Designation as an Eligible Institution for Titles III & V Programs

Office of Postsecondary Education

This presentation is meant as a guide only. Please refer to the official application booklet for detailed instructions.
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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?
What is Eligibility?

✓ This process identifies an institution of higher education (IHE) as:
  ✓ 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.
Who **can** apply for Designation of Eligibility?

A public or private non-profit IHE that:

✓ Is accredited by a nationally-recognized accrediting agency or association and
✓ Awards at least a two-year degree 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 (base year).
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).
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.
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, or the Federal Work Study 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.
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%, at least 1,000 undergraduate students, and meets the additional requirements list in the PBI statute.
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.
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.
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).
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 types of these grants.

- **Code 4:** Institution is potentially eligible on minority grounds but would need to apply for eligibility or request a waiver of Pell and/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.

- **Code 0:** Branch Campus; IPEDS data not available.
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.
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.
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
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:
  – Dr. Reshone Moore
  – Email: Reshone.Moore@Ed.Gov
Check Eligibility

✓ Visit [HTTPS://HEPIS.ed.gov](HTTPS://HEPIS.ed.gov),
✓ Login to the system using your email address and password,
   ✓ If you are not sure whether you have an account or not, click the “new user” button on the homepage and follow the prompts.
✓ Check your eligibility by clicking on “View pre-Eligibility Information,” button,
✓ If your institution meets the “needy student“ and “core expenses” requirements, you will be able to print your letter by clicking the “View/Print Your Eligibility Letter” button.
✓ If your institution does not meet the requirements, you will be able to enter an application and /or apply for a waiver.
Logging In

Welcome to the HEPIS Web Portal

- GEA Grant Eligibility Application
- IS APR Titles II & V Annual Performance Reporting System
- EFRS Endowment Financial Reporting System
- FIPSE Reporting System

System Status and Important Dates

- **Grant Eligibility Application**: Open
  - Open 12/13/2021 to 01/21/2022

- **Titles III/V Annual Performance Reporting System**: Closed
  - Open 02/09/2021 to 04/09/2021 04/16/2021 (extended)

- **Titles III/V Interim Reporting System**: Closed
  - (first year grantees only) Open 04/01/2021 to 04/30/2021

- **Endowment Financial Reporting System**: Open
  - Open from 7/24/2020 to April 2021 (exact closing date TBA)

- **Fund for the Improvement of Postsecondary Education**: Closed
  - System open dates to be announced

Returning User? Login Below.

- **Email**: 
- **Password**: 
- **Forgot your password?**
- **Need Help?**
- **Login**

New to HEP IS?
Click the button below to get started

- **New User**

• Enter your username and password to login.
• If you need a new account, click the New User button.
• Shared email addresses and personal email address are not permitted
Check Eligibility

- If you are eligible, click the LETTER button to download a PDF copy.
- If you are not eligible, click the GO button to enter the system.
Check Eligibility

• Click the **VIEW DATA** button to review your pre-eligibility data.
Check Eligibility

- Click the BEGIN APPLICATION button to apply for eligibility.
Submitting the Application

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

HTTPS://HEPIS.ed.gov/

✓ Note: The notice inviting applications (NIA), as published in the Federal Register on December 16, 2021 contains instructions for applicants unable to submit their application electronically.
Before you get started

✓ Read the entire application package available by visiting HTTPS://HEPIS.ed.gov/ and clicking on the “Help” link at the top of the page..

✓ Have the following information:
  ✓ Institution/campus OPEID number
  ✓ Total institutional enrollment for fall 2019
  ✓ Minority enrollment for fall 2019
  ✓ Number of Pell recipients for fall 2019
  ✓ Number of students enrolled at least half-time in a degree program for fall 2019
  ✓ Total Core Expenses for 2019-2020
Total Institutional Enrollment

✓ Institution’s **2019** 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.
Need-Based Financial Assistance

Title IV need-based financial assistance:
✓ Determine the institution’s total 2019 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.
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.
Half-Time Enrollment

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

✓ Determine the institution’s total 2019 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.
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.
Core Expenses

✓ Institutions applying for Eligibility must use the Core Expenses reported to the Integrated Postsecondary Education Data System (IPEDS) for academic year 2019-2020.
Core Expenses

  ✓ 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.
## 2019-2020 Average Pell Grant and Core Expenses per FTE Student

<table>
<thead>
<tr>
<th>Type of Institution</th>
<th>2019-2020 Average Pell Grant Percentage</th>
<th>2019-2020 Core Expenses per FTE Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-year, Public</td>
<td>32</td>
<td>$15,641</td>
</tr>
<tr>
<td>Two-year, Non-profit, Private</td>
<td>54</td>
<td>$18,412</td>
</tr>
<tr>
<td>Four-year, Public</td>
<td>35</td>
<td>$34,275</td>
</tr>
<tr>
<td>Four-Year, Non-profit, Private</td>
<td>35</td>
<td>$42,922</td>
</tr>
</tbody>
</table>
Needy Student Requirement

Your institution meets the needy student requirement if:

✓ At least 50% of your 2019 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; or
  ✓ Federal Supplemental Educational Opportunity Grant programs (Part III, 1.B)

OR
Needy Student Requirement

✓ The percentage of your 2019 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)
- Complete and submit the application when ready.
- Applications are reviewed *automatically*.
- Results will be displayed onscreen immediately after submission.
Ineligible

✓ If deemed “ineligible” based on system calculations, institutions may choose to submit for an exemption (request a waiver).

✓ 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 waiver requests.
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.
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.
Exemption Request

- Select an Exemption option for Needy Students, Core Expenses, or both.
- Provide the necessary information and submit your request.
- Requests are reviewed manually after the system officially closes.
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 user specific. Please do not share your password.
  ✓ The System opened on December 13, 2021
  ✓ Username: Your email address
More Information

✓ The official FY 2022 Designation as an Eligible Institution Application Booklet and the Notice (NIA) for this program can be found online at:

https://www2.ed.gov/about/offices/list/ope/oidues/eligibility.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.
2022 Eligibility Application Deadline

Deadline:
January 21, 2022
11:59pm

Contact Information

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