



Basic Needs for Postsecondary Students Program Technical Assistance Webinar

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Today's Agenda

- Purpose of today's webinar
- Common Acronyms
- Overview of the Program
- Allowable and Unallowable Activities
- Compliance
- Project Director Role and Challenges
- Frequently Asked Questions and Answers
- Group discussion



Purpose of today's webinar

Common Acronyms

DoEd or ED (U.S. Department of Education)

OPE- (Office of Postsecondary Education)

IS- (Institutional Service) Division within OPE

BN or Basic Needs (Basic Needs for Postsecondary Students Program – 84.116N)

FIPSE-(Fund for the Improvement of Postsecondary Education)

IHE (Institution of Higher Education)

GAN (Grant Award Notification)

CFR (Code of Federal Regulations)

HEPIS-(Higher Education Programs- Institutional Service)- Performance Report System

APR (Annual Performance Report)

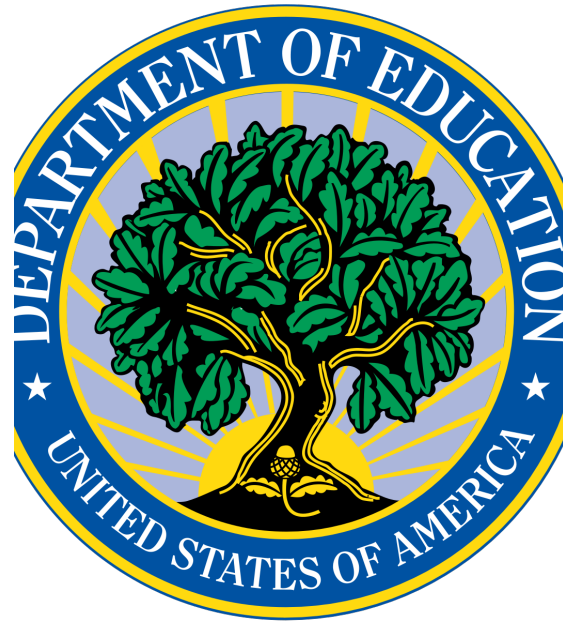
IPR (Interim Performance Report)

OMB (Office of Management and Budget)

EDGAR (Education General Administrative Regulations)

PD (Project Director)

PO/PS (Program Officer or Program Specialist)



Overview of the Program



The Hispanic-Serving Institutions Division is a division within IS. We are made up of 6 Program Specialists (Program Officers) and a Division Director-Dr. Stacey Slijepcevic. The Program Specialists manage comprehensive grant portfolios comprised of over 100 grants under various programs and locales.

The Basic Needs Program is administered under **FIPSE (Fund for the Improvement of Postsecondary Education)**.

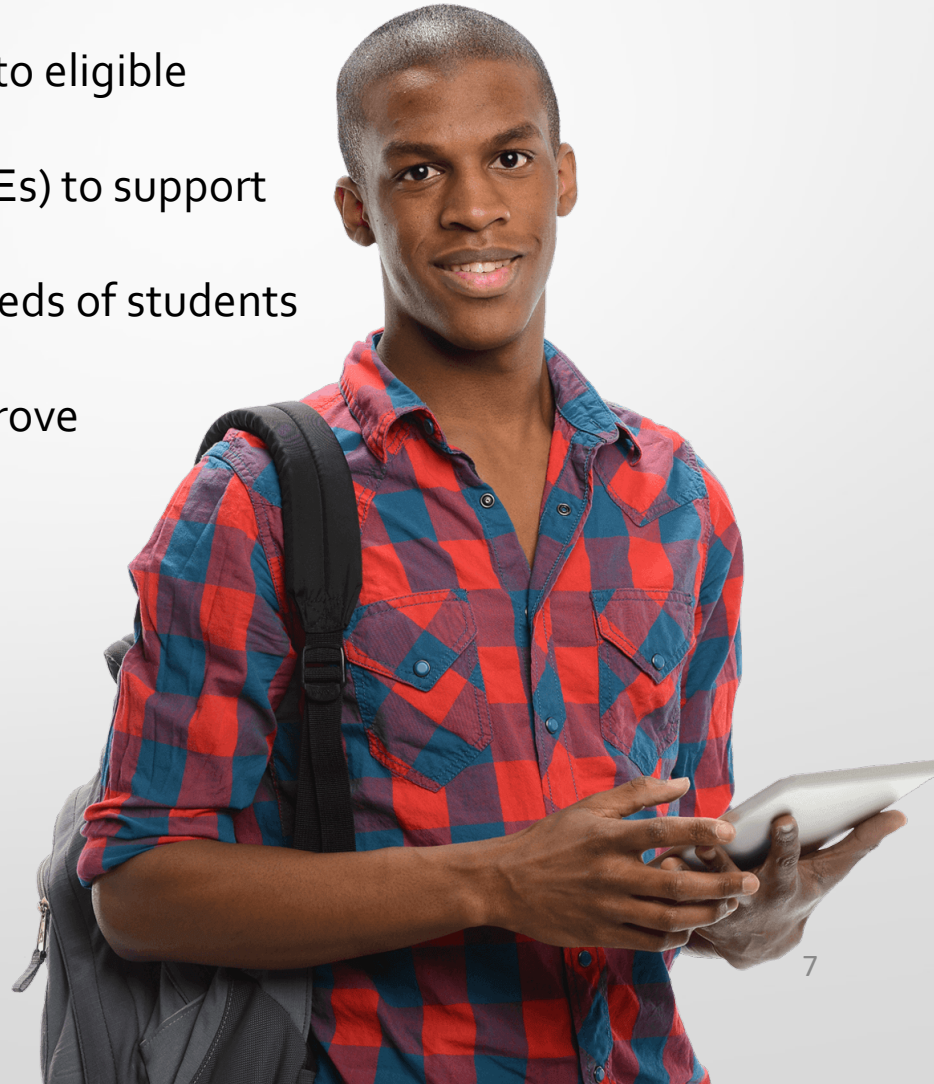
FIPSE is a program within Institutional Service (IS) within the Office of Postsecondary Education- one of the many principal offices within the U.S. Department of Education. We are located in Washington, DC at headquarters-LBJ Building.

Our mission is to support Institutions of Higher Education that are educating large numbers of underserved students in America.

Purpose of the Basic Needs Program

The Basic Needs for Postsecondary

Students Program provides grants to eligible institutions of higher education (IHEs) to support programs that address the basic needs of students and to report on practices that improve outcomes for students.



Program Facts

- Program was first funded in FY 2021.
- Since onset, 2 grant competitions and 1 “fund down the slate.”
- No program-specific regulations
- Grants are front loaded
- 30 Active Grantees
- FY 23 Congressional Appropriation-\$10,000,000 - 15,000,000
- New Competition expected Spring of 2024

Allowable Activities

- supporting temporary housing and securing sleeping arrangements;
- minor renovation of existing spaces
- providing free or subsidized food;
- providing access to (on-campus) childcare;
- conducting outreach to students to encourage participation in basic needs programs and services;
- helping eligible students apply for and enroll in local, State, and Federal public assistance programs;
- coordinating and collaborating with government and community-based organizations.
- personnel expenses
- supplies
- indirect costs (unrestricted rate)
- evaluation
- And other activities to support the basic needs of students

Unallowable activities

Construction

Hiring activities that are Conflicts of Interest

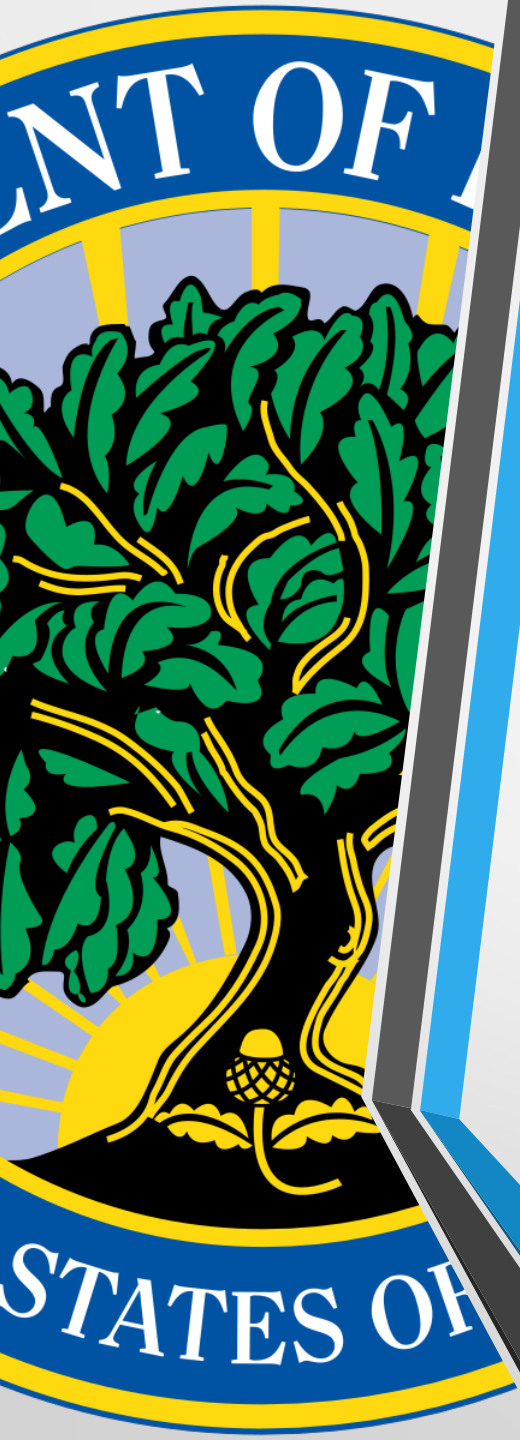
For new BN grantees (those funded in FY 2024), students' childcare expenses to off-campus providers (only on-campus childcare allowed)

Activities that are not directly tied to basic, immediate, and necessary supports for students

Subgrants



COMPLIANCE



There are no program-specific regulations for the BN Program yet.

- ▶ a. Title VIII, Section 873 of the Higher Education Act of 1965, as amended, 20 U.S.C. 1138-1138d; Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 2021-2023
- ▶ The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 82, 84, 86, 97, 98, and 99.
- ▶ b. The OMB Guidelines to Agencies on Government-wide Debarment and Suspension- 2CFR 180, as adopted and amended in 2 CFR part 3474.
- ▶ c. 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. [Uniform Guidance](#)
- ▶ GAN Attachments

Office of Management and Budget (OMB) Uniform
Administrative Requirements, Cost Principles, and Audit
Requirements for Federal Awards



U.S. Department of Education

Student Loans | Grants | Laws | Data

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The following resources are provided to aid grantees in the administration of Federal grants awarded by the Department of Education.

Laws, Regulations and Guidance

- Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R Part 200 establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities.
 - ED's Adoption of the Uniform Guidance (2 C.F.R. 3474.1)
 - ED's High-Risk Authority (2 C.F.R. 3474.10)
 - Cost Principles (2 C.F.R. 200 Subpart E)
 - Indirect Costs (2 C.F.R. 200.414)**
 - Audit Requirements (2 C.F.R. 200 Subpart F)

Education Department General Administrative Regulations (EDGAR): Consists of administrative regulations governing Department of Education grant programs found in parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98 and 99 of Title 34 of the Code of Federal Regulations of 34 C.F.R. - a document issued by ED that contains a reprint of these regulations

How Do I Find...

- Student loans, forgiveness
- Higher Education Rulemaking
- College accreditation
- Every Student Succeeds Act (ESSA)
- FERPA
- FAFSA
- 1098, tax forms

[More >](#)

Information About...

- Elevating Teaching
- Early Learning
- Engage Every Student
- Unlocking Career Success

- [Audit Requirements \(2 C.F.R. 200 Subpart F\)](#)

Education Department General Administrative Regulations (EDGAR): Consists of administrative regulations governing Department of Education grant programs found in parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98 and 99 of Title 34 of the Code of Federal Regulations of 34 C.F.R.; a document issued by ED that contains a reprint of these regulations.

- [Part 75—Direct Grant Program](#)
- [Part 76—State-Administered Program \(current version\)](#)
- [Part 77—Definitions That Apply to Department Regulations \(current version\)](#)
- [Part 79—Intergovernmental Review of Department of Education Programs and Activities \(current version\)](#)
- [Part 81—General Education Provisions Act Enforcement \(current version\)](#)
- [Part 82—New Restrictions on Lobbying \(current version\)](#)
- [Part 84—Governmentwide Requirements for Drug-Free Workplace \(Financial Assistance\) \(current version\)](#)
- [Part 86—Drug and Alcohol Abuse Prevention \(current version\)](#)
- [Part 97—Protection of Human Subjects \(current version\)](#)
- [Part 98—Student Rights in Research, Experimental Programs, And Testing \(current version\)](#)
- [Part 99—Family Educational Rights and Privacy \(current version\)](#)

[Reporting Subaward and Executive Compensation Information \(2 C.F.R. 170\)](#): 2 C.F.R. 170 provides guidance to Federal awarding agencies on reporting Federal awards and establishes requirements for recipients' reporting of information on subawards and executive total compensation, as required by the [Federal Funding Accountability and Transparency Act of 2006 \(Pub. L. 109-282\)](#), as amended by section 6202 of [Public Law 110-252](#), (i.e., the Transparency Act).

[Program Laws and Guidance](#): A link to legislation, regulations, guidance, and other policy documents related to Department of Education grant programs and education policy.

[U.S. Department of Education's Guidance Homepage](#): A link to each Principal Office Component's (POCs) guidance inventory.

Training Resources

- [Online Computer-based Grants Training Courses](#)

Regulations
(Parts 75
and 86) to
review
include but
are not
limited to:

Audits

Conflict of Interest

Compensation

Grant close out

Equipment

Financial Management

Internal Controls

Records Management

Subgrants, contracts, and other agreements with faith-based organizations

Drug and Alcohol Abuse Prevention

Administrative Requirements for Grantees

Post-Award Training

English	Español
Welcome to ED Grants	
Discretionary Grants Administration	Subvenciones Discrecionales: Temas Administrativos Claves
Formula Grants Training	Capacitación sobre Subvenciones de Fórmula
Allowable Costs and Activities	Costos y Actividades Admisibles
Internal Controls	Controles Internos
Indirect Cost	
Cash Management	Administración del Efectivo para Subvenciones Discrecionales y de Fórmula: Retiros e Intereses Devengados
Subrecipient Monitoring	Monitorización de Beneficiarios Secundarios
Federal Funding Accountability and Transparency Act (FFATA)	Federal Funding Accountability and Transparency Act (FFATA) - Español
Build America, Buy America Act (BABAA)	Build America, Buy America (BABAA) - Requisitos de Abastecimiento de Buy America Español

Grant Award Notification (GAN) Attachments

- The G5 Payment Module
- Financial and Performance Reports
- Overview of Single Audit Requirements
- Approval of Program Income
- Trafficking in Persons
- Reporting Prime Awardee Executive Compensation Data
- Specific Conditions for Disclosing Federal Funding in Public Announcements
- Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business
- Registration of DUNS Number in SAM
- System for Award Management (SAM) Requirements
- Memorandum Regarding the Use of Grant Funds for Meetings and Conferences
- Responsibilities Associated with Managing Federal Funds
- Financial Management System Requirements
- Cash Drawdowns from the G5 Grants System



As Project Director, you should...

- Feel comfortable overseeing the entire grant project (staff, implementation, etc.).
- Become knowledgeable of grant regulations and protocols.
- Develop an Internal Controls Manual specific to the grant award.
- Manage all equipment properly. See Cost Principle 200.313.
- Complete Annual Performance Report when required.
- Request prior approval from your ED Program Specialist when required.
- Oversee grant evaluation. See CFR 75.590 -75.592.
- Train all grant staff and ensure Internal Controls Manual is accessible.
- Manage budget and keep up to date.
- Maintain communication with your assigned ED Program Specialist.
- Perform close out activities at the end of the performance period. See Cost Principles 200.344-200.345.

**Internal Controls Manual
(SOPs) for Federal Grant P116N21XXXX
U.S. Department of Education**

SAMPLE

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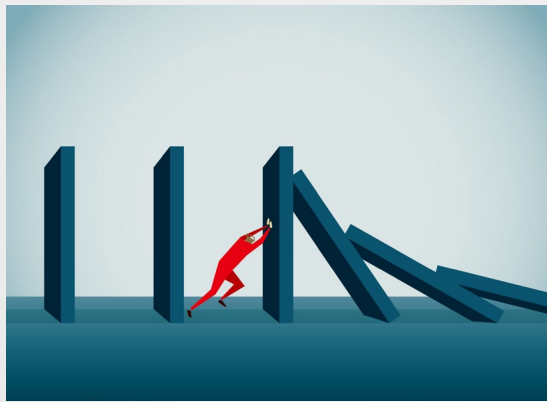
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Performance Reports

- Annual Performance Report (APR)
 - Due each year (at the end of years 1, 2, and 3)
 - System expected to open in Feb or March of 2024
 - Training for Project Directors will be conducted
 - Project Director (as listed in G5) will be sent an email with link to login along with UN and PW
 - Usually due in 90 days

Prior Approvals

- **Budget modifications:** The 10% rule applies. See 2CFR 200.308. If you want to move money from one line item to another and the amount is greater than 10% of your annual budget, you must get approval from your assigned ED Program Specialist. If the amount is less than 10%, approval is not needed, but the PD should send an updated budget to the ED Program Specialist for the records.
- **Project Director changes:** To change the Project Director or Co-PD or to change the level of effort for the PD, please send a formal request on President's office's (or equivalent office) letterhead explaining why the change needs to be made and if a new PD is being requested, the letter should state who the new PD is and how the credentials are comparable to the former PD. The resume or CV for the new PD should be attached.
- **Change to scope and objectives**
- **No cost extensions**



Challenges for BN Project Directors

- ▶ Increased probability of flaws in the project design if application was not written in-house
- ▶ Lack of program-specific regulations and lack of understanding of Dept. of ED policies and regs
- ▶ Poor management of the grant project (high turnover, delays in hiring of PD, etc.)

- ▶ Delays in implementation
- ▶ Virtual environment
- ▶ Communication with and clarifying expectations with the team and/or other departments
- ▶ Lack of buy-in from the administration
- ▶ Sustainability/institutionalization

Visit

<https://www2.ed.gov/programs/basic-need/index.html>

regularly for updates and news.

Frequently Asked Questions

Select a link below to jump to the relevant page section.

1. Who is eligible to apply?
2. Can students apply for a grant under this program?
3. Under the Basic Needs Program, can we provide transportation reimbursement for unpaid interns?
4. Are consortiums of 2 or more community colleges eligible to apply, or does it need to be a single institution?
5. What file types can I upload to grants.gov?
6. Are subawards/subgrants allowable?
7. Can funds be used to construct a dorm or other type of residence for students?
8. Can an IHE submit more than one application.
9. Are indirect costs allowed?
10. Is direct student aid included in MTDC (modified total direct cost)?
11. Can we purchase a refrigerator for food for participants?
12. Can we purchase hot food?
13. Can we use funds to attend professional conferences?
14. Can we use funds to purchase professional organization membership?
15. Can we purchase laptops and hotspots?
16. Can we provide scholarships to students?
17. Can we provide scholarships to undocumented students?
18. Can we use funds to renovate or conduct construction?
19. Can Basic Needs funds be utilized to pay for textbook/supplies vouchers?
20. Can staff shirts with the program logo be purchased?
21. Is the purchase of nap pods allowable?
22. Is the purchase of work supplies, such as work boots allowable?

1. Who is eligible to apply?

Information A

- Elevating Teaching
- Early Learning
- Engage Every Student
- Unlocking Career Success
- Cybersecurity

Group Discussion:

What are some best practices, challenges, and trends?

