



SPECIAL ALERT

STATE OF
CALIFORNIA



Update from the California Student Aid Commission

March 28, 2017

GSA 2017-14

TO: Financial Aid Administrators

FROM: Catalina G. Mistler 
Deputy Director, Program Administration & Services Division

SUBJECT: **2017-21 Cal Grant Institutional Participation Agreement**

This Special Alert from the California Student Aid Commission (Commission) announces the 2017-21 Cal Grant Institutional Participation Agreement (IPA) effective July 1, 2017 through June 30, 2021.

Several stakeholder meetings were held to gather feedback on the proposed changes to the 2017-21 Cal Grant IPA. After a year of consultation the IPA was approved and adopted during the February 23, 2017 Commission meeting. To see the changes made to the IPA click [here](#).

- The current 2016-17 Cal Grant IPA expires on June 30, 2017.
- To continue participation in the Cal Grant Program institutions must complete, sign, and return the 2017-21 IPA with all supporting documents (if required) by **May 31, 2017**.
 - The 2017-21 IPA can be found here: <http://www.csac.ca.gov/doc.asp?id=1282>
- Private institutions must submit documentation that supports their receipt and disbursement of federal funds for the Pell Grant Program and at least two federal student aid programs.
- If the IPA represents more than one location, each location must be listed in "Article IX – Certification" and must meet the requirements to participate under California Education Code [69432.7\(l\)](#) or [69440\(a\)](#). Each location must submit the additional documentation that supports the receipt and disbursement of federal funds.
- Please route to the appropriate offices required to review and sign the 2017-21 IPA.
- Return the 2017-21 Cal Grant IPA along with any required supporting documents by May 31, 2017. Please mail to:

California Student Aid Commission
Program Administration & Services
ATTN: IPA Processing
11040 White Rock Road
Rancho Cordova, CA 95670

Please contact Institutional Support for any questions regarding the 2017-21 Cal Grant IPA.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

Enclosure: Renewal Required Documentation Checklist

Working together to effectively promote education beyond high school!

2017-21 Cal Grant Program Institutional Participation Agreement Renewal Required Documentation Checklist

Documents Required	Public Institutions	Private Institutions	*10% Institution
1. Cal Grant Institutional Participation Agreement with President/CEO/Chancellor initials and signatures.	x	x	x
2. Contact Information: Update contact information in WebGrants - <i>select the School Information link</i> from the WebGrants Menu.	x	x	x
3. Proof of an interest bearing account: please provide a letter from the banking institution on the bank's letterhead indicating such or a copy of the account statement.	x	x	x
4. 2016-17 Proof of Receipt of allocation for the Federal Pell Grant and at least two of the following federal student aid programs: <ul style="list-style-type: none"> a. Federal Work-Study b. Stafford Loans c. Federal Supplemental Educational Opportunity Grant Program Please provide a G5 – External Award Activity History Report.		x	*See Below
5. 2016-17 Proof of Disbursement of funds for the Federal Pell Grant and at least two of the following federal student aid programs: <ul style="list-style-type: none"> a. Federal Work-Study b. Stafford Loans c. Federal Supplemental Educational Opportunity Grant Program Please provide student ledger(s) showing disbursement for each federal student aid program for each location/campus, if applicable.		x	*See Below

***10% School Defined:** The institution is a nonprofit postsecondary institution headquartered and operating in California that: (a) expends at least 10% of the institution's operating budget, as demonstrated in an audited financial statement, for the purposes of institutionally funded student financial aid in the form of grants, (b) has demonstrated to the Commission that it has the administrative capability to administer the funds, and (c) is accredited by the Western Association of Schools and Colleges.

Institutions qualifying under the 10% Rule must also submit the "Financial Statement and Demonstration of Administrative Capability to Participate in the Cal Grant Programs" form.