



Designation as an Eligible Institution for Titles III & V Programs

Office of Postsecondary Education

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Objectives

- ✓ What is Eligibility?
- ✓ Who can apply for eligibility?
- ✓ How are eligibility decisions made?
- ✓ What is the Eligibility Matrix?
- ✓ How does eligibility affect non-federal cost-share?
- ✓ How do I determine if I am eligible?
- ✓ How do I submit an application and/or exemption?
- ✓ What happens next?
- ✓ Questions?

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What is Eligibility?

- ✓ This process identifies an institution of higher education (IHE) as:
 - ✓ Eligible to apply for funding under Titles III and V of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEA).
 - ✓ Eligible for certain non-Federal cost-share waivers.
- ✓ Eligibility does not designate nor certify any institution as a particular type of institution such as an HSI.

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Who can apply for Designation of Eligibility?

An IHE that:

- ✓ Is accredited or pre-accredited by a nationally-recognized accrediting agency or association and
- ✓ Provided required data into the Integrated Postsecondary Education Data System (IPEDS) database for the academic year immediately preceding the most recent complete academic year.

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Who should apply for Designation of Eligibility?

- ✓ All Institutions of Higher Education (IHE) who meet the previous requirements.
- ✓ Applicants planning to apply for a grant under the SIP, HSI, PPOHA, ANNH, NASNTI, AANAPISI or PBI Programs.
 - ✓ An institution must be deemed an eligible IHE to be considered for funding under these programs.
 - ✓ You **MUST** apply for eligibility even if you have a current Titles III, V, or VII grant.
- ✓ Applicants requesting a waiver of the non-Federal cost share requirements under any of the following programs:
 - ✓ The Federal Work-Study program (FWS);
 - ✓ Federal Supplemental Educational Opportunity Grants program (FSEOG);
 - ✓ TRIO Student Support Services program (SSS); and
 - ✓ Undergraduate International Students and Foreign Language program (UISFL).

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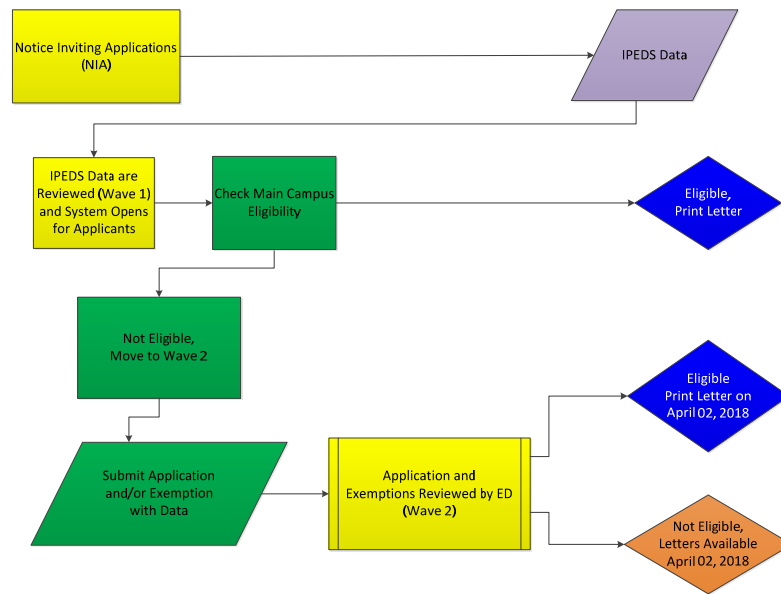
What is a branch campus?

An accredited branch campus that:

- ✓ Is geographically apart from, and independent of, the main campus;
- ✓ Is permanent in nature;
- ✓ Offers courses for credit and programs leading to an associates or bachelors degree;
- ✓ Has its own faculty and administrative or supervisory organization; and
- ✓ Has its own budgetary and hiring authority.

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How are eligibility decisions made?



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What two variables determine Eligibility?

- ✓ **Needy Students:**
 - ✓ At least 50 percent of an institution's degree-seeking students received financial assistance under: the Federal Pell Grant, Federal SEOG, Federal Work Study, or the Federal Perkins Loan Programs. Or, the percentage of an institution's undergraduate degree-seeking students who were enrolled at least half-time and received Federal Pell Grants exceeds the average percentage of the same at similar (type and control) institutions.
- ✓ **Core Expenses per FTE:**
 - ✓ Core Expenses are regular operational expenditures of postsecondary institutions (excluding auxiliary enterprises, independent operations, and hospital expenses). These are then divided by the FTE (12-month undergraduate enrollment for the academic year). This measure is then compared to the average value for other similar (type and control) institutions. The Core Expenses per FTE measure must be lower than the average for the institutional group.

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What about Titles III and V program requirements?

- ✓ **Grant Specific Requirements**
 - ✓ ANNAPISI – Asian and Pacific Islander UG enrollment equal to or greater than 10%
 - ✓ ANNH - Native American UG enrollment less than 20% and Pacific Islander UG enrollment equal to or greater than 10%
 - ✓ NASNTI - Native American UG enrollment equal to or greater than 10%
 - ✓ HSI, HSI Stem and PPOHA – Hispanic FT UG enrollment equal to or greater than 25 %
 - ✓ MSEIP – Total minority enrollment except Asian equal to or greater than 50%
 - ✓ PBI and PBI-MA – Black enrollment equal to or greater than 40%

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Eligibility Matrix (EM)

- ✓ The computation of eligibility is conducted annually at the time that IPEDS data is provisionally released for the academic year immediately preceding the most recent complete academic year.
- ✓ Provisional release data occur generally in the fall of the year so it is anticipated that the EM computation and release will occur around January/February of each year.
- ✓ These data generate a provisional EM.

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Sample portion of the Eligibility Matrix: data from FY 2013-2014

Unit ID	OPID ID	Institution Name	AANAPSI Elig	ANNH Elig	HBCU Elig	HBCU Masters Elig	HGI Elig	HSI Elig	HSI Stem Elig	MSEIP Elig	NASNTI Elig	PBI Elig	PBI Masters Elig	PPOMA Elig	SIP Elig	TCCU Elig
445368	0373300	Baptist University of the Americas	1	1	2	2	2	1	1	1	1	1	1	2	2	2
155070	00191700	Barclay College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
189888	00267100	Bard College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
187792	00646500	Bard College at Simon's Rock	1	1	2	2	2	1	1	1	1	1	1	2	2	2
189897	00278800	Barnard College	4	1	2	2	2	1	1	1	1	1	1	2	2	2
177719	00638900	Barnes-Jewish College Goldfarb School of Nursing	1	1	2	2	2	1	1	1	1	1	1	2	2	2
132471	00146600	Barry University	1	1	2	2	2	1	1	1	1	1	1	2	2	2
109807	00111900	Bartow Community College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
197911	00290800	Barton College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
154897	00460800	Barton County Community College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
235547	00242500	Baylor University	1	1	2	2	2	1	1	1	1	1	1	2	2	2
160977	00203600	Bates College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
230971	00510500	Bates Technical College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
187103	01730300	Baton Rouge Community College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
168883	00224000	Bay de Noc Community College	3	3	2	2	2	1	1	1	1	1	1	2	2	2
380359	03066000	Bay Mills Community College	3	3	2	2	2	3	3	4	3	3	1	3	2	2
166133	00212200	Bay Path College	3	3	2	2	2	3	3	3	3	3	3	2	2	2
241225	00503200	Bayamon Central University	3	3	2	2	2	2	2	2	2	2	2	2	2	2
223223	00494900	Baylor College of Medicine	2	2	2	2	2	2	2	2	2	2	2	2	2	2
223232	00354500	Baylor University	1	1	2	2	2	1	1	1	1	1	1	2	2	2
382454	03273300	Beacon College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
197966	00855800	Beaufort County Community College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
164720	00212300	Becker College	3	3	2	2	2	3	3	1	3	3	2	2	2	2
476713	04192800	Beier-Haskov Patnoudis Seminary	1	1	2	2	2	1	1	1	1	1	1	2	2	2
484813	00743300	Beik-Meharib Heshhal David	2	2	2	2	2	2	2	2	2	2	2	2	2	2
190916	00644800	Belanger School of Nursing	1	1	2	2	2	1	1	1	1	1	1	2	2	2
175421	00239700	Belhaven University	1	1	2	2	2	1	1	1	1	1	1	2	2	2
156106	00181400	Bellevue University	1	1	2	2	2	1	1	1	1	1	1	2	2	2
234669	00376900	Bellevue College	4	1	2	2	2	1	1	1	1	1	1	2	2	2
180814	00974300	Bellevue University	1	1	2	2	2	1	1	1	1	1	1	2	2	2
238324	00463900	Bellevue College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
234606	00499400	Bellevue Technical College	1	1	2	2	2	1	1	1	1	1	1	2	2	2
197984	00291000	Belmont Abbey College	1	1	2	2	2	1	1	1	1	1	1	2	2	2

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Eligibility Matrix (EM)

- ✓ The criteria derived from applicable legislation and regulations were applied to enrollment and financial data from IPEDS and FSA files to determine eligibility for each institutional program.
- ✓ The process resulted in the following six categories:
 - ❑ Code 1: Institution is ineligible – doesn't meet minority student enrollment requirements for the program.

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Eligibility Matrix (EM)

- ❑ Code 2: Institution is ineligible – there are no program participants in a key category (e.g. graduate students for HBCU-MD, PPOHA, PBI-MA), the institution has no Pell grant recipients or needy students, has only religious vocational programs, or is not a legislatively-designated institution (i.e. not an HBCU or TCCU).

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Eligibility Matrix (EM)

- ❑ Code 3: Institution is ineligible – they have a current grant for another IS program, and therefore by law may not simultaneously have two Part A grants.
- ❑ Code 4: Institution is potentially eligible on minority grounds but would need to apply for a waiver of Pell or ‘needy student’ criteria.
- ❑ Code 5: Institution is potentially eligible to apply for a grant for this program.
- ❑ Code 6: Institution is a current grantee of this program.

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Eligibility Matrix (EM)

- ✓ There are a number of institutions that are not eligible to receive grants from the Office of Postsecondary Education - Institutional Service.
 - ✓ For-profit institutions are not included in the EM structure.
 - ✓ Institutions with only religious-vocational programs, on the other hand, are included in the EM structure, since they may (and, with some frequency, do) establish non-vocational program offerings.
 - ✓ The Department will periodically review institutions noted as religious-vocational in the EM structure, and will provide a means by which institutions may notify the Department of their change in status.

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Update to Non-Federal Cost-Share Waivers

- ✓ An IHE that submits an application, and is designated as an eligible institution, will receive a waiver of certain non-Federal cost-share requirements for one year or for the duration of their Titles III or V grant, if awarded, under the Federal Supplemental Educational Opportunity Grants (FSEOG) and the Federal Work Study program (FWS).
- ✓ Qualified institutions will receive FWS and FSEOG waivers for one year even if they do not receive a grant under the Titles III or V Programs.

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Update to Non-Federal Cost-Share Waivers

- ✓ Cost-Share waivers for the Federal Work-Study program and the Federal Supplemental Education Opportunity Grants are administered through Federal Student Aid.
- ✓ Questions pertaining to these Cost-Share waivers must be directed to the Campus-Based Call Center:
 - ✓ 1-800-848-0978
 - ✓ CODSupport@ed.gov

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Non-Federal Cost-Share Waivers

- ✓ If the institution receives a grant from the UISFL or SSS program, you may receive a waiver or reduction of the required non-Federal share for institutions for the duration of the grant.
- ✓ Questions pertaining to the UISFL cost-share waiver must be directed to:
 - Ms. Tanyelle Richardson
 - Email: Tanyelle.Richardson@Ed.Gov
- ✓ Questions pertaining to the SSS cost-share waiver must be directed to:
 - Ms. Reshone Moore
 - Email: Reshone.Moore@Ed.Gov

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Check Eligibility

- ✓ Visit <HTTPS://HEPIS.ed.gov/Title3and5> ,
- ✓ Click on “Application for Designation as an Eligible Institution,”
- ✓ Check your eligibility by clicking on “Check Main Campus Eligibility” and following the directions.
- ✓ If you are eligible, you can download your 2019 letter of eligibility.
- ✓ If you aren’t eligible, you will return to the application screen and follow the prompts to login and submit an application and/or exemption.

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Eligible

- ✓ Eligible applicants will immediately receive their Eligibility letter.
- ✓ Eligible branch campuses will have access to their letter after April 1, 2019.
- ✓ Ineligible applicants will have access to their letter after April 1, 2019.
 - ✓ Eligibility staff must confirm the branch campus meets the definition of an accredited branch campus.

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Submitting the Application

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

[HTTPS://HEPIS.ed.gov/Title3and5](https://HEPIS.ed.gov/Title3and5)

- ✓ Note: The notice inviting applications (NIA), as published in the Federal Register on January 29, 2019 contains instructions for applicants unable to submit their application electronically.

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Before you get started

- ✓ Read the entire application package available by visiting <HTTPS://HEPIS.ed.gov/title3and5> and clicking on the eligibility link.
- ✓ Have the following information:
 - ✓ Institution/campus OPEID number
 - ✓ Total institutional enrollment for fall 2016
 - ✓ Minority enrollment for fall 2016
 - ✓ Number of Pell recipients for fall 2016
 - ✓ Number of students enrolled at least half-time in a degree program for fall 2016
 - ✓ Total Core Expenses for 2016-2017

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Total Institutional Enrollment

- ✓ Institution's 2016 fall semester head count of enrolled undergraduate and graduate students.
 - ✓ Do not include international students who are ineligible to participate in Title IV need-based financial assistance programs.
 - ✓ Do not include high school students who are enrolled in dual enrollment and who are ineligible to participate in Title IV need-based financial assistance programs.

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Need-Based Financial Assistance

Title IV need-based financial assistance:

- ✓ Determine the institution's total 2016 fall semester, unduplicated, student head count of degree-seeking students who received any of the following Title IV need-based assistance:
 - ✓ Federal Pell Grant;
 - ✓ Federal Work Study;
 - ✓ Federal Perkins Loan; or
 - ✓ Federal Supplemental Educational Opportunity Grant.

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Need-Based Financial Assistance

- ✓ To compute the unduplicated student head count, count, only once, each student who received Title IV need-based assistance, regardless of the number of need-based programs in which the student participated.

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Half-Time Enrollment

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

- ✓ Determine the institution's total 2016 fall semester undergraduate head count of students who were enrolled at least half time in degree programs at your institution.
 - ✓ Do not include international students who are not eligible for Title IV need-based financial assistance.
 - ✓ Do not include high school students enrolled in dual enrollment who are not eligible for Title IV need-based financial assistance.

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Core Expenses

- ✓ Since 2004, the National Center for Education Statistics (NCES) has calculated Core Expenses per FTE for Postsecondary Institutions.*
- ✓ The Department determined that the Core Expenses measure is statistically similar to the former E&G per FTE.

*Note: Please review the definition for Core Expenses that's located in the application booklet.

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Core Expenses

- ✓ Core Expenses per FTE uses 12-month enrollment figures.
- ✓ Institutions applying for Eligibility must use the Core Expenses reported to the Integrated Postsecondary Education Data System (IPEDS) for academic year 2016-2017.

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Core Expenses

- ✓ Determine the Institution's Core Expenses for 2016-2017.
 - ✓ Do not include federal student financial aid. If it is included, you may deduct it from your Core Expenses
- ✓ Average Core Expenses per FTE student.
 - ✓ The system will do this calculation for you.

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2016-2017 Average Pell Grant and Core Expenses per FTE Student

Type of Institution	2015-2016 Average Pell Grant Percentage	2015-2016 Core Expenses per FTE Student
Two-year, Public	36	\$13,798
Two-year, Non-profit, Private	58	\$15,961
Four-year, Public	37	\$30,911
Four-Year, Non-profit, Private	39	\$39,567

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Needy Student Requirement

Your institution meets the needy student requirement if:

- ✓ At least 50% of your 2016 fall, unduplicated student head count of undergraduate and graduate students received financial assistance under one or more of the following programs:
 - ✓ Federal Pell Grant;
 - ✓ Federal Work-Study;
 - ✓ Federal Perkins Loan, or
 - ✓ Federal Supplemental Educational Opportunity Grant programs (Part III, 1.B)

OR

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Needy Student Requirement

- ✓ The percentage of your 2016 fall semester, undergraduate, degree-seeking students who were enrolled on at least a half-time basis, and received Federal Pell Grants, exceeded the average percentage of undergraduate degree students who were enrolled on at least a half-time basis, and received Federal Pell Grants, at comparable institutions that offered similar instruction. (Part III, 1.D)

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Ineligible

- ✓ If deemed “ineligible” based on system calculations, institutions may choose to submit for a exemption.
- ✓ In the case of the application and system, we will refer to the waivers as exemptions in order to alleviate confusion about the Federal Cost-Share Waiver and the “waivers” for eligibility. Please note that officially these are still waivers.

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Exemptions

- ✓ Institutions that are unable to meet the needy student enrollment requirement, or the average Core Expenses requirement, may apply for an exemption*,
 - ✓ The applicant MUST address the exemption in its entirety and include all the required documentation, evidence, and data pertaining to the exemption as instructed in the application.
- * See application booklet for exemption instructions and required information.

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Exemption Options

- ✓ There are six (6) exemption options for the needy student enrollment requirement.
- ✓ There are five (5) exemption options for the average Core Expenses per FTE requirement.
- ✓ An institution may choose to respond to one or more exemption options.
- ✓ Exemption options are detailed in the application booklet.

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Exemption Example

Needy Student Requirement

Requesting a waiver of the needy student requirement (Section 607.3(b) and Section 606.3(b) option(s)):

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 2012-2013 base year.
 Provide evidence that your institution charged not more than \$99.00 per student for tuition and fees for the 2012-2013 base year.

1. Identify the resources provided by the state, citing specific dollar amounts.
 Enter your response in the text box below.
2. Show actual tuition and fees charged per student.
 Enter your response in the text box below.
3. Enter the 2012-2013 posted tuition and fees.
 Enter your response in the text box below.

Supporting Document:

To upload a supporting document file for Needy Student Waiver Option #1, click the "Browse..." button and select the MS Word, Excel, JPG, GIF, or PDF file from your desktop.

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Helpful Hints

- ✓ Please upload supporting documents in the following formats: Microsoft Word, Excel, PDF, GIF, or JPEG.
- ✓ Supporting Documentation and **Data, Data, Data**
- ✓ All passwords are reset annually.
 - ✓ The System opened on January 29, 2019
 - ✓ Username: Your OPEID
 - ✓ Password: title3
 - ✓ You will reset your password when you login.

More Information

- ✓ The official 2019 Designation as an Eligible Institution Application Booklet and the Notice (NIA) for this program can be found online at:

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

*Note: This presentation does NOT supersede reading and following the instructions in the application booklet and the NIA is the official document for the rules in this application.

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2019 Eligibility Application Deadline

Deadline:

March 1, 2019

11:59pm

Contact Information

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Important! Do not wait until the last day to submit your application.

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