

Census for determining poverty status. The Census levels were published by the U.S. Department of Health and Human Services in the **Federal Register** on February 15, 2000 (65 FR 7555–7557).

The information about “metropolitan statistical areas” referenced in 34 CFR 606.3(b)(4) and 607.3(b)(4) may be obtained by requesting the Metropolitan Statistical Areas, 1999, order number PB99–501538, from the National Technical Information Service, Document Sales, 5285 Port Royal Road, Springfield, Virginia 22161, telephone number 1–800–553–6847. There is a charge for this publication.

*Applications Available:* December 5, 2003.

*Deadline for Transmittal of Applications:* January 20, 2004 for an applicant institution that wishes to apply for a FY 2004 new grant under the Title III, Part A Programs or the Title V Program; May 28, 2004 for an institution that wishes to apply only for cost-sharing waivers under the FSEOG, FWS, SSS or UISFL Programs; and, January 20, 2004 for an institution that wishes to apply for both a grant under the Title III, Part A Programs or the Title V Program and a waiver of the Non-Federal share requirement.

*Electronic Submission of Applications:* The Government Paperwork Elimination Act (GPEA) of 1998 (Pub. L. 105–277) and the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106–107) encourage us to undertake initiatives to improve our grant processes. Enhancing the ability of individuals and entities to conduct business with us electronically is a major part of our response to these Acts. Therefore, we are taking steps to adopt the Internet as our chief means of conducting transactions in order to improve services to our customers and to simplify and expedite our business processes.

Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

We are requiring that applications for institutional eligibility for FY 2004

under Request for Designation as an Eligible Institution be submitted electronically at the following Web site: <http://webprod.cbmiweb.com/Title3and5/index.html>.

If you are unable to submit an application electronically you may submit a written request for a waiver of the electronic submission requirement. In the request, you should explain the reason or reasons that prevent you from using the Internet to submit your application. The request should be addressed to: Mr. Louis Venuto, U.S. Department of Education, 1990 K Street, room 6071, Washington, DC 20202–8513. Please submit your request no later than two weeks before the application deadline date.

If, within two weeks of the application deadline date, you are unable to submit an application electronically, you must submit a paper application by the application deadline date in accordance with the transmittal instructions in the application package. The paper application must include a written request for a waiver documenting the reasons that prevented the applicant from using the Internet to submit the application.

To enter the Web site, you must use your institution's unique 8-digit identifier, *i.e.*, your Office of Postsecondary Education Identification Number (OPE ID number). If you receive a hard copy of the eligibility application and instructions from us in the mail, look for the OPE ID number on the address label. Otherwise, your business office or student financial aid office should have the OPE ID number. If your business office or student financial aid office does not have the OPE ID number, contact the Department, using the e-mail addresses of the contact persons listed in this notice under **FOR APPLICATIONS AND FURTHER INFORMATION CONTACT**.

You will find detailed instructions for completing the application form electronically under the “eligibility 2004” link at either of the following Web sites:

<http://www.ed.gov/programs/iduestyle3a.index.html> or <http://www.ed.gov/hsi>.

For institutions of higher education that are unable to meet the needy student enrollment requirement or the average E&G expenditure requirement and wish to request a waiver of one or both of those requirements, you must complete your designation application form electronically and transmit your waiver request narrative document from the following Web site: <http://webprod.cbmiweb.com/Title3and5/index.html>.

If your institution is unable to electronically submit your narrative waiver request, print the electronic application form and mail it along with the waiver request narrative to Mr. Louis Venuto, Team Leader, Institutional Development and Undergraduate Education Service, U.S. Department of Education, 1990 K Street, NW, Room 6071, Request for Eligibility Designation, Washington, DC 20202–8513.

*Applicable Regulations:* (a) The Education Department General Administrative Regulations in 34 CFR parts 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99. (b) The regulations for the Title III, Part A Programs in 34 CFR part 607, and for the Title V Program in 34 CFR part 606.

**FOR APPLICATIONS AND FURTHER INFORMATION CONTACT:** Ellen M. Sealey, Carlos Reeder or Delores Anistead, Institutional Development and Undergraduate Education Service, U.S. Department of Education, 1990 K Street, Room 6049, Request for Eligibility Designation, Washington, DC 20202–8513. Ms. Sealey's telephone number is (202) 502–7580. Mr. Reeder's telephone number is (202) 502–7592. Mrs. Anistead's telephone number is (202) 219–7060. Ms. Sealey, Mr. Reeder and Mrs. Anistead may be reached via e-mail at the following addresses: [ellen.sealey@ed.gov](mailto:ellen.sealey@ed.gov), [carlos.reeder@ed.gov](mailto:carlos.reeder@ed.gov), and [delores.anistead@ed.gov](mailto:delores.anistead@ed.gov).

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1–800–877–8339.

Individuals with disabilities may obtain this document in an alternative format (*e.g.*, Braille, large print, audio tape, or computer diskette) on request to the contact persons listed under **FOR APPLICATIONS AND FURTHER INFORMATION CONTACT**.

Individuals with disabilities may obtain a copy of the application package in an alternative format by contacting those persons. However, the Department is not able to reproduce in an alternative format the standard forms included in the application package.

#### **Electronic Access to This Document**

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