



A Message from the Director



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Welcome to the first edition of the West Virginia State University (WVSU) Title III Newsletter. The purpose of this newsletter is to provide articles related to Title III programs and activities, as well as keep the campus community informed of the accomplishments and success associated with Title III-supported programs. In this first edition, the newsletter will focus on basic information regarding the purpose of Title III funds.

The Title III programs at WVSU are funded through the U.S. Department of Education, Strengthening Historically Black Colleges and Universities Program. The purpose of these federal formula

funds is to provide financial assistance to Historically Black Colleges and Universities (HBCUs) to establish or strengthen their physical plants, financial management, academic resources, research capacity, outreach efforts, student support services and endowment-building capacity.

The WVSU Office of Title III Programs (hereinafter, Office) serves as the central administrative unit for the management of U.S. Department of Education Title III funds and supported projects. Specifically, the Office supports the University in the planning of Title III programs, ensuring that funds are spent in a prudent and allowable manner, providing technical assistance, monitoring program outcomes and impacts, and submitting reports to the U.S. Department of Education as required.

The Office manages three grants from the Department of Education: (1) Strengthening Historically Black Colleges and Universities Programs, Title III Part B; (2) Student Aid and Fiscal Responsibility Act (SAFRA), Part F; and (3) HBCU Masters Program. These three programs will be discussed at length in future newsletters.

The WVSU Title III programmatic efforts reflect the academic, research, outreach, fiscal and technological infrastructure priorities of the University as outlined

in the University's institutional strategic plan, Vision 2020: State's Roadmap to the Future. The Vision 2020 goals and strategies are congruent and complementary to the programmatic areas of emphasis for the U.S. Department of Education Title III Part B, Strengthening Historically Black Colleges and Universities Program.

The University envisions that through this partnership with the Department of Education, WVSU will become the most student centered, research and teaching, land-grant University in the State of West Virginia and beyond.

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RELATIONSHIP TO THE UNIVERSITY'S MISSION

Mission Statement

Founded in 1891, West Virginia State University is a public, land-grant, historically black university, which has evolved into a fully accessible, racially integrated and multi-generational institution. The University, “a living laboratory of human relations,” is a community of students, staff and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. Its mission is to meet higher education and economic development needs of the state and region through innovative teaching and applied research.

The undergraduate education at the University offers comprehensive and distinguished baccalaureate programs in business, liberal arts, professional studies, sciences and social sciences. The University provides master’s degrees and other opportunities for graduate education.

West Virginia State University offers flexible course schedules in traditional classrooms, in non-traditional settings and online. With the goal of improving the quality of our students’ lives, as well as the quality of life for West Virginia’s citizens, the University forges mutually beneficial relationships with other educational institutions, businesses, cultural organizations, governmental agencies, and agricultural and extension partners.

The following values guide our decisions and behavior:

- academic excellence;
- academic freedom;
- advancement of knowledge through teaching, research, scholarship, creative endeavor and community service;
- a core of student learning that includes effective communication, understanding and analysis of the interconnections of knowledge, and responsibility for one’s own learning;
- lifelong growth, development and achievement of our students;
- development of human capacities for integrity, compassion and citizenship;
- our rich and diverse heritage;
- personal and professional development of our faculty and staff; and
- accountability through shared responsibility and continuous improvement.

West Virginia State University is a vibrant community in which those who work, teach, live and learn do so in an environment that reflects the diversity of America. Our comprehensive campus provides vast opportunities for our students. We take great pride in our accomplishments and envision building upon our baccalaureate and graduate programs and our excellence in teaching, research and service.

The activities requested for support under Title III were developed with the mission, purposes and goals of the University in mind. Each activity under Title III is governed by a set of objectives, and each objective is related specifically to one or more of the institution’s long-range goals. In order to ensure its continued success and the implementation of all planned activities, the administration will:

- Recommend policies and develop procedures to ensure adherence to federal regulations and provide a clear audit trail;
- Provide support services to facilitate maximum implementation of funded activities;
- Recommend policies and develop procedures to facilitate Title III proposal development and submission; and
- Recommend changes to activities which will enhance the program in line with expected goals and objectives.

Title III will establish, encourage and facilitate programmatic activities focused on physical plants, financial management and academic resources in order to strengthen and enhance West Virginia State University.

Administrative Structure of the Title III Administrative Office

Title III Director's Responsibilities

The principle responsibility for administering and managing all Title III activities rests with the director, who serves as a liaison among constituents of the University, the U.S. Department of Education, and other individuals or groups on matters which impact the Title III program.

The director is responsible for monitoring the completion of objectives and outcome measures for all activities according to the approved Annual Grant Performance Report. Additionally, the director manages and approves expenditures for all federal funds within the two Title III programs and one Title VII program. As a government sub-contractor, West Virginia State University is bound by federal rules and regulations. Compliance with these guidelines is a necessary condition for funding the Title III programs. Specifically, the director is responsible for:

- Keeping the president apprised of the status of all Title III activities by working closely with activity directors and other relevant University personnel;
- Providing overall leadership to the programmatic aspects of Title III;
- Submitting Annual Grant Performance Reports and budget revisions when required;
- Coordinating internal and external evaluations to assess program impact on all programs;
- Disseminating Title III program information internally and externally;
- Ensuring that the implementation process of Title III activities is consistent with the U.S. Department of Education guidelines and recommendations, as well as West Virginia State University's policies, procedures and line/staff relationships;
- Approving all expenditures of the grant and monitoring daily Title III expenditures;
- Assisting in the development of University-wide proposals, reports and other documents related to the administration of Title III programs;
- Cooperating with the Business and Finance Office to ensure an efficient and effective system for fiscal control of Title III is maintained; and
- Ensuring all Title III activities remain consistent with the University's mission, goals and long-range plans



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DIRECTOR OF BUSINESS AND FINANCE

Fiscal Control of Title III Funds

West Virginia State University's Research and Development Corporation's Business and Finance Office oversees the management and accounting for all grants and contract funds. However, the fiscal and reporting policies of the U.S. Department of Education, through guidelines issued in the Education Department General Administrative Regulations (EDGAR) and rules in the Federal Registrar, require a more detailed management and recordkeeping system than is usually practiced by operating units of the University. Federal regulations require a complete accounting of all federal and University time and resources which directly impact the grant's activities.

Fiscal Policies and Regulations

A copy of each project's budget shall be transmitted from the Business and Finance Office to each project director after formal notification of grant approval has been received. The use of funds not expended at the end of the current budget period has to be approved for carry-over through the Business and Finance Office via the U.S. Department of Education. These requests must be received in the Grants Office 45 days before the end of the budget period in which the funds are unexpended.

ACTIVITY DIRECTOR'S RESPONSIBILITIES

The activity director is primarily responsible for carrying out the approved activity's plan, achievement of objectives, outcome measures, progress reports and fiscal year budget parameters. Each activity director reports to the appropriate administrator within the existing administrative structure of the University.

Specifically, the activity director is responsible for:

- Preparing and submitting to Title III administration complete and accurate progress reports of activity progress toward objectives;
- Monitoring and reporting timely completion of activity objectives;
- Requesting Title III funds via requisitions in accordance with approved activity budgets and University policies;
- Approving travel requests;
- Reviewing and signing quarterly Time and Effort Reports. All Title III personnel must submit a Time and Effort Report quarterly; and
- Monitoring activity on the budgets.

PROGRAM EVALUATION

Evaluation of an activity determines the extent to which specified objectives have been met. Additionally, it provides information relative to strengths and areas to strengthen for an activity. As a result of a comprehensive and effective

evaluation, decision-makers and/or stakeholders can make the following decisions:

1. Which activities of a program should be continued?
2. Which activities need to be revised/modified?
3. Which activities should be discontinued?

Two types of evaluations are typically conducted at West Virginia State University:

Formative – to provide and process data on how well an activity is progressing toward completing the objectives. Recommendations may be made on how to best complete the objective.

Summative – is a product end of the activity assessment. It provides data on the extent to which objectives have been completed and whether the activity should be continued.



Understanding HBCU, SAFRA AND HBGI Legislative Allowable Activities (LAA)

Allowable activities under Title III Part B

(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) Scholarships, fellowships and other financial assistance for needy graduate and professional students to permit the enrollment of the students in and completion of the doctoral degree in medicine, dentistry, pharmacy, veterinary medicine, law, and the doctorate degree in the physical or natural sciences, engineering, mathematics, or other scientific disciplines in which African-Americans are underrepresented;

(11) 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;

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

(13) Establishing or improving an endowment fund (up to 20% {20 years});

(14) Acquisition of real property in connection with the construction, renovation or addition to or improvement of campus facilities;

(15) Education or financial information designed to improve the financial literacy and economic literacy of students or the students' families, especially with regard to student indebtedness and student assistance programs;

(16) Services necessary for the implementation of projects or activities that are described in the grant application and that are approved, in advance, by the secretary, except that not more than two percent of the grant amount may be used for this purpose;

(17) Other activities, consistent with the institution's comprehensive plan and designed to increase the institution's capacity to prepare students for careers in the physical or natural sciences, mathematics, computer science or information technology or sciences, engineering, language instruction in the less-commonly taught languages or international affairs, or nursing or allied health professions; and

(18) Other activities

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Allowable activities under Title III SAFRA

(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;
- (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;
- (11) 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; and
- (17) Other activities, consistent with the institution's comprehensive plan and designed to increase the institutions capacity to prepare students for careers in the physical or natural sciences, mathematics, computer science or information technology or sciences, engineering, language instruction in the less-commonly taught languages or international affairs, or nursing or allied health professions;

Overview

The following summary is provided for your convenience and as a guide only. The Office of Sponsored Programs accepts no responsibility for the interpretation of the cost principles as outlined below. Grantees should consult the complete set of applicable cost principles to determine allowability and unallowability of costs prior to expending funds. All costs must be budgeted and approved in the Budget Summary in the applicable grant application prior to expenditure. Some costs require specific prior approval in the application, in which case the line item must be specifically budgeted and approved by the funding agency prior to expenditure.

OMB Circular A-21 Cost Principles for Educational Institutions identifies direct and indirect costs that may be charged to federal research grants and contracts. The cost principles also identify those charges that cannot be charged to grants and are considered unallowable expenses.

OMB Circular A-21 offers four tests to determine the allowability of costs applied to federally sponsored agreements. Allowable costs must:

1. Be reasonable.
 - a. The costs must be necessary for fulfillment of the agreement and acquired by means consistent with federal and state laws and regulations.
 - b. Costs incurred must be consistent with institutional policies and practices.

2. Be allocable. A cost is allocable to a sponsored agreement if the goods/services involved are charged in accordance with the relative benefits received by that agreement. A cost is allocable to a sponsored agreement if:
 - a. it is incurred solely to advance the work under the sponsored agreement.
 - b. it benefits both the sponsored agreement and other work of the institution in proportions that can be approximated through use of reasonable methods.

Important: *Please note that any cost allocable to a particular sponsored agreement may not be shifted (i.e. cost transfer) to another sponsored agreement in order to meet deficiencies caused by overruns or other funding considerations: to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience.*

3. Be treated consistently throughout the University. Similar costs normally cannot be treated as both direct and indirect costs.
4. Be allowable. The expense must be allowable or not specifically excluded as specified by government regulations.



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