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US Department of
Education



Campus Based Awards- The FISAP and Community Service

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Education



The Campus-Based Programs Allocation Formula

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A (Very) Brief History

- Huff “Panel of Experts” (1977)
- Initial Implementation (1978)
- HEA Reauthorizations, 1980-1998





Institutional Allocation

The Lesser of—

- Request for Funds, or
- The Greater of—
 - Base Guarantee, or
 - “Fair Share”





Institutional Allocation

- Base Guarantee/Prior Expenditure
- Fair Share of Program Funds
 - Institutional Need
 - Financial Need minus
 - All Federal Grants minus
 - Some State Grants



Allocation Formula

	Request	Base Guarantee	Institutional Need
Faber College	300,000	87,959	4,040,873
Univ of Cal, Sunnydale	650,000	314,230	8,310,455
Adams College	225,000	56,223	1,376,890
Arlen Community College	500,000	160,893	6,202,698
Walden College	15,000	8,413	977,407
Enormous State University	2,500,000	93,411	15,551,802
Huxley College	1,000,000	35,368	3,373,845
Coolidge College	200,000	67,424	1,003,154
Medfield College	110,000	76,079	3,162,876
Totals	5,500,000	900,000	44,000,000



Allocation Formula

	<i>Fair Share</i>	<i>Shortfall</i>	<i>Relative Shortfall</i>	<i>Fair Share Increase</i>
Faber College	137,757	49,798	0.0739471	44,368
Univ of Cal, Sunnydale	283,311	0	0.0000000	0
Adams College	46,939	0	0.0000000	0
Arlen Community College	211,456	50,563	0.0750824	45,049
Walden College	33,321	24,908	0.0369864	6,587
Enormous State University	530,175	436,764	0.6485681	389,141
Huxley College	115,017	79,649	0.1182746	70,965
Coolidge College	34,198	0	0.0000000	0
Medfield College	107,825	31,746	0.0471414	28,285
Totals	1,500,000	673,428	1.0000000	584,395



Allocation Formula

	<i>Shortfall (2)</i>	<i>Relative Shortfall (2)</i>	<i>Fair Share Increase (2)</i>
Faber College	5,430	0.0767904	1,198
Univ of Cal, Sunnydale	0	0.0000000	0
Adams College	0	0.0000000	0
Arlen Community College	5,514	0.0779783	1,217
Walden College	0	0.0000000	0
Enormous State University	47,623	0.6734783	10,510
Huxley College	8,684	0.1228080	1,916
Coolidge College	0	0.0000000	0
Medfield College	3,461	0.0489450	764
Totals	70,712	1.0000000	15,605



Allocation Formula

	<i>Base Guarantee</i>	<i>Fair Share Increase</i>	<i>Allocation</i>
Faber College	87,959	45,566	133,525
Univ of Cal, Sunnydale	314,230	0	314,230
Adams College	56,223	0	56,223
Arlen Community College	160,893	46,266	207,159
Walden College	8,413	6,587	15,000
Enormous State University	93,411	399,651	493,062
Huxley College	35,368	72,881	108,249
Coolidge College	67,424	0	67,424
Medfield College	76,079	29,049	105,128
Totals	900,000	600,000	1,500,000



FISAP Part II— Sections D, E and F

- Enrollment and Tuition Revenue
- Pell, Academic Competitive, and National SMART Grants
- State Grants and Scholarships
- Eligible Aid Applicants
 - Dependent Undergraduates (2)
 - Independent Undergraduates (2)
 - Independent Grad/Professional





Institutional Need

Application to Participate, Part II (continued)

Name of school _____
 OPEID Number _____ State _____

Part II. Application to Participate for Award Year July 1, 2008 through June 30, 2009

Section D. Information on Enrollment

My school's calendar is ☒ Traditional ☐ Non-Traditional

Schools with a non-traditional calendar that had 2006-2007 enrollment, fill in fields 9 through 20.

Schools with a traditional calendar that had 2006-2007 enrollment, fill in Field 7.

	Undergraduate (a)	Graduate/Professional (b)
7. Total number of students, 2006-2007	8,518	6,405

Schools with a traditional calendar that did not have 2006-2007 enrollment, fill in Field 8.

	Undergraduate (a)	Graduate/Professional (b)
8. Estimated number of students, 2007-2008		

	Continuing Students (a)	New Starts (b)
9. July 1, 2006		
10. August 1		
11. September 1		
12. October 1		
13. November 1		
14. December 1		
15. January 1, 2007		
16. February 1		
17. March 1		
18. April 1		
19. May 1		
20. June 1, 2007		
21. TOTAL		

Section E. Assessments and Expenditures

	Undergraduate (a)	Graduate/Professional (b)
22. Total tuition and fees for the award year July 1, 2006 to June 30, 2007	\$ 207,210,632	\$ 141,838,542
23. Title IV, Part A, Subpart I, Grants		
(a) Total Federal Pell Grant expenditures for the 2006-2007 award year	\$ 1,195,387	
(b) Total ACG expenditures for the 2006-2007 award year	\$ 101,268	
(c) Total National SMART Grant expenditures for the 2006-2007 award year	\$ 135,600	
24. Total expended for state grants and scholarships made to undergraduates for the award year July 1, 2006 to June 30, 2007	\$ 1,253,515	





Institutional Need

Section F. Information on Eligible Aid Applicants Enrolled in Your School for Award Year 2006-2007

	Dependent Undergraduate		Independent Undergraduate		Independent Graduate/ Professional
	Without Baccalaureate/ 1st Prof. Degree (a)	With Baccalaureate/ 1st Prof. Degree (b)	Without Baccalaureate/ 1st Prof. Degree (c)	With Baccalaureate/ 1st Prof. Degree (d)	(e)
25. Students with an "Automatic" Zero EFC	60	0	18	1	16
Taxable and Untaxed Income					
26. \$0 - \$2,999	21	0	19	4	439
27. \$3,000 - \$5,999	5	0	7	0	109
28. \$6,000 - \$8,999	12	0	9	0	143
29. \$9,000 - \$11,999	7	0	3	1	136
30. \$12,000 - \$14,999	12	0	3	0	115
31. \$15,000 - \$17,999	9	0	5	1	107
32. \$18,000 - \$23,999	23	0	15	1	177
33. \$24,000 - \$29,999	53	0	7	1	98
34. \$30,000 - \$35,999	65	0	7	1	74
35. \$36,000 - \$41,999	82	0	6	0	60
36. \$42,000 - \$47,999	78	2	8	1	50
37. \$48,000 - \$53,999	81	0	10	1	68
38. \$54,000 - \$59,999	89	1	8	2	50
39. \$60,000 and over	2,021	14	116	13	765
40. TOTAL	2,618	17	241	27	2,407

FISAP Version:

DO NOT SEND THESE PAGES TO THE DEPARTMENT

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Calculating Institutional Need

Dependent Undergraduates w/o Degree

	(a)	EFC	Individual Need	Category Need
Line 25	60	0	31,451	1,887,072
Line 26	21	396	31,055	652,159
Line 27	5	235	31,216	156,081
Line 28	12	160	31,291	375,494
Line 29	7	222	31,229	218,604
Line 30	12	274	31,177	374,126
Line 31	9	375	31,076	279,686
Line 32	23	740	30,711	706,358
Line 33	53	1,651	29,800	1,579,411
Line 34	65	2,614	28,837	1,874,418
Line 35	82	3,734	27,717	2,272,811
Line 36	78	4,887	26,564	2,072,008
Line 37	81	6,237	25,214	2,042,351
Line 38	89	7,758	23,693	2,108,695
Line 39	2,021	23,180	8,271	16,716,110
Line 40	2,618			33,315,386

Independent Undergraduates w/o Degree

	(c)	EFC	Individual Need	Category Need
Line 25	18	0	31,451	566,122
Line 26	19	39	31,412	596,832
Line 27	7	26	31,425	219,976
Line 28	9	33	31,418	282,764
Line 29	3	33	31,418	94,255
Line 30	3	34	31,417	94,252
Line 31	5	43	31,408	157,041
Line 32	15	193	31,258	468,873
Line 33	7	558	30,893	216,252
Line 34	7	839	30,612	214,285
Line 35	6	1,187	30,264	181,585
Line 36	8	1,434	30,017	240,138
Line 37	10	1,713	29,738	297,382
Line 38	8	1,907	29,544	236,354
Line 39	116	6,426	25,025	2,902,924
Line 40	241			6,769,035





Calculating FSEOG Need

Dependent Undergraduates w/o Degree

	(a)	EFC	75% Cost less EFC	Category Need
Line 25	60	0	23,588	1,415,280
Line 26	21	396	23,192	487,032
Line 27	5	235	23,353	116,765
Line 28	12	160	23,428	281,136
Line 29	7	222	23,366	163,562
Line 30	12	274	23,314	279,768
Line 31	9	375	23,213	208,917
Line 32	23	740	22,848	525,504
Line 33	53	1,651	21,937	1,162,661
Line 34	65	2,614	20,974	1,363,310
Line 35	82	3,734	19,854	1,628,028
Line 36	78	4,887	18,701	1,458,678
Line 37	81	6,237	17,351	1,405,431
Line 38	89	7,758	15,830	1,408,870
Line 39	2,021	23,180	408	824,568
Line 40	2,618			12,729,510

Independent Undergraduates w/o Degree

	(c)	EFC	75% Cost less EFC	Category Need
Line 25	18	0	23,588	424,584
Line 26	19	39	23,549	447,431
Line 27	7	26	23,562	164,934
Line 28	9	33	23,555	211,995
Line 29	3	33	23,555	70,665
Line 30	3	34	23,554	70,662
Line 31	5	43	23,545	117,725
Line 32	15	193	23,395	350,925
Line 33	7	558	23,030	161,210
Line 34	7	839	22,749	159,243
Line 35	6	1,187	22,401	134,406
Line 36	8	1,434	22,154	177,232
Line 37	10	1,713	21,875	218,750
Line 38	8	1,907	21,681	173,448
Line 39	116	6,426	17,162	1,990,792
Line 40	241			4,874,002





Calculating Self-Help Need

Dependent Undergraduates w/o Degree

	(a)	Individual Need	25% of Cost	Category Need
Line 25	60	31,451	7,863	471,792
Line 26	21	31,055	7,863	165,127
Line 27	5	31,216	7,863	39,316
Line 28	12	31,291	7,863	94,358
Line 29	7	31,229	7,863	55,042
Line 30	12	31,177	7,863	94,358
Line 31	9	31,076	7,863	70,769
Line 32	23	30,711	7,863	180,854
Line 33	53	29,800	7,863	416,750
Line 34	65	28,837	7,863	511,108
Line 35	82	27,717	7,863	644,783
Line 36	78	26,564	7,863	613,330
Line 37	81	25,214	7,863	636,920
Line 38	89	23,693	7,863	699,825
Line 39	2,021	8,271	7,863	15,891,542
Line 40	2,618			20,585,876

Independent Undergraduates w/o Degree

	(c)	Individual Need	25% of Cost	Category Need
Line 25	18	31,451	7,863	141,538
Line 26	19	31,412	7,863	149,401
Line 27	7	31,425	7,863	55,042
Line 28	9	31,418	7,863	70,769
Line 29	3	31,418	7,863	23,590
Line 30	3	31,417	7,863	23,590
Line 31	5	31,408	7,863	39,316
Line 32	15	31,258	7,863	117,948
Line 33	7	30,893	7,863	55,042
Line 34	7	30,612	7,863	55,042
Line 35	6	30,264	7,863	47,179
Line 36	8	30,017	7,863	62,906
Line 37	10	29,738	7,863	78,632
Line 38	8	29,544	7,863	62,906
Line 39	116	25,025	7,863	912,132
Line 40	241			1,895,033





Campus-Based Need: Summary

Financial Need

Dependents	33,315,386
Independents	6,769,035
Federal Grants	1,432,255
State Grants	35,171
Institutional Need	38,616,995

FSEOG Need

Dependents	12,729,510
Independents	4,874,002
Federal Grants	1,432,255
State Grants	35,171
FSEOG Need	16,136,086

Self-Help Need

Dependents	20,585,876
Independents	1,895,033
Self-Help Need	22,480,909





Reallocation

- FSEOG
 - “The manner that best carries out the purposes for the program.”
- FWS
 - Reward for Reading/Family Literacy Tutoring
 - Community Service Employment Compensation





Reallocation Form

SECTION - A: SCHOOL RELEASE OF 2006-2007 AWARD YEAR UNEXPENDED ALLOCATIONS FOR THE FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT, FEDERAL WORK-STUDY AND FEDERAL PERKINS LOAN PROGRAMS.

	Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal Work - Study (FWS)	Federal Perkins Loan Federal Capital Contribution (FCC)
Unexpended 2006-2007 Allocation Amount	(1) \$	(2) \$	(3) \$

SECTION - B: REQUEST FOR SUPPLEMENTAL FWS FUNDS FOR THE 2007-2008 AWARD YEAR.
(COMPLETE ONLY IF YOU WANT SUPPLEMENTAL FWS FUNDS)

(4) Did your school expend at least 5 percent of its total 2006-2007 FWS federal funds to compensate students employed as reading tutors of children or in family literacy activities as part of your community service activities?	YES ---	NO ---
(5) Amount of supplemental 2007-2008 FWS funds your school will need for community service jobs.	\$	





The FISAP

Fiscal Operations Report

Nikki Harris





Participation and Procedures

- Program Participation Agreement (PPA)
 - Any school that wants to participate must have an agreement signed with the Department.
 - Under the agreement the school agrees to use the funds it receives for the purpose specified in the regulations.
 - The school agrees to file a FISAP to apply for funds.



Participation and Procedures

- Under the PPA Requirements
 - Make FWS employment reasonably available to the extent of available funds and eligible students.
 - Award FWS employment to maximum extent practicable that complements and reinforces each recipients educational program.
 - Assure that FWS employment maybe used to support the programs and inform all eligible students the opportunity to perform Community Service.



FISAP Application for Funds

- To apply for and receive funds from the Department for one or more Campus-Based Programs a school must submit a FISAP for each award year.
- A school that has applied to participate in the Campus-Based Program for the first time should submit the FISAP on time and the Department will calculate the funding level and put them in a hold status until determined eligible.
- The Department issues a DCL every July that provides essential information about FISAP and required filing deadline date.





Important Dates

FISAP on the Web for 2008-2009 available to Schools	By August 1, 2007
FISAP Reallocation Submission to ED	By August 17, 2007
FISAP Submission to ED	By October 1, 2007
The Work-Colleges Program Report of 2006-2007 award year expenditures	By October 19, 2007
FISAP Edit Corrections Due to ED	By December 15, 2007
Tentative Awards Posted on the Web	By February 1, 2008
Underuse of Funds Waiver Request Deadline	By February 8, 2008
Institutional application for Approval to Participate in the Federal Student Aid Programs submission to ED	By February 8, 2008
Work-Colleges application and agreement to ED	By March 7, 2008
Final Awards posted on the Web	By April 1, 2008
FWS Community Service Waiver Request to ED	By April 25, 2008





Transfer of Funds

- Your school may transfer up to 25% of its total Federal Perkins Loan allocation (FCC) to both Federal Supplemental Educational Opportunity Grant (FSEOG) and /or Federal Work-Study (FWS) programs.
- Federal Work-Study may transfer up to 25% of its total FWS allocation to the FSEOG program.
- Any unexpended transferred funds must go back to the program that it came from at the end of the award year.



Transfer of Funds

- The school must report any transfer funds on the Fiscal Operation Report of the FISAP.
- The FWS total allocation does not include the funds carried forward or backward from other award years.



FSEOG & FWS

Carry Forward and Carry Back

- **Schools may spend up to 10% of its current year's FWS or FSEOG allocation in the Following award year (carry forward).**
 - Before a school may spend its current year's allocation, it must spend any funds carried forward from the previous year.
- **Schools are also permitted to spend up to 10% of it's current years FWS or FSEOG allocation for expenses incurred in the previous year (carry back).**
- **Schools must match FWS and FSEOG funds carried forward or back in the award year that they are spent.**



Carry Forward and Carry Back

- You may “carry back”
 - **FWS funds for summer employment:** that is you may use any portion of your school’s initial and supplemental FWS allocations for the current award year to pay students wages earned on or after May 1st of the previous award, but prior to the beginning of the current award year (July 1st).
 - This summer carry back authority is in addition to the authority to carry back 10% of the current year’s FWS allocation for use during the previous award year.



Carry Forward and Carry Back

- You may “carry back”
 - Schools may spend any portion of its current award year’s initial and supplemental FSEOG allocations to make FSEOG awards to students for payment periods that begin on or after May 1st of the prior award year, but end prior to the start of the current award year (carry back for summer).
 - The school must report the carry forward and carry back information on the FISAP in Part V, this information is due no later than **December 15th** **For the current year 2008-2009.**



Carry Forward and Carry Back

- The official allocation letter for a specific award period is the school's authority to exercise these options.
 - Schools may not carry forward or back FWS funds to any award year in which there is no specific FWS allocations and the same requirement holds for FSEOG funds.





FISAP Monitoring Team

- Campus-Based Systems and Operations Divisions staff has established a FISAP Monitoring Team that will review all FISAP corrections after the December 15th deadline each award year.
 - Schools may correct the FISAP without approval after the original submission on October 1st through December 15th.
 - After the deadline date, the eCB system will halt all corrected “Working Copy” submissions.
 - Schools will then make their corrections in the “Working Copy” and when they **Submit Correction**.
 - The school will be given the opportunity to type in text identifying the correction with an explanation of the change.



FISAP Monitoring Team

- The eCB system will send the text box to a pending module within eCB for review by the FISAP Monitoring Team. The Team will review the correction to ensure that the data is permissible according to the FISAP instructions, matches any prior year FISAP data (carry-back/forward), and more importantly, identify any accounting adjustment needed.

After the December 15th deadline, a school may no longer claim any Administrative Cost Allowance that was initially reported as zero. Upon approval or denial of the FISAP correction, the FISAP Monitoring Team will email the FAA of record (using the email address listed on the signature page) of their decision.





FISAP Monitoring Team

Based on an approved correction, the school may then enter the eCampus-Based system to submit the approved "Working Copy" containing the changes.

The eCB system will only then allow the data to upload to the hard coded data. If the "Working Copy" data is denied, the eCB system will return the data the last approved submitted format.



Community Service in the FWS Program

Harold McCullough





FWS Program Purpose

- To provide part-time employment to students with a financial need and **encourage students to participate in community service activities**





FWS Program Community Service Requirements

- The FWS Program has two community service requirements
 - School must use at least 7% of its total FWS allocation (initial and supplemental) to pay students employed in community service
 - At least one of the FWS students employed in community service must work as a reading tutor for children in a reading tutor project or performing family literacy activities in a family literacy project.



Definition of FWS

“Community Services”

- Services identified by a school, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs



FWS Community Service Examples

- FSA Handbook in Volume 6 provides examples such as:
 - Health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, public safety, recreation, crime prevention and control, and community improvement



FWS Community Service Jobs

- The school establishes the community service jobs
 - Identify potential jobs and employers
 - Research your students' interests in community service
 - Promote community service jobs
 - Place a priority on jobs that meet needs of low-income individuals





FWS Community Service

- Community Services must be open and accessible to community
 - School is not considered a community for this purpose
 - Service considered open to community if it is publicized to community and general public uses service
 - Statutory exception to this requirement is for support services to students with disabilities even if services are only provided to students enrolled at the school





FWS Community Service

- To be considered employed in a community service job, an FWS student does not have to provide a “direct” service
- To determine whether employment provides community service, school must consider if service provided primarily benefits community versus the agency or school



FWS Community Service

- If FWS student was hired to care for the grounds of the administrative offices of a private non-profit agency that provides community services, the job itself would not be community service
- Alternatively, an FWS student preparing food for a “meals on wheels” program would not have direct contact with community residents, but he or she is still providing important community service





Determining Minimum Amount Required

- School must spend on community service jobs the greater of the following two amounts:
 - (1) 7% of the sum of:
 - your original FWS allocation, **plus**
 - your FWS supplemental allocation (if any), **minus**
 - any amount of FWS Federal funds you returned through the reallocation process or earlier

OR





Determining Minimum Amount Required

- (2) 100% of your FWS supplemental allocation (if any)
- The school may release 2007-2008 FWS funds by filing the Campus-Based Reallocation Form by August 22, 2008 and not have those funds used to calculate the 7% minimum amount under item (1) above



FWS Community Service Waivers

- The Secretary may waive one or both of the community service requirements
 - School in a waiver request must demonstrate that enforcing the requirements would cause a hardship for its students
 - Fact that it may be difficult for the school to comply is not in and of itself a basis for granting a waiver
 - Waiver request for 2008-2009 Award Year had a deadline date of April 25, 2008





FWS Community Service Waivers

- In the past, a limited number of waivers were provided and some examples are:
 - Small FWS Allocation
 - Rural Area
 - Specialized Program





Failure to Meet Community Service Requirements

- During the 2006-2007 Award Year 15% of FWS Federal funds were spent for community service jobs and 17% of FWS students were working in community service jobs
- However, during the 2006-2007 Award Year 304 schools failed to meet the 7% community service requirement out of 3,303 schools





Failure to Meet Community Service Requirements

- The Department issued a May 2007 Dear Colleague Letter (**CB-07-08**) on the FWS community service requirements
 - Reminded schools about the two FWS community service requirements, the opportunity for applying for a waiver, and the importance of releasing FWS funds on the Campus-Based Reallocation Form
 - Informed schools about the consequences for not meeting the FWS community service requirements for the 2007-2008 Award Year and subsequent award years



Questions and Answers

- Contact us:
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 - Nikki Harris
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 - Harold McCullough
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