

Session 25



Show Me the Money: How to Get & Maintain Funding for Pell Grants, Campus-Based and Direct Loans

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Discussion Outline

- ❑ Funding overview
- ❑ Pell, Campus-Based, & Direct Loan funds process
- ❑ GAPS refund and adjustment functionality

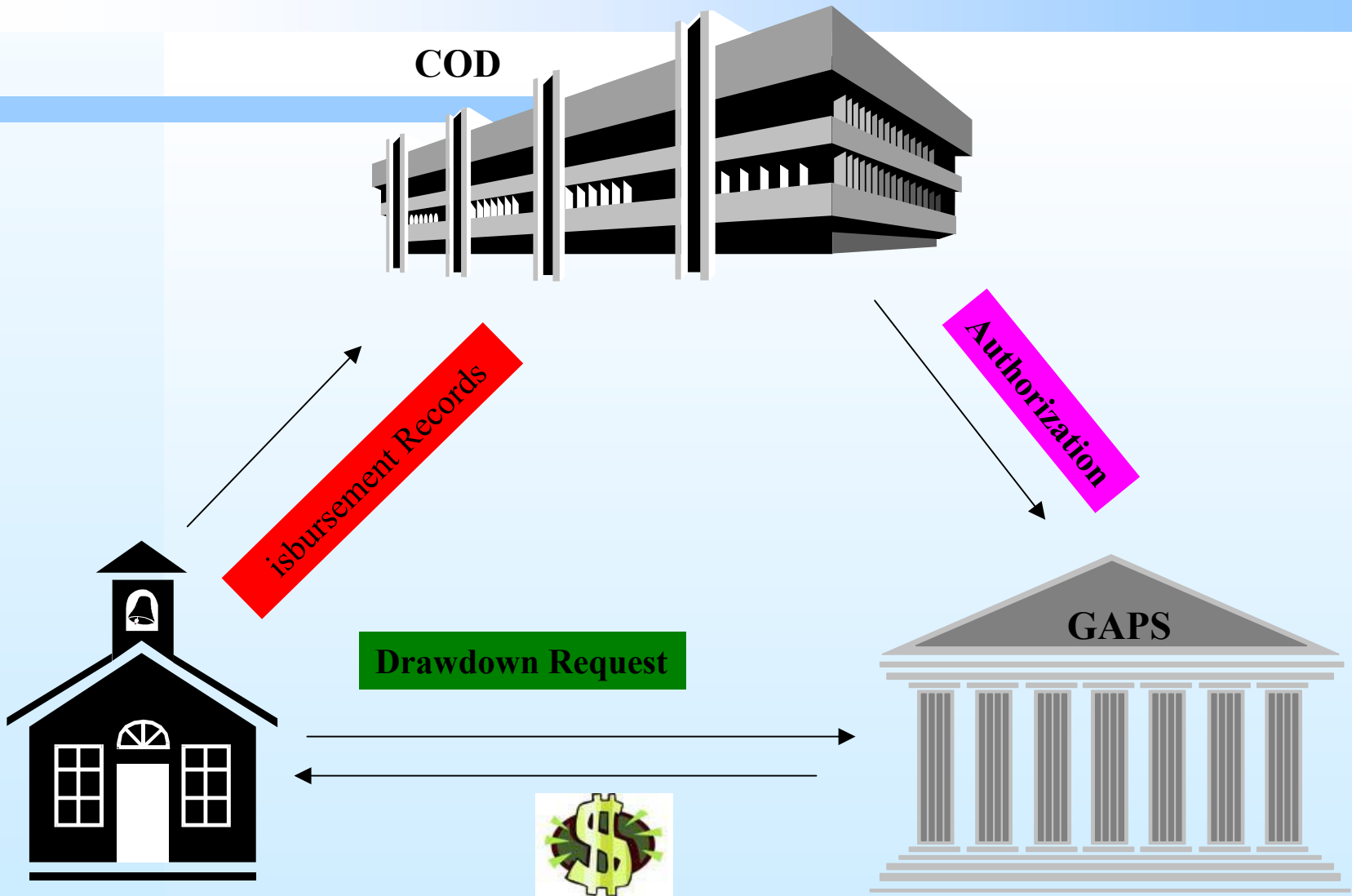
Program Offices and GAPS

- Program Offices
 - Funding Authority

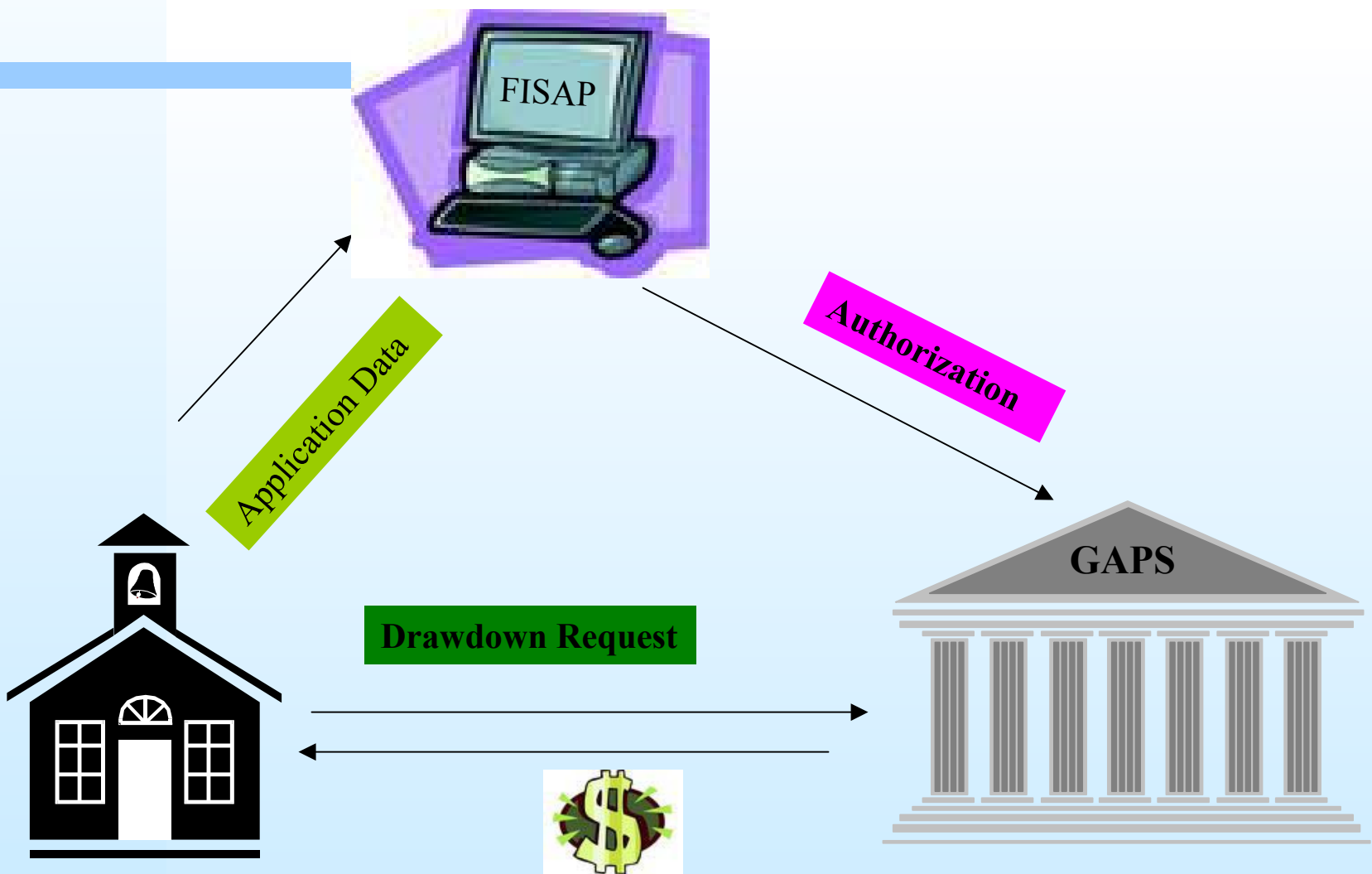
- GAPS
 - Cash
 - 3 Day Cash Rule

- Turnaround Time
 - 3-5 Days

Funding Flow Pell and DL



Funding Flow Campus-Based



SCHOOL

Funding Terminology

- ❑ Funding Terms
 - COD = Current Funding Level (CFL)
 - Campus-Based/GAPS = Authorization
 - Pell/Campus-Based (ESOA) = Obligation

- ❑ Award Records
- ❑ Anticipated/Actual Disbursements (NAPD)
- ❑ Substantiation

Pell Grant CFL Process

- ❑ Initial CFL created in May
- ❑ Disbursement data drive CFL
- ❑ GAPS drawdown should not exceed CFL
- ❑ Disbursement Release Indicator (DRI)
 - 7 Day rule

Pell Daily CFL Adjustments

School Generated

Schools submit disbursement data

System Generated

Negative Pending

Potential Over-award Process (POP)

Pell Global CFL Reductions

- Reduction to level of disbursement data (February)
- Reduction for “W” Verification (Apr-Aug)
- Reduction to GAPS drawdown (end of second year)

Pell Administrative Cost Allowance

- ❑ \$5 for every recipient award calculated

- ❑ Three payments

- ❑ March, August, August
2004-2005 = March 2005
August 2005
August 2006

Ongoing Pell Reconciliation

Definition

School Funding/Student Data =

COD Funding/Student Data =

GAPS Cash

Common Goal

FAA /Business Office = ED Department

Monthly Reconciliation & Closeout by Sept 30th

Ongoing Pell Reconciliation

Post Deadline Adjustments

After September 30:

- Administrative Relief
- Audits
- Decreases

Pell Reconciliation Tools

- COD Year to Date File
- COD Reconciliation File
- COD Pending Disbursement List
- COD ESOA
- COD Web Screens
- GAPS Web Reports

Negative Available Balances

Action	CFL	Available Balance in GAPS
\$5,000,000 in disbursement records	\$5,000,000	\$0
\$5,000 negative disbursement	\$4,995,000	(\$5,000)

How to Resolve Negative Balances

- Refund the Cash
- Adjust the drawdown
- Increase the CFL

Pell Award Year Funding Calendar

- ❑ June - Initial Authorization
- ❑ Sep 30 - End of Fiscal Year
- ❑ Feb - Reduce to Disbursement Data
- ❑ March - 1st ACA Payment
- ❑ Apr-Aug - “W” Verification Reductions
- ❑ Aug - 2nd ACA Payment

Pell Award Year Funding Calendar

- ❑ Sep 30 - Award Year Closeout
- ❑ Oct-May - Administrative Relief
- ❑ Aug - 3rd ACA Payment
- ❑ March - Reduction to GAPS drawdown

Campus-Based Calendar 2005 – 2006 Award Year

- ❑ FISAP On the Web Available 8/1/04
- ❑ Reallocation Form Due 8/20/04
- ❑ Supplemental Awards Issued 9/15/04
- ❑ FISAP & Combined Certification Due 10/1/04
- ❑ FISAP Edit Corrections Due 12/15/04

Campus-Based Calendar 2005 – 2006 Award Year (cont'd)

- ❑ Tentative Awards Posted 2/1/05
- ❑ Under-Use Waiver Request Due 2/11/05
- ❑ Work Colleges Application Agreement Due 3/11/05
- ❑ Under-Use Waiver Notification Issued 3/15/05
- ❑ Final Awards Issued 4/1/05

Campus-Based Calendar 2005 – 2006 Award Year (cont'd)

- Community Service Waiver Request
Due 4/30/05
- Close-Out of Awards Posted 5/1/05
- TC Payments Issued 6/1/05
- Inst. Share Waiver Notification Issued
6/30/05
- Funds Available for Draw Down 7/1/05

Campus-Based Programs Funding Formula

- ❑ Base Guarantee – The minimum award based on prior participation - barring penalties
- ❑ Institution Need – Calculation based on tuition, enrollment & eligible aid applicant data
- ❑ Fair Share – How much of the appropriation a school would receive based on its need compared to all other schools' need

Campus-Based Programs Funding Formula

- ❑ Fair Share Shortfall - amount by which Fair Share exceeds Adjusted Base Guarantee
- ❑ Underuse Penalty – Amount of previous year unexpended funds (if over 10% of total award)

Campus-Based Programs Funding Formula (Perkins)

- Annual Appropriation
- Institution's Request
- 1999-2000 Base Guarantee (reduced by reduction factor)

Campus-Based Programs Funding Formula (Perkins –cont'd)

- ❑ Default Rate $> 25\%$ - no funds awarded
- ❑ Base Guarantee + Fair Share -
Underuse Penalty (OR) + Underuse
Penalty Distribution

Campus-Based Programs Funding Formula (FWS)

- Annual Appropriation
- Institution's Request
- 1999-2000 Base Guarantee

Campus-Based Programs Funding Formula (FWS – cont'd)

- ❑ 1999-2000 Pro Rata and additional FWS funds
- ❑ Base Guarantee + Fair Share – Underuse Penalty (OR) + Underuse Penalty Distribution

Campus-Based Programs Funding Formula (FSEOG)

- Annual Appropriation
- Institution's Request
- 1999-2000 Base Guarantee

Campus-Based Programs Funding Formula (FSEOG)

- ❑ 1999-2000 Pro Rata
- ❑ Base Guarantee + Fair Share –
Underuse Penalty (OR) + Underuse
Penalty Distribution

Campus-Based Appropriation

	FWS	FSEOG	Perkins/TC
2004-2005	\$770M	\$998M	\$165M
2003-2004	\$760M	\$1.004B	\$166M
2002-2003	\$725M	\$1.011B	\$167M
2001-2002	\$691M	\$1.011B	\$160M
2000-2001	\$631M	\$934M	\$130M
1999-2000	\$619M	\$870M	\$130M

Waiver Processing

- ❑ Underuse Penalty Waiver
 - Deadline 2/11/05 request via FISAP
- ❑ Title III/V Eligibility
 - Annual application thru website:
 - <http://www.ed.gov/about/offices/list/ope/indues/index.html>
 - Waiver Notification of FWS/FSEOG Institutional Share req – 6/30/05
- ❑ Community Service Waiver
 - Deadline for submission 5/21/05

References

FISAP On The Web

www.cbfisap.ed.gov

Campus-Based Call Center (877) 801-7168

Email CBFOB@ED.GOV

IFAP Postings

www.ifap.ed.gov

PIN Site Registration

www.pin.ed.gov

Student Aid Internet Gateway Enrollment

www.fsawebenroll.ed.gov

Direct Loan Funds Control

- ❑ CFL \neq obligation.
- ❑ CFL not limited by obligation but related to disbursements.
- ❑ CFL increases as school submits disbursement records timely.

Direct Loan CFL Process

- Initial CFL created in February
- Disbursement records drive CFL
- GAPS drawdowns should be substantiated within 30 days

School Example Part I

Initial CFL (04-05 Award Year) = \$5M
School draws \$3M on 5/1/04



Available balance = \$2M. (5M-3M)

Amt. Of Substantiated cash = \$0

Amt. Of Unsubstantiated cash = \$3M

School Example Part II

School reports \$2M in disbursement records on 5/10/04



School's CFL increased to \$7M (5+2)

School's available balance = \$4M. (7M-3M)

Amt. Of Substantiated cash = \$2M

Amt. Of Unsubstantiated cash = \$1M

School Example Part III



School reports \$1M in disbursement records on 5/20/02

School's CFL increased to \$8M (5+3)

School's available balance = \$5M. (8M-3M)

Amt. Of Substantiated cash = \$3M

Amt. Of Unsubstantiated cash = \$0M

Direct Loan Reconciliation ECB Equation

$$\begin{aligned} & \text{Beginning Cash Balance} + \text{Cash Receipts} - \text{Refunds of Cash} - \text{Disbursements} \\ & - \text{Upward Adjustments} + \text{Downward Adjustments} = \text{Ending Cash Balance} \end{aligned}$$

Direct Loan Reconciliation

Definition

School Funding/Student Data =

COD Funding/Student Data =

GAPS Cash

Common Goal

FAA /Business Office = ED Department

Monthly Reconciliation

Direct Loan Reconciliation Tools

- Direct Loan School Account Statement (SAS) Report
- COD Web Screens
- GAPS Web Reports

DL SAS Report - Example

SAS Year –To-Date Cash Summary

School Code: G11111

Beginning Balance		\$0
Cash Receipts	\$110,000	
Refunds	\$10,000	
Total Net Cash		\$100,000
Booked Disbursements	\$90,000	
Booked Adjustments	-\$10,000	
Total Booked Disbursements		\$80,000
Ending Cash Balance		\$20,000



School Funding Info Web Screen

EDUCATION UNIVERSITY

Funding Info

Program **Direct Loan** **Award Year** 05-06

Initial CFL		\$56,000
Current CFL		\$200,000
Available Balance	—————>	\$15,000
Cash > NAPD	—————>	\$0.0
NAPD	—————>	\$185,000
Net Drawdowns	—————>	\$185,000
Disbursement To Drawdown Ratio		1.0000

GAPS Functionality

- GAPS award numbers
- View Access: What it looks like
- Reports
- Unprocessed De-obligations

GAPS Award Numbers

- ❑ CFDA prefix (ex: P)
- ❑ CFDA suffix (ex: 268, 063)
- ❑ Sub program identifier (ex: K, P)
- ❑ Year identifier (2003-2004)
- ❑ Institution identifier (ex: 2244)
- ❑ DL = P268K042244
- ❑ Pell = P063P032244
- ❑ Campus-Based = P007A032244

GAPS Access

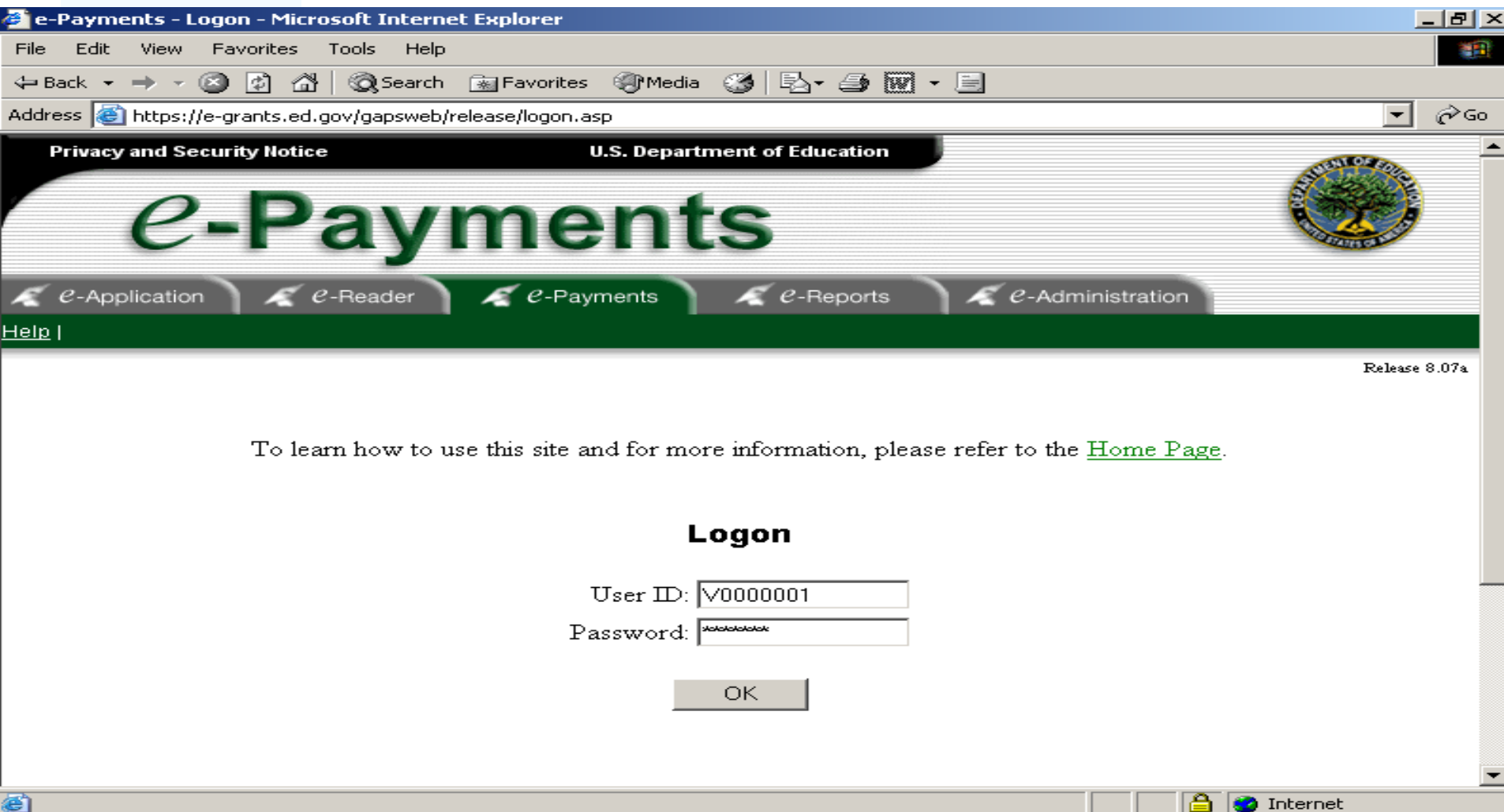
- Full Access

- View Access
 - Limit 5 user IDs of each access per school

- Download form off e-payment web

- Fax completed form to GAPS
 - (202-205-0729)

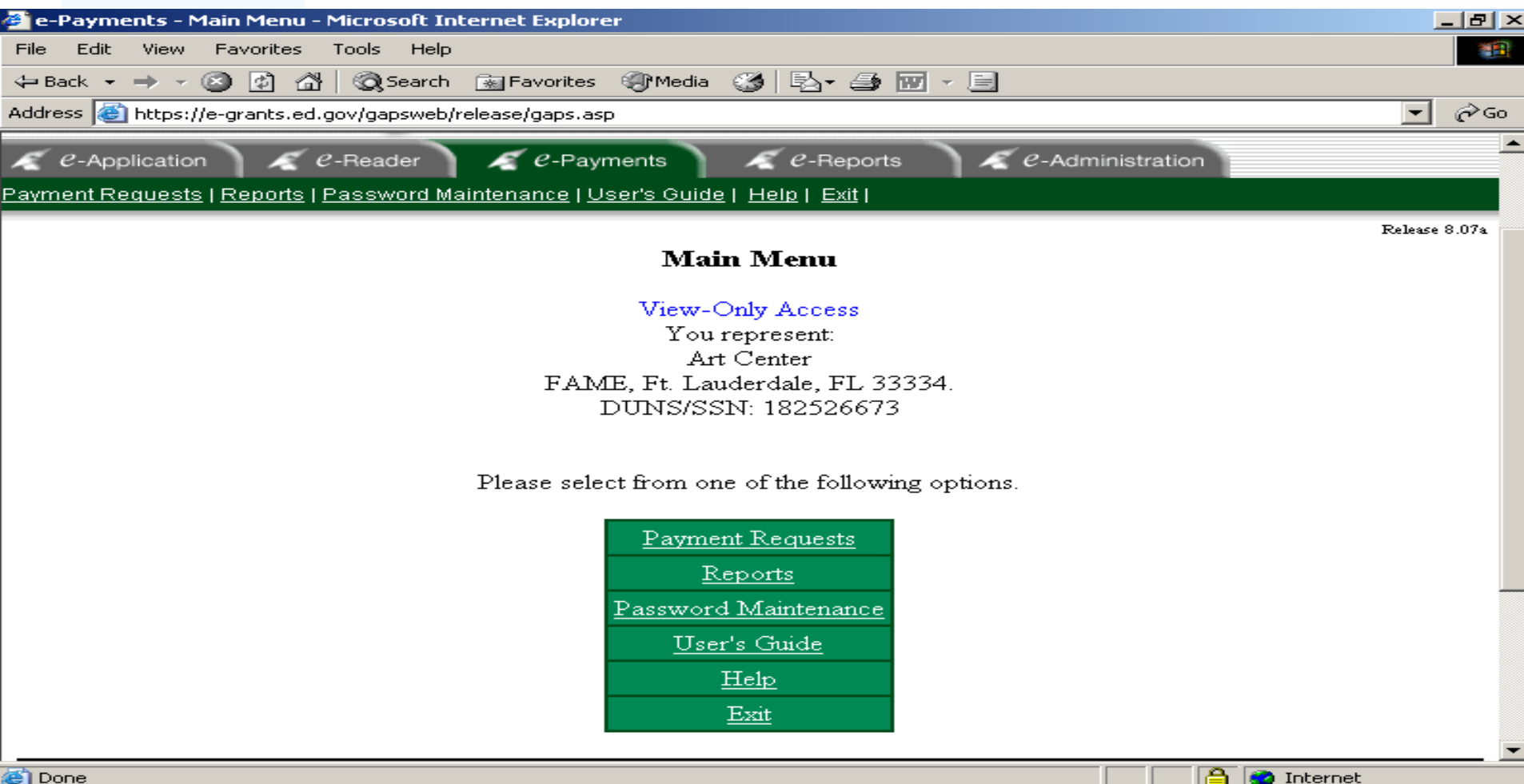
View-Only Log In



The screenshot shows a Microsoft Internet Explorer browser window with the following details:

- Title Bar:** e-Payments - Logon - Microsoft Internet Explorer
- Menu Bar:** File, Edit, View, Favorites, Tools, Help
- Address Bar:** https://e-grants.ed.gov/gapsweb/release/logon.asp
- Page Header:** Privacy and Security Notice, U.S. Department of Education
- Main Content:**
 - Large green text: **e-Payments**
 - Navigation menu: e-Application, e-Reader, **e-Payments**, e-Reports, e-Administration
 - Text: To learn how to use this site and for more information, please refer to the [Home Page](#).
 - Logon** section:
 - User ID:
 - Password:
 - OK button
- Page Footer:** Release 8.07a

View-Only Main Menu



e-Payments - Main Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://e-grants.ed.gov/gapsweb/release/gaps.asp> Go

e-Application e-Reader e-Payments e-Reports e-Administration

[Payment Requests](#) | [Reports](#) | [Password Maintenance](#) | [User's Guide](#) | [Help](#) | [Exit](#) |

Release 8.07a

Main Menu

[View-Only Access](#)

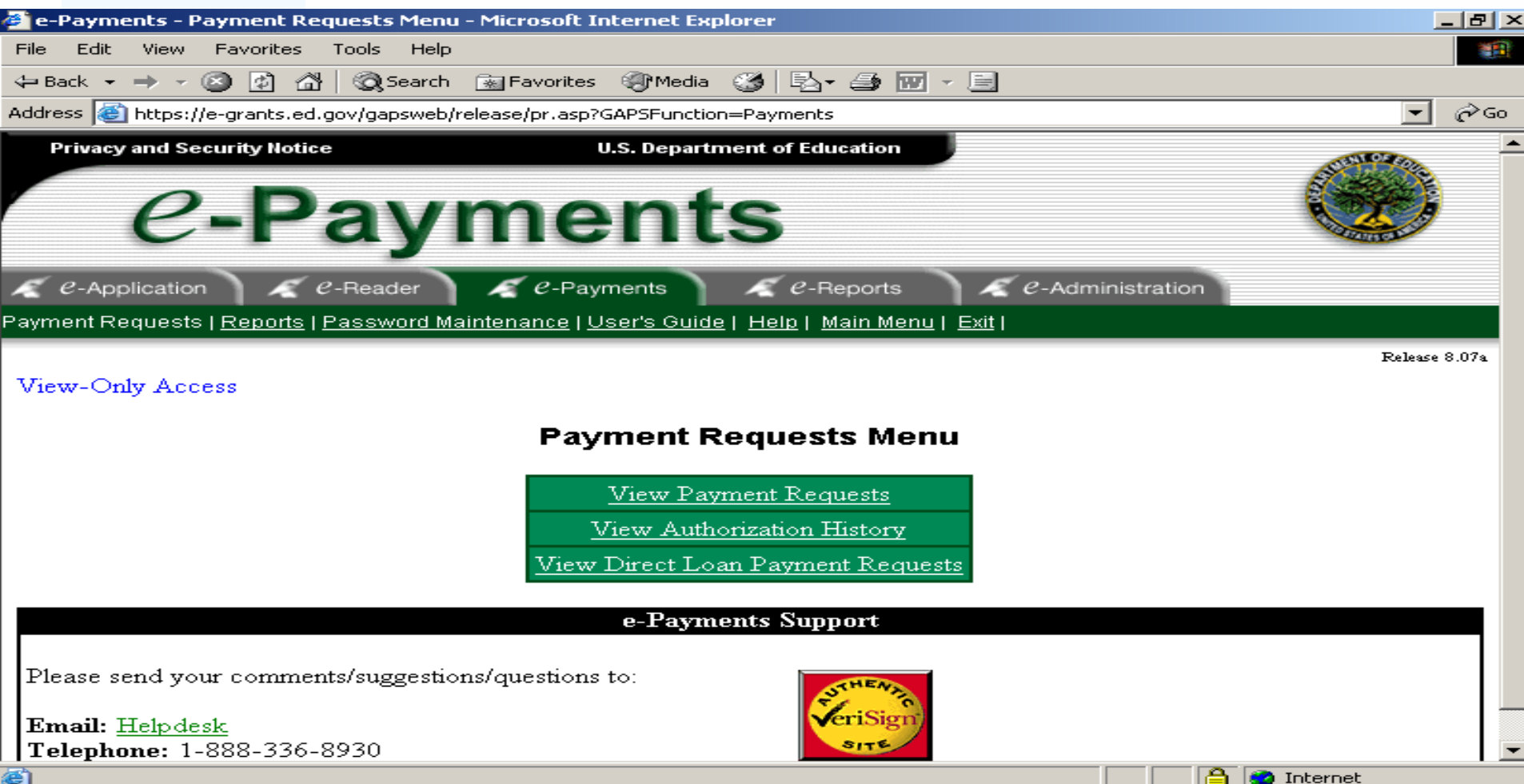
You represent:
Art Center
FAME, Ft. Lauderdale, FL 33334.
DUNS/SSN: 182526673

Please select from one of the following options.

- [Payment Requests](#)
- [Reports](#)
- [Password Maintenance](#)
- [User's Guide](#)
- [Help](#)
- [Exit](#)

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View Access: Payment Request



e-Payments - Payment Requests Menu - Microsoft Internet Explorer

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Payment Requests Menu

[View Payment Requests](#)

[View Authorization History](#)


[View Direct Loan Payment Requests](#)

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Please send your comments/suggestions/questions to:

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Telephone: 1-888-336-8930



View Access: Payment Request

e-Payments - Payment Requests - Microsoft Internet Explorer

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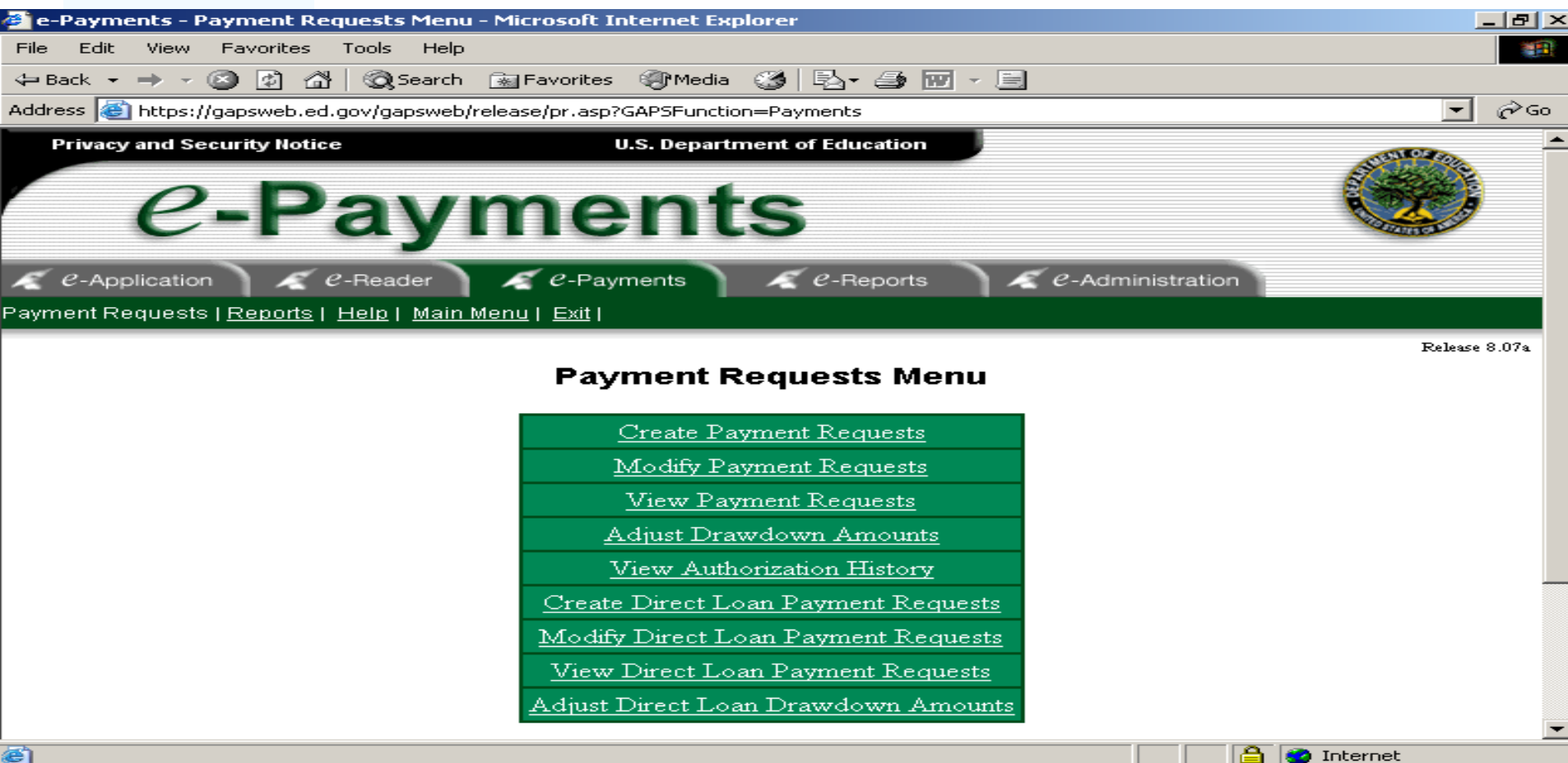
Payment Requests (Select) - View

Payee DUNS/SSN:	<input type="text"/>	Payee Name:	Art Center
Control No:	<input type="text"/>	PR/Award No:	<input type="text"/>
Start Date:	10/19/2004	End Date:	12/18/2004

Row No	Control No	Control No Dollar Total	Date of Deposit	Status
1		\$13,961.00	11/18/2004	In Transit
2		\$33,372.00	11/15/2004	Confirmed
3		\$8,719.00	11/05/2004	Confirmed
4		\$12,375.00	11/04/2004	Confirmed
5		\$13,170.00	11/02/2004	Confirmed
6		\$7,650.00	10/29/2004	Confirmed

Done Internet

Full Access: Payment Request



The screenshot shows a Microsoft Internet Explorer browser window displaying the "e-Payments - Payment Requests Menu" page. The browser's address bar shows the URL: <https://gapsweb.ed.gov/gapsweb/release/pr.asp?GAPSFunction=Payments>. The page header includes "Privacy and Security Notice" and "U.S. Department of Education". The main heading is "e-Payments" in a large green font. Below the heading is a navigation bar with tabs for "e-Application", "e-Reader", "e-Payments" (which is selected), "e-Reports", and "e-Administration". A secondary navigation bar contains links for "Payment Requests", "Reports", "Help", "Main Menu", and "Exit". The main content area is titled "Payment Requests Menu" and contains a list of menu items, each in a green box with white text: "Create Payment Requests", "Modify Payment Requests", "View Payment Requests", "Adjust Drawdown Amounts", "View Authorization History", "Create Direct Loan Payment Requests", "Modify Direct Loan Payment Requests", "View Direct Loan Payment Requests", and "Adjust Direct Loan Drawdown Amounts". The page number "Release 8.07a" is visible in the bottom right corner of the content area. The browser's status bar at the bottom shows "Internet".

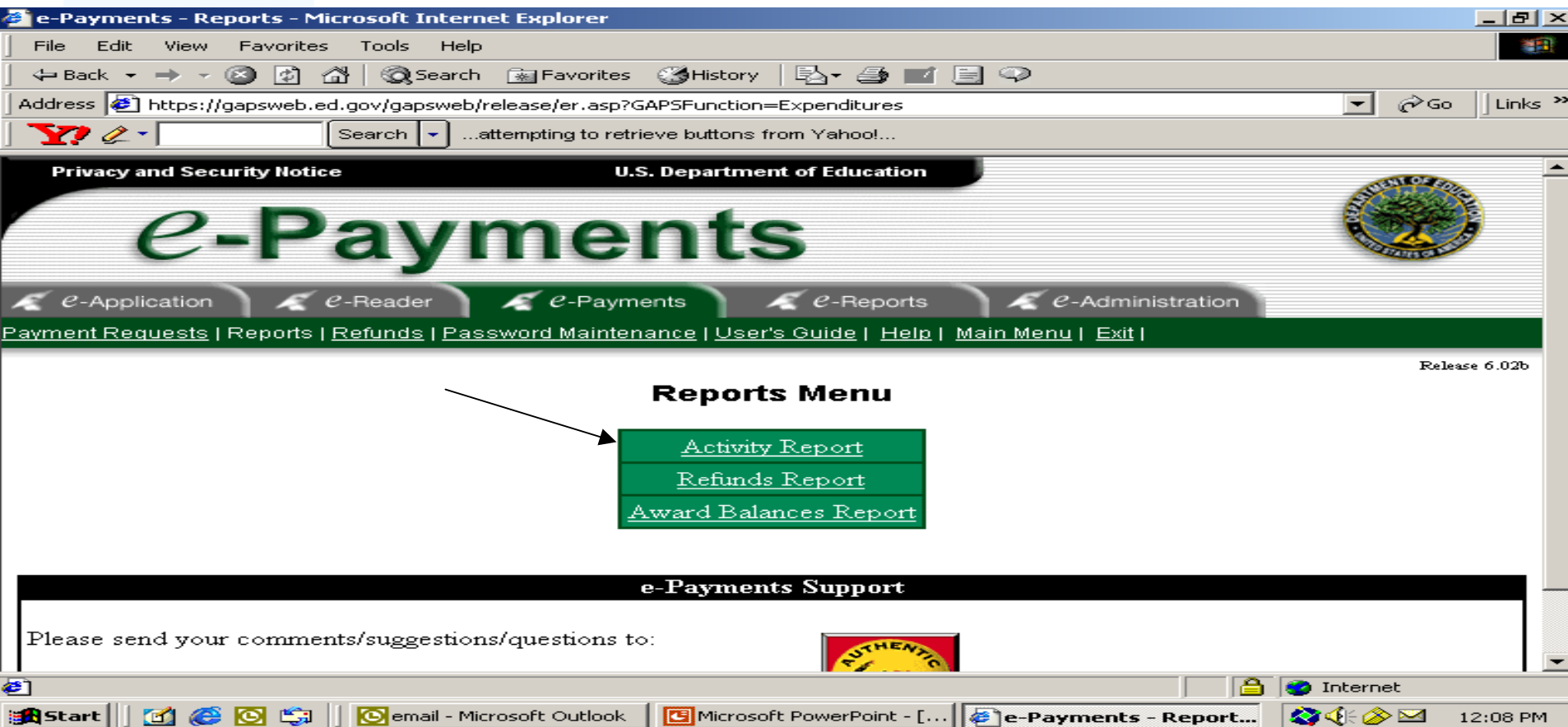
GAPS Report

Activity Report

- Cumulative Activity by award
- Detail Activity by day

Award Balance Report

Select “Activity Report”



e-Payments - Reports - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History

Address <https://gapsweb.ed.gov/gapsweb/release/er.asp?GAPSFunction=Expenditures> Go Links

Search ...attempting to retrieve buttons from Yahoo!...

Privacy and Security Notice U.S. Department of Education

e-Payments

e-Application e-Reader e-Payments e-Reports e-Administration

Payment Requests | Reports | Refunds | Password Maintenance | User's Guide | Help | Main Menu | Exit |


Release 6.02b

Reports Menu

- [Activity Report](#)
- [Refunds Report](#)
- [Award Balances Report](#)

e-Payments Support

Please send your comments/suggestions/questions to:




Start | Internet | 12:08 PM

Activity Report Selection Screen

e-Payments - Activity Report - Microsoft Internet Explorer

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Address  http://teamtrack/gapsconv/release/sqcs.asp

Return To Reports Menu

Select New Payee

Exit

Activity Report (Select)

Payee Name:	Tennessee School of Beauty		
Award(s) Status:	<input type="radio"/> Any <input checked="" type="radio"/> Open <input type="radio"/> Closed		
Period:	From:	February	2001
	Through:	February	2002
PR Award Number:	<input type="text"/>		

Select

Please note that if you select a wide date range, this report may take several minutes to generate.

Local intranet zone

Start | Inbox - Microsoft ... | FMS Transmission... | e-Payments - ... | gaps presentation ... | Microsoft PowerP... | 12:58 PM

Activity Report - Cumulative Summary

e-Payments - Activity Report - Microsoft Internet Explorer provided by US Department of Education

File Edit View Favorites Tools Help

Address <https://e-grants/gapsweb/release/qcs.asp>

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e-Payments

e-Application e-Reader e-Payments e-Reports e-Administration

[Return to Activity Report \(select\)](#) | [Help](#) | [Exit](#)

Release 8.01b

Activity Report - Cumulative Summary

Payee DUNS/SSN:	
Payee Name:	Tennessee School of Beauty
Payee Address:	GEMCOR, INC, CHICAGO, IL 60603

CUMULATIVE SUMMARY TABLE (From October 2002 through October 2003)								
Row ID	Award	(A) Net Authorizations	(B) Cumulative Draws	(C) Cumulative Refunds	(D) Cumulative Returns	(E) Net Adjustments	(F) (B-C-D+E) Net Draws	(G) (A-F) Change in Available Balance
1	P063P012736	(\$791.00)	\$0.00	\$0.00	\$0.00	(\$791.00)	(\$791.00)	\$0.00
2	P063P023205	\$200,475.45	\$263,377.00	\$0.00	\$0.00	(\$246.00)	\$263,131.00	(\$62,655.55)
3	P063P033205	\$113,775.00	\$32,409.00	\$0.00	\$0.00	\$1,037.00	\$33,446.00	\$80,329.00
4	P063Q023205	\$560.00	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	\$0.00
Total		\$314,019.45	\$296,346.00	\$0.00	\$0.00	\$0.00	\$296,346.00	\$17,673.45

Local intranet

Activity Report - Record Detail

e-Payments - Activity Report - Microsoft Internet Explorer

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Address <http://teamtrack/gapsconv/release/qcs.asp> Links

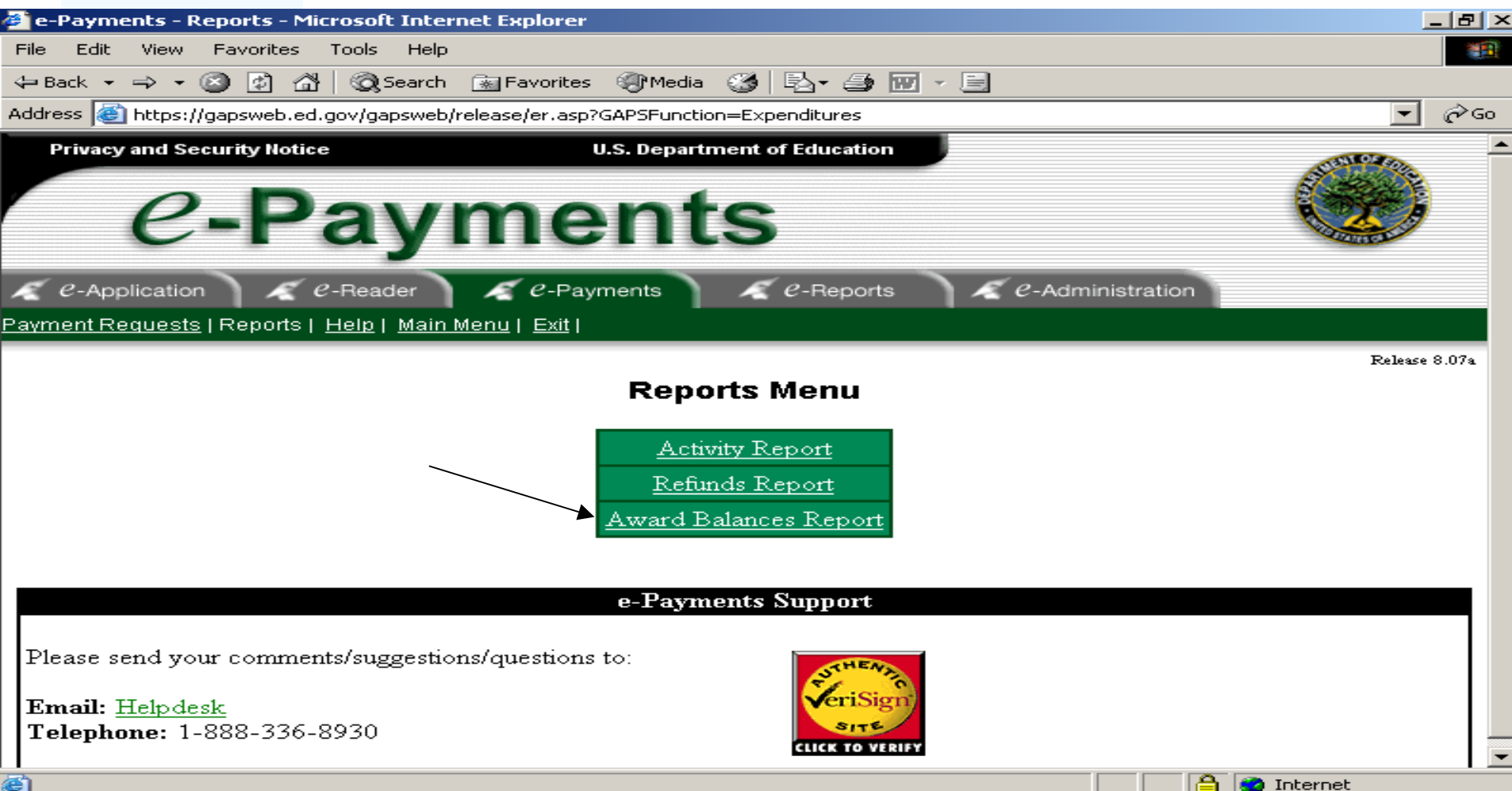
Activity Report - Record Detail

Payee DUNS/SSN:	
Payee Name:	Tennessee School of Beauty
Payee Address:	GEMCOR, INC, CHICAGO, IL 60603

DETAIL TABLE					
Transactions					
Award	Date	Changes in Authorization	Drawdowns	Refunds	Adjustments
P063P002736	08/02/2001	-	\$4,675.00	-	-
	07/31/2001	\$4,675.00	-	-	-
	07/23/2001	-	\$4,475.00	-	-
	07/20/2001	\$4,475.00	-	-	-
	07/19/2001	-	\$9,401.00	-	-
	07/18/2001	\$9,401.00	-	-	-
	07/06/2001	-	\$6,706.00	-	-
	07/05/2001	\$6,706.00	-	-	-
	06/28/2001	-	\$1,225.00	-	-

Local intranet zone

Select “Award Balance Report”



e-Payments - Reports - Microsoft Internet Explorer


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Address <https://gapsweb.ed.gov/gapsweb/release/er.asp?GAPFunction=Expenditures> Go

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Release 8.07a


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- [Award Balances Report](#)

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Telephone: 1-888-336-8930

 AUTHENTIC VeriSign SITE CLICK TO VERIFY

Internet

Award Balance Report

e-Payments - Award Balances Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://gapsweb.ed.gov/gapsweb/release/rpt_balance.asp Go

Payee Name: Art Center

Payee Address: FAME, Ft. Lauderdale, FL 33334

Sort Order: Award/Year Award Recipient Ref Last Date to Draw Funds

AWARD BALANCES TABLE (As of November 18, 2004)						
No	Award	Recipient Ref	Authorization	Net Draws	Available Balance	Last Date to Draw Funds
1	P007A937327	SEOG-94	\$19,682.00	(\$19,682.00)	\$0.00	11/02/1998
2	P007A947327	SEOG 95	\$21,528.00	(\$21,528.00)	\$0.00	08/02/1999
3	P007A957327	SEOG 96	\$29,852.00	(\$29,852.00)	\$0.00	10/31/2000
4	P007A967327	96-97 SEOG	\$30,000.00	(\$30,000.00)	\$0.00	10/31/2001
5	P007A977327	97-98 SEOG	\$45,462.00	(\$45,462.00)	\$0.00	10/31/2002
6	P007A987327	98-99 SEOG	\$69,710.00	(\$69,710.00)	\$0.00	10/31/2003
7	P007A997327	99-00 SEOG	\$47,843.00	(\$47,843.00)	\$0.00	10/31/2005
8	P007A007327	00-01 SEOG	\$45,916.00	(\$45,916.00)	\$0.00	10/31/2006
9	P007A017327	01-02 SEOG	\$65,719.00	(\$65,719.00)	\$0.00	10/31/2007
10	P007A027327	02-03 SEOG	\$100,000.00	(\$100,000.00)	\$0.00	10/31/2008
11	P007A037327	03-04 SEOG	\$100,000.00	(\$98,825.00)	\$1,175.00	11/02/2009

Done Internet

Unprocessed De-Obligation

Definition - A negative Authorization (obligation) sent from COD to GAPS that is not processed in GAPS due to lack of available balance in GAPS. Instead of creating a negative balance, GAPS holds the negative obligation until a positive authorization/refund/or adjustment creates enough balance.

Unprocessed De-Obligation: Report

e-Payments - Activity Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail Print Mail Print Mail

Address <https://gapsweb.ed.gov/gapsweb/release/qcs.asp> Go Links

Payee Address: 15600 MULHOLLAND DR, LOS ANGELES, CA 90077

DETAIL TABLE

Transactions

Award	Date	Changes in Authorization	Drawdowns	Refunds	Adjustments
P063P011129	04/26/2002	(\$4,025.00)	-	-	-
	04/26/2002	(UD)(\$42,075.00)	-	-	-
	02/15/2002	-	\$52,038.00	-	-
	02/15/2002	\$3,950.00	-	-	-
	02/11/2002	\$48,638.00	-	-	-
	11/23/2001	-	\$800.00	-	-
	11/21/2001	\$800.00	-	-	-
	11/19/2001	-	\$41,400.00	-	-
	11/16/2001	\$16,103.00	-	-	-
	05/12/2001	\$28,772.00	-	-	-

e-Payments Support

Please send your comments/suggestions/questions to:

Email: [Helpdesk](#)
Telephone: 1-888-336-8930



UD: How it adds up

- ❑ Positive Authorizations = \$98,263
- ❑ Total Payments = \$94,238

- ❑ Available Balance = \$ 4,025
- ❑ Negative Authorizations = \$-46,100

- ❑ UD = (42,075)

Contact Information



- GAPS Helpdesk: 1-888-336-8930
- Pell: 1-800-474-7268
- Campus-Based: 1-877-801-7168
- Direct Loan: 1-800-848-0978

Questions