

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;
 - (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,

School Name _____ Serial # _____

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 INSTITUTION 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 _____
Typed Name _____
Title _____
E-mail address _____

Date signed _____
Telephone no (____) ____ - ____
Fax number (____) ____ - _____

Application, Part II

Name of school: _____

State: __

Part II. Application to Participate for Award Year July 1, 2002 through June 30, 2003

Section A. Request for funds for the 2002-2003 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 2000-2001 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

DO NOT SEND THESE PAGES TO THE DEPARTMENT

Application, Part II

Name of school: _____

State: _____

Section D. Information on Enrollment

My school has a traditional calendar yes no

Schools with a traditional calendar that had 2000-2001 enrollment, fill in Field 7

Schools with a non-traditional calendar that had 2000-2001 enrollment, fill in Fields 9 through 20

	(a) Undergraduate	(b) Graduate/Professional
7. Total number of students, 2000-2001	_____	_____

Schools that did not have 2000-2001 enrollment, fill in Field 8

	(a) Undergraduate	(b) Graduate/Professional
8. Estimated number of students, 2001-2002	_____	_____

	(a) Continuing Students	(b) New Starts
9. July 1, 2000	_____	_____
10. August 1	_____	_____
11. September 1	_____	_____
12. October 1	_____	_____
13. November 1	_____	_____
14. December 1	_____	_____
15. January 1, 2001	_____	_____
16. February 1	_____	_____
17. March 1	_____	_____
18. April 1	_____	_____
19. May 1	_____	_____
20. June 1, 2001	_____	_____
21. TOTAL	_____	_____

Section E. Assessments and Expenditures

- 22. Total tuition and fees for the Award Year July 1, 2000 - June 30, 2001
- 23. Total Federal Pell Grant expenditures for the 2000-2001 Award Year
- 24. Total expended for State grants and scholarships made to undergraduates for the Award Year July 1, 2000 to June 30, 2001

	(a) Undergraduate	(b) Graduate/Professional
	\$ _____	\$ _____
	\$ _____	
	\$ _____	

Section F. Information on Eligible Aid Applicants for Award Year 2000-2001

	D e p e n d e n t		I n d e p e n d e n t		(e) Graduate/ Professional
	(a)	(b)	(c)	(d)	
	Undergraduate/ Baccalaureate		Undergraduate/ Baccalaureate		
	Without 1st Professional	With Degree	Without 1st Professional	With Degree	
25. Students with an "Automatic" Zero EFC	_____	_____	_____	_____	_____

Taxable & 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. T o t a l	_____	_____

Taxable & 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	_____	_____	_____
T o t a l	_____	_____	_____

Fiscal Operations Report, Part III

Name of school: _____

State: _____

Part III. Federal Perkins Loan Program

Section A. - Fiscal Report (cumulative) as of June 30, 2001

Field	Item	(a)	No of Borrowers (b)	Debit Balances (c)	Credit Balances (d)
1.1	Cash on hand and in depository as of 6/30/2001			\$ _____	
1.2	Cash on hand and in depository as of 10/31/2001	\$ _____			
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		_____		\$ _____
7	Total loan principal canceled on loans made prior to 07/01/1972 for teaching/military service		_____		\$ _____
	<u>Loan principal canceled :</u>				
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 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)			\$ _____	
	<u>Cost of loan principal and interest canceled:</u>				
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: _____
 State: __

Section B. Fund Activity (annual) during the 2000-2001 Award Year (July 1, 2000 through June 30, 2001)

	Amount
1. Final adjusted Federal Capital Contribution (FCC) authorization	\$ _____
2. FCC transferred to:	
a. FSEOG	\$ _____
b. FWS	\$ _____
3. The amount of final adjusted authorized Federal Capital Contribution for Award Year 2000-2001 that was <u>not</u> requested from GAPS by June 30, 2001 which will be reduced from your total award amount next Spring (see instructions) .	\$ _____
4. Institutional Capital Contribution (ICC) deposited into the loan Fund between July 1, 2000 and June 30, 2001.	\$ _____
5. Loans advanced to students from the loan Fund during the 2000-2001 Award Year (minus 2000-2001 Award Year refunds)	\$ _____
6. Administrative cost allowance claimed for the 2000-2001 award year (see instructions)	\$ _____

	Number of Borrowers (a)	Amount (b)
7. Total principal and interest repaid by borrowers from all sources during the 2000-2001 Award Year	_____	\$ _____

Fiscal Operations Report, Part III
 Name of school: _____
 State: __

Section C - Cumulative Repayment Information as of June 30, 2001

Status of borrowers as of June 30, 2001	Number of Borrowers	Amount Lent	Principal Amount Outstanding
(a)	(b)	(c)	(d)
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, 2001	_____	_____	_____
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 1999-2000 Award Year yes no

Section D. Schools with 30 or more borrowers who entered repayment in the 1999-2000 Award Year:

1.1 Number of borrowers who entered repayment in 1999-2000	0
1.2 Enter the number of borrowers in Field 1.1 above with loans in default by June 30, 2001	0
1.3 Cohort default rate (Field 1.2 / Field 1.1 * 100)	0.0

Section E. Schools with less than 30 borrowers who entered repayment in the 1999-2000 Award Year:

2.1 Number of borrowers who entered repayment in:	2.2 Number of borrowers with loans in default by:
(a) 1997-1998 (07/01/1997 - 06/30/1998) 0	(a) June 30, 1999 (those in 2.1(a) only) 0
(b) 1998-1999 (07/01/1998 - 06/30/1999) 0	(b) June 30, 2000 (those in 2.1(b) only) 0
(c) 1999-2000 (07/01/1999 - 06/30/2000) 0	(c) June 30, 2001 (those in 2.1(c) only) 0
2.3 Total number of borrowers who entered repayment during the three years (fields (2.1(a) + 2.1(b) + 2.1(c))	0
2.4 Total number of borrowers with loans in default (fields (2.2(a) + 2.2(b) + 2.2(c))	0
2.5 Cohort default rate (Field 2.4 / Field 2.3 * 100)	0.0

Fiscal Operations Report, Part IV
 Name of school: _____
 State: ____

Part IV. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
 for Award Year July 1, 2000 through June 30, 2001

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. 2001-2002 funds carried back and spent in 2000-2001 + \$ _____
- 5. Additional 2001-2002 funds carried back and spent for 2001 summer enrollment + \$ _____
- 6. 1999-2000 funds carried forward and spent in 2000-2001 + \$ _____
- 7. 2000-2001 funds carried forward to be spent in 2001-2002 - \$ _____
- 8. 2000-2001 funds carried back and spent in 1999-2000 - \$ _____
- 9. Additional 2000-2001 funds carried back and spent for 2000 summer enrollment - \$ _____
- 10. Total Federal funds available for 2000-2001 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 school 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: _____

State: __

Part V. Federal Work-Study (FWS) Program for Award Year July 1, 2000 through June 30, 2001

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 FWS + \$ _____

3. FWS funds transferred to and spent in FSEOG - \$ _____

4. 2001-2002 funds carried back and spent in 2000-2001 + \$ _____

5. Additional 2001-2002 funds carried back and spent for 2001 summer employment + \$ _____

6. 1999-2000 funds carried forward and spent in 2000-2001 + \$ _____

7. 2000-2001 funds carried forward to be spent in 2001-2002 - \$ _____

8. 2000-2001 funds carried back and spent in 1999-2000 - \$ _____

9. Additional 2000-2001 funds carried back and spent for 2000 summer employment - \$ _____

10. Total Federal funds available for 2000-2001 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) \$ _____

Fiscal Operations Report, Part V

Name of school: _____

State: __

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 \$ _____

Section G. Information about FWS 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 \$ _____

Fiscal Operations Report, Part VI
 Name of school: _____
 State: __

Part VI. Program Summary for Award Year July 1, 2000 through June 30, 2001

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		(g) Unduplicated Recipients
	(a) Recipients	(b) Funds	(c) Recipients	(d) Funds	(e) Recipients	(f) Funds	
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: _____
 State: ___

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 2000-2001 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) \$ n / a
- 9. Subtract - \$ 2,750,000
- 10. Expenditures over \$2,750,000 (Field 8 - Field 9) \$ n / a
- 11. Multiply x 0.04
- 12. Administrative cost allowance on expenditures over
\$2,750,000 (Field 10 x Field 11) \$ n / a
- 13. Add administrative cost allowance on expenditures of
\$2,750,000 + \$ 137,500
- 14. Total administrative cost allowance (Field 12 + Field 13) \$ n / a
(go to step 3)

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

- 15. Enter total amount spent (Field 4) \$ n / a
- 16. Subtract - \$ 5,500,000
- 17. Expenditures over \$5,500,000 (Field 15 - Field 16) \$ n / a
- 18. Multiply x 0.03
- 19. Administrative cost allowance on expenditures over
\$5,500,000 (Field 17 x Field 18) \$ n / a
- 20. Add administrative cost allowance on expenditures
of \$5,500,000 + \$ 247,500
- 21. Total administrative cost allowance (Field 19 + Field 20) \$ n / a
(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) \$ _____

