></p>	<p><u>WEST VIRGINIA</u></p>

<p>Clare Walters Utah State Clearinghouse Governor's Office of Planning and Budget State Capitol, Room 116 Salt Lake City, Utah 84114 Telephone: (801) 538-1555 Fax: (801) 538-1547 cwalters@utah.gov</p>	<p>Fred Cutlip, Director Community Development Division West Virginia Development Office Building #6, Room 553 Charleston, West Virginia 25305 Telephone: (304) 558-4010 Fax: (304) 558-3248 fcutlip@wvdo.org</p>
<p><u>WISCONSIN</u> Jeff Smith Section Chief, Federal/State Relations Wisconsin Department of Administration 101 East Wilson Street, 6th Floor P.O. Box 7868 Madison, Wisconsin 53707 Telephone: (608) 266-0267 Fax: (608) 267-6931 jeffrey.smith@doa.state.wi.us</p>	
<p>AMERICAN SAMOA Pat M. Galea'i Federal Grants/Programs Coordinator Office of Federal Programs/Office of the Governor Department of Commerce American Samoa Government Pago Pago, American Samoa 96799 Telephone: (684) 633-5155 Fax: (684) 633-4195 pmgaleai@samoatelco.com</p>	<p>GUAM Director Bureau of Budget and Mgmt. Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 Fax: 011-472-2825 jer@ns.gov.gu</p>
<p>NORTH MARIANA ISLANDS Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289 Fax: (670) 664-2272 omb.jseman@saipan.com</p>	<p>PUERTO RICO Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: (787) 723-6190 Fax: (787) 722-6783</p>
<p>VIRGIN ISLANDS Ira Mills Director, Office of Management and Budget #41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 Fax: (340) 776-0069 irmills@usvi.org</p>	

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to grants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the [CFDA](#).

Supplemental Information

INTRODUCTION: The following information supplements the information provided in the “Dear Applicant” letter and the Notice Inviting Applications for New Awards (Notice.)

A. Criteria for Funding

All applications for grants under the SSS Program will be evaluated as new submissions according to the selection criteria listed in the program regulations (34 CFR 646.21). Applicants funded in the 2001-2004 grant cycle are eligible to receive up to 15 points for prior experience (34 CFR 646.22).

B. Length of New Award

Applications for new awards may apply for a maximum of five years of funding. Applicants that score in the highest ten percent of all applications approved will be awarded five-year grants; all other selected applicants will be funded for four years (34 CFR 646.5).

C. Evaluation of Applications for Awards

Each application is reviewed by a panel of experts. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion.

D. Selection of Grantees

The Secretary will select an application for funding in rank order, based on the application’s total score for the selection criteria and prior experience (34 CFR 646.20 – 646.22). If there are insufficient funds for all applications with the same total scores, the Secretary will choose among the tied applications so as to serve geographical areas that have been underserved by the SSS Program (34 CFR 646.20).

E. Applicant funding

The Department is often unable to award the full amount of funds requested. The amount of funds awarded will be based on the availability of funds, appropriateness of the proposed expenditures, reasonableness of the proposed costs, and the need for the services described in the application.

F. Merged Institutions

Applicant institutions that received individual SSS Program grants in the last competition and have since merged into one institution should note the maximum award amount applicable to merged institutions in this Notice.

G. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new SSS Program grants. Successful applicants will be notified by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

H. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants. All applicants will be notified of the status of their application no later than August 15, 2005.

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high

standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0007**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3652, GSA Regional Office Building No. 3). Washington, DC 20202-4248.

Information on the Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship; further learning, and productive employment.*
- Goal 2: Build a solid foundation for learning for all children.*
- Goal 3: Ensure access to postsecondary education and lifelong learning.*
- Goal 4: Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.*

The performance indicators for the Federal TRIO Programs are part of the Department's plan for meeting Goal 3: Ensure access to postsecondary education and lifelong learning. Among the Department's objectives for Goal 3 are that "secondary school students get the information and support they need to prepare successfully for postsecondary education" and that "postsecondary students receive the financial aid and support services they need to enroll in and complete their educational program."

What is the Performance Indicator for Student Support Services Program?

The Department's specific goal for the Federal TRIO Programs is "to provide increased educational opportunities for low-income, first-generation students." The specific performance indicator for the Student Support Services Program is as follows:

The success of the Student Support Services Program will be measured by the postsecondary persistence and degree completion rates of SSS participants that remain at the grantee institution. All SSS grantees will be required to submit an annual performance report documenting the persistence and degree attainment of their participants. Since, on average, students take three years to complete an Associate's Degree and six years to complete a Bachelor's degree, multiple years of performance report data are needed to determine the degree completion rates of SSS participants. The Department of Education will aggregate the data provided in the annual performance reports from all grantees to determine the accomplishment level.

Instructions for Completing the Application and Forms

The application is divided into five parts. These parts are organized in the same manner that the submitted application should be organized. The sections are as follow:

- Part I: Application for Federal Education Assistance Form (ED 424) (“Application Face Sheet”)
- Part I-A: Student Support Services Program Profile and One-Page Abstract
- Part II: Budget Summary (ED 524) and First-Year Budget Narrative
- Part III: Program Narrative
- Part IV: SSS Program Assurances
- Part V: Prior Experience Form
- Part VI: Department of Education Assurances and Certifications

According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0125. The time required to complete this information collection is estimated to average 34 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4651. **If you have any comments or concerns regarding the status of your individual submission of the form, write directly to:** The Federal TRIO Programs, Student Support Services Programs, U.S. Department of Education, 1990 K Street, N.W., Suite 7000, Washington, DC 20006-8510.

Part I - A

Student Support Services Program Profile

1. Applicants currently funded under the Student Support Services Program (FY 2001-2004) must provide their current award number. This can be found in Block 5 of the Grant Award Notification.

New applicants should leave this item blank.

PR/Award Number (Current Grantees Only): P042A (01) (02) (03) _____

2. Institution (Legal Name): _____

3. All applicants must indicate the address where this project will be located.

Project Address: _____

Street Address (or P.O. Box); City, State, Zip Code

4. Applicants that propose to serve multiple campuses under one grant award must provide the names and locations of all campuses/locations that will be involved in this project. Please list each service area site:

Campuses/Locations:

#1 _____

Name

City, County, State and Zip Code +4

#2 _____

Name

City, County, State and Zip Code +4

#3 _____

Name

City, County, State and Zip Code +4

PART I-A *continued*

5. All applicants must indicate the type of project they are proposing to conduct by checking the appropriate line. Check only one type.

Regular: _____

Disabled (Only): _____

Note: "Regular" SSS Program projects provide services to low-income, first-generation and disabled students. "Disabled" SSS Program projects provide services only to students with disabilities.

6. Grant-Aid-to-Students. There is no separate funding for Grant-Aid-to-Students. Applicants may use up to 20% of the total budget to cover the cost of grant aid. Applicants must provide the amount of funds they propose to use for Grant-Aid-to-Students.

Grant-Aid-to-Students: \$_____

Institutional Match (33% - if required): \$_____ Not Applicable _____

If you are not required to match the Grant-Aid-to-Students, please indicate the reason:

Eligible, as of the date of the date of submission of this application, to receive funds under --

Title III-Part A Strengthening Institutions Program _____

Title III-Part B Strengthening Historically Black Colleges _____

Title V Strengthening Hispanic-serving Institutions _____

Not Applicable _____

7. All applicants must provide the number of students they propose to serve each year.

Total Number of Proposed Participants to be served: /_____/

Number (Per Year):

A. Low-Income and First-Generation: _____

B. Low-Income: _____

C. First-Generation: _____

D. Disabled: _____

E. Low-Income and Disabled: _____

Part I - A

One Page Abstract

Provide a one page, double-spaced, abstract of your proposed project—including the services you propose to provide to students.

Part II -- Budget Summary Form (ED 524) and Budget Narrative Guidance

The SSS Program selection criteria provide for an applicant to receive up to five points for its proposed budget. See 34 CFR 646.21, specifically 646.21(f).

Please use the summary budget form (ED 524, Section A) to categorize requested funds.

Note: Applicants proposing to use funds for grant-aid-to-students also must complete Section B of ED 524. Please review the Notice and authorizing statute for further information.

The Budget Narrative must include a comprehensive budget -- including a detailed breakdown of costs within each budget category, and an explanation of the basis for determining the amounts needed for personnel, staff travel, workshop costs, materials preparation, evaluation, and any other costs appropriate for the project.

Please note: The application Budget Narrative and Program Narrative, combined, cannot exceed 75 pages. The Notice contains specific instructions governing page limits.

For this competition, applicants may request funding for up to five years (60 months). The Department is requesting that you complete the Budget Summary Form (ED 524) for the 2005-2006 year and provide a **detailed Budget Narrative for that budget period only**. It is not necessary to provide a budget summary for the total grant period requested, up to 5 years. The funding level for the first year is stipulated in the Notice Inviting Applications and the Department will determine the funding levels for each additional year of the grant award.

The funding request may include all costs that are allowable, reasonable and associated with carrying out the objectives of the SSS Program. Among the costs that may be supported with grant funds are:

1. **Personnel**: Enter the project personnel salaries and wages only on line 1 (ED 524). [Fees and expenses for consultants should be included on line 8.] The Budget Narrative should note the total commitment of time and the total salary to be charged to the project for each key member of the project staff. You should provide a breakdown of project personnel that includes the position titles, the percent of time and number of months committed to the project for each key staff member, and the salary for each key staff member, and total salary costs to be charged to the grant.
2. **Fringe Benefits**: On line 2 (ED 524), enter the amount of fringe benefits. The institution's normal fringe benefit contribution may be charged to the program. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs. In the Budget Narrative, include an explanation and appropriate justification if the institution normal fringe benefit contribution exceeds 20 percent of salaries.
3. **Travel**: On line 3 (ED 524), provide the costs for project personnel and student participants. [Consultants' travel should be included on line 8.] In the Budget Narrative, you should detail

the proposed travel costs: for each trip explain the purpose and objective of the travel and provide the number of persons traveling. Transportation costs should not exceed tourist class airfare. For automobile mileage, the established institution rate should be used. Reimbursement is allowed for taxicab, bus, train, or limousine transportation. Per diem at the established institution rate is permitted when an individual is away from home over night on official project business (see OMB Circular A-21, J.48.c - Commercial Air Travel). No foreign travel will be authorized under the grant.

The Federal TRIO Programs have developed the following guidelines for recommending approval of travel. All travel must be related to the project's overall purpose and proposed activities.

- Project Director's Travel – Per Year
 - A. One National Conference;
One Regional Meeting;
One State Meeting; and
 - B. Travel for participation in one professional staff development training.

 - Full-time Professional Staff Travel – Per Year
 - A. One National, Regional, or State Meeting; and
 - B. Travel for staff development under the Training Program for Federal TRIO Programs.
4. Equipment: On line 4 (ED 524), indicate the cost of equipment -- non-expendable personal property, which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. [Consistent with an applicant's policy, a lower dollar amount may be used to define equipment.] In the Budget Narrative, explain why the requested equipment is necessary to carry out project activities, and include a list of all equipment in the following format: item, quantity, cost per unit, and total cost.
 5. Supplies: On line 5 (ED 524) include the costs of all tangible personal property that was not included as "equipment" on line 4. In the Budget Narrative, provide an itemized list of the supplies.
 6. Contractual: Not applicable. Leave blank.
 7. Construction: Not applicable. Leave blank.
 8. Other: On line 8, indicate all direct costs not covered on lines 1 through 7. The costs/fees for consultants and consultants' travel should be included here. Other examples of "other" costs are: equipment rental, required fees, communication costs, rental of space, utilities, custodial services, and printing costs. In the Budget Narrative, provide a breakdown of all direct costs not clearly covered by other budget categories.

Consultants: If the project proposes to use consultants, identify the consultants that will work on the project and the scope of work to be performed by each consultant, and justify why this work cannot be performed by project personnel. Also, provide a detailed

breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional policies.

9. Total Direct Costs: On line 9 (ED 524), provide the total direct costs requested – the sum of lines 1 through 8.
10. Indirect Costs: On line 10, provide the amount of indirect costs that you propose to charge against the grant.

Remember: Indirect costs are limited to eight percent (8%) of a modified total direct cost base. To determine the modified total direct cost base, subtract capital expenditures of \$5,000 or more and the amount you propose to use for Grant-Aid-To-Students. (See EDGAR, 34 CFR 75.562 (c).)

11. Training Stipends: On line 11, include any grant funds that you propose to use for Grant-Aid-To-Students (subject to the limitation of 20% of the total grant) on both sections A and B (ED 524).
12. Total Costs: On line 12 (ED 524), provide the total amount that you are requesting – the sum of lines 9 and 10. Note: This amount should also be the same as that shown as 14a on the application face sheet (ED 424).

Part III -- Program Narrative

The Secretary evaluates an application on the basis of the criteria in 34 CFR 646.21(a-g) of the SSS Program regulations. Applications should be written in a concise and clear manner.

Before preparing the Program Narrative, applicants should review the Notice, program statute, and program regulations for specific guidance and requirements. Note that applications will be evaluated according to the selection criteria specified in the Notice and this package.

A strong evaluation plan should be included in the Program Narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The evaluation plan should include benchmarks to monitor progress toward specific project objectives and, also, program measures to assess the impact on teaching and learning or other important outcomes for project participants. More specifically, the plan should identify the individual and/or organization that has agreed to serve as evaluator for the project and describe the qualifications of the evaluator. The plan should describe the evaluation design, indicating: (1) what types of data will be collected, including the required GPRA indicators regarding postsecondary persistency and completion rates of SSS participants; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports and outcomes will be available; and (7) how the applicant will use the information collected through evaluation to monitor progress of the funded project and to provide accountability information both about success at the initial site and effective strategies for replication in other settings. Applicants are encouraged to devote an appropriate level of resources to project evaluation.

The Program Narrative should provide in detail the information that addresses each selection criteria. The program regulations, included in this package, contain detailed information on each selection criterion. The maximum possible score for each selection criterion is indicated in parenthesis.

1.	<u>Need</u> (34 CFR 646.21(a))	(24 points)
2.	<u>Objectives</u> (34 CFR 646.21(b))	(8 points)
3.	<u>Plan of Operation</u> (34 CFR 646.21(c))	(30 points)
4.	<u>Institutional Commitment</u> (34 CFR 646.21(d))	(16 points)
5.	<u>Quality of Personnel</u> (34 CFR 646.21(e))	(9 points)
6.	<u>Budget</u> (34 CFR 646.21(f))	(5 points)
7.	<u>Evaluation Plan</u> (34 CFR 646.21(g))	(8 points)
Total Maximum Score for Selection Criteria		100 points

In the Program Narrative, the applicant should address the selection criteria in the above order (1-5 and 7) because this is the order in which the Technical Review Form is organized: The Technical Review Form is used by the peer reviewers to evaluate applications.

Under Criterion 2-Objectives, applicants should address the proposed percent of participants who will:

- Persist toward completion of the academic programs in which they are enrolled, (which includes transfer to a four-year institution in the case of a two-year school).
- Meet academic performance levels required to stay in good academic standing at the applicant institution.
- Graduate each year, (which includes transfer to a four-year institution in the case of a two-year school).

The objectives for persistence and graduation must be measured based upon cohorts and must address the need identified in the “Need for the Project ” section. The measurement for two-year schools should be over a three-year period and four-year schools should measure over a six-year period. For example, an acceptable objective for a two-year school would be X percent of each cohort will graduate in three years. A similar measurement over six years is acceptable for four-year schools. A cohort is defined as all the students accepted into the SSS project during each project year. Multi-layered or compound objectives (those where the outcomes are dependent upon multiple conditions) are not acceptable.

Criterion 6 – Budget – should be addressed in the Budget Narrative.

Please note: The application Budget Narrative and Program Narrative, combined, cannot exceed 75 pages. The Notice contains specific instructions governing page limits.

Successful applicants will be required to report annually on the progress of the project, including the goals and objectives.

Additional Suggestions:

- Number each page of the application.
- The face sheet is the first page of the application. (ED 424).
- Do not include descriptive materials (appendices and attachments, including brochures, letters, reports, resumes, etc).
- Summarize the institutional commitments in the Narrative. Retain the actual letters of institutional commitment on file.

Part IV – Student Support Services Program ASSURANCES

As the duly authorized representative of the applicant, I certify that the applicant will comply with the following statutory requirements:

1. The applicant assures that at least two-thirds (2/3) of the students that will participate in the project will be individuals with disabilities, and/or low-income individuals who also are first-generation college students; and that at least one-third (1/3) of the student participants who are individuals with disabilities also will be low-income individuals.
2. The applicant assures that the remaining students participating in the project be will either low-income individuals, first generation college students, or individuals with disabilities.
3. The person whose signature appears is authorized to sign this application and to commit the applicant to the above provisions.

Signature of Authorized Certifying Official

Title of Authorized Certifying Official

Application Organization

Date Signed

Part V -- Prior Experience

This part is to be completed only by those applicants that have been funded within the 2001 - 2004 grant cycle. This grant cycle began September 1, 2001, for four-year awards; September 1, 2002, for five-year awards; and September 1, 2003, and September 1, 2004, for all other grantees.

If an applicant for a new grant proposes to continue to serve substantially the same population or campus that the applicant is serving under the expiring grant, the Secretary evaluates the applicant's prior experience in delivering services under the expiring grant on the basis of the prior experience criteria in the SSS Program regulations (34 CFR 646.22). The applicant needs only to provide the information needed to evaluate the applicant's prior experience that is not covered by the performance reports. Based on the success of the applicant's prior experience, an applicant may receive up to fifteen (15) points.

Project Year 2003-2004:

The applicant **must submit the attached form** that details the project's accomplishments to date. The applicant should specifically report information, which addresses each of the prior experience criteria in the program regulations (34 CFR 646.22).

NOTE: Project Years 2001-2002 and 2002-2003. The due date for submitting performance reports for these years is now past. No changes or modifications to the information on file with the Department will be accepted.

Part V: Prior Experience – Accomplishments To Date -- For 2003-2004-ONLY -- no other data will be considered.

Name: _____ PR Award Number: P042A _____

Address: _____ Campus (es) _____

In this section state briefly your approved project objectives and report on the extent to which your project achieved each of these objectives. Provide specific data to support the accomplishment of each objective. Each of these objectives responds to the prior experience criteria contained in the program regulations (34 CFR 646.22) and appears on your approved Partnership Agreement if applicable.

CRITERIA	PROPOSED PERCENT	PROPOSED NUMBER	ACTUAL PERCENT	ACTUAL NUMBER	OBJECTIVES
Persistence					of eligible participants will persist toward completion of the academic programs in which they were enrolled.
Good Academic Standing					of eligible participants met academic performance levels required to stay in good academic standing at the grantee institution.
Graduation					of eligible participants will graduate each year.
Transfer					of eligible participants will transfer each year
Administration	100%				the extent to which the applicant has met the administrative requirements--including record keeping, reporting, and financial accountability. Provide the number of participants that were low-income and first-generation, _____ and individuals with disabilities _____ and low-income individuals with disabilities _____ to assure compliance with the 1/3 - 2/3 requirements. Low income only _____ first generation only _____.

Important Notice to Prospective Participants in U.S. Department of Education Contract and Grant Programs

Grants

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for all grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an application will be rejected without consideration.

The rules, including the deadline, for applying for each grant are published, individually, in the *Federal Register*. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, no cash or stamps).

The instructions in the *Federal Register* must be used. Do not accept any other advice. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, DC 20202-4725

Contracts

Competitive procurement actions undertaken by ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offers are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offers are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing of \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.
