



**FY 2012  
Application Package for  
Historically Black Colleges and Universities  
(HBCU) and  
Historically Black Graduate Institutions  
(HBGI) Programs**

## Estimated Public Reporting Burden

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 control number for this information collection is 1840-0113. Public reporting burden for this collection of information is estimated to average 16 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **Response to this collection is required to obtain or retain benefit per the following sections of the Higher Education Act of 1965, as amended: Section 321 for Historically Black colleges and Universities (HBCU) and Section 326 for Historically Black Graduate Institutions (HBGI).** Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20210-4537 or e-mail [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1840-0113. Note: Please do not return the completed HBCU or HBGI Phase I and/or grant application to this address.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: John Clement, Interim Director, HBCU Division, Institutional Service, Office of Postsecondary Education, 1990 K Street, NW, 6th Floor, Washington, DC 20006-8515.

Dear Colleague:

This package contains the necessary forms and information to apply for a new grant under the Historically Black Colleges and Universities (HBCU) program, and the Historically Black Graduate Institutions (HBGI) program. The Title III, Part B programs provide financial assistance to establish or strengthen the academic resources, endowment building capacity, management capabilities and physical plant of Historically Black Colleges and Universities and Historically Black Graduate Institutions.

Institutions of higher education legally designated as an HBCU or HBGI are eligible to apply. Additional information and the regulations governing these programs can be accessed at: <http://www2.ed.gov/about/offices/list/ope/itudes/index.html>.

The specifics regarding this year's application procedures are contained in this application package. We encourage applicants to review the Key Application Highlights found in the application package for an overview of important items.

Please note that, for each program, there is in 2012 only one deadline for submitting information. For HBCUs: Phase I Formula Data has already been submitted and Phase II, the Project Plan, must be submitted by May 2, 2012. For HBGIs: Phase I Formula Data will not be required and Phase II plans must be submitted by May 2, 2012.

If you have any questions or require additional information, please refer to the HBCU and HBGI program staff contact list at <http://www2.ed.gov/programs/itudestitle3b/contacts.html>, or contact John Clement via e-mail at [john.clement@ed.gov](mailto:john.clement@ed.gov) or by telephone at 202-502-7520.

We appreciate your continued interest in and support of Title III, Part B Historically Black Colleges and Universities and Historically Black Graduate Institutions programs, and look forward to receiving your application.

Sincerely,

John Clement, Ph.D.  
Interim Director  
HBCU Division, Institutional Service

# **INTRODUCTION**

## **HISTORICALLY BLACK COLLEGES AND UNIVERSITIES PROGRAM AND HISTORICALLY BLACK GRADUATE INSTITUTIONS PROGRAM**

### **PURPOSE**

The HBCU program and the HBGI program authorized under Title III, Parts B and F of the Higher Education Act of 1965, as amended (HEA) provide financial assistance to establish or strengthen the academic resources, endowment building capacity, management capabilities and physical plants of historically Black colleges and universities.

### **ELIGIBLE APPLICANTS**

Institutions of higher education legally designated as a Title III eligible historically Black college or university, or graduate institution or qualified graduate program are the only entities eligible to apply.

### **ACTIVITIES FUNDED UNDER THIS PROGRAM**

**HBCU grantees may use Title III, Part B funds to carry out the following activities:**

- Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including purchase or rental of telecommunications and technology equipment or services.
- Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
- Academic instruction in disciplines in which Black Americans are underrepresented.
- Purchase of library books, periodicals, and other educational materials, including telecommunications program material.
- Tutoring, counseling, and student service programs designed to improve academic success.
- Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.
- Joint use of facilities, such as laboratories and libraries.
- Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.

- Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program, preparation for teacher certification.
- Establishing community outreach programs which will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education.
- Establishing or improving an endowment fund.
- Acquisition of real property in connection with the construction, renovation, or addition to or improvement of campus facilities.
- Education or financial information designed to improve the financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs Title IV of the HEA.
- Services necessary for the implementation of projects or activities that are described in the grant application and that are approved, in advance, by the Secretary, except that not more than two percent of the grant amount may be used for this purpose.
- Other activities proposed in the application that contribute to carrying out the purposes of the HBCU program and are approved by the Secretary.

**HBCU grantees may use Title III, Part B funds to carry out the following activities:**

- Purchase, rental or lease of scientific or laboratory equipment for educational purposes, including instructional or research purposes;
- Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;
- Purchase of library books, periodicals, technical and other scientific journals, microfilm, microfiche, and other educational materials, including telecommunications program materials;
- Scholarships, fellowships, and other financial assistance for needy graduate and professional students to permit the enrollment of the students in and completion of the doctoral degree in medicine, dentistry, pharmacy, veterinary medicine, law, and the doctorate degree in the physical or natural sciences, engineering, mathematics, or other scientific disciplines in which African Americans are underrepresented;
- Establishing or improving a development office to strengthen and increase contributions from alumni and the private sector;
- Assisting in the establishment or maintenance of an institutional endowment to facilitate financial independence pursuant to section 331 of the HEA, as amended;
- Funds and administrative management, and the acquisition of equipment, including software, for use in strengthening funds management and management information systems;
- Acquisition of real property that is adjacent to the campus in connection with the construction, renovation, or addition to or improvement of campus facilities;

- Education or financial information designed to improve the financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs under Title IV of the HEA;
- Services necessary for the implementation of projects or activities that are approved, in advance, by the Secretary, except that not more than two percent of the grant amount may be used for this purpose;
- Tutoring, counseling, and student service programs designed to improve academic success; and
- Other activities proposed in the application that contribute to carrying out the purposes of the HBGI program and are approved by the Secretary.

## FY 2012 KEY APPLICATION HIGHLIGHTS

The Department of Education is conducting all competitions electronically. HBCUs have already submitted the institution's Phase I data via e-mail. HBGI do not have to submit Phase I data in 2012.

**Phase II information is to be submitted electronically.** All HBCU and HBGI applicants must submit their Phase II applications electronically. No paper application submissions will be accepted.

For application and submission information, please refer to the instructions located after the Authorizing Legislation section of this booklet.

HBCUs:

- This application booklet should be used for new Title III, Part B HBCU applications.

HBGIs:

- The information that follows provides an explanation of the changes to the HEA made as a result of the Higher Education Opportunity Act of 2008 (HEOA) and the effect the changes will have on your fiscal year (FY) 2012 HBGI award.

Section 311(c) of the HEOA of 2008 amends section 326 of the HEA to add six (6) institutions or qualified graduate programs (QGP) that are now eligible to receive funding under the HBGI program. The Funding Rule in section 326(f) of HEA was amended by section 311(d) of the HEOA, and reflects that the 18 HBGIs listed prior to the reauthorization of the HEA will continue to receive grants; however, the 6 new institutions will only receive funding if Congress appropriates funds above \$56,900,000. Furthermore, any amount appropriated, in excess of \$62,900,000, will be made available to the eligible institutions pursuant to a formula developed by the Secretary using the elements outlined in Section 326(3)(A) through (E) of the HEA. Lastly, section 311(e) of the HEOA amends the date of the Hold Harmless Rule in section 326(g) of the HEA and no institution or QGP that received a grant in FY 2008 and is eligible to receive a grant in subsequent fiscal years, shall receive a grant that is less than the amount of their FY 2008 grant award.

## AUTHORIZING LEGISLATION

Institutions submitting applications for a five year grant are required to submit a Comprehensive Development Plan (CDP) in accordance with Section 608.21 of the regulations for HBCUs and Section 609.21 for HBGIs. The CDP is a part of the Phase II Project Plan. The legislation and regulations governing the HBCU and HBGI programs can be accessed from the following Web sites:

### Legislation

- HBCU: [Higher Education Act of 1965, as amended; Strengthening Historically Black Colleges and Universities; Title III, Part B, Sections 321341; CFDA 84.031B.](#)
- HBGI: [Higher Education Act of 1965, as amended; Strengthening Historically Black Colleges and Universities; Title III, Part B, Section 326; CFDA 84.031B](#)
- [Higher Education Opportunity Act of 2008](#) (P.L. 110-315)

### Regulations:

- HBCU--[34 CFR Part 608](#)
- HBGI—[34 CFR Part 609](#)
- HBCU and HBGI: [Education Department General Administrative Regulations \(EDGAR\), Parts 74, 75, 77, 79, 81, 82, 84, 85, 86, 97, 98, and 99](#)



## APPLICATION AND SUBMISSION INFORMATION

### Address to request application package

You can obtain an application package via the Internet. To obtain a copy via the Internet, use the following address for the HBCU Grant Program application information Web site: <http://www2.ed.gov/programs/iduestitle3b/applicant.html>. To obtain a copy from the Department, write, fax, or call the following: John Clement, U.S. Department of Education, 1990 K Street, NW, room 6006, Washington, D.C. 20006-8515. Telephone: 202-502-7520, or by e-mail: [john.clement@ed.gov](mailto:john.clement@ed.gov).

If you use a telecommunication device for the deaf (TDD), call the Federal Relay Service (FRS), toll free at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting John Clement at the address above.

### Content and form of application submission

Phase I of the application process has already been completed. Phase II of the application process includes the five-year Comprehensive Development Plan (CDP), one-year narrative project plan, and standard forms.

### Submission date and time

Applications for grants in the HBCU and HBGI programs must be submitted electronically as an e-mail attachment to [HBCU.PhaseII@ed.gov](mailto:HBCU.PhaseII@ed.gov) by 12:00 a.m., Washington, DC time, on May 9, 2012.

Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;
- c. Provide your DUNS number and TIN on your application; and
- d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet.  
A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

7. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

## APPLICATION SUBMISSION INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in this application booklet.

**This program requires the electronic submission of applications.**

### **Submission of Paper Applications by Mail:**

If you qualify for an exception to the electronic submission requirement, you may submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number **84.031B**)  
LBJ Basement Level 1  
400 Maryland Avenue, SW  
Washington, DC 20202-4260

You 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 Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do **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.

If your application is postmarked after the application deadline date, we will **not** consider your application.

Note: 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.

### **Submission of Paper Applications by Hand Delivery:**

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number **84.031B**)  
550 12th Street, SW  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

**Note for Mail or Hand Delivery of Paper Applications:** If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

## SUPPLEMENTAL INFORMATION

### 1. The Application Package

The application package is a compilation of the Comprehensive Development Plan (CDP), the Activities Abstracts, Activity Objectives and Performance Indicators, Activity Budgets and Budget Narratives, Summary Budget, and the applicable forms and certifications.

### 2. Page limits

As part of the continuing effort to streamline grant applications, please observe the page limit requirement. The total page limit for a grant application under the HBCU and HBGI programs is 125 pages. This page limit applies to the CDP, the Activities Abstracts, Activity Objectives and Performance Indicators, the Individual Activity Budgets, and the Individual Budget Narratives. The page limit does not include the Application for Assistance face sheet (SF 424); the Department of Education Supplemental Information for SF 424; the Budget Information for Non-Construction Programs (ED 524); the required Assurances and Certifications; the Table of Contents; and any appendices.

### 3. Appendices to Applications

Please limit the appendices to the following:

- a) Curriculum vitae of key personnel (project director and activities directors).
- b) Position descriptions for positions proposed for the funding cycle.

### 4. Formatting Instructions

- Type all narratives in font size 12, double-spaced (except for the project abstract) on plain or off-white bond paper.
  - Type on one side of the page only.
  - Type the name of the institution and the state where it is located at the top of each page.
  - Number the pages consecutively starting with the Table of Contents by placing a page number on the bottom right side of each page.
  - The SF424 form will serve as the cover page for the application.
  - A page is 8.5" x 11", one side only, with 1" margins at top, bottom and both sides.
- You must double-space all text in the application narrative, except titles and headings. However, while you may single-space the abstract, footnotes, quotations, references, captions, forms (including ED forms) and tables, you must still use font size 12. You may use single space and smaller font sizes for clarity in charts, figures and graphs only.

### 5. Contents of an Application

The application should be sent via e-mail to [HBCU.PhaseII@ed.gov](mailto:HBCU.PhaseII@ed.gov) with the following as Word or PDF attachments:

- 1) Application for Federal Education Assistance (SF 424)

- 2) Table of Contents
- 3) Comprehensive Development Plan (CDP)
- 4) Abstracts of Activities
- 5) Activity Objectives and Performance Indicators
- 6) Implementation Strategy and Timetable
- 7) Activity Budget
- 8) Individual Activities Budget Narrative
- 9) Summary Budget (ED 524)
- 10) Assurances and Certifications, and
- 11) Appendices

#### **6. Interim and Annual Performance Report Requirements**

When you receive an initial grant award under Title III, Part B or Part F, you are required to submit an interim (first six months of your project) and annual performance reports for each year during the funding cycle (including any time extensions) using the Institutional Service's Reporting System Annual Performance Reports for Title III and Title V Grantees. This online system collects narratives and data about funded projects to enable Department program officers to determine if a grantee is making substantial progress toward meeting approved project objectives. The annual performance report used for this program can be found at <https://apr.ed.gov>.

#### **Contact Information:**

Dr. John Clement, Interim Director, HBCU Division  
U.S. Department of Education  
1990 K Street, NW, Room 6006  
Washington, D.C. 20006-8515  
Telephone: (202) 502-7520 Fax: (202) 502-7861  
E-mail address: [john.clement@ed.gov](mailto:john.clement@ed.gov)

You will also find a list of current HBCU and HBGI Program staff at <http://www2.ed.gov/programs/iduestitle3b/contacts.html>.

## 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 2011-2014 (<http://www2.ed.gov/about/reports/strat/plan2011-14/plan-2011.pdf>). 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 for postsecondary education, career and technical education, and adult education, as listed in the plan, are:

- To increase the number and percentage of 25- to 34-year-olds who attain an associate's degree or higher;
- To increase the number and percentage of students who complete a bachelor's degree within six years;
- To increase the number and percentage of students who complete an associate's degree or certificate within three years; and
- To increase the number and percentage of adult education students obtaining a high school credential.

### What are the performance indicators for the Title III, Part B HBCU and HBGI programs?

The performance indicators for the Title III, Part B programs are part of the Department's plan for meeting Goal 3: Ensure the accessibility, affordability, and accountability of higher education, and better prepare students and adults for employment and future learning.

**Program Goal:** To improve the capacity of minority-serving institutions, which traditionally have limited resources and serve large numbers of low-income and minority students, to improve student success and to provide high-quality educational opportunities for their students.

## **GPRA—Program Goals**

### **HBCU Program**

**Objective 1 of 3:** Increase enrollments at historically Black colleges and universities (HBCU).

Measure 1.1 of 1: The percentage change, over the five-year grant period, of the number of full-time degree-seeking undergraduates enrolled at HBCUs.

**Objective 2 of 3:** Increase the persistence rate for students enrolled at HBCUs.

Measure 2.1 of 3: The percentage of first-time, full-time degree-seeking undergraduate students who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same HBCU.

Measure 2.2 of 3: The percentage of first-time, full time degree-seeking undergraduate students at four-year HBCUs who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same HBCU.

Measure 2.3 of 3: The persistence rate of first-time, full time degree-seeking undergraduate students at two-year HBCUs who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same HBCU.

**Objective 3 of 3:** Increase the graduation rate for students enrolled at HBCUs.

Measure 3.1 of 3: Federal cost per undergraduate and graduate degree at HBCUs.

Measure 3.2 of 3: The percentage of first-time, full-time degree-seeking undergraduate students enrolled at four-year HBCUs who graduate within six years of enrollment.

Measure 3.3 of 3: The percentage of first-time, full-time degree-seeking undergraduate students enrolled at two-year HBCUs who graduate within three years of enrollment.

### **HBGI Program**

**Objective 1 of 2:** Increase enrollments at Historically Black Graduate Institutions (HBGI).

Measure 1.1 of 1: The percentage change, over the five-year grant period, of the number of full-time graduate students enrolled at HBGIs.

**Objective 2 of 2:** Increase the number of graduate degrees awarded at HBGIs.

Measure 2.1 of 2: Federal cost per graduate degree at HBGIs.

Measure 2.2 of 2: The number of Ph.D., first professional, and Master's degrees awarded at HBGIs.

### **How does the Department of Education determine whether performance goals have been met?**

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met.

Information about the annual performance report data collection form can be viewed at <https://apr.ed.gov/index.cfm?event=about>.

The most recent version of the Department's annual performance report can be viewed at



U.S. Department of Education FY 2011 Annual Performance Report:  
<http://www2.ed.gov/about/reports/annual/2011report/apr.html>

The most recent version of the HBCU and HBGI programs' annual performance reports can be viewed at

**HBCU:**

<http://www2.ed.gov/about/reports/annual/2010plan/g3aidhbcu.doc>

**HBGI:**

<http://www2.ed.gov/about/reports/annual/2010plan/g3aidblkgrad.doc>

# **HBCU and HBGI Phase II The Project Plan**

## Phase II: The Project Plan

Phase II, the Project Plan, is a compilation of the Comprehensive Development Plan (CDP), activity abstracts, activity budgets and budget narratives, summary budget, and all applicable forms and certifications. Below is a checklist to help you in the submission process.

### Applicant Checklist

Use This Checklist While Preparing Your Application Package.  
All items listed on this checklist are required, except as noted.

- \_\_\_ Application for Federal Assistance (SF424)
- \_\_\_ Department of Education Supplemental Information for SF424
- \_\_\_ Department of Education Budget Information Non-Construction Programs Form – Sections A & B (ED524)
- \_\_\_ Abstract
- \_\_\_ Budget Narrative (Use Budget Narrative Attachment Form)
- \_\_\_ Project Narrative (Use Project Narrative Attachment Form)

**Note: Have you addressed all application requirements for the Comprehensive Development Plan?**

- \_\_\_ Other Attachments (Curricula vitae of key personnel (project director and activities directors) and curricula position descriptions for positions proposed for the funding cycle.) (Use Other Attachments Form)
- \_\_\_ Narrative addressing GEPA Section 427
- \_\_\_ Assurances and Certifications
  - \_\_\_ Assurances for Non-Construction Programs (SF424B)
  - \_\_\_ Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)
  - \_\_\_ Certification Regarding Lobbying (ED 80-0013)
  - \_\_\_ Survey on Ensuring Equal Opportunity for Applicants

**NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above. Attachments must be submitted in .pdf format.**

## GUIDANCE FOR PHASE II - THE PROJECT PLAN

### Developing the Comprehensive Development Plan

The Secretary evaluates an application on the basis of the applicant's response to the elements of the Comprehensive Development Plan (CDP) as defined in 34 CFR 608.21 and 609.21.

To facilitate the review of the application, applicants must address the following:

The CDP must describe an institution's strategy for achieving growth and self-sufficiency by strengthening its financial management and academic programs.

#### Elements of the CDP are as follows:

1. An assessment of the strengths and weaknesses of the institution's financial management and academic programs. Here is where you want to describe the institution's current state, identifying more than the strengths and weaknesses to be addressed by Title III B, but also present a comprehensive picture that describes the mission goals and objectives (short and long-term) that can be used to highlight the institution.
2. A delineation of the institution's goals for its financial management and academic programs, based on the outcomes of the assessments of these areas for which Title III funds will be used;
3. A listing of measurable objectives, with accompanying timeframes, designed to assist the institution to reach each goal for which Title III funds will be used for achieving the objectives; and,
4. A description of methods, procedures and processes that will be used by the college or university to institutionalize financial management and academic program practices and improvements developed under the proposed funded activities.

You are asked to limit the number of goals and measurable objectives for this grant period – ideally, to five or less. This will help focus grant activities and resources.

### Suggested Outline for Developing the CDP

**Introduction/Institutional Overview** – the introduction should describe the institution's challenges and opportunities, and the institutional overview should address the history and mission, academic programs offered and areas of strength, enrollment data and student profile, graduation rates, and graduate school/professional school placement success.

**Summary of the Institution's Planning Process** – identify major institutional priorities.

**Overview of Current Long-range Plan** – describe major emphases and goals for the current planning period.

**CDP Focus** – describe areas targeted for improvement; list goals related to improve academic quality, fiscal stability, institutional management, and student services; summary of activities to address CDP goals; and CDP assessment strategies.

**Conclusion** – provide information addressing institutionalization as required by element 4 and relevant supporting documentation.

### **Suggested Outline for Developing the Project Plan:**

The CDP should be used to guide the formation of the **Project Plan**. Separately, and for each proposed activity you must:

**PROVIDE AN ABSTRACT OF THE ACTIVITY** – Provide a brief (one paragraph) description of the proposed activity. Each activity must be titled using the most relevant title from the list of allowable activities authorized in the program regulations (34 CFR Section 608.10 for the HBCU program and 34 CFR Section 609.10 for the HBGI program). In brief detail, describe the purpose of each activity. A comprehensive Project Plan should include Project Administration as one of its proposed activities.

**DESCRIBE AND DEFINE PERFORMANCE INDICATORS FOR EACH PROPOSED ACTIVITY -** For each proposed activity, applicants must state their annual expected results, which, when combined with their performance indicators, are measurable and realistic (not too high, not too low). Connect each activity to the problem or weakness it should address and to the legislatively allowable activities (LAAs). List only the results that an activity is designed to accomplish. Describe the performance indicators in outcome-oriented, measurable terms (i.e., provide/establish baseline data, goal for that fiscal year—in number or percentage—, date by which you expect it to be completed, etc.). Results should be updated for each year in which funds are requested.

**DESCRIBE THE IMPLEMENTATION STRATEGY AND TIMETABLE FOR EACH PROPOSED ACTIVITY** – For each proposed activity, describe, in a comprehensive manner, who will do what, how, and when it will be done to meet the expected results of each activity.

**PROVIDE AN INDIVIDUAL ACTIVITY BUDGET & NARRATIVE** – For each proposed activity, applicants must prepare a separate, detailed itemized budget (in dollars) and a budget narrative for each year you are requesting grant funds. Demonstrate and justify that all costs are reasonable in today’s market and necessary to accomplish your activity results.

**Note:** You must provide details so that we can determine if the costs are allowable, necessary and reasonable. Do not include a budget narrative (as a separate activity) for endowment investing. Requests for endowments investing should go under the “Other” category.

**COMPLETE A BUDGET SUMMARY (ED 524) FORM** – Provide an itemized budget for each of the five years of the project. Applicants need only to provide a detailed budget narrative and justification for the first (initial) year of their proposed five-year project.

## INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS EXECUTIVE ORDER 12372

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

[http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 031B, U.S. Department of Education, room 7E200, 400 Maryland Avenue, SW, Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on the closing date indicated in this notice.

**Important note:** The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

## **GENERAL EDUCATION PROVISIONS ACT (GEPA)**

### **SECTION 427**

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The 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*.

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

**NOTE:**

**Applicants for new awards must include information in their applications to address this provision in order to receive funding under this program.**