



# 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?
- ✓ How are institutions deemed eligible?
- ✓ Who can apply for eligibility?
- ✓ Why should an institution apply for eligibility?
- ✓ Who should 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 request?
- ✓ Questions?

# 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 MSI or HSI.

# How are Institutions deemed eligible?

- ✓ There are three ways to be deemed eligible.
  1. Pre-Eligibility (based on Department's review of 2021-22 IPEDS data)
    - A. Check your status at [HTTPS://HEPIS.ed.gov/](https://HEPIS.ed.gov/).
    - B. Deemed eligible?
      1. Download letter of eligibility.
    - C. Not deemed eligible?
      1. Proceed to the application.

# How are Institutions deemed eligible?

✓ There are three ways to be deemed eligible.

2. Apply per NIA Instructions at

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

A. Enter the required data, and submit.

B. Deemed eligible?

1. Download letter of eligibility.

C. Not deemed eligible?

1. Proceed to exemption request.

# How are Institutions deemed eligible?

✓ There are three ways to be deemed eligible.

## 3. Exemption Request

A. Select the waiver request(s) required for the institution.

1. Enter the narrative, attach supporting documentation, and submit.
2. Department staff will review the submission and notify the institution in mid-March.

B. Deemed eligible?

1. Download letter of eligibility.

C. Not deemed eligible?

1. Download ineligibility letter, which will provide a full explanation as to why your campus was denied.

# 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;
- ✓ 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); or
- ✓ Is a branch campus that meets the above requirements.



# 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 associate's or bachelor's degree;
- ✓ Has its own faculty and administrative or supervisory organization; and
- ✓ Has its own budgetary and hiring authority.

# Eligibility considerations for certain types of institutions

- For-profit institutions are not eligible to receive grants from OPE and are therefore not included in the eligibility process—including the Eligibility Matrix.
- Institutions with only religious-vocational programs are not eligible to receive grants from OPE. However, these institutions are included in the process and the eligibility matrix since they may (and, with some frequency, do) establish non-vocational program offerings.
  - The Department periodically reviews institutions noted as religious-vocational in the eligibility matrix and provides a means by which institutions may notify the Department of their change in status.

# Why should an institution apply for designation of eligibility?

- ✓ An institution must be deemed an eligible IHE to be considered for funding under the Titles III and V programs.
  - You MUST apply for eligibility even if you have a current Titles III, V, or VII grant.
- ✓ 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.

# Who should apply for designation of eligibility?

- ✓ IHEs that meet the previous requirements and are not designated as eligible; and
- ✓ IHEs planning to apply for a grant under the SIP, HSI, PPOHA, ANNH, NASNTI, AANAPISI, or PBI Programs; and/or
- ✓ IHEs requesting a waiver of the non-Federal cost share requirements.

# What two variables determine eligibility?

## ✓ **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.

## ✓ **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 median percentage of the same at similar (type and control) institutions.

# What statutory requirements determine eligibility for Titles III and V programs?

## ✓ **Grant Specific Requirements**

- AANAPISI – Asian and Pacific Islander UG enrollment equal to or greater than 10%.
- ANNH – Alaska Native UG enrollment equal to or greater than 20% and Native Hawaiian 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 an exemption 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.

# 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](mailto:CODSupport@ed.gov)

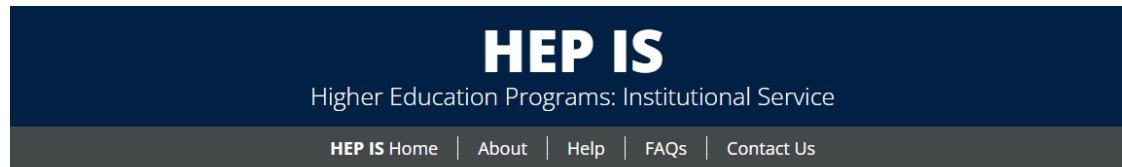
# Non-Federal Cost-Share Waivers

- ✓ If the institution receives a grant from the UISFL or SSS program, it 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 should be directed to:
  - Ms. Jessica Lugg
  - Email: [Jessica.Lugg@ed.gov](mailto:Jessica.Lugg@ed.gov)
- ✓ Questions pertaining to the SSS cost-share waiver should be directed to:
  - Mr. James Davis
  - Email: [James.Davis@ed.gov](mailto:James.Davis@ed.gov)

# Check eligibility

- ✓ Visit <HTTPS://HEPIS.ed.gov>,
- ✓ Login to the system following the instruction located below the “Login” button.
  - You will follow the prompts to login via Login.Gov. Please note, you may already have an account that is connected to the HEPIS system. Follow the information in the Login Instructions.
- ✓ 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 an exemption.

# Logging in



## Welcome to the HEPIS Web Portal

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

### System Status and Important Dates

**Open** Grant Eligibility Application system

Open 01/22/2024 to 02/27/2024

**Closed** Title III/IV Annual Performance Reporting system

Open from TBA

**Closed** Title III/IV Interim Reporting system

*(first year grantees only)*

Open 04/01/2024 to 05/03/2024

**Open** Endowment Financial Reporting System

Open from 7/24/2020 to TBD

**Closed** Fund for Improvement of Postsecondary Education

Open from TBA

### Returning User? Login Below.

Login

New to HEP IS? [Request Account](#).

[Login Instructions](#)

### Find blank forms and guides

[Download blank forms and user guides for HEP IS systems.](#)

### Search the FIPSE Public Website

[Click here to view information regarding Fipse grant information](#)


- New user? Click “Request Account”
- Returning User? Click “Login”
- You will be directed to the Login.gov website
- **NOTE: Do Not Start At Login.gov!** It won't know where to send you after authentication unless you start at the HEPIS website.

# Logging in

U.S. Department of Education

Student Loans Grants Laws Data

Sign in with your verified account

Sign in with  LOGIN.GOV

Department of Education Account

Don't have an account?

If you don't have an account already, sign up here:

Create Login.gov account

- New user? Click “Create Login.gov account”
- Returning user? Click “Sign in with LOGIN.GOV”
- The email you use for your Login.gov account **MUST** match your email (username) in HEPIS, which is **always** your .edu work email).

# Check eligibility

The screenshot shows the HEP IS website header with navigation links: HEP IS Home, About, Help, FAQs, Contact Us, Account, and Logout. Below the header is a welcome message: "Welcome test@statecollege.edu". The main content area is titled "GEA - Grant Eligibility Application" and displays "Your Institutions in the GEA system:" followed by a table with two rows of institution data and buttons for "LETTER" and "GO".

OPEID	Institution Name	Enter System
0000000	Community State College University	<input type="button" value="LETTER"/> <input type="button" value="GO"/>
0000001	Community State College University - North Campus	<input type="button" value="LETTER"/> <input type="button" value="GO"/>

- If you are Eligible, click the **LETTER** button to download a PDF copy.
- If you are Not Eligible the letter button will be greyed out, so click the **GO** button instead to enter the system.



# Check eligibility

Welcome test@statecollege.edu


Community State College University

OPEID: 00000000

Please verify and/or update your institution details.

Verify/Update Institution Details

### Your Eligibility Determination

Type	Status	What it means	Details
Pre-eligibility	 Eligible: No	<b>An application needs to be submitted in order to be considered for eligibility.</b> Based on the information in the Integrated Postsecondary Education Data System (IPEDS), has been designated as an ineligible institution for FY 2018 under Title III and Title V programs of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA).  However, if you feel this decision is incorrect and that your institution does qualify as eligible, you have the option of filling out an online application. Once submitted, this application will instantly determine your institution's eligibility based on your updated numbers.	<a href="#">View Letter</a> <a href="#">View Data</a>
Application	Needed	Based on your data, you are ineligible, but able to fill out an application to apply for eligibility.	<a href="#">Begin Application</a>
Exemption	N/A	You do not need to submit an exemption	N/A

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

# Check eligibility

## Eligibility Letter

Click between the tabs to see your eligibility determination and view/download/print your eligibility letter.

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Community State College University


OPEID: 00000000

Eligibility Letter      Eligibility Information

### Eligibility

**Your Eligibility Calculation for FY 2018**

	Eligibility Threshold	Your Eligibility Calculation
Pell Grant Recipient Percent of Half-time to Full-time Undergrads	38%	24% <b>Should be <math>\geq</math> eligibility threshold</b>
Core Expenses per Full-time Equivalent	\$30,044	\$24,187 <b>Should be <math>\leq</math> eligibility threshold</b>

 Eligible: No

[Begin Application](#)

- 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/](https://HEPIS.ed.gov/)

✓ Note: The notice inviting applications (NIA), as published in the Federal Register on January 22, 2024 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 2021
  - ✓ Minority enrollment for fall 2021
  - ✓ Number of Pell recipients for fall 2021
  - ✓ Number of students enrolled at least half-time in a degree program for fall 2021
  - ✓ Total Core Expenses for 2021-2022

# Total institutional enrollment

- ✓ Institution's 2021 fall semester head count of enrolled undergraduate and graduate students.
- ✓ For the Needy Student Requirement:
  - 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.
- ✓ For the Core Expenses/FTE Requirement:
  - Include all students.

# Need-based financial assistance

Title IV need-based financial assistance:

Determine the institution's total **2021** 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; 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 **2021** 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 is located in the application booklet.

# Core expenses

- ✓ Institutions applying for eligibility must use the Core Expenses reported to IPEDS for academic year **2021-2022**.

# Core expenses

- ✓ Determine the Institution's Core Expenses for 2021-22.
  - 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.

## 2021-2022 Median Pell Grant and Average Core Expenses per FTE Student

Type of Institution	2021-2022 Median Pell Grant Percentage*	2021-2022 Core Expenses per FTE Student
Two-year, Public	44	\$19,274
Two-year, Non-profit, Private	52	\$17,273
Four-year, Public	37	\$37,667
Four-Year, Non-profit, Private	36	\$46,779

\*For FY 2024, the IPEDS data that were collected in 2021-22 allowed institutions to report degree/certificate-seeking students receiving Pell Grants. This variable is now used for eligibility thresholds. Institutions may include all students who receive Pell (except nondegree-seeking students).

# Needy student requirement

Your institution meets the needy student requirement if:

✓ At least 50% of your **2021** 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 2021 fall semester, undergraduate, degree-seeking students who were enrolled on at least a half-time basis, and received Federal Pell Grants, exceeded the median percentage of undergraduate degree students who were enrolled on at least a half-time basis, and received Federal Pell Grants, at comparable institutions that offered similar instruction. (Part III, 1.D)

# Application

## Application for FY 2022

Enter your information in the fields below to see your determined eligibility.

Welcome test@statecollege.edu

Community State College University

OPEID: 00000000

1. Application      2. Eligibility Determination

Step 1: Application

**Institutional Enrollment (Fall 2017 Headcount)**

1. Total Institutional Enrollment

2. Total Minority Enrollment

**Institutional Statistics (Fall 2017)**

**1. Needy Student Requirement**

A. Enrollment of Undergraduate and Graduate Degree Students

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

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

D. Pell Grant Recipients

**2. Core Expenses (formerly known as Educational & General Expenditures) Requirement**

A. Undergraduate Full-Time Equivalent Fall 2017 Enrollment

a. Total number of full-time undergraduate students

b. Total credit hours for all part-time undergraduate students

- 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.
- ✓ Exemptions are unique situations for each applicant. Every campus has special circumstances to consider when submitting.

# Exemption request

## Exemption

Prepare a separate narrative for each exemption option you select below that provides the required evidence for that option, and demonstrates that the exemption(s) applies to your particular institution.

The narrative must contain compelling evidence. Mere statements of fact may not be enough to support your request. You may also upload supporting documents for each option.

You must respond to all components of the exemption option and provide supporting documentation (relevant studies, recent reports and/or data, etc.) to justify your request for an exemption.

Check here to confirm that you have read and understand the statements above.

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Community State College University

OPEID: 00000000

1. Needy Student Requirement      2. Core Expenses      Review and Submit

Step 1: Needy Student Requirement

Section 1

Select each box that applies and upload your supporting documents.

A. At least 50% of degree students are recipients of need-based Title IV financial support.

B. Enrollment exceeds the threshold for percentage of student receiving Pell grants for the fall 2017-2018 academic term.

C. Requesting a exemption of the needy student requirement (Section 607.3(b) and Section 603.3(b) option(s)):

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

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

- Select an Exemption option(s) 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**
- ✓ The system and application opened on January 22, 2024

# More information

✓ The official 2024 Designation as an Eligible Institution Application Booklet and the NIA for this program can be found online at:

<https://www2.ed.gov/about/offices/list/ope/ides/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.

# 2024 Eligibility application deadline

**Deadline:**  
**February 27, 2024**  
**11:59pm**  
**Contact Information**

Jason Cottrell, Ph.D.  
[Jason.Cottrell@Ed.Gov](mailto:Jason.Cottrell@Ed.Gov)  
202-453-7530

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