Date: November 1, 2021

To: Dr. Marcia Boyd, Director Partner Technical Assistance Group
          Leslie Acosta, Lead Management and Program Analyst

From: Adil Ahmed, Vice Chancellor of Finance

Re: US Department of Education Title IV

Peralta Community College District office and the four colleges appreciate your time and support. Per your request, a cross district team compiled the following:

I.   Organizational Chart of all personnel related to financial aid processes including roles and responsibilities.
II.   List of manual processes related to Title IV administration and the reason they are manual
III.   List of employees from each college and the district office to collaborate with the US Department of Education ongoing to assess administration of Title IV business practices including staffing, processes, and challenges as well as systemic technology needs.

I.   Organizational charts related to Title IV administration are attached separately per location. Peralta Community College District is in the process of finalizing a functional map for all operational areas. Attached is the current draft of the Financial Aid (Title IV) section delineating District and College functions.

        Job Titles and roles and responsibilities for each location are as follows:

Peralta Community College District Fiscal Services

Job Title	Role and Responsibility
Interim Executive Director of Fiscal Services	• Fiscal activity oversight for fiscal services, student financials and district financial aid
Systems Analyst-Student Financial Applications	• Financial Aid – Bank Mobile, Receivables- Student Services, COD, CCPG
Systems Analyst- Finance	• Financial Aid – Group Post/Refund/Bank Mobile, Student Financial Journals
District Financial Aid Director (Vacant)	• Serve as central support for campus Financial Aid Directors • Provide policy and regulatory analysis • Provide guidance on training and cross training • Oversee collaboration of Financial Aid System Analyst and IT PeopleSoft Programmers to ensure proper system integrity and integration • Develop policy and procedure manual giving guidance, roadmap for standardization and consistency across district • Respond to audit findings, file federal, state, and/or local reports in collaboration with campus FA Directors

	• Lead efforts to ensure data integrity in college data transmission for accuracy in reporting (COD, MIS, etc.) • Ensure the district maintains compliance with federal and state regulations and following consistent guidelines
FA Systems Tech Analyst	• Assists with all aspects of Financial Aid programming in PeopleSoft; configuration and maintenance of PeopleSoft Financial Aid Module

Peralta Community College District Information Technology

Job Title	Role and Responsibility
Chief Technology & Information System Officer	• Technology and Information System oversight
Senior Application Software Analyst	• Batch Financial Aid Year process setup and monitoring (checklist/student communications regarding their application status) • Design, installation, maintenance, documentation, and troubleshooting of Batch Financial Aid file upload processes (ISIR, COD file origination and response files, California Dreamer/CALISIR Files processing, BOGG/CCPG process, Campus Logic file) • Servicing backend data update requests (via SQL) submitted by Financial Aid Analysts both on Campus and District (e.g., mass update of student disbursement status, checklist codes.) • Maintenance of the scheduled Financial Aid batch process/jobs • Maintaining open communication with Financial Aid Analysts for any technical needs (ISIR loads by campuses, COD Response files upload status)

College of Alameda

Job Title	Role and Responsibility
Director of Financial Aid	• Performs professional supervisory work involved in strategic planning, implementation, supervision and evaluation of financial aid and related programs, services and staffing for a community college. • Prepares applications and/or proposals for federal, state, and local funds; develops, directs and implements budgetary controls for funds; and prepares department budget proposals. • Serves on College leadership team and leads the College's compliance with Title IV regulations. • Strategizes and implements a college plan to increase financial aid recipients.

Financial Aid Officer	• Assist with the daily operation of the college's financial aid program in compliance with federal, state and applicable laws, policies and regulations • Completes R2T4 • Identifies financial aid systems problems and provides input for the financial aid data on-line operations system to the districts' data center • Reconciles SEOG
Financial Aid Specialist (3)	• Transmission and Loading of ISIRS/CAL-ISIRS • Pell Reconciliation • Review appeal requests/verifications/general file processing • Cal Grant Management • Pell Reconciliation • CHAFEE • Scholarships • Review appeal requests/verifications/general file processing • Loan Management • Loan Reconciliation • Outreach • Review appeal requests/verifications/general file processing
Financial Aid and Placement Assistant	• Work-study Management • Outreach • General Clerk duties and Intake and scanned Documents

Berkeley City College

Job Title	Role and Responsibility
Director of Financial Aid	• Performs professional supervisory work involved in strategic planning, implementation, supervision and evaluation of financial aid and related programs, services and staffing for a community college. • Prepares applications and/or proposals for federal, state, and local funds; develops, directs and implements budgetary controls for funds; and prepares department budget proposals. • Serves on College leadership team and leads the College's compliance with Title IV regulations. • Strategizes and implements a college plan to increase financial aid recipients.
Financial Aid Officer	• Assist with the daily operation of the college's financial aid program in compliance with federal, state and applicable laws, policies and regulations • Completes R2T4 • Identifies financial aid systems problems and provides input for the financial aid data on-line operations system to the districts' data center • Reconciles SEOG and Pell

Financial Aid Specialist (3)	• Transmission and Loading of ISIRS/CAL-ISIRS • Pell Reconciliation • Review appeal requests/verifications/general file processing • Cal Grant Management • Pell Reconciliation • CHAFEE • Scholarships • Review appeal requests/verifications/general file processing • Loan Management • Loan Reconciliation • Outreach • Review appeal requests/verifications/general file processing
General Clerk (2)	• General Clerk duties and process CCPG (intake and scan documents). • Facilitate FAFSA workshops.

Laney College

Job Title	Role and Responsibility
Director of Financial Aid	• Performs professional supervisory work involved in strategic planning, implementation, supervision and evaluation of financial aid and related programs, services and staffing for a community college. • Prepares applications and/or proposals for federal, state, and local funds; develops, directs and implements budgetary controls for funds; and prepares department budget proposals. • Serves on College leadership team and leads the College's compliance with Title IV regulations. • Strategizes and implements a college plan to increase financial aid recipients.
Financial Aid Officer	• Assist with supervising the daily operation of the financial aid programs in compliance with federal, state and applicable laws, policies and regulations • Compiles required information for various federal and state reports (e.g. FISAP, BFAP).
Financial Aid Specialist (6)	• Load Fed/CAL-ISIRS • Data Transmission (PS-EdConnect-SAIG) • Cal Grant Roster • File Review • Pell/Loan Reconciliation • R2T4 • Scholarships • Appeal Committee
Financial Aid Placement Assistant (2)	• AmeriCorps • Document Intake

	• Student Workshops • SARS
Student Employment Specialist	• FWS/Student Placement • Student Workshops • Live Chat

Merritt College

Job Title	Role and Responsibility
Director of Financial Aid (Vacant)	• Performs professional supervisory work involved in strategic planning, implementation, supervision and evaluation of financial aid and related programs, services and staffing for a community college. • Strategizes and implements a college plan to increase financial aid recipients. • Prepares applications and/or proposals for federal, state, and local funds; develops, directs and implements budgetary controls for funds; and prepares department budget proposals. • Serves on College leadership team and leads the College's compliance with Title IV regulations.
Financial Aid Officer	• Coordinates and assists with supervision for the operations of the financial aid programs. • Ensures that the college implements all federal and state programs in accordance with the policy and procedural guidelines. • Assists with federal and state financial aid, i.e., BFAP, FISAP, FTSSG, SSCG, and student enrollment reports.
Financial Aid Specialist (4)	• Process student financial aid applications that include the Fee Waiver, Federal Student Aid Application • (FAFSA), Cal Grants, and federal student loan applications. • Analyzes and evaluates the financial needs of students using federal and state guidelines for Federal College Work Study, Federal Supplemental Education Opportunity Grant, Pell Grant, Cal Grant, and other financial aid programs. • Reviews and evaluates required documentation and packages awards in accordance with established guidelines.

Peralta Community College District and College Staffing Needs

- College System Analyst (4)
- District Financial aid Director
- District Financial Aid Analysts
- District Financial Aid Technical Analyst (1)

- District Student Financials Staff Assistant
- College Financial Aid Outreach Specialists
- Financial Aid Placement Specialist (Merritt College)
- Financial Aid Employment Specialist (Merritt College)

II.   Financial Aid and Title IV administration manual processes and related reason

Title IV Administration

Federal Work Study– Process is manual. The colleges elected to follow a manual process to follow current workflow. The colleges are open to automating process and creating a new workflow. Packaging parameters can be set up in PeopleSoft for auto packaging.

Federal Loans- Process is manual. The colleges elected to follow a manual process due to previous rising CDR data. Packaging parameters can be set up in PeopleSoft for auto packaging.

Pell Grants- Process is partially manual. The colleges manually verify and correct awards for students enrolled in >6 units. There are system issues with auto packaging fulltime versus half time students. PeopleSoft issues can be addresses as a priority.

Federal ISIRS- Process is manual. The colleges download ISIRS via EdConnect and upload to PeopleSoft and CampusLogic. This can be integrated into PeopleSoft as a priority.

State Aid Administration

Cal Grants- Process is manual. It is not yet set up in the PeopleSoft system. The District Financial Aid consultants along with IT are working on a system to automate the process.

Chafee- Process is manual. The volume for this award is low and there is no current need to automate. This process can be automated at some point.

SSCG- Process is manual. Automating is not a priority however it can be automated in the future.

CCPG (paper and online application)- Process is manual. This has been a manual process historically with a paper application as the only option. There is now an online application. Staff manually run a query and verify students for eligibility prior to processing manually awards.

PCCD is in the process of implementing software to automate CCPG. Completion and implementation are expected for the new aid year for 2022-2023.

Cal ISIRS- Process is manual. All Cal ISIRS are downloaded via webgrants and uploaded to PeopleSoft and CampusLogic. This PeopleSoft integration can be automated.

CCCCO Categorical Program Awards- Process is manual. Categorical Programs include: CAFYES/NextUp, EOPS, CARE Grants, AB19, CalWorks, and SEA Grants. Manual awarding is due to current lack of student data in PeopleSoft. The Financial Aid office does not verify eligibility for categorical programs however awards are posted manually. This can be integrated into PeopleSoft.

III. PCCD and College employees assigned to collaborate with the US DOE team to analyze and streamline Title IV business practices.

Location/Department	Team Member	Team Member
PCCD Information Technology	Roderick Fajarda	Chiran Cadusumalli
PCCD Finance	Adil Ahmed	Tami Taylor
PCCD Financial Aid	Richard Davis	Marla Williams-Powell
PCCD Student Financials	Joyce Brown-Willis	Vu Nguyen
College of Alameda	Angie Harris	Jackie Vo
Berkeley City College	Patricia Mendoza	Loan Nguyen
Laney College	Jennifer Ma	Joseph Koroma
Merritt College	Ree'shemah Thornton	Phasasha Pharr

Identified PCCD Challenges for DOE advice and support:

Cash Management- Recommendation for streamlining cash management between district student financials and college financial aid offices.

Reconciliation- Recommendation regarding District versus College responsibilities and streamlining workflow for reconciliation. Focused areas: Monthly reconciliation of all Title IV and State programs via COD reports, Webgrant reports, and PS queries. Monitor G5 drawdowns, CSAC payment activity and communicate YTD expenditures and fund balance to colleges.

Fraudulent students- Clear guidance regarding managing fraudulent students from OIG.

System configuration for annual award years- Staffing recommendations. Information Technology recommendations.

cc.: Chancellor Jannett Jackson
Royl Roberts
Rudy Besikof
Angelica Garcia
David Johnson
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Antoine Mehouelley