

### Timeline for Reports and Distributions

Date	Report/Action	Description
July 1 or as soon thereafter as possible prior to start of academic term*	<ul style="list-style-type: none"> <li>▶ <b>FPCTP/IHE</b> submits FPCTP Cost Estimate and Scholarship Request Worksheets to FCSUA (Excel file workbook)</li> <li>▶ <b>IHE</b> submits UCF Form_41-990 to Center with transfer account information as instructed on form (one time only unless changes are needed).</li> </ul>	<ul style="list-style-type: none"> <li>▶ FPCTP/IHE uses worksheet to provide               <ul style="list-style-type: none"> <li>▪ Estimated cost of participation in the FPCTP</li> <li>▪ List of students for whom IHE requests FPCTP Scholarships for the upcoming academic year, by term</li> </ul> </li> </ul>
July 2 – 31*	<ul style="list-style-type: none"> <li>▶ <b>FCSUA</b> adds scholarship amount awarded, by student and term, to Scholarship Request Worksheet for each institution and creates “short form” of award information.</li> <li>▶ <b>FCSUA</b> submits FPCTP Scholarship Invoice (as a Scholarship distribution request) to UCF College of Community Innovation and Education (CCIE) budget office for approval and to finance and accounting for payment.</li> <li>▶ <b>FCSUA</b> issues award notice to IHE’s FPCTP primary contact</li> </ul>	<ul style="list-style-type: none"> <li>▶ FCSUA compiles all requests, determines total requested, total available; prorate scholarship awards as needed.</li> <li>▶ CCIE budget office assists with approval; FCSUA processes payment request to UCF accounting office to prepare EFT distribution to IHE’s <b>financial aid office</b>.</li> </ul>
Aug 1	<p><b>FPCTP/IHE</b> submits required <i>Annual Report</i> to FCSUA:</p> <p><b>Use the FPCTP Annual Report templates located at <a href="http://fcsua.org">fcsua.org</a></b></p>	<ul style="list-style-type: none"> <li>▶ Use FCSUA <i>program</i> and <i>student report</i> <b>TEMPLATES</b> <ul style="list-style-type: none"> <li>▪ Includes new and continuing students</li> <li>▪ Student demographic information, enrollment status, target credential, program length, target completion date, credential status, and other relevant information specified in the templates.</li> </ul> </li> <li>▶ Summary of recruitment strategies</li> <li>▶ Summary of student retention strategies</li> <li>▶ Summary of progress assessment</li> </ul>

Date	Report/Action	Description
		<p><i>Continued:</i></p> <ul style="list-style-type: none"> <li>▶ Projections for next year enrollment</li> <li>▶ Summary of student program completion</li> <li>▶ Summary of student credential completion</li> <li>▶ Employment status and data for completers as they exit the program</li> <li>▶ Employment rates and data for completers years 1 through 5 (subsequent to program completion)</li> <li>▶ Projected # of eligible students in FPCTP/IHE “reach” area/catchment area for next academic year</li> </ul>
August 15*	<ul style="list-style-type: none"> <li>▶ <b>UCF</b> finance and accounting office disburses scholarship funds via EFT transfer to IHE <b>financial aid office or equivalent</b>, with list of students and award amount for each student by term.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Scholarship funds distributed to IHEs for the year, based on scholarship worksheet submitted by the FPCTP and approved by FCSUA.</li> </ul>
Beginning of each term	<ul style="list-style-type: none"> <li>▶ <b>IHE</b> financial aid office distributes scholarship funds to eligible students according to schedule provided by FCSUA/UCF.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Full award for each term disbursed to <b>eligible</b> students at beginning of the applicable term.</li> </ul>
Oct 1	<b>FCSUA</b> submits required Annual Report	<ul style="list-style-type: none"> <li>▶ FCSUA report due to Governor, President of the Senate, Speaker of the House of Representatives, Commissioner of Education, Chancellor of State University System, Board of Governors</li> <li>▶ Status of statewide coordination of FPCTPs <ul style="list-style-type: none"> <li>▪ # applications, # approved, # not approved w/ reasons, # no action by BOG and DOE</li> <li>▪ # and \$ of scholarships, undisbursed advances</li> <li>▪ IHE performance on indicators</li> <li>▪ Projected # of students eligible for next academic year</li> <li>▪ Programs and services at eligible IHEs</li> </ul> </li> </ul>
Dec 1	<b>FCSUA submits legislative and budget recommendations</b>	<ul style="list-style-type: none"> <li>▶ Regarding statutory and budgetary changes based on August 1 reports and projections.</li> <li>▶ Submit to the Governor, Senate President, and the Speaker of the House</li> </ul>

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Dec 1	<b>IHE</b> approved FPCTP submits Fall Term Scholarship Disbursement Report to FCSUA (using Scholarship/award spreadsheet), <b>INCLUDING</b> requests for any new students projected to enter the program the next term (spring or summer).	<ul style="list-style-type: none"> <li>▶ FPCTP/IHEs report to FCSUA on scholarship disbursements made to their students during fall term (same spreadsheet as used to request scholarships, received from FCSUA with award amount).</li> </ul>
April 30	<b>IHE</b> FPCTP submits Spring Term Scholarship Disbursement Report to FCSUA (using Scholarship/award spreadsheet).	<ul style="list-style-type: none"> <li>▶ FPCTP/IHEs report to FCSUA on scholarship disbursements made to their students during spring <b>AND</b> summer terms (same spreadsheet as used to request scholarships and to provide fall report)</li> <li>▶ Calculate final # and \$ of scholarships disbursed with total \$ of funds not disbursed (same spreadsheet as used to request scholarships and to provide fall report)</li> </ul>
June 1	<b>IHE returns</b> scholarship funds not disbursed to students to FCSUA no later than June 1.	<ul style="list-style-type: none"> <li>▶ Funds not disbursed to students are returned to FCSUA via EFT transfer.</li> </ul>
June 1	<p><b>FPCTP/IHE</b> grantees submit <b>Annual FPCTP Grant Performance Report</b> to FCSUA:</p> <p><b>Outline for Annual Grant Performance report</b> is detailed in Appendix B – Deliverables, of the Grant Agreement</p>	<ul style="list-style-type: none"> <li>▶ Use FPCTP Annual/Final Grant Performance Report cover page TEMPLATE, which includes institution name, contact information, reporting period, report type, total budget expenditures during reporting period, total budget expenditures to date.</li> <li>▶ Performance/final report narrative includes summary of activities during the reporting period. (For final report, summary of activities across project periods.) <ul style="list-style-type: none"> <li>▪ Activities implemented</li> <li>▪ Expected activities in next budget period (for annual performance report</li> <li>▪ Request for changes in approved activities and/or implementation timeline (if needed).</li> </ul> </li> <li>▶ Summary of evaluation activities, data, and findings during the reporting period by evaluation focus (formative, summative) and for targeted outputs and outcomes. (For final report, summary of evaluation activities, data, and findings by focus and target, across project period)</li> </ul>

Date	Report/Action	Description
		<p><i>Continued</i></p> <ul style="list-style-type: none"> <li>▪ Formative evaluation activities <ul style="list-style-type: none"> <li>• Targeted outputs</li> <li>• Targeted outcomes</li> </ul> </li> <li>▪ Summative evaluation activities <ul style="list-style-type: none"> <li>• Targeted outputs</li> <li>• Targeted outcomes</li> </ul> </li> <li>▶ Budget expenditures <ul style="list-style-type: none"> <li>▪ Description of any slippages</li> <li>▪ Expected expenditures during next budget period (for annual report).</li> <li>▪ Requested budget changes (if needed)</li> </ul> </li> <li>▶ Supporting or supplementary information (optional)</li> </ul>
Sept 1 (end of grant project period)	<p><b>FPCTP/IHE</b> grantees submit <b><i>Final</i></b> FPCTP Grant Performance Report to FCSUA September 1, or 60 days from end of the project period:</p> <p><b>Outline for Final Grant Performance report is detailed in Appendix B – Deliverables, of the Grant Agreement</b></p>	<ul style="list-style-type: none"> <li>▶ The report includes the same type of information as the annual performance report but spans the entire project period.</li> <li>▶ Final budget summary and invoice for final cost reimbursement are also due with the final report at this time.</li> </ul>

\* If not received by July 1, the FCSUA will process scholarship requests and disbursements as they are received from eligible institutions and process the awards as soon thereafter as possible.