Implementation Guidance:
Community College Completion Grant

August 30, 2017

I.   Description:

Senate Bill 85, the 2017 Budget Act education trailer bill, was signed by the Governor on June 27, 2017, and includes language initiating a new grant program for Community College students. The program provides $25 million in funding to the California Community College Chancellor's Office (CCCCO) to provide for a capstone grant for the 2017-18 year (anticipated ongoing funding) to community college FTSSG recipients who have already received a Full Time Student Success Grant (FTSSG) and thus a Cal Grant B or C award payment.   All 114 California Community Colleges are expected to participate.

There is an inherent connection to FTSSG and thus the Cal Grant B and C awards administered by the California Student Aid Commission (CSAC). In order to avoid any student or college staff confusion regarding this program, the trailer bill has titled the new grant program the "***Community College Completion Grant***" (CCCG) program.

II.   Budget Act Control Language:
SB 97 Annual Budget Act 2017

[Approved by Governor ~ June 27, 2017. Filed with Secretary of State ~ June 27, 2017.]

6870-104-0001— For local assistance, Board of Governors of the California Community Colleges (Proposition 98) $25,000,000
Schedule:
  1. ***5675021-Community College Completion Grant $25,000,000***

Provisions:
  1. ***The funds appropriated in Schedule 1 of this item shall be*** used to support Community College Completion Grants pursuant to Section 88912 of the Education Code.

III.   Education Code Control Language:
SB 85 Education Trailer Bill to the Budget Act 2017
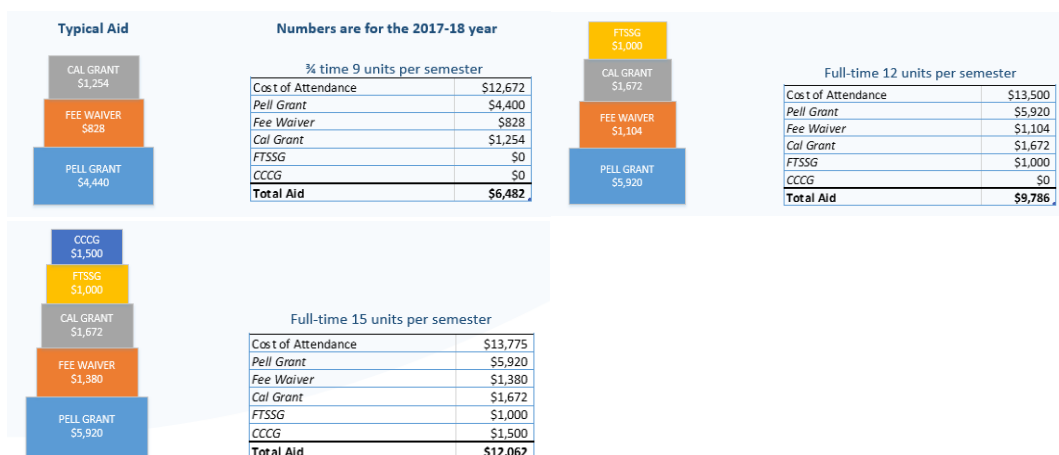### See Attachment #6

IV.   Intent:

The desire to increase grant aid to community college students and to strengthen the value of the Cal Grant B Access award and the Cal Grant C award for the most disadvantaged of our students continues to be of paramount concern. The intent of the Community College Completion Grant program (CCCG) funding expressed a desire to support student persistence, retention and success by providing students additional assistance who are attending at a 15 unit per term pace or 30 unit per year pace and/or complete their programs in scheduled FT timeframes.

To that end, an additional $25 million was provided to leverage the existing FTSSG and the Cal Grant B and C programs with targeted supplemental grant funding. This capstone funding for students who are attending at a 15 unit per term pace or 30 unit per year pace in addition to and enhanced FTSSG Award (up to $1,000 annually) as well as the underlying full time Cal Grant Award.

The Completion Grant in considered stackable grant funding and cannot supplant any other grant funding the student is receiving. It should be awarded before any self-help aid such as work-study or loans.

Typical Aid — Numbers are for the 2017-18 year

¾ time 9 units per semester	
Cost of Attendance	$12,672
Pell Grant	$4,400
Fee Waiver	$828
Cal Grant	$1,254
FTSSG	$0
CCCG	$0
Total Aid	**$6,482**

Full-time 12 units per semester	
Cost of Attendance	$13,500
Pell Grant	$5,920
Fee Waiver	$1,104
Cal Grant	$1,672
FTSSG	$1,000
CCCG	$0
Total Aid	**$9,786**

Full-time 15 units per semester	
Cost of Attendance	$13,775
Pell Grant	$5,920
Fee Waiver	$1,380
Cal Grant	$1,672
FTSSG	$1,000
CCCG	$1,500
Total Aid	**$12,062**

As we roll out this new capstone grant program, we anticipate colleges focusing on paying Cal grant B and C awards sooner in order to get the FTSSG and CCCG delivered to students at the same time as the Cal Grant B payment, or very shortly thereafter. Great effort was focused in planning and operationalizing the FTSSG program over the last few years to simplify the administration within the confines of community college financial aid operations to ensure maximum benefit to students with minimal administrative bureaucracy. It is also our intention to maintain this focus in the CCCG program.

With the CCCG we have tried to maintain a streamlined eligibility and delivery system while reinforcing the need for a comprehensive education plan and adherence to the Education plan. This will be provided through critical and timely support funded in SSSP, Equity and other student service and support programs. These additional counseling responsibilities are funded in the SSSP, Equity and other student support programs and services. This integration will require close coordination with SSSP and Equity programs as well as other student service support programs and resources to ensure these students receive the necessary services and timely interventions and academic supports to result in success.

V. **Information and Communications:**
   a) All guidance and information regarding CCCG and FTSSG policy, process, reporting and cash management will be distributed through the ***CFAO-ALL List***. You may want to add additional pointers to the list to include staff who will be working with the FTSSG and CCCG program. Please refer to the Alias List instructions page on our website for instructions to add subscribers: http://extranet.cccco.edu/Divisions/TechResearchInfoSys/Telecom/ListservInstructions.aspx
   b) In order to track and respond to inquiries regarding the new CCCG and the expanded FTSS programs please address any questions or comments to Student Financial Assistance program staff.
   c) By centralizing and chronicling the inquiries, we will be able to categorize and aggregate the inquiries and responses and update a statewide Q&A document to provide the most comprehensive source of information on the grant program.

VI. **Definitions:**
   FTSSG:
   - Full-time = 12 or more units in a term

   CCCG:
   - Full time = 15 units per term
   - Full time = 30 units per semester year or quarter equivalence (45)
   - Full time = At least 12 units/term but less than 15 units/term or 30 units/semester year, or quarter equivalence, if the student's pace allows them to complete within the "scheduled timeframe"

   CCCG Comprehensive Education Plan must:
   - Cover the duration of the published time frame of the program the program of study (i.e ADT = two years), and
   - Identifies courses, sequence of courses, key progress milestones, and other requirements the student must complete to earn an associate degree, career technical education certificate, or other community college certificates, or meet university transfer requirements.

VII. **Eligibility requirements:**
   For FTSSG and by extension required for CCCG:
   a) Must be enrolled full-time and linked to either the initial or final Cal Grant B or C term award payment with a reported payment code of either of the following:
      1) FT, for full-time attendance and full-time term award payment, or
      2) OF for full-time attendance but less than a full-time term award payment
   b) All Cal Grant B and C award and payment eligibility standards are applicable, including:
      1) Be a U.S. citizen or an eligible noncitizen
      2) Be a California resident or California Dream Act eligible (AB540)
      3) Attend a Cal Grant participating California college or university
      4) Demonstrate financial need at his or her college

5) Have family income and assets below the annual ceilings
6) Have met U.S. Selective Service requirements
7) Be in a program leading to an undergraduate degree, certificate or first professional degree
8) Not have a bachelor's or professional degree before receiving a Cal Grant (except for extended Cal Grant A or B awards, teaching credential programs or Cal Grant T)
9) Have a valid Social Security number
10) Maintain satisfactory academic progress
11) Not owe a refund on any state or federal educational grant
12) Not be in default on any student loan
13) Not be incarcerated

For CCCG:

a) Must be receiving an FTSSG in the primary term (or Primary term + adjacent module session, intersession, or summer) in which they qualify and receive the CCCG
b) The student maintains a cumulative GPA of 2.0 at all times by statute.
c) The student has established eligibility as provided in 88912 (b)
d) The student is maintaining pace as specified in the qualifying comprehensive education plan in accordance with 88912 (b)

VIII.   Eligibility determination/Payment and Pace:

Three Step Process

1. Establish Timeframe – Review the student education objective and the associated comprehensive education plan to determine eligibility in accordance with 88912 (b). A determination of remaining units in program and scheduled time to completion would be based at the point in time (term) when they would be entering the CCCG program.

Semester Units in program, or remaining in program including required credit remedial or credit ESL:	Semesters @ 15 units per term	FTSSG semester Payments eligible @ 12 units min per term	CCCG semester payments
0 to 11.99 units	1	No	0
12 to 15 units	1	Yes	1
15.1 units to 30 units	2	Yes	2
30.1 units to 45 uits	3	Yes	3
45.1 units to 60 units	4	Yes	4
60.1 units to 75 units	5	Yes	5
75.1 units to 90 units	6	Yes	6
*includes high unit AA and remedial ESL allowances			

Quarter Units - Establishing Pace:

Quarter Units in program, or remaining in program including required credit remedial or credit ESL:	Quarter @ 15 units per term	FTSSG Quarter Payments eligible @ 12 units min per term	CCCG Quarter payments
0 to 11.99 units	1	No	0
12 to 15 units	1	Yes	1
15.1 units to 30 units	2	Yes	2
30.1 units to 45 un its	3	Yes	3
45.1 units to 60 units	4	Yes	4
60.1 units to 75 units	5	Yes	5
75.1 units to 90 units	6	Yes	6
90.1 units to 105 units	7	Yes	7
105.1 units to 120 units	8	Yes	8
120.1 units to 135 units	9	Yes	9
*includes high unit AA and remedial ESL allowances	*round up		

2. Payment: Colleges should **pay on enrolled units in program** at or after census determined in their comprehensive education plan for the term or term(s) (or Primary term + adjacent module session, intersession, or summer) in compliance with 88912(b).
3. Measure pace for all participants at the same time on successfully completed units subsequent to each term in program from comprehensive education plan to determine continued eligibility and participation

See Attachment #2 (Scenarios).

IX.   Disqualification – GPA or other

A student failure to meet one or more eligibility standard would result in disqualification form participation from participation. A student who fails to meet or maintain any of the standards identified in VII would not be eligible for the CCCG. For example, cumulative GPA falls below 2.0 is disqualified from participation.

X.   Disqualification - Loss of eligibility due to PACE

Disqualification from participating in the CCCG program occurs when a student can no longer complete their stated objective in the originally scheduled timeframe. Re-establishing eligibility would require a student to demonstrate that they have or will be able to complete with in originally scheduled time frames.

See Attachment #3 (Q&A).

XI.   Appeals

There are no appeals provided in education code for disqualification or loss of eligibility. Appeals granted for state and other Federal Aid do not extend to eligibility for CCCG.

See Attachment #3 (Q&A).

XII. **Disbursements to Students (see eligibility flow charts):**

FTSSG for 2017-18 enhancement:

    a) As soon as a student receives their Cal Grant B payment at full-time status in the term, they are then eligible for a FTSSG award payment for the term. The term payment is not to be split, but is to be paid in full each term.

        1) Semester payments are **$500** per primary term not to exceed **$1,000 annually**

        2) Quarter payments are **$333/334** per primary term not to exceed **$1,000 annually**

    b) Full-time (at least 12 units) attendance is ascertained at the date at which a school determines enrollment status for Cal Grant B access award payment. If this is a freeze date, then use the same date. If another date is used, use the same date and enrollment level as used for the Cal Grant B payment.

CCCG:

    a) As soon as a student receives their FTSSG in the term, they are then eligible for a CCCG award payment for the term provided they are enrolled in:

        a. 15 units; or

        b. A combined 15 units between any primary term and intersession, summer session or module; or

        c. Enrolled in at least 12 units/term but less than 15units/term or 30uits /year if the student's pace allows them to complete within the "scheduled timeframe. " This should be reflected in the SEP.

    b) The term payment is not to be split, but is to be paid in full each term.

        1) Semester payments are **$750** per primary term (and associated intersession/summer/ module) not to exceed **$1,500** annually

        2) Quarter payments are **$500** per primary term (and associated intersession/summer/ module) not to exceed $**1,500** annually

    c) Enrolled attendance is ascertained at the date at which a school determines enrollment status for FTSSG award payment. If this is a freeze date, then use the same date. If another date is used, use the same date and enrollment level as used for the FTSSG payment

XIII. **Fiscal Reporting through SSARCC**

Monthly disbursement reporting is expected through SSARCC. The file transfer protocol with validation at submission will resemble SSARCC_FTSSG with a slightly modified file layout.

1. Student SSN - Student's 9 digit SSN with no dashes (#########) or optionally blank for students without SSN
2. Student local ID - Student's local ID
3. Award Term - Code specifying term CCCG was awarded (F - fall, W - winter, S – spring, *U – Summer, I - Intersession*)
4. Award Year - 4 digit year FTSSG was awarded (2016 or 2017 for fall, 2017 for winter or spring)
5. Award Amount - Dollar amount of CCCG award
6. *Units attempted at time of payment*

XIV. <u>**In the Event of Deficiency or Surplus in Grant Funding:**</u>
Based upon a mid-year assessment of grant funding and paid awards, if a potential deficiency or surplus is identified, colleges may need to adjust awarding parameters:

a) Premium Supplemental payments for eligible students **(surplus)**; or
b) Only additional awards beyond fall prioritizing students with the greatest unmet need. **(deficiency)**

XV. <u>**Over-payments:**</u>
Each payment is based on the student's enrollment status when student is eligible and payment is authorized. Changes to enrollment status in prior terms or subsequent to payment will not affect a student's eligibility for payment. Over-payment resolution is not required provided the overpayment occurred subsequent to a change in enrollment status after the term payment if:

1) The CCCG term payment was made for the full term amount ($750 for semesters and $500 for Quarters); and
2) The student also received a FTSSG payment for 12 or more units at the time of disbursement of the CCCG in the same term, or in the case of a summer/intersession/module, in the associated adjacent primary term.
3) Enrollment drops that result in less than full-time attendance after term payment will not require adjustments/repayments by student or by school.

XVI. <u>**Over-awards**</u>
Need based over-awards must be prevented:

1) Award payments may not exceed unmet need
2) Colleges may consider adjusting standardized COA budgets to increase eligibility and to prevent over-awards
3) The authorizing education code states:
   88912 (c)(2) The grant award shall be two thousand dollars ($2,000) annually, shall be considered a supplemental grant, and shall not supplant any other grant, fee waiver, or scholarship aid received by the student, including, but not necessarily limited to, federal grants, Cal Grant awards, institutional grants, merit-based scholarships, athletic scholarships, and full-time student success grants.
4) Awards payments for CCCG should be adjusted or eliminated to prevent over-award

XVII. <u>**Other Policy Guidance:**</u>
Students eligible for an award should not receive more than one (1) maximum award in aggregate from any or all colleges in any year.

Portability would be equivalent to Cal Grant portability. A student receiving a CCCG award with an enrollment status would be eligible and should be paid their CCCG provided they have not exceeded their annual limit of $1,500 at the same institution.

Students attending multiple colleges in a term should receive a CCCG award based upon their receipt of FTSSG and a Cal Grant B award payment reflecting a cumulative enrollment status of 15 or more units per term at the institution making the payment. Consortium agreements are encouraged.

XVIII. Funding Apportionment System and Fiscal Reporting:
In the advance (except in year one, in the October supplemental advance) each school will have an initial allocation of CCCG funds, based in part on 2015-16 reconciled SSARCC and COMIS FTSSG Award and enrollment data. All funds will be initially allocated. As colleges pay out their allocated funds, they will submit payment records (see the "CCCG SSARCC submission file layout") to the Chancellor's Office. There will be a release report similar to the BFAP/SFAA form 2 and FTSSG release report as well as a request for additional funds for qualified students. CO-FA will establish a calendar of reporting deadlines for reconciliation reporting and any potential subsequent funding adjustments.

XIX. Allocation Formula:
Using 2015-16 FTSSG reconciled Payment transaction and corresponding MIS term enrollment data from 2015-16 we identified:
   a. FTSSG recipients who enrolled in 15 units or more at census by term
   b. FTSSG recipients who enrolled in 12-14.99 units @ census by term
   c. Based upon (a) we calculated a projected disbursement by term by college
   d. Based upon b we calculated a projected disbursement by term by college of 30% of student who might change attendance habits to qualify for the CCCG award.
   e. Colleges will have an opportunity to de-obligate funding if they determine they do not have adequate eligible students to utilize there allocation
   f. Colleges will also have an opportunity to request additional funding to meet any shortfalls from there initial allocation
   g. No additional funding is guaranteed.

XX. IT Issues:
These CCCG awards will be accounted for and reported to the Chancellor's Office, (not to CSAC). Because of this, they will require a new award code in school based software systems, payable for all terms (and possible winter intersession and summer terms).
   a) School Based Software Issues:
      1) Program to make awards and payments
      2) Program for reporting file layout protocol
   b) COMIS
      1) Reconciliation and corrections
      2) Mapping to MIS for new award code SF-21 GH
      3) Syntactical and referential reporting and edit requirements including required FTSSG and Cal Grant award payment

XXI. Business Office Issues:
   a) New Program and Ledger Accounts: Funds need to be accounted for in a subsidiary ledger, backed up with detailed payment records per the "CCCG file layout" reporting protocol.

b) There may be a lag in time between identifying eligible students, and receipt of funds from the Chancellor's Office. It is suggested that Financial Aid Directors speak with their fiscal offices and college foundations to discuss the possibilities on managing cash flow during these times.
c) Cash Flow for payments
d) Reconciliation, reporting and liability
e) While it is not required, we encourage colleges to maintain funds in an interest-yielding account or investment sweep accounts. If you maintain the funds in an interest-bearing account, the money earned will stay with the college.

XXII.   Policy and Procedure Issues:

We will update BOGFW manual and Data Element Dictionary to include CCCG award and process. Local P&P should also be updated to reflect local policies.

XXIII.   Marketing and Awareness:

In the first year of implementation the *ICAN* campaign is developing a brochure/collateral piece for distribution to college FA offices communicating the concept of stackable grants, featuring the FTSSG and CCCG opportunities and requirements. We recommend you share this publication with Cal Grant B&C and FTSSG students who may wish to increase unit load to qualify for more assistance.

In addition, social media channels for the *ICAN* campaign will be featuring messages regarding the FTSSG & CCCG opportunities and requirements.

Any local district/college efforts to identify and communicate with the CCCG potentially eligible population would positively support the roll out of the program.

Finally…

As we embark on this new endeavor, we realize that very short notice has been given on these new awards for this fall 2017 term. However, the needs of our low-income students are vast, and additional grant aid is always welcome. It is incumbent upon us to deliver these FTSSG and CCCG funds as quickly as possible, and to make as much of a difference with them as possible, and quickly.

Please contact us with any additional questions you may have about the details. Thank you for your efforts and attention to this new grant program!

Implementation Checklist for Community College Completion Grant (CCCG):

Financial Aid Offices:

- ☐ Identify a new, distinct award code for the CCCG
- ☐ Set award up to be paid at 100% when paid
- ☐ Award requires specific full-time (15 units or alternative) of enrollment at payment
- ☐ Award requires a FT Cal Grant B payment transaction (FT or OF) and an FTSSG at your institution for the corresponding term.
- ☐ Set this up as a need-based grant, requiring "remaining need" for it to be paid
- ☐ Set up individual term student award limits of $750 ($500-quarter), and annual limits of $1,500
- ☐ Set up annual award budgets of the amounts listed on the school-by-school allocation list. Be prepared to adjust this amount when you file your release request report in the spring).
- ☐ Map the *CCCG* to MIS Financial Aid reporting data element ***SF 21= GH***
- ☐ Develop a process to identify full-time Cal Grant B and C recipients at your school and FTSSG, to deliver CCCG payments to those students as quickly as possible in their term payment(s).

Fiscal Offices:

- ☐ Inform Fiscal Offices of the new CCCG program and how it will work.
- ☐ Add award code to general ledger, if needed.
- ☐ Share school-based allocation table with fiscal office, so that timing of grant funds is anticipated. (October Supplemental advance)
- ☐ Discuss with fiscal office the process and timing of disbursement of these new grant funds. Specifically, clarify whether cash must be received or if the District or Foundation can provide cash to cover grant payments until cash is received.
- ☐ Have appropriate account, perhaps interest-bearing, set up for the CCCG funds to be held in and disbursed from, or transferred from.
- ☐ Discuss record-keeping needs (i.e. file layout requirements for reporting to the CO, general ledger accounting, subsidiary ledger accounting and coding, etc.
- ☐ Develop reconciliation procedures between Fiscal Office, Financial Aid Office and IT, based on the file record layout reporting protocol.

Information Technology:

- ☐ Inform IT of the new CCCG program and how it will work.
- ☐ Secure programming for the reporting requirements (file layout) to the CO).
- ☐ Identify who will generate the reporting file as needed and who will transmit it to the CO.
- ☐ Secure MIS data mapping to data element SF 21 GH for the CCCG, beginning with fall 2017.