March 10, 2015

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 2014-2015 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 2014-2015. Typically these funds may not be spent or encumbered beyond the fiscal year, June 30, 2015.

For purposes of this report, please indicate your anticipated expenditures by June 30, 2015, for the BFAP-SFAA funds allocated to your college for 2014-2015. Any funds that you anticipate will not be spent by the end of the fiscal year must be reported and released 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 2014-2015 P-2 Apportionment revision process in May 2015).

NOTE: All colleges are expected to hold a Spring event between March 2, 2015 and May 31, 2015. The event must be posted to the icanaffordcollege.com website by April 15, 2015 in support of the statewide outreach and media campaign, in order to qualify for the release of your $5,000 outreach holdback funding. For instructions on posting an event visit:

http://extranet.cccco.edu/Divisions/StudentServices/FinancialAid/ican.aspx

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 Friday, April 10, 2015 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 95811
2014-2015 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 2014-2015 Board Financial Assistance Program Student Financial Aid Administrative Allowance (BFAP-SFAA) allocation for approved financial aid office costs by June 30, 2015 and is not requesting additional funds.

☐ Will utilize all of its 2014-2015 Board Financial Assistance Program Administrative Allowance and is requesting an additional funds to be expended by June 30, 2015
Additional amount requested: $ _____________

☐ Will have unused funds from its 2014-2015 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 3/1/2015 (9mos)</th>
<th>Total Amount Remaining (4 mos)</th>
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<tr>
<th>BFAP SFAA Allocation @ P-1</th>
<th>Total Spent as of 3/1/2015 (9mos)</th>
<th>Total Amount Remaining (4 mos)</th>
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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 Friday April 10, 2015 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 95811
Form 2 Supporting Documentation for Requesting 2014-2015 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): $________