Fiscal Operations Report and Application to Participate (FISAP)

Report: Award Period July 1, 2001 - June 30, 2002; Application: Award Period July 1, 2003 - June 30, 2004

Debarment Form and Signature Page

Part I. Identifying Information, Certifications and Warning

Section A. Identifying Information

1a. Name and address of school

_____
_____
_____

1b. Mailing address (if different from 1a)

_____
_____
_____

2a. Serial # _____

2b. OPEID # _____

3. Type of school (select one)

__ 3.1 public
__ 3.2 private/non-profit
__ 3.3 proprietary

(Select one if proprietary)
__ a) art
__ b) business
__ c) cosmetology
__ d) trade & technical
__ e) other

4. Length/type of longest program (select one)

__ 4.1 less than 1 year
__ 4.2 1 year but less than 2 years
__ 4.3 2 years but less than 3 years
__ 4.4 3 years but less than 4 years
__ 4.5 4 years (no higher than a baccalaureate degree)
__ 4.6 5 years or more
__ 4.7 postbaccalaureate only

5. Additional locations:

Schools with separately eligible additional locations which will be funded under this application must list these locations and their addresses and OPEID#'s on the screen. You may not file a separate application for any separately eligible school listed herein.

We have entered a list of separately eligible additional locations included in this application. yes ___ no ___

Section B. Certifications and warning

6. Financial Aid Administrator:

Typed Name _____
E-mail address _____

Telephone No. _____
Fax No. _____

7. Name & address of private financial aid consultant firm, if any:

Name: _____
Address 1 _____
Address 2 _____
City: _____ State:____ Zip:_____

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should review the regulations and the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

Debarment Form and Signature Page

Name of school: _____
Serial Number: _____

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
b) Establishing an on-going drug-free awareness program to inform employees about:
   1) The dangers of drug abuse in the workplace;
   2) The grantee's policy of maintaining a drug-free workplace;
   3) Any available drug counseling, rehabilitation, and employee assistance programs; and
   4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
   1) Abide by the terms of the statement; and
   2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

Debarment Form and Signature Page

Name of school: _____
Serial Number: _____

e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:
Director, Grants Policy and Oversight Staff, U.S. Department of Education,
400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3),
Washington, DC 20202-4248.
Notice shall include the identification number(s) of each affected grant;

f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Place of Performance (Street address. city, county, state, zip code)

_____
_____
_____
_____

Check **[ ]** if there are workplaces on file that are not identified here.

Drug-Free Workplace (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

I CERTIFY THAT MY SCHOOL WILL COMPLY WITH THE ABOVE CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS. I FURTHER CERTIFY THAT THE INFORMATION CONTAINED IN THIS ELECTRONIC FISAP IS IN COMPLIANCE WITH GOVERNING LEGISLATION AND REGULATIONS AND IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ALL INFORMATION ASSOCIATED WITH THIS FISAP IS SUBJECT TO AUDIT AND PROGRAM REVIEW BY REPRESENTATIVES OF THE SECRETARY OF EDUCATION.

WARNING: ANY PERSON WHO KNOWINGLY PROVIDES FALSE OR MISLEADING INFORMATION ON THIS FISAP WILL BE SUBJECT TO A FINE OF UP TO $10,000 OR IMPRISONMENT OF UP TO 5 YEARS OR BOTH UNDER PROVISIONS OF THE UNITED STATES CRIMINAL CODE TITLE 18 SECTION 1001.

8. Chief Executive Officer (President, Chancellor, Owner, etc.)

Signature _____ Date signed _____
Typed Name _____ Telephone No. _____
Title _____ Fax No. _____
E-mail address _____

Application, Part II

Name of school: _____
Serial Number: _____

Part II. Application to Participate for Award Year July 1, 2003 through June 30, 2004

Section A. Request for funds for the 2003-2004 Award Year

1. Federal Perkins Loan Level of Expenditures **$ _____**

2. Federal Perkins Loan Federal Capital Contribution **$ _____**

3. FSEOG Federal Funds **$ _____**

4. FWS Federal Funds **$ _____**

Section B. Federal Perkins Loan Program Liquidation Request

(Applies only to certain schools; see instructions)

5. My school wishes to discontinue participation in the Federal Perkins Loan Program. __ yes __ no

Section C. Waiver Request for the Underuse of Funds

My school has returned more than 10 percent of its Federal Perkins Loan, FSEOG, or FWS allocation for the 2001-2002 Award Year.

6. My school wishes to apply for a waiver of the penalty for the underuse of funds and will provide a written explanation of the circumstances on the additional information screen. __ yes __ no

Application, Part II

Name of school: _____
Serial Number: _____

Part II. Application to Participate for Award Year July 1, 2003 through June 30, 2004

Section D. Information on Enrollment

My school has a traditional calendar ___yes ___ no

Schools with a traditional calendar that had 2001-2002 enrollment, fill in Field 7

	(a) Undergraduate	(b) Graduate/Professional
7. Total number of students, 2001-2002		

Schools with a traditional calendar that did not have 2001-2002 enrollment, fill in Field 8

	(a) Undergraduate	(b) Graduate/Professional
8. Estimated number of students, 2002-2003		

Schools with a non-traditional calendar that had 2001-2002 enrollment, fill in Fields 9 through 20

	(a) Continuing Students	(b) New Starts
9. July 1, 2001		
10. August 1		
11.September 1		
12. October 1		
13. November 1		
14. December 1		
15. January 1, 2002		
16. February 1		
17. March 1		
18. April 1		
19. May 1		
20. June 1, 2002		
21. TOTAL		

Section E. Assessments and Expenditures

	(a) Undergraduate	(b) Graduate/Professional
22. Total tuition and fees for the Award Year July 1, 2001-June 30, 2002	$	$
23. Total Federal Pell Grant expenditures for the 2001-2002 Award Year	$	
24. Total expended for State grants and scholarships made to undergraduates for the Award Year July 1, 2001 to June 30, 2002	$	

Section F. Information on Eligible Aid Applicants for Award Year 2001-2002

	Dependent Undergraduate/Baccalaureate (a) Without 1st Prof. Degree	Dependent Undergraduate/Baccalaureate (b) With Degree
25. Students with an "Automatic" Zero EFC		
Taxable and Untaxed Income		
26. $0 - $2,999		
27. $3,000 -$5,999		
28. $6,000 - $8,999		
29. $9,000 - $11,999		
30. $12,000 - $14,999		
31. $15,000 - $17,999		
32. $18,000 - $23,999		
33. $24,000 - $29,999		
34. $30,000 - $35,999		
35. $36,000 - $41,999		
36. $42,000 - $47,999		
37. $48,000 - $53,999		
38. $54,000 – $59,999		
39. $60,000 & over		
40. TOTAL		

	Independent Undergraduate/Baccalaureate (c) Without 1st Prof. Degree	Independent Undergraduate/Baccalaureate (d) With Degree	Independent Graduate/Professional (e)
Taxable and Untaxed Income			
$0 - $999			
$1,000 -$1,999			
$2,000 - $2,999			
$3,000 - $3,999			
$4,000 - $4,999			
$5,000 - $5,999			
$6,000 - $7,999			
$8,000 - $9,999			
$10,000 - $11,999			
$12,000 - $13,999			
$14,000 - $15,999			
$16,000 - $17,999			
$18,000 – $19,999			
$20,000 & over			
TOTAL			

Fiscal Operations Report, Part III

Name of school: _____

Serial Number: _____

Part III. Federal Perkins Loan Program

Section A. - Fiscal Report (cumulative) as of June 30, 2002

Field	Item	(a) Amount	(b) Number of Borrowers	(c) Debit Balances	(d) Credit Balances
1.1	Cash on hand and in depository as of 6/30/2002			$	
1.2	Cash on hand and in depository as of 10/31/2002	$			
2	Funds receivable from Federal government			$	
3	Funds receivable from school			$	
4	Funds advanced to students			$	
5	Loan principal collected				$
6	Loan principal assigned to and accepted by the United States				
	Loan principal canceled:				$
7	-for teaching/military service on loans made prior to 07/01/1972				$
8	-for certain subject matter teaching service (math, science, foreign languages, bilingual education)				$
9	-for all other authorized teaching service				$
10	-for military service on loans made 07/01/1972 and after				$
11	-for volunteer service				$
12	-for law enforcement and corrections officer service				$
13	-for child/family/early intervention service				$
14	-for nurse/medical technician service				$
15	-for death/disability				$
16	-for bankruptcy				$
17	-for loans discharged due to closed schools				$
18	Loan principal adjustments - other				$
19	Federal Capital Contributions				$
20	Repayments of fund capital to federal government			$	
21	Institutional Capital Contributions				$
22	Repayments of fund capital to school			$	
23	Interest income on loans				$
24	Other income				$
25	Reimbursements to the Fund of the amounts canceled on loans made 07/01/1972 and after				$
26.1	Administrative cost allowance	$			
26.2	Collection costs	$			
26.3	Administrative cost allowance and collection costs (control)				
	Cost of loan principal and interest canceled:			$	
27	-for teaching/military service on loans made prior to 07/01/1972			$	
28	-for certain subject matter teaching service (math, science, foreign languages, bilingual education)			$	
29	-for all other authorized teaching service on loans made 07/01/1972 and after			$	
30	-for military service on loans made 07/01/1972 and after			$	
31	-for volunteer service in the Peace Corps or under the Domestic Volunteer Service Act of 1973			$	
32	-for law enforcement and corrections officer service			$	
33	-for child/family/early intervention service			$	
34	-for nurse/medical/technician service			$	
35	-because of death/disability			$	
36	-because of bankruptcy			$	
37	Cost of loan principal and interest assigned to and accepted by the United States			$	
38	Cost of loan principal and interest canceled for loans discharged due to closed schools			$	
39	Other costs or losses			$	
40	Total debits and credits (sum of Fields 1.1 through 39)			$	$

Fiscal Operations Report, Part III

Name of school: _____

Serial Number: _____

Part III. Federal Perkins Loan Program

Section B. Fund Activity (annual) during the 2001-2002 Award Year (July 1, 2001 through June 30, 2002)

	(a) Number of Borrowers	(b) Amount
1. Final adjusted Federal Capital Contribution (FCC) authorization		$
2. FCC transferred to:		
a. FSEOG		$
b. FWS		$
3. The unexpended amount of final adjusted authorized Federal Capital Contribution for Award Year 2001-2002 that was not requested from GAPS by June 30, 2002. This amount will be reduced from your total award amount next Spring (see instructions)		$
4. Institutional Capital Contribution (ICC) deposited into the Fund between July 1, 2001 and June 30, 2002.		$
5. Loans advanced to students from the Fund during the 2001-2002 Award Year (minus 2001-2002 Award Year refunds)		$
6. Administrative cost allowance claimed for the 2001-2002 award year (see instructions)		$
7. Total principal and interest repaid by borrowers from all sources during the 2001-2002 Award Year		$

Fiscal Operations Report, Part III

Name of school: _____

Serial Number: _____

Part III. Federal Perkins Loan Program

Section C - Cumulative Repayment Information as of June 30, 2002

Status of borrowers as of June 30, 2002	(a) Amount	(b) Number of Borrowers	(c) Amount Lent	(d) Principal Amount Outstanding
1.1 Borrowers whose loans are fully retired		_____	$ _____	
1.2 Loans that have been purchased	$ _____			
2. Borrowers whose loans were assigned to and officially accepted by the Department of Education as of June 30, 2002		_____	$ _____	$ _____
3. Total borrowers not in repayment status		_____		$ _____
4. Borrowers on schedule in repayment status		_____		$ _____
5.1 In default less than 240 days (monthly installments) or less than 270 days (other installments)		_____	$ _____	$ _____
5.2 In default 240 days or more (monthly installments) or 270 days or more (other installments), up to 2 years		_____	$ _____	$ _____
5.3 In default more than 2 years, up to 5 years		_____	$ _____	$ _____
5.4 In default more than 5 years		_____	$ _____	$ _____

Cohort Default Rate

My school had less than 30 borrowers who entered repayment in the 2000-2001 award Year ___ yes ___ no

Section D. Schools with 30 or more borrowers who entered repayment in the 2000-2001 Award Year:

1.1 Number of borrowers who entered repayment in 2000-2001 _____

1.2 Enter the number of borrowers in Field 1.1 above with loans in default by June 30, 2002 _____

1.3 Cohort default rate (Field 1.2 / Field 1.1 * 100) _____

Section E. Schools with less than 30 borrowers who entered repayment in the 2000-2001 Award Year:

2.1 Number of borrowers who entered repayment in:

(a) 1998-1999 (07/01/1998- 06/30/1999) _____

(b) 1999-2000 (07/01/1999 - 06/30/2000) _____

(c) 2000-2001 (07/01/2000 - 06/30/2001) _____

2.2 Number of borrowers with loans in default by:

(a) June 30, 2000 (those in 2.1(a) only) _____

(b) June 30, 2001 (those in 2.1(b) only) _____

(c) June 30, 2002 (those in 2.1(c) only) _____

2.3 Total number of borrowers who entered repayment during the three years (Fields 2.1(a) + 2.1(b) + 2.1(c)) _____

2.4 Total number of borrowers with loans in default (Fields 2.2(a) + 2.2(b) + 2.2(c)) _____

2.5 Cohort default rate (Field 2.4 / Field 2.3 * 100) _____

Fiscal Operations Report, Part IV

Name of school: _____

Serial Number: _____

Part IV. Federal Supplemental Educational Opportunity Grant (FSEOG) Program for Award Year July 1, 2001 through June 30, 2002

Section A. Federal funds authorized for FSEOG

1. Final adjusted FSEOG authorization $_____

Section B. Federal funds available for FSEOG expenditures

2. FWS funds transferred to and spent in FSEOG +$_____
3. Federal Perkins FCC funds transferred to and spent in FSEOG +$_____
4. 2002-2003 funds carried back and spent in 2001-2002 +$_____
5. Additional 2002-2003 funds carried back and spent for 2002 summer enrollment +$_____
6. 2000-2001 funds carried forward and spent in 2001-2002 +$_____
7. 2001-2002 funds carried forward to be spent in 2002-2003 -$_____
8. 2001-2002 funds carried back and spent in 2000-2001 -$_____
9. Additional 2001-2002 funds carried back and spent for 2001 summer enrollment -$_____
10. Total Federal funds available for 2001-2002 FSEOG (Fields 1 + 2 + 3 + 4 + 5 + 6 - 7 - 8 - 9) $_____

Section C. Funds to FSEOG recipients

11. Total funds to FSEOG recipients (Fields 12 + 13) $_____
12. Non-Federal share of funds to FSEOG recipients (25% of Field 11) $_____
- **a. Cash outlay contributed** $_____
- **b. Other resources designated** $_____

Section D. Federal funds spent for FSEOG Program

13. Federal share of funds to FSEOG recipients (75% of Field 11) $_____
14. Administrative cost allowance claimed +$_____
15. Federal funds spent for FSEOG (Fields 13 + 14) $_____

Section E. Use of FSEOG authorization

16. Expended FSEOG authorization (Fields 7 + 8 + 9 +15) minus (Fields 2 + 3 + 4 + 5 +6) $_____
17. Unexpended FSEOG authorization (Field 1 - Field 16) (cannot be negative) $_____

Fiscal Operations Report, Part V

Name of school: _____

Serial Number: _____

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2001 through June 30, 2002

Section A. Federal funds authorized for FWS

1. Final adjusted FWS authorization $_____

Section B. Federal funds available for FWS expenditures

2. Federal Perkins FCC funds transferred to and spent in +$_____
3. FWS funds transferred to and spent in FSEOG -$_____
4. 2002-2003 funds carried back and spent in 2001-2002 +$_____
5. Additional 2002-2003 funds carried back and spent for 2002 summer employment +$_____
6. 2000-2001 funds carried forward and spent in 2001-2002 +$_____
7. 2001-2002 funds carried forward to be spent in 2002-2003 -$_____
8. 2001-2002 funds carried back and spent in 2000-2001 -$_____
9. Additional 2001-2002 funds carried back and spent for 2001 summer employment -$_____
10. Total Federal funds available for 2001-2002 FWS (Fields 1 + 2 - 3 + 4 + 5 + 6 - 7 - 8 - 9) $_____

Section C. Total compensation for FWS

11. Total earned compensation for FWS Program $_____
- **a. On-campus expenditures** $_____
- **b. Off-campus expenditures at public or private non-profit agencies** $_____
- **c. Off-campus expenditures in the private (for profit) sector** $_____

12. Total school share of earned compensation (see instructions) $_____

Section D. Funds spent from Federal share of FWS

13. Total Federal share of FWS earned compensation $_____
- **a. Compensation at Federal share not to exceed 75% (see instructions)** $_____
- **b. Off-campus private (for profit) sector compensation at Federal share not to exceed 50%** $_____

14. Administrative cost allowance claimed +$_____
15. Federal share of Job Location and Development Program expenditures +$_____
16. Total Federal funds spent for FWS (sum of Fields 13 through 15) $_____

Section E. Use of FWS authorization

17. Expended FWS authorization (Fields 3 + 7 + 8 + 9 + 16) minus (Fields 2 + 4 + 5 + 6) $_____
18. Unexpended FWS authorization (Field 1 - Field 17) $_____

Section F. Information about the Job Location and Development (JLD) Program

19. Total expenditures for the JLD Program $_____
20. School expenditures for the JLD Program (see instructions) $_____
21. Number of students for whom jobs were located or developed _____
22. Total earnings of the students in Field 21 above $_____

Fiscal Operations Report, Part V

Name of school: _____

Serial Number: _____

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2001 through June 30, 2002

Section G. Information about FWS students employed in community service activities

23. Number of students in community service employment _____

24. Federal share of community service earned compensation $_____

25. Non-Federal share of community service earned compensation $_____

Section H. Information about FWS students employed as reading tutors of children or employed in family literacy activities

26. Number of FWS students employed as reading tutors of children or employed in family literacy activities _____

27. Federal share of earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities $_____

a. Amount of the Federal share in field 27 spent on community service employment $_____

28. Total earned compensation for FWS students employed as reading tutors of children or employed in family literacy activities $_____

Section I. Information about FWS students employed as mathematics tutors of children

29. Number of FWS students employed as mathematics tutors of children _____

30. Federal share of earned compensation for FWS students employed as mathematics tutors of children $_____

31. Total earned compensation for FWS students employed as mathematics tutors of children $_____

ED Form 646-1
OMB no 1845-0030
Expires 04/30/2004

Fiscal Operations Report, Part VI

Name of school: _____

Serial Number: _____

Part VI. Program Summary for Award Year July 1, 2001 through June 30, 2002

Section A. Distribution of program recipients and expenditures by type of student

Taxable & Untaxed Income Category Student Type	Federal Perkins Loan		F S E O G		F W S		
	(a) Recipients	(b) Funds	(c) Recipients	(d) Funds	(e) Recipients	(f) Funds	(g) Unduplicated Recipients
Undergraduate Dependent							
1. $ 0 - $ 5,999							
2. $ 6,000 - $11,999							
3. $12,000 - $23,999							
4. $24,000 - $29,999							
5. $30,000 - $41,999							
6. $42,000 - $59,999							
7. $60,000 and over							
Undergraduate Independent							
8. $ 0 - $ 1,999							
9. $ 2,000 - $ 3,999							
10. $ 4,000 - $ 7,999							
11. $ 8,000 - $11,999							
12. $12,000 -$15,999							
13. $16,000 -$19,999							
14. $20,000 and over							
15. Graduate/Professional			does not apply	does not apply			
16. T o t a l							
17. Total less than full time students							
18. Total "Automatic" Zero EFC students							

Fiscal Operations Report, Part VI

Name of school: _____

Serial Number: _____

Part VI. Program Summary for Award Year July 1, 2001 through June 30, 2002

Administrative Cost Allowance Worksheet (Worksheet must be retained for audit and program reviews)

Section B. Calculating the administrative cost allowance

Step 1 Calculate the amount spent in 2001-2002 on which the administrative cost allowance is based:

1. Total compensation in FWS (amount from Part V, Section C, Field 11)		$
2. Amount of Federal Perkins Loan funds advanced to students (amount from Part III, Section B, Field 5)	+	$
3. Total funds to FSEOG recipients (amount from Part IV, Section C, Field 11)	+	$
4. Total amount spent (Fields 1 + 2 + 3)		$

Step 2 Calculate the administrative cost allowance

Schools whose total amount spent was $2,750,000 or less

5. Enter total amount spent (Field 4)		$
6. Multiply	x	0.05
7. Total administrative cost allowance (go to step 3)		$

Schools whose total amount spent was more than $2,750,000 but less than $5,500,000

8. Enter total amount spent (Field 4)		$
9. Subtract	- $	2,750,000
10. Expenditures over $2,750,000 (Field 8 - Field 9)		$
11. Multiply	x	0.04
12. Administrative cost allowance on expenditures over $2,750,000 (Field 10 x Field 11)		$
13. Add administrative cost allowance on expenditures of $2,750,000	+ $	
14. Total administrative cost allowance (Field 12 + Field 13) go to step 3		$

Schools whose total amount spent was $5,500,000 or more

15. Enter total amount spent (Field 4)		$
16. Subtract	- $	5,500,000
17. Expenditures over $5,500,000 (Field 15 - Field 16)		$
18. Multiply	x	0.03
19. Administrative cost allowance on expenditures over $5,500,000 (Field 17 x Field 18)		$
20. Add administrative cost allowance on expenditures of $5,500,000	+ $	
21. Total administrative cost allowance (Field 19 + Field 20 (go to step 3)		$

Step 3 Decide how much administrative cost allowance the school claimed:

22. How much administrative cost did the school claim (the amount may be the same or less than the amount calculated in step 2)	$
23. How much administrative cost did the school claim in each program ?	
a. Federal Perkins Loan (must be same as Part III, Sect. B, Field 6)	$
b. FSEOG (must be the same as Part IV, Section D, Field 14)	$
c. FWS (must be the same as Part V, Section D, Field 14)	$