

No. 3948
Date: July 19, 1978 4:15 p.m.
COUNCIL ON HIGHER EDUCATION
UNIVERSITY OF PUERTO RICO
Río Piedras, Puerto Rico

Approved: Sila M. Calderón
Secretary of State

By: [Signature]
Assistant Secretary of State
1978-79

Certification number 61-A

I, Luis E. González Vales, Executive Secretary to the Council on Higher Education, DO HEREBY CERTIFY:

That the Council on Higher Education, on its regular meeting of March 12, 1978, approved the following Regulations for the administration of the State Student Incentive Grant Program (Subpart 3 of Part A of Title IV of Higher Education Act of 1965, as amended):

1.0 Pursuant to the authority contained in sections 415-A, 415-D of Subpart 3 of Part A of Title IV of the Higher Education Act of 1965, as amended, the Council on Higher Education, State Agency designated by the Governor of the Commonwealth of Puerto Rico to administer the State Student Incentive Grant Program, submits to the United States Commissioner of Education the State Plan for the State Student Incentive Grant Program.

2.0 The organization and administrative provisions of the Council on Higher Education are as follows:

2.1 The legal name and official address of the Council on Higher Education are:

Council on Higher Education
Box F, UPR Station
Río Piedras, Puerto Rico 00931

2.2 The titles of the principal officers of the Council on Higher Education are:

Chairman
Executive Secretary

2.3 Staff and administrative services to the Council on Higher Education for the administration of the State Student Incentive Grant Program will be provided as follows:

The Chairman will appoint the Executive Secretary as Treasurer of the Council on Higher Education. Other staff members and administrative personnel will be recruited from the staff of the Council on Higher Education.

- 2.4 The Council may seek the advise of persons in charge of the student financial aid program in the public and private institutions of higher education in Puerto Rico. It shall appoint an Advisory Committee composed of the student financial aid coordinators from all higher education institutions in Puerto Rico eligible for this program.
- 2.5 The Council on Higher Education has adopted a decentralized model of administration for conducting its business and reaching official decisions regarding applications submitted to it under Subpart 3 of Part A of Title IV of the Higher Education Act of 1965, as amended. Following this model, the Council on Higher Education exercises the overall direction and control over SSIGP and delegates to participating institutions the responsibility for carrying out certain routine aspects of program administration, such as receipt and processing of students applications, need analysis and payment to students. Each participating institution will determine the substantial financial need by using the systems of need analysis published by the College Scholarship Service (CSS) or the BECG method and the following standard:

If the difference between the student's cost of education and his expected family contribution is at least \$90.00, the expected family contribution will be determined considering the following criteria:

- a. For dependent students the following factors are considered in determining the amount of income and net assets that should reasonably be made available by the student, the student's spouse and the student's parents for meeting the student's cost of education:
- 1) Any serious family illness.
 - 2) The number of dependent children of the student's parents.
 - 3) The number of such dependent children attending institutions of higher education.
- b. For independent or self supporting students the following factors are considered in determining the amount of

income and net assets that should reasonably be made available by the student and the student's spouse for meeting the student's cost of education.

- 1) Any serious illness in the student's family.
- 2) The number of dependent children of the student.
- 3) The number of such dependent children attending institutions of higher education.

Each institution participating of this program will send to the Council on Higher Education, not later than July 31st. of each year, a list of eligible students organized in rank order from the highest to the lowest substantial financial need not covered by other economic aid programs. A separate list in order of priority will be prepared for continuing award and initial award.

The Council on Higher Education reserves the power to be the final judge as to the correctness of need analysis computations and the actual selection or disapproval of student grant recipients. This agency will re-evaluate annually all students recommended by the institutions to receive SSIGP grants, in advance of making awards, to assure each such student fulfills all the eligibility criteria established in section 192-6 of the SSIGP Regulations. This state agency may also disapprove any award which has been recommended by any participating institution if it considers that such student does not fulfill the SSIGP eligibility requirements.

The Council on Higher Education will prepare a master list of eligible students from all participating institutions, arranged in rank order from the highest to the lowest substantial financial need not covered by other economic aid programs. There will be a separate master list for continuing and initial awards. The federal funds allotted to the Commonwealth of Puerto Rico for continuing and initial awards each fiscal year will be distributed in accordance with the rank order of the master list established.

The Council on Higher Education will verify that every student receives an equal amount of economic aid from the Commonwealth Government funds to match the Federal aid under this program.

The Council on Higher Education will give assurance that the amount of funds expended by the Government of the Commonwealth of Puerto Rico for the non-federal portion of initial awards under this program will represent an additional expenditure above the total amount expended for all student grants, graduate and undergraduate, need based and non-need based, in the second fiscal year prior to the Commonwealth of Puerto Rico entry into SSIGP. This base year is fiscal year 1972.

- 3.0 The Council on Higher Education will acknowledge all applications for grants under Part A of Title IV in the Commonwealth of Puerto Rico, provided such applications are submitted by eligible students through eligible institutions as defined in 192.2 of the Rules and Regulations of this program.
- 4.0 Each participating institution should maintain a complete case filed on all of its SSIG award recipients each year. They will retain records regarding each case for at least five years after final action has been taken by the Council on Higher Education or an audit have been conducted for a period of at least five years. The Council on Higher Education should retain its own record to document the financial need of each student whose SSIG award is authorized by this agency. Similar data will be retained by the Council on Higher Education regarding all students whose applications are disapproved.

Each participating institution will provide annually to the Council on Higher Education, in advance of awards, a roster which provides the following information regarding each applicant:

- 1) Expected family contribution for the current academic year.
- 2) Student actual or budgeted cost of attendance at the institution for the current year.
- 3) Substantial financial need (Item 2 minus item 1)
- 4) Other awards made or to be made to the student by the institution for the current academic year.
- 5) Amount of student's PFCG and any other aid for the current academic year.

- 5.0 All applications received by each participating institution will be verified for: the accuracy and completeness of the data and information contained in the application and that the student meets basic eligibility requirements set forth in the Act and the rules and regulations governing the administration of this program.
- 6.0 The Council on Higher Education will determine relative priority for eligible applications for funds allotted under Part A of Title V of the Higher Education Act of 1965, as amended. They will assign relative priorities for continuing and initial awards according to the magnitude of substantial financial need not covered by other student economic aid programs.
- 7.0 The Federal share for eligible students of participating institutions or branch campuses that have an insufficiency of economic resources to meet their substantial financial needs, as calculated by the CSS or the BEOC methods, is 50% and not more than \$750 per student for each academic year. The other 50% of the non-federal share of grants awarded under this program will be provided from public funds supplied by the Government of the Commonwealth of Puerto Rico.
- 8.0 The Council on Higher Education will maintain a full record of all proceedings by which it assigned State Student Incentive Grants to eligible students, and retain such records for at least five years after the date the grant was approved.
- 9.0 The Council on Higher Education will forward to the Director of the State Student Incentive Grant Program an annual performance and financial report on forms provided by the Office of Education. The deadline for this report is October 31 of each year.
- 10.0 The Council on Higher Education will promptly notify each participating institution of the results of the final determination regarding the applications of students for initial and continuing awards. The records of official proceedings shall be a matter of public record within the Commonwealth of Puerto Rico. One copy of each application which is not recommended for a grant will be kept for five years as part of the official records of the institution where the application was filed. New applications are required to be filed each academic year for continuing and initial awards.

- 11.0 The Council on Higher Education will provide to every applicant opportunity for a fair hearing regarding any determination of the Council or of any institution that could adversely affect such applicant. The applicant so affected may request such a hearing by filing a written request with the Executive Secretary of the Council on Higher Education not later than 20 days after receiving notice of that determination.
- 12.0 The Council on Higher Education will notify the Director of the State Student Incentive Grant Program of the nature of the complaint and the result of the hearing.
- 13.0 The following fiscal arrangements and accounting procedures shall apply in receiving and paying Federal funds under the State Student Incentive Grant Program:

- 13.1 The legal title and official address of the officer who has legal authority to receive and provide for the custody of the Federal funds are:

The Director of Finance
University of Puerto Rico
Central Administration
G. P. C. Box 4984 G
San Juan, Puerto Rico 00936

- 13.2 The officers in the Commonwealth of Puerto Rico who will request the Federal funds for this program are:

The Chairman
Council on Higher Education
University of Puerto Rico
Box F - UPR Station
Rio Piedras, Puerto Rico 00931

The Executive Secretary
Council on Higher Education
Box F - UPR Station
Rio Piedras, Puerto Rico 00931

- 13.3 The officer in the Commonwealth of Puerto Rico who will certify the payment of the Federal Grants under this program is:

The Executive Secretary, Treasurer
Council on Higher Education
University of Puerto Rico
Rio Piedras, Puerto Rico 00931

- 13.4 Federal funds received by the Commonwealth of Puerto Rico for student incentive grants will be deposited in a separate fund account. At the request of the Executive Secretary of the Council on Higher Education, the Director of Finance of the University of Puerto Rico will open a special account.
- 13.5 The accounts and documents supporting income and payments by the Council on Higher Education in the administration of this program will make possible accurate and expeditious audits of the utilization of the Federal funds.
- 13.6 The above mentioned accounts and documents will be maintained until notification of completion of Federal audits for the fiscal year concerned, and will be maintained by the following office:
- Office of Finance
University of Puerto Rico
Central Administration
Rio Piedras, Puerto Rico
- 13.7 The actual expenditures for student incentive grants approved by the Council on Higher Education will be reported with reference to the Federal Fiscal Year.
- 13.8 The extent and frequency of State audits of expenditures by the Council on Higher Education under the Commonwealth Plan, including payments and expenditures of Federal funds, and the responsibility for corrective action regarding exceptions by Commonwealth auditors are as follows:
- Expenditures and payments are subject to preaudit by qualified employees of the University of Puerto Rico and are also subject to periodical postaudits by auditors from the Commonwealth Comptroller's Office. Deficiencies disclosed by Commonwealth or Federal auditors must be corrected immediately or otherwise accounted for.
- 13.9 The Council on Higher Education will submit such advanced estimates and periodic reports of grants authorized as the

Commissioner of Education may require, in order to dis-
burse funds to the Council on Higher Education through the
direct payment method.

Issued under the seal of the University of Puerto Rico, at Río Piedras, Puerto
Rico, this 15th day March, 1976.



Luis E. González Vales
Executive Secretary

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COUNCIL ON HIGHER EDUCATION
UNIVERSITY OF PUERTO RICO
Río Piedras, Puerto Rico

1980-81
Certification number 60

I, Luis E. González Vales, Executive Secretary to the Council on Higher Education,
DO HEREBY CERTIFY:

That the Council on Higher Education, on its extraordinary meeting of September 19, 1980, approved the following amendments to the Regulations for the Administration of the State Student Incentive Grant Program which were approved on March 12, 1976 (Certification number 61-A, 1975-76):

1. The present Section 2.4 is hereby eliminated. Section 2.5 is renumbered as Section 2.4 and is modified as follows:

Section 2.4 The Council on Higher Education has adopted a decentralized model of administration for conducting its business and reaching official decisions regarding applications submitted to it under Subpart 3 of Part A of Title IV of the Higher Education Act of 1965, as amended. Following this model, the Council on Higher Education exercises the overall direction and control over SSIIGP and delegates to participating institutions the responsibility for carrying out certain routine aspects of the program administration, such as receipt and processing of student applications, need analysis and payment to students. Each participating institution will determine the substantial financial need using the systems of need analysis (CSS) published by the College Scholarship Service, or the BEOG method, and the following standard: If the difference between the student's cost of education and his expected family contribution is at least \$90.00, the expected family contribution will be determined taking into consideration the following criteria:

a) For dependent students

The following factors are considered in determining the amount of income and net assets that should reasonably be made available by the student, the student's spouse, and the student's parents for meeting the student's cost of education.

- 1) Any serious family illness
- 2) The number of dependent children of the student's parents.
- 3) The number of such dependent children attending institutions of higher education.

b) For independent or self-supporting students

The following factors are considered in determining the amount of income and net assets that should reasonably be made available by the student and the student's spouse for meeting the student's cost of education:

- 1) Any serious illness in the student's family.
- 2) The number of dependent children of the student
- 3) The number of such dependent children attending institutions of higher education.

Each participating institution will send to the Council on Higher Education, not later than August 31 of each year, a list of eligible students organized in rank order from the highest to the lowest substantial financial need not covered by other economic aid programs. A separate order of priority will be established for continuing award and initial award.

The Council on Higher Education reserves the power to be the final judge as to the correctness of need analysis computations and the actual selection or disapproval of student grant recipients. This agency will re-evaluate annually all students recommended by the institutions to receive SSIGP grants, in advance of making awards, to assure that each such student fulfills all the eligibility criteria established in Section 192.6 of the SSIGP Regulations. This State Agency may also disapprove any award which has been recommended by any participating institution, if it considers that such student does not fulfill the SSIGP eligibility requirements.

The Council on Higher Education will use a separate list of candidates from each institution, array in rank order from the highest to the lowest substantial financial need not covered by other economic aid programs. There will be separate lists for continuing and initial awards. The federal funds allotted to the Commonwealth of Puerto Rico for continuing and initial awards each fiscal year will be distributed in accord with the rank order of the separate list established from the student with the highest to the student with the lowest substantial financial need not covered by other economic programs.

The Council on Higher Education will verify that every student will receive an equal amount of economic aid from the Commonwealth Government funds to match the federal aid under this program.

The Council on Higher Education will give assurance that the amount of funds expended by the Government of the Commonwealth of Puerto Rico for the non-federal portion of initial awards under this program will represent an additional expenditure above the total amount expended for all student grants, graduate and undergraduate, need based and non-need based, in the second fiscal year prior to the Commonwealth of Puerto Rico entry into SSIGP. This base year is fiscal year 1972.

Issued under the seal of the University of Puerto Rico, at Río Piedras, Puerto Rico, this twenty-second day of September nineteen hundred eighty.



Luis E. González Vales
Executive Secretary

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CONSEJO DE EDUCACION SUPERIOR

Apartado F, Estación Postal U.P.R., Río Piedras, Puerto Rico 00931
Tel. (809) 758-3350



1987-88
Certificación número 122

Yo, Ismael Ramírez Soto, Director Ejecutivo del Consejo de Educación Superior, CERTIFICO:-----

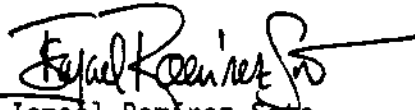
Que el Consejo de Educación Superior, en su reunión ordinaria del viernes 8 de abril de 1988, luego de obtener la aprobación del Departamento de Educación Federal, acordó:

1. Que las instituciones beneficiarias del programa "State Student Incentive Grant" (SSIG) tienen la responsabilidad de:
 - a. Asegurarse de que sus auditores externos incluyan este programa en la auditoría de fondos federales bajo la Circular A-110 "Single Audit Act".

Si alguna institución no viene obligada a cumplir con la Circular A-110, sus auditores externos evaluarán el programa para determinar que se está cumpliendo con el reglamento y directrices establecidas para el mismo.
 - b. Someter al Consejo de Educación Superior copia del informe que rindan sobre el particular los auditores externos.
2. Reservarse el derecho de evaluar dichos informes y hacer las auditorías que considere necesarias mediante contratación de auditores externos o por empleados de su Oficina de Auditores.

Esta certificación sustituye la Sección 13.8 de la Certificación número 61A, Serie 1975-76 "Regulation for the Administration of the State Student Grant Program" y el "Commonwealth Plan for Subpart 3 of Part A of Title IV of the Higher Education Act of 1965, as amended".

Y para que así conste, expido la presente certificación bajo el sello de la Universidad de Puerto Rico, en Río Piedras, Puerto Rico, hoy día doce de abril de mil novecientos ochenta y ocho.


Ismael Ramírez Soto
Director Ejecutivo