

**Instructions to State Agency
For Completing Application to Participate In the
Leveraging Educational Assistance Partnership (LEAP) and
Special Leveraging Educational Assistance Partnership (SLEAP) Programs**

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1845-0028**. The time required to complete this information collection is estimated to average two hours (or minutes) per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Financial Partner Services, Federal Student Aid, U.S. Department of Education, 830 First Street, N.E., Floor 11, Washington, D.C. 20202.

Section A

- Item 1** Self-explanatory.
- Item 2** Enter the applicant's DUNS (Data Universal Numbering Scheme). The DUNS is a randomly selected number that is assigned by the Duns and Bradstreet Corporation.
- Item 3** Self-explanatory.
- Item 4** Please include complete contact information by entering the names of the persons responsible for the administration of your state agency's LEAP Program, and if participating in the SLEAP Program, the name of the person responsible for its administration. Please distinguish which program the person is responsible for. The same person may be responsible for both programs.
- Item 5** Enter the E-mail addresses for the persons entered in item 4.
- Item 6** Enter the telephone numbers for the persons entered in item 4.
- Item 7** Enter the fax number for the primary program(s) contact person entered in item 4.

Section B

- Item 8** Enter the TOTAL FEDERAL FUNDS you request for your state from the fiscal year 2007 appropriation to provide awards to students under the LEAP Program in award year 2007-2008. Include the amount of your state's basic allotment as well as the additional (reallotted) funds your state will be able to match and use for LEAP awards. Should reallotted funds become available for awards, your request for additional funds will then be reviewed, and you will be advised after April 1, 2008, as to the amount of reallotted funds to be made available to your state. Basic allotments and reallotments are contingent upon the adequacy of available matching funds and maintenance-of-effort expenditures.
- Item 9** Indicate whether your state is applying to participate in the SLEAP Program. If you choose to apply for funding, enter the TOTAL FEDERAL FUNDS you request for your state from the fiscal year 2007 appropriation to provide awards to students under the SLEAP Program in award year 2007-2008. Include the amount your state's basic allotment as well as the additional (reallotted) funds your state will be able to match and use for SLEAP awards. Should reallotted funds become available for awards, your request for additional funds will then be reviewed, and you will be advised after April 1, 2008, as to the amount of reallotted funds to be made available to your state. Basic allotments and reallotments are contingent upon the adequacy of available matching funds (two-to-one), maintenance-of-effort expenditures, and meeting the SLEAP special rule in section 415E(f) of the HEA.

Section C

- NOTE:** Amounts entered in this section signify the state's commitment to provide the state matching funds required by section 415C(b)(6) & (10) and 415E(b) of the program statutes.
- Item 10** Section 415C(b)(10)) requires that state funds for the LEAP and SLEAP programs be used for matching federal LEAP and SLEAP allotments. Item 10(a) must include the total state funds (appropriated or from other sources) for need-based (undergraduate and graduate) awards and must at a minimum equal the federal 2009 basic allotment for the 2009-2010 award year. Item 10(b) must include total state funds (appropriated or from other sources) for non-need-based (undergraduate and graduate) awards.
- The total of item 10(a) and (b) includes all state expenditures, (appropriated funds and funds from other sources) for grants and work-study jobs for students projected for the 2009-2010 award year (need-based and non-need-based awards, both to undergraduates and graduates), but does not include the LEAP and SLEAP federal share you anticipate.

For a state to receive the full amount it requests in item 8 for the LEAP Program, the total of item 10 must be at least as large as the sum of: (1) the state's base-year amount, (2) its award year 2009-2010 basic allotment, and (3) the amount of reallocation funds requested (if any).

For a state to receive the full amount it requests in item 9 for the SLEAP Program, the total of items 10a and 10b must be at least as large as the sum of: (1) the state's total expenditures for need-based grants, scholarships, and work-study assistance for the 1999-2000 award year, (2) double its award year 2009-2010 basic allotment, and (3) double the amount of reallocation funds requested (if any).

Section D

Section 415C(b)(8) provides that state LEAP expenditures shall not be less than the average annual aggregate expenditures for the proceeding three award years or the average annual expenditures per full-time equivalent student for such years.

In this section show your state's LEAP expenditures used to match the federal LEAP allotment. Include only those state funds which the state uses to match the federal allotment and which are awarded in accordance with all the LEAP Program statutory and regulatory requirements. Do not include federal funds or other expenditures for state grants that are not considered part of your federal LEAP Program.

- Item 11** Use actual state LEAP expenditures (directly appropriated state funds only). These figures should equal the total amount of state LEAP expenditures reported on your performance report for the corresponding award years.
- Item 12** Use best available state LEAP figures (directly appropriated state funds only).
- Item 13** Use best available state LEAP figures for the projected (application) award year (directly appropriated state funds only).
- Items 14-16** If information is required for items 14 through 16, enter the total full-time equivalent enrollment of all institutions of higher education in the state that are eligible to participate in the state's LEAP Program.

Section E

This section is designated to enable the Secretary to review and approve your state's criteria for the selection of recipients under the LEAP and SLEAP programs on the basis of substantial financial need as provided by section 415C(b)(4). Use a separate sheet of paper, if you need additional space to explain your answers to the questions in this section or explain in attached printed materials. Mail this along with your Assurance and Signature page to our office.

- Item 17** The methodology used by your state to determine student financial need, if not the Federal Needs Analysis Methodology, must be explained in sufficient detail to allow the Secretary to determine its adequacy. Please attach a copy of all descriptive materials produced by your state regarding your need analysis methodology, including the application used by your students (other than the FAFSA).

If your answer to 17(e) is no, you must provide the reason(s) why the state wishes use a variant "independent student" definition in sufficient detail to allow the Secretary to determine whether its approvable. Also, provide a detailed description of your state's "independent student" definition. You must check "No" for item 17(e) if your state does not allow a financial aid administrator's professional judgement to document a student's independent status.

- Item 18** The criteria used for determining whether a student's need is substantial must be explained in sufficient detail to allow the Secretary to determine their adequacy. The following are examples of how a state may define substantial need:
- A minimum level of relative need as measured by the difference between a student's cost of attendance and the resources available to meet that cost.
 - A measure of a family's ability to pay for a student's educational expenses, such as a maximum expected family contribution.
 - A process of selecting recipients on the basis of a ranking of eligible applicants according to their financial need.

Section F

Section 415C(b)(5) requires that all public and nonprofit institutions in a state must be eligible to participate unless excluded by the state's constitution or a statute before October 1, 1978.

Item 19 SELF-EXPLANATORY.

Item 20 SELF-EXPLANATORY.

Section G

Item 21 Enter the name of the state program(s) that make up the LEAP Program in your state. Also, if participating in SLEAP, enter the name of the state program(s) that make up this component.

Item 22 Enter the maximum grant amount for the program(s) listed in item 21.

Section H

Item 23 Section 415E(f) requires states, for purposes of determining its share of the cost for SLEAP, to consider only those expenditures from nonfederal sources that exceed its total expenditures for need-based grants, scholarships, and work-study assistance for award year 1999-2000.

Item 24 The SLEAP Maintenance-of-Effort (MOE) for the 2009-2010 award year requires that a state's expenditures from non-federal funds for the SLEAP authorized postsecondary activities, in the aggregate or per student, in the 2008-2009 award year must not be less than its expenditures for those same authorized postsecondary activities, in the aggregate or per student, in the 2007-2008 award year.

(a) The data you enter for Item 24(a) must represent your 2007-2008 award year total non-federal expenditures for the three SLEAP authorized postsecondary activities. Further, the data you enter for Item 24(a) of this application must equal the data you provided in Part III, Section A Item 1 on the Performance Report for the 2007-2008 award year. If the data provided on the 2007-2008 Performance Report is incorrect, you must amend that report.

(b) The data you enter for Item 24(b) must represent your reasonable projected 2008-2009 award year total non-federal expenditures for the three SLEAP authorized postsecondary activities.

Compare your state's projected 2008-2009 award year total non-federal expenditures for the three SLEAP authorized postsecondary activities reported in Item 24(b) with your state's final 2007-2008 award year non-federal expenditures for the same SLEAP postsecondary activities reported in Item 24(a). The 2008-2009 award year figures, when finalized must equal or exceed the final data for the 2007-2008 award year for the same three authorized postsecondary activities. If not, you must complete Item 25.

Item 25 If information is required in this item for the SLEAP MOE, enter the total number of students who received assistance for the three SLEAP authorized postsecondary activities for the 2007-2008 award year in Item 25(a) and for the 2008-2009 award year in Item 25(b).

Item 26 The SLEAP Program for the 2009-2010 award year includes three authorized activities to assist states in providing financial assistance to eligible postsecondary students who demonstrate financial need. Under the SLEAP Program for the 2009-2010 award year a state may do the following:

- 1) LEAP Grant Awards Supplement: Supplement its LEAP Program by increasing LEAP Program grant award amounts for students, or by increasing the number of LEAP grant recipients. This grant supplement may consist of federal SLEAP funds or SLEAP matching funds, or both, and is accounted for and reported under SLEAP and not LEAP.
- 2) LEAP Community Service Work-Study Awards Supplement: Supplement its LEAP Program by increasing LEAP Program community service work-study award amounts for students, or by increasing the number of LEAP Program community service work-study recipients. Also, the 20% cap on using Federal LEAP funds for community service work-study awards does not apply to the SLEAP funds spent for this purpose. This community service work-study award supplement may consist of federal SLEAP funds or SLEAP matching funds, or both, and is accounted for and reported under SLEAP and not LEAP.
- 3) Merit and Academic Achievement, or Critical Careers Scholarships: Award scholarships to eligible students for merit and academic achievement, or for critical careers. Scholarships for merit and academic achievement can be awarded to eligible students pursuing any field of study. Critical career scholarships can be awarded to eligible students who desire to enter careers in information technology; mathematics, computer science, or engineering; teaching; or other fields determined by the state to be critical to the state's workforce needs.

**Application to Participate in the
Leveraging Educational Assistance
Partnership (LEAP) and Special
Leveraging Educational Assistance
Partnership (SLEAP) Programs**

Award Year 2009-2010



Section A: State Agency and Contact Information

<p>1. State: <input style="width: 150px; height: 20px;" type="text"/></p> <p>2. Data Universal Numbering Scheme (DUNS): <input style="width: 150px; height: 20px;" type="text"/></p> <p>3. State agency's name and mailing address:</p> <p>a) Agency Name <input style="width: 350px; height: 20px;" type="text"/></p> <p>b) No. Street <input style="width: 50px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/></p> <p>c) City, Zip <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 100px; height: 20px;" type="text"/></p>	<p>4. LEAP and SLEAP Program contact(s):</p> <p>a) Agency Director <input style="width: 180px; height: 20px;" type="text"/></p> <p>b) Primary Pogram(s) Contact <input style="width: 180px; height: 20px;" type="text"/></p> <p>c) Fiscal Contact <input style="width: 180px; height: 20px;" type="text"/></p> <p>5. Contact(s) E-mail address(es):</p> <p>a) Agency Director <input style="width: 180px; height: 20px;" type="text"/></p> <p>b) Primary Pogram(s) Contact <input style="width: 180px; height: 20px;" type="text"/></p> <p>c) Fiscal Contact <input style="width: 180px; height: 20px;" type="text"/></p> <p>6. Contact(s) phone number(s):</p> <p>a) Agency Director <input style="width: 180px; height: 20px;" type="text"/></p> <p>b) Primary Pogram(s) Contact <input style="width: 180px; height: 20px;" type="text"/></p> <p>c) Fiscal Contact <input style="width: 180px; height: 20px;" type="text"/></p> <p>7. Contact(s) fax number: Primary Contact's FAX No. <input style="width: 180px; height: 20px;" type="text"/></p>
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Section B: State Request for Federal Funds (Section 415C(a))

8. Total federal funds requested under LEAP for student awards (include the basic state allotment plus any available reallocated funds):

LEAP \$

9. Does your state also choose to participate in SLEAP? YES

If yes, total federal funds requested under SLEAP for student awards (include the basic state allotment plus any available reallocated funds):

SLEAP \$

Section C: State Matching Funds Available (Sections 415C(b)(6)&(10) and 415E(e)&(f))

For the year for which funds are requested, indicate the expected amount of:

10. (a) Total state funds available for need-based awards:	\$	<input style="width: 180px; height: 20px;" type="text"/>
(b) Total state funds available for non-need based awards:	\$	<input style="width: 180px; height: 20px;" type="text"/>
TOTAL	\$	<input style="width: 180px; height: 20px;" type="text" value="\$0.00"/>

Section D: LEAP State Maintenance-of-Effort (MOE) (Section 415C(b)(8))

11. Total LEAP expenditures (not including federal funds) for previous three (3) award years:

Expenditures - Previous Three (3) Award Years:

(a) 2005-2006: \$ (b) 2006-2007: \$ (c) 2007-2008: \$

12. Projected LEAP expenditures for award year 2008-2009:

\$

13. Projected LEAP expenditures for award year 2009-2010:

\$

14. If item 13 is more than the item 11 average, check here and go to item 17. If item 13 is less than the average for item 11, show full-time equivalent enrollment as a basis for calculating average annual expenditures per full-time equivalent student.

Full-time Equivalent (FTE) Students - Previous Three (3) Award Years:

(a) 2005-2006: (b) 2006-2007: (c) 2007-2008:

15. Projected FTEs for award year 2008-2009:

16. Projected FTEs for award year 2009-2010:

Section E: State Determination of Substantial Financial Need of Students (Section 415C(b)(4))

17. (a) Does your state use the "Free Application for Federal Student Aid (FAFSA)" or "Renewal FAFSA" for students to apply for state grant and work-study aid in your state? YES NO

(b) If your state uses any application forms in addition to the FAFSA or Renewal FAFSA, or if your answer to 17(a) was "No," provide a copy of each form used by the state. Include each form's instructions, including any instructions concerning the payment of fees by students for processing application forms.

(c) Does your state use the Federal Need Analysis Methodology to determine financial need for your LEAP and SLEAP programs? YES NO

(d) If your answer to 17(c) was "No," provide a detailed description of the methodology used by your state including all of the descriptive materials produced by your state or other entity to explain your state's methodology.

(e) Does your state use in its need analysis methodology the definition of "independent student" in section 480(d) of the Higher Education Act of 1965, as amended (HEA) (P.L. 102-325)? YES NO

(f) If your answer to 17(e) was "No," you must provide a detailed explanation as to why the Secretary should approve a definition of "independent student" that varies from that term as defined in section 480(d) of the HEA. Also, you must provide a detailed description of your state's "independent student" definition used in your LEAP and SLEAP programs.

18. Provide a description of the criteria (standards) used by your state to determine whether a student's financial need is substantial. Clearly relate these criteria (standards) to the need analysis methodology used by your state. Also, include any state policies with respect to packaging LEAP and/or SLEAP awards with other assistance and preventing overawards. *Please provide our office with updated materials.*

Section F : Institutional Eligibility Within State

19. Please indicate each type of postsecondary educational institution that students may attend in 2009-2010 as recipients of assistance under the LEAP and SLEAP program(s):

- (a) Public 2-year
- (b) Public 4-year
- (c) Private 2-year
- (d) Private 4-year
- (e) Other Nonprofit Institutions
- (f) Private Proprietary (for profit)

20. If 19(a), (b), (c), (d), or (e) were left blank, please indicate the reason and type of institution(s) for which the reason applies:

- (a) State Constitution
- (b) State Law enacted before October 1, 1978
- (c) Type of institution does not exist in my State

Section G : State Program Names and Maximums

21. Name of state program(s)

(a) included in your LEAP Program:

(b) included in your SLEAP Program:

22. Maximum award amount(s) for the program(s) listed in Item 21:

(a) LEAP Program:

(b) SLEAP Program:

Section H: SLEAP Specific Information

If State is also participating in SLEAP, please complete Section H.

SLEAP Base Year Special Rule (Section 415E(f))

23. Total state expenditures for need-based grants, scholarships, and work-study assistance for the 1999-2000 Award Year:

\$

SLEAP State Maintenance-of-Effort (MOE) (Section 415E(d))

24. Total state expenditures for SLEAP authorized activities for the following award years:

a) 2007-2008 final award year expenditures:

\$

b) 2008-2009 projected award year expenditures:

\$

25. If Item 24(b) is equal to or higher than Item 24(a), check here and go to item 26. If item 24(b) is less than item 24(a), show the number of students who received assistance under the SLEAP authorized activities for the following award years:

(a) 2007-2008 final award year

(b) 2008-2009 projected award year

SLEAP Activities (Section 415E(c))

26. Please indicate each activity your state plans to fund using its SLEAP allotment for the 2009-2010 award year.

Please check all that apply.

- (a) LEAP Grant Awards Supplement
- (b) LEAP Community Service Work-Study Awards Supplement
- (c) Merit and Academic Achievement, or Critical Careers Scholarships

Section I: Assurances and Signature

The state agency designated in Section A hereby assures the U.S. Secretary of Education that it will comply with all provisions of the laws and regulations applicable to the Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP) program(s) including the following assurances:

That it is the "single state agency" designated to administer the LEAP and SLEAP programs as required by section 415 of the Higher Education Act of 1965, as amended (HEA).

That LEAP assistance to a full-time student will not exceed the lesser of \$12,500 or the student's cost of attendance per academic year.

That the state will use no more than 20 percent of its allotment for each fiscal year for payments to eligible students for community service-learning jobs as defined in 34 CFR 692.30(d).

That no student or parent shall be required by the state or any institution participating in the state's LEAP or SLEAP programs to pay a fee payable to an entity other than the state for the collection of any data needed to make a determination of a student's eligibility under the state's LEAP and SLEAP programs regardless of whether that data may be used for institutional purposes.

That LEAP and SLEAP recipients are selected on the basis of substantial financial need, determined annually according to criteria established by the state and approved by the Secretary.

That all public and nonprofit institutions of higher education in the state are eligible to participate in the state LEAP and SLEAP programs, unless such participation is prohibited by the state's constitution or by state law enacted before October 1, 1978.

That the State will provide notice to all eligible students that grants received under the State's grant program funded under LEAP and SLEAP, are, or may be, Leveraging Educational Assistance Partnership Grants funded by the Federal Government, the State, and, where applicable, other contributing partners.

That if a state's allocation of LEAP and SLEAP funds is based in part on the financial need demonstrated by independent students as defined in section 480(d) of the HEA or students attending less-than-full-time, a reasonable proportion of the LEAP and SLEAP funds will be made available to these students.

That to the extent practicable, state LEAP and SLEAP program funds shall represent the same proportional distribution of the funds awarded to independent students in the LEAP and SLEAP programs as to the funds awarded to all students in the state program or programs of which the state's LEAP and SLEAP programs are a part.

That no payment will be made to a student, either directly by the state or indirectly through an institution of higher education under the LEAP and SLEAP programs, unless the student meets the eligibility requirements of the program regulations (34 CFR 692.40).

That the state will maintain fiscal control and fund accounting procedures that provide for such reports as may be reasonably necessary to enable the Secretary to perform the Secretary's functions under the LEAP and SLEAP programs.

That the state will provide for annual, independent, non-federal audits of its LEAP and SLEAP programs operations as required by section 7501(8)(A) of the Single Audit Act of 1984 (31 USC).

If your state participates in the SLEAP Program, the state agency further assures the U.S. Secretary of Education of the following:

That the SLEAP funds will only be used for the authorized activities described under section 415E(c) of the HEA.

That for purposes of determining the state's share of the cost of authorized SLEAP activities, the state will consider only those expenditures from non-federal sources that exceed its total expenditures for need-based grants, scholarships, and work-study assistance for award year 1999-2000 (including any assistance provided under LEAP).

That the total amount spent per student OR the total amount of funds spent by the state, from non-federal sources, for the authorized activities described under section 415E(c) of the HEA for the preceding award year was not less than the amount spent per student OR the total amount of funds spent by the state for the SLEAP activities for the second preceding award year.

That the federal share of the total cost of the authorized activities under the SLEAP Program for any fiscal year shall not be more than 33 1/3 percent and the remaining share of the total cost of the state's SLEAP Program are matching dollars derived from non-federal sources.

THE STATE AGENCY CERTIFIES THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND ACCURATE AND IS BASED UPON INFORMATION REFLECTED IN THE OFFICIAL ACCOUNTING AND PROGRAM RECORDS OF THIS AGENCY, AND UPON REQUEST, SUCH RECORDS WILL BE MADE AVAILABLE TO THE SECRETARY OR HIS DELEGATE FOR REVIEW.

Typed Name/Title of Chief Executive Officer

Signature of the Chief Executive Officer of Applicant State Agency

Date