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**October 12, 2007**

\*\*This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.\*\*

## *Direct Loan Program*

### COD News

#### **COD Batch Processing Suspension And Web Site Outages October 12-13, 2007 (10/11/07)**

As explained in [an October 10, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), during the period October 12-13, 2007, Federal Student Aid plans to update the 2007-2008 COD System with functionality that supports the implementation of the revised Federal Direct PLUS Loan Application and Master Promissory Note (Direct PLUS Loan MPN). Federal Student Aid provided complete implementation guidance in [Direct Loan Bulletin 07-20 posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

In order to install the system changes that will enhance the COD System and Web site —

- Federal Student Aid will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, October 12, 2007. Records submitted after 8:00 P.M. (ET) will be held and processed after 5:30 P.M. (ET) on Saturday, October 13, 2007.
- The [COD Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, October 12, 2007 until 5:30 P.M. (ET) on Saturday, October 13, 2007.
- The [Direct Loan Electronic MPN Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, October 12, 2007 until 5:30 P.M. (ET) on Saturday, October 13, 2007.

Individuals starting the process by 7:00 P.M. (ET) on October 12th will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

Federal Student Aid apologizes for any inconvenience the batch processing suspension and Web site outages may cause and appreciates your understanding and patience while it completes this important activity.

#### **End of Federal Fiscal Year 2007 Work Completed [08/14/07 (Updated 10/08/07)]**

As explained in [an August 13, 2007 Electronic Announcement posted on the IFAP Web site](#), September 30, 2007 marked the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including the Grant



Administration and Payment System (GAPS), were on a modified processing schedule while the Department finalized its processing and accounting for Fiscal Year 2007.

The Department is pleased to report the successful completion of this work and the availability of the Grant Administration and Payment System (GAPS). The Department appreciates schools' patience and understanding as it completed this important activity. All financial processing was caught up by Friday, October 5, 2007.

### **G5 Phase 1 Implementation Overview Now Available (09/25/07)**

In June 2007, the Department of Education (the Department) announced the development of *G5—a state-of-the-art electronic system for grants management and payments*. G5 will replace the current Grant Administration and Payments System (GAPS), including the e-Payments functionality used by schools to draw down Campus-Based, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Pell Grant (Pell Grant), and William D. Ford Federal Direct Loan (Direct Loan) funds. G5 will provide a number of performance, processing, and customer enhancements.

As previously explained, the Department will implement G5 in three phases over several years. Phase I of G5 will address e-Payments and provide improved drawdown functionality. Full implementation of Phase I is targeted for the last quarter of calendar year 2007—most likely over the Veterans Day holiday weekend (November 8-12, 2007).

Recently, the Department posted a “G5 Phase 1 Implementation Overview” presentation on the GAPS [e-Payments Web site](#). This overview is also available at the following URL:

[http://www.g5.gov/PPT\\_for\\_G5\\_v082707.pps](http://www.g5.gov/PPT_for_G5_v082707.pps)

Please share the information, as appropriate, with others at your school/organization.

As explained in the overview, G5 online training will be available in October 2007. Information about the availability of the online training and other training opportunities will be provided in forthcoming communications. Information about the service outage that will be necessary when Phase 1 is implemented will also be provided in forthcoming communications.

The most current G5 information is posted on the GAPS [e-Payments Web site](#) and in [a September 25, 2007 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

If you have any questions about the status and/or implementation of G5, contact the GAPS hotline at 888/336-8930 or e-mail [G5\\_Admin@ed.gov](mailto:G5_Admin@ed.gov) ([G5\\_Admin@ed.gov](mailto:G5_Admin@ed.gov)).

### **Updating School Contact Information in the COD System (10/12/07)**

Federal Student Aid wants to remind all schools and third party servicers that contact information in the Common Origination and Disbursement (COD) System must be kept current. Contact information is extremely important for the COD School Relations Center. Of utmost importance are e-mail addresses and mailing addresses.





- The e-mail address for the Financial Aid Administrator is used to deliver time-sensitive materials and critical COD processing information to the school.
- For a Direct Loan school, correct mailing address information ensures that Direct Loan closeout letters are delivered timely and to the correct place.

Please ensure that all contact information is updated as needed.

### **Submitting Updates to School Contact Information**

Depending on the type of information to be updated, a school must submit updates in one of the following two ways:

1. In accordance with 34 CFR 600.21, most changes must be reported using the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs \(E-App\)](#). This includes changes to the following information:
  - School name
  - School address (including any branches and locations)
  - Names of the President (or equivalent title), Chief Financial Officer (or equivalent title), and Financial Aid Administrator (or equivalent title)
  - Telephone numbers and e-mail addresses for the above officials

Once the E-App is processed, the [COD Web site](#) is updated within 24 hours. It may take longer if there is additional information required by the School Participation Team (formerly known as the Case Management and Oversight Division).

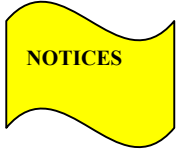
2. Two specific changes can *only* be made via the [COD Web site](#). These are changes to the Direct Loan Officer contact information/ mailing address and the Pell Grant Officer contact information/ mailing address. To view and/or update the current contact information for these officers, complete the following steps:
  - Log in to the [COD Web site](#).
  - From the School tab, select the “Financial Aid Contact” link (located under the School Information menu). The School Financial Aid Contact Information screen displays the current information for the school.
  - Update or add new contact information by clicking on the “Update” or “Add New” button in the heading for the officer to be updated.
  - Complete the new information and submit the changes.

This information will be processed and updated immediately on the [COD Web site](#).

An [Electronic Announcement](#) with this same information is posted on the Information for Financial Aid Professionals (IFAP) Web site. If you have any questions about updating your school’s contact information, contact the COD School Relations Center.



## Reports and Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.



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# *ACG, National SMART Grant, and Pell Grant Programs*

## COD News

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### **Enrollment Requirements for the National SMART Grant Program (10/12/07)**

As explained in [Dear Colleague Letter GEN-07-07](#), the Department of Education (the Department) has provided additional information on the course enrollment requirements for a student to receive payment under the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program. Refer to [Dear Colleague Letter GEN-07-07](#) for the detailed additional guidance.

### **End of Federal Fiscal Year 2007 Work Completed [08/14/07 (Updated 10/08/07)]**

As explained in [an August 13, 2007 Electronic Announcement posted on the IFAP Web site](#), September 30, 2007 marked the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including the Grant Administration and Payment System (GAPS), were on a modified processing schedule while the Department finalized its processing and accounting for Fiscal Year 2007.



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- Complete the new information and submit the changes.

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### **ACG and National SMART Grant Resources (10/12/07)**

As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs. In addition, Federal Student Aid has updated the [2006-2007 COD Technical Reference](#) and the [2007-2008 COD Technical Reference](#), and has posted some volumes of the [2008-2009 COD Technical Reference Draft](#). A school should refer to the [communications posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#) and to the 2006-2007, 2007-2008, and 2008-2009 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007, 2007-2008, and 2008-2009 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- Financial Award ID and Financial Award Number (Award Sequence Number)  
Volume II, Section 1 "Implementation Guide"
- Citizenship and Student Level Code  
Volume II, Section 1 "Implementation Guide"
- Message Classes  
Volume II, Section 2 "Message Classes"
- Common Record Layout  
Volume II, Section 3 "Common Record Layout"
- Reports Generated by COD System  
Volume VI, Section 8 "COD Reports"
- Eligibility/Payment Reason and Rigorous High School Program Code for ACG  
Volume VI, Section 9 "Rigorous Secondary School Programs of Study, and Eligible Majors"
- Major/Classification of Instructional Program (CIP) Code for National SMART Grant  
Volume VI, Section 9 "Rigorous Secondary School Programs of Study, and Eligible Majors"



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If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

**Note for EDEExpress Users:** Volume III of the 2006-2007, 2007-2008, and 2008-2009 COD technical references provides additional guidance for schools that use EDEExpress in combination with another system. If your school needs help locating information related to EDEExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

### **2006-2007 Grant Processing Deadline was October 1, 2007 [09/05/07 (Updated 10/02/07)]**

The deadline for electronically transmitting Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Federal Pell Grant (Pell Grant) records for the 2006-2007 Award Year to the COD System was 11:59 P.M (ET) on Monday, October 1, 2007.

From October 2, 2007 forward, the COD System will accept and reject 2006-2007 ACG, National SMART Grant, and Pell Grant data as follows:

#### ***ACG and National SMART Grant Programs***

- Accept and process decreases to previously accepted 2006-2007 award originations and decreases to previously accepted 2006-2007 disbursements.
- Accept and process originations and disbursements of new 2006-2007 awards or 2006-2007 award amount increases only if the Department has granted Administrative Relief or Extended Processing for the 2006-2007 Award Year.

#### ***Pell Grant Program***

- Accept and process decreases to previously accepted 2006-2007 award originations and decreases to previously accepted 2006-2007 disbursements.
- Accept and process originations and disbursements of new 2006-2007 awards or 2006-2007 award amount increases only if 1) the student was in a Potential Overaward Process (POP) situation during the 2006-2007 Award Year or 2) the Department has granted Administrative Relief or Extended Processing for the 2006-2007 Award Year.

**Note:** Unless one of the situations outlined above applies, the COD System will reject originations and disbursements of new 2006-2007 awards or 2006-2007 award amount increases and return COD Edit 43 (New Award Amount or Award Increase Received After End of Processing Year and Institution has Not Been Granted Extended Processing) or COD Edit 71 (New Disbursement Increase, or Disbursement Release Indicator to “True” Received After End of Processing Year and Institution Has Not Been Granted Administrative Relief).

For additional information about Administrative Relief and Extended Processing for the 2006-2007 Award Year, refer to [the September 4, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).





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