



Designation as an Eligible Institution
Title III and Title V Programs
Fiscal Year 2014

Office of Postsecondary Education

What is Eligibility?

- ▶ This process identifies an institution of higher education (IHE) as being eligible to apply for funding under the Title III and/or Title V programs.
- ▶ Eligibility **does not designate nor certify any institution as a particular type, i.e., HSI, ANNH, ANNAPISI, etc.**



Who Can Apply for Designation of Eligibility?

An IHE that:

- ▶ Is accredited or pre-accredited by a nationally-recognized accrediting agency or association; and
- ▶ Meets the enrollment of needy students and educational and general expenditures requirements.



Who Can Apply for Designation of Eligibility?

An accredited branch campus that:

- ▶ Is geographically apart from the main campus and independent of that main campus.
- ▶ Is permanent in nature;
- ▶ Offers courses for credit and programs leading to an associate or bachelor's degree;
- ▶ Has its own faculty and administrative or supervisory organization; and
- ▶ Has its own budgetary and hiring authority.



Who Should Apply for Designation of Eligibility?

- ▶ Applicants planning to apply for a grant under the SIP, HSI, PPOHA, ANNH, NASNTI, AANAPISI or PBI Programs.
 - ▶ An institution must be deemed as an eligible IHE to be considered for funding under these programs.
 - ▶ Applicants requesting a waiver of the non-Federal cost share requirements under any of the following programs:
 - ▶ The Federal Work-Study program (FWVS); Federal Supplemental Educational Opportunity Grants program (FSEOG); TRIO Student Support Services program (SSS); and Undergraduate International Studies and Foreign Language program (UISFL).

Note: In some instances, other Federal agencies will require an institution to provide verification of designation from the Department of Education.



Important Notes!

- ▶ If you are planning to submit an application for new funding, both applications (eligibility and funding application) **MUST** be in the same name or your application for funding will be rejected.
- ▶ If the name of your institution has changed, you **MUST** inform the Eligibility Team in writing. The document must be submitted from the college/university president on letterhead.



Important Notes!

- ▶ The main campus must apply for the non-Federal cost-share requirement.
- ▶ Branch campuses are not eligible to receive a waiver of the non-Federal cost-share requirement.



What Information is Required?

- ▶ Institution/campus OPE ID number
- ▶ Total institutional enrollment for fall 2011
- ▶ Minority enrollment for fall 2011
- ▶ Number of Pell recipients in fall 2011
- ▶ Number of students enrolled at least half-time in a degree program for fall 2011
- ▶ Total educational and general (E&G) expenditures for 2011-2012
- ▶ Average E&G expenditures per FTE student in fall 2011
- ▶ Proof of sufficient enrollment of needy students



Total Institutional Enrollment

- ▶ Institution's 2011 fall semester head count of enrolled undergraduate and graduate students.
 - ▶ Do not include international students who are ineligible to participate in Title IV need-based financial assistance programs.



Need-Based Financial Assistance

Title IV need-based financial assistance:

- ▶ Determine the institution's total 2011 fall semester, unduplicated student head count of degree students who received any of the following Title IV need-based assistance:
 - ▶ Federal Pell Grant; Federal Work Study; Federal Perkins Loan; or Federal Supplemental Educational Opportunity Grant.
- ▶ To compute the unduplicated student head count, count, only once, each student who received Title IV need-based assistance, regardless of the number of need-based programs in which the student participated.



Half-Time Enrollment

Enrollment of half-time, up to and including full-time undergraduate students:

- ▶ Determine the institution's total 2011 fall semester undergraduate head count of students who were enrolled at least half time in degree programs at your institution.
- ▶ Do not include international students who are not eligible for Title IV need-based financial assistance.



Educational and General (E&G) Expenditures

- ▶ E&G expenditures is defined as the total amount expended by an institution of higher education for: instruction; research; public service; academic support (including library expenditures); student services; institutional support; scholarships and fellowships; operation and maintenance expenditures for physical plant; and any mandatory transfers which the institution is required to pay by law.



2011-2012 Median Pell Grant and Average E&G Expenditures per FTE Student

Type of Institution	2010-2011 Median Pell Grant Percentage	2010-2011 Average E&G Expenditures per FTE Student
Two-year Public Institution	37.6	\$11,606
Two-year Non-profit Private Institution	44.1	\$23,454
Four-year Public Institution	35.4	\$30,082
Four-year Non-profit Private Institution	35.5	\$48,532



Educational and General (E&G) Expenditures

- ▶ Determine the institution's E&G expenditures for 2011-2012 by totaling these costs. *Do not include federal student financial aid.*
- ▶ Average E&G expenditures per FTE student.
 - ▶ The system will do this calculation for you.



Needy Student Requirement

Your institution meets the needy student requirement if:

- ▶ At least 50% of your 2011 fall semester, unduplicated student head count of undergraduate and graduate degree students received financial assistance under one or more of the following programs: Federal Pell Grant; Federal Work-Study; Federal Perkins Loan; or Federal Supplemental Educational Opportunity Grant programs. (Part III, 1B), or
- ▶ The percentage of your 2011 fall semester, undergraduate degree students who were enrolled in at least a half-time basis and received Federal Pell Grants exceeded the median percentage of undergraduate degree students who were enrolled on at least a half-time basis and received Federal Pell Grants at comparable institutions that offered similar instruction. (Part III, 1D).



2011 Annual Low-Income Levels

Size of Family Unit	Family income for the 48 contiguous States, D.C. and Outlying Jurisdictions	Family income for Alaska	Family income for Hawaii
1	\$16,335	\$20,400	\$18,810
2	\$22,065	\$27,570	\$25,395
3	\$27,795	\$34,740	\$31,980
4	\$33,525	\$41,910	\$38,565
5	\$39,255	\$49,808	\$45,150
6	\$44,985	\$56,250	\$51,735
7	\$50,715	\$63,420	\$58,320
8	\$56,445	\$70,590	\$64,905



Results

- ▶ If deemed ineligible based on system calculations, institutions may choose from the following waiver options.



Waivers (Enrollment and Average E&G)

- ▶ Institutions that are unable to meet the needy student enrollment requirement or the average E&G expenditures requirement may apply for waivers.
- ▶ The applicant **MUST** address the waiver in its entirety.
- ▶ The waiver narrative must include all the required documentation, evidence, and data pertaining to the waiver as instructed in the application.



Needy Student Waiver (Options)

Option #1

- ▶ Provide evidence that the state provided more than 30% of the institution's budget for 2011-2012; and
- ▶ Provide evidence that the institution charged no more than \$99 per student for tuition/fees for 2011-2012.

Option #2

- ▶ Provide evidence that at least 30% of the students served in 2011-2012 came from low-income families.



Needy Student Waiver (Options)

Option #3

- ▶ Provide evidence that the institution increased higher education opportunities for low-income students who were also educationally disadvantaged, from underrepresented groups, or were minority students in 2011-2012.

Option #4

- ▶ Provide evidence that the institution increased opportunities for individuals who resided in an area that is not included in a “metropolitan statistical area” (MSA) in 2011-2012.



Needy Student Waiver (Options)

Option #5

- ▶ Provide evidence that the institution is located on or within 50 miles of an American Indian reservation or a substantial population of American Indians.

Option #6

- ▶ Provide evidence that the institution will substantially increase opportunities for Hispanic, Alaska Native or American Indian, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, two or more race students.
-



E&G Expenditures Waiver (Options)

Option #1

- ▶ Low student enrollment in fall 2011 distorted the institution's E&G expenditures per FTE undergraduate student.

Option #2

- ▶ Location of the institution in an unusually high cost-of-living area distorted institution's E&G expenditures per FTE undergraduate student

Option #3

- ▶ High energy costs distorted the institution's E&G expenditures per FTE undergraduate student.
-



E&G Expenditures Waiver (Options)

Option #4

- ▶ An increase in state funding that was part of a desegregation plan for higher education distorted the institution's E&G expenditures per FTE undergraduate student.

Option #5

- ▶ Operation of high cost professional schools distorted the institution's E&G expenditures per FTE undergraduate student.



Submitting the Application

- ▶ Applications for eligibility should be completed and submitted electronically at:

<https://opeweb.ed.gov/title3and5/>

- ▶ Note: The Notice Inviting Applications, as published in the Federal Register on January 13, 2014, contains instructions for applicants unable to submit their application electronically.



Final Process

If deemed ELIGIBLE by the system, staff will:

- ▶ Verify the institution's accreditation; and
- ▶ Set your application as “eligible” or “ineligible” based on your accreditation status.

If deemed INELIGIBLE by the system, staff will:

- ▶ Verify the institution's accreditation;
- ▶ Review waivers; and
- ▶ Set your application as “eligible” or “ineligible” based on your accreditation status and the information provided to support your waiver option.



Helpful Hints

- ▶ Choose which program you are applying for and/or cost-share waiver. (You may select up to two programs.)
- ▶ Do NOT click on the waiver option if your institution is declared eligible. If you do, the system will automatically deem you as ineligible.
- ▶ To upload a waiver narrative, you must first submit your application. The system will then prompt you to “upload waiver narrative,” if your initial application is deemed ineligible.
 - ▶ Please upload your waiver narrative in the following formats:
.DOC (MS Word document) or .PDF (Portable Document).
- ▶ ALL passwords are reset annually.



Verifying Status

- ▶ If ELIGIBLE, applicants will be able to print their designation/cost-share waiver letter from the Eligibility Web site letter 2-4 weeks after the deadline (March 7, 2014).
 - ▶ The Department does not mail this letter. Applicants are responsible for printing their letter.
- ▶ If INELIGIBLE, letters will be mailed to applicants.



More Information

Detailed information on the program is available in the Application Package and the Notice Inviting Applications for this program.

Both documents are online at:

<http://www.ed.gov/about/offices/list/ope/idades/index.html>



FY 2014 Application Deadline

March 7, 2014

Contacts:

Robyn Wood

robyn.wood@ed.gov

202-502-7437

Jeffrey Hartman

jeffrey.hartman@ed.gov

202-502-7607

Carnisia Proctor

carnisia.proctor@ed.gov

202-502-7606

