To: Financial Aid Directors

From: Timothy Bonnel
Specialist, Student Financial Assistance Programs

Subject: Board Financial Assistance Program (BFAP) Form 2 Report and Release/Reallocation of Unused 2013-2014 Student Financial Assistance Administration (SFAA) Funds

Synopsis: Enclosed is the Board Financial Assistance Program - Student Financial Assistance Administration (BFAP-SFAA) Form 2 Mid-year Report for 2013-2014. Typically these funds may not be spent or encumbered beyond the fiscal year, June 30, 2014.

For purposes of this report, please indicate your anticipated expenditures by June 30, 2014, for the BFAP-SFAA funds allocated to your college for 2013-2014. Any funds that you anticipate will not be spent by the end of the fiscal year must be reported to the Chancellor's Office for reallocation.

Please use this opportunity to carefully review your BFAP administrative allowance balance and expenditure plans. Your decision to return anticipated unused funds through a timely filing of BFAP Form #2 will have no bearing on your future allocations. However, colleges that fail to utilize any amount in excess of one percent of their allocation after the end of the fiscal year will receive a penalty against future year allocations.

You will note that the enclosed form also allows colleges to request additional funds for expenditure in the authorized spending period, should they have need in excess of their current allocation. While we do not anticipate the return of any funds, should any funds be returned, they will be reallocated. Any adjustment to a college’s BFAP-SFAA allocation will be reflected in the 2013-2014 P-2 Apportionment revision process in May 2014.

NOTE: All colleges are expected to hold a Spring event between March 1, 2014 and May 31, 2014. The event must be posted to the icanaffordcollege.com website by April 15, 2014 in support of the statewide outreach and media campaign, in order to qualify for the release of your $5,000 outreach holdback funding.

Date/Action Requested: Colleges returning BFAP funds are asked to complete and return this report ASAP.

Please complete one copy of the enclosed form for each college and return it ASAP but in any case no later than COB Monday, April 14, 2014 to:

Terence Gardner
tgardner@cccco.edu
916-322-7412 or Fax 916-324-8486
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95814
2013-2014 Form 2 Release of Funds/Request for Funds
Chancellor's Office, California Community Colleges
Board Financial Assistance Program - Student Financial Aid Administration

College: ___________________________________________ Date: ______________

THIS IS TO CERTIFY THAT THE COLLEGE NAMED ABOVE:

(Check one box)

☐ Will utilize all of its 2013-2014 Board Financial Assistance Program Student Financial Aid Administrative Allowance (BFAP-SFAA) allocation for approved financial aid office costs by June 30, 2014 and is not requesting additional funds.

☐ Will utilize all of its 2013-2014 Board Financial Assistance Program Administrative Allowance and is requesting an additional funds to be expended by June 30, 2014
Additional amount requested: $ _____________

☐ Will have unused funds from its 2013-2014 Board Financial Assistance Program Administrative Allowance allocation and is returning funds for real location.
Amount hereby released: $ _____________

Report of year to date progress on MOE & categorical allocation spending requirements:

<table>
<thead>
<tr>
<th>Required MOE (12 mos)</th>
<th>Total Spent as of 3/1/2014 (9mos)</th>
<th>Total Amount Remaining (3 mos)</th>
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<thead>
<tr>
<th>BFAP SFAA Allocation @ P-1</th>
<th>Total Spent as of 3/1/2014 (9mos)</th>
<th>Total Amount Remaining (3 mos)</th>
</tr>
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<tbody>
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Has your college posted a Spring Financial Aid Awareness Outreach Event?

(Check one box)

☐ Yes, and we have received or look forward to the release of our $5,000.00 outreach holdback funding.

☐ No, we acknowledge forfeiture of the $5,000 outreach holdback funding

Required Signatures:

____________________________________ __________________________ ___________
Financial Aid Director    Typed or Printed Name  Date

____________________________________ __________________________ ___________
Chief Business Officer    Typed or Printed Name  Date

Return completed forms by Monday April 14, 2014 to:
Terence Gardner
tgardner@cccco.edu
916-327-5892 or Fax 916-324-8486
California Community Colleges Chancellor’s Office
1102 Q Street, Suite 4554
Sacramento, CA  95814
Form 2 Supporting Documentation for Requesting 2013-2014 BFAP-SFAA Reallocated Funding:

☐ Staffing for _______________________________  Amount requested: $-___________
Justification:

☐ Consulting Contract Services  Amount requested: $-___________
Justification:

☐ Develop/produce 2nd language materials & publications  Amount requested: $-___________
Justification:

☐ Disseminate FA collateral materials & publications  Amount requested: $-___________
Justification:

☐ Conduct FA events and presentations  Amount requested: $-___________
Justification:

☐ Staff development & training  Amount requested: $-___________
Justification:

☐ Other _______________________________  Amount requested: $-___________
Justification:

Total Amount Requested (sum of all checked boxes): $___________