

Archived Information

U.S. Department of Education
Office of Postsecondary Education
Washington, DC 20202



**Request for Fiscal Year 2005 Designation As An
Eligible Institution Under the Title III
Strengthening Institutions Program
American Indian Tribally Controlled Colleges and
Universities Program
Alaska Native and Native Hawaiian-Serving Institutions
Program and the Title V
Developing Hispanic-Serving Institutions Program**

CFDA Number: 84.031 H

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Closing Dates: [January 13, 2005](#) and [April 28, 2005](#)

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APPENDICES

Federal Register Closing Date Notice

Important Notice to Applicants

Dear Applicant:

We are pleased to provide the application package for fiscal year (FY) 2005 Designation As An Eligible Institution for Programs Funded Under Title III, Part A, and Title V of the Higher Education Act of 1965, as amended. This package includes the information and instructions that you need to apply for eligibility designation. We urge you to read it in its entirety before beginning the application process.

Eligibility designation qualifies an institution of higher education (IHE) to receive grants under the Title III, Part A, and Title V Programs, provided certain program-specific eligibility requirements are met. Title III, Part A, authorizes the Strengthening Institutions, American Indian Tribally Controlled Colleges and Universities, and Alaska Native and Native Hawaiian-Serving Institutions Programs. Title V authorizes the Developing Hispanic-Serving Institutions Program. The overall purpose of these programs is to provide funds to eligible institutions of higher education to increase their self-sufficiency by improving academic programs, institutional management and fiscal stability.

In addition, eligibility designation allows IHEs to receive a waiver of certain non-Federal cost-share requirements under the Federal Work-Study Program, the Federal Supplemental Educational Opportunity Grants Program, the Student Support Services Program and the Undergraduate International Studies and Foreign Language Program.

An IHE interested in applying for a new FY 2005 Title III, Part A, and/or Title V grant must apply for eligibility designation by **January 13, 2005**. An IHE interested only in obtaining a waiver of certain non-Federal cost-sharing requirements must apply for eligibility designation by **April 28, 2005**. An IHE interested in applying for **both** a new Title III, Part A, and/or Title V grant and obtaining a waiver of non-Federal cost-share requirements, must apply for eligibility designation by **January 13, 2005**. An IHE that wishes to be designated as an eligible branch campus should review carefully the instructions on [page 8](#) of this package.

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IHEs currently receiving Title III, Part A, or Title V funds do not need to apply for eligibility designation unless they intend to apply for a new grant as part of a cooperative arrangement application. IHEs designated as Historically Black Colleges and Universities do not need to apply for eligibility designation.

For FY 2005, all applications must be submitted electronically as described in this package. Please make sure you submit the application by the pertinent deadline date.

If you need further assistance, please contact us at the phone numbers or e-mail addresses cited in the application package.

Sincerely,

Wilbert Bryant
Deputy Assistant Secretary
for Higher Education Programs

PROGRAM REGULATIONS

Subpart A-General

607.1 What is the Strengthening Institutions Program?

The purpose of the Strengthening Institutions Program is to provide grants to eligible institutions of higher education to improve their academic programs, institutional management, and fiscal stability in order to increase their self-sufficiency and strengthen their capacity to make a substantial contribution to the higher education resources of the Nation. (Authority: 20 U.S.C. 1057) [59 FR 41921, Aug. 15, 1994]

607.2 What institutions are eligible to receive a grant under the Strengthening Institutions Program?

(a) Except as provided in paragraphs (b) and (c) of this section, an institution of higher education is eligible to receive a grant under the Strengthening Institutions Program if-

- (1) It has an enrollment of needy students as described in 607.3(a), unless the Secretary waives this requirement under 607.3(b);
- (2) It has low average educational and general expenditures per full-time equivalent undergraduate student as described in 607.4(a), unless the Secretary waives this requirement under 607.4(c).
- (3) It is legally authorized by the State in which it is located to be a junior college or to provide an educational program for which it awards a bachelor's degree; and

(4) It is accredited or pre-accredited by a nationally recognized accrediting agency or association that the Secretary has determined to be a reliable authority as to the quality of education or training offered.

(b) A branch campus of an institution of higher education, if the institution as a whole meets the requirements of paragraphs (a)(1) through (4) of this section, is eligible to receive a grant under the Strengthening Institutions Program even if, by itself, it does not satisfy the requirements of paragraphs (a)(3) and (a)(4) of this section, although the branch must meet the requirements of paragraphs (a)(1) and (a)(2) of this section.

(c) For the purpose of paragraphs (b) and (c) of this section, an institution's enrollment consists of a head count of its entire student body.

(d) A Hispanic-serving institution (HSI) may receive a grant authorized under 316 of the HEA if-

- (1) It is an eligible institution under this part;
- (2) It provides assurances that-
 - (i) When it applies for a grant, its enrollment of undergraduate full-time equivalent students is at least 25 percent Hispanic students ;
 - (ii) Not less than 50 percent of its Hispanic students are low-income individuals who are first generation college students; and
 - (iii) Another 25 percent of its Hispanic students are either low-income individuals or first generation college students.
- (e)

(1) An institution that qualifies for a grant under the Strengthening Historically Black Colleges and Universities Program (34 CFR Part 608) or the Hispanic-Serving Institution Program (20 U.S.C. 1059c) and receives a grant under either of these programs for a particular fiscal year is not eligible to receive a grant under the Strengthening Institutions Program for that same fiscal year.

(2) An HSI that receives a grant under 316 of the HEA may not concurrently receive grant funds under the Strengthening Institutions program, Strengthening Historically Black Colleges and Universities program, or Strengthening Historically Black Graduate Institutions program.

(Authority: 20 U.S.C. 1057 et seq.)
[59 FR 41922, Aug. 15, 1994, as amended at 60 FR 15447, Mar. 23, 1995]

607.3 What is an enrollment of needy students?

(a) Except as provided in paragraph (b) of this section, for the purpose of 607.2(a)

(1) an applicant institution has an enrollment of needy students if in the base year-

(1) At least 50 percent of its degree students received student financial assistance under one or more of the following programs: Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, and Perkins Loan; or

(2) The percentage of its undergraduate degree students who were enrolled on at least a half-time basis and received Pell Grants exceeded the median percentage of

undergraduate degree students who were enrolled on at least a half-time basis and received Pell Grants at comparable institutions that offer similar instruction.

(b) The Secretary may waive the requirement contained in paragraph (a) of this section if the institution demonstrates that-

(1) The State provides more than 30 percent of the institution's budget and the institution charges not more than \$99.00 for tuition and fees for an academic year;

(2) At least 30 percent of the students served by the institution in the base year were students from low-income families;

(3) The institution substantially increases the higher education opportunities for low-income students who are also educationally disadvantaged, underrepresented in postsecondary education, or minority students;

(4) The institution substantially increases the higher education opportunities for individuals who reside in an area that is not included in a "metropolitan statistical area" as defined by the Office of Management and Budget and who are unserved by other postsecondary institutions;

(5) The institution is located on or within 50 miles of an Indian reservation, or a substantial population of Indians and the institution will, if granted the waiver, substantially increase higher education opportunities for American Indians; or

(6) The institution will, if granted the waiver, substantially increase the higher education opportunities for Black Americans, Hispanic Americans, Native Americans, Asian

Americans or Pacific Islanders, including Native Hawaiians.

(c) For the purpose of paragraph (b) of this section, the Secretary considers "low-income" to be an amount which does not exceed 150 percent of the amount equal to the poverty level as established by the United States Bureau of the Census.

(d) Each year, the Secretary notifies prospective applicants through a notice in the Federal Register of the low-income figures.

(Authority: 20 U.S.C. 1058 and 1067) [52 FR 30529, Aug. 14, 1987, as amended at 60 FR 15447, Mar. 23, 1995]

607.4 What are low educational and general expenditures

(a)

(1) Except as provided in paragraph (b) of this section, for the purpose of 6072(a)(2), an applicant institution's average educational and general expenditures per full-time equivalent undergraduate student in the base year must be less than the average educational and general expenditures per full-time equivalent undergraduate student of comparable institutions that offer similar instruction in that year.

(2) For the purpose of paragraph (a)(1) of this section, the Secretary determines the average educational and general expenditure per FTE undergraduate student for institutions with graduate students that do not differentiate between graduate and undergraduate E&G expenditures by discounting the graduate enrollment using a factor of 2.5 times the number of graduate students.

(b) Each year, the Secretary notifies prospective applicants through a notice in the Federal Register of the average educational and general expenditures per full-time equivalent undergraduate student at comparable institutions that offer similar instruction.

(c) The Secretary may waive the requirement contained in paragraph (a) of this section, if the Secretary determines, based upon persuasive evidence provided by the institution, that-

(1) The institution's failure to satisfy the criteria in paragraph (a) of this section was due to factors which, if used in determining compliance with those criteria, distorted that determination; and

(2) The institution's designation as an eligible institution under this part is otherwise consistent with the purposes of this part.

(d) For the purpose of paragraph (c)(1) of this section, the Secretary considers that the following factors may distort an institution's educational and general expenditures per full-time equivalent undergraduate student-

(1) Low student enrollment;

(2) Location of the institution in an unusually high cost-of-living area;

(3) High energy costs;

(4) An increase in State funding that was part of a desegregation plan for higher education; or

(5) Operation of high cost professional schools such as medical or dental schools.

(Authority: 20 U.S.C. 1058 and 1067) [59 FR 41922, Aug. 15, 1994]

607.5 How does an institution apply to be designated an eligible institution?

An institution shall apply to the Secretary to be designated an eligible institution under the Strengthening Institutions Program by submitting an application to the Secretary in the form, manner and time established by the Secretary. The application must contain-

- (a) The information necessary for the Secretary to determine whether the institution satisfies the requirements of '607.2, 607.3(a) and 607.4(a);
 - (b) Any waiver request under '607.3(b) and 607.4(c); and
 - (c) Information or explanations justifying any requested waiver.
- (Authority: 20 U.S.C. 1058 and 1067)

INSTRUCTIONS FOR COMPLETING THE APPLICATION

We recommend that you read this entire package, study the eligibility application and collect the required data before you attempt to complete the application on line. This application package may be obtained using the “eligibility 2005” link, at either of the following Web sites:

<http://www.ed.gov/programs/iduestitle3a/index.html>

<http://www.ed.gov/hsi>

<http://webprod.cbmiweb.com/title3and5/index.html>

You will need your institution's unique 8-digit identifier, referred to as the Office of Postsecondary Education Identification (OPE ID) number, in order to electronically retrieve and complete a valid eligibility application form. If the Department mailed to you a hard copy of the application package, your institution's OPE ID number is posted on the mailing label. If, for some reason, your institution's OPE ID number is not readily available, your business office or student financial aid office should have your OPE ID number. If not, contact our program office by calling our main number at 202-502-7777 or anyone of the individuals listed below:

Imogene.Byers@ed.gov	or	202-502-7672
Ellen.Sealey@ed.gov	or	202-502-7580
Kelley.Harris@ed.gov	or	202-219-7083
Sophia.McArdle@ed.gov	or	202-219-7078
Carnisia.Proctor@ed.gov	or	202-502-7606
Don.Crews@ed.gov	or	202-502-7574

Periodically throughout this package we refer to certain sections of program regulations. We anticipate that you will not need to read the program regulations because we have attempted to make these eligibility instructions all-inclusive.

However, in the event you wish to check a regulation governing the Title III, Part A, Programs or the Title V Developing Hispanic-Serving Institutions Program, you may do so at the following Web site:

<http://www.ed.gov/legislation/FedRegister/finrule/1999-4/121599a.html>

Only **individual** institutions, including eligible branch campuses, may apply for designation as an eligible institution. A higher education system, foundation or district may not apply on behalf of individual institutions. Submit data pertinent solely to your institution, no matter whether your institution normally maintains and submits data to the U. S. Department of Education as part of a single filing by a higher education system for all institutions within that system or by a district for all institutions within that district.

To be designated as an eligible branch campus, an institution must meet the needy student enrollment requirement, the educational and general expenditures requirement, and the definition of a branch campus. The regulations at 34 CFR Part 606.7(b) and 34 CFR Part 607.7 (c) define “branch campus” to mean a unit of a college or university that is geographically apart from the main campus. We consider a unit of a college or university to be independent of the main campus if the unit is permanent in nature, offers courses for credit and programs leading to an associate or bachelor’s degree, and is autonomous to the extent that it has its own faculty and administrative or supervisory organization and its own budgetary and hiring authority. If your institution is applying for eligibility as a branch campus, provide the eligibility data pertinent only to that particular campus.

APPLICATION PROCEDURES

The Government Paperwork Elimination Act (GPEA) of 1998 (P. L. 105-277) and the Federal Financial Assistance Management Improvement Act of 1999 (P. L. 106-107) encourage us to undertake initiatives to improve our grant processes. Enhancing the ability of individuals and entities to conduct business with us electronically is a major part of our response to these Acts. Therefore, we are taking steps to adopt the Internet as our chief means of conducting transactions in order to improve services to our customers and to simplify and expedite our business processes.

Note: Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

We are requiring that all applications for institutional eligibility for FY 2005 be submitted electronically by going on line to:

<http://webprod.cbmiweb.com/title3and5/index.html>

An applicant who is unable to submit an application electronically may submit a written request for a waiver of the electronic submission requirement. In the request, the applicant should explain the reason or reasons that prevent the applicant from using the Internet to submit their application. The request should be addressed to: Dr. Maria Carrington, U.S. Department of Education, Strengthening Institutions Team A, 1990 K Street, N.W., Room 6033,

Washington, DC 20202-8513. Please submit your request no later than two weeks before the application deadline date. If, within two weeks of the application deadline date, an applicant is unable to submit an application electronically, the applicant must submit a paper application by the application deadline date in accordance with the application transmittal instructions found in this package. The paper application must include a written request for a waiver documenting the reasons that prevented the applicant from using the Internet to submit the application.

After completing the form electronically, double check to see that all of your figures are accurate, use the print button to print yourself a copy and only then use the submit button. Save your printed copy as proof that you have submitted eligibility data.

If your institution does **not** meet the needy student enrollment requirement and/or the educational and general expenditures requirement(s), and you need to request a waiver of one or both of these requirements, you must complete your designation application form and your waiver request narrative electronically.

You are responsible for verifying and certifying the accuracy and completeness of the data you submit. We are unable to notify institutions of errors or omissions in their data.

INSERT APPLICATION FACE SHEET (ED FORM 1049) HERE

INSTRUCTIONS FOR COMPLETING THE APPLICATION (ED Form 1049)

(ELECTRONIC SUBMISSION REQUIRED)

PART I – IDENTITY OF APPLICANT INSTITUTION

PART I, ITEM 1. NAME OF INSTITUTION/CAMPUS

Use your institution's complete name. If your institution is a branch campus, use the parent institution's name but follow it with the name of the branch campus (see definition on page 4 of the instructions). For example, you would cite the State University of New York, Brockport Campus.

Enter the name of the institution in the spaces provided.

If your institution's name changed within the last 2 years, include the former name on the appropriate line provided in Part V of the eligibility application form.

PART I, ITEMS 2 THROUGH 5.

Self-explanatory.

PART I, ITEM 6. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

Enter your institution's DUNS number in the spaces provided.

DUNS Number: Dun and Bradstreet assigns your institution's 9-digit DUNS Number. Your business office will likely know your institution's DUNS Number. If not, you can obtain it at no charge by calling 1-800-333-0505 or by completing a DUNS Number Request Form. You may obtain the form using the following Web site:

<http://www.dnb.com>

PART I, ITEM 7. TYPE OF INSTITUTION

Enter your institution's type: **Identify the institution as either a 2-year or 4-year institution of higher education.**

If your institution recently changed its status from 2-year to 4-year, identify the institution as 4-year.

If your institution offers only a 2-year certificate program designed to prepare a student to work as a technician, or at the semiprofessional level in technological fields, identify it as a 2-year institution. Briefly justify your institution's inclusion within the regulatory definition of "junior or community college". The regulations found at 34 CFR Part 606.7(b) and at 34 CFR Part 607.7(c) define a junior or community college as an institution of higher education that provides an educational program of not less than 2 years that is acceptable for credit toward a bachelor's degree or that offers a 2-year program in engineering, mathematics, or the physical or biological sciences designed to prepare a student to work as a technician or at the semiprofessional level in engineering, scientific, or other technological fields requiring the understanding and application of basic engineering, scientific, or mathematical principles of knowledge.

If the institution offers both undergraduate and graduate education, identify it as a 4-year institution.

If the institution operates a freestanding medical school, offering graduate or postgraduate medical education, identify it as a medical school. On a separate sheet of paper, explain how your educational program makes a substantial contribution to providing opportunities for minorities and economically disadvantaged students.

PART I, ITEM 8. CONTROL OF INSTITUTION

Identify the institution as either a private, nonprofit institution or a public institution.

A private, non-profit institution is one that does not operate under public or state, local or Indian tribal government supervision or control.

A public institution is one that operates under the administrative supervision or control of a government other than the Federal Government.

PART II - INSTITUTIONAL ENROLLMENT

PART II, ITEM 1. TOTAL INSTITUTIONAL ENROLLMENT (2002-2003 HEAD COUNT)

Determine the institution's 2002-2003 academic term **head count for enrolled undergraduate and graduate students.**

Do not include foreign students who are not eligible to participate in Title IV need-based financial assistance programs.

Enter this number in the space provided.

PART II, ITEM 2. TOTAL MINORITY ENROLLMENT (2002-2003 HEADCOUNT)

Determine the institution's 2002-2003 academic term **head count for enrolled undergraduate and graduate minority students.**

Do not include foreign students who are not eligible to participate in Title IV need-based financial assistance programs.

The Regulations at 34 CFR Part 606.7(b) and Part 607.7(c) identify minority groups to include individuals who are Alaska Natives, American Indians, Asian-Americans, Blacks (African-Americans), Hispanic Americans, Native Hawaiians, or Pacific Islanders.

Enter this number in the space provided.

PART III - INSTITUTIONAL STATISTICS

PART III, ITEM 1. Needy Student Requirement

Fill out Part III, Items 1A through 1D, using the following instructions.

PART III, ITEM 1.A. 2002-2003 Headcount Enrollment of Undergraduate Degree Students

Determine the institution's total 2002-2003 academic term **headcount for undergraduate students who were enrolled in a degree program.** The regulations at 34 CFR Part 606.7(b) and at 34 CFR Part 607.7(c) define "degree student" to mean a student who enrolls at an institution for the purpose of obtaining the degree, certificate or other recognized educational credential offered by the institution. We consider the transcript that a student receives for the successful completion of a two-year transfer program to be an "other recognized educational credential."

Do not include foreign students who are not eligible to participate in Title IV need-based assistance programs.

In determining the undergraduate student headcount, include all undergraduate students who were enrolled in a program that results in the award of a bachelor's degree, those enrolled in a two-year transfer program, those enrolled in a two-year educational program that results in the award of an associate degree and those enrolled in a vocational or technical program of at least two years in length which results in the award of a certificate that testifies the student qualifies to work as a technician or at the semiprofessional level in technological fields.

Enter the total headcount in the space provided under Part III, Item 1.A.

PART III, ITEM 1.B. 2002-2003 RECIPIENTS OF TITLE IV NEED-BASED FINANCIAL ASSISTANCE

Determine the institution's total 2002-2003 academic term **unduplicated** student headcount for **undergraduate** degree students who received any of the following Title IV need-based assistance: **Federal Pell Grant, Federal College Work Study, Federal Perkins Loan or Federal Supplemental Educational Opportunity Grant**. To compute the unduplicated student headcount, 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. In determining the headcount, include all students who were enrolled in a program that results in a bachelor's degree, those enrolled in a two-year transfer program, those enrolled in a two-year education program which results in the award of an associate degree, and those enrolled in a vocational or technical program of at least two years in length and which results in the award of a certificate that testifies the student qualifies to work as a technician or at the semiprofessional level in technological fields.

Enter the total headcount in the space provided under item Part III, Item 1.B.

PART III, ITEM 1.C. 2002-2003 ENROLLMENT OF HALF-TIME UP TO AND INCLUDING FULL-TIME UNDERGRADUATE STUDENTS

Determine the institution's total 2002-2003 academic term **undergraduate student headcount for students who were enrolled half time up to and including full-time in degree programs at your institution**. Include only those students who were enrolled in a program that results in the award of a bachelor's degree, those enrolled in a two-year transfer program, those enrolled in a two-year educational program that results in the award of an associate degree and those enrolled in a vocational or technical program of at least 2-years in length and which results in the award of a certificate that testifies the student qualifies to work as a technician or at the semiprofessional level in technological fields.

Do not include foreign students who are not eligible for Title IV need-based financial assistance.

Enter the total headcount in the space provided under Part III, Item 1.C.

PART III, ITEM 1.D. 2002-2003 PELL GRANT RECIPIENTS

Determine your institution's total 2002-2003 academic term **undergraduate headcount of students who received Pell Grants for the 2002-2003 academic term**.

Include Pell Grant recipients who were enrolled in a program on at least a half-time basis that results in the award of a bachelor's degree, those enrolled in a two-year transfer program, those enrolled in an educational program that results in the award of an associate degree and those enrolled in a vocational or technical program of at least two years in length and which results in the award of a certificate that testifies the student qualifies to work as a technician or at the semiprofessional level in technological fields.

Enter the total undergraduate headcount of Pell Grant recipients in the boxes provided under Part III, Item 1.D.

PART III, ITEM 2. EDUCATIONAL & GENERAL (E&G) EXPENDITURES REQUIREMENT

Fill out PART III, Items 2.A through 2.D, using the following instructions.

PART III, ITEM 2.A. UNDERGRADUATE FULL-TIME EQUIVALENT FALL 2001 ENROLLMENT

Determine the institution's full-time equivalent (FTE) 2001-2002 enrollment of undergraduate students, including both full-time students and part-time students. The regulations at 34 CFR Part 606.7(b) and 34 CFR Part 607.7(c) describe how you are to calculate your full-time equivalent enrollment and the instructions below paraphrase those regulations.

In determining the undergraduate FTE enrollment, do not include students who were enrolled in an educational program of less than two years in length and which do not result in the award of a certificate, an associate degree or other recognized educational credential offered by the institution. We consider the transcript that a student receives for the successful completion of a two-year transfer program to be an "other recognized educational credential".

Whatever the full-time load is at your institution, count a full-time undergraduate degree student as one FTE.

To determine the FTE for part-time undergraduate students, total the number of credit hours of all part-time undergraduate students. Include both part-time degree students and part-time unclassified students. An unclassified undergraduate student is one who is not a candidate for a degree or other formal award, but is taking courses for credit in regular classes with undergraduate degree students.

Divide the total number of credit hours for the part-time undergraduate students by twelve. The result is the FTE for part-time undergraduate students.

To calculate the total 2001-2002 undergraduate degree FTE, add the FTE of full-time undergraduate degree students and the FTE of part-time undergraduate students enrolled at the institution in 2001-2002. **[NOTE: This number should not exceed the total institutional enrollment entered under Part II, Item 1.]**

Enter the total 2001-2002 undergraduate degree FTE in the space provided under Part III, Item 2.A.

PART III, ITEM 2.B. GRADUATE FULL-TIME EQUIVALENT 2001-2002 ENROLLMENT

Determine the institution's full-time equivalent (FTE) 2001-2002 enrollment of graduate students, if any, including both full-time and part-time students, - as explained here.

A full-time graduate degree student is one whose academic load, that is, course work and other required activities, totals at least 9 credit hours.

Count each full-time graduate degree student as one FTE student.

To determine the FTE of part-time graduate students, total the number of credit hours of all part-time graduate students then divide the total by nine. In totaling the number of credit hours of all part-time graduate students, include both part-time degree students and part-time unclassified students. An unclassified graduate student is one who is not a candidate for a degree or other formal award, but is taking courses for credit in regular classes with graduate degree students.

To calculate the total graduate degree FTE, add the FTE of full-time graduate degree students and the FTE of part-time graduate students, and then multiply this total by 2.5. This final figure is the graduate degree FTE.

Enter the fall 2001 total graduate degree FTE in the space provided under Part III, Item 2.B.

PART III, ITEM 2.C. TOTAL EDUCATIONAL AND GENERAL EXPENDITURES

Determine the institution's E&G expenditures for 2001-2002. The regulations at 34 CFR Part 606.7(b) and 34 CFR Part 607.7(c) define E&G expenditures 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.** In determining the institution's E&G expenditures, total these costs.

Do not include Federal student financial aid. Exclude the total amount of monies *directly attributable* to students who are not eligible to participate in Title IV need-based financial assistance as well as students in vocational or technical programs of less than two years in length and which do not result in the award of either a 2-year certificate or an associate degree or other recognized educational credential such as the transcript that a student receives for the successful completion of a two-year transfer program.

Enter the total 2001-2002 E&G expenditures in the space provided under Part III, Item 2.C.

PART III, ITEM 2.D. AVERAGE EDUCATIONAL AND GENERAL EXPENDITURES PER FTE STUDENT

Determine the institution's average E&G expenditures per FTE for 2001-2002. To calculate this figure:

Add the 2001-2002 undergraduate FTE (Part III, Item 2.A) and the 2001-2002 graduate FTE, if any (Part III, Item 2.B). Then divide the institution's total E&G expenditures (Part III, Item 2.C) by the total FTE (Part III, Items 2.A + 2.B). The result is your institution's average E&G expenditures for the 2001-2002 base year.

Enter this number - rounded to the nearest dollar - in the space provided under Part III, Item 2.D.

Example

2001-2002 undergraduate FTE is 1000
2001-2002 graduate FTE is 250 (100 students X 2.5)
TOTAL 2001-2002 FTE is 1,250
Institution's total E&G expenditures are \$8,750,000
Institution's average E&G expenditures for 2001-2002 is \$7,000 ---
(\$8,750,000 divided by 1,250)

PART IV. SPECIFIC INSTITUTIONAL ELIGIBILITY REQUIREMENTS

PART IV, ITEM 1. NEEDY STUDENT REQUIREMENT.

Use the following instructions to determine whether your institution meets the needy student requirement in at least one of two possible ways.

YOUR INSTITUTION MEETS THE NEEDY STUDENT REQUIREMENT IF:

A. At least 50% of its 2002-2003 unduplicated student headcount for undergraduate degree students received financial assistance under one or more of the following programs: Federal Pell Grant, Federal College Work-Study, Federal Perkins Loan or Federal Supplemental Educational Opportunity Grant.

Or

B. The percentage of its 2002-2003 undergraduate degree students who were enrolled on 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 IV, ITEM 1. A. At least 50% or more of 2002-2003 degree students were recipients of need-based financial support.

If your institution **meets** the needy student requirement because **50 percent or more** of its 2002-2003 enrolled degree students received the above-mentioned Title IV need-based financial assistance, fill in the bubble next to Part IV, Item 1.A. **If the percentage turns out to be less than 50%, leave the bubble blank next to Part IV, Item 1.A.**

EXAMPLE: Needy Student Calculation (Bubble A)

To determine whether your institution meets the statutory needy student requirement for the 2002-2003, divide the number of 2002-2003 Title IV recipients (Part III, Item 1.B) by the 2002-2003 enrollment of degree students (Part III, Item 1.A). The result (Part III, 1.B, divided by Part III, 1.A) is the percentage of needy students enrolled in the institution for the base year. If the result is 50 percent or more, your institution meets the statutory needy student requirement threshold. The regulations at 34 CFR Part 606.3(a)(1) and at 34 CFR Part 607.3(a)(1) describe the needy student requirement.

Example

2002-2003 enrollment (Part III, 1.A) = 800 degree students
2002-2003 Title IV recipients (Part III, 1.B) = 600 students
Percentage of recipients of need-based financial support
= 75% (600 divided by 800)

The example institution meets the needy student requirement because 50 percent or more of its 2002-2003 degree students received need-based financial support.

Part IV, ITEM 1.B. The percentage of Federal Pell Grant recipients at the applicant institution exceeded the median percentage at similar institutions.

If your institution **meets** the statutory needy student requirement because the percentage of its fall 2002-2003 enrolled students that received Pell Grants exceeded the median Federal Pell Grant percentage for its category of institutions (see below), **fill in the bubble** next to Part IV, Item 1.B. If your percentage **does not exceed** the median Federal Pell Grant percentage for your category of institution, **leave the bubble blank next to Part IV, Item 1.B.**

If the institution meets both Part IV, Items 1.A and 1.B, fill in the bubbles next to both Part IV, Item 1.A and Item 1.B.

**Needy Student Calculation (EXAMPLE)
(Bubble B)**

To determine if your institution meets the statutory needy student requirement for 2002-2003 year, **divide the number of fall 2002-2003 Pell Grant recipients (Part III Item 1.D) by the 2002-2003 enrollment of half-time up to and including full-time degree students (Part III Item 1.C)**. The result (Part III, 1.D, divided by Part III, 1.C) is the percentage of Pell Grant recipients enrolled in the institution for the base year. If this result **exceeds** the "Median Federal Pell Grant Percentage" for your category of institution, your institution meets the statutory needy student requirement threshold.

Example

2002-2003 enrollment of half-time to full-time degree students
(Part III, 1.C) = 750
2002-2003 Pell Grant recipients (Part III, 1.D) = 250
Fall Pell Grant percentage = 33.33% (250 divided by 750)

Here are the median Federal Pell Grant percentages or thresholds for base year 2002-2003:

For 2-year public institutions, the median = 24.6%

For 2-year non-profit private institutions, the median = 40.6%

For 4-year public institutions, the median = 20.9%

For 4-year non-profit private institutions, the median = 21.7%

Since in our example, the institution's Pell Grant percentage is greater than the median Pell Grant percentage for any category of institution, the example institution meets the needy student requirement.

PART IV, ITEM 1.C. REQUESTING A WAIVER OF THE NEEDY STUDENT REQUIREMENT.

If the institution **does not meet** the statutory needy student requirement, **under either** the Title IV need-based financial assistance 50% threshold **or** the appropriate Pell Grant threshold, you may request a waiver of this requirement. **Before doing so, study below the seven possible options under which you may attempt to make your case that we grant you a waiver.** These options correspond to the seven options listed in the regulations at 34 CFR Part 606.3(b) and 34 CFR Part 607.3(b).

Fill in the bubble corresponding to Part IV, Item 1.C, denoting that you are requesting a waiver.

After you review the seven possible options for requesting a waiver of the needy student requirement, select the option(s) that applies to your institution's particular case. You may apply under more than one option if you wish. Check the appropriate box(es) at Part IV, Item 1.C," (1)-(7)," corresponding to the option(s) under which you are applying for a waiver.

Prepare a narrative, on a separate sheet(s) of paper, providing the required evidence that shows the chosen waiver option(s) does, indeed, apply to your particular institution. **The narrative must contain persuasive and compelling evidence following the instructions detailed below.**

Needy Student Waiver Option #1, 34 CFR 606.3(b)(1) and 607.3(b)(1)

Provide evidence that the **state provided more than 30 percent of your institution's budget** for the 2002-2003 base year,

AND

Provide evidence that your institution charged **not more than \$99.00 per student for the entire 2002-2003 academic year's tuition and fees.**

Needy Student Waiver Option #2, 34 CFR 606.3(b)(2) and 607.3(b)(2)

Provide evidence that **at least 30 percent** of the students served by your institution in the 2002-2003 base year **were students from low-income families.**

The regulations at 34 CFR Part 606.7(c) and 34 CFR 607.7(b) define a low income individual to be one from a family whose taxable income for the base year did not exceed 150% of an amount equal to the poverty level as determined

by the Bureau of the Census. In the Federal Register Closing Date Notice inviting applications, we stated the low-income figures for 2004.

Needy Student Waiver Option #3, 34 CFR 606.7(3)(b) and 607.3(b)(3)

Provide evidence that your institution, in the base year, **substantially increased the higher education opportunities for low-income students who were also educationally disadvantaged, or from groups underrepresented in postsecondary education, or were minority students.** The program regulations at 34 CFR 606.7(b) and 607.7(c) define "educationally disadvantaged," "minority student," and "underrepresented."

Include *ALL* the following information:

1. A description of the student body characteristics, including the racial/ethnic composition and the number of low-income students, for the 2002-2003 base year.
2. The number of low-income students for the 2002-2003 base year who were also educationally disadvantaged, from groups underrepresented in postsecondary education, or minority students.
3. A description of the programs and services in place during the 2002-2003 base year that were specifically designed to increase the educational opportunities for the low income students who were also educationally disadvantaged, from groups underrepresented in higher education or minority students.
4. A longitudinal progression detailing the number of these students served by the institution's programs and services during the past five academic periods: 1998-1999, 1999-2000, 2000-2001, 2001-2002, and 2002-2003.

Needy Student Waiver Option #4, 34 CFR 606.3(b)(4) and 607.3(b)(4)

Provide evidence that your institution substantially increased the higher education opportunities in the 2002-2003 base year **for individuals who resided in an area that is not included in a "metropolitan statistical area" (MSA)** as defined by the Office of Management and Budget and who were unserved by other postsecondary institutions.

Include *ALL* of the following information:

1. The geographical areas of residence for enrolled students in the 2002-2003 base year including:

-- the percentage of enrolled students from MSAs; and

-- the percentage of enrolled students from locations outside an MSA.

2. A map or scale drawing showing the geographically isolated or rural nature of your institution's location. Include its geographic relationship to the nearest other institution(s) of higher education and nearest MSA; and the mileage between the institution and other institutions and the nearest MSA.

3. A description of the geographic barriers and climatic and other conditions that limit the options of individuals to attend other institutions.

4. A brief longitudinal progression detailing the number of enrolled students served by the applicant institution during the past five academic periods: 1998-1999, 1999-2000, 2000-2001, 2001-2002, and 2002-2003 who resided in areas outside the boundaries of an MSA.

Needy Student Waiver Option #5, 34 CFR 606.3(b)(5) and 607.3(b)(5)

Provide evidence that your institution is located **on or within 50 miles of an American Indian reservation or of a substantial population of American Indians**, and that the institution will substantially increase higher education opportunities for American Indians. In addressing "higher education opportunities for American Indians;" include both student enrollment and retention.

Include *ALL* the following information:

1. A map or scale drawing showing your institution's location in relation to the American Indian reservation or population center. Include the mileage between the institution and the reservation or population center.

2. A description of the student body characteristics for the 2002-2003 base year and the two academic years following the base year (2003-2004 and 2004-2005). Include the racial/ethnic composition and specifically identify the number and percentage of American Indian students by full-time and part-time status.

3. Describe the programs and services in place during the 2002-2003 base year and the two academic years following the base year (2003-2004 and 2004-2005) that were specifically designed to increase the higher educational opportunities for American Indians.

4. Describe your institution's plans to develop and implement programs and services specifically designed to increase the higher educational opportunities for American Indians.

5. Describe the institution's enrollment goals for American Indian students for the next three academic years (2005-2006, 2006-2007 and 2007-2008). Detail the institution's plans to meet these goals.

Needy Student Waiver Option #6, 34 CFR 606.3(b)(6) 607.3(b)(6):

Your institution meets the definition of a **tribally controlled college or university** as defined in section 2 of the Tribally Controlled College or University Assistance Act of 1978. Please provide a certification that supports your contention that your institution meets this definition.

Needy Student Waiver Option #7, 34 CFR 606.3(b)(7) and 607.3(b)(7):

Provide evidence that your institution **will substantially increase higher education opportunities for American Indians, Alaska Natives, Black Americans, Hispanic Americans, Asian Americans, Pacific Islanders or Native Hawaiians**. In addressing "higher education opportunities" include both student enrollment and retention.

Include *ALL* of the following information:

1. A description of the student body characteristics for the 2002-2003 base year and the two academic years following the base year (2003-2004 and 2004-2005). Include the racial/ethnic composition and specifically identify the number and the percentage for each racial/ethnic group listed above by full-time and part-time status.
2. Describe the programs and services in place during the 2002-2003 base year and the two academic years following the base year (2003-2004 and 2004-2005) that were specifically designed to increase the higher educational opportunities for one or more of the racial/ethnic groups listed above.
3. Describe the programs and services your institution is currently developing that are specifically designed to increase the higher educational opportunities for one or more of the racial/ethnic groups listed above. Include the projected date(s) for the implementation of these programs and services.
4. Describe your institution's enrollment goals for one or more of the racial/ethnic groups listed above for the next three academic years (2005-2006, 2006-2007 and 2007-2008). Explain in detail the institution's plans to meet these goals.

Part IV, Item 2. Education & General Expenditures Requirement

Your institution meets the E&G expenditures requirement if its average E&G expenditures per FTE student cited in Part III, Item 2.D,

is less than the average E&G per FTE for the same category of institution. The average 2001-2002 E&G expenditures per FTE student for each category of institution is the following:

2- year public institution =	\$ 8,738 per FTE student.
2- year non-profit private =	\$22,452 per FTE student.
4- year public institution =	\$21,037 per FTE student.
4- year non-profit private =	\$33,509 per FTE student.

Part IV, Item 2.A

Darken bubble 2.A only if your institution's 2001-2002 average E&G expenditures per FTE is less than the average E&G expenditures per FTE student for its category of institution.

Part IV, Item 2.B

Darken bubble B if your institution exceeded the E&G expenditures threshold and you are requesting a waiver.

Write a justification for each waiver option you are requesting.

Instructions for Selecting Waiver Option(s) for the E&G Expenditures Requirement

Review all five waiver options provided below, and select the option(s) that applies to your institution's particular case. You may request multiple options. You must submit a written justification with the eligibility application form for each option requested. The waiver option justification narrative must contain persuasive and compelling evidence that the specific waiver condition exists.

E&G Waiver Option #1, 34 CFR 606.4(d)(1) and 607.4(d)(1)

Low student enrollment in 2001-2002 distorted your institution's E&G expenditures per FTE undergraduate student and the institution's eligible designation is otherwise consistent with the purposes of the Title III or Title V program. The institution may show that its enrollment was low relative to the enrollment before the base year, low relative to the enrollment after the base year, and/or low relative to other similar institutions in the State.

E&G Waiver Option #2, 34 CFR 606.4(d)(2) and 607.4(d)(2)

Location of the institution in **an unusually high cost-of-living area** distorted your institution's E&G expenditures per FTE undergraduate student and the institution's eligible designation is otherwise consistent with the purposes of the Title III or Title V program.

E&G Waiver Option #3, 34 CFR 606.4(d)(3) and 607.4(d)(3)

High-energy costs distorted your institution's E&G expenditures per FTE undergraduate student and the institution's eligible designation is otherwise consistent with the purposes of the Title III or Title V program.

E&G Waiver Option #4, 34 CFR 606.4(d)(4) and 607.4(d)(4)

An increase in State funding that was part of a desegregation plan for higher education distorted your institution's E&G expenditures per FTE undergraduate student and the institution's eligible designation is otherwise consistent with the purposes of the Title III or Title V program.

E&G Waiver Option #5, 34 CFR 606.4(2)(5) and 607.4(d)(5)

Operation of high cost professional schools; such as medical or dental schools, or high cost programs, such as technology or health science programs, distorted your institution's E&G expenditures per FTE undergraduate student, and the institution's eligible designation is otherwise consistent with the purposes of the Title III or Title V program.

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Strengthening Institutions (SIP), American Indian Tribally Controlled Colleges and Universities (TCCU), Alaska Native and Native Hawaiian-Serving Institutions (ANNH), (collectively referred to as "Title III, Part A), and the Hispanic Serving Institutions (HSI) Program (referred to as Title V).

Notice inviting applications from institutions for designation as "Title III eligible" or "Title V eligible" for fiscal year (FY) 2005.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.031H

Dates:

Applications Available: November 15, 2004

Deadlines for Transmittal of Applications:

For an applicant institution that wishes to apply for a FY 2005 new grant under the Strengthening Institutions Program, American Indian Tribally Controlled Colleges and Universities Program, Alaska Native and Native Hawaiian-Serving Institutions Program, or the Hispanic Serving Institutions Program: January 13, 2005; for an institution that wishes to apply only for cost-sharing waivers under

the Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Student Support Services (SSS) and the Undergraduate International Studies and Foreign Language (UISFL) Programs: April 28, 2005; and for an institution that wishes to apply for both a grant under the Title III, Part A or Title V Programs and a waiver of the cost sharing requirements under the FSEOG, FWS, SSS or UISFL Programs: January 13, 2005.

Eligible Applicants: To qualify as an eligible institution under the Title III, Part A, Programs or Title V Program, an accredited institution must, among other requirements, have a high enrollment of needy students, and its Educational and General (E&G) expenditures per full-time equivalent (FTE) undergraduate student must be low in comparison with the average E&G expenditures per FTE undergraduate student of institutions that offer similar instruction. The complete eligibility requirements for the Title III, Part A Programs are found in 34 CFR 607.2-607.5. The complete eligibility requirements for the HSI Program are found in 34 CFR 606.2-606.5. The regulations may also be accessed by visiting the following Department of Education Web site:

<http://www.ed.gov/legislation/FedRegister/finrule/1999-4/121599a.html>

Enrollment Of Needy Students: Under 34 CFR 606.3(a) and 607.3(a), an institution is considered to have a high enrollment of needy students if (1) at least 50 percent of its degree students received financial assistance under one or more of the following programs: Federal Pell Grant, FSEOG, FWS, and Federal Perkins Loan Programs; or (2) the percentage of its undergraduate degree students who were enrolled on 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.

To qualify under this latter criterion, an institution's Federal Pell Grant percentage for base year 2002-2003 must be more than the median for its category of comparable institutions provided in the table in this notice.

Educational and General Expenditures Per Full-Time

Equivalent Student: An institution should compare its 2001-2002 E&G expenditures per FTE student to the average E&G expenditure per FTE student for its category of comparable institutions contained in the table in this notice. If the institution's E&G expenditures for the 2001-2002 base year are less than the average for its

category of comparable institutions, it meets this eligibility requirement.

An institution's E&G expenditures are the total amount it expended during the base year for instruction, research, public service, academic support (including library expenditures), student services, institutional support, scholarships and fellowships, operation and maintenance expenditures for the physical plant, and any mandatory transfers, which the institution is required to pay by law.

The following table identifies the relevant median Federal Pell Grant percentages for the base year, 2002-2003, and the relevant average E&G expenditures per FTE student for the base year, 2001-2002, for the four categories of comparable institutions:

Type of Institution	2002-2003 Median Pell Grant Percentage	2001-2002 Average E&G per FTE
2-year Public Institutions	24.6%	\$ 8,738
2-year Non-Profit Private Institutions	40.6%	\$22,452
4-year Public Institutions	20.9%	\$21,037
4-year Non-Profit Private Institutions	21.7%	\$33,509

Waiver Information: Institutions of higher education that are unable to meet the needy student enrollment requirement or the E&G expenditure requirement may apply to the Secretary for waivers of these requirements, as described in 34 CFR 606.3(b), 606.4(c) and (d), 607.3(b) and 607.4(c) and (d). Institutions requesting a waiver of the needy student or the E&G expenditure requirements must include the detailed information as described in the instructions for completing the application.

The regulations governing the Secretary's authority to waive the needy student requirement in 34 CFR 606.3(b)(2) and (3) and 607.3(b)(2) and (3), refers to "low-income students or families." The regulations define "low-income" as a amount that does not exceed 150 percent of the amount equal to the poverty level.

For the purposes of this waiver provision, the following table sets forth the 2004 annual low-income levels for the various family sizes:

	Contiguous		
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Size of family unit	48 States, the District of Columbia and Outlying	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 eight members, add the following amount for each additional family member: \$4,770 for the contiguous 48 states, the District of Columbia and outlying jurisdictions; \$5,970 for Alaska; and \$5,490 for Hawaii.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the U.S. Bureau of the Census 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.

In reference to the waiver option specified in 606.3(b)(4) and 607.3(b)(4) of the regulations, information about ``metropolitan statistical areas`` may be obtained by requesting the "Metropolitan Statistical Areas, 1999" publication, order number PB99-501538, from the National Technical Information Service, Document Sales, 5285 Port Royal Road, Springfield, Virginia 22161, telephone number 1-800-553-6847. There is a charge for this publication.

Purpose of Programs: Under the SIP, TCCU, and ANNH Programs, authorized under Title III, Part A, of the Higher Education Act of 1965, as amended (HEA), institutions of higher education are eligible to apply for grants if they meet specific statutory and regulatory eligibility requirements. Similarly, institutions of higher education are eligible to apply for grants under the HSI Program, authorized under Title V of the HEA, if they meet additional specific statutory and regulatory requirements. An institution that is designated as an eligible institution under those programs may also receive a waiver of certain non-Federal share requirements under the Federal Supplemental Education Opportunity Grant, the Federal Work-Study, the TRIO Student Support Services and the Undergraduate International Studies and Foreign Language Programs. The FSEOG, FWS and SSS Programs are authorized

under Title IV of the HEA; the UISFL Program is authorized under Title VI of the HEA.

Qualified institutions may receive these waivers even if they are not recipients of grant funds under the Title III, Part A, or Title V Programs.

Program Authority: 20 U.S.C. 1057-1059d, 1101-1103g.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99. (b) The regulations for the Title III, Part A Programs in 34 CFR Part 607, and for the Title V Program in 34 CFR Part 606.

Other Submission Requirements:

The Government Paperwork Elimination Act (GPEA) of 1998 (P.L. 105-277) and the Federal Financial Assistance Management Improvement Act of 1999 (P.L. 106-107) encourage us to undertake initiatives to improve our grant processes. Enhancing the ability of individuals and entities to conduct business with us electronically is a major part of our response to these Acts. Therefore, we are taking steps to adopt the Internet as our chief means of conducting transactions in order to improve services to our customers and to simplify and expedite our business processes.

Some of the procedures in these instructions for transmitting applications differ from those in the

Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

We are requiring that applications for institutional eligibility for FY 2005 under the Request for Designation as an Eligible Institution be submitted electronically by going on-line to:

<http://webprod.cbmiweb.com/title3and5/index.html>.

If you are unable to submit an application electronically you may submit a written request for a waiver of the electronic submission requirement. In the request, you should explain the reason or reasons that prevent you from using the Internet to submit your application. The request should be addressed to: Dr. Maria Carrington, U.S. Department of Education, 1990 K Street, N.W., Room 6033, Washington, DC 20202-8513. Please submit your request no later than two weeks before the application deadline date.

If, within two weeks of the application deadline date, you are unable to submit an application electronically, you must submit a paper application by the application deadline date in accordance with the transmittal instructions in the application package. The paper application must include a written request for a waiver documenting the reasons that prevented the applicant from using the Internet to submit the application.

You will need your institution's unique 8-digit identifier, referred to as the Office of Postsecondary Education Identification (OPE ID) number, in order to electronically retrieve and complete a valid eligibility application form. If the Department mailed to you a hard copy of the application package, your institution's OPE ID number is posted on the mailing label. If, for some reason, your institution's OPE ID number is not readily available, your business office or student financial aid office should have your OPE ID number. If not, contact our program office by calling our main number at 202-502-7777 or any one of the individuals listed below:

Imogene.Byers@ed.gov	202-502-7672
Don.Crews@ed.gov	202-502-7574
Kelley.Harris@ed.gov	202-219-7083
Sophia.McArdle@ed.gov	202-219-7078
Carnisia.Proctor@ed.gov	202-502-7606
Ellen.Sealey@ed.gov	202-502-7580

You will find detailed instructions for completing the form electronically under the ``eligibility 2005`` link at either of the following Web sites:

<http://www.ed.gov/programs/iduestitle3a/index.html>

or

<http://www.ed.gov/hsi>

For institutions of higher education that are unable to meet the needy student enrollment requirement or the E&G expenditure requirement and wish to request a waiver of one or both of those requirements, you must complete your designation application form, and, if applicable, the request for a waiver electronically.

Address to Request Paper Application Package: Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone (toll free): 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), you may call (toll free): 1-877-576-7734.

You may also contact ED Pubs at its Web site: www.ed.gov/pubs/edpubs.html or you may contact ED Pubs at its e-mail address: edpubs@inet.ed.gov.

If you request an application from ED Pubs, be sure to identify this application as follows: CFDA number 84.031H.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain a copy of the application package in an alternative format by contacting the persons listed above. However, the Department is not able to reproduce the standard forms included in the application package in an alternative format.

Electronic Access to This Document:

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/news/fedregister

To use PDF, you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using the PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, D.C. area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html.

Dated:

Sally L. Stroup,
Assistant Secretary, Office of
Postsecondary Education.

IMPORTANT NOTICE TO APPLICANTS

Beginning in Fiscal Year (FY) 2006, we will not routinely mail hardcopy Title III and IV Eligibility applications to institutions. The Government Paperwork Elimination Act of 1998 (P.L. 105-277) and the Federal Financial Assistance Management Improvement Act of 1999 (P.L. 106-107) encourage us to conduct business electronically. Therefore, we are taking steps to adopt the Internet as our chief means of communicating eligibility information. The official legal notice announcing the closing date for designation as an eligible institution is published annually in the Federal Register, and in text or Adobe Portable Document Format on the Internet at the following site:

www.ed.gov/news/fedregister

GPO provides free Internet access to the Federal Register at:

www.gpoaccess.gov/nara/index.html.

Detailed instructions for completing the eligibility form electronically is located under the “eligibility (appropriate year)” link at either of the following Web sites:

<http://www.ed.gov/programs/iduestitle3a/index.html>

or

<http://www.ed.gov/hsi>

You may also contact our program office by calling 202-502-7777.