



# **Title III Orientation**

*A Brief Overview*

# What Is Title III?

- Title III program authorizes the Strengthening HBCUs program to assist eligible institutions in strengthening their academic, administrative, and fiscal capabilities.
- The program is funded for 5-year cycles submitting budget information yearly during the cycle.
- The funds are not to supplant depleted funds from other sources, nor move personnel from institutional funds to grant funds which is against federal regulations.
- However, the grant can supplement existing funds for improvements, upgrades, or changes to achieve the activities objectives.

## Fund Source

U. S. Department of Education Title III Part B & F

# How Do We Qualify for Title III Funds?

- We qualify for Title III funds because we are a historically black college/university. Federal legislation of the Higher Education Act (HEA)
- An HBCU must satisfy section 322 of the HEA and be legally authorized by the State in which it is located
- The institution must be accredited by a nationally recognized accrediting agency
- The institution must award degrees
- The ED Secretary has determined ECSU is one of 107 Colleges or Universities designated as an HBCU

# How Is the Funding Allocated?

- Annually, each HBCU must compile and submit data elements used to allocate funding
- The formula determines how much each HBCU receives
- Data elements are:
  - The number of Pell recipients
  - The number of students that graduated
  - The number of those graduated students enrolled in graduate school

# How Do We Apply for the Funds?

- To receive these funds, the institution must submit an application to the funding agency
- The application must contain a description of how the funds will be used
- A comprehensive development plan (CDP) must be submitted once every 5 years
- Annual proposals will be submitted to the funding agency with updates and budget justifications
- An annual report of how the previous year's funds were used

# What is a Comprehensive Development Plan?

- A Comprehensive Development Plan (CDP) must describe the university's strategy for achieving growth and self-sufficiency by strengthening financial management and academic programs
- Components of the CDP are:
  - A needs assessment of our financial management and academic programs
  - The university's goals based on the outcomes of the assessment
  - Measurable objectives designed to assist the university to reach each goal and timeframes for reaching the objectives
  - Methodology and processes that will be used to institutionalize the improvements developed under the proposed funded activities

# How Can We Use the Funds?

- Title III Part B authorizes the Strengthening HBCUs program to assist eligible institutions in strengthening their academic, administrative, and fiscal capabilities.
- The program is funded for 5-year cycles submitting budget information yearly during the cycle.
- The funds are not to supplant depleted funds from other sources, nor move personnel from institutional funds to grant funds which is against federal regulations.
- However, the grant can supplement existing funds for improvements, upgrades, or changes to achieve the activities objectives.
- Grant funds must be expended on items that are related to carrying out the allowable activities included in the approved application.
- A grantee may not spend more than fifty percent of its grant award in each fiscal year for costs relating to constructing or maintaining a classroom, library, laboratory, student service area or other instructional facility.

# How Can We Use the Funds?

## § 608.10 What activities may be carried out under a grant?

- (a) **Allowable activities.** Except as provided in paragraph (b) of this section, a grantee may carry out the following activities under this part—
- (1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional or research purposes;
  - (2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;
  - (3) Support of faculty exchanges, faculty development and faculty fellowships to assist these faculty members in attaining advanced degrees in their fields of instruction;
  - (4) Academic instruction in disciplines in which Black Americans are underrepresented;
  - (5) Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials;
  - (6) Tutoring, counseling, and student service programs designed to improve academic success;
  - (7) Funds and administrative management, and acquisition of equipment for use in strengthening funds management;
  - (8) Joint use of facilities, such as laboratories and libraries;
  - (9) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector;
  - (10) Establishing or enhancing a program of teacher education designed to qualify students to teach in a public elementary or secondary school in the State that shall include, as part of the program, preparation for teacher certification;
  - (11) Establishing community outreach programs that will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education; and
  - (12) Other activities that it proposes in its application that contribute to carrying out the purpose of this part and are approved by the Secretary as part of the review and acceptance of the application.

[eCFR :: 34 CFR Part 608 --  
Strengthening Historically Black  
Colleges and Universities Program](#)

# Uniform Guidance: Title 34 Subtitle B Chapter VI Part 608

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- (1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional or research purposes;
  - (2) Construction, maintenance, renovation, and improvement in classroom, library, laboratory, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services;
  - (3) Support of faculty exchanges, faculty development and faculty fellowships to assist these faculty members in attaining advanced degrees in their fields of instruction;
  - (4) Academic instruction in disciplines in which Black Americans are underrepresented;
  - (5) Purchase of library books, periodicals, microfilm, and other educational materials, including telecommunications program materials;
  - (6) Tutoring, counseling, and student service programs designed to improve academic success;
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  - (11) Establishing community outreach programs that will encourage elementary and secondary students to develop the academic skills and the interest to pursue postsecondary education; and
  - (12) Other activities that it proposes in its application that contribute to carrying out the purpose of this part and are approved by the Secretary as part of the review and acceptance of the application.

- (b) **Unallowable activities.** A grantee may not carry out the following activities under this part—
- (1) Activities that are not included in the grantee's approved application;
  - (2) Activities described in paragraph (a)(12) of this section that are not approved by the Secretary;
  - (3) Activities that are inconsistent with any State plan of higher education that is applicable to the institution;
  - (4) Activities that are inconsistent with a State plan for desegregation of higher education that is applicable to the institution;
  - (5) Activities or services that constitute religious instruction, religious worship, or proselytization.
  - (6) Activities provided by a school or department of divinity. For the purpose of this provision, a "school or department of divinity" means an institution, or a department of an institution, whose program is solely to prepare students to become ministers of religion or to enter into some other religious vocation.

<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-608#608.10>

# Allowable and Unallowable Expenses

## Sample Allowable Expenses

- Personnel
- Fringes
- Travel for Professional Development
- Materials and supplies
- Equipment
- Contractual/professional service costs
- Construction/Renovation of instructional buildings
- Other allowable expenses that accomplish the objectives and are approved by the agency
- Equipment repairs
- Leasing of equipment
- Meeting costs for professional development
- Printing and copying
- Maintenance and repair costs
- Computing devices
- Subscriptions
- Security costs
- Telecommunications
- Evaluation costs
- Assessment costs
- Process upgrades and changes

## Sample Unallowable Expenses

- Alcohol
- Promotional advertisement
- Public relations
- International travel
- Promotional items
- Entertainment costs
- Goods or services for personal use
- Subawards
- Fines, penalties, damages or other settlements
- Fund raising and investment management costs
- Selling and marketing costs
- Gifts, souvenirs, contributions or donations
- Collection costs
- Alumni or student activities
- Shows and special events
- Commencement, convocations and pinning ceremonies
- Lobbying

# Reporting Requirements

- First year interim performance report (IPR)
- Annual performance reports (APR)
- Phase I Data
- Phase II Data
  - Included in reports
    - Evaluation results
    - Expenditures
    - Budget justifications
    - Objective progress
    - Performance indicators progress
    - Activity impact
    - Measurable results

# Title III Grants Timeline of Events

Task	Responsible Party	Timeline
Compile Comprehensive Development Plan (CDP)	Title III Office with input from campus community	TBD by Dept of Ed
Compile and submit Phase I Data (Formula data elements)	Title III Office	TBD by Dept of Ed
Award allocation received	U. S. Department of Education	TBD by Dept of Ed
Compile and submit Phase II Data (proposal and CDP)	Title III Office	TBD by Dept of Ed
Review proposal documents for compliance	U. S. Department of Education	TBD by Dept of Ed
Provide Grant Award Notice (GAN)	U. S. Department of Education	TBD by Dept of Ed
Input award information and budget in university financial system (Banner)	University Division of Business and Finance	TBD by Dept of Ed
Monitor implemented activities and budgets	Title III Office/Business and Finance	TBD by Dept of Ed
Submit required reports	Title III Office	TBD by Dept of Ed