

## **Instructions for the 2014-2015 Financial Assistance for Students with Intellectual Disabilities Expenditure Report**

It is important that you read the instructions for the “2014-2015 Financial Assistance for Students with Intellectual Disabilities Expenditure Report” thoroughly before completing and submitting it to the Department.

Additionally, it is also important that you read the “Supplemental Instructions for Reporting Students with Intellectual Disabilities Data on the Fiscal Operations Report for 2014-2015 and Application to Participate for 2016-2017 (FISAP)”

### **Submit the Report Electronically**

You must submit a completed “2014-2015 Financial Assistance for Students with Intellectual Disabilities Expenditure Report” to the Department by the October 1, 2015 deadline. You must transmit your expenditure report electronically. To access the expenditure report, login to the eCampus-Based (eCB) system (<http://cbfisap.ed.gov>) and select “Setup.” From the Setup screen you will have access to the “CTP-Intellectual Disabilities” link.

### **Options for Signing the Report**

You are also required to sign the expenditure report.

**eSignature** – The CEO may sign the report electronically through the eSignature tab at the top of the eCampus-Based screen. Instructions are available through the Help Tab.

**Manual Signature** – The CEO may provide an original signature on the printed form that must be mailed or hand delivered. Instructions for printing the form are available through the Help Tab. If you mail the printed and signed expenditure report, it must be sent to the following address:

United States Department of Education  
Federal Student Aid  
Grants & Campus-Based Division  
CTP Program  
830 First Street, NE, Rm 64F2  
Washington, DC 20202-5453

If the printed and signed expenditure report is hand delivered by commercial carrier, use the same address except the zip code is 20002.

## **2014-2015 Financial Assistance for Students with Intellectual Disabilities Expenditure Report**

At the top of the expenditure report the name, state and OPE ID for your institution are prefilled.

### **Federal Pell Grant (Pell Grant) Program**

**Line 1.** Report the number of students enrolled in the Department-approved Comprehensive Transition and Postsecondary program who received Pell Grant funds for the 2014-2015 Award Year.

**Line 2.** Report the total amount of Pell Grant funds disbursed for the 2014-2015 Award Year to students who were enrolled in the Department-approved Comprehensive Transition and Postsecondary program.

### **Federal Supplemental Educational Opportunity Grant (FSEOG) Program**

**Line 3.** Report the number of students enrolled in the Department-approved Comprehensive Transition and Postsecondary program who received FSEOG funds for the 2014-2015 Award Year.

**Line 4.** Report the total amount of FSEOG funds disbursed for the 2014-2015 Award Year to students enrolled in the Department-approved Comprehensive Transition and Postsecondary program. The amount reported must consist of the required 25 percent nonfederal plus 75 percent federal shares, unless your institution had an approved waiver of the institutional share requirement.

**Line 5.** Report the federal share of the total FSEOG funds disbursed for the 2014-2015 Award Year to students enrolled in the Department-approved Comprehensive Transition and Postsecondary program. Line 5 must equal 75 percent of Line 4, unless your institution had an approved waiver of the institutional share requirement.

### **Federal Work-Study (FWS) Program**

**Line 6.** Report the number of students enrolled in the Department-approved Comprehensive Transition and Postsecondary program who earned FWS compensation for the 2014-2015 Award Year.

**Line 7.** Report the total FWS earned compensation paid for the 2014-2015 Award Year to students enrolled in the Department-approved Comprehensive Transition and Postsecondary program. The amount reported must consist of the appropriate required nonfederal plus federal shares, unless your institution had an approved waiver of the institutional share requirement.

**Line 8.** Report the federal share of the total FWS earned compensation paid for the 2014-2015 Award Year to students were enrolled in the Department-approved Comprehensive Transition and Postsecondary program. Line 8 must reflect the appropriate federal share rate(s) of Line 7.

## **Unduplicated Student Count**

**Line 9.** Report the total unduplicated number of students enrolled in the Department-approved Comprehensive Transition and Postsecondary program and received funds under one or more of the Pell Grant, FSEOG, and FWS programs for the 2014-2015 Award Year.

## **Certification**

**Line 10.** The completed report must be signed according to one of the signature options described on page 1 by the school's Chief Executive Officer (CEO) as designated in the Postsecondary Education Participants System (PEPS). The certifying official must be aware that the information on this form is subject to audit and program review. Providing false or misleading information may result in criminal penalties.

The printed name of the CEO, title, telephone number, and e-mail address will be populated with the information in PEPS. The signature date will be populated by the eSignature process or, in the case of manual signature, populated upon receipt of the signed printed form.