

**U.S. DEPARTMENT OF EDUCATION**  
Office of Postsecondary Education  
Washington, DC 20202



**FY 2022**  
**Application Package for**  
**Historically Black Graduate Institutions (HBGI) Program**

**(ALN 84.031K)**

**OMB No. 1840-0836**  
**EXPIRATION DATE: XX/XX/XXXX**

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## **PAPERWORK REDUCTION ACT**

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 1840-0836. Public reporting burden for this collection of information is estimated to average 34.7 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required (under 34 CFR §609) to obtain or retain benefit (under Section 322(2) of the Higher Education Act of 1965, as amended (HEA)). If you have comments or concerns regarding the status of your individual submission of this application, please contact Institutional Service, Office of Postsecondary Education, U.S. Department of Education, 400 Maryland Ave SW, Washington, D.C. 20202 directly. [Note: Please do not return the completed application to this address.]



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

Dear Applicant:

Thank you for your interest in applying for a new grant for fiscal year (FY) 2022 under the Title III, Part B, Historically Black Graduate Institutions (HBGI) program. The HBGI program provides grants to institutions of higher education legally designated as an HBGI according to the statute. The purpose of the HBGI program is to assist eligible institutions by providing financial assistance to establish or strengthen the academic resources, endowment building capacity, management capabilities and physical plants of Historically Black Graduate Institutions. Additional information and the regulations governing this program can be accessed at:

- <https://www2.ed.gov/programs/idueshbgi/eligibility.html>.

A copy of the statute for this program and all instructions and forms required to apply for the grant are included in this application package. Applicants are encouraged to review the Key Application Highlights found in this application package for an overview of additional important information. Please note there are two required phases of the application process. Phase I of the application process involves the data collection required to calculate the legislative formula that determines the funding award amounts for each eligible institution. **Phase I has been completed and you do not need to resubmit the data.** Phase II will require that you fully complete the HBGI application package, which must include a new Comprehensive Development Plan, required forms and assurances. All required documents must be submitted through e-application in G5 by **[INSERT DATE]**.

If you have any questions or require additional information, please refer to the HBGI program staff contact Ms. Bernadette D. Miles at [Bernadette.Miles@ed.gov](mailto:Bernadette.Miles@ed.gov) or 202-453-7892. We appreciate your interest in the Title III, Part B Historically Black Graduate Institutions program and look forward to receiving your application.

Sincerely,

Michelle Asha Cooper, Ph.D.  
Deputy Assistant Secretary for Higher Education Programs,  
Delegated the Authority to Perform the Functions and Duties of the Assistant Secretary,  
Office of Postsecondary Education

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## **HISTORICALLY BLACK GRADUATE INSTITUTIONS PROGRAM**

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### **PURPOSE**

The HBGI program authorized under Title III, Part B of the Higher Education Act of 1965, as amended (HEA) provides financial assistance to establish or strengthen the academic resources, endowment building capacity, management capabilities and physical plants of Historically Black Graduate Institutions.

### **ELIGIBLE APPLICANTS**

Institutions of higher education legally designated as a Title III eligible Historically Black Graduate Institution, or qualified graduate program, are the only entities eligible to apply.

### **ACTIVITIES FUNDED UNDER THIS PROGRAM**

**HBGI grantees may use Title III, Part B funds to carry out the following activities:**

- (1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional or research purposes;
- (2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;
- (3) Support of faculty exchanges, faculty development and faculty fellowships to assist these faculty members in attaining advanced degrees in their fields of instruction;
- (4) Academic instruction in disciplines in which Black Americans are underrepresented;
- (5) Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials;
- (6) Tutoring, counseling, and student service programs designed to improve academic success;
- (7) Funds and administrative management, and acquisition of equipment for use in strengthening funds management;
- (8) Joint use of facilities, such as laboratories and libraries;
- (9) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector;
- (10) Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of such program preparation for teacher certification;

(11) Establishing community outreach programs that will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education;

(12) Other activities that it proposes in its application that contribute to carrying out the purpose of this part and are approved by the Secretary;

(13) Establishing or improving a development office to strengthen and increase contributions from alumni and the private sector; and

(14) Establishing and maintaining an institutional endowment under [34 CFR part 628](#) to facilitate financial independence.

## KEY APPLICATION HIGHLIGHTS

### ATTENTION: NEW SUBMISSION GUIDELINES

1. All HBGI applicants must submit their applications **electronically**. No paper application submissions will be accepted unless you qualify for an exception.
2. The HBGI program has a new CFDA number: 84.031K.
3. For application and submission information, please refer to the instructions located after the Authorizing Legislation section of this booklet.
4. The Phase I data worksheet included in this package must be completed and emailed to [Bernadette.Miles@ed.gov](mailto:Bernadette.Miles@ed.gov) by 11:59:59 PM (EST) on **[INSERT DATE]**.
5. The Phase II portion of this application, which includes the Comprehensive Development Plan and required assurances and other forms, **must be completed and uploaded to G5 e-Application by 11:59:59 PM (EST) on [INSERT DATE]**.
6. The information that follows provides an explanation of the changes to the HEA made as a result of the Higher Education Opportunity Act of 2008 (HEOA) and the effect the changes will have on your fiscal year (FY) 2022 HBGI award.

Section 311(c) of the HEOA of 2008 amends section 326 of the HEA to add six (6) institutions or qualified graduate programs (QGP) that are now eligible to receive funding under the HBGI program. The Funding Rule in section 326(f) of HEA was amended by section 311(d) of the HEOA, and reflects that the 18 HBGIs listed prior to the reauthorization of the HEA will continue to receive grants; however, the 6 new institutions will only receive funding if Congress appropriates funds above \$56,900,000. Furthermore, any amount appropriated in excess of \$62,900,000 will be made available to the eligible institutions pursuant to a formula developed by the Secretary using the elements outlined in Section 326(3)(A) through (E) of the HEA. Lastly, section 311(e) of the HEOA amends the date of the Hold Harmless Rule in section 326(g) of the HEA and no institution or QGP that received a grant in FY 2008 and is eligible to receive a grant in subsequent fiscal years, shall receive a grant that is less than the amount of their FY 2008 grant award.

## AUTHORIZING LEGISLATION

Institutions submitting applications for a five-year grant are required to submit a Comprehensive Development Plan (CDP) in accordance with Section 609.21 for HBGIs. The CDP is a part of the Phase II Project Plan. The legislation and regulations governing the HBGI program are listed below.

### **Legislation**

- [Higher Education Act of 1965, as amended; Strengthening Historically Black Graduate Institutions; Title III, Part B, Section 326; CFDA 84.031B \(20 U.S.C.1063b\)](#)
- [Higher Education Opportunity Act of 2008](#) (P.L. 110-315)

### **Regulations**

- HBGI—[34 CFR Part 609](#)
- The following sections of [34 CFR part 75](#) (Direct Grant Programs): [§§ 75.1-75.104](#), [75.125-75.129](#), [75.190-75.192](#), [75.230-75.261](#), [75.500](#), [75.510-75.519](#), [75.524-75.534](#), [75.580-75.903](#), and [75.901](#);
- (3) [34 CFR part 77](#) (Definitions that Apply to Department Regulations).
- (4) [34 CFR part 79](#) (Intergovernmental Review of Department of Education Programs and Activities).
- (5) [34 CFR part 82](#) (New Restrictions on Lobbying).
- (6) [Reserved]
- (7) [34 CFR part 86](#) (Drug-Free Schools and Campuses).
- (b) The regulations in this part 609.
- (c) (1) [2 CFR part 180](#) (OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)), as adopted at [2 CFR part 3485](#); and
- (2) [2 CFR part 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), as adopted at [2 CFR part 3474](#).

### **Guidance**

- Office of Management and Budget (OMB) [Grants Management Circulars](#)



## SUPPLEMENTAL INFORMATION

### 1. The Application Package

The application package is a compilation of the Project Comprehensive Development Plan (CDP), the Activities Abstracts, Activity Objectives, Performance Indicators, Activity Budgets and Budget Narratives, Summary Budget, and the applicable forms and certifications.

### 2. Page Limits

As part of the continuing effort to streamline grant applications, please observe the recommended page limit. The total recommended page limit for a grant application under the HBGI program is 50 pages. **This page limit applies to the Project Plan, which is the CDP and its components, which are the Activities Abstracts, the Activity Objectives and Performance Indicators, the Implementation Strategy and Timetable, the Individual Activity Budgets, and the Individual Budget Narratives.** The page limit does not include the Application for Assistance face sheet (SF 424); the Department of Education Supplemental Information for SF 424; the Budget Information for Non-Construction Programs (ED 524); the required Assurances and Certifications; the Table of Contents; and any appendices.

### 3. Appendices to Applications

Please limit the appendices to the following:

- a) Curriculum vitae of key personnel (project director and activities directors).
- b) Position descriptions for positions proposed for the funding cycle.

### 4. Formatting Instructions

It is recommended that you consider the following format instructions:

- Type all narratives in font size 12, double-spaced (except for the project abstract).
- Type on one side of the page.
- Type the name of the institution and the state where it is located at the top of each page.
- Number the pages consecutively starting with the Table of Contents by placing a page number on the bottom right side of each page.
- The SF 424 form will serve as the cover page for the application.
- A page is 8.5" x 11," one side only, with 1" margins at top, bottom and both sides.

Double-space all text in the application narrative, except titles and headings. You may single-space the abstract, footnotes, quotations, references, captions, forms (including ED forms) and tables. Consider using font size 12. You may use single space and smaller font sizes for clarity in charts, figures and graphs.

### 5. Contents of the Application

The application must be uploaded using G5 e-Application.

- 1) Application for Federal Education Assistance (SF 424) and Department of Education Supplemental Information for SF 424
- 2) Table of Contents
- 3) Project Comprehensive Development Plan (CDP)
  - Abstract of Activities
  - Activity Objectives and Performance Indicators
  - Implementation Strategy and Timetable
  - Individual Activity Budgets
  - Individual Activity Budget Narratives
- 4) Summary Budget (ED 524)
- 5) Assurances and Certifications, and

6) Appendices.

### **6. Interim and Annual Performance Report Requirements**

When you receive an initial grant award under Title III, Part B, you are required to submit an interim (first six months of your project) performance report and annual performance reports for each year during the funding cycle (including any time extensions) using the Institutional Service's Annual Performance Reporting System for Title III and Title V Grantees. This online system collects narratives and data about funded projects to enable Department program officers to determine if a grantee is making substantial progress toward meeting approved project objectives. The annual performance report used for this program can be found at <https://hepis.ed.gov/ISAPR/>.

#### Contact Information:

Vicki Robinson, Ed.D.  
Director for HBCU Division  
Institutional Service  
Office of Postsecondary Education  
U.S. Department of Education  
400 Maryland Avenue, S.W.,  
HQ-LBJ-2B136  
Washington, D.C. 20202  
Telephone: (202) 453-7907  
Email: [Vicki.Robinson@ed.gov](mailto:Vicki.Robinson@ed.gov)

Or

Bernadette D. Miles  
Program Lead for the HBGI Program  
Institutional Service  
Office of Postsecondary Education  
U.S. Department of Education  
400 Maryland Avenue, S.W.,  
HQ-LBJ-2B214  
Washington, D.C. 20202  
Telephone: (202)-453-7892  
Email: [Bernadette.Miles@ed.gov](mailto:Bernadette.Miles@ed.gov)

# GENERAL EDUCATION PROVISIONS ACT (GEPA)

## SECTION 427

### NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about the following provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

#### **To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

#### **What Does This Provision Require?**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally assisted program for students, teachers, and other program beneficiaries with special needs. This 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. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

#### **What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

(4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

# 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.

## How has the Department of Education responded to the GPRA requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2018-2022. 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:** *Support state and local efforts to improve learning outcomes for all P-12 students in every community.*

**Goal 2:** *Expand postsecondary educational opportunities, improve outcomes to foster economic opportunity and promote an informed, thoughtful and productive citizenry.*

**Goal 3:** *Strengthen the quality, accessibility and use of education data through better management, increased privacy protections and transparency.*

**Goal 4:** *Reform the effectiveness, efficiency and accountability of the Department.*

## What are the performance indicators for the Title III, Part B, HBGI programs?

The performance indicators for the Title III, Part B, HBGI programs are part of the Department's plan for meeting Goal 2:

**Goal 2:** *Expand postsecondary educational opportunities, improve outcomes to foster economic opportunity and promote an informed, thoughtful and productive citizenry.*

**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.**

## **GPRA—Program Goals**

### **HBGI Program**

**Objective 1 of 2:** Increase enrollments at Historically Black Graduate Institutions (HBGI).

Measure 1.1 of 1: The percentage change, over the five-year grant period, in the number of full-time graduate students enrolled at HBGIs.

**Objective 2 of 2:** Increase the number of graduate degrees awarded at HBGIs.

Measure 2.1 of 2: Federal cost per graduate degree at HBGIs.

Measure 2.2 of 2: The number of Ph.D., first professional, and Master's degrees awarded at HBGIs.

### **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.

Information about the annual performance report data collection form can be viewed at <https://hepis.ed.gov/ISAPR/>.

## APPLICATION AND SUBMISSION INFORMATION

Application Submission Instructions: Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs (Common Instructions), published in the *Federal Register* on December 27, 2021 (86 FR 73264). The Common Instructions contain requirements and information on how to submit an application. These instructions may be found at:

<https://www.govinfo.gov/content/pkg/FR-2021-12-27/pdf/2021-27979.pdf>.

**It is important to note that the Department of Education requires the electronic submission of applications and only allows paper submission by mail if electronic submission is not possible (e.g., you do not have access to the internet). Applicants requesting and qualifying for an exception to the electronic submission requirement must follow the guidance provided in the Common Instructions.**

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

**Electronic Submission of Applications:**

**You must submit your grant application through the Internet using the software provided on the Department of Education's G5 System using the G5 Website ([www.g5.gov](http://www.g5.gov)) by 11:59:59 p.m., Eastern Time, on or before the deadline date.**

If you submit your application through the Internet via the G5.gov website, you will receive an automatic acknowledgement and PR Award Number, when you submit your application successfully.

**Submission of Paper Applications by Mail:**

If you qualify for an exemption to the electronic submission requirement and you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education  
OFO/G5 Functional Application Team  
Mail Stop 5C231  
Attention: Assistance Listing Number 84.031K  
400 Maryland Avenue SW  
Washington, DC 20202-4260**

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.
- (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
- (2) A mail receipt that is not dated by the U.S. Postal Service

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to potential disruption to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U.S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Delivered by Mail,” and then follow the instructions for “Applications Delivered by Hand.”

**Note for Mailing of Paper Applications:**

If you mail your application to the Department—

1. You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the ALN, including suffix letter, if any, of the competition under which you are submitting your application; and
2. The G5 Functional Application Team will notify you of the Department’s receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should contact the program contact listed in this application package.

**Late Applications**

If your application is late, we will notify you that we will not consider the application.



# G5 E-APPLICATION SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

## IMPORTANT – PLEASE READ FIRST U.S. Department of Education

<http://www.G5.gov>

1. G5 e-Application Submission Procedures and Tips for Applicants
2. Instructions for the SF-424
3. Instructions for Department of Education Supplemental Information for SF-424
4. Definitions for Department of Education Supplemental Information for SF-424
5. Instructions for Phase II – The Comprehensive Development Plan (CDP)
6. Instructions for ED 524
7. Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

### Register as an Applicant

To facilitate your use of G5 e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

### ATTENTION

Applicants using the Department of Education's G5 e-Application system will need to register first to access an application package. Forms in an application package are completed online and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you encounter difficulties, you may also contact the G5 helpdesk on 1-888- 336-8930. The following are steps you should follow to successfully complete an application using G5 e- Application. Please note that there is a training module available on the G5 home page ([www.G5.gov](http://www.G5.gov)) that details the registration and G5 application processes in detail for users new to G5. You can access this module under the Main Menu of the homepage and link to Online Training. Look for the training topic G5 for Applicants.

**Step 1 – Register in G5** to access the electronic application package. If you are a new user, you will need to register to use G5 e-Application.

- From the G5 Portal Page <http://www.G5.gov/>, click on the Sign Up button for non-ED employees. The User Registration Screen displays.
- Click the button to the right of the ED Employee/ED Contractor field to display the employee/contractor options. Select the “no” list option. Enter all required information as noted by red asterisks (\*).
- Click the continue button to proceed to the user registration agreement. Select the agree button to accept the terms of the user agreement, and then the Submit button. **Note:** If you do not agree, then you may not complete the registration process. The system displays a message indicating that the system will send a notification to your email address.
- The system sends a message with a link to activate your account. Clicking the link takes you to the Account Activation screen. Click the **Agree** option to accept the activation terms.
- Click on the Submit button to initiate your activation. Read the EDCAPS Security memorandum with the subject “G5 User ID and Password” and click the **Continue** > button. The next Account Activation screen will require you to complete the password, security question and security answer. Fill out the required fields and press the Continue button to move to the summary information. Click the **Activate**

button to activate your account and save your password and security information. The system displays a message indicating that the account has been activated. You will now need to log into G5 where you will be taken to the My Profile page where you should select your role for access. In the Availability Types field, select "Applicant" from the list and Continue. Proceed through the next screen and Submit. You will then receive an email with the G5 link. Your applicant role may take a few minutes to activate.

If you already have a username and password for G5 use them to login. If you have access to more than one G5 module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all G5 modules. In order to update your registration for additional G5 modules, click the appropriate tab on the top of the screen and provide the requested information.

The site is viewed best using Internet Explorer 11 or higher.

**Step 2 – Add Application Package to your Start Page.** From your Home Page, go to Grant Setup and click on "Package Submission." Select the package for which you wish to apply and click on the "Initiate New Application" button. In the future, the package will now appear when you click on "Package Submission" or after using the "Click Here to view my Applications" link under "Quick View" on your Home Page.

**Step 3 – Begin the Application.** After going to the Application Package, click on the "Modify Application" button. This brings you to a page where you will see all of the application's forms and narratives listed.

**Step 4 – Fill out Forms.** Select the form you would like to complete and click on the "Edit Form" button to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

**Step 5 – Upload File(s) for Narrative Responses.** When prompted to attach narrative documents to application forms, enter the title of the document, and then Select the "Upload" button. Next, click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s) and/or completing the form. Please note for file uploads, **we accept .pdf files only.**

**Step 6 – Verify Information/Submit your Application.** Verify your information is correct and complete before submitting. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. After all forms are completed, click on the "Continue" button at the bottom of your application. Enter and verify the Authorizing Representative information and click the "Submit" button. At the top of the page, you will see a confirmation message stating that your application was successfully submitted and providing you with your application number. You will also receive an e-mail to confirm that your application was received, and it will include your application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 11:59:59 p.m. (Eastern Standard Time) on the deadline date for applications. G5 e-Application will not accept your application if you try to submit it after 11:59:59 p.m. (Eastern Standard Time) on the deadline date.

**Step 7 – Printing Your Completed Application.** You have the option to print each form at any time by clicking on the "View Form" button after selecting the appropriate form to print. After submission of your application, you have the option to print a complete e-Application package in PDF. From the Application Packages tab, you will notice that your application status has changed from Draft to Submitted. To locate the PDF of your application, select the package radio button and click the "Modify Application" button. Then select the "Click Here to view the PDF Package" in the upper right-hand corner of the page under the Package Information section.

**Step 8 – SF 424 Cover Page (or Program Specific Cover Page) must be signed and uploaded in G5.**

Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page) and upload it as an attachment to the Application in G5.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. The Online Training can be found under the main menu at <http://www.G5.gov>.

**Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file type detailed in the Federal Register application notice (read-only, non-modifiable .PDF files only). Also, do not upload any password protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters.
3. **PLEASE DO NOT USE SPECIAL/NON-ENGLISH CHARACTERS IN ANY FORM OR DOCUMENT (for example, %, \*, /, etc.). Foreign characters or symbols includes words spelled with a non- English alphabet, such as “Boğaziçi” or “Nizām al-Dīn Gīlānī” or any word with an accent mark.** Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

**We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 11:59:59 p.m. (Eastern Standard Time) on the deadline date, the G5 e-Application system will not accept it.

**SECTION I**  
**PHASE I FORMULA DATA WORKSHEET (FY 2022)**

**HISTORICALLY BLACK GRADUATE INSTITUTIONS (HBGI) PROGRAM**

**DATA COLLECTION FOR FORMULA TO ALLOCATE EXCESS HBGI GRANT AWARD FUNDS  
UNDER SECTION 326 (f)(3)(A-E) "FUNDING RULE"**

**NOTE: This data must be submitted as part of your initial application as well as annually during your approved grant cycle.** Be sure to use this form and this form only when submitting your Phase I data. The Department will not accept any other versions of this form. The data will be used to formulate annual fiscal year (FY) award allocations. **The deadline date for submitting the FY 2022 data is INSERT DATE.**

NAME OF INSTITUTION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

**1. Formula Element A – ABILITY TO MATCH**

Does the institution have the ability to match Federal with non-Federal funds?

Choose one: *Yes or No*

If **YES**, please provide the name of the non-Federal source and the amount of the institution matching contribution for the match.

Name of Source: \_

Amount: \$Year: \_

If **NO**, has your institution matched Federal grant funds under some other Federal program in the past five years? Choose one: *Yes or No*

Name of Program: \_\_\_\_\_

Amount: \$\_\_\_\_\_ Year: \_\_

2. **Formula Element B – Student Enrollment**

What is the number of students enrolled in the programs for which the eligible institution received funding under this section in the previous year (2020-2021)?

<b>N O</b>	<b>QGP</b>	<b>Degree</b>	<b>Students Enrolled</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	<b>Total Students Enrolled</b>		

3. **Formula Element C – Average Cost of Education**

What is the Average Cost of Education per Student for all full-time graduate or professional students (or the equivalent) enrolled in the eligible professional or graduate school, or for doctoral students enrolled in the qualified graduate programs? \$XXXXXX

Explain methodology:

4. **Formula Element D – Graduates of Professional or Doctorate Programs**

What is the number of students in the previous year who received their first professional or doctoral degree from the programs for which the eligible institution received funding under this section in the previous year?

NO	QGP	Degree	# of Graduates From Previous Year
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	<b>Total # of Graduates</b>		

5. **Formula Element E – Graduates – African-Americans**

“The contribution, on a percent basis, of the programs for which the institution is eligible to receive

funds under this section to the total number of African-Americans receiving graduate or professional degrees in the professions or disciplines related to the programs for the previous year.”

What is the total number of African-Americans receiving graduate or professional degrees in the professions or disciplines related to the programs in the previous year?

NO	QGP	Degree	# of Graduates Previous Year	# of African-American Graduates Previous Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
	<b>Total # of Graduates</b>			

**I attest to the accuracy of the data provided.**

**President’s Name (typed):** \_\_\_\_\_

**President’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WARNING: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties, which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.**

# **HBGI Phase II-- Project Plan**

## **Phase II: The Project Plan**

Phase II, the Project Plan, is a compilation of the Comprehensive Development Plan (CDP), activity abstracts, activity budgets and budget narratives, summary budget, and all applicable forms and certifications. Below is a checklist to help you in the submission process.

### **Applicant Checklist**

Use This Checklist While Preparing Your Application Package.  
All items listed on this checklist are required, except as noted.

- \_\_\_ Application for Federal Assistance (SF424)
- \_\_\_ Department of Education Supplemental Information for SF424
- \_\_\_ Department of Education Budget Information Non-Construction Programs Form – Sections A & B (ED524)

Phase I HBGI Formula Data Worksheet- NOT REQUIRED TO RE-SUBMIT

Phase II - Project CDP Components:

- \_\_\_ Activity Abstracts
- \_\_\_ Activity Objectives and Performance Indicators
- \_\_\_ Implementation Strategy and Timetable
- \_\_\_ Individual Activity Budgets
- \_\_\_ Individual Activity Budget Narratives

**Note: Have you addressed all application requirements for the Comprehensive Development Plan?**

- \_\_\_ Other Attachments (Curricula vitae of key personnel (project director and activities directors) and position descriptions for positions proposed for the funding cycle)
- \_\_\_ Narrative addressing GEPA Section 427
- \_\_\_ Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)
- \_\_\_ Certification Regarding Lobbying (80-0013)
- \_\_\_ Assurances for 1063b (A)(2) General Authorization



# INSTRUCTIONS AND FORMS FOR SUBMITTING PHASE II - COMPREHENSIVE DEVELOPMENT PLAN

## Developing the Comprehensive Development Plan

The Secretary evaluates an application on the basis of the applicant's response to the elements of the Comprehensive Development Plan (CDP) as defined in 34 CFR 609.21.

To facilitate the review of the application, applicants must address the following:

The CDP must describe an institution's strategy for achieving growth and self-sufficiency by strengthening its financial management and academic programs.

### Elements of the CDP are as follows:

1. An assessment of the strengths and weaknesses of the institution's financial management and academic programs. Here is where you want to describe the institution's current state, identifying more than the strengths and weaknesses to be addressed by Title III B, but also present a comprehensive picture that describes the mission goals and objectives (short and long-term) that can be used to highlight the institution.
2. A delineation of the institution's goals for its financial management and academic programs, based on the outcomes of the assessments of these areas, for which Title III funds will be used;
3. A listing of measurable objectives, with accompanying timeframes, designed to assist the institution to reach each goal for which Title III funds will be used for achieving the objectives; and
4. A description of methods, procedures and processes that will be used by the college or university to institutionalize financial management and academic program practices and improvements developed under the proposed funded activities.

You are asked to limit the number of goals and measurable objectives for this grant period – ideally, to five or less. This will help focus grant activities and resources.

### Suggested Outline for Developing the CDP

**Introduction/Institutional Overview** – the introduction should describe the institution's challenges and opportunities, and the institutional overview should address the history and mission, academic programs offered and areas of strength, enrollment data and student profile, graduation rates, and graduate school/professional school placement success.

**Summary of the Institution's Planning Process** – identify major institutional priorities.

**Overview of Current Long-range Plan** – describe major emphases and goals for the current planning period.

**CDP Focus** – describe areas targeted for improvement; list goals related to improving academic quality, fiscal stability, institutional management, and student services; summarize activities to address CDP goals; and discuss CDP assessment strategies.

**Conclusion** – provide information addressing institutionalization as required by element 4 and relevant supporting documentation.

## **Suggested Outline for Developing the Project Plan**

The CDP should be used to guide the formation of the **Project Plan**. Separately, and for each proposed activity you must:

**PROVIDE AN ABSTRACT OF THE ACTIVITY** – Provide a brief (one page) description of the proposed activities. **Each activity** must be titled using the most relevant title from the list of allowable activities authorized in the program regulations (34 CFR Section 609.10 for the HBGI program). In brief detail, describe the purpose of each activity. A comprehensive Project Plan should include Project Administration as one of its proposed activities.

**DESCRIBE AND DEFINE PERFORMANCE INDICATORS FOR EACH PROPOSED ACTIVITY** – For each proposed activity, applicants must state their annual expected results, which, when combined with their performance indicators, are measurable and realistic (not too high, not too low). Connect each activity to the problem or weakness it should address and to the legislatively allowable activities (LAAs). List only the results that an activity is designed to accomplish. Describe the performance indicators in outcome-oriented, measurable terms (i.e. provide/establish baseline data, goal for that fiscal year—in number or percentage, date by which you expect it to be completed, etc.). Results should be updated for each year in which funds are requested.

**DESCRIBE THE IMPLEMENTATION STRATEGY AND TIMETABLE FOR EACH PROPOSED ACTIVITY** – For each proposed activity, describe, in a comprehensive manner, who will do what, how, and when it will be done to meet the expected results of each activity.

**PROVIDE AN INDIVIDUAL ACTIVITY BUDGET & NARRATIVE** – For each proposed activity, applicants must prepare a separate, detailed itemized budget (in dollars) and a budget narrative for each year you are requesting grant funds. Demonstrate and justify that all costs are reasonable in today’s market and necessary to accomplish your activity results.

**Note:** You must provide details so that we can determine if the costs are allowable, necessary and reasonable. Do not include a budget narrative (as a separate activity) for endowment investing. Requests for endowment investing should go under the “Other” category.

**COMPLETE A BUDGET SUMMARY (ED 524) FORM** – Provide an itemized budget for each of the five years of the project. Applicants need only to provide a detailed budget narrative and justification for the first (initial) year of their proposed five-year project.

**HBGI  
NON-FEDERAL SOURCE MATCHING ASSURANCE FORM (FY 2022)**

**HISTORICALLY BLACK GRADUATE INSTITUTIONS (HBGI) PROGRAM**

**NON-FEDERAL SOURCE MATCHING REQUIREMENT ASSURANCE FORM**

**NOTE: This assurance form must be signed, dated and submitted as part of your initial application. Under legislative guidelines, Section 1063b, no award can be made in excess of \$1,000,000 unless the institution provides a matching assurance agreement described below.**

**§1063b Professional or graduate institutions**

**(A) GENERAL AUTHORIZATION**

(2) No grant in excess of \$1,000,000 may be made under this section unless the postgraduate institution provides assurances that 50 percent of the cost of the purposes for which the grant is made will be paid from non-Federal sources, except that no institution shall be required to match any portion of the first \$1,000,000 of the institution's award from the Secretary. After funds are made available to each eligible institution under the funding rules described in subsection (f), the Secretary shall distribute, on a pro rata basis, any amounts which were not so made available (by reason of the failure of an institution to comply with the matching requirements of this paragraph) among the institutions that have complied with such matching requirement.

NAME OF INSTITUTION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

**AUTHORIZING OFFICIAL SIGNATURE:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Date

## INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS EXECUTIVE ORDER 12372

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state. Further information about the State Single Point of Contact process and a list of names by State can be found at:

<https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

For State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 84.031K, U.S. Department of Education, Room 7E200, 400 Maryland Avenue, SW, Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 11:59:59 p.m.. (Eastern Standard Time) on the closing date indicated in this notice.

**Important note: The above address is not the same address as the one to which the applicant submits its completed applications. Do not send applications to the above address.**

## INSTRUCTIONS FOR STANDARD FORMS

To obtain instructions for standard forms included in this application package, please visit <https://www2.ed.gov/fund/grant/apply/appforms/appforms.html>.