
Annual Report • October 1, 2016

Respectfully submitted to:

Governor Rick Scott
Florida Senate President Andy Gardiner
Florida Speaker of the House of Representatives Steve Crisafulli
Chancellor Marshall Criser III
Commissioner of Education Pam Stewart

Introduction

The Florida Postsecondary Comprehensive Transition Program Act (the Act) (FS 1004.6495) created the Florida Center for Students with Unique Abilities at the University of Central Florida (FCSUA, the Center), established criteria for approval as a Florida Postsecondary Comprehensive Transition Program (FPCTP), established the Florida Postsecondary Comprehensive Transition Program Scholarship, and authorized Florida Postsecondary Comprehensive Transition Program start-up and enhancement grants. The Act also charged the Center and its executive director with managing the application and approval process for FPCTP designation, Scholarships, and grant awards. Further, the Act charged the Center with meeting the accountability requirements specified therein, including submission of an annual report by October 1 of each year.

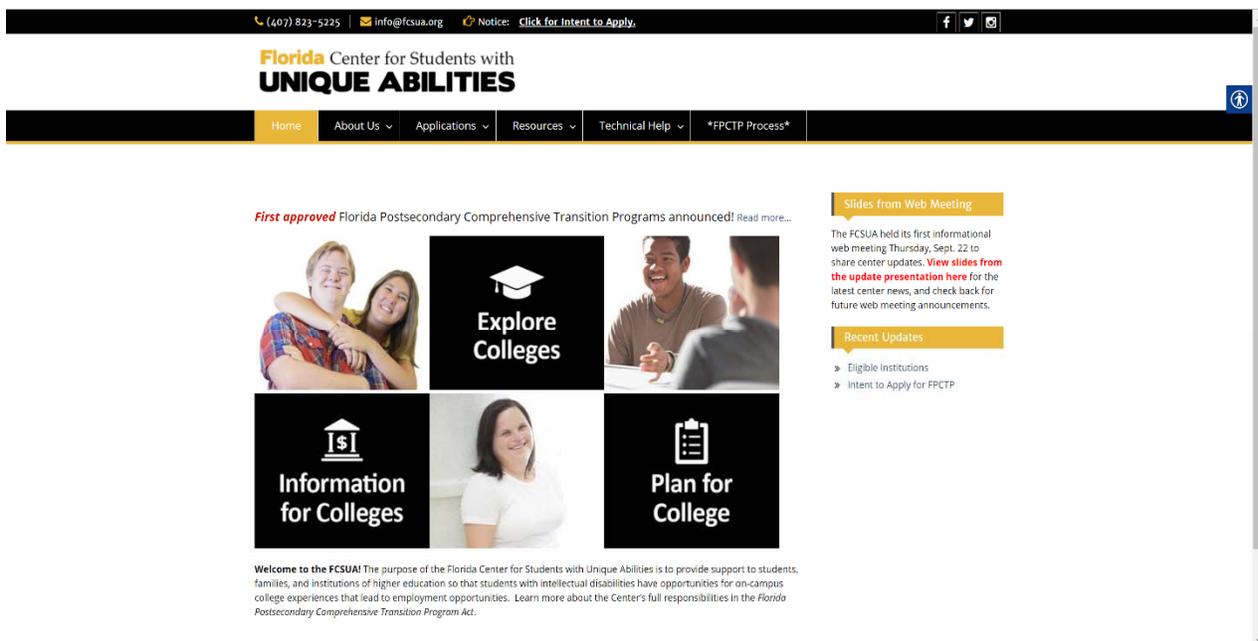
The Act became effective July 1, 2016, thus this report covers the period of July 1 through September 30, 2016. To provide a context for reviewing progress on implementation of the various components of the Act, we describe the Center's work to date in relation to its primary charges and then outline progress in each of the required reporting areas specified in the Act.

FCSUA Infrastructure

With the expectation that the Center be operational by July 1, UCF leaders focused on establishing an initial infrastructure that would facilitate implementation of key components of the legislation. The following is a brief outline of this initial work that took place prior to and after the July 1 start date.

- Conducted a national search for the Center's Executive Director
 - Formed search committee
 - Developed position description
 - Posted position externally to UCF
 - Reviewed applications
 - Conducted interviews

- Checked references
 - Completed background and other checks
 - Completed hiring process
 - Dr. Paula Kohler began work as the Center’s Executive Director on September 6, 2016
- ▶ Appointed temporary part-time Center staff
 - Appointed Dr. Rebecca Hines, Associate Professor of Exceptional Student Education at UCF to serve part-time during the summer as acting center director
 - Hired two recent PhD. graduates from UCF experienced in secondary education and serving transition-age youth with intellectual disabilities to assist with start-up activities
 - ▶ Clarified legislative intent and funding process with State staff via several face-to-face meetings and conference calls
 - ▶ Established office space in UCF’s Teaching Academy
 - ▶ Established basic communication strategies
 - Telephone
 - Center website at **fcsua.org**, with basic information about the legislation, the Center, and other materials
 - Information for institutions
 - Information on institutions with existing programs that serve students with intellectual disabilities
 - How to apply to become a FPCTP and a Federal PCTP
 - Links to resources regarding technical assistance, meaningful credentials, and industry certifications
 - Email at fcsua@fcsua.org
 - ▶ Established accounting functions to manage fiscal resources provided by the Act for the Center, Scholarships, and FCPTP grants



Establish Florida Postsecondary Comprehensive Transition Program Application and Approval Process

A primary step in realizing the intent of the Act is establishing a process for eligible institutions to submit applications for approval of their programs that serve students with intellectual disabilities as a FPCTP, the criteria for which are aligned with that for the Federal postsecondary comprehensive transition program designation. Both these approvals (Florida and Federal) activate the availability of financial support for eligible students, the FPCTP Scholarship and Federal financial aid, respectfully. As of July 1, 2016, a range of Florida institutions offered a total of 14 programs that served this population, but only 1 of those programs had the Federal “certification,” the Florida Panhandle Technical College. Thus, Center staff focused significant efforts at start-up to establish a FPCTP application and approval process. These efforts are summarized below.

- ▶ Worked with Senate staff to develop a pilot FPCTP application aligned with elements specified in the Act.
- ▶ Developed an *Intent to Apply* document and post on the website with suggested dates for submission.
- ▶ Communicated with the 14 existing postsecondary education programs for students with intellectual disabilities in FL re: the Center and opportunity to file intent to apply for FPCTP approval.
- ▶ A total of nine eligible institutions with existing programs filed an intent to apply
- ▶ Between June 10 and August 30, conducted numerous telephone conferences and four site visits (Tallahassee, Chipley, Daytona, and Key West) to assist with FPCTP application development.
- ▶ Four eligible institutions submitted complete applications for review and approval after working with Center staff.
- ▶ Recommended the four applications for approval:
 - Project ACCESS (Accessing Community College Educational Experiences, Social Experiences, and Skills for Careers) at Florida Keys Community College
 - Project Independence: Comprehensive Transition Program at Florida Panhandle Technical College, Washington County Schools
 - FAU Academy for Community Inclusion at Florida Atlantic University
 - Inclusive Education Services at the University of Central Florida
- ▶ Submitted the recommended approvals to the Board of Governors (for FAU, UCF) and to the Secretary of Education (for Florida Panhandle Technical College and Florida Keys Community College). Final approvals were provided by the BOG within the required time period; no objections were raised by the Secretary or the relevant chancellors.
- ▶ To assist with completion, Center staff continue to reach out to the other five eligible institutions that currently have applications in process (3 universities, 2 colleges).
- ▶ Center staff conducted a webinar on September 22 to provide an overview of the Act, the Center’s charges and work to date, and an update on the FPCTP application process; participants from 25 sites joined the webinar, including vocational rehabilitation staff, secondary educators, private foundation staff, and college and university representatives. The program

coordinator at Florida Panhandle Technical College also provided an overview of their program, and services and resources available to their students via VR and Federal financial aid.

- ▶ Center staff provided media information regarding the approved programs and webinar date and time; the same was posted on the Center’s website.
- ▶ Center staff continue to field calls generated from the webinar and to follow up with those who have applications in process.
- ▶ The initial pilot application is available in Appendix A, although Center staff are currently transforming this into an online “document” with several edits to address issues identified with the first round of applicants using the pilot form.

Establish Scholarship Application and Award Process

The next major function of the Center was to roll out a Scholarship application and award process to the eligible institutions to support eligible students enrolled in their programs. This was accomplished on September 28, 2016 when we distributed a FPCTP Scholarship Request Packet (see Appendix B) to the four institutions with approved FPCTPs. In collaboration with College of Education and Human Performance (CEHP) leadership and UCF accounting, audit, financial aid, and legal staff, Center personnel developed relevant documents and procedures needed to facilitate the request process, provide relevant oversight, and meet accountability requirements. Following is a description of this information and projected activities regarding the FPCTP Scholarships.

- ▶ Develop, review, revise, and distribute the *FPCTP Scholarship Request Packet*
 - Assurances and Instructions
 - Scholarship Disbursement Process
 - Formula for Program Cost Estimate
 - Student Attendance Cost Estimator Worksheet
 - Student Need Estimator and Scholarship Request Form Worksheet
 - UCF Form 41-990 (W-9)
- ▶ Facilitate submission of Scholarship requests via telephone conferences, webinars, email, and in-person contact.
- ▶ Review Scholarship requests as they come in to the Center and approve, as appropriate; process disbursement via CEHP budget office and UCF finance and accounting.
- ▶ Disseminate information regarding Scholarship availability to all relevant stakeholders via the FSCUA website, media releases, conference presentations and meetings, webinars, and other strategies as appropriate.

Establish Program Start-up and Enhancement Grant Application and Award Process

The third major function of the Center is to administer a FPCTP start-up and enhancement grant application and award process that will provide up to \$300,000 to an eligible institution. Center staff have begun the initial work to establish this grant program. In collaboration with UCF staff in the Office of Research and Commercialization and UCF auditing, we have outlined the key elements of this work. Our goal is to have a request for proposals (RFP) disseminated to eligible institutions across the State by November 1, 2016, with grant awards made by January 15, 2017. Following is a

brief description of this framework and projected activities regarding the FPCTP grants.

- ▶ Identified key components of a request for proposals (RFP) for (1) a start-up grant or (2) enhancement grant.
- ▶ Identified key information to be provided by the eligible institution regarding basic institutional characteristics and infrastructure to manage the grant award.
- ▶ Identified a basic risk assessment process to determine the level of needed oversight regarding grant funds awarded to an eligible institution.
- ▶ Identified key elements of an award contract that includes fundamental contractual obligations, deliverables, timeline, and cost-reimbursement procedures, and addresses any elevated risks identified via the risk assessment.
- ▶ Identified award management functions of the Center and the Office of Research and Commercialization regarding the RFP, proposal review, risk assessment and contract development and approval, review of deliverables, and “post-award” fiscal management.
- ▶ Next steps are to finalize these processes, disseminate the RFP, review applications, develop award agreements, and distribute funding on a cost-reimbursement basis.

Annual Report Elements Specified in the Act

As indicated previously, given the very brief time period since implementation of the Act on July 1, 2016 and the annual reporting date of October 1, 2016, this report focuses primarily on activities conducted to date to initiate work on the Center’s charges. In addition, given the time line associated with implementation, we have no reports from the institutions recently approved as FPCTPs, nor on Scholarships awarded. Thus the information provided herein regarding specific outputs and outcomes is somewhat limited. The following provides a brief description of either the data requested or activities to date on each required element of FS 1004.6495 Section (8) Accountability.

(a) The center, in collaboration with the Board of Governors and the State Board of Education, shall identify indicators for the satisfactory progress of a student in an FPCTP and for the performance of such programs. Each eligible institution must address the indicators identified by the center in its application for the approval of a proposed program and for the renewal of an FPCTP and in the annual report that the institution submits to the center.

- ▶ In its application for approval of a FPCTP, the institution provides its indicators and process for determining satisfactory academic progress. To date, Center staff have not yet collaborated with BOG or SBE staff to identify additional indicators. We propose that this work take place during November and December and be incorporated into a revised FPCTP application.

(b) By October 1 of each year, the center shall provide to the Governor, the President of the Senate, the Speaker of the House of Representatives, the Chancellor of the State University System, and the Commissioner of Education a report summarizing information including, but not limited to:

1. The status of the statewide coordination of FPCTPs and the implementation of FPCTPs at eligible institutions including, but not limited to:

a. The number of applications approved and disapproved and the reasons for each disapproval and no action taken by the chancellor or the commissioner.

- ▶ This information is described in detail in earlier sections of this report
 - Nine eligible institutions submitted an intent to apply.
 - Four eligible institutions submitted a complete application.
 - Four applications were approved by the Center, with final approval for two by the BOG and one by the SBE (state college), and no objection regarding one by the SBE (technical school).

b. The number and value of all scholarships awarded to students and undisbursed advances remitted to the center pursuant to subsection (7).

- ▶ A *FPCTP Scholarship Request Packet* has been distributed to the four institutions with approved FPCTPs.
- ▶ No Scholarships have been awarded to date.

2. Indicators identified by the center pursuant to paragraph (a) and the performance of each eligible institution based on the indicators identified in paragraph (6)(c).

- ▶ The Center has not yet identified indicators other than those identified by the approved FPCTPs.
- ▶ No FPCTP reports have been filed to date (due August 1, 2017).
- ▶ We have developed a draft *Timeline for Reports and Distributions* (see Appendix C) to facilitate data collection, disbursements, and report submission. It will be finalized and posted on the FCSUA website and provided with the award notices regarding FPCTP approval and grant awards.
- ▶ We have developed a list of variables including student demographic information (see Appendix D) to be collected with the FPCTP annual reports due August 1. We are developing a data collection process for reporting this information that is secure and creates as little a burden as possible for the institutions.

3. The projected number of students with intellectual disabilities who may be eligible to enroll in the FPCTPs within the next academic year.

- ▶ We have not yet developed the data collection methods to gather this information, but plan to look at two sources: K-12 systems and the eligible postsecondary institutions.

4. Education programs and services for students with intellectual disabilities which are available at eligible institutions.

- ▶ On the fcsua.org website, we provide a Florida map with the location of existing programs that serve students with intellectual disabilities in postsecondary education settings, with contact information for each institution.
- ▶ We have explored data collection methods to gather information regarding education programs and services for students with intellectual disabilities available at eligible institutions, but have not yet finalized the process. We have identified the following as potential examples for collecting such information:

- 2000 National survey of postsecondary education supports for students with disabilities by Association on Higher Education and Disabilities and National Center for the Study of Postsecondary Education Supports at the University of Hawaii.
- 2009 National survey on postsecondary education options for students with intellectual disabilities by Meg Grigal, Debra Hart (Think College).
- 2015 State survey on postsecondary education options for students with intellectual disabilities by Florida Consortium on Postsecondary Education for Student with Intellectual Disabilities (FLTPSID).

Summary

In summary, the University of Central Florida has developed significant infrastructure, through which Center staff have initiated implementation of major elements of the Florida Postsecondary Comprehensive Transition Program Act (the Act) (FS 1004.6495). In the short time between final passage and the Governor's approval of the legislation, the July 1 start date, and this report due October 1, 2016, we have established Center leadership, developed and rolled out the FPCTP application and approval process, worked with BOG and SBE staff to approve four programs, developed and rolled out the FPCTP Scholarship program, and communicated with stakeholders across the State through site visits, webinars, our website, telephone calls, emails, and conference presentations.

The Center is poised to implement all aspects of the Act, including gathering important evaluation data regarding student and program outcomes, before filing our next annual report. We have reached out to SBE staff regarding indicators of satisfactory academic progress and will meet with them over the next two months, in collaboration with BOG staff. We have developed a preliminary structure and process through which eligible institutions may apply for and be awarded the FPCTP start-up and enhancement grants. We will be rounding out our staff appointments to insure we have the capacity to deliver state of the art information and materials via technical assistance, electronic media, conference presentations, and other professional development approaches. We are proud of our accomplishments to date and appreciative for the opportunity to lead this important work.

This report is respectfully submitted by Paula. D. Kohler, PhD., Executive Director

Appendix A

Florida Postsecondary Comprehensive Transition Program (FPCTP) Application for Pilot Group

Florida Center for Students with Unique Abilities (FCSUA)

Florida Postsecondary Comprehensive
Transition Program (FPCTP) Application

Please provide the following program information for which the FPCTP application is being submitted.

I. Background Information

A. Name of Institution Applying for Program Approval:

NOTE: The institution applying for approval of an FPCTP must be an “eligible institution” pursuant to s. 1004.6495(3)(c), F.S. Submission of this application is certification, by the director/responsible party, that the institution meets this requirement, which is subject to verification by the FCSUA.

B. Program Name:

C. Meaningful Credential (to be awarded upon a student’s successful completion of the program):

D. Institution President or Executive Director Submitting this Application (and certifying that the program has been approved by the institution’s governing board):

_____ Date of governing board’s approval

E. Program Director/Responsible Party:

F. Program Director/Responsible Party Contact Information

Email Address:

Telephone Number:

Physical Address:

G. Select the option that describes the program for which the FPCTP application is being submitted:

_____ A new program at the institution.

_____ An existing program that will make necessary changes to meet the requirements for approval of an FPCTP.

H. Should the program be approved and grant funds are available, the program is seeking (select one option):

_____ A start-up grant for a new program.

_____ An enhancement grant for an existing program to assist with costs associated with transitioning to meet FPCTP requirements.

_____ No grant. The program is not requesting financial assistance to meet the FPCTP requirements.

II. Federal and Florida-Specific Requirement for Approval as an FPCTP

Please identify, and describe where appropriate, how the program meets, or will meet the following FPCTP requirements.

A. Student Eligibility

1. Describe how the program serves students with intellectual disabilities as required by state statute and federal statute and regulations for purposes of becoming an FPCTP and a federally-approved CTP.
2. Identify the student documentation that will be collected, and the process by which student eligibility will be verified and students will be selected.
3. Please name the person responsible for determining student eligibility for admission and enrollment in the program.

B. Status of Federal Title IV Approval as a Comprehensive Transition Program Eligible for Federal Student Aid

NOTE: The Federal Title IV application for federal student aid eligibility is the base of the FPCTP application and must be submitted to the FCSUA with this application.

1. Please select the option that best describes the status of the institution's Federal Title IV application for the program.

_____ The institution has received Federal Title IV approval for the program and the approved application materials and documentation is attached to this application.

_____ The institution has submitted a Federal Title IV application on _____ (date) for Title IV approval of the program and is awaiting feedback. The submitted application is attached to this application.

_____The institution has completed the Federal Title IV application but has not yet submitted the documents. The application is attached to this application. The institution plans to submit the Federal Title IV application no later than _____ (date).

C. Florida Requirements for Approval as an FPCTP (in addition to federal requirements above).

1. Please specifically describe the following program requirements:

- a. The credential (to be awarded upon a student's successful completion of the program)
- b. Program length and curricular design.
- c. The incorporation of inclusive and successful experiential education practices relating to:
 - i. Curriculum (including the opportunity provided to earn an industry certification)
 1. Industry standard credential(s) available to students:
 2. Describe opportunity to access to credit-bearing courses.
 3. Describe opportunity for **auditing** or otherwise participating in courses with students without disabilities
 - ii. Assessment
 - iii. Advising structure
 - iv. Internship and employment opportunities

[NOTE: These practices must support students with intellectual disabilities who are seeking to continue academic, career and technical, and independent living instruction as well as prepare students for gainful employment.]

2. Please describe the program's plan for students with intellectual disabilities to be socially and academically integrated, to the maximum extent possible, with nondisabled students.

[NOTE: This requirement is greater than the federal requirement (to be addressed in the Federal Title IV description) requiring integration in academic components on no less than a half-time basis.]

3. Please describe the program's plan for partnerships with businesses to promote experiential training and employment opportunities for students with intellectual disabilities.

4. Please identify the performance indicators, including those identified by the FCSUA, that the program will utilize to determine satisfactory academic progress of its students.

5. Please describe the program's 5-year plan for incorporating enrollment and operational expectations for the program. Include projections for the first and fifth year program budget and student enrollment.

6. Identification of additional resources and finances such as private donations or sponsorships, scholarships, grant funding, etc. for FPCTPs and students.

III. Signature

Signature of the program director/responsible party:

Date:

Appendix B

Scholarship Request Packet for Eligible Institutions

Florida Postsecondary Comprehensive Transition Program Scholarships

SCHOLARSHIP REQUEST PACKET FOR ELIGIBLE INSTITUTIONS

Assurances and Instructions

Scholarship Disbursement Process

Formula for Program Cost Estimate

Student Attendance Cost Estimator Worksheet

Student Need Estimator and Scholarship Request Form Worksheet

UCF Form 41-990

Florida Postsecondary Comprehensive Transition Program (FPCTP) Scholarships Assurances and Instructions

The Florida Postsecondary Comprehensive Transition Program Act (the Act) (FS 1004.6495) established the Florida Postsecondary Comprehensive Transition Program Scholarship for eligible students to attend approved Florida Postsecondary Comprehensive Transition Programs (FPCTPs). The Act also created the Florida Center for Students with Unique Abilities at the University of Central Florida (the Center) and charged the Center with managing the Scholarship awards and accountability requirements associated with the awards.

Assurances

The following stipulations are established in regards to Scholarship requests, awards, accounting, and reporting. By requesting Scholarship funds, eligible institutions provide assurance that they will comply with the stipulations outlined here and in accompanying documents.

1. Scholarship are available only to eligible students, defined as a student with an intellectual disability, who has provided required documentation regarding his or her intellectual disability; who physically attends the eligible institution; and is enrolled in the FPCTP. Eligible students are not receiving services that are funded through the Florida Education Finance Program or a scholarship under part III of Chapter 1002 (the Gardiner Scholarship).
2. To maintain eligibility to receive a scholarship, a student must continue to meet the requirements outlined in item 1, and demonstrate *satisfactory academic progress* (SAP) in the FPCTP as defined by the eligible institution, based on the indicators defined by the Center. For scholarships awarded during 2016 – 17, SAP will be determined as defined in the institution's FPCTP application. The Center will specify any additional indicators regarding SAP prior to the 2017 – 18 academic year for Scholarships to be awarded that year.
3. The eligible institution is responsible for determining the student's initial and continuing eligibility to receive a FPCTP Scholarship; and for defining, in keeping with the Center's guidelines and requirements, *satisfactory academic progress* for its FPCTP students.
4. The eligible institution will comply with the request process and reporting requirements specified by the Center and outlined in the accompanying document *Florida Postsecondary Comprehensive Transition Program Scholarship Disbursement Process*, including submission of end-of-term and annual scholarship disbursement reports, cost of attendance estimates, and student demographic and eligibility information requested by the Center.
5. By June 1, eligible institutions will return to the Center any undisbursed Scholarship funds for the most recent academic year.

Instructions

1. Use the FPCTP Student Attendance Cost Estimator worksheet (in the Excel file *FPCTP Cost Est and Scholarship Request Wksh*) to determine the estimated cost of attending the institution's FPCTP per student, per semester. The worksheet is set up to calculate program costs when the relevant data are entered. Enter information in the cells shaded green. The cells with no shading will be automatically calculated. To complete this worksheet, you will need the following information:
 - ▶ Institutional information: Academic/program year, institution name, FPCTP name, name of individual preparing and submitting the worksheet, and his/her contact information.
 - ▶ Estimated cost of attendance at the institution (typically posted on the institution's website), for full time attendance per semester by resident type (resident, non-resident).
 - ▶ Expected rate of enrollment of students in the institution's FPCTP, as a percentage of full time.
 - ▶ Itemized extra unique costs of enrollment in the institution's FPCTP over and above the estimated cost of attendance, for services and or experiences designed to meet the needs of students with intellectual disabilities.
2. Use the Student Need Estimator and Scholarship Request Form worksheet (in the same Excel file) to identify the eligible students for whom you are requesting a FPCTP Scholarship. The worksheet is set up to calculate specific fields when the relevant data are entered. Enter information in the cells shaded green. The cells with no shading will be automatically calculated. Leave the column labeled Scholarship Amount Awarded blank, as the Center will complete this portion of the worksheet. To complete the need estimator and request form worksheet, you will need the following information:
 - ▶ Institutional information: Academic/program year, institution name, FPCTP name, name of individual preparing and submitting the worksheet, and his/her contact information.
 - ▶ Name, institutional identification number, and residency status of each student for whom a Scholarship is requested.
 - ▶ Number of semesters each student is expected to be enrolled (use a capital X to designate expected enrollment in a semester).
 - ▶ The estimated cost per semester from the Student Attendance Cost Estimator worksheet for each student's residency type.
3. Institutions requesting Scholarships for the first time, must submit **UCF Form_41-990** to the Center with their Scholarship documents to provide account information through which the Scholarship funds will be distributed.
4. Refer to the FPCTP Scholarship Disbursement Process document for a schedule of dates and reports associated with submitting Scholarship requests, end-of-term and annual reports, and the Center's disbursement process. The Center will provide the report format prior to the due date.
5. The individual submitting the Scholarship cost and request documents attests that she/he is authorized to do so by the institution.

Submit completed worksheets electronically to:

Paula D. Kohler, Ph.D., Executive Director
Florida Center for Students with Unique Abilities
paula.kohler@ucf.edu

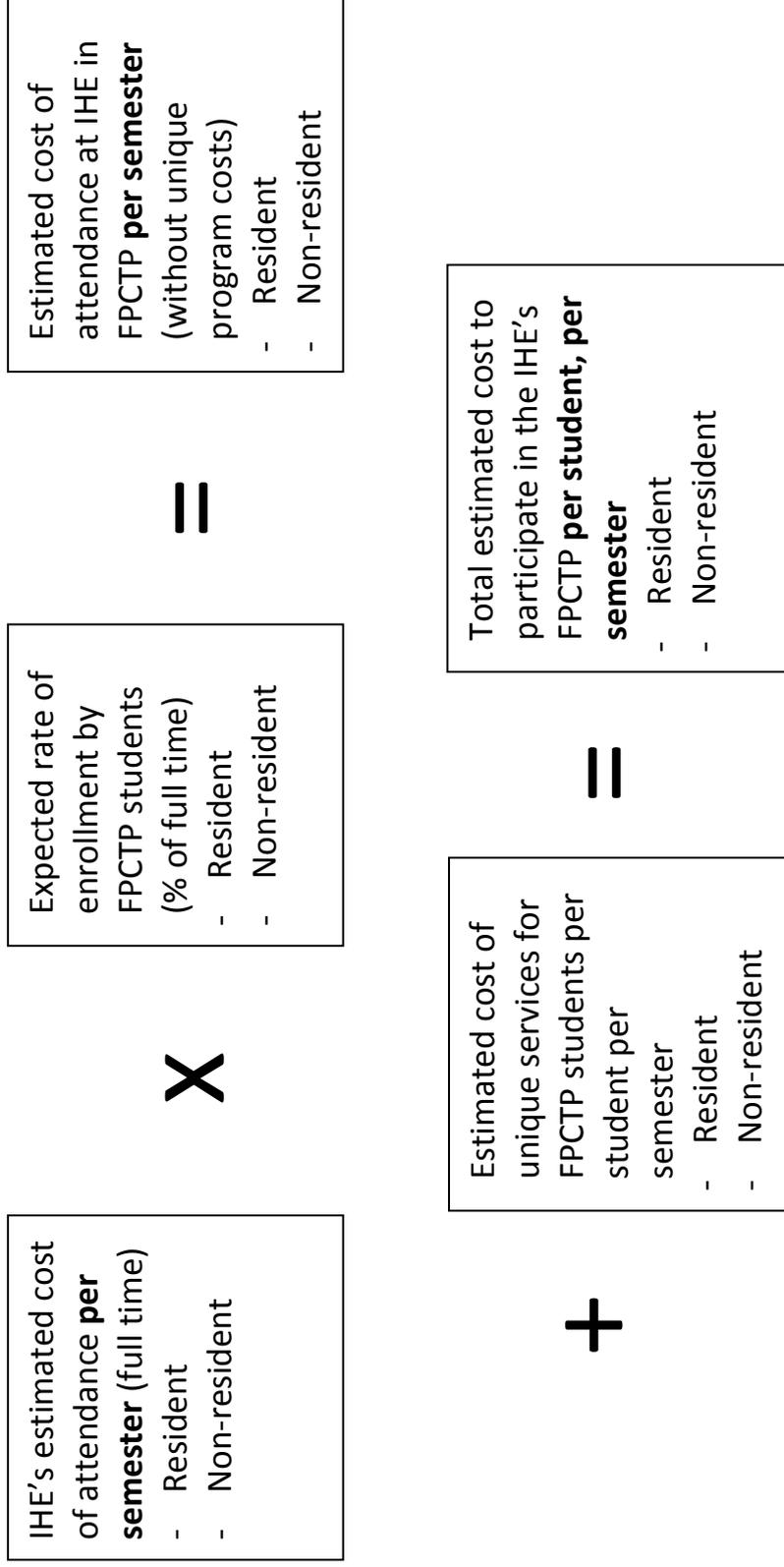
**Florida Postsecondary Comprehensive Transition Program Scholarship
 Disbursement Process**

Date	Process
July 1	<ul style="list-style-type: none"> ▶ IHE submits <i>Student Cost Estimate and Scholarship Request Worksheets</i> to Center. ▶ IHE submits UCF Form_41-990 to Center with transfer account information (one time only unless changes made). ▶ IHE submits <i>Summer Term Scholarship Disbursement Report</i> to Center.
July 2 - 31	<ul style="list-style-type: none"> ▶ Center staff compile all requests, determine total requested, total available; prorate Scholarship awards as needed.
Aug 1	<ul style="list-style-type: none"> ▶ Center staff submit FPCTP Scholarship Invoice (as a Scholarship distribution request) to UCF College of Education and Human Performance (CEHP) budget office. ▶ CEHP budget office works with accounting office to prepare distribution to IHEs. ▶ Center staff issue award notice to IHE's FPCTP.
Aug 15	<ul style="list-style-type: none"> ▶ UCF accounting disburses Scholarship funds via ACH transfer to IHE financial aid office or equivalent, with list of students and award amount for each student. ▶ IHE financial aid office distributes Scholarship funds to eligible students.
Dec 1	<ul style="list-style-type: none"> ▶ IHE FPCTP submits <i>Fall Term Scholarship Disbursement Report</i> to Center.
April 15	<ul style="list-style-type: none"> ▶ IHE FPCTP submits <i>Spring Term Scholarship Disbursement Report</i> to Center.
June 1	<ul style="list-style-type: none"> ▶ IHE returns Scholarship funds not disbursed, to Center via ACH transfer no later than June 1. ▶ Center adds funds not disbursed to next year's Scholarship funds available. ▶ Summary of disbursed and not disbursed included in Center's Oct 1 annual report.

Note. The July 1 – August 15 dates in 2016 are not applicable. The Center will process Scholarship requests and disbursements as they are received from eligible institutions. December – June dates are applicable, as will be all dates beginning in 2017 unless modified by the Center.

Florida Postsecondary Comprehensive Transition Program

Formula for Program Cost Estimate



Florida Postsecondary Comprehensive Transition Program - Student Attendance Cost Estimator

Academic/program year:

Institution:

Program name:

Prepared and submitted by:

Contact information:

email:

telephone:

	Institution's estimated cost of attendance per semester	Expected participation rate of students in the FPCTP (% of full time)	Estimated cost of attendance at IHE for FPCTP students (b * c) per semester	Total additional costs unique to participation in institution's FPCTP per student per semester (use work space below to itemize additional costs)	Total estimated cost of attendance to participate in institution's FPCTP per student (d + e) per semester
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Example - resident	\$ 5,000	50%	\$ 2,500	\$ 850	\$ 3,350
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Resident			0	\$ -	0
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Non-resident			0	\$ -	0
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Additional services provided to the institution's FPCTP students	Cost of the additional services provided to the institution's FPCTP students per student per semester	Example
Mentor fee		\$ 100
Transportation		\$ 250
Internship supervision		\$ 500
Weekend excursions		
Other:		
Total unique additional costs	\$ -	\$ 850

Effective September 28, 2016



Fax or Mail Only -DO NOT EMAIL

University of Central Florida

Request for Taxpayer Identification, Certification, and Electronic Payment Authorization (ACH)

(Substitute for IRS Form W-9)

RESET

Individuals - Fax completed form to: 407-882-1067

Other Entities - Fax completed form to: 407-823-5551

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____ <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes only apply to certain entities, not individuals; see instructions) Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies only to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.)	Requester's name and address University of Central Florida 12424 Research Parkway, Suite 300 Orlando, FL 32826
6 City, state, and zip code	
7 List account number(s) here (optional)	
8 Are you or any of your controlling members current or former employees of the University of Central Florida? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name and position at the University.	
9 Please check all that apply to your business: Are you certified?	<input type="checkbox"/> Small Business <input type="checkbox"/> Veteran-Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> Minority-Owned <input type="checkbox"/> Disabled Veteran-Owned Business Enterprise <input type="checkbox"/> No <input type="checkbox"/> Women-Owned If yes, please provide a copy of the certification with this W-9.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 4 of the instructions. Note. If the account is in more than one name, see the chart in the instructions for guidelines on whose number to enter.	Social security number
	Employer identification number

Part II Contact Information

Primary Vendor Contact	Title
Tax Correspondence Address	Remittance Address if Different
Phone Number	Fax Number
Email Address	

Part III Electronic Payment Authorization (ACH)

Account Requested (Check only one) (1) <input type="checkbox"/> Start (2) <input type="checkbox"/> Change (3) <input type="checkbox"/> Stop (4) <input type="checkbox"/> Name Change Only	Account Type (Check only one) (1) <input type="checkbox"/> Checking (2) <input type="checkbox"/> Savings	THIS FORM MUST BE SIGNED AND DATED BY AUTHORIZED SIGNOR ON ACCOUNT.
Account Number _____ <small>Signature below signifies acceptance of the terms and conditions in the AGREEMENT in Part III, Page 4 of the instructions.</small>	Financial Institution _____ Transit Routing # _____ Name _____ Phone# _____	

Part IV Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (see instructions); and
- The FATCA codes entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions.

Signature of U.S. person	Date
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Per Florida Statute 119.71(5), UCF is required to notify individuals of the circumstances that require or authorize the collection and use of social security numbers ("SSN"). UCF is requesting the information above, as required for income tax reporting purposes.

Appendix C

Timeline for Reports and Distributions

Timeline for Reports and Distributions

Date	Report	Contents
July 1	IHE Student Cost Estimate and Scholarship Request Worksheets	<ul style="list-style-type: none"> ▶ Cost basis for determining level of cost of attendance ▶ List of students with scholarship request amount (for the year)
Aug 1	IHE Annual Report to Center	<ul style="list-style-type: none"> ▶ Projections for next year enrollment ▶ Student demographic worksheet <ul style="list-style-type: none"> ▪ Includes new and continuing students ▪ Complete by semester? ▪ Student ID, race, ethnicity, gender, DOB, enrollment status (new, continuing, completer, dropped), target credential, program length, target completion date, credential status (continuing, earned, dropped or changed), industry certification earned (yes/no) if yes-specify, SAP (yes/no), courses completed, scholarship award amount ▶ Summary of recruitment strategies ▶ Summary of student retention strategies ▶ Summary of progress assessment strategies ▶ Summary of student completion ▶ Employment rates for completers years 1 through 5 ▶ Salary levels for students and graduates ▶ Projected # of eligible students in IHE “reach” area for next academic area
August 15	Scholarship distribution to IHEs	<ul style="list-style-type: none"> ▶ Scholarship funds distributed to IHEs by Center for the year, based on scholarship worksheet ▶

Oct 1	FCSUA Annual Report	<ul style="list-style-type: none"> ▶ Center 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 ▶ Status of statewide coordination of FPCTPs <ul style="list-style-type: none"> ▪ # applications, # approved, # not approved w/ reasons, # no action by BOG and DOE ▪ # and \$ of scholarships, undisbursed advances ▪ IHE performance on indicators (some still TBD) ▪ Projected # of students eligible for next academic year ▪ Ed programs and services available at eligible IHEs
Dec 1	Center Legislative and Budget Recommendations	<ul style="list-style-type: none"> ▶ With BOG, DOE, & Higher Education Coordinating Council and other stakeholders, recommendations: <ul style="list-style-type: none"> ▪ Regarding statutory and budgetary changes based on August 1 reports and projections. ▪ Submit to the Governor, the President of the Senate, and the Speaker of the House of Representatives.
Dec 1	IHE FPCTP submits Fall Term Scholarship Disbursement Report to Center.	<ul style="list-style-type: none"> ▶ IHEs report to Center on scholarship disbursements made to their students during fall semester
April 15	IHE FPCTP submits Spring Term Scholarship Disbursement Report to Center.	<ul style="list-style-type: none"> ▶ IHEs report to Center on scholarship disbursements made to their students during spring semester ▶ Calculate final # and \$ of scholarships disbursed with total \$ of funds not disbursed
June 1	Scholarship funds not dispersed returned to Center no later than June 1	<ul style="list-style-type: none"> ▶ Funds not disbursed returned to Center

Appendix D

Student Demographic Report

Student Demographic Report

Institution:

Report date:

Student Name	Student ID	Gender	Race or Ethnicity	Date of Birth	Enrollment Status		
Text	School ID	M F	List UCF classifications	date	New Continuing Completer Dropped	Reason:	
Target Credential	Program Length	Target Completion Date	Credential Status	Industry Certification	Courses Completed	Course #	Course name
Use IHE title	months	date	New Continuing Completer Changed from previous Dropped	Y N	if Y, list		
SAP	Employment Status	Employment rate	Position	Salary	Other Agency Support		
Y	Employed	Part time	Job title	Per hour	Y	List agency	
N	Not employed	Full time			N		

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