

Archived Information

U.S. DEPARTMENT OF EDUCATION
Washington, DC 20202



APPLICATION PACKAGE TO REQUEST DESIGNATION
AS AN ELIGIBLE INSTITUTION UNDER THE TITLE
III AND TITLE V PROGRAMS
AND
TO REQUEST A WAIVER OF THE NON-FEDERAL
COST-SHARE REQUIREMENT UNDER THE FOLLOWING
FEDERAL PROGRAMS:

- FEDERAL WORK-STUDY;
- FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS;
- TRIO STUDENT SUPPORT SERVICES; and
- UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE

CLOSING DATES:

February 24, 2006 for Eligibility Designation and
June 15, 2006 for Cost Share Waiver

CFDA Number: 84:031H
OMB Number: 1840-0103, ED FORM 1049
EXPIRES: 1/31/2008

TABLE OF CONTENTS

Dear Applicant Letter-----	3 - 4
Before You Get Started-----	5 - 9
Instructions for Completing the Application-----	10 - 25

APPENDICES

Application For Designation As An Eligible Institution (ED Form 1049)-----	26 - 27
<u>Federal Register</u> Closing Date Notice Inviting Applications-----	28 - 42



UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Dear Applicant:

We are pleased to provide the application package for fiscal year (FY) 2006 Designation as an Eligible Institution under the programs authorized by Title III, Part A and Title V of the Higher Education Act of 1965, as amended. Those programs are:

- The Strengthening Institutions Program;
- The American Indian Tribally Controlled Colleges And Universities Program;
- The Alaska Native And Native Hawaiian-Serving Institutions Program; and
- The Developing Hispanic-Serving Institutions Program.

The purpose of these programs is to provide funds to eligible institutions of higher education to increase their self-sufficiency by improving their academic programs, institutional management and fiscal stability.

An institution of higher education (IHE) must be designated as eligible to receive grants under the programs listed above. An IHE must also meet certain additional program specific eligibility requirements. These requirements are outlined in the application package for each program. This application package includes the information and instructions that you need to apply for eligibility designation.

IHEs may also use this application package to apply for a waiver of certain non-federal cost-share requirements under the following federal programs:

- The Federal Work-Study (FWS) Program;
- The Federal Supplemental Educational Opportunity Grants (FSEOG) Program;
- The Trio Student Support Services (SSS) Program; and
- The Undergraduate International Studies and Foreign Language (UISFL) Program.

IMPORTANT INFORMATION:

The FY 2006 application has a few changes from the application used in prior years. We urge you to read this package in its entirety before beginning to complete the application.

If you are designated as an eligible institution your eligibility status for the non-Federal cost share waiver under the FWS, FSEOG, SSS and UISFL programs is valid for five consecutive years. You will not need to reapply for eligibility until FY 2011, unless you wish to apply for a new Title III or Title V grant.

IHEs designated as American Indian Tribally Controlled Colleges and Universities, MUST apply for eligibility designation in 2006, if you wish to apply for a FY 2006 new grant or if you do not already have a Title III grant and you are requesting a waiver of the non-Federal cost share.

IHEs designated as Historically Black Colleges and Universities are exempt from the non-Federal share match requirement and do not need to apply for eligibility designation.

For FY 2006, all applications must be submitted electronically as described in this application package. If you wish to apply for a new grant, please make sure you submit the application by the established closing date.

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

Sincerely,

Linda L. Emery
Acting Deputy Assistant Secretary
for Higher Education Programs

BEFORE YOU GET STARTED

We recommend that you read this entire application package, study the eligibility application form (ED Form 1049) and collect the required data before you attempt to complete the application on-line. This application package may be obtained using the "eligibility 2006" 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/>

You will need your institution's unique 8-digit identifier, referred to as the Office of Postsecondary Education Identification (OPE ID) number, to electronically retrieve and complete a valid eligibility application form. If you do not know your institution's OPE ID number, your business office or student financial aid office should have it. 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 or 202-502-7672

Kelley.Harris@ed.gov or 202-219-7083

Carnisia.Proctor@ed.gov or 202-502-7606

This application and the instructions provide all the information you need to complete the process. The application package does include references to certain program regulations. If 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.access.gpo.gov/nara/cfr/waisidx_01/34cfr607_01.html

Only **individual** accredited institutions, including eligible branch campuses, may apply for designation as an eligible institution. The regulations at 34 CFR 606.2(a)(6) and 607.2(a)(4) outline the accreditation requirements. A higher education system, foundation or district may not apply on behalf of individual institutions. As part of the application you must 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.

Designation As An Eligible Branch Campus

To be designated as an eligible branch campus, the branch campus must meet the needy student enrollment requirement, the educational and general (E&G) expenditures requirement, and the definition of a branch campus. The regulations at 34 CFR 606.7(b) and 607.7(e) define "branch campus" as a unit of a college or university that is geographically apart from the main campus and independent of that 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.

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.

All applications for institutional eligibility designation for FY 2006 must be submitted electronically at:

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

You may qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application electronically because -

- o You do not have access to the internet; or
- o You do not have the capacity to upload the data on-line; and
- o No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date

falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Dr. Maria Carrington, U.S. Department of Education, 1990 K Street, NW, room 6033, Washington, DC 20006-8513. FAX: (202) 502-7861. Your paper application must be submitted in accordance with the mail or hand delivery instructions provided in the official notice published in the Federal Register.

IMPORTANT NOTE: After completing the form electronically, double check for accuracy and print a copy for yourself before submitting your application. When you hit the submit button the system will display a message confirming that you have successfully submitted your application. Save and print this confirmation as proof that you have submitted your application electronically by the closing date. **If you do not receive this confirmation, you should assume that we did not receive your application.** Please contact Mrs. Byers, Mrs. Harris or Ms. Proctor at 202-502-7777 or via e-mail at: imogene.byers@ed.gov; kelly.harris@ed.gov; carnisia.proctor@ed.gov immediately.

Please do not wait until the last hour to submit your application.

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.

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

**INSTRUCTIONS FOR COMPLETING THE APPLICATION
(ED Form 1049)**

(ELECTRONIC SUBMISSION REQUIRED)

PART I - IDENTITY OF APPLICANT INSTITUTION

ITEM 1. INSTITUTION/CAMPUS OPE ID NUMBER

You will need your institution's unique 8-digit identifier, referred to as the Office of Postsecondary Education Identification (OPE ID) number, to electronically retrieve and complete a valid eligibility application form.

ITEM 2. 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 of branch campus on page 6 of the application package). For example, the State University of New York, Brockport Campus.

Enter the name of the institution in the spaces provided.

If your institution's name has changed within the last two years, include the former name on the appropriate line in Part V of the application.

ITEMS 3 THROUGH 6.

Self-explanatory.

ITEM 7. 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>

ITEM 8. 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 from 2-year to 4-year, identify the institution as 4-year.

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

ITEM 9. CONTROL OF INSTITUTION

Self-explanatory.

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

PART II - INSTITUTIONAL ENROLLMENT

ITEM 1. TOTAL INSTITUTIONAL ENROLLMENT (Fall 2003 Head Count)

Determine the institution's **2003 fall semester** head count of 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.

ITEM 2. TOTAL MINORITY ENROLLMENT (Fall 2003 Head Count)

Determine the institution's **2003 fall semester** head count of enrolled minority undergraduate and graduate students.

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

[The Department's regulations at 34 CFR 606.7(b) and 607.7(e) define minority student as a student who is Alaskan Native, American Indian, Asian-American, Black

(African-American), Hispanic American, Native Hawaiian, or Pacific Islander.]

Enter this number in the space provided.

PART III - INSTITUTIONAL STATISTICS

ITEM 1. NEEDY STUDENT REQUIREMENT

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

ITEM 1.A. FALL 2003 HEAD COUNT ENROLLMENT OF UNDERGRADUATE AND GRADUATE DEGREE STUDENTS

Determine the institution's total **2003 fall semester** head count of undergraduate and graduate students who were enrolled in a **degree** program. The Department's regulations at 34 CFR 606.7(b) and 607.7(e) define "degree student" as "a student who enrolls at an institution for the purpose of obtaining the degree, certificate or other recognized educational credential offered by that 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.

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

ITEM 1.B. FALL 2003 RECIPIENTS OF TITLE IV NEED-BASED FINANCIAL ASSISTANCE

Determine the institution's total **2003 fall semester, unduplicated** student head count of students who received funds from any of the following Title IV need-based assistance programs: **Federal Pell Grant, Federal College Work Study, Federal Perkins Loan or Federal Supplemental Educational Opportunity Grant**. To compute the unduplicated student head count, count each student who received Title IV need-based assistance **only once**, regardless of the number of need-based programs in which the student participated.

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

ITEM 1.C. FALL 2003 ENROLLMENT OF HALF TIME, UP TO AND INCLUDING FULL TIME, UNDERGRADUATE STUDENTS

Determine the institution's total **2003 fall semester** undergraduate head count of students who were enrolled at least **half time** in degree programs at your institution.

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

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

ITEM 1.D. FALL 2003 PELL GRANT RECIPIENTS ONLY

Determine your institution's total **2003 fall semester** head count of students who received **Pell Grants** for the 2003-2004 academic term. Include only Pell Grant recipients who were enrolled in a program on at least a half-time basis.

Enter the total head count of Pell Grant recipients in the space provided under Part III, Item 1.D.

ITEM 2. EDUCATIONAL AND GENERAL (E&G) EXPENDITURES REQUIREMENT

Use the following instructions to complete items 2.A through 2.D.

ITEM 2.A. UNDERGRADUATE FULL TIME EQUIVALENT, FALL 2003 ENROLLMENT

Determine the institution's full-time equivalent (FTE) 2003 fall semester enrollment of undergraduate students. The Department's regulations at 34 CFR 606.7(b) and 607.7(e) define the term "full-time equivalent students." The instructions below for calculating this number incorporate that definition.

Whatever the full-time course load is at your institution, count a full-time undergraduate 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. Divide the total number of credit hours for the part-time undergraduate students by **twelve**

(12). The result is the FTE for part-time undergraduate students.

To calculate the total 2003 fall semester undergraduate FTE, add the FTE of full-time undergraduate students and the FTE of part-time undergraduate students enrolled at the institution in fall 2003. **[NOTE: This number may not exceed the total institutional enrollment entered under Part II, Item 1.]**

Enter the total 2003 fall semester undergraduate FTE in the space provided under Part III, Item 2.A.

ITEM 2.B. GRADUATE FULL-TIME EQUIVALENT 2003 FALL ENROLLMENT

Determine the institution's full-time equivalent **2003 fall semester** enrollment of graduate students, if any, including both full-time and part-time students, as explained here.

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

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 **twelve (12)**. The result is the FTE for full-time graduate students.

To calculate the total graduate FTE, add the FTE of full-time graduate students and the FTE of part-time graduate students, and then **divide** this total by a factor of 2.5. This final figure is the graduate FTE. [The use of the 2.5 factor is required by the Department's regulations at 34 CFR 606.4(a)(2) and 607.4(a)(2) to account for the higher educational and general expenditures for graduate versus undergraduate students.]

Enter the fall semester 2003 total graduate FTE in the space provided under Part III, Item 2.B.

ITEM 2.C. TOTAL EDUCATIONAL AND GENERAL EXPENDITURES

Determine the institution's educational and general (E&G) expenditures for **2003-2004**. The Department's regulations at 34 CFR 606.7(b) and 607.7(e) 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 the physical plant, and any mandatory transfers which the institution is required to pay by law." To determine the institution's E&G expenditures, total these costs. **Do not include Federal student financial aid.**

Enter the total 2003-2004 E&G expenditures in the space provided under Part III, Item 2.C.

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

Determine the institution's average E&G expenditures per FTE for **2003-2004**. To calculate this figure:

Add fall 2003 undergraduate FTE (Part III, Item 2.A) and the Fall 2003 graduate FTE, if any (Part III, Item 2.B). 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 2003-2004 base year.

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

Example

Fall 2003 undergraduate FTE is 1000
Fall 2003 graduate FTE is 40 (100 students divided by a factor of 2.5 = 40)

TOTAL Fall 2003 FTE is 1,040 (1000 undergraduates plus 40 graduates)

Institution's total 2003-2004 E&G expenditures are \$8,750,000
Institution's average E&G expenditures for 2003-2004 is \$8,413 (\$8,750,000 divided by 1,040)

**PART IV. SPECIFIC INSTITUTIONAL
ELIGIBILITY REQUIREMENTS**

ITEM 1. NEEDY STUDENT REQUIREMENTS.

Use the following calculations to determine whether your institution meets the needy student requirement. Under 34 CFR 606.3(a) and 607.3(a), this requirement can be met in one of two ways.

YOUR INSTITUTION MEETS THE NEEDY STUDENT REQUIREMENT IF:

A. At least 50% of its 2003 fall semester, unduplicated student head count of 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 Programs; or

B. The percentage of its 2003 fall semester, 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.

ITEM 1. A. AT LEAST 50% OR MORE OF FALL 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 2003 fall semester, 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 is 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 2003-2004, divide the number of 2003 fall semester, Title IV recipients (Part III, Item 1.B) by the 2003 fall semester 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 needy student requirement.

Example

2003 fall semester enrollment (Part III, 1.A) = 800 degree students

2003 fall semester Title IV recipients (Part III, 1.B) = 600 students

Percentage of 2003 fall semester enrollment receiving need-based financial support

Equals 75% (600 divided by 800)

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

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 needy student requirement because the percentage of its 2003 fall semester 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.

EXAMPLE: Needy Student Calculation
(Bubble B)

To determine if your institution meets the needy student requirement for 2003, divide the number of 2003 fall semester Pell Grant recipients (Part III Item 1.D) by the 2003 fall semester enrollment of half-time up to and including full-time undergraduate 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 needy student requirement.

Example

2003 fall semester enrollment of at least half-time undergraduate degree students (Part III, 1.C) equals 600
2003 fall semester Pell Grant recipients (Part III, 1.D) equals 250)
Fall Pell Grant percentage equals 41.6% (250 divided by 600)

The median Federal Pell Grant percentages or thresholds for base year 2003-2004:

For 2-year public institutions, the median equals	25.1%
For 2-year non-profit private institutions, the median equals	40.6%
For 4-year public institutions, the median equals	25.8%
For 4-year non-profit private institutions, the median equals .	26.8%

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

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% standard **or** the appropriate Pell Grant standard, you may request a waiver of this requirement. **Before doing so, study the seven options described below under which you may attempt to make your case for a waiver.** These options reflect the options listed in the regulations at 34 CFR 606.3(b) and 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 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.

Prepare a separate narrative for each option and provide the required evidence that shows that the chosen waiver option(s) does apply to your institution. **Follow the instructions detailed below to prepare your narrative. The narrative must contain persuasive and compelling evidence that your institution qualifies for the waiver.**

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 2003-2004 base year.

AND

Provide evidence that your institution charged **not more than \$99.00 per student for tuition and fees for the 2003-2004 base year.**

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 2003-2004 base year **were students from low-income families.**

The regulations at 34 CFR 606.7(b) and 34 CFR 607.7(e) 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 2003.

Needy Student Waiver Option #3, 34 CFR 606.3(b)(3) 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(e) define "educationally disadvantaged ", "minority student " and "underrepresented " .

Include **ALL** the following information:

1. A description of the characteristics of the student body at your institution, including the racial/ethnic composition and the number of low-income students, for the 2003-2004 base year.
2. The number of low-income students for the 2003-2004 base year that were also educationally disadvantaged, from groups underrepresented in postsecondary education, or minority students.
3. A description of the programs and services in place at your institution during the 2003-2004 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: 1999-2000, 2000-2001, 2001-2002, 2002-2003, and 2003-2004.

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 2003-2004 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 2003-2004 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 the 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: 1999-2000, 2000-2001, 2001-2002, 2002-2003, and 2003-2004 who resided in areas outside the boundaries of an MSA.

Needy Student Waiver Option #5, 34 CFR 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 2003-2004 base year and the two academic years following the base year (2004-2005 and 2005-2006). 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 2003-2004 base year and the two academic years following the base year (2004-2005 and 2005-2006) 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 (2006-2007, 2007-2008 and 2008-2009). Detail the institution's plans to meet these goals.

Needy Student Waiver Option #6, 34 CFR 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.

Needy Student Waiver Option #7, 34 CFR 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 characteristics of the student body at your institution for the 2003-2004 base year and the two academic years following the base year (2004-2005 and 2005-2006). 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 2003-2004 base year and the two academic years following the base year (2004-2005 and 2005-2006) 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 (2006-2007, 2007-2008 and 2008-2009). 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 2003-2004 E&G expenditures per FTE student for each category of institution is the following:

<u>Type of Institution:</u>	Avg. E&G Per FTE
2- year public institution -- equals --	\$ 8,824
2- year non-profit private -- equals --	\$19,272
4- year public institution -- equals --	\$22,702
4- year non-profit private -- equals --	\$35,801

PART IV, ITEM 2.A

Darken bubble 2.A only if your institution's 2003-2004 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 2.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. You may request a waiver under more than one option. You must submit a written justification with the eligibility application form for each option. 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 the Fall 2003 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. Your institution may show that its enrollment was low relative to the enrollment before the base year, and/or low relative to the enrollment after the base year.

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

The 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. Provide documentation from a governmental source to substantiate the high cost of living area.

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. Provide documentation to substantiate the high costs.

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(d)(5) and 607.4(d)(5)

Operation of high cost professional schools, such as medical or dental schools, 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.

**UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202
APPLICATION FOR DESIGNATION AS AN ELIGIBLE INSTITUTION
FISCAL YEAR 2006**

To apply for grants under Title III, Part A, and Title V
Authority: 34 CFR Part 606 and 607 Programs
**Important: You are required to provide the information requested
in order to obtain or retain a benefit.**

CFDA Number:
031H

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0103. The time required to complete this information collection is estimated to average 7.00 hours (or minutes) per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4561. If you have comments or concerns regarding the status of your individual submission for this form, write directly to: Institutional Development and Undergraduate Education Service, U.S. Department of Education, 600 Independence Avenue, SW., (1990 K Street, NW., 6th Floor), Washington, DC 20202-8513.

Instructions: This form **MUST** be submitted electronically

- This form must be completed electronically.

Part I. Identity of Applicant Institution

1. Institution/Campus OPE ID Number: _____

2. Name of Institution/Campus Requesting

3. Address

Street # or P.O. Box	Street Name
----------------------	-------------

City	State	Zip Code
------	-------	----------

4. Contact Person's Name

Last Name	First Name	MI
-----------	------------	----

5. Contact Person's Title

Phone Number

Ext.

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

6. E-mail Address

8. Type (mark one)

9. Control (mark one)

2- Year Institution

Private Non-Profit Institution

4- Year Institution

Public Institution

7. Data Universal Numbering System (DUNS Number)

Part II. Institutional Enrollment

1. Total Institutional Enrollment (Fall 2003 Head Count)

2. Total Minority Enrollment (Fall 2003 Head Count)

Part III. Institutional Statistics

1. Needy Student Requirement

A. Fall 2003 Head Count Enrollment of Undergraduate and Graduate Degree Students

C. Fall 2003 Enrollment of Half-Time up to and including Full-Time Undergraduate Students

B. Fall 2003 Recipients of Title IV Need-Based Financial Assistance (Include Only Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, and Perkins Loan)

D. Fall 2003 Pell Grant Recipients

2. Educational & General Expenditures Requirement (E&G)

A. Undergraduate Full-Time Equiv. Fall 2003 Enrollment

C. Total 2003-2004 Educational & General Expenditures (E&G)

B. Graduate Full-Time Equiv. Fall 2003 Enrollment

D. Average 2003-2004 E&G per FTE = $C/(A+B)$

Part IV. Specific Institutional Eligibility Requirements

1. Needy Student Requirement (mark A, B, or C)

- A. According to the result, after dividing item 1B by item 1A in Part III of this form, at least 50% of Degree Students are recipients of Need-Based Financial Support; or
- B. According to the result, after dividing item 1D by item 1C in Part III of this form, our enrollment exceeds the pertinent threshold for Substantial Percentage of Students Receiving Pell Grants for the 2003-2004 year.
- C. Requesting Waiver (Section 607.3(b) and Section 606.3(b) option(s): Fill in the bubble(s) needed and attach the narrative justification to this form.

AND

2. Educational & General Expenditures Requirement (mark A or B)

- A. The E&G expenditures per FTE Student are less than the pertinent threshold for base year 2003-2004.
- B. Requesting Waiver (Section 607.4(c) and (d) and Section 606.4(c) and (d) option(s): Fill in the bubble(s) needed and attach the narrative justification to this form.

Part V. Certification

(Although this Certification requirement is waived for applicants submitting through the Internet, the Department reserves the right to require a signed form on request.)

To the best of my knowledge and belief, all data in this application are true and correct. The governing body of the applicant has duly authorized this document and the applicant will comply with the required assurances. We meet the accrediting requirements and, if applicable, we meet the definition of a branch campus as defined in 34 CFR Part 606.7(b) and 34 CFR 607.7(c).

Authorized Representative's Typed Name and Title

Date

Authorized Representative's Signature

Phone Number

Fax Number

Former Name of Applicant Institution/Campus (if applicable)

4000-01-U
DEPARTMENT OF EDUCATION

(CFDA NO. 84.031H)

Office of Postsecondary Education.

Strengthening Institutions (SIP), American Indian Tribally Controlled Colleges and Universities (TCCU), Alaska Native and Native Hawaiian-Serving Institutions (ANNH) and Developing Hispanic-Serving Institutions (HSI) Programs; Notice Inviting Applications for Designation as Eligible Institutions for Fiscal Year (FY) 2006.

PURPOSE OF PROGRAMS: Under the SIP, TCCU, and ANNH Programs, (Title III, Part A programs) authorized under Part A of Title III of the Higher Education Act of 1965, as amended (HEA), institutions of higher education (IHEs or institutions) 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 specific statutory and regulatory requirements. In addition, 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 Educational Opportunity Grant (FSEOG), the Federal Work

Study (FWS), the Student Support Services (SSS) and the Undergraduate International Studies and Foreign Language (UISFL) 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 programs or the HSI program.

SPECIAL NOTE: To qualify as an eligible institution under the Title III, Part A programs or the HSI program, your institution must satisfy several criteria, including one related to needy student enrollment and one related to average Educational and General (E&G) expenditures for a particular base year. The most recent data available for E&G expenditures is for base year 2003-2004. In order to award FY 2006 grants in a timely manner, we will use the most recent data available. Therefore, we use E&G expenditure threshold data from the base year 2003-2004. In completing your eligibility application, please use E&G expenditure data from the base year 2003-2004.

If you are designated as an eligible institution and you do not receive a new Title III or Title V award in FY 2006, your eligibility for the non-Federal cost share waiver under the FSEOG, the FWS, the SSS, and the UISFL

programs is valid for five consecutive years. You will not need to reapply for eligibility until FY 2011, unless you wish to apply for a new Title III or Title V grant. TCCUs applying for a FY 2006 new grant or requesting a waiver of the non-Federal cost share, must also apply for eligibility designation in FY 2006.

ELIGIBLE APPLICANTS: To qualify as an eligible institution under the Title III, Part A programs or the HSI program, an accredited institution must, among other requirements, have an enrollment of needy students, and its average 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 through 607.5. These regulations may be accessed by visiting the following Web site:

http://www.access.gpo.gov/nara/cfr/waisidx_02/34cfr607_02.html.

The complete eligibility requirements for the HSI program are found in 34 CFR 606.2 through 34 CFR 606.5. These regulations may be accessed at the following Web site:

http://www.access.gpo.gov/nara/cfr/waisidx_01/34cfr606_01.html

ENROLLMENT OF NEEDY STUDENTS: Under 34 CFR 606.3(a) and 607.3(a), an institution is considered to have an 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 2003-2004 must be more than the median for its category of comparable institutions provided in the table in this notice.

EDUCATIONAL AND GENERAL EXPENDITURES PER FTE STUDENT: An institution should compare its 2003-2004 average 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 average E&G expenditures for the 2003-2004 base year are less than the average for its category of comparable institutions, the institution meets this eligibility requirement.

An institution's average E&G expenditures are the total amount it expended during the base year for instruction, research, public service, academic support, student services, institutional support including library expenditures, operation and maintenance, scholarships and fellowships, and mandatory transfers.

The following table identifies the relevant median Federal Pell Grant percentages for the base year 2003-2004 and the relevant average E&G expenditures per FTE student for the base year 2003-2004 for the four categories of comparable institutions:

Type of Institution	2003-2004 Median Pell Grant Percentage	2003-2004 Average E&G Expenditures per FTE Student
2-year Public Institutions	25.1	\$ 8,824
2-year Private Nonprofit Institutions	40.6	\$ 19,272
4-year Public Institutions	25.8	\$ 22,702
4-year Private Nonprofit Institutions	26.8	\$ 35,801

Waiver Information: IHEs that are unable to meet the needy student enrollment requirement or the average E&G expenditures 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 enrollment requirement or the average E&G expenditures requirement must include in their application detailed information supporting the waiver request, as described in the instructions for completing the application.

The regulations governing the Secretary's authority to waive the needy student requirement waiver, 34 CFR 606.3(b)(2) and (3) and 607.3(b)(2) and (3), refer to ``low-income'' students or families. The regulations define ``low-income'' as an amount that does not exceed 150 percent of the amount equal to the poverty level, as established by the U.S. Bureau of the Census, 34 CFR 606.3(c) and 607.3(c).

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

2003 ANNUAL LOW-INCOME LEVELS

Size of Family Unit	Family Income for the 48 Contiguous States, D.C., and Outlying Jurisdictions	Family Income for Alaska	Family Income for Hawaii
1	\$ 13,470	\$ 16,815	\$ 15,495
2	\$ 18,180	\$ 22,710	\$ 20,910
3	\$ 22,890	\$ 28,605	\$ 26,325
4	\$ 27,600	\$ 34,500	\$ 31,740
5	\$ 32,310	\$ 40,395	\$ 37,155
6	\$ 37,020	\$ 46,290	\$ 42,570
7	\$ 41,730	\$ 52,185	\$ 47,985
8	\$ 46,440	\$ 58,080	\$ 53,400

Note: The 2003 annual low-income levels are being used because those are the amounts that apply to the family income reported by students enrolled for the Fall 2003 semester. For family units with more than eight members, add the following amount for each additional family member: \$4,710 for the contiguous 48 states, the District of Columbia and outlying jurisdictions; \$5,895 for Alaska; and \$5,415 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. 68, No. 26, February 7, 2003, pp. 6456-6458.

The information about ``metropolitan statistical areas'' referenced in 34 CFR 606.3(b)(4) and 607.3(b)(4) 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.

APPLICATIONS AVAILABLE: December 16, 2005

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: February 24, 2006 for an applicant institution that wishes to be designated as eligible to apply for a FY 2006 new grant under the Title III, Part A programs or the HSI program; June 15, 2006 for an institution that wishes to apply only for cost-sharing waivers under the FSEOG, FWS, SSS, or UISFL Programs; and, February 24, 2006 for an institution that wishes to apply for both a grant under the Title III,

Part A programs or the HSI program and a waiver of the Non-Federal share requirement.

ELECTRONIC SUBMISSION OF APPLICATIONS:

Applications for designation of eligibility must be submitted electronically using the following Web site:

<http://webprod.cbmiweb.com/Title3and5/>

To enter the Web site, you must use your institution's unique 8-digit identifier, i.e., your Office of Postsecondary Education Identification Number (OPE ID number). Your business office or student financial aid office should have the OPE ID Number. If they do not, contact the Department, using the e-mail addresses of the contact persons listed in this notice under FOR APPLICATIONS AND FURTHER INFORMATION CONTACT.

You will find detailed instructions for completing the application form electronically under the ``eligibility 2006`` link at either of the following Web sites:

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

or

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

If your institution is unable to meet the needy student enrollment requirement or the average E&G expenditure requirement and wishes to request a waiver of one or both of those requirements, you must complete your

designation application form electronically and transmit your waiver request narrative document from the following Web site:

<http://webprod.cbmiweb.com/Title3and5/>

EXCEPTION TO ELECTRONIC SUBMISSION REQUIREMENT: You may qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application electronically because—

- You do not have access to the Internet; or
- You do not have the capacity to upload documents to the Web site; and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive

the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Dr. Maria Carrington, U.S. Department of Education, 1990 K Street, NW., room 6033, Washington, DC 20006-8513.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

SUBMISSION OF PAPER APPLICATIONS BY MAIL.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier), your application to the Department. You must mail the application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service or commercial carrier:

Dr. Maria Carrington
U.S. Department of Education
1990 K Street, N.W., Room 6033
Washington, DC 20006-8512

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, or

(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, or

(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 application, on or before the

application deadline date, to the Department at the following address:

Dr. Maria Carrington
U.S. Department of Education
1990 K Street, N.W., Room 6033
Washington, DC 20006-8512

Hand delivered applications will be accepted daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays and Federal holidays.

APPLICABLE REGULATIONS: (a) The Education Department General Administrative Regulations in 34 CFR parts 74, 75, 77, 79, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations for the Title III, Part A programs in 34 CFR part 607, and for the HSI program in 34 CFR part 606.

FOR APPLICATIONS AND FURTHER INFORMATION CONTACT: Imogene Byers, Kelley Harris, or Carnisia Proctor, Institutional Development and Undergraduate Education Service, U.S. Department of Education, 1990 K Street, N.W., room 6033, Request for Eligibility Designation, Washington, DC 20202-8513.

You can contact these individuals at the following e-mail addresses or phone numbers:

<u>Imogene.Byers@ed.gov</u>	202-502-7672
<u>Kelley.Harris@ed.gov</u>	202-219-7083
<u>Carnisia.Proctor@ed.gov</u>	202-502-7606

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

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audio tape, or computer diskette) on request to the contact persons listed under FOR APPLICATIONS AND FURTHER INFORMATION CONTACT.

Individuals with disabilities may obtain a copy of the application package in an alternative format by contacting those persons.

Electronic Access to This Document:

You may view this document, as well as all other documents of this Department 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 PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC 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: <http://www.gpoaccess.gov/nara/index.html>

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

Dated: December 16, 2005

Sally L. Stroup,
Assistant Secretary for
Postsecondary Education