



Developing Hispanic-Serving  
Institutions Program (DHSI)  
Title V, Part A (84.031S)  
FY 2019 Grant Competition

Pre-Application  
Technical Assistance Workshop

# Welcome!

ED's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

**Njeri Clark**  
**Competition Manager**  
**DHSI Program**

# Before We Begin...

- ▶ Call will be open to questions periodically.
- ▶ If you do not get a chance to ask your question, email [Njeri.clark@ed.gov](mailto:Njeri.clark@ed.gov) after webinar.
- ▶ FAQs will be posted on grants.gov site under “Related Documents.”
- ▶ Request copy of today’s slides by email [Njeri.clark@ed.gov](mailto:Njeri.clark@ed.gov)

# Useful Definitions and Acronyms

- ▶ NIA- Notice Inviting Applications, commonly called RFP (Request for Proposals) or CDN (Closing Date Notice)
- ▶ DHSI- Developing Hispanic-Serving Institutions Program
- ▶ PPOHA- Promoting Post-baccalaureate Opportunities for Hispanic Americans
- ▶ Title III, Part F- HSI STEM Program- Authorized under Title III, but administered by the HSI Division
- ▶ Grants.gov- Portal used by most Federal grant-making agencies- allows for streamlined electronic submission
- ▶ E-biz Point of Contact (POC)- Chief Financial Officer, Certifying Official, Grants Office, etc.
- ▶ AOR- Authorized Organization Representative (submits the application)

# Purpose of the today's workshop

- ▶ Familiarity with the DHSI program purpose
- ▶ Breakdown of the NIA requirements
- ▶ Familiarize applicants with Grants.gov system
- ▶ Familiarize applicants with how the competition works
- ▶ Ensure applicants are fully equipped with information needed to apply successfully

# Agenda

- ▶ The 2019 Competition
- ▶ What's new this year?
- ▶ Overview of the DHSI, Title V, Part A program
- ▶ Title V Eligibility
- ▶ The DHSI NIA
- ▶ Allowable Activities
- ▶ Selection Criteria & Competitive Preference Priorities
- ▶ Getting Started
- ▶ Application Submission via Grants.gov
- ▶ The Application Review Process
- ▶ Questions from the Field
- ▶ Final Thoughts
- ▶ Additional Funding Opportunities



# Fiscal Year 2019 Grant Competition

- Notice Inviting Applicants published in Federal Register on May 15, 2019.
- Applications due **July 15, 2019 11:59:59pm EST.**
- Common Instructions published in Federal Register on Feb 15
- Institutions may submit and be awarded one (1) Individual Development Grant. No Cooperatives.
- Estimated available funds: \$24 million.
- Estimated average size of awards: \$500,000-\$600,000 per year.
- Maximum amount for a grant is \$600,000 per year.
- Estimated number of awards: 40.

# What's New?

- ▶ Common Instructions- Complete Submission Instructions
- ▶ You may apply if you have a current DHSI, PPOHA, & HSI STEM grant
- ▶ Time change for the Deadline- 11:59:59pm Eastern Time
- ▶ No Invitational or Absolute Priority; New CPPs
- ▶ Quality of Project Design -Logic Model must be supported by Promising Evidence
- ▶ Evidence Form in the Grants.gov Application Package
- ▶ Changes to Program Profile Form
- ▶ Page limit and formatting Recommended, not required
- ▶ Notice of Intent to Apply
- ▶ Workspace in Grants.gov allows for grant teams to work on applications
- ▶ Expanded AOR Role in Grants.gov

# Common Instructions

2019-02206.pdf - Adobe Acrobat Standard DC

File Edit View Window Help

Home Tools 2019-10056.pdf AlternativeDocume... HSI DHSI 2019 Gra... Eligibility 2019.pdf 2019-02206.pdf x

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**3768** **Federal Register** / Vol. 84, No. 30 / Wednesday, February 13, 2019 / Notices

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**DEPARTMENT OF EDUCATION**

**Common Instructions for Applicants to Department of Education Discretionary Grant Programs**

**AGENCY:** Office for Planning, Evaluation and Policy Development, Department of Education.

**ACTION:** Notice; revised common instructions.

**SUMMARY:** On February 12, 2018, the Department of Education (Department) published a set of common instructions for applicants seeking funds under a Department discretionary grant competition as part of a broader effort to reduce barriers for applicants. These common instructions are referenced in individual competition notices inviting applications (NIAs). In this notice, we are publishing a revised version of the

*Application Deadline Data Extension in Case of Technical Issues with the Grants.gov System*, we are changing, in three places, the time of the application deadline from 4:30:00 p.m., Eastern Time, to 11:59:59 p.m., Eastern Time. We are making these changes so that applicants not located in the Eastern Time will have a full business day to submit their applications before the deadline passes. We are also adding a sentence notifying applicants that assistance from Principal Office staff is available until 5:00 p.m. Eastern Time on the application deadline date.

Lastly, we are revising the instructions for submitting an application electronically, under section 5, *Other Submission Requirements*, so that applications can be submitted using Microsoft Word. We are making this change to provide greater flexibility for

requirements and limitations in the competition NIA.

4. *Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management:* To do business with the Department, and to submit your application electronically using *Grants.gov*, you must—

- Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- Register both your DUNS number and TIN with the System for Award Management (*SAM.gov*), the Government's primary registrant database;
- Provide your DUNS number and TIN on your application; and
- Maintain an active SAM registration with current information while your application is under review



# Overview of the Program



# Purpose of DHSI Title V, Part A



- To expand educational opportunities for, and improve the academic attainment of Hispanic students;
- To expand and enhance the academic offerings, program quality, and institutional stability of the colleges and universities that educate the majority of Hispanic students.

# Applicable Regulations



1. Program Statute

2. EDGAR- 34 CFR Parts 75, 77, 79, 82, 84, 86, 97, 98, and 99

3. EDGAR- 34 CFR Part 606

4. The OMB Guidelines to Agencies on Government-wide Debarment and Suspension- 2CFR 180, as adopted and amended in 2 CFR part 3474

5. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474



# Title V Eligibility

# HSI-Definition

- ▶ **HISPANIC-SERVING INSTITUTION.** --  
The term “Hispanic-Serving institution” means an institution of higher education that—
- ▶ (A) is an eligible institution; and
- ▶ (B) has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students



# The Eligibility Process

## 1. Designation of Eligibility for Title III & V

- Announced in Federal Register on Jan 29, 2019;
- Eligibility Matrix available- link was provided in the Notice
- Average Educational and General (E&G) expenditures per FTE and Needy Student Enrollment based on 2016-2017 data;
- Deadline for submission of waivers was February 28, 2019.
- Send questions to [Jason.Cottrell@ed.gov](mailto:Jason.Cottrell@ed.gov)

## 2. HSI Assurance for Title V

- 25% Undergraduate Hispanic student FTE
- Based on IPEDS final 2016-2017 school year data and IPEDS provisional data for 2017-2018 school year;
- Applicants provide HSI assurance on Program Profile Form in application
- Mandatory for Title V Program specific eligibility.

# Eligibility Matrix

| eligibilityMatrix FY17 [Read-Only] - Microsoft Excel           |          |                 |    |              |            |               |          |                       |                         |                    |       |             |        |                |           |          |             |                      |                         |
|----------------------------------------------------------------|----------|-----------------|----|--------------|------------|---------------|----------|-----------------------|-------------------------|--------------------|-------|-------------|--------|----------------|-----------|----------|-------------|----------------------|-------------------------|
| File Home Insert Page Layout Formulas Data Review View Acrobat |          |                 |    |              |            |               |          |                       |                         |                    |       |             |        |                |           |          |             |                      |                         |
| Clipboard Font Alignment Number Styles Cells Editing           |          |                 |    |              |            |               |          |                       |                         |                    |       |             |        |                |           |          |             |                      |                         |
| C1 Institution Name                                            |          |                 |    |              |            |               |          |                       |                         |                    |       |             |        |                |           |          |             |                      |                         |
| A                                                              | B        | D               | E  | F            | G          | H             | I        | J                     | K                       | L                  | M     | N           | O      | P              | Q         | R        | S           | T                    | U                       |
| Unit ID                                                        | OPE ID   | City            | St | Type/Control | UG Offered | Core Expenses | Fall FTE | Core Expenses per FTE | Core Expenses Threshold | Core Expenses Elig | FT UG | Pell Recips | Pell % | Pell Threshold | Pell Elig | Eligible | Letter Date | Application Eligible | Application Submit Date |
| 177834                                                         | 00247700 | Kirkville       | MO | Pri 4yr      | No         | \$125,196,990 | 2,745    | \$45,609              | \$36,629                | 0                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 180203                                                         | 02517500 | Harlem          | MT | Pub 2yr      | Yes        | \$7,381,982   | 168      | \$43,940              | \$12,333                | 0                  | 291   | 95          | 33     | 41             | 0         | No       |             |                      |                         |
| 222178                                                         | 00353700 | Abilene         | TX | Pri 4yr      | Yes        | \$99,581,529  | 4,018    | \$24,784              | \$36,629                | 1                  | 3,650 | 960         | 26     | 41             | 0         | No       |             |                      |                         |
| 138558                                                         | 00154100 | Tifton          | GA | Pub 4yr      | Yes        | \$29,699,307  | 2,868    | \$10,355              | \$29,192                | 1                  | 3,458 | 1,586       | 46     | 39             | 1         | Yes      |             |                      |                         |
| 451079                                                         | 04133500 | Gainesville     | FL | Pri 4yr      | No         | \$1,194,383   | 71       | \$16,822              | \$36,629                | 1                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 457271                                                         | 04155500 | Los Angeles     | CA | Pri 4yr      | No         | \$1,652,962   | 40       | \$41,324              | \$36,629                | 0                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 412173                                                         | 03346300 | West Palm Beach | FL | Pri 2yr      | Yes        | \$5,446,192   | 424      | \$12,845              | \$14,151                | 1                  | 819   | 524         | 64     | 59             | 1         | Yes      |             |                      |                         |
| 108269                                                         | 03288300 | Oakland         | CA | Pri 4yr      | No         | \$1,869,133   | 120      | \$15,576              | \$36,629                | 1                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 384306                                                         | 03327400 | Berkeley        | CA | Pri 4yr      | No         | \$2,284,779   | 114      | \$20,042              | \$36,629                | 1                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 126182                                                         | 00134500 | Alamosa         | CO | Pub 4yr      | Yes        | \$41,901,510  | 2,507    | \$16,714              | \$29,192                | 1                  | 2,156 | 1,089       | 51     | 39             | 1         | Yes      | 12/01/16    |                      |                         |
| 188429                                                         | 00266600 | Garden City     | NY | Pri 4yr      | Yes        | \$177,603,781 | 6,618    | \$26,836              | \$36,629                | 1                  | 5,071 | 1,596       | 31     | 41             | 0         | No       |             |                      |                         |
| 188438                                                         | 00286000 | Queensbury      | NY | Pub 2yr      | Yes        | \$34,439,935  | 3,101    | \$11,106              | \$12,333                | 1                  | 4,247 | 1,849       | 44     | 41             | 1         | Yes      |             |                      |                         |
| 374024                                                         | 03051900 | Richfield       | MN | Pri 4yr      | No         | \$3,071,234   | 141      | \$21,782              | \$36,629                | 1                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 142832                                                         | 02068100 | Chicago         | IL | Pri 4yr      | No         | \$33,765,751  | 848      | \$39,818              | \$36,629                | 0                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 168528                                                         | 00223400 | Adrian          | MI | Pri 4yr      | Yes        | \$38,539,431  | 1,586    | \$24,300              | \$36,629                | 1                  | 1,619 | 671         | 41     | 41             | 1         | Yes      |             |                      |                         |
| 133872                                                         | 03115500 | Orlando         | FL | Pri 4yr      | Yes        | \$29,207,829  | 1,310    | \$22,296              | \$36,629                | 1                  | 1,950 | 735         | 38     | 41             | 0         | No       |             |                      |                         |
| 138600                                                         | 00154200 | Decatur         | GA | Pri 4yr      | Yes        | \$39,451,253  | 857      | \$46,034              | \$36,629                | 0                  | 873   | 373         | 43     | 41             | 1         | No       |             |                      |                         |
| 152822                                                         | 00396300 | Des Moines      | IA | Pri 4yr      | Yes        | \$12,421,751  | 860      | \$14,444              | \$36,629                | 1                  | 1,111 | 448         | 40     | 41             | 0         | No       |             |                      |                         |
| 217615                                                         | 01005600 | Graniteville    | SC | Pub 2yr      | Yes        | \$19,364,874  | 1,377    | \$14,063              | \$12,333                | 0                  | 2,353 | 1,310       | 56     | 41             | 1         | No       |             |                      |                         |
| 126207                                                         | 00758200 | Greeley         | CO | Pub 2yr      | Yes        | \$65,725,539  | 2,909    | \$22,594              | \$12,333                | 0                  | 5,001 | 1,774       | 35     | 41             | 0         | No       |             |                      |                         |
| 100654                                                         | 00100200 | Normal          | AL | Pub 4yr      | Yes        | \$139,489,776 | 4,925    | \$28,323              | \$29,192                | 1                  | 4,210 | 3,052       | 72     | 39             | 1         | Yes      |             |                      |                         |
| 483975                                                         | 04226700 | Dothan          | AL | Pri 4yr      | No         | \$12,691,762  | 316      | \$40,164              | \$36,629                | 0                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 101949                                                         | 00103400 | Monroeville     | AL | Pub 2yr      | Yes        | \$16,376,323  | 1,047    | \$15,641              | \$12,333                | 0                  | 1,398 | 765         | 55     | 41             | 1         | No       |             |                      |                         |
| 100724                                                         | 00100500 | Montgomery      | AL | Pub 4yr      | Yes        | \$132,799,940 | 5,003    | \$26,544              | \$29,192                | 1                  | 4,805 | 3,636       | 76     | 39             | 1         | Yes      |             |                      |                         |
| 199786                                                         | 00546300 | Graham          | NC | Pub 2yr      | Yes        | \$32,890,871  | 2,640    | \$12,459              | \$12,333                | 0                  | 4,666 | 2,111       | 45     | 41             | 1         | No       |             |                      |                         |
| 102580                                                         | 00884300 | Palmer          | AK | Pri 4yr      | Yes        | \$805,779     | 32       | \$25,181              | \$36,629                | 1                  | 49    | 10          | 20     | 41             | 0         | No       |             |                      |                         |
| 442523                                                         | 04138600 | Soldotna        | AK | Pri 2yr      | Yes        | \$2,578,045   | 65       | \$39,662              | \$14,151                | 0                  | 68    | 66          | 97     | 59             | 1         | No       |             |                      |                         |
| 102669                                                         | 00106100 | Anchorage       | AK | Pri 4yr      | Yes        | \$15,023,428  | 396      | \$37,938              | \$36,629                | 0                  | 326   | 90          | 28     | 41             | 0         | No       |             |                      |                         |
| 188526                                                         | 00288500 | Albany          | NY | Pri 4yr      | Yes        | \$43,713,748  | 1,548    | \$28,239              | \$36,629                | 1                  | 1,084 | 261         | 24     | 41             | 0         | No       |             |                      |                         |
| 188535                                                         | 00288600 | Albany          | NY | Pri 4yr      | No         | \$19,122,798  | 441      | \$43,362              | \$36,629                | 0                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 188580                                                         | 00288700 | Albany          | NY | Pri 4yr      | No         | \$322,519,034 | 823      | \$391,882             | \$36,629                | 0                  | 0     | 0           | 0      | 41             | 0         | No       |             |                      |                         |
| 138716                                                         | 00154400 | Albany          | GA | Pub 4yr      | Yes        | \$54,098,667  | 3,344    | \$16,178              | \$29,192                | 1                  | 3,316 | 2,425       | 73     | 39             | 1         | Yes      |             |                      |                         |
| 138682                                                         | 00560100 | Albany          | GA | Pub 2yr      | Yes        | \$32,486,632  | 2,444    | \$13,292              | \$12,333                | 0                  | 3,640 | 2,920       | 80     | 41             | 1         | No       |             |                      |                         |
| 128498                                                         | 00137400 | New Haven       | CT | Pri 4yr      | Yes        | \$25,572,322  | 1,431    | \$17,870              | \$36,629                | 1                  | 1,256 | 624         | 50     | 41             | 1         | Yes      |             |                      |                         |
| 168546                                                         | 00223500 | Albion          | MI | Pri 4yr      | Yes        | \$45,137,777  | 1,252    | \$36,053              | \$36,629                | 1                  | 1,268 | 347         | 27     | 41             | 0         | No       |             |                      |                         |

# INDIVIDUAL GRANT

## WHO'S ELIGIBLE TO APPLY?

If you met the HSI definition and have a current grant under one or more of these Title III, Parts A & B programs, you MAY NOT apply.

- ▶ Strengthening Institutions Program (SIP)
- ▶ Alaska Native and Native Hawaiian (ANNH)(84.031N and 84.031W)
- ▶ American Indian Tribally Controlled Colleges and Universities (TCCU) (84.031T)
- ▶ Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) (84.031L)
- ▶ Native American Serving Non-Tribal Institutions Program (NASNTI) (84.031X)
- ▶ Predominantly Black Institutions (PBI) (84.031P)
- ▶ Strengthening Historically Black Colleges and Universities (HBCU) (84.031B)
- ▶ Strengthening Historically Black Graduate Institutions Program (84.031B)

If you met the HSI definition and have a current grant under these programs, you MAY apply.

- ▶ Title V, Part A, DHSI
- ▶ Title V, Part B, PPOHA
- ▶ Title III, Part F programs including HSI STEM
- ▶ Title III, Part E, MSEIP
- ▶ Title VII, Part A programs



# Allowable Activities

# Allowable Activities

- Faculty and staff development
- Curriculum revision, expansion, development
- Purchase of equipment for education or research
- Improve instructional facilities (construction, maintenance, and renovation)
- Purchase books and other educational materials
- Tutoring, counseling, and other student service programs
- Strengthen administrative and funds management systems
- Establish or improve a development office to strengthen or improve private contributions
- Creating or improving facilities distance learning programs
- Establishing or enhancing a program of teacher education
- Community outreach programs
- Establish or improve an endowment fund
- Other proposed activities that carry out the purposes of this title and are approved by the Secretary

# Higher Education Act (HEA) Amendments

The HEA of 2008 authorized additional activities to include:

1. Activities to improve student services, including innovative and customized instruction courses designed to help retain students.
2. Articulation agreements and student support programs designed to facilitate the transfer of students from 2-year to 4-year institutions.
3. Providing education, counseling services, or financial information designed to improve the financial and economic literacy of students or their families.



# Endowment Fund

- Use up to 20% of total 5-year Title V funds;
- Match dollar-for-dollar with non-federal funds before you can draw down Title V funds; and
- Invest both grant and matching funds for 20 years.
  - Note: Up to  $\frac{1}{2}$  of the interest may be spent during the 20 years.



# Title V Funds Cannot Be Used to Support:

- Activities inconsistent with applicable State higher education plans;
- School or department of divinity or any religious worship or sectarian activity;
- Non-degree/Non-credit courses;
- Operational (Indirect) costs;
- Salaries for institution-wide officials;
- Costs for student recruitment; and
- Purposes other than the purposes set forth in the approved application

# The DHSI Notice Inviting Applications (NIA)

- ▶ I. Funding Opportunity Description-Program Overview, Background, CPPs, and Definitions, and Applicable Regulations
- ▶ II. Award Information- Funding amounts, number of awards, etc.
- ▶ III. Eligibility information
- ▶ IV. Application Submission Instructions - Common Instructions, recommended page limit and formatting, Notice of Intent to Apply
- ▶ V. Application Review Information-Selection Criteria to which you must respond; How applications will be reviewed; How tie-breakers are broken, Reporting requirements, etc.
- ▶ VI. Award information-Next steps for successful applicants; Open licensing, audit, Reporting requirements; Performance measurements; and Continuation Awards
- ▶ VII. Other Information



# **Selection Criteria & Competitive Preference Priorities**



# Selection Criteria

- **The order of the Selection Criteria as stated in the Notice Inviting Applicants (NIA) should determine the order of your application.**
- **Respond to the selection criteria and each factor in the appropriate section.**
- **Quality of the content is key.**
- **Readability Matters.**



# Selection Criteria

## Eight (8) evaluation areas:

|                                   | Total Possible Score |
|-----------------------------------|----------------------|
| a. Comprehensive Development Plan | 25                   |
| b. Project Design                 | 15                   |
| c. Activity Objectives            | 10                   |
| d. Implementation Strategy        | 15                   |
| e. Project Management Plan        | 10                   |
| f. Key Personnel                  | 5                    |
| g. Evaluation Plan                | 15                   |
| h. Budget                         | <u>5</u>             |

**Total possible points = 100**

**Total possible points for  
Competitive Preference Priority = 10**

**TOTAL POSSIBLE SCORE = 110**



•A. Quality of Comprehensive Development Plan (CDP)  
(Total: **Up to 20 points**)

- Are the institutional strengths and challenges clearly and comprehensively analyzed? Did the analysis involve the institution's major constituencies? (up to 5 points)
- Are the goals realistic and well-planned? (up to 5 points)
- Are the objectives measurable and related to institutional goals and will they contribute to the institution's growth and self-sufficiency? (up to 5 points)
- Is there a clear plan to institutionalize project achievements? (up to 5 points)
- Is there a clear and comprehensive 5 year plan to improve services to Hispanic and other low-income students. (up to 5 points)



## B. Quality of Project Design

(Total: **Up to 15 points**)

- Does the applicant use a logic model to demonstrate a rationale?
- Is at least one component of the project supported by promising evidence?

## c. Quality of activity objectives (Total: Up to 15 points)

- Are the objectives for each activity realistic and defined in terms of measurable results? (up to 5 points)
- Are the objectives for each activity directly related to concerns/challenges and goals identified in the CDP? (up to 10 points)

## D. Quality of implementation strategy

(Total: **Up to 15 points**)

- Is the proposed implementation strategy for each activity comprehensive? (up to 5 points)
- Is the rationale for the implementation strategy for each activity clearly described and supported by results of relevant studies or projects? (up to 5 points)
- Is the timetable for each activity realistic and likely to be attained? (up to 5 points)



## E. Quality of Project Management Plan

(Total: **Up to 10 points**)

- Are the procedures for managing the project likely to ensure effective and efficient project implementation? (up to 5 points)
- Is the Project Coordinator and Activity Director afforded sufficient authority to conduct the project effectively, including access to the President or CEO? (up to 5 points)



## F. Quality of Key Personnel

(Total: **Up to 5 points**)

- Is the past experience and training of key personnel directly related to the activity objectives? (up to 2 points)
- Are the key personnel time commitments realistic? (up to 3 points)



## G. Quality of Evaluation Plan

(Total: **Up to 15 points**)

- Are the data elements and collection procedures clearly described and appropriate to measure project outcomes? (up to 5 points)
- Are the data analysis procedures clearly described and are they likely to produce formative and summative results? (up to 5 points)
- Will the data gathered provide guidance about effective strategies suitable for replication or testing in other settings? (up to 5 points)

# YOUR EVALUATION PLAN

- ▶ A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development and implementation of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and outcome measures to assess the impact of the grant funded activities. More specifically, the plan should respond to the factors listed in the evaluation plan section of the selection criteria.



## H. Quality of Budget

(Total: **Up to 5 points**)

- Are the costs proposed in your budget necessary and reasonable in relation to the project?

A detailed budget for each activity must be provided in the Budget Narrative; and an overall summary budget for the project must be outlined on the ED 524 form within the application.



# Competitive Preference Priorities

Applicants may only address one of the competitive priorities.

## **Competitive Preference Priority 1 (up to 10 additional points).**

Projects that are designed to expand the number of Hispanic and other underrepresented graduate and professional students that can be served by the institution by expanding courses and institutional resources



- **Competitive Preference Priority 2**
- **(up to 10 additional points)**
- Projects that support instruction in personal financial literacy, knowledge of markets and economics, knowledge of higher education financing and repayment (e.g., college savings and student loans), or other skills aimed at building personal financial understanding and responsibility.

- .

# Performance Measures:

The Secretary has established the following key performance measures for assessing the effectiveness of the DHSI Program:

- ▶ The annual rate of degree or certificate completion for all students, and specifically for Hispanic students, at DHSI grantee institutions.
- ▶ The annual persistence rate at DHSI grantee institutions for all students, and for Hispanic students in particular, from one year to the next.

# Performance Measures (cont'd):

- ▶ The percent of all students, and of Hispanic students in particular, that transfer from a 2-year HSI to a 4-year institution.
- ▶ The annual percent change in the number of Hispanic students completing a teacher preparation program.
- ▶ The number of all students, and the number of Hispanic students in particular, served by any direct student service supported by the grant.
- ▶ Federal cost per undergraduate and graduate degree at institutions in the DHSI program.



# Getting Started



# Planning your grant application

- ▶ Review the NIA and the Grant Application Booklet thoroughly with your team.
- ▶ Use analysis and evaluation to identify institutional challenges or issues.
- ▶ Focus on the most well analyzed challenges or issues that confront your institution.
- ▶ Ensure that those responsible for managing the grant will have sufficient authority to implement the proposed application activities effectively.
- ▶ Be realistic and straightforward about every aspect of your project design.
- ▶ Dedicate adequate resources and time to develop your grant application.
- ▶ Know your budget and ensure costs are justifiable, reasonable, and allowable.



# Activity Development

- What are possible solutions for the institutional challenges and opportunities identified?
  - What is appropriate for your institution?
  - Is there a pilot project that could be expanded?
  - Is there a model program that worked at another institution?
- Gather evidence to support the fact that your proposed objectives will actually address identified needs:
  - How do you know that the activity will meet the needs of your project?



# Institutional Buy-in

- Do key institutional players (Chancellor or President, faculty, and staff) support the activities, goals, and objectives of the Title V proposal?
- Are there accountability measures in place for any partners named in the proposal?
- Have all the necessary stakeholders been informed, as applicable, about the activities, goals, and objectives in the proposal?
- Is this a “pet project” or an institutional project?



# Managing the Grant

- What management activities will support the implementation, activities, and evaluation?
  - Can key personnel be identified now?
  - Knowledge, skills, and abilities (KSAs) of the key personnel identified in job descriptions
  - Time commitment of the key personnel
  - Organizational chart
- Key personnel: Project Director and Activity Coordinators;
- Other Personnel: Be aware of the KSAs of other personnel in order to budget appropriately.

# Logic Models

- ▶ Can help you plan and monitor program evaluations.
- ▶ Major components of education programs—resources, activities, outputs, and short-, mid-, and long-term outcomes
- ▶ Reveal the relationships among these components.
  - ▶ These program components are often the focus of evaluation questions such as these:
    - ▶ To what degree were the program resources sufficient to implement the program effectively?
    - ▶ To what degree were the program activities conducted as intended?
    - ▶ To what degree were the expected program outputs realized?
    - ▶ To what degree did the program achieve its short-, mid-, and long-term outcomes?



# Project Evaluation

- Your project design should inspire your evaluation methods.
- Your evaluation methods should produce evidence about the project's effectiveness.
- Identify outputs that will provide formative data to help you achieve substantial progress during your grant.
- Identify outcomes for each year that will provide benchmarks on the success of your grant. Be sure to:
  - Quantify when possible;
  - Establish baseline data; and
  - Set meaningful outcomes and goals.
- Use the identified Performance Measures to build your project assessments.



# Output vs. Outcome

## Can you distinguish the outputs from outcomes?

- A third of the faculty reported integrating technology into all of their courses within a year of taking the Integration PD training. {Output}
- Retention in the nursing program increased by 3% in the years after the Intensive Advising program was implemented. {Outcome}
- 85% of freshmen pre-med students participated (attended three or more sessions) in learning communities. {Output}
- The number of Hispanic pre-med majors increased by 15% between academic years 20014 and 2015. {Outcome}



# Results

- What is the expected outcome for each activity?
  - What will change if the project is implemented?
  - Can you measure this change?
  - When will you see results for proposed activities?
- Your expected outcomes will lead to your evaluation plan for the project.



# Institutionalization

- Lasting improvements in the institution
- Institutional commitment aligned to the purpose of the grant
- Sustainability of practice that is aligned to the overall purpose of the grant



# **Application Submission and The Review Process**



# 2019 Grant Application

Electronic submission is required via

[www.Grants.gov](http://www.Grants.gov)

https://www.grants.gov/web/grants/applicants/apply-for-grants.html

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» Workspace Overview

» Applicant Eligibility

» Organization Registration

» Applicant Registration

» Applicant Training

» Applicant FAQs

» Adobe Software Compatibility

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Go to the Grants Learning Center for an overview of grants.

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If you know the specific Funding Opportunity Number or Opportunity Package ID, quickly search for the package:

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https://www.grants.gov/web/grants/applicants/organization-registration.html

Inbox (27,725) - njerisellshomes... Amazon.com: Lightshare LED Bl... Organization Registration | G... System for Award Management

## 1. Obtain a DUNS Number

| How do I get a DUNS number?                                                                                                             | How long does this step usually take? |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Call 1-866-705-5711 or access the Dun & Bradstreet website<br><a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> | 1-2 business days                     |

## 2. Register with SAM

| How do I register with the System Award Management (SAM)?                                                                                                                                                                           | How long does this step usually take?                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Access <a href="https://www.sam.gov">https://www.sam.gov</a> and complete the online registration process. You also need the authorizing official of the organization to send a <a href="#">notarized letter</a> to SAM and an EIN. | After SAM receives the notarized letter, <a href="#">up to 2 weeks</a> (up to 5 more weeks to acquire EIN) |

## 3. Register with Grants.gov

| How do I register a Grants.gov account?                                                            | How long does this step usually take? |
|----------------------------------------------------------------------------------------------------|---------------------------------------|
| Click the <a href="#">Register</a> link in the top banner and complete the on-screen instructions. | Same day                              |

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**BASIC SEARCH CRITERIA:**

Keyword(s): 84.031  
 Opportunity Number:   
 CFDA:   
 SEARCH

**OPPORTUNITY STATUS:**

☒ Forecasted (0)  
☒ Posted (1)  
☐ Closed (0)  
☐ Archived (34)

**FUNDING INSTRUMENT TYPE:**

☒ All Funding Instruments  
☐ Grant (1)

**ELIGIBILITY:**

☒ All Eligibilities  
☐ Others (see text field entitled 'Additional Information on Eligibility' for clarification) (1)  
☐ Private institutions of higher education (1)  
☐ Public and State controlled institutions of higher education (1)

**CATEGORY:**

☒ All Categories  
☐ Education (1)

**AGENCY:**

☒ All Agencies  
☐ All Department of Education [ED] (1)

**Sort BY:** Posted Date (Descending) ▾ **Update Sort**

**DATE RANGE:** All Available ▾ **Update Date Range**

**1 - 1 OF 1 MATCHING RESULTS:**

| Opportunity Number   | Opportunity Title                                                                                             | Agency | Opportunity Status | Posted Date ↓ | Close Date |
|----------------------|---------------------------------------------------------------------------------------------------------------|--------|--------------------|---------------|------------|
| ED-GRANTS-051519-001 | Office of Postsecondary Education (OPE): Developing Hispanic-Serving Institutions Program CFDA Number 84.031S | ED     | Posted             | 05/15/2019    | 07/15/2019 |

10:42 AM 6/3/2019

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ED-GRANTS-051519-001  
Office of Postsecondary Education (OPE): Developing Hispanic-Serving Institutions Program  
CFDA Number 84.031S  
Department of Education

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SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details ?

### General Information

|                                                                                                                                                |                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Type: Grants Notice                                                                                                                   | Version: Synopsis 2                                                                                                                                    |
| Funding Opportunity Number: ED-GRANTS-051519-001                                                                                               | Posted Date: May 15, 2019                                                                                                                              |
| Funding Opportunity Title: Office of Postsecondary Education (OPE):<br>Developing Hispanic-Serving Institutions Program<br>CFDA Number 84.031S | Last Updated Date: May 15, 2019                                                                                                                        |
| Opportunity Category: Discretionary                                                                                                            | Original Closing Date for Applications: Jul 15, 2019 Applications Available: May 15, 2019.<br>Deadline for Transmittal of Applications: July 15, 2019. |
| Opportunity Category Explanation:                                                                                                              | Current Closing Date for Applications: Jul 15, 2019 Applications Available: May 15, 2019.<br>Deadline for Transmittal of Applications: July 15, 2019.  |
| Funding Instrument Type: Grant                                                                                                                 | Archive Date: Aug 14, 2019                                                                                                                             |
| Category of Funding Activity: Education                                                                                                        | Estimated Total Program Funding: \$24,000,000                                                                                                          |
| Category Explanation:                                                                                                                          | Award Ceiling: \$600,000                                                                                                                               |
| Expected Number of Awards: 40                                                                                                                  | Award Floor:                                                                                                                                           |
| CFDA Number(s): 84.031 -- Higher Education Institutional Aid                                                                                   |                                                                                                                                                        |
| Cost Sharing or Matching Requirement: Yes                                                                                                      |                                                                                                                                                        |

### Eligibility

**Eligible Applicants:** Public and State controlled institutions of higher education  
Private institutions of higher education  
Others (see text field entitled "Additional Information on Eligibility" for clarification)

**Additional Information on Eligibility:** 1. Eligible Applicants: (a) Institutions of higher education (IHEs) that qualify as eligible HSIs are eligible to apply for new Individual Development Grants under the DHSI Program. To be an eligible HSI, an IHE must--(i) Have an enrollment of needy students, as defined in section 502(b) of the HEA (section 502(a)(2)(A)(i)) of the HEA; 20 U.S.C. 1101a(a)(2)(A)(i);(ii) Have, except as provided in section 522(b) of the HEA, average education and general expenditures that are low, per full-time equivalent (FTE) undergraduate student, in comparison with the average education and general expenditures per FTE undergraduate student of institutions that offer similar instruction (section 502(a)(2)(A)(ii) of the HEA; 20 U.S.C. 1101a(a)(2)(A)(ii)). Note: To demonstrate an enrollment of needy students and low average education and general expenditures per FTE undergraduate student, an IHE must be designated as an "eligible institution" in accordance with 34 CFR 606.3 through 606.5 and the notice inviting applications for designation as an eligible institution for the fiscal year for which the grant competition is being conducted.

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**Office of Postsecondary Education (OPE): Developing Hispanic-Serving Institutions Program**  
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**Notification History:**

| Type              | Date         | Modification Description                                                                                                                                                   |
|-------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Related Documents | May 28, 2019 | Revised the Grant Application Instructions Booklet to make a correction in the points for the sub-criteria under the Selection Criterion- "Quality of the Project Design." |
| Related Documents | May 22, 2019 | Added announcement for Pre-application Workshops                                                                                                                           |
| Related Documents | May 20, 2019 | Added the DHSI Application booklet under the tab "Related Documents" to provide easier access for applicants.                                                              |

Click on the following file link(s) to download the related document(s):

| File Description                                                             | File Name                                                                                            | Last Updated Date/Time       | File Size |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------|-----------|
| Folder: Full Announcement - CFDA Number 84.031S                              | <a href="#">ED-GRANTS-051519-001-Full Announcement - CFDA Number 84.031S.zip</a>                     | May 15, 2019 08:27:09 AM EDT | 380.5 KB  |
| Common Instructions for Department of Education Discretionary Grant Programs | <a href="#">2019-02206.pdf</a> <a href="#">Click to Download File</a>                                | May 14, 2019 02:51:40 PM EDT | 231.4 KB  |
| Notice Inviting Applications for New Awards for Fiscal Year (FY) 2019        | <a href="#">2019-10056.pdf</a>                                                                       | May 15, 2019 08:27:09 AM EDT | 293.1 KB  |
| Folder: Other Supporting Documents - Grant Application Instructions          | <a href="#">ED-GRANTS-051519-001-Other Supporting Documents - Grant Application Instructions.zip</a> | May 28, 2019 11:53:25 AM EDT | 765.9 KB  |
| Grant Application Instructions                                               | <a href="#">HSI DHSI 2019 Grant application FINAL 052819.pdf</a>                                     | May 28, 2019 11:53:24 AM EDT | 793.9 KB  |
| Folder: Other Supporting Documents - Pre-application Workshops               | <a href="#">ED-GRANTS-051519-001-Other Supporting Documents - Pre-application Workshops.zip</a>      | May 22, 2019 04:22:21 PM EDT | 223.0 KB  |
| Technical Assistance Workshops for Applicants                                | <a href="#">HSI DHSI 2019 Preapplication Workshops .pdf</a>                                          | May 22, 2019 04:22:21 PM EDT | 228.0 KB  |

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Opportunity Package Details:

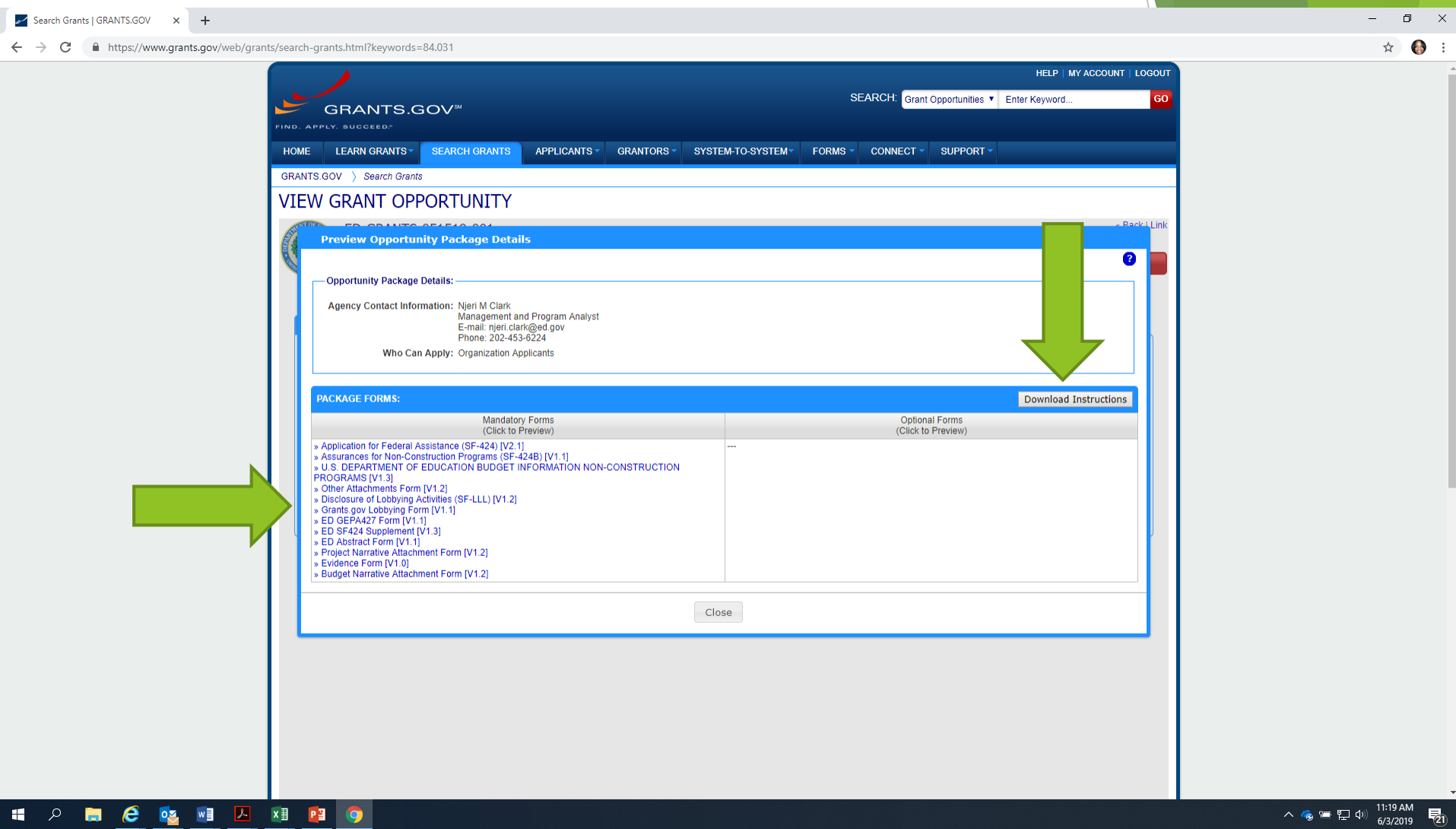
Agency Contact Information: Njeri M Clark  
Management and Program Analyst  
E-mail: njeri.clark@ed.gov  
Phone: 202-453-6224

Who Can Apply: Organization Applicants

PACKAGE FORMS: Download Instructions

| Mandatory Forms<br>(Click to Preview)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Optional Forms<br>(Click to Preview) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <ul style="list-style-type: none"><li>» Application for Federal Assistance (SF-424) [V2.1]</li><li>» Assurances for Non-Construction Programs (SF-424B) [V1.1]</li><li>» U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS [V1.3]</li><li>» Other Attachments Form [V1.2]</li><li>» Disclosure of Lobbying Activities (SF-LLL) [V1.2]</li><li>» Grants.gov Lobbying Form [V1.1]</li><li>» ED GEPA427 Form [V1.1]</li><li>» ED SF424 Supplement [V1.3]</li><li>» ED Abstract Form [V1.1]</li><li>» Project Narrative Attachment Form [V1.2]</li><li>» Evidence Form [V1.0]</li><li>» Budget Narrative Attachment Form [V1.2]</li></ul> | ---                                  |

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**U.S. DEPARTMENT OF EDUCATION**

Office of Postsecondary Education

Washington, DC 20202

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**Fiscal Year 2019**

**APPLICATION FOR GRANTS  
UNDER THE DEVELOPING  
HISPANIC-SERVING INSTITUTIONS PROGRAM**

**CFDA NUMBER: 84.031S**

**Form Approved**

**OMB No. 1840-0745, Expiration Date: 02/29/2020**

**DATED MATERIAL – OPEN IMMEDIATELY**

**CLOSING DATE: July 15, 2019**

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OMB Number: 4040-0004  
Expiration Date: 12/31/2019

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**  
☐ Preapplication  
☐ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**  
☐ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**  
\_\_\_\_\_  
**\* Other (Specify):**  
\_\_\_\_\_

**\* 3. Date Received:**  
Completed by Grants.gov upon submission.

**4. Applicant Identifier:**  
\_\_\_\_\_

**5a. Federal Entity Identifier:**  
\_\_\_\_\_

**5b. Federal Award Identifier:**  
\_\_\_\_\_

**State Use Only:**

**6. Date Received by State:** \_\_\_\_\_

**7. State Application Identifier:** \_\_\_\_\_

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** \_\_\_\_\_

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):** \_\_\_\_\_

**\* c. Organizational DUNS:** \_\_\_\_\_

**d. Address:**

**\* Street 1:** \_\_\_\_\_

**Street 2:** \_\_\_\_\_

**\* City:** \_\_\_\_\_

**County/Parish:** \_\_\_\_\_

**\* State:** \_\_\_\_\_

**Province:** \_\_\_\_\_

**\* Country:** \_\_\_\_\_ USA: UNITED STATES

**\* Zip / Postal Code:** \_\_\_\_\_

**e. Organizational Unit:**

**Department Name:** \_\_\_\_\_

**Division Name:** \_\_\_\_\_

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:** \_\_\_\_\_ **\* First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**\* Last Name:** \_\_\_\_\_

**Suffix:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organizational Affiliation:** \_\_\_\_\_

**\* Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**\* Email:** \_\_\_\_\_

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topriSF424\_2\_1-V2.1.pdf 2 / 3

\* 9. Type of Applicant 1: Select Applicant Type:  
[Redacted]  
Type of Applicant 2: Select Applicant Type:  
[Redacted]  
Type of Applicant 3: Select Applicant Type:  
[Redacted]  
\* Other (specify):  
[Redacted]

\* 10. Name of Federal Agency:  
[Redacted]

11. Catalog of Federal Domestic Assistance Number:  
[Redacted]  
CFDA Title:  
[Redacted]

\* 12. Funding Opportunity Number:  
[Redacted]  
\* Title:  
[Redacted]

13. Competition Identification Number:  
[Redacted]  
Title:  
[Redacted]

14. Areas Affected by Project (Cities, Counties, States, etc.):  
[Redacted] [Add Attachment] [Delete Attachment] [View Attachment]

\* 15. Descriptive Title of Applicant's Project:  
[Redacted]

Attach supporting documents as specified in agency instructions.  
[Add Attachments] [Delete Attachments] [View Attachments]





**U.S. Department of Education  
Evidence Form**

OMB Number: 1894-0001  
Expiration Date: 07/31/2019

**1. Level of Evidence**

Select the level of evidence of effectiveness for which you are applying. See the Notice Inviting Applications for the relevant definitions.

☐ Promising Evidence ☐ Moderate Evidence ☐ Strong Evidence

**2. Citation and Relevance**

Fill in the chart below with the appropriate information about the studies that support your application.

| A. Citation | B. Relevant Finding(s) | C. Overlap of Populations and/or Settings |
|-------------|------------------------|-------------------------------------------|
|             |                        |                                           |
|             |                        |                                           |
|             |                        |                                           |
|             |                        |                                           |

**Instructions for Evidence Form**

- 1. Level of Evidence.** Check the box next to the level of evidence for which you are applying. See the Notice Inviting Applications for the evidence definitions.
- 2. Citation and Relevance.** Fill in the chart for each of the studies you are submitting to meet the evidence standards. If allowable under the program you are applying for, you may add additional rows to include more than four citations. (See below for an example citation.)
  - a. Citation.** Provide the full citation for each study or WWC publication you are using as evidence. If the study has been reviewed by the WWC, please include the rating it received, the WWC review standards version, and the URL link to the description of that finding in the WWC reviewed studies database. Include a

ProjectNarrativeAttachments\_1\_2-V1.2.pdf 1/1

### Project Narrative File(s)

\* Mandatory Project Narrative File Filename:

[Add Mandatory Project Narrative File](#) [Delete Mandatory Project Narrative File](#) [View Mandatory Project Narrative File](#)

To add more Project Narrative File attachments, please use the attachment buttons below.

[Add Optional Project Narrative File](#) [Delete Optional Project Narrative File](#) [View Optional Project Narrative File](#)

## Developing Hispanic-Serving Institutions Program Program Profile Form

ALL applicants must submit this form. You may copy or recreate this form, but do not amend or modify the required information or format. Please complete all sections. Upon completion, upload this document in .pdf format to the "Other Attachments Form" in Grants.gov. See complete instructions below.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------|
| <b>1.Name of Institution/Campus:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         |                                          |
| <b>Institution/Campus OPE ID#:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>DUNS#:</b>           |                                          |
| <b>2. Applicant Address:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                         |                                          |
| City:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | State:                  | Zip:                                     |
| <b>3. Activities proposed in this application: (check all that apply.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         |                                          |
| Purchase, rent, lease lab equipment ____; Construction/renovation of facilities: ____; Faculty Development: ____;<br>Curriculum Development: ____; Academic instruction: ____; Faculty fellowships: ____; Purchase of<br>books/supplies/educational materials: ____; Articulation/transfer program: ____; Tutoring: ____; Counseling: ____;<br>Mentoring: ____; FYE program: ____; Summer Bridge program: ____; Funds mgmt./Admin. Mgmt.: ____;<br>Equipment/Software purchase: ____; Establishing development office to strengthen alumni/private<br>contributions: ____; Endowment Fund: ____; Distance learning instruction incl. purchase of technology: ____;<br>teacher preparation program: ____; Community outreach to elementary/secondary students: ____; Expanding<br>instruction/resources for graduate/professional students: ____; Financial literacy program: ____<br>Other: _____ |                         |                                          |
| <b>4. Competitive Preference Priorities, if applicable:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |                                          |
| Are you responding to CPP #1 –Projects that serve graduate and professional students? YES <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                         |                                          |
| Are you responding to CPP#2 –Projects that support financial literacy instruction? YES <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                          |
| Will not respond to either <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                         |                                          |
| <b>5. Level of Effort (time commitment) of Project Director position proposed in this application: ____%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                         |                                          |
| <b>5a. List active grants for which the proposed Project Director already serves: (If Project Director is To Be Hired, state "N/A.")</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |                                          |
| <b>PR Award Number of <u>grant</u>:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Level of effort:</b> | <b>Final year of performance period:</b> |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ____%                   |                                          |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ____%                   |                                          |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ____%                   |                                          |
| <b>6. Endowment Fund Assurance (Check here if you propose an Endowment Fund activity.):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                         |                                          |
| The institution certifies that it proposes to use no more than twenty percent (20%) of the Developing Hispanic-Serving Institutions Program development grant, made under the authority of Title V, of the Higher Education Act of 1965, as amended to establish or increase the institution's endowment fund. The institution agrees to abide by the Department of Education's regulations governing the Endowment Challenge Grant Program. 34                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                         |                                          |

**7. Dual Submission Certification:** If an institution applies for a grant this fiscal year under Title III, Parts A or B programs, it must indicate the programs. (Check all that apply.)

- ☐ Strengthening Institutions Program (SIP)
- ☐ American Indian Tribally Controlled Colleges and Universities Program (TCCU)
- ☐ Asian American Native Pacific Islander Serving Institutions (AANAPISI) Program
- ☐ Alaska Native-Native Hawaiian Serving Institutions (ANNH) Program
- ☐ Historically Black Colleges and Universities (HBCU) Program
- ☐ Predominately Black Institutions (PBI) Program
- ☐ N/A

**7a. If your application ranks in funding range for one of the above Title III programs and the Title V, Part A (DHSI) Program, please state your preferred award acceptance (i.e. Title V, Part A or Title III).**

**8. Current Title III grant status:** Please list the PR Award numbers for all current Title III, Part A and Part B grants:

**PR Award Number of grant:**      **Final year of performance period:**

- 
- 
- 

**9. Past Performance:** If applicable, please list the PR Award numbers of all Title V, Part A (DHSI) grants that your institution has held in the past 5 years.

- 
- 
- 

**10. Institutional Assurance Statistics:** See complete instructions below. For the purpose of verifying demographic data, please provide information for school year 2017-2018 in boxes 10a and 10b.

| 10a. HSI Assurance (institutional state reported data): | 10b. IPEDS Reported Data:                 |
|---------------------------------------------------------|-------------------------------------------|
| Total Undergraduate FTE Enrollment Count:               | Total Undergraduate FTE Enrollment Count: |
| Hispanic Undergraduate FTE Enrollment Count:            | Hispanic Undergraduate FTE Count:         |
| Hispanic Undergraduate FTE Percent (%):                 | Hispanic Undergraduate FTE Percent (%):   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>10c. Eligibility Documentation:</b> Please provide us with the documentation the institution relied upon in determining that at least 25 percent of the institution's undergraduate FTE students are Hispanic.                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                             |
| <b>11. Tiebreaker Information:</b> Enter information below for school year 2017-2018. See the Application Guide and Federal Register Notice for instructions on calculating FTE enrollment.<br><br>a) Total FULL-TIME EQUIVALENT (FTE) students =<br>b) Total market value of endowment fund for 2017-2018<br>c) Total expenditures for library material during 2017-2018<br>Note: Failure to provide information requested in items a) and b) above may result in the Department not considering the application under a tie-breaker situation |                                                                                                                                                                                                                                                                                                             |
| <b>12. Certifying Official (i.e. President, VP, Chancellor, etc.):</b><br>Name:<br>Title:<br>Contact Number:<br>Email:                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>13.</b> <input type="checkbox"/> By checking this box, the applicant and President of the institution certify that the Institution of Higher Education (IHE) will comply with the statutory requirements, program standards, and program assurance cited in the HSI program regulations 34 CFR Part 606. |

OtherNarrativeAttachments\_1\_2-V1.2.pdf 1/1

### Other Attachment File(s)

\* Mandatory Other Attachment Filename:

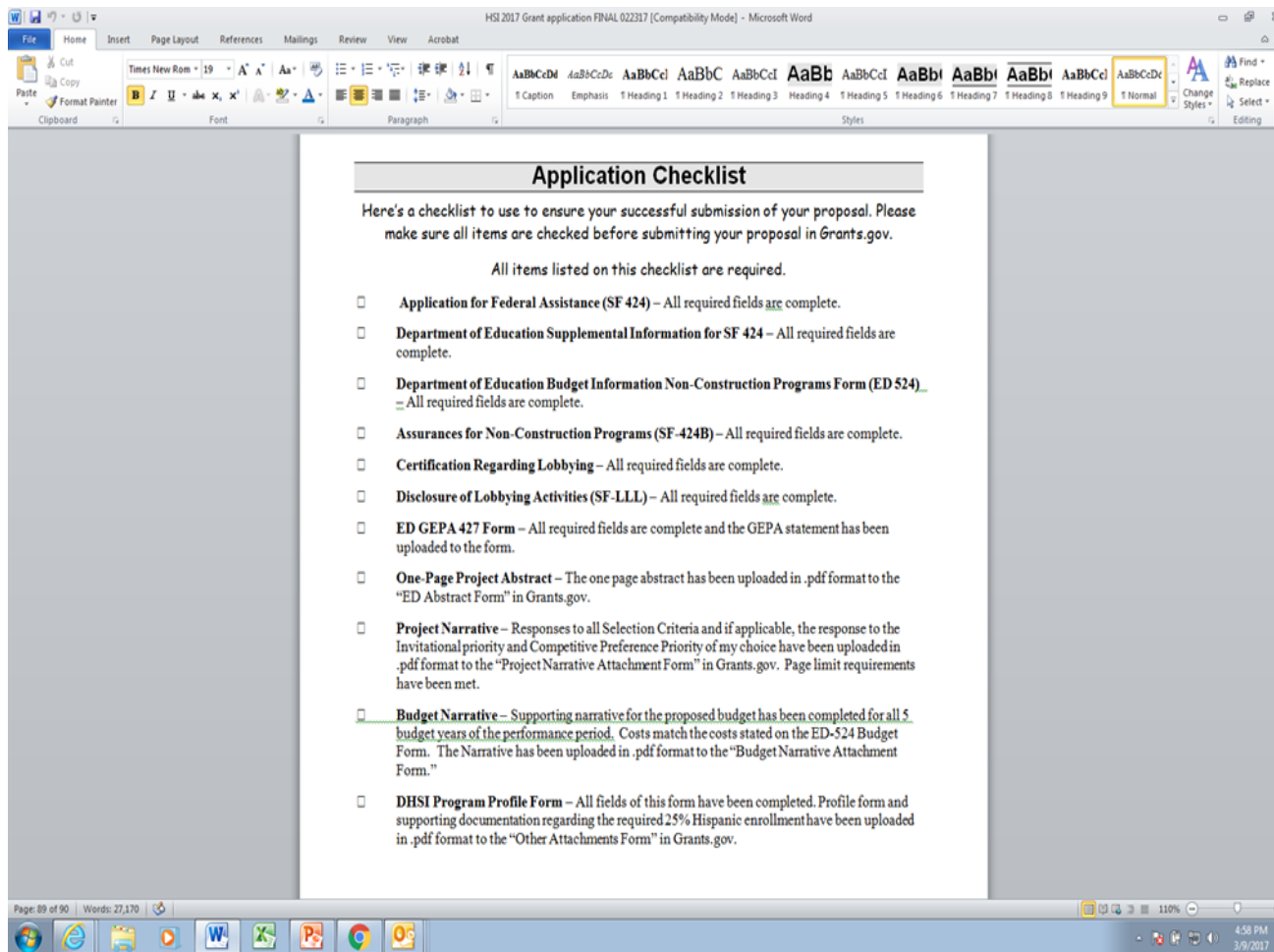
[Add Mandatory Other Attachment](#) [Delete Mandatory Other Attachment](#) [View Mandatory Other Attachment](#)

To add more "Other Attachment" attachments, please use the attachment buttons below.

[Add Optional Other Attachment](#) [Delete Optional Other Attachment](#) [View Optional Other Attachment](#)



# Before submitting your application, use the application checklist in the Instructions Booklet



Office of Postsecondary Education The Notice Published in the Federal Register is your official guide for submitting an application.



# Electronic Field Review

- G5, the Department's online grants management system, is used for application review.
- Applications are received via electronic format.
- Each reader receives training.
- Readers are responsible for reading and evaluating application quality.
- Panel discussions allow reviewers to discuss applications from their perspective and to gain an understanding of their comments and scores.
- \*Consensus is not required.



# Questions from the Field



# Questions from the field

## 1. What is the range of awards?

The estimated range of awards is \$500,000-\$600,000 per year. The maximum amount for an Individual grant award is \$600,000 per year for 5 years for a maximum total of 3 million dollars.

## 2. May an applicant request less than the average award size?

Yes.

## 3. What is the correct deadline date for application submission?

The deadline to submit applications for this competition is July 15 at 11:59:59 pm Eastern time. You should note that each application is time stamped. The time of submission is based upon the entire upload of the application and acceptance of the application in grants.gov and G5 interface.

## 4. Selection Criterion (e) Quality of Management Plan refers to the "Project Coordinator and Activity Director." Is the Project Coordinator the same as Project Director and/or Principal Investigator? Are projects expected to include both a Principal Investigator and a Project Director?

The titles are sometimes used interchangeably and while you do not need to have both, the overall management plan is up to you.

**5. Is teacher education in STEM an allowable activity?**

- ▶ Yes.

**6. Can we give students stipends for lab work, research?**

- ▶ Yes, stipends to students conducting research is allowable, but must be aligned to program purpose and goals as it relates to this program.

**7. Can we hire students for tutoring?**

- ▶ Yes.

**8. Can I answer both Competitive Preference Priorities in order to receive the maximum points possible?**

- ▶ No. Applicants must only answer 1 Competitive Preference Priority. If an applicant answers both, the Reviewers will only review the first one.

**9. Can I receive a new Title V award if I am already the recipient of a Title V award in 2018?**

- ▶ Yes.

**10. Can I receive a new Title V award if I am a current Title III, Part A or B grantee?**

- ▶ No. Per legislation, *«No Hispanic-serving institution that is eligible for and receives funds under this title may concurrently receive other funds under parts A or B of Title III during the period for which funds under this title are awarded.»* This applies to lead institutions only.

**11. Is there an Absolute Priority that must be addressed for this competition?**

- ▶ No.

**12. If an application is submitted late, is there a grace period for acceptance?**

- ▶ No! You must submit your application no later than 11:59:59 PM Eastern time on the deadline date. If it is a second late, it is ineligible.

**13. Should my project address all of the Performance Measures listed in the NIA?**

- ▶ No. Focus on the measures that are specific to your project.

**14. The solicitation does not specifically mention the retention of an evaluator. Does the evaluator need to be someone from out the organization or can it be an in-house evaluator? What are the limitations in cost for such an evaluator?**

- ▶ It depends on your project. We do not stipulate what type of evaluation methods you propose or if you use an internal or external evaluator. Develop your evaluation based on what makes sense for your institution and your project. The costs should correlate to the project.

**15. Will my application be deemed ineligible if my charts are single spaced?**

- ▶ No

16. Can a non-WWC approved or Department assessed study that meets the standard also be acceptable.

Yes, if the study meets the requirements as outlined in (iii)

17. Is more than 1 study recommended/needed?

- ▶ The focus should not be on the study; it should be on the service to be provided, or activity and the research that supports that service and/or activity. **Here are some questions to ask yourself:** Why am I proposing such a service or activity? What evidence supports that it will provide a positive change or impact? (this is where the research comes in.) Are there one or more studies? If so, what are they? Is there a practice guide or report from WWC that supports this?

18. If we want to adapt a study of a summer bridge to college program for high school students for a bridge to graduate for college students, is this acceptable, especially since while the proposed project does not overlap with the population in the study (high school students), it does overlap with the setting (college campus).

- ▶ Yes, but then state what aspects of the practice within the study you are adapting and then, how will you know your adaptation will not be negative? How will you evaluate?

19. If I am not funded this year, will you fund down the slate next year?

- ▶ It is possible, but presently, we are planning on holding a large competition next year. This is dependent on Congressional appropriations and level funding.

20. I heard there is a 2 year wait out period for this program?

- ▶ The wait-out period provision in the HEA (on which the regulation is based) was eliminated from the statute by Pub.L. 109-292, the Third Higher Education Extension Act of 2006.

21. Can you provide the rubric that grant reviewers will use to evaluate our proposals?

## SCORING GUIDANCE FOR DHSI GRANT REVIEWERS

- ▶ A fully-developed response demonstrates a clear understanding of the criterion requirements. The response not only addresses the factor, but also ***comprehensively*** demonstrates alignment between what is proposed, how it will be carried out, and the subsequent impact.
- ▶ A well-developed response demonstrates a clear understanding of the criterion requirements. The response addresses the factor, and demonstrates a basic alignment between what is proposed and how it will be carried out and the subsequent impact.
- ▶ An adequate response demonstrates a partial understanding of the criterion requirements. The response may address the factor, but provides inadequate, and at times, inconsistent information with regard to what is proposed, how it will be carried out, and the subsequent impact.
- ▶ A poorly-developed response demonstrates minimal understanding of the criterion requirements. The response does not address the factor, and demonstrates poor alignment between what is proposed, how it will be carried out, and the subsequent impact.
- ▶ A zero-point response means that the criterion requirements were not addressed anywhere in the application.

## 22. Can you explain the 3<sup>rd</sup> sub-criterion under Quality of the Evaluation Plan?

Will the data gathered provide guidance about effective strategies suitable for replication or testing in other settings? (up to 5 points).

- This is specific to your evaluation methods for your project. You should propose methods that you feel will be useful to other organizations in case they want to implement the same strategies and you should make the case for that in your application. Your methods should produce results that are conclusive and at the very least, provide guidance about effective strategies.



# Upcoming Funding Opportunities within the Office of Post-secondary Education

# Promoting Postbaccalaureate Opportunities for Hispanic Americans (PPOHA)

Office of Post-secondary Education

- ▶ Program supports graduate students and programs
- ▶ Grant Competition to be held this Spring. The NIA will be published soon. Approximately 21 applications will be funded. Typical funding amount per year per grantee is \$450,000.
- ▶ Contact: Dr. Maria Carrington (202)453-7339

# Strengthening Institutions Program (SIP) Title III, Part A

## Office of Post-Secondary Education

- ▶ Grant Competition to be held this summer. Dates TBD. Program expects to publish NIA sometime in the summer (towards the later side). Approximately 50 applications will be funded. Typical funding amount per year per grantee is \$450,000.
- ▶ Contact Nalini Lamba-Nieves at [Nalini.Lamba-Nieves@ed.gov](mailto:Nalini.Lamba-Nieves@ed.gov)
- ▶ *Special Rule: You may not receive funds under this program while receiving funds under Title V, Part A (DHHSI).*

# Alaskan Native-Native Hawaiian Program (ANNH), Title III, Parts A & F

## Office of Post-Secondary Education

- ▶ This program provides grants and related assistance to eligible Alaska Native-serving institutions and Native Hawaiian-serving institutions of higher education to enable such institutions to improve and expand their capacity to serve Alaska Natives and Native Hawaiians.
- ▶ NIA published in Federal Register on June 4, 2019. Submission time is 30 days. Approximately 50 applications will be funded. Typical funding amount per year per grantee is \$400,000.
- ▶ Contact Robyn Wood [robyn.wood@ed.gov](mailto:robyn.wood@ed.gov)



# **Title V FY 2019 competition:**

## **Application deadline:**

**July 15, 2019**

**11:59:59 EST**

**SUBMIT EARLY TO ENSURE A SUCCESSFUL  
SUBMISSION!!!**

Visit [www.ed.gov/hsi](http://www.ed.gov/hsi) regularly for updates and  
news.

# Resources

- ▶ Office of Post-Secondary Education
- ▶ <https://www2.ed.gov/about/offices/list/ope/index.html>
- ▶ Developing Hispanic-Serving Institutions Program (DHSI)
- ▶ <http://www2.ed.gov/programs/idueshsi/index.html>
- ▶ Tier 1 Eligibility -Contact Jason Cottrell at [jason.cottrell@ed.gov](mailto:jason.cottrell@ed.gov) or Christopher Smith at [christopher.smith@ed.gov](mailto:christopher.smith@ed.gov)
- ▶ OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Technical Assistance for ED Grantees
- ▶ <https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>
- ▶ Federal Register
- ▶ [www.federalregister.gov](http://www.federalregister.gov)
- ▶ Grants.gov [www.grants.gov](http://www.grants.gov) [Grants.gov- How to apply for grants](#)
- ▶ <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>
- ▶ IPEDS NCES
- ▶ <https://nces.ed.gov/help/webmail/>



# Call for Peer Reviewers

Email your resume to  
[Njeri.clark@ed.gov](mailto:Njeri.clark@ed.gov)

Due to the Conflict of Interest that may exist, you may not serve as a Reviewer in this competition if you are also an applicant.



# HSI Division Contact Information



## HSI Division Contact Information

**Beatriz Ceja, Division Director**  
[beatriz.ceja@ed.gov](mailto:beatriz.ceja@ed.gov) or 202-453-6239

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- 202-453-7339

**Rick Gaona**

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- 202-453-6077

**Dr. Stacey Slijepcevic, HSI STEM  
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**Njeri Clark, DHSI Program Lead**

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**Kissy Chapman-Thaw**

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- 202-453-7627 <sup>86</sup>