Program Overview
PA Institutional Assistance Grants (IAG) Program
PA State Grant & Special Programs

April 2022

This presentation is being recorded and may be made available online.
Agenda

Housekeeping
PA State Grant & Special Programs (SGSP) staff introduce themselves, explain how to acquire program materials, and review agenda items

Background
Presenters provide high-level background information on the PA Institutional Assistance Grants (IAG) Program, as well as review institutional program participation requirements

IAG Program Processes
Panelists explore the processes that occur within the IAG program year from the per capita calculations to submission of the audit report. Emphasis will be placed on the annual Certification Listing

Wrap-Up
PHEAA staff will issue reminders, provide additional resources, and share responses to questions posed during the session by attendees

This content has been abridged and does not supersede current program policy. For complete guidance on program administration, please refer to the appropriate year IAG Program Guidelines.
IAG Program Background

- Enacted into law by the PA General Assembly in July 1974 under Act 174
- Program created as part of the Commonwealth’s commitment to the development of a planned postsecondary system
  - Program objectives are met through formula grants to assist institutions in maintaining enrollments and stabilizing their educational costs
    - Block grants based on the number of PA State Grant-receiving students at the institution
- Funded via a Commonwealth Appropriation
Institutional Participation

- Program legislation identifies institutions eligible for participation
  - Participating institutions must:
    - Be a nonprofit independent institution of higher education located in Pennsylvania
    - Be approved for the PA State Grant Program by PHEAA
    - Not receive a direct appropriation from the Commonwealth

- Institutions apply for participation annually and PHEAA confirms eligibility
  - Over 85 PA institutions approved for the 2021-22 Award Year
  - Applications will be available on PHEAA.org/IAG
    - Renewal institutions **must** complete the Eligibility Renewal Application by the announced deadline
    - New institutions complete the Eligibility Determination Application
      - Will be required to execute a one-time IAG Participation Agreement and supply PHEAA with electronic fund transfer (EFT) information
Institution Requirements

- Participating schools must:
  - Maintain PA State Grant eligibility (e.g., have approved programs of study, accreditation, etc.)
  - Keep program funds in a separate bank account
    - If no separate account, a clear audit trail must exist of all IAG receipts and expenditures
    - Communicate banking updates to PHEAA in a timely manner
  - Notify PHEAA when institutional changes occur (e.g., name, location, status, etc.)
  - Perform periodic reviews to maintain user access requests

IAG institutions can now manage program contacts directly in Partner Interface. Check out the School Profile section to update or add a new IAG contact!
Per Capita Calculations

• Institution funding issued on a per capita basis
  – Per capita formula = total available resources divided by the total number of recipients across all IAG-approved institutions
  – Individual institution allocations = per capita amount multiplied by the number of PA State Grant recipients

• Calculated and communicated twice during the program year

• Students meeting the IAG eligibility requirements will be counted towards the institution’s IAG count
  – Full-time student = 1 per capita
  – Half-time student = ½ per capita
Advance Payments

• Issued at the beginning of the program year (typically around September)
• Based on the projected PA State Grant eligible population at the school and the initial program per capita
  – PHEAA independently completes estimation
  – Does not consider prior year/period enrollment levels
• Payment represents 90% of the estimated IAG award for the institution
• Notification of payment sent to the institution President and IAG contact
  – Disbursement document and EFT letter generated to PageCenter for institutional records
• Payment withheld if institution has outstanding items or has not returned an application
Certification Listing

• Report used to identify the number of IAG-eligible students at the institution
  – Snapshot taken of students’ PA State Grant enrollment and eligibility

• Generated annually on May 1 to institution’s GRANTS application in PageCenter
  – Generated regardless of institution’s PA State Grant reconciliation status
  – Update PA State Grant records in Partner Interface or via Certification Transmissions by April 30 to be reflected on the listing
    • Special Requests should be submitted in advance for review
Certification Listing

- To be included in an institution’s IAG count, the student:
  - Must be enrolled on at least a half-time basis
  - Must complete at least one term during the academic year and have received a PA State Grant award during that same term
    - If PA State Grant funds have not been credited for any term of the year, the student is not IAG-eligible
- Full time and half time IAG determinations based on:

<table>
<thead>
<tr>
<th>Full time</th>
<th>Half time</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enroll full time for at least one term and receive a full-time PA State Grant award for that term</td>
<td>• Enroll at least half time for at least one term</td>
</tr>
<tr>
<td>• Be charged as a full-time student</td>
<td>• Receive a half-time PA State Grant award for that term</td>
</tr>
<tr>
<td>• Complete the term with at least half-time enrollment</td>
<td>• Complete the term enrolled at least half time</td>
</tr>
</tbody>
</table>
Certification Listing

• Students enrolled at multiple IAG-eligible institutions will only be counted once
  – Students identified as “Not Eligible – Transfer” on the Certification Listing
    • Contact PHEAA if a student identified as a transfer did not receive a PA State Grant award at their prior school
  – A list of eligible IAG schools is available on PHEAA.org/IAG

• Modular and intersession enrollment may be considered when determining the IAG enrollment status

• Enrollment changes (i.e., drops or withdrawals) before the end of the term may render the student ineligible
  – Student must complete the term with at least half-time enrollment

• Students not physically in attendance on campus (e.g., study abroad students, etc.) may be considered for IAG
Certification Listing

• Review the entire listing and identify those students no longer eligible
  – Cannot reinstate IAG eligibility for students already identified as not eligible
• Enrollment changes and other PA State Grant-related eligibility changes will not be accepted
• Complete listing must be returned to PHEAA by the announced deadline
Certification Listing

• PHEAA University of Liberal Arts is an IAG-eligible institution
• The below students are PA State Grant-eligible at the institution

<table>
<thead>
<tr>
<th>Student</th>
<th>Enrollment &amp; Eligibility Situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom</td>
<td>Receiving a full-time PA State Grant; Was enrolled in 12 credits but withdrew from all credits one week before the end of the term</td>
</tr>
<tr>
<td>Marina</td>
<td>First awarded a half-time PA State Grant on May 3</td>
</tr>
<tr>
<td>Denise</td>
<td>Receiving a half-time PA State Grant; Enrolled in a late term one week module that will increase enrollment to full time</td>
</tr>
<tr>
<td>Sarah</td>
<td>Receiving a full-time PA State Grant; Enrolled in 15 credits (12 online/3 classroom)</td>
</tr>
<tr>
<td>Connor</td>
<td>Received a half-time PA State Grant during the fall; Graduated after the fall term</td>
</tr>
</tbody>
</table>

Questions

• What is the IAG status for each student listed on the institution’s Certification Listing?
### Certification Listing

#### Answers

For the five students listed on the school’s IAG Certification Listing, the financial aid administrator should:

<table>
<thead>
<tr>
<th>Student</th>
<th>Enrollment &amp; Eligibility Situation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom</td>
<td>Receiving a full-time PA State Grant; Was enrolled in 12 credits but withdrew from all credits one week before the end of the term</td>
<td>Report Tom as ineligible via the Certification Listing. Although Tom may retain the PA State Grant award, the student will not be IAG-eligible</td>
</tr>
<tr>
<td>Marina</td>
<td>First awarded a half-time PA State Grant on May 3</td>
<td>N/A. Since Marina was initially awarded a PA State Grant after the May 1 snapshot was taken, the student will not be eligible for inclusion in the school’s certified IAG count</td>
</tr>
<tr>
<td>Denise</td>
<td>Receiving a half-time PA State Grant; Enrolled in a late term one week module that will increase enrollment to full time</td>
<td>Report Denise as IAG-eligible. Denise will be eligible for a half-time award however since the enrollment status is presently listed at half time</td>
</tr>
<tr>
<td>Sarah</td>
<td>Receiving a full-time PA State Grant; Enrolled in 15 credits (12 online/3 classroom)</td>
<td>Report Sarah as IAG-eligible. Sarah will be considered as a full-time student for IAG purposes</td>
</tr>
<tr>
<td>Connor</td>
<td>Received a half-time PA State Grant during the fall; Graduated after the fall term</td>
<td>Report Connor as IAG-eligible. Although now graduated, Connor will be considered as a half time per capita for IAG purposes</td>
</tr>
</tbody>
</table>
Reconciliation Process

• Initiated after all Certification Listings have been submitted and the final per capita is calculated (typically in June)

• Institution may receive a second disbursement or owe a refund to PHEAA
  – Will be dependent upon the final per capita and the certified number of PA State Grant recipients from the institution’s Certification Listing

  – Payment may be forfeited if institution has not received any PA State Grant disbursement for the year (e.g., due to a disbursement hold)

  • Previously issued advance payment funds must be returned to PHEAA

  – School President and IAG contact notified of disbursement or refund amount

<table>
<thead>
<tr>
<th>Institution</th>
<th>Advance Count</th>
<th>Advance Payment (per capita = $784)</th>
<th>Recon Count</th>
<th>Recon Payment (per capita = $892)</th>
<th>Final IAG Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHEAA University of the Arts</td>
<td>156</td>
<td>$122,304</td>
<td>106.5</td>
<td>-$27,306</td>
<td>$94,998</td>
</tr>
<tr>
<td>PHEAA University</td>
<td>979</td>
<td>$767,536</td>
<td>1,018</td>
<td>$140,520</td>
<td>$908,056</td>
</tr>
<tr>
<td>PHEAA College</td>
<td>164</td>
<td>$128,576</td>
<td>144</td>
<td>-$128</td>
<td>$128,448</td>
</tr>
</tbody>
</table>

PHEAA – Providing affordable access to higher education. (Public Information)
Annual report generated after the program year concludes (typically in October)

Report captures PA State Grant eligibility reductions, withdrawals, and cancellations submitted after the Certification Listing was generated
  – Does not capture eligibility increases or those students recently awarded

Institutions required to refund the per capita payment for the ineligible student

Report only generated if institution owes a refund
Audit Report

- Institutions submit audit reports as assurance that:
  - Institution was eligible for participation; and
  - Confirm IAG monies are used only for non-sectarian educational costs

- Must be completed by an independent auditor and contain a schedule of receipts and expenditures
  - Copies of an A133 Audit or institutional financial statements will not be accepted
  - PHEAA provides an acceptable format within the Program Guidelines

- Reports must be submitted annually by January 1 following each fiscal year (e.g., January 1, 2023 for the 2021-22 Award Year)
  - A disbursement hold and administrative findings may be assessed if not submitted timely
Reminders

• Submit application and Eligibility Certification Listings in timely manner
  – **Per capita amounts cannot be finalized until all applications/listings are received**
• Keep PA State Grant records updated throughout the year
  – Re-review student records before the Certification Listings are generated to ensure all changes have been submitted and processed by PHEAA
  – Refer to the PA State Grant Program Handbook for guidance on determining student eligibility and reporting requirements
• Ensure “PHEAA” is listed as the payee for all IAG refunds
  – Email [fmgrants@pheaa.org](mailto:fmgrants@pheaa.org) to identify as an IAG refund
• Retain records used in certification and disbursement of IAG funds for five years
Join Us Next Time!

• Thank you to everyone who attended our 2021-22 SGSP Webinar Series!
  – Recordings and presentation slides from entire 2021-22 SGSP Webinar Series available on the training webpage

• Future webinars and other SGSP events will be listed on PHEAA.org/SGSPtraining

• Share your suggestions for webinar topics, events, or program resources with SGSP staff
  – Send an email to the program mailbox with the subject line: Training Suggestion
Resources

Web
• PHEAA.org
• Alec

Events
• Webinar Series
• Conferences
• Workshops

Connect with PHEAA socially!

Print Materials
• Brochures
• Calendars
• FAQs

SGSP Staff
• Email: iag@pheaa.org
• Phone: 800-443-0646

PHEAA – Providing affordable access to higher education. (Public Information)
Thank You!