U.S. DEPARTMENT OF EDUCATION
Office of Postsecondary Education
Washington, DC 20006-8515

Fiscal Year 2008

APPLICATION FOR GRANTS UNDER THE

PREDOMINANTLY BLACK INSTITUTIONS PROGRAM

(CFDA NUMBER: 84.382A)

CLOSING DATE: Month XX, 2008

TABLE OF CONTENTS

Dear Applicant:

Thank you for your interest in applying for a grant under the Predominantly Black Institutions (PBI) program. This letter and the "Competition Highlights" section note some of the requirements for applying for a grant under the fiscal year (FY) 2008 competition. You should review the entire application package carefully before preparing and submitting your application.

The PBI program is authorized under Title IV, Part J, Section 499A of the Higher Education Act of 1965 (HEA), as amended by the College Cost Reduction and Access Act of 2007 (CCRAA). This program supports the strengthening of predominantly Black institutions to carry out programs in the following areas: science, technology, engineering, or mathematics (STEM); health education; internationalization or globalization; teacher preparation; or improving educational outcomes of African American males.

This letter highlights a few items in the FY 2008 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the PBI program is accessible at the U.S. Department of Education (Department) Web site at:

http://www.ed.gov/programs//

The Department of Education is requiring that applications for FY 2008 grants under the PBI program be submitted electronically using Grants.gov. You are urged to acquaint yourself with the requirements of Grants.gov early. A more thorough discussion is included in the application this package. Grants.gov is accessible through its portal page at:

http://www.grants.gov

We also urge you to consider the following three extremely important administrative factors if you are planning to apply to this program:

1. We strongly encourage you to register in Grants.gov early. The registration procedures may require 5 or more days to complete.

2. We strongly recommend that you submit your application 2-3 days prior to the closing date. The time it takes to upload an application will vary depending on the size of your application and the speed of your Internet connection. The application submission process must be complete prior to the deadline for transmittal of applications.

3. In order to submit successfully, you must remember to provide the same D-U-N-S number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

For information (including dates and times) about how to submit your application electronically please refer to the official Notice Inviting Applications for New Awards for FY 2008 published in the <u>Federal</u> <u>Register</u>.

You are reminded that the document published in the <u>Federal</u> <u>Register</u> (the Closing Date Notice) is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

Finally, we would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at the potential of applicants to successfully reach their individual project goals, which are driven by the performance indicators for the PBI program. The evaluation plan should not only include formative and summative measures, but also, address the use of appropriate controls and techniques that provide for independent evaluation. The evaluation plan should shape the development of the project from the beginning of the grant period and provide benchmarks for the monitoring of progress and measurement of that progress throughout the grant award period. You should pay close attention to the information provided in the Instructions for Project Narrative section of this application regarding the development of your evaluation activity. Technical Assistance workshops will be held to help grantees design and implement strong evaluations. These workshops will also emphasize the need for developing strong project-level performance objectives and measures that capture the impact of the activities grantees pursue toward their project goals. The Department is committed to helping grantees use data to achieve their goals and, in turn, the goals of the PBI program.

If you have questions, please email Karen W. Johnson at Karen.Johnson@ed.gov or by phone at (202) 502-7642

We look forward to receiving your application and appreciate your efforts to strengthen minority-serving institutions.

Sincerely,

James E. Laws, Jr., Ed.D.
Director
Institutional Development and
 Undergraduate Education Service

COMPETITION HIGHLIGHTS

1. Electronic submission of applications through Grants.gov is required therefore, you must submit an electronic application unless you follow the procedures outlined in the <u>Federal Register</u> notice inviting applications for new awards for FY 2008 and qualify for one of the exceptions to the electronic submission requirement. If you think you may need an exception, you are urged to review the requirement promptly.

2. You are urged to acquaint yourself with the requirements of Grants.gov early as the <u>registration procedures may require 5 or more days to complete</u>. A more thorough discussion is included later in this application package. Grants.gov is accessible through its portal page at:

   <p style="text-align:center">http://www.grants.gov</p>

3. It is important to know that Grants.gov does not allow applicants to "un-submit" applications. Therefore, if you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must "re-submit" the entire application. You should know that if the Department receives duplicate applications, we will accept and process the application with the latest "date/time received" validation.

4. The application must be received on or before the deadline date and time. Late applications <u>will not be accepted</u>. **We suggest that you submit your application several days before the deadline.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

5. Please review and familiarize yourself with the program authorizing legislation. The authorizing legislation may be found on page 36.

6. New awards under the Predominately Black Institutions (PBI) program will be awarded on a competitive basis.

7. Applicants are required to submit a Program Abstract as well as a Program Profile page. Information provided in the Program Abstract is limited to one double-spaced page and must be uploaded into the "ED Abstract Form" in the Grants.gov application package. Applicants are also required to copy and paste the Program Profile into a separate document or recreate the form exactly as it appears and attach the form to the "Other Attachments Form' as either a .doc, .rtf, or .pdf document.

8. You will be required to provide the Department with documentation the institution relied upon in determining that at least 40 percent of the institution's undergraduate FTE students are Black and at least 50 percent of the enrolled undergraduate are low-income individuals. The Department will cross-reference, for verification, data reported to the Integrated Postsecondary Education Data System (IPEDS), the institution's state reported enrollment data, and the institutional annual report. If there are any differences in the percentages reported to the above references, the institution should justify the differences as a part of their eligibility documentation. When providing eligibility documentation to support your PBIS assurances, please note that the Department does not consider a replication of the instructions sufficient justification. If the Department receives a replica of the instructions and/or cannot validate assurances, the application will be deemed ineligible.

9. Note the changes in the weights assigned to the selection criteria. While the total maximum score that an application may receive remains at 100 points, the total maximum score for each criterion may have changed and the points previously assigned to the sub-criterion under each major criterion have been removed. As an applicant, you must still address each selection criterion (in the same order as they appear in the application), providing compelling evidence to support your proposal. The changes in the weights of the criterion simply outline the importance of each criterion. The point distribution for FY 2008 is included in the Federal Register notice inviting applications for FY 2008, and in the selection criteria outlined in this package.

10. All applicants are required to adhere to the page limit for the Program Narrative portion of the application. You must limit the section of the narrative that addresses the selection criteria to no more than 30 pages.

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application. (This is different from e-Application, where you are working online and saving data to the Department's database.) **You must provide the same D-U-N-S number that was used when your organization registered with the Central Contractor Registry (CCR).**

Please go to **http://www.grants.gov/ForApplicants** for help with Grants.gov and click on the links in the lower right corner of the screen under Applicant Tips and Tools. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage **http://www.grants.gov**. Also, refer to the procedures and tips for applicants found on pages 11-12 of this application booklet.

AUTHORIZATION
College Cost Reduction and Access Act of 2007.

PROGRAM REGULATIONS
Education Department General Administrative Regulations (EDGAR) 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 85, 86, 97, 98, and 99.

PURPOSE
The purpose of the Predominantly Black Institutions (PBI) program is to strengthen predominantly Black institutions to carry out programs in the following areas: science, technology, engineering, or mathematics (STEM); health education; internationalization or globalization; teacher preparation; or improving educational outcomes of African American males.

ELIGIBLE APPLICANTS
To receive a grant under this program, institutions of higher education (IHE) must meet the following conditions:

(A) Have an enrollment of needy students as defined by College Cost Reduction Access Act of 2007;
(B) Have an average educational and general expenditure which is low, per full-time equivalent undergraduate student in comparison with the average educational and general expenditure per full-time equivalent undergraduate student of institutions of higher education that offer similar instruction, except that the Secretary may apply the waiver requirements described in section 392(b) to this subparagraph in the same manner as the Secretary applies the waiver requirements to section 312(b)(1)(B);
(C) Have an enrollment of undergraduate students—
   (i)   that is at least 40 percent Black American students;
   (ii)   that is at least 1,000 undergraduate students;
   (iii)   of which not less than 50 percent of the undergraduate students enrolled at the institution are low-income individuals or first-generation college students (as that term is defined in section 402A(g)); and
   (iv)   of which not less than 50 percent of the undergraduate students are enrolled in an educational program leading to a bachelor's or associate's degree that the institution is licensed to award by the State in which the institution is located;
(D) Is legally authorized to provide, and provides within the State, an educational program within the State, an educational program for which the institution of higher education awards a bachelor's degree, or in the case of a junior or community college, an associate's degree;
(E) Is accredited by a nationally recognized accrediting agency or association determined by the Secretary to be a reliable authority as to the quality of training

offered, or is, according to such an agency or association making reasonable progress toward accreditation; and

(F) Is not receiving assistance under Part B of Title III.

ALLOWABLE ACTIVITIES

Institutions may use Federal funds to establish or strengthen programs in the following areas:

1. Science, technology, engineering, or mathematics (STEM);
2. Health education;
3. Internationalization or globalization;
4. Teacher preparation; or
5. Improving educational outcomes of African American males.

SUPPLEMENTAL INFORMATION

The following information supplements the information provided in the "Dear Applicant" letter and the <u>Federal</u> <u>Register</u>.

1. **Certification of PBI Eligibility**
    All applicant institutions under the Predominantly Black Institutions (PBI) program must submit the Certification of Eligibility form in order to be considered for funding.

2. **Estimated Funding and Project Period**
    Estimated Available Funds for FY 2008: $15,000,000
    Estimated Size of Awards: $600,000 per year
    Estimated Number of New Awards: 25
    Project Period for New Awards: Up to 24 months

    The U.S. Department of Education is not bound by these estimates

3. **Intergovernmental Review of Federal Programs**
    Intergovernmental Review of Federal Programs was issued to foster an intergovernmental partnership and to strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance.

    Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. A listing of the Single Point of Contact for each State may be viewed at: **http://www.whitehouse.gov/OMB/grants/spoc.html**.

4. **Appendices to Applications**
    Please limit the appendices to the following:
    1. Curricula vitae of key personnel; including the U.S.-based project personnel and the overseas center personnel; language program staff; biographical information for consultants, evaluators, and other persons who are vital to the proposed project.
    2. Position descriptions for positions proposed for the funding cycle.
    3. The Program Profile form must be signed by the authorized representative of the applicant, ensuring that the institution meets the PBI provisions specified under the College Cost Reduction Access Act of 2007.
    NOTE: These appendices must be attached to the "Other Attachment Form" in the Grants.gov application package.

5. **Evaluation of Applicants**
    A three-member panel of non-Federal reviewers evaluates each application. Each reviewer assigns points for each selection criterion and prepares evaluation comments.

6. **Selection Criteria**

The selection criteria in EDGAR 34 CFR Part 75, sections 75.209(a) and 75.210 are used to evaluate applications. The selection criteria and maximum possible points are included in the <u>Notice</u>.

7. Notice to Successful Applicants
The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applications approved for new PBI program grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

8. Notice to Unsuccessful Applicants
Unsuccessful applicants will be notified in writing following the notice to successful applicants.

9. Annual Performance Report Requirements
If you receive a FY 2008 new grant award under the PBI program, you will be required to complete an interim performance report after six months into the grant period, an annual report at the end the first year, and a final performance report at the end of the grant period.

10. Contact Information
For PBI program-related questions and assistance, please contact:
Karen W. Johnson, Team Leader or Bernadette D. Miles, Program Officer at (202) 502-7642 or (202) 502-7616, respectively. They may also be reached via email at: **karen.johnson@ed.gov** or **bernadette.miles@ed.gov**

For Grants.gov-related questions and assistance, please contact:
Support Desk: Grants.gov Support Desk
Telephone: (800) 518-4726
Hours: Monday – Friday, 7:00 A.M. – 9:00 P.M. Eastern Time

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Predominantly Black Institutions Program

Notice inviting applications for new awards for fiscal year (FY) 2008.

<u>Catalog of Federal Domestic Assistance (CFDA) Number</u>:

84.382A

<u>Dates</u>:

Applications Available: (INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT DATE 45 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Intergovernmental Review: (INSERT DATE 60 DAYS AFTER DEADLINE DATE FOR TRANSMITTAL OF APLICATIONS).

Full Text of Announcement

I. Funding Opportunity Description

<u>Purpose of Program</u>: The purpose of the Predominantly Black Institutions (PBI) program is to strengthen predominantly Black institutions to carry out programs in the following areas: science, technology, engineering, or mathematics (STEM); health education; internationalization or globalization; teacher

preparation; or improving educational outcomes of African American males.

Program Authority: Title IV, Part J, Section 499A of the Higher Education Act of 1965 (HEA), as amended by the College Cost Reduction and Access Act of 2007 (CCRAA).

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 81, 82, 85, 86, 97, 98, and 99.

Note: The regulations in 34 CFR Part 86 applies to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $15,000,000

Estimated Size of Awards: $600,000 per year.

Estimated Number of Awards: 25

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 24 months.

III. Eligibility Information

     1. Eligible Applicants: Any institution of higher education
 that

A) has an enrollment of needy students as defined by the College Cost Reduction and Access Act of 2007;

     ENROLLMENT OF NEEDY STUDENTS. The term enrollment of needy
     students' means the enrollment at an institution of higher

education with respect to which not less than 50 percent of the undergraduate students enrolled in a an academic program leading to a degree--

"(A) in the second fiscal year preceding the fiscal year for which the determination is made, were Federal Pell Grant recipients for such year;

"(B) come from families that receive benefits under a means-tested Federal benefit program (as defined in paragraph (5));

"(C) attended a public or nonprofit private secondary school —

    "(i) that is in the school district of a local educational agency that was eligible for assistance under part a of title I of the Elementary and Secondary Education Act of 1965 for any year during which the student attended such secondary school; and

    "(ii) which for the purpose of this paragraph and for that year was determined by the Secretary (pursuant to regulations and after consultation with the State educational agency of the State in which the school is located) to be a school in which the enrollment of children counted under a measure of poverty described in section 1113(a)(5) of such Act exceeds 30 percent of the total enrollment of such school; or

"(D) are first-generation college students (as that term is defined in section402A(g)), and a majority of such first-generation college students are low-income individuals.

"(4) LOW-INCOME INDIVIDUAL.—The term low-income individual' has the meaning given such term in section 402A9g).

"(5) MEANS-TESTED FEDERAL BENEFIT PROGRAM.—The term 'means-tested Federal benefit program' means a program of the Federal Government, other than a program under title IV, in which eligibility for the programs' benefits or the amount of such benefits are determined on the basis of income or resources of the individual or family seeking the benefit.

B) has an average educational and general expenditure which is low, per full-time equivalent undergraduate student in comparison with the average educational and general expenditure per full-time equivalent undergraduate of institutions of higher education that offer similar instruction. The Secretary may waive this requirement, in accordance with section 392(b) of the HEA in the same manner as the Secretary applies the waiver requirements to grant applicants under section 312(b)(1)(B) of the HEA;

C) has an enrollment of undergraduate students—

i. that is at least 40 percent Black American students;

ii. that is at least 1,000 undergraduate students;

iii. of which not less than 50 percent of the undergraduate students enrolled at the institution are low-income individuals or first-generation college students (as that term is defined in section 402A(g)(1) FIRST GENERATION COLLEGE STUDENT. – The term "first generation college student" means—(A) an individual both of whose parents did not complete a baccalaureate degree; or (B) in the case of any individual who regularly resided with and received support from only one parent, and individual whose only such parent did not complete a baccalaureate degree. and

iv. of which not less than 50 percent of the undergraduate students are enrolled in an educational program leading to a bachelor's or associate's degree that the institution is licensed to award by the State in which the institution is located;

D) is legally authorized to provide, and provides within the State, an educational program within the State, for which the institution of higher education awards a bachelor's degree, or in the case of a junior or community college, an associate's degree;

E) is accredited by a nationally recognized accrediting agency or association determined by the Secretary to be a reliable authority as to the quality of training offered, or is, according

to such an agency or association making reasonable progress

toward accreditation; and

F)is not receiving assistance under Part B of Title III of the

HEA.

2.   <u>Cost Sharing or Matching</u>: This program does not require

cost sharing or matching.

IV. Application and Submission Information

1.   <u>Address to Request Application Package</u>: Karen W.

Johnson, U.S. Department of Education, 1990 K Street, NW, Suite

6032, Washington, DC 20006-8515. Telephone: (202) 502-7777 or by

e-mail: karen.johnson@ed.gov or Bernadette Miles, U.S.

Department of Education, 1990 K Street, NW, suite 6047,

Washington, DC 20006-8515. Telephone: (202) 502-7616 or by e-

mail: bernadette.miles@ed.gov.

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 a copy of the

application package in an alternative format (e.g., Braille,

large print, audiotape, or computer diskette) by contacting the

program contact person listed in this section.

2.   <u>Content and Form of Application Submission</u>: Requirements

concerning the content of an application, together with the forms

you must submit, are in the application package and instructions

for this program.

Page Limit: The program narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the section of the narrative that addresses the selection criteria to the equivalent of no more than 30 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be outside of the 1" margin.

- Double space (no more than three lines per vertical inch) all text in the application narrative, <u>except</u> titles, headings, footnotes, quotations, references, and captions. Charts, tables, figures, and graphs in the application narrative may be singled spaced and will count toward the page limit.

- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). However, you may use a 10-point font in charts, tables, figures, and graphs.

- Use one of the following fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in any other font (including Times Roman and Arial Narrow) will be rejected.

- The page limit does not apply to Part I, the Department of Education Supplemental Information for SF-424 form (SF-424); Part II, the Budget Information Non-Construction Programs form (ED 524); and Part IV, the Assurances and Certifications. The page limit also does not apply to a table of

contents. If you include any attachments or appendices not specifically requested, these items will be counted as part of the program narrative (Part III) for purposes of the page limit requirement. You must include your complete response to the selection criteria in the program narrative.

 We will reject your application if:

• You apply these standards and exceed the page limit; or

• You apply other standards and exceed the equivalent of the page limit.

 3. <u>Submission Dates and Times</u>:

Applications Available: (INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT DATE 45 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

 Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically or by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Section IV.6, <u>Other Submission Requirements</u> in this notice.

Deadline for Intergovernmental Review: (INSERT DATE 60 DAYS AFTER DEADLINE DATE FOR TRANSMITTAL OF APPLICATIONS).

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

4. Intergovernmental Review: This program is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We reference the regulations outlining funding restrictions in the Applicable Regulations section in this notice.

6. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications. Applications for grants under the Predominantly Black Institutions program — CFDA Number 84.382A must be submitted

electronically using the Grants.gov Apply site at:

http://www.grants.gov. Through this site, you will be able to

download a copy of the application package, complete it offline,

and then upload and submit your application. You may not e-mail

an electronic copy of a grant application to us.

　　We will reject your application if you submit it in paper

format unless, as described elsewhere in this section, you

qualify for one of the exceptions to the electronic submission

requirement <u>and</u> submit, no later than two weeks before the

application deadline date, a written statement to the Department

that you qualify for one of these exceptions. Further

information regarding calculation of the date that is two weeks

before the application deadline date is provided later in this

section under <u>Exception to Electronic Submission Requirement</u>.

　　You may access the electronic grant application for the

Predominantly Black Institutions program at:

http://www.Grants.gov. You must search for the downloadable

application package for this program by the CFDA number. Do not

include a CFDA number's alpha suffix in your search.

　　Please note the following:

• When you enter the Grants.gov site, you will find

information about submitting an application electronically

through the site, as well as the hours of operation.

• Applications received by Grants.gov are time and date

stamped. Your application must be fully uploaded and submitted,

and must be date/time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date/time stamped by the Grants.gov system later than 4:30:00 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at:

  http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf.

- To submit your application via Grants.gov, you must complete all the steps in the Grants.gov registration process

(see http://www.grants.gov/applicants/get_registered.jsp). These steps include (1) registering your organization, (2) registering yourself as an Authorized Organization Representative (AOR), and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf). You also must provide on your application the same D-U-N-S number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to successfully submit an application via Grants.gov.

• You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

• You must submit all documents electronically including all information typically included on the Department of Education Supplemental Information for SF-424 form (SF 424); Budget Information--Non-Construction Programs form(ED 524); and all necessary Assurances and Certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types

specified above or submit a password protected file, we will not review that material.

- Your electronic application must comply with any page limit requirements described in this notice.

- After you electronically submit your application, you will receive an automatic acknowledgment from Grants.gov that contains a Grants.gov tracking number. The Department will retrieve your application from Grants.gov and send you a second confirmation by e-mail that will include a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically, or by hand delivery. You also may mail your application by following the mailing instructions as described elsewhere in this notice. If you submit an application after 4:30:00 p.m., Washington, DC time, on the deadline date, please contact either of the persons listed elsewhere in this notice under For Further Information Contact, and provide an explanation of the technical problem you

experienced with Grants.gov, along with the Grants.gov Support

Desk Case Number (if available). We will accept your application

if we can confirm that a technical problem occurred with the

Grants.gov system and that that problem affected your ability to

submit your application by 4:30:00 p.m., Washington, DC time, on

the application deadline date. The Department will contact you

after a determination is made on whether your application will be

accepted.

     Note: Extensions referred to in this section apply only to

the unavailability of or technical problems with the Grants.gov

system. We will not grant you an extension if you failed to

fully register to submit your application to Grants.gov before

the deadline date and time; or, if the technical problem you

experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You 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 through the Grants.gov system because--

  • You do not have access to the Internet; or

  • You do not have the capacity to upload large documents

to the Grants.gov system;

                          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: Karen W.

Johnson, U.S. Department of Education, 1990 K Street, NW, Suite

6032, Washington, DC 20006-8515. FAX: (202) 502-7861.

Your paper application must be submitted in accordance with

the mail or hand delivery instructions described in this notice.

b. <u>Submission of Paper Applications by Mail</u>.

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 original and two copies of your application, on or

before the application deadline date, to the Department at the

applicable following address:

<u>By mail through the U.S. Postal Service</u>:

```
    U.S. Department of Education
    Application Control Center
    Attention:  (CFDA Number 84.____)
    400 Maryland Avenue, SW
    Washington, DC  20202-4260
```

or

<u>By mail through a commercial carrier</u>:

> U.S. Department of Education
> Application Control Center – Stop 4260
> Attention: (CFDA Number 84.____)
> 7100 Old Landover Road
> Landover, MD 20785-1506

Regardless of which address you use, 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.

<u>Note</u>: 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.

c. <u>Submission of Paper Applications by Hand Delivery</u>.

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
original and two copies of your application, by hand, on or
before the application deadline date, to the Department at the
following address:

    U.S. Department of Education
    Application Control Center
    Attention: (CFDA Number 84.____)
    550 12th Street, SW
    Room 7041, Potomac Center Plaza
    Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily
between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except
Saturdays, Sundays, and Federal holidays.

<u>Note for Mail or Hand Delivery of Paper Applications</u>: If you
mail or hand deliver your application to the Department:

(1) You must indicate on the envelope and — if not provided
by the Department — in Item 11 of the Application for Federal
Assistance (SF 424) the CFDA number – and suffix letter, if any –
of the competition under which you are submitting your
application.

(2) The Application Control Center will mail a grant
application receipt acknowledgment to you. If you do not receive
the grant application receipt acknowledgment within 15 business
days from the application deadline date, you should call the U.S.

Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. <u>Selection Criteria</u>: The selection criteria for this program are from 34 CFR 75.209(a) and 75.210, and are as follows--

Need for the project (20 points);

Quality of the project design (15 points);

Quality of project services (15 points);

Quality of project personnel (10 points);

Adequacy of resources (5 points);

Quality of the management plan (20 points);

Quality of project evaluation (15 points).

Additional information regarding these criteria is in the application package for this competition.

2. <u>Review and Selection Process:</u> Applicants must provide, as an attachment to the application, the documentation the institution relied upon in determining that at least 40 percent of the institution's undergraduate full-time equivalent (FTE) students are Black American students.

<u>Note:</u> The 40 percent requirement applies only to <u>undergraduate</u> Black American students and is calculated based upon FTE students. Instructions for formatting and submitting the verification documentation to Grants.gov are in the application package for this competition.

VI. Award Administration Information

    1. <u>Award Notices</u>: If your application is successful, we
notify your U.S. Representative and U.S. Senators and send you a
Grant Award Notification (GAN). We may also notify you
informally.

    If your application is not evaluated or not selected for
funding, we will notify you by written correspondence.

    2. <u>Administrative and National Policy Requirements</u>: We
identify administrative and national policy requirements in the
application package and reference these and other requirements in
the <u>Applicable Regulations</u> section in this notice.

    We reference the regulations outlining the terms and
conditions of an award in the <u>Applicable Regulations</u> section in
this notice and include these and other specific conditions in
the GAN. The GAN also incorporates your approved application as
part of your binding commitments under the grant.

    3. <u>Reporting</u>: At the end of your project period, you must
submit a final performance report, including financial
information, as directed by the Secretary. If you receive a
multi-year award, you must submit an annual performance report
that provides the most current performance and financial
expenditure information as specified by the Secretary in 34 CFR
75.118. Grantees are required to use the electronic data
instrument <u>Caliber Annual Performance Reporting System</u> to
complete the final report. The Secretary may also require more

frequent performance reports under 34 CFR 75.720 (2)(b)(c). For

specific requirements on reporting, please go to

http://www.ed.gov/fund/grant/apply/appforms/appforms.html

    4. <u>Performance Measures</u>: The Secretary has established

the following key performance measures for assessing the

effectiveness of the Predominantly Black Institutions program:

1. The number of full-time degree-seeking undergraduates enrolling at Predominantly Black Institutions (PBI).
2. The increase in the persistence rate for students enrolled at PBIs.

VII. Agency Contact

<u>For Further Information Contact</u>: Karen W. Johnson, Institutional

Development and Undergraduate Education Service, U.S. Department

of Education, 1990 K Street, NW, Suite 6032, Washington, DC

20006-8515. Telephone: (202) 502-7777 or by e-mail:

karen.johnson@ed.gov or Bernadette D. Miles, Institutional

Development and Undergraduate Education Service, U.S. Department

of Education, 1990 K Street, NW, Suite 6047, Washington, DC

20006-8515. Telephone: (202) 502-7616 or by e-mail:

Bernadette.Miles@ed.gov

    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, audiotape, or

computer diskette) on request to the program contact person

listed in this section.

VIII. Other Information

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:

www.gpoaccess.gov/nara/index.html

                        Dated:

                        _____
                        Diane Auer Jones,
                        Assistant Secretary for Postsecondary
                        Education.

AUTHORIZING LEGISLATION

The Predominantly Black Institutions (PBI) program is authorized under the College Cost Reduction and Access Act (CCRAA) of 2007. The legislation governing the PBI program can be accessed from the following Web site:

Higher Education Act Title III, Part B, College Cost Reduction and Access Act (CCRAA) of 2007, Title IV, Part J, Section 499 A.

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
EXECUTIVE ORDER 12372

Intergovernmental Review of Federal Programs was issued to foster an intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. A listing of the Single Point of Contact for each State may be viewed at:

http://www.whitehouse.gov/omb/grants/spoc.html.

GENERAL EDUCATION PROVISIONS ACT (GEPA)
SECTION 427

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: *gender, race, national origin, color, disability, or age.*

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

NOTES:

- Applicants for new awards must include information in their applications to address this provision in order to receive funding under this program.

- Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from Grants.gov.

GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012 This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

Goal 1:   **Create a Culture of Achievement**

Goal 2:   **Improve Student Achievement**

Goal 3:   **Develop Safe Schools and Strong Character**

Goal 4:   **Transform Education into an Evidence-based Field**

Goal 5:   **Enhance the Quality of and Access to Postsecondary and Adult Education**

Goal 6:   **Establish Management Excellence**

What are the performance indicators for the Predominantly Black Institutions (PBI) program?

The performance indicators for the PBI program are part of the Department's plan for meeting Goal 5: Enhance the Quality of and Access to Postsecondary and Adult Education.

Program Goal: To improve the capacity of minority-serving institutions, which traditionally have limited resources and serve large numbers of low-income and minority students, to improve student success and to provide high-quality educational opportunities for their students.

Objective 1 of 2: Increase enrollments at predominantly Black institutions.
Measure 1.1 of 1.1: The number of full-time degree-seeking undergraduates enrolling at PBIs.   (Desired direction: increase)

Objective 2 of 2: Increase the persistence rate for students enrolled at PBIs.

<u>Measure 2.1 of 2.1</u>: The percentage of full-time undergraduate students who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same institution.   (Desired direction: increase)

How does the Department of Education determine whether performance goals have been met?

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met.

INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

The application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. The parts are as follows:

<u>Part I</u>:   **424 Forms**

            Application for Federal Assistance – (SF424)
            Department of Education Supplemental Information Form for SF424

    *Notes:

- Applicants must complete the SF 424 form first because some of the information you provide here is automatically inserted into other sections of the Grants.gov application package.
- Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the forms listed below.

<u>Part II</u>:   **524 Forms**

            Department of Education Budget Summary Form – (ED 524)
            Sections A & B
            (Section C – Budget Narrative should be included in the Budget Narrative Attachment Form, located in Part III.)

<u>Part III</u>:   **Attachments**

            ED Abstract Form
            Project Narrative Attachment Form
            Budget Narrative Attachment Form
            Other Attachments Form

The <u>Department of Education Abstract Form</u> is where you attach your project abstract. Applicants are required to submit a project abstract. The project abstract is limited to one page, single - spaced. The project abstract must include information about the institution's proposed Title IV, Part J project, providing a brief summary of the proposed activities and how they will address the goal and objectives of the Predominantly Black Institutions program.

The <u>Project Narrative Attachment Form</u> includes the narrative section addressing the program selection criteria that will be used to evaluate applications submitted for this competition - this section has a strict page limit of 30 pages.

The <u>Budget Narrative Attachment Form</u> is where you attach a detailed line item budget and any supplemental budget information. The budget should demonstrate and justify

that all costs are reasonable and necessary to accomplish the proposed project activities.

The Other Attachments Form is where you attach appendices, including: curricula vitae of key personnel, and position descriptions for proposed personnel for the project.

*All attachments must be in .doc, .rtf, or .pdf format. Other types of files will not be accepted.

Part IV: **Assurances, Certifications, and Survey Forms**

     GEPA Section 427 Requirement
     Assurances – Non-Construction Programs (SF 424B)
     Survey on Ensuring Equal Opportunity for Applicants
     Disclosure of Lobbying Activities (SF-LLL)
     Grants.gov Lobbying Form (Formerly ED Form 80-0013)

INSTRUCTIONS FOR PROJECT NARRATIVE

Applicants will attach the project narrative to the **Project Narrative Attachment Form**.

Please note that the project narrative is limited to **30 pages**. This section includes the applicant's responses to the selection criteria specified in the Notice and in this package.

Formatting

> A "page" is "8.5 x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double-space all text in the application, including titles and headings. All text in charts, tables, graphs, footnotes, quotations, references, and captions may be single-spaced. Applicants may use one of the following fonts: *Times New Roman, Courier, Courier New or Arial,* only. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Do not use anything smaller than a 12-point font.

> Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, the Federal Register Notice, and program statute for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the Federal Register Notice and this package.

> The Secretary evaluates an application on the basis of the broad criteria in 34 CFR Part 75, sections 75.209(a) and 75.210 of the Education Department General Administrative Regulations (EDGAR). Please see "Selection Criteria" in the Federal Register.

When developing your application, be sure to address the selection criteria (34 CFR Part 75.210) as precisely as possible to ensure your application contains the information readers will need to judge the quality of the proposed project. Be sure when addressing the selection criteria that you include each proposed activity.

To facilitate the review of the application, provide responses to the following selection criteria in the following order:

I. Need for the project. (Maximum 20 Points) In determining the need for the proposed project, the Secretary considers:

    a. The magnitude of the needs for the services to be provided or the activities to be carried out by the proposed project. **(10 points)**
    b. The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals. **(5 points)**
    c. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed

project, including the nature and magnitude of those gaps or weaknesses. **(5 points)**

II.   Quality of the project design*.* (Maximum 15 Points) In determining the quality of the design of the proposed project, the Secretary considers:

    a. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. **(10 points)**
    b. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. **(5 points)**

III.   Quality of project services*.* (Maximum 15 Points) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that traditionally have been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers:

    a. The extent to which the services provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. **(10 points)**
    b. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice. **(5 points)**

IV. Quality of project personnel. (Maximum 10 Points) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers:

    a. The qualifications, including relevant training and experience, of the project director or principal investigator. **(5 points)**
    b. The qualifications, including relevant training and experience, of key project personnel. **(5 points)**

V. Adequacy of resources. (Maximum 5 Points) In determining the adequacy of resources for the proposed project, the Secretary considers:

    a. The extent to which the budget is adequate to support the proposed project. **(3 points)**

    b. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. **(2 points)**

VI. Quality of the management plan. (Maximum 20 Points) In determining the quality of the management plan for the proposed project, the Secretary considers:

a. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. **(10 points)**

b. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. **(5 points)**

c. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. **(5 points)**

VII.   **Quality of Project Evaluation (Maximum 15 Points)** In determining the quality of evaluation, the Secretary considers:

a. The extent to which the methods of evaluation are thorough, feasible and appropriate to the goals, objectives and outcomes of the proposed project. **(5 points)**

b. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. **(5 points)**

c. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative date to the extent possible. **(5 points)**

THE FOLLOWING GUIDANCE MAY ASSIST YOU IN ADDRESSING EACH OF THE WEIGHTED SELECTION CRITERIA:

Need: When addressing this criterion, applicants should provide detailed information that not only identifies a need for their proposed project but they should also provide data that supports their claim for a need for the proposed project. Supporting documentation may consist of recent statistics from State, local and Federal sources; mission statement; comparison data from similar institutions, etc.

Project Design: When addressing this criterion, applicants should clearly and succinctly identify the goals, objectives, and outcomes to be achieved. A mere listing of the goals, objectives, and outcomes is not sufficient. The identified goals, objectives and outcomes should not only address the identified need for the project but should also be measurable and support the purpose of the PBI program.

Project Services: When addressing this criterion, applicants should clearly spell out the activities and services it is proposing and the intended recipients or beneficiaries of each service or activity. A mere listing of the services and beneficiaries is not enough. Provide details as to the types of activities and services to be provided and the extent to which the activities and services reflect up-to-date knowledge from research and effective practice. In other words, will the proposed activities and services meet the need of the project?

Key Personnel: The minimum qualifications must be identified for all project personnel positions. The minimum educational qualifications should include the type of degree required and the acceptable field(s) of study. The type and minimum amount of work-related experience should also be described for each position.

Resources: This section should provide information that shows that the proposed budget will provide adequate resources necessary to successfully carry out the proposed project. Applicants should demonstrate here how the proposed costs would enable them to carry out the project and that the proposed costs are reasonable in relation to the objectives, design and significance of the proposed project.

Management Plan: Describe the plan of management. Who will be responsible for which tasks? What are the expected timelines and proposed budgets for each activity or service? What are the expected milestones for accomplishing the proposed activities or services? Have you included procedures that will ensure feedback and the opportunity for continuous improvement in the operation of the proposed project? Be sure that the management plans are clearly and concisely defined.

Evaluation: A strong evaluation plan should be included and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The evaluation plan should include process and outcome performance measures and benchmarks to monitor progress toward meeting specific project objectives and goals. Specifically, the plan should identify the individual or organization that has agreed to serve as evaluator for the project and describe the qualifications of the evaluator. The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports and outcomes will be available; and (7) how the applicant will use the information collected through evaluation to monitor progress of the funded project. Applicants are encouraged to devote an appropriate level of resources to project evaluation and should explain the measures and strategies that will be used to ensure that the evaluation is appropriately rigorous and independent.

Budget: In response to this criterion, applicants must provide a detailed, itemized budget (ED Form 524) and a detailed budget narrative for each 12-month budget period. The budget narrative is to be included in the *Program Narrative* to be attached to the Project Narrative Attachment Form in the application package downloaded from Grants.gov.

PAPERWORK BURDEN STATEMENT

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-____**. The time required to complete this information collection is estimated to average 35 hours per response for application narrative, 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. 20202-4651.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Karen W. Johnson, Team Leader, Predominantly Black Institutions Program, U.S. Department of Education, 1990 K Street, NW`, 6th Floor, Washington, D.C. 20006-8515.