

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
WASHINGTON, DC 20202-5251**



Fiscal Year 2024

APPLICATION FOR GRANTS

**PREDOMINANTLY BLACK INSTITUTIONS FORMULA
GRANT PROGRAM**

CFDA No. 84.031P

OMB No. 1840-0812
Expires: XX/XX/XXXX

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UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

Dear Applicant:

Thank you for your interest in applying for a new grant under the Predominantly Black Institutions (PBI) Formula grant program. Funding for this program is provided under the Higher Education Opportunity Act of 2008 and is authorized under Title III, Part A, Section 318 of the Higher Education Act of 1965, as amended (HEA). The purpose of the PBI program is to assist eligible institutions in expanding educational opportunities for their students through a program of Federal assistance. 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.

To be eligible to apply for a grant under the PBI program, institutions of higher education must first apply for and be designated as eligible institutions for Title III and Title V funding. Information about applying for designation as an eligible institution may be found at: <http://www.ed.gov/about/offices/list/ope/itudes/eligibility.html>. Institutions must also meet the statutory definition of a PBI and must not be receiving assistance under other programs in Parts A and B of Title III, or Part A of Title V, or be authorized to receive an annual appropriation under the Act of March 2, 1867 (14 Stat. 438; 20 U.S.C. 123).

All eligible institutions who qualify as PBIs and submit the required application materials in accordance with the instructions will receive a portion of the total appropriation for the PBI Formula grant program. Funds to eligible PBIs will be awarded based on the funding formula included in the program statute.

Applicants are encouraged to review the “Competition Highlights” found in this application package for an overview of additional important information. Please note that there are two required phases of the application process. Phase I of the application process involves the submission of data necessary to determine statutory eligibility and apply the funding formula that determines the funding award amounts for each eligible institution. Phase II of the application process involves the submission of the narrative project plan, abstract, and all standard forms, including the SF 524 Budget form and narrative. All required documents must be submitted through e-application in G5. The deadlines for submission of Phase I and Phase II of the application are listed in the Closing Date Notice.

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If you have any questions or require additional information, please contact Shakir Davy at Shakir.Davy@ed.gov or (202) 453-7792. We appreciate your interest in the PBI program and look forward to receiving your application.

Sincerely,

Nasser H. Paydar, Ph.D.
Assistant Secretary for Postsecondary Education

PREDOMINANTLY BLACK INSTITUTIONS FORMULA (PBI-F) GRANT PROGRAM BACKGROUND

AUTHORIZING LEGISLATION

Higher Education Act of 1965, as amended (HEA), Title III, Part A, Section 318.

APPLICABLE REGULATIONS

Education Department Administrative Regulations (EDGAR), Parts 74, 75, 77, 79, 81, 82, 84, 85, 86, 97, 98 and Part 2 CFR 200.

I. OVERVIEW OF PROGRAM

Purpose:

The Predominantly Black Institutions (PBI) Program makes five-year grant awards to eligible institutions to plan, develop, undertake and implement programs to enhance the institution's capacity to serve more low- and middle-income Black American students; to expand higher education opportunities for eligible students by encouraging college preparation and student persistence in secondary school and postsecondary education; and to strengthen the financial ability of the institution to serve the academic needs of these students.

Eligibility:

To be eligible to apply for a grant under the PBI program, institutions of higher education must first apply for and be designated eligible institutions for Title III and Title V funding. Information about applying for designation as an eligible institution may be found at <http://www.ed.gov/about/offices/list/oep/ides/eligibility.html>.

To be eligible, an institution of higher education must--

- have an enrollment of needy undergraduate students;
- have an average educational and general expenditure that 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 that offer similar instruction;
- have an enrollment of undergraduate students that is not less than 40 percent Black American students;
- be legally authorized to provide, and provide, within the State an educational program for which the institution of higher education awards a baccalaureate degree or, in the case of a junior or community college, an associate's degree;
- be 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;

- not be receiving assistance under other programs in parts A and B of Title III, or Part A of Title V, or be authorized to receive an annual appropriation under the Act of March 2, 1867 (14 Stat. 438; 20 U.S.C. 123);
- have not less than 1,000 undergraduate students;
- have not less than 50 percent of undergraduate students enrolled that are low-income individuals or first-generation college students; and
- have not less than 50 percent of the undergraduate students enrolled in an educational program leading to a bachelor's or associate's degree that the eligible institution is licensed to award by the State in which the eligible institution is located.

Enrollment of Needy Students – For purposes of this part, the term “enrollment of needy students” means enrollment at an eligible institution with respect to which not less than 50 percent of the undergraduate students enrolled in an academic program leading to a degree—

- in the second fiscal year preceding the fiscal year for which the determination is made, were Federal Pell Grant recipients for such year;
- come from families that receive benefits under a means-tested Federal benefit program;
- attended a public or nonprofit private secondary school that--
 1. 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
 2. for such year of attendance, 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 meeting a measure of poverty under section 1113(a)(5) of such Act exceeds 30 percent of the total enrollment of such school; or
- are first-generation college students and a majority of such first-generation college students are low-income individuals.

Low-Income Individual – For the purpose of this part, the term “low-income individual” means an individual from a family whose taxable income for the preceding year did not exceed 150 percent of an amount equal to the poverty level determined by using criteria of poverty established by the Bureau of the Census.

First Generation College Student – For the purposes of this part, 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 one parent, an individual whose only such parent did not complete a baccalaureate degree.

Means-tested Federal Benefit Program – a program of the Federal Government, other than a program under title IV of the HEA, in which eligibility for the program's benefits, or the amount of such benefits, are determined on the basis of income or resources of the individual or family seeking the benefit.

Authorized Activities:

Grant funds may be used for the following activities:

- Academic instruction in disciplines in which Black Americans are underrepresented.
- Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary school or secondary school in the State that must include, as part of such program, preparation for teacher certification or licensure.
- Establishing community outreach programs that will encourage elementary school and secondary school students to develop the academic skills and the interest to pursue postsecondary education.
- Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including the integration of computer technology into institutional facilities to create smart buildings.
- Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
- Development and improvement of academic programs.
- Purchase of library books, periodicals, and other educational materials, including telecommunications program material.
- Tutoring, counseling, and student service programs designed to improve academic success, including innovative, customized, instruction courses designed to help retain students and move the students rapidly into core courses and through program completion, which may include remedial education and English language instruction.
- Education or counseling services designed to improve the financial literacy and economic literacy of students or the students' families.
- Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.
- Joint use of facilities, such as laboratories and libraries.
- Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.
- Establishing or improving an endowment fund.
- Creating or improving facilities for Internet or other distance learning technologies, including purchase or rental of telecommunications technology equipment or services.
- Other activities proposed in the application that--
 - a. contribute to carrying out the purpose of the PBI Program; and
 - b. are approved by the Secretary as part of the review and approval of an application.

COMPETITION HIGHLIGHTS

- The Predominantly Black Institutions (PBI) Program was established by the Higher Education Opportunity Act of 2008 and is authorized under Title III, Part A of the Higher Education Act of 1965, as amended (HEA). The PBI program makes grant awards for up to five years to eligible institutions to plan, develop, undertake and implement programs to enhance the institution's capacity to expand higher education opportunities for low-income and Black American students. A copy of the statute for this program and all instructions and forms necessary to apply for grants are included in this application booklet.
- To be eligible to apply for a grant under the PBI program, institutions of higher education must first apply for and be designated eligible institutions for Title III and Title V funding. Information about applying for designation as an eligible institution may be found at <http://www.ed.gov/about/offices/list/oep/ides/eligibility.html>. Institutions must also meet the program-specific eligibility requirements described in the statute.
- The amount allotted to each PBI under this program may not be less than \$250,000. If the amount appropriated for this program for a fiscal year is not sufficient to pay the minimum allotment to eligible institutions, then the amount of the minimum allotment must be ratably reduced, in accordance with the statute.
- Amounts will be awarded based on a formula. All institutions who meet the statutory definition of a PBI and submit the required materials will receive a portion of the total appropriation. The amount that an eligible institution receives depends on a formula based on the number of Federal Pell Grant recipients, the number of graduates, and the number of graduates seeking a higher degree at that institution.
- The application process will have two phases.
 - In Phase 1, applicant institutions will submit the data requested in Part I of the application, demonstrating that they meet the program-specific eligibility requirements, and enabling program staff to calculate how much funding the institution qualifies for based on the formula contained in the statute.
 - In Phase 2, Parts II and III of the application will be submitted after the institution is informed by the Department how much funding it will receive based on the data submitted by the institution in Part I. Part II includes the budget, budget narrative, and a project narrative of no more than 50 pages recommended describing the project activities, the goals and objectives of the project, and an evaluation plan including performance measures. Part III of the application includes the standard forms and certifications.
- Deadline for Submitting Phase 1 Data: TBD
- Deadline for Submitting Phase 2 Data: TBD

REQUIREMENTS AND FUNDING RULES

Endowment Funds:

A PBI may use not more than **20 percent** of the grant funds to establish or increase an endowment fund at the institution. In order to be eligible to use grant funds to establish or increase an endowment, a PBI must provide **matching funds** from non-Federal sources, in an amount equal to or greater than the Federal funds used for the establishment or increase of the endowment fund. The provisions of part C of Title III apply to the establishment or increase of an endowment fund under the PBI program.

Construction:

Not more than 50 percent of the grant funds provided to a PBI under this program may be used for constructing or maintaining a classroom, library, laboratory, or other instructional facility.

Minimum Award:

The amount allotted to each PBI may not be less than \$250,000. If the amount appropriated for this program for a fiscal year is not sufficient to pay the minimum allotment, then the amount of the minimum allotment must be ratably reduced.

Funding Formula:

Grant amounts to PBIs will be awarded according to the following formula:

- (1) **Federal Pell Grants-** From the amount appropriated for this program for any fiscal year, the Secretary must allot to each PBI a sum that bears the same ratio to one-half of that amount as the number of Federal Pell Grant recipients in attendance at such institution at the end of the academic year preceding the beginning of that fiscal year, bears to the total number of Federal Pell Grant recipients at all such institutions at the end of such academic year.
- (2) **Graduates-** From the amount appropriated for this program for any fiscal year, the Secretary will allot to each PBI a sum that bears the same ratio to one-fourth of that amount as the number of graduates for such academic year at such institution, bears to the total number of graduates for such academic year at all such institutions.
- (3) **Graduates Seeking a Higher Degree-** From the amount appropriated for this program for any fiscal year, the Secretary must allot to each PBI a sum that bears the same ratio to one-fourth of that amount as the percentage of graduates from such institution who are admitted to and in attendance at, not later than two years after graduation with an associate's degree or a baccalaureate degree, a baccalaureate degree-granting institution or a graduate or professional school in a degree program in disciplines in which Black American students are underrepresented, bears to the percentage of such graduates for all such institutions.

PREDOMINANTLY BLACK INSTITUTIONS PROGRAM STATUTE

SEC. 318. (NOTE: 20 USC 1059e) PREDOMINANTLY BLACK INSTITUTIONS

(a) Purpose.--It is the purpose of this section to assist Predominantly Black Institutions in expanding educational opportunity through a program of Federal assistance.

(b) Definitions.--In this section:

- (1) Eligible institution.--The term “eligible institution” means an institution of higher education that--
 - (A) has an enrollment of needy undergraduate students;
 - (B) has an average educational and general expenditure that 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 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) has an enrollment of undergraduate students that is not less than 40 percent Black American students;
 - (D) is legally authorized to provide, and provides, within the State an educational program for which the institution of higher education awards a baccalaureate 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 or part A of title V.
- (2) Enrollment of needy students.--The term “enrollment of needy students” means the enrollment at an eligible institution with respect to which not less than 50 percent of the undergraduate students enrolled in 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;
 - (C) attended a public or nonprofit private secondary school that--
 - (i) 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) for the purpose of this paragraph and for such year of attendance, 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 meeting a measure of poverty under section 1113(a)(5) of such Act exceeds 30 percent of the total enrollment of such school; or
 - (D) are first-generation college students and a majority of such first-generation college students are low-income individuals.
- (3) First-generation college student.--The term “first-generation college student” has the meaning given the term in section 402A(h).*
- (4) Low-income individual.--The term “low-income individual” has the meaning given such term in section 402A(h).**
- (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 program's benefits, or the amount of such benefits, are determined on the basis of income or resources of the individual or family seeking the benefit.

- (6) Predominantly black institution.--The term "Predominantly Black Institution" means an institution of higher education, as defined in section 101(a)--
- (A) that is an eligible institution with not less than 1,000 undergraduate students;
 - (B) at which not less than 50 percent of the undergraduate students enrolled at the eligible institution are low-income individuals or first-generation college students; and
 - (C) at 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 eligible institution is licensed to award by the State in which the eligible institution is located.
- (7) State.--The term "State" means each of the 50 States and the District of Columbia.

(c) Grant Authority.--

- (1) In general.--The Secretary is authorized to award grants, from allotments under subsection (e), to Predominantly Black Institutions to enable the Predominantly Black Institutions to carry out the authorized activities described in subsection (d).
- (2) Priority.--In awarding grants under this section the Secretary shall give priority to Predominantly Black Institutions with large numbers or percentages of students described in subsections (b)(1)(A) or (b)(1)(C). The level of priority given to Predominantly Black Institutions with large numbers or percentages of students described in subsection (b)(1)(A) shall be twice the level of priority given to Predominantly Black Institutions with large numbers or percentages of students described in subsection (b)(1)(C).

(d) Authorized Activities.—

- (1) Required activities.--Grant funds provided under this section shall be used--
- (A) to assist the Predominantly Black Institution to plan, develop, undertake, and implement programs to enhance the institution's capacity to serve more low-and middle-income Black American students;
 - (B) to expand higher education opportunities for students eligible to participate in programs under title IV by encouraging college preparation and student persistence in secondary school and postsecondary education; and
 - (C) to strengthen the financial ability of the Predominantly Black Institution to serve the academic needs of the students described in subparagraphs (A) and (B).
- (2) Additional activities.--Grant funds provided under this section shall be used for one or more of the following activities:
- (A) The activities described in paragraphs (1) through (12) of section 311(c).***
 - (B) Academic instruction in disciplines in which Black Americans are underrepresented.
 - (C) Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary school or secondary school in the State that shall include, as part of such program, preparation for teacher certification or licensure.
 - (D) Establishing community outreach programs that will encourage elementary school and secondary school students to develop the academic skills and the interest to pursue postsecondary education.
 - (E) Other activities proposed in the application submitted pursuant to subsection (f) that--
 - (i) contribute to carrying out the purpose of this section; and
 - (ii) are approved by the Secretary as part of the review and approval of an application submitted under subsection (f).
- (3) Endowment fund.--
- (A) In general.--A Predominantly Black Institution may use not more than 20 percent of the grant funds provided under this section to establish or increase an endowment fund at the institution.
 - (B) Matching requirement.--In order to be eligible to use grant funds in accordance with subparagraph (A), a Predominantly Black Institution shall provide matching funds from non-

Federal sources, in an amount equal to or greater than the Federal funds used in accordance with subparagraph (A), for the establishment or increase of the endowment fund.

(C) Comparability.--The (NOTE: Applicability) provisions of part C, regarding the establishment or increase of an endowment fund, that the Secretary determines are not inconsistent with this subsection, shall apply to funds used under subparagraph (A).

- (4) Limitation.--Not more than 50 percent of the grant funds provided to a Predominantly Black Institution under this section may be available for the purpose of constructing or maintaining a classroom, library, laboratory, or other instructional facility.

(e) Allotments to Predominantly Black Institutions.—

- (1) Federal Pell grant basis.--From the amounts appropriated to carry out this section for any fiscal year, the Secretary shall allot to each Predominantly Black Institution having an application approved under subsection (f) a sum that bears the same ratio to one-half of that amount as the number of Federal Pell Grant recipients in attendance at such institution at the end of the academic year preceding the beginning of that fiscal year, bears to the total number of Federal Pell Grant recipients at all such institutions at the end of such academic year.
- (2) Graduates basis.--From the amounts appropriated to carry out this section for any fiscal year, the Secretary shall allot to each Predominantly Black Institution having an application approved under subsection (f) a sum that bears the same ratio to one-fourth of that amount as the number of graduates for such academic year at such institution, bears to the total number of graduates for such academic year at all such institutions.
- (3) Graduates seeking a higher degree basis.--From the amounts appropriated to carry out this section for any fiscal year, the Secretary shall allot to each Predominantly Black Institution having an application approved under subsection (f) a sum that bears the same ratio to one-fourth of that amount as the percentage of graduates from such institution who are admitted to and in attendance at, not later than two years after graduation with an associate's degree or a baccalaureate degree, a baccalaureate degree-granting institution or a graduate or professional school in a degree program in disciplines in which Black American students are underrepresented, bears to the percentage of such graduates for all such institutions.
- (4) Minimum allotment.--
 - (A) In general.--Notwithstanding paragraphs (1), (2), and (3), the amount allotted to each Predominantly Black Institution under this section may not be less than \$250,000.
 - (B) Insufficient amount.--If the amounts appropriated to carry out this section for a fiscal year are not sufficient to pay the minimum allotment provided under subparagraph (A) for the fiscal year, then the amount of such minimum allotment shall be ratably reduced. If additional sums become available for such fiscal year, such reduced allotment shall be increased on the same basis as the allotment was reduced until the amount allotted equals the minimum allotment required under subparagraph (A).
- (5) Reallotment.--The amount of a Predominantly Black Institution's allotment under paragraph (1), (2), (3), or (4) for any fiscal year that the Secretary determines will not be needed for such institution for the period for which such allotment is available, shall be available for reallotment to other Predominantly Black Institutions in proportion to the original allotments to such other institutions under this section for such fiscal year. The Secretary shall reallot such amounts from time to time, on such date and during such period as the Secretary determines appropriate.

(f) Applications.--Each Predominantly Black Institution desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and containing or accompanied by such information as the Secretary may reasonably require.

(g) Application Review Process.--Section 393 shall not apply to applications under this section.

(h) Duration and Carryover.--Any grant funds paid to a Predominantly Black Institution under this section that are not expended or used for the purposes for which the funds were paid within ten years following the date on which the grant was awarded, shall be repaid to the Treasury.

(i) Special Rule on Eligibility.--No Predominantly Black Institution that receives funds under this section shall concurrently receive funds under any other provision of this part, part B, or part A of title V.

***First Generation College Student** – For the purposes of this part, 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 one parent, an individual whose only such parent did not complete a baccalaureate degree.

****Low-Income Individual** -For the purpose of this part, the term “low-income individual” means an individual from a family whose taxable income for the preceding year did not exceed 150 percent of an amount equal to the poverty level determined by using criteria of poverty established by the Bureau of the Census.

***** PART A STRENGTHENING INSTITUTIONS**

(c) AUTHORIZED ACTIVITIES.--Grants awarded under this section shall be used for 1 or more of the following activities:

- (1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- (2) Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including the integration of computer technology into institutional facilities to create smart buildings.
- (3) Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
- (4) Development and improvement of academic programs
- (5) Purchase of library books, periodicals, and other educational materials, including telecommunications program material.
- (6) Tutoring, counseling, and student service programs designed to improve academic success, including innovative, customized, instruction courses designed to help retain students and move the students rapidly into core courses and through program completion, which may include remedial education and English language instruction
- (7) Education or counseling services designed to improve the financial literacy and economic literacy of students or the students' families.
- (8) Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.
- (9) Joint use of facilities, such as laboratories and libraries.
- (10) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.
- (11) Establishing or improving an endowment fund.
- (12) Creating or improving facilities for Internet or other distance learning technologies, including purchase or rental of telecommunications technology equipment or services.
- (13) Other activities proposed in the application submitted pursuant to subsection (b) and section 391 that-
 - (A) contribute to carrying out the purposes of the program assisted under this part; and
 - (B) are approved by the Secretary as part of the review and acceptance of such application.

CLOSING DATE NOTICE

Note: The U.S. Department of Education is not planning to have a PBI Formula grant competition in Fiscal Year 2024. Therefore, the most recent Notice Inviting Applications for this program (FY 2016) has been included.

AGENCY: Office of Postsecondary Education, Department of Education.

ACTION: Notice.

Overview Information

Predominantly Black Institutions (PBI) Formula Grant Program
Notice inviting applications for new awards for fiscal year (FY) 2016.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.031P.

DATES:

Applications Available: February 1, 2016.

Deadline for Transmittal of Phase I of Applications: March 2, 2016.

Deadline for Transmittal of Phase II of Applications: April 1, 2016.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Predominantly Black Institutions (PBI) Formula Grant Program provides grants to eligible institutions to plan, develop, undertake, and implement programs that enhance their capacity to serve more low- and middle-income Black American students; to expand higher education opportunities for eligible students by encouraging college preparation and student

persistence in secondary school and postsecondary education; and to strengthen the financial ability of the institutions to serve the academic needs of these students.

Program Authority: Title III, part A, section 318 of the Higher Education Act of 1965, as amended (HEA) ([20 U.S.C. 1059e](#)).

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in [34 CFR parts 75, 77, 82, 84, 86, 97, 98, and 99](#). (b) The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in [2 CFR part 180](#), as adopted and amended as regulations of the Department in [2 CFR part 3485](#). (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in [2 CFR part 200](#), as adopted and amended as regulations of the Department in [2 CFR part 3474](#).

II. Award Information

Type of Award: Formula grant.

Estimated Available Funds: \$9,942,000.

Estimated Average Size of Awards: Grants awarded under the PBI Formula Grant Program are allotted to eligible institutions based on the formula included in section 318(e) of the HEA ([20 U.S.C. 1059e\(e\)](#)), with no grantee allotted less than \$250,000.

If the amount appropriated for this program for a fiscal year is not sufficient to pay the minimum allotment to eligible institutions, then the amount of the minimum allotment must be ratably reduced, in accordance with section 318(e) of the HEA ([20 U.S.C. 1059e\(e\)\(4\)](#)).

Funding Formula:

Grant amounts to PBIs are awarded according to the following formula:

(1) Federal Pell Grant basis—From the amount appropriated for this program for any fiscal year, the Secretary allots to each PBI with an approved application a sum that bears the same ratio to one-half of that amount as the number of Federal Pell Grant recipients in attendance at such institution at the end of the academic year preceding the beginning of that fiscal year, bears to the total number of Federal Pell Grant recipients at all such institutions at the end of such academic year.

(2) Graduates basis—From the amount appropriated for this program for any fiscal year, the Secretary allots to each PBI with an approved application a sum that bears the same ratio to one-fourth of that amount as the number of graduates for such academic year at such institution, bears to the total number of graduates for such academic year at all such institutions.

(3) Graduates seeking a higher degree basis—From the amount appropriated for this program for any fiscal year, the Secretary allots to each PBI with an approved application a sum that bears the same ratio to one-fourth of that amount as the percentage of graduates from such institution who are admitted to and in attendance at, not later than two years after graduation with an associate's degree or a baccalaureate degree, a baccalaureate degree-granting institution or a graduate or professional school in a degree program in disciplines in which Black American students are underrepresented, bears to the percentage of such graduates for all such institutions.

Estimated Number of Awards: All applicant institutions that meet the eligibility requirements will receive a portion of the total appropriations for the PBI Formula Grant Program.

Note:

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

Project Period: 60 months.

III. Eligibility Information

1. *Eligible Applicants:* An applicant must—

(a) Have an enrollment of needy undergraduate students as defined in section 318(b)(2) of the HEA ([20 U.S.C. 1059e\(b\)\(2\)](#));

(b) Have an average educational and general expenditure that 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 that offer similar instruction, except that the Secretary may apply the waiver requirements described in section 392(b) of the HEA ([20 U.S.C. 1068a\(b\)](#)) to this subparagraph in the same manner as the Secretary applies the waiver requirements to section 312(b)(1)(B) of the HEA ([20 U.S.C. 1058\(b\)\(1\)\(B\)](#));

(c) Have an enrollment of undergraduate students that is not less than 40 percent Black American students (section 318(b)(1)(C) of the HEA; [20 U.S.C. 1059e \(b\)\(1\)\(C\)](#));

(d) Be legally authorized to provide, and provide, within the State, an educational program for which the institution of higher education awards a baccalaureate degree or, in the case of a junior or community college, an associate's degree (section 318(b)(1)(D) of the HEA; [20 U.S.C. 1059e\(b\)\(1\)\(D\)](#));

(e) Be 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 (section 318(b)(1)(E) of the HEA ([20 U.S.C. 1059e\(b\)\(1\)\(E\)](#))); and

(f) Not be receiving funds under any other provision of part A or part B of title III of the HEA or part A of title V of the HEA (sections 318(b)(1)(F) and 318(i) of the HEA; [20 U.S.C. 1059e\(b\)\(1\)\(F\)](#) and [1059e\(i\)](#)).

To be eligible for a grant under the PBI Formula Grant Program, an applicant must also meet the definition of a *Predominantly Black Institution* in section 318(b)(6) of the HEA ([20 U.S.C. 1059e\(b\)\(6\)](#)). The term *Predominantly Black Institution* means an institution of higher education, as defined in section 101(a) of the HEA ([20 U.S.C. 1001\(a\)](#))—

(i) That is an eligible institution with not less than 1,000 undergraduate students;

(ii) At which not less than 50 percent of the undergraduate students enrolled at the eligible institution are low-income individuals or first-generation college students; and

(iii) At 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 eligible institution is licensed to award by the State (defined as each of the 50 States and the District of Columbia) in which the eligible institution is located.

Note:

The notice announcing the FY 2016 process for designation of eligible institutions, and inviting applications for waiver of eligibility requirements, was published in the **Federal Register** on November 19, 2015 (80 FR 72422). Only institutions that the Department determines are eligible, or are granted a waiver, may apply for a grant under this program.

2. *Cost Sharing or Matching:* This program does not require cost sharing or matching unless the grantee uses a portion of its grant for establishing or improving an endowment fund. If a grantee uses a portion of its grant for endowment fund purposes, it must match those grant funds with non-Federal funds in an amount equal to or greater than the Federal funds used for the establishment or increase of the endowment fund (section 318(d)(3) of the HEA ([20 U.S.C. 1059e\(d\)\(3\)](#))).

IV. Application and Submission Information

1. *Address to Request Application Package:* Bernadette D. Miles, OPE, Institutional Service, U.S. Department of Education, 400 Maryland Avenue SW., Room 7E311, Washington, DC 20202.

Telephone: (202) 502-7616, or by email: bernadette.miles@ed.gov.

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the program contact person listed in this section.

2. *Content and Form of Application Submission:*

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

The application process for this program has two phases: Phase I will require submitting 2014–2015 data used to run the funding formula; Phase II will require submission of the narrative project plan and standard forms. The deadline dates for submitting Phases I and II of the application are listed in this notice. Other requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

3. Submission Dates and Times:

Applications Available: February 1, 2016.

Deadline for Transmittal of Phase I of Applications: March 2, 2016.

Deadline for Transmittal of Phase II of Applications: April 1, 2016.

Applications for grants under this program must be submitted electronically as an email attachment to pbiprogram@ed.gov by 4:30:00 p.m., Washington, DC time, on the deadline date.

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 of 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 not subject to Executive Order 12372 and the regulations in [34 CFR part 79](#).

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

6. *Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management:* To do business with the Department of Education, you must—

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the System for Award Management (SAM) (formerly the Central Contractor Registry), the Government's primary registrant database;
- c. Provide your DUNS number and TIN on your application; and
- d. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet at the following Web site: <http://fedgov.dnb.com/webform>.

A DUNS number can be created within one to two business days.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration.

If you need a new TIN, please allow two to five weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data you enter into the SAM database. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at www.SAM.gov. To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: www2.ed.gov/fund/grant/apply/sam-faqs.html.

7. 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 Formula Grant Program, CFDA number 84.031P, must be submitted electronically via email to pbiprogram@ed.gov.

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 *and* 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 *Exception to Electronic Submission Requirement*.

You may access the electronic grant application for the PBI Program at www2.ed.gov/programs/pbihea/index.html.

Please note the following:

- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. We will not accept an application for this program after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.
- 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 you typically provide on the following forms:
The Application for Federal Assistance (SF 424), the
Department of Education Supplemental Information for SF 424,

Budget Information–Non-Construction Programs (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 in this paragraph 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.
- Prior to submitting your electronic application, you may wish to print a copy of it for your records.
- Within three working days after submitting Phase II of your electronic application, fax a signed copy of the SF 424 to the Application Control Center after following these steps:

(1) Print SF 424 from e-Application.

(2) The applicant's Authorizing Representative must sign this form.

(3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

(4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.

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

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 via email because—

- You do not have access to the Internet; *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 that you do not have access to the Internet.

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: Bernadette D. Miles, OPE, Institutional Service, U.S. Department of Education, 400 Maryland Avenue SW., Room 7E311, Washington, DC 20202. FAX: (202) 205-0063.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

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 following address:

U.S. Department of Education, Application Control Center,
Attention: (CFDA Number 84.031P), LBJ Basement Level 1, 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.

Note:

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.

We will not consider applications postmarked after the application deadline date.

c. Submission of Paper Applications by Hand Delivery.

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 84.031P), 550 12th Street SW., Room 7039,
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.

Note for Mail or Hand Delivery of Paper Applications:

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 SF 424 the CFDA number, including
suffix letter, if any, of the competition under which you are
submitting your application; and

(2) The Application Control Center will mail to you a
notification of receipt of your grant application. If you do not
receive this notification 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. *Review and Selection Process:* After eligibility is determined,
Department staff will begin a two stage process to—

(1) Determine grant awards based on the formula in section 318(e)
of the HEA ([20 U.S.C. 1059e\(e\)](#)); and

(2) Ensure that all activities proposed in the application are
allowable under section 318(d) of the HEA ([20 U.S.C. 1059e\(d\)](#)).

We remind potential applicants that in reviewing applications in
any discretionary grant competition, the Secretary may consider,
under [34 CFR 75.217\(d\)\(3\)](#), the past performance of the applicant
in carrying out a previous award, such as the applicant's use of

funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a grant award, the Secretary requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education ([34 CFR 100.4](#), 104.5, 106.4, 108.8, and 110.23).

2. Risk Assessment and Special Conditions:

Consistent with [2 CFR 200.205](#), before awarding grants under this program, the Department conducts a review of the risks posed by applicants. Under [2 CFR 3474.10](#), the Secretary may impose special conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in [2 CFR part 200](#), subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your GAN. We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

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

We reference the regulations outlining the terms and conditions of an award in the *Applicable Regulations* section of 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. *Reporting:* (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in [2 CFR part 170](#) should you receive funding under the competition. This does not apply if you have an exception under [2 CFR 170.110\(b\)](#).

(b) 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 multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under [34 CFR 75.118](#). The Secretary may also require more frequent performance reports under [34 CFR 75.720\(c\)](#). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

(C) Under [34 CFR 75.250\(b\)](#), the Secretary may provide a grantee with additional funding for data collection analysis and reporting. In this case the Secretary establishes a data collection period.

4. *Performance Measures:* The Department has established the following Government Performance and Results Act of 1993 (GPRA) performance measures for the PBI Formula Grant Program:

(a) Enrollment Rate: The percentage change of the number of full-time degree-seeking undergraduate students enrolled at PBIs. Note that this is a long-term measure, which will be used to periodically gauge performance.

(b) Persistence Rate—four-year institutions: The percentage of first-time, full-time degree-seeking undergraduate students at four-year PBIs who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same four-year PBI.

(c) Persistence Rate—two-year institutions: The percentage of first-time, full-time degree-seeking undergraduate students at two-year PBIs who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same two-year PBI.

(d) Completion Rate—four-year institutions: The percentage of first-time, full-time degree-seeking undergraduate students enrolled at four-year PBIs who graduate within six years of enrollment.

(e) Completion Rate—two-year institutions: The percentage of first-time, full-time degree-seeking undergraduate students enrolled at two-year PBIs who graduate within three years of enrollment.

(f) Efficiency Measure: Cost per successful program outcome: Federal cost per undergraduate degree at PBIs.

5. *Continuation Awards*: In making a continuation award under [34 CFR 75.253](#), the Secretary considers, among other things: Whether a grantee has made substantial progress in achieving the goals and objectives of the project; Whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department ([34 CFR 100.4](#), 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

FOR FURTHER INFORMATION CONTACT:

Bernadette D. Miles, OPE, Institutional Service, U.S. Department of Education, 400 Maryland Avenue SW., Room 7E311, Washington, DC 20202. Telephone: (202) 502-7616, or by email:

bernadette.miles@ed.gov.

If you use a TDD or a TTY, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc)

on request to the program contact person listed under **FOR FURTHER INFORMATION CONTACT** in section VII of this notice.

Electronic Access to This Document: 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 via the Federal Digital System at: www.gpo.gov/fdsys. At this site you can 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). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the **Federal Register** by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated: January 26, 2016.

Lynn B. Mahaffie,

*Deputy Assistant Secretary for Policy, Planning, and Innovation
Delegated the Duties of the Assistant Secretary for Postsecondary
Education.*

APPLICATION AND SUBMISSION INFORMATION

Part I. Formula Data

Part I of the application is the submission of information required for the Department to determine whether or not an institution qualifies as a PBI, and to calculate how much funding a PBI will receive, based on the formula established in the program legislation. The information will be submitted on this form, pages ____, which the applicant will submit to the program office at pbiprogram@ed.gov as an email attachment by **TBD**. In order to calculate how much all grantee institutions will receive, it is essential that Part I of the application, the Formula Data, be submitted on time. No calculations can be made until all PBIs have submitted the required information in full. Once determinations have been made, institutions will be informed whether or not they qualify as a PBI, and if so, the institution will also be notified of the amount it will receive. **Applicants are strongly encouraged not to wait for this notification before beginning Part II of the application.**

After completing and signing this form, please scan and email it (all three pages) to pbiprogram@ed.gov. THIS INFORMATION MUST BE SUBMITTED BY TBD.

Legal Name of Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Eligibility

The following information is required to determine whether or not your institution qualifies as a Predominantly Black Institution according to the program statute and is eligible for funding under this program.

1. What is your institution's enrollment of needy students*?

2. What was your institution's average educational and general expenditure per full-time equivalent undergraduate student for the 2022-2023 academic year?

3. What was your institution's undergraduate enrollment for the 2022-2023 academic year? _____

For the 2022-2023 academic year, how many students in this undergraduate enrollment were:

- 3a. Low-income individuals*? _____
- 3b. First generation college students*? _____
- 3c. Black Americans? _____

3d. Enrolled in an educational program at your institution leading to a bachelor's or associate's degree? _____

4. Is your institution receiving funding from another program under Title III, Parts A or B; or Title V; or authorized to receive an annual appropriation under the Act of March 2, 1867 (14 Stat. 438; 20 U.S.C. 123)?

If so, which program(s)?

5. Is your institution currently accredited by a nationally recognized accrediting agency or association?

*see page 11 for definitions.

Funding Formula Data

The formula has three elements. Applicants must submit accurate information on all three elements so that the awards may be calculated correctly.

1. Federal Pell Grant Basis

From the amounts appropriated to carry out this section for any fiscal year, the Secretary of Education must allot to each Predominantly Black Institution having an application approved by the Department of Education a sum that bears the same ratio to one-half of that amount as the number of Federal Pell Grant recipients in attendance at such institution at the end of the academic year preceding the beginning of that fiscal year, bears to the total number of Federal Pell Grant recipients at all such institutions at the end of such academic year.

Please submit the number of Pell Grant recipients in attendance at your institution at the end of academic year (AY) 2022-23: _____

2. Graduates Basis

From the amounts appropriated to carry out this section for any fiscal year, the Secretary of Education must allot to each Predominantly Black Institution having an application approved by the Department of Education a sum that bears the same ratio to one-fourth of that amount as the number of graduates for such academic year at such institution, bears to the total number of graduates for such academic year at all such institutions.

3. Graduates Seeking a Higher Degree Basis

From the amounts appropriated to carry out this section for any fiscal year, the Secretary of Education must allot to each Predominantly Black Institution having an application approved by the Department of Education a sum that bears the same ratio to one-fourth of that amount as the percentage of graduates from such institution who are admitted to and in attendance at, not later than two years after graduation with an

associate's degree or a baccalaureate degree, a baccalaureate degree-granting institution or a graduate or professional school in a degree program in disciplines in which Black American students are underrepresented, bears to the percentage of such graduates for all such institutions.

	2022	2023	Totals (2022+2023)
Total Number of Graduates from Undergraduate Class:	_____	_____	_____
Number of Graduates of Your Institution Admitted to and in Attendance at a Baccalaureate degree-granting institution or a Graduate or Professional School in a Degree Program in Disciplines in which Black American Students are Underrepresented:	_____	_____	_____

Signature

I attest to the accuracy of the data presented on this form.

Name of Institutional Representative (printed or typed):

Signature of Institutional Representative:

Date: _____

Part II. Project Plan

Part II of the application is the Project Plan. The deadline for transmittal of Part II of the application is **TBD**. Part II of the application must be submitted with Part III of the application as an e-mail attachment to pbiprogram@ed.gov.

- A. Abstract:** Applicants must provide a one-page overview of the project and planned activities, demonstrating how the project will enhance the institution's capacity to serve more low- and middle-income Black American students.
- B. Project Narrative:** Applicants must provide a project narrative with a recommended page limit of no more than 50 pages that describes how the institution will strengthen its ability to enhance higher education opportunities for low-income and Black American students. The narrative should address the following key topics:
1. **Need for the Project:** Please give a comprehensive analysis of your institution's strengths and weaknesses, and describe how specific weaknesses in services, infrastructure, or opportunities will be addressed by the proposed project. Please describe how the proposed project directly relates to the purpose of the PBI program and how it will improve the institution's capacity to serve its target student populations.
 2. **Project Design:** Please describe the goals and objectives of the proposed project, the activities that will address these goals and objectives, and an implementation plan for each activity. Please describe how the activities will result in clearly defined and measurable project outcomes. Where applicable, please include an explanation of how each activity in the proposed project reflects up-to-date knowledge from research and effective practice.
 3. **Project Services:** Please describe how the services provided by the proposed project are appropriate to the needs of the intended recipients, the likely impact of the project services on the intended recipients, and how the services are of sufficient quality, intensity and duration to lead to improvements in practice of the recipients.
 4. **Project Personnel:** Please describe the qualifications, including relevant training and experience, of the project director and other key personnel.
 5. **Resources:** Please describe the level of commitment by the institution's management and key stakeholders to supporting the activities of the proposed project and achieving the goals and objectives of the project and the program.
 6. **Management Plan:** Please describe the management plan for the proposed project, and how it will ensure that the goals and objectives are achieved on time and within the budget, including clearly defined responsibilities, timelines and milestones for accomplishing project tasks. Please also describe the procedures for ensuring feedback and continuous improvement in the operation of the proposed project, and the mechanisms for ensuring high-quality products and services.
 7. **Evaluation Plan:** Please describe the ways in which the methods of evaluation: are thorough, feasible and appropriate to the goals, objectives and outcomes of the proposed project; include the use of objective performance measures that are clearly related to the intended outcomes and will produce

quantitative and qualitative data; provide for examining the effectiveness of project implementation strategies; and will provide feedback and permit periodic assessment of progress toward achieving intended outcomes.

NOTE: The 50 page limit applies to the Project Narrative only. It does not apply to the Goals and Objectives Form or the Budget Summary or Narrative forms.

C. Goals and Objectives Form: For purposes of project evaluation, please complete the Goals and Objectives Form on page ___. Identify all of the allowable activities listed in the statute and on page ___ of this booklet for which the institution will use grant funds, the goals or objectives to be addressed by each activity, related baseline data, and a measurable outcome, including quantitative target data, developed to evaluate success. Use the example provided on the form for guidance.

- **Allowable Activities** – these are on page ___ of this application, as well as in the program legislation, Title III, Part A, Sec. 318(d).
- **Goals and Objectives** – institutional goals and objectives to be achieved using PBI funding should correspond to an allowable activity. If there is more than one objective for a given activity, enter only one project objective per row and please number the goals and objectives within each activity. Example: the first project goal or objective associated with an allowable activity should be numbered “1,” the second should be numbered “2,” etc.
- **Performance Indicators/Measures Addressed** - For each project objective, enter each associated performance measure. These might be program performance measures, as listed on page ___ or they may be institutional or project-specific performance indicators developed by the institution. If there are multiple performance measures associated with a project objective, enter only one performance measure per row and please label each measure using a numerical and an alpha indicator. Example: the first performance measure associated with project objective “1” should be labeled “1 a.,” the second performance measure for project objective “1” should be labeled “1.b.,” etc.
- **Baseline Data** - Provide the baseline data for each performance measure. If baseline data is not available for a performance measure, please use an estimate.
- **Proposed Outcomes/Target Data** - Provide the target data that the institution has established for meeting each performance measure. Every applicant is expected to set targets for each budget period of the grant.*
Note: If the collection of quantitative data is not appropriate for a particular performance measure, please provide any relevant qualitative data for the performance measure. If necessary, attach a narrative page to the form.
- **Budget Period** - For each objective, please provide the budget period in which this objective will be accomplished. If the objective will be achieved over more than one budget period, please indicate this.

*If necessary, ED may approve revised target data for a performance measure at a future date.

- D. Budget Form and Narrative:** Please complete Budget Form 524 and the accompanying Budget Narrative (see pages __ – __) in Part III of the application. Please address all budget periods within the project period. Please include in the Budget Narrative all activities for which you are requesting funding, placing them in the appropriate Budget Categories, and provide a detailed breakdown of the costs associated with each activity.

Goals and Objectives Form

Please provide a detailed description of the activities to be supported using program funding; please reference the allowable activity as stated in the program legislation, measurable goals and objectives within the scope of these activities; associated performance indicators/measures; baseline data; proposed outcomes, including quantitative target data, to be used to evaluate the success of the funded activities; and the budget period(s) in which the objectives will be achieved. Please make sure that the information on this form reflects the goals, activities and outcomes described in your Project Narrative, especially your Evaluation Plan.

Allowable Activities	Goals and Objectives	Performance Indicators/Measures Addressed	Baseline Data	Proposed Outcomes/Target Data	Budget Period*
<i>Example:</i> #3 Purchase of library books, periodicals, technical and other scientific journals, microfilm, microfiche, and other educational materials, including telecommunications and program materials.	1. Increase and expand the university library's collection of books and periodicals related to economics.	N/A	University library currently maintains an economics collection of 150 books and two periodicals.	Increase university library economics collection to 350 books and 5 periodicals.	3
	2. Etc.	2.a.			
		2.b.			

* Budget Periods: 1 = Academic Year 2023-2024, 2 = Academic Year 2024-2025, 3 = Academic Year 2025-2026, 4 = Academic Year 2026-2027, 5 = Academic Year 2027-2028

PART III. STANDARD FORMS AND CERTIFICATIONS

Part III of the application, the standard forms and certifications, must be submitted with Part II of the application, the Project Plan, by TBD. Part III of the application must be submitted as an e-mail attachment to pbiprogram@ed.gov.

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Form for the SF 424
- Department of Education Budget Summary Form (ED 524)
- Disclosure of Lobbying Activities (SF-LLL)

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

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.

PERFORMANCE INDICATORS

The Department of Education prepared a strategic plan for 2022-2026. 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: Promote equity in student access to educational resources, opportunities, and inclusive environments.

Goal 2: Support a diverse and talented educator workforce and professional growth to strengthen student learning.

Goal 3: Meet students' social, emotional, and academic needs.

Goal 4: Increase postsecondary value by focusing on equity-conscious strategies to address access to high-quality institutions, affordability, completion, post-enrollment success, and support for inclusive institutions.

Goal 5: Enhance the Department's internal capacity to optimize the delivery of its mission.

What are the performance indicators for the Predominantly Black Institutions Program?

The performance indicators for the Predominantly Black Institutions Program are part of the Department's plan for meeting Goal 4. The performance indicators for the Predominantly Black Institutions Program are:

Enrollment Rate

The percentage change of the number of full-time degree-granting undergraduate students enrolled at PBI institutions.

Persistence Rate - four-year schools

The percentage of first-time full-time degree-seeking 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 four-year PBI institution.

Persistence Rate - two-year schools

The percentage of first-time full-time degree-seeking 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 two-year PBI institution.

Four-Year Completion Rate

The percentage of first-time, full-time degree-seeking undergraduate students enrolled at four-year PBI institutions who graduate within six years of enrollment.

Two-Year Completion Rate

The percentage of first-time, full-time degree-seeking undergraduate students enrolled at two-year PBI institutions who graduate within three years of enrollment.

Efficiency Measure

Cost per successful program outcome: federal cost per undergraduate at PBI institutions.

APPLICATION TRANSMITTAL INSTRUCTIONS

All parts of the Application for Grants under the Predominantly Black Institutions Program (CFDA No. 84.031P) must be submitted as email attachments to pbiprogram@ed.gov.

Phase 1

Part I of the application, the Formula Elements pages, must be transmitted by TBD. The Formula Elements pages must be signed. The signed copy can be scanned and sent via email to: pbiprogram@ed.gov.

Phase 2

Parts II and III of the application, the Project Plan and the standard forms and certifications, must be transmitted by TBD. Parts II and III must also be submitted as an email attachment to pbiprogram@ed.gov. The signed copies of the standard forms may be scanned and sent via email to: pbiprogram@ed.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 1840-0812. Public reporting burden for this collection of information is estimated to average 20 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 to obtain or retain benefit (Title III of the HEA of 1965, as amended). If you have any comments or concerns regarding the status of your individual submission of this application, please contact the U.S. Department of Education, Office of Postsecondary Education, Predominantly Black Institutions Formula Grant Program, 400 Maryland Ave., SW., Washington, DC 20202 directly. [Note: Please do not return the completed application to this address.]