

GAP TUITION
ASSISTANCE PROGRAM
FISCAL YEAR 2015 REPORT



COMMUNITY COLLEGES

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About the Report

The Department of Education, Division of Community Colleges, prepared this report per the requirements in Iowa Code, Section 260I, for the statewide GAP Tuition Assistance program. This report was coordinated by the department with the assistance of Iowa's 15 community colleges.

Acknowledgements

The staff and administration of the Division of Community Colleges wish to acknowledge and thank the 15 community college presidents and their staff for their assistance in developing this report. The figures noted in this report were obtained from each of Iowa's 15 community colleges.

Table of Contents

Introduction	Pg. 4
Analysis	Pg. 5
Table 1. Gap Program Summary, All Colleges	Pg. 6
Table 2. Gap Program Summary by College	Pg. 7
Table 3. Gap Program Expenditures by College	Pg. 8
Table 4. Gap Program Completer Summary by College	Pg. 9
Table 5. Number of Completers by Certificate Program	Pg. 10
Table 6. Gap Participant Employment Summary by College	Pg. 12

Introduction

The Gap Tuition Assistance program was established to provide funding to community colleges for need-based tuition assistance to applicants for completion of continuing education certificate training programs for in-demand occupations.

One aspect of eligibility for tuition assistance under this program shall be based on financial need. Criteria to be assessed in determining financial need shall include, but is not limited to, the following:

- applicant's family income for the 12 months prior to the date of application;
- applicant's family size; and
- applicant's county of residence.

An applicant must also have a demonstrated capacity to achieve the following outcomes in order to be eligible for tuition assistance:

- ability to complete an eligible certificate program;
- ability to enter a postsecondary certificate, diploma, or degree program for credit;
- ability to gain full-time employment; and
- ability to maintain full-time employment over time.

Applicants for the program can be found eligible for partial or total tuition assistance. Only an applicant eligible to work in the United States shall be approved for tuition assistance under this program. A person will not be approved for tuition assistance under this program for more than one eligible certificate program. Individuals earning incomes at or below 250% of the federal poverty level as defined by the most recently revised poverty income guidelines published by the United States Department of Health and Human Services shall be eligible to receive assistance under the Gap Tuition Assistance program (Note: poverty level benchmark increased from 200 percent to 250 percent in fiscal year 2014).

Eligible Costs

Costs eligible for coverage under the Gap Tuition Assistance program shall include, but are not limited to, the following:

- tuition;
- direct training costs;
- required books and equipment;
- fees including, but not limited to, industry testing services and background check testing services; and
- program staffing (allowable expense as of fiscal year 2014).

Staffing and support costs are capped at 20 percent of allocated funds for the two smallest community colleges, 10 percent for the two largest community colleges, and 15 percent for the remaining community colleges.

Eligible Programs

Assistance can be provided to persons in eligible programs that meet the following criteria:

1. The program is not offered for credit, but is aligned with a certificate, diploma, or degree for credit, and does any of the following:
 - offers a state, national, or locally recognized certificate;
 - offers preparation for a professional examination or licensure;
 - provides endorsement for an existing credential or license;
 - represents recognized skill standards defined by an industrial sector; and
 - offers a similar credential or training.
2. The program offers training or a credential in an in-demand occupation. In-demand occupations includes the following industries:
 - Information Technology
 - Healthcare
 - Advanced Manufacturing
 - Transportation and Logistics
3. The program may offer training in any other industry designated as in-demand by a regional advisory board. A complete list of approved programs can be found on the Iowa Department of Education [website](http://www.educateiowa.gov/community-colleges) (www.educateiowa.gov/community-colleges).

Process

An applicant for tuition assistance under the Gap Tuition Assistance program is required to complete an initial assessment administered by the community college receiving the application to determine the applicant's readiness to complete an eligible certificate program. As part of this process, all applicants are required to complete a National Career Readiness Certificate (NCRC). An applicant is then required to meet with a member of the staff from the eligible certificate program offered by the community college. The staff member will discuss the relevant industry, any applicable occupational research, and any applicable training related to the eligible certificate program with the applicant. The discussion includes an evaluation of the applicant's capabilities, needs, family situation, work history, educational background, attitude and

motivation, employment skills, vocational potential, and employment barriers. The discussion will also include potential start dates, support needs, and other requirements for an eligible certificate program.

A participant in an eligible certificate program who receives tuition assistance will be required to do all of the following:

- maintain regular contact with staff members from the certificate program to document the applicant's progress in the program;
- sign a release form to provide relevant information to community college faculty or case managers;
- discuss with staff members from the certificate program any issues that may impact the participant's ability to complete the certificate program, obtain employment, and maintain employment over time;
- attend all required courses regularly; and
- meet with staff members from the certificate program to develop a job search plan.

Reallocation of Funds

Please note that midway through the FY15 reporting year, the decision was made to reallocate a portion of funds from colleges with a substantial surplus to those who indicated the need for additional funding. This reallocation was approved by the Iowa Association of Community College Presidents. Ultimately, Northeast Iowa Community College, North Iowa Area Community College, and Southwestern Iowa Community College returned a total of \$130,000, which was allocated to Hawkeye Community College, Des Moines Area Community College, and Western Iowa Tech Community College (\$50,700, \$67,600, and \$11,700, respectively). See page 7 for additional detail.

Analysis

Colleges continued to make significant progress in the implementation of their Gap Tuition Assistance programs in FY15. In FY15, the community colleges received a state appropriation of \$2,000,000 to implement the Gap Tuition Assistance program.

Accounting for the \$861,426 of funding appropriated in FY14 carried forward into FY15, colleges had a total of \$2,861,426 to spend over the past year. Of the \$2.8 million in total available funds, colleges spent a total of \$2,415,015 on tuition and books, equipment, fees and testing, and program staff. Accordingly, colleges will carryforward into FY16 a total of \$446,411 in funds, a significantly smaller carryforward total than was noted last year. It should be noted that a portion of the funds

carried forward into FY16 may already be apportioned to active students who are currently participating in or waiting to participate in an approved training program.

Breaking down the expenditures from FY15, \$2,037,748 was spent on tuition and required books for approved participants, \$38,886 was spent on equipment, and \$145,917 was spent on fees, assessments and testing. In addition, \$192,464 was spent on staff support and services.

In FY15, 3,272 individuals completed an application to be considered for tuition assistance under the Gap Assistance Tuition program. Of these applicants, 1,348 were approved and accepted into a program. At the time of reporting, 1,049 individuals had completed the training program in which they enrolled; 180 had failed to complete their training. The remaining individuals were either actively participating or waiting to participate in the Gap Tuition Assistance program. The statewide completion rate for FY15 was 85.4 percent.

Colleges are required to collect rudimentary employment statistics on program completers. In FY15, 594 individuals found new employment after completing their training; 153 individuals retained employment. Thirty-one (31) individuals continued onto further full-time education upon completion of their training program. At the time of reporting, 98 completers were looking for employment. The overall employment rate among completers in FY15 was 88.4 percent. In addition, 70.3 percent of completers reported gaining new employment upon completion of their training program.

There are currently 286 approved certificate programs eligible for student enrollment. Certified Nursing Assistant (CNA) programs were the most utilized with 300 participants. Commercial drivers license (CDL)/Transportation were the next most utilized with 243 participants, and welding was third most with 132 participants.

Table 1. Gap Program Summary for All Community Colleges, FY15

<i>Fiscal Year Budget</i>					
Carry Forward from Prior FY	\$861,426				
Current Year Allocation	\$2,000,000				
Total Available for this FY	\$2,861,426				
Line Item	Expenses per Quarter				YTD Expend.
<i>Direct Costs:</i>	<i>Q1</i>	<i>Q2</i>	<i>Q3</i>	<i>Q4</i>	
Tuition & Books	\$693,436	\$426,267	\$483,243	\$434,802	\$2,037,748
Equipment	\$6,696	\$9,918	\$6,981	\$15,290	\$38,886
Fees/Assessment/Testing	\$33,926	\$85,666	\$6,939	\$19,385	\$145,917
Subtotal	\$734,058	\$521,852	\$497,163	\$469,478	\$2,222,551
<i>Other Costs:</i>					
Staff Support/Services	\$28,541	\$61,421	\$41,387	\$61,115	\$192,464
Total:	\$762,599	\$583,273	\$538,550	\$530,593	\$2,415,015
				Carry Forward to Next FY:	\$446,411
<i>Training Status:</i>	<i>Q1</i>	<i>Q2</i>	<i>Q3</i>	<i>Q4</i>	<i>YTD Total</i>
Number of Completed Applications	924	813	811	724	3,272
Number of Approved Participants	512	270	302	264	1,348
Status of Approved Participants					
Participating of Waiting to Participate*	361	336	283	254	1,234
Completed Training*	270	364	157	264	1,049
Did Not Complete Training*	44	55	36	45	180
Completion Rate	85.9%	86.9%	80.8%	85.4%	85.4%
Number of Third Party Credentials Received	184	177	138	161	660
<i>Employment Status:</i>					<i>YTD Total</i>
New Employment					594
Retained Employment					153
Deceased					0
Continue Further Full-Time Education					65
Looking for Work/Unemployed					98
No Response/Unable to Contact					137
Overall Employment Rate of Respondents**					88.4%
Overall New Employment Rate of Respondents**					70.3%

* Not all individuals were approved for participation in the current fiscal year. Individuals who were accepted into or active in the Gap Tuition Assistance program from the previous fiscal year may be carried forward into current fiscal year totals.

** Employment rate based on program completers who responded to survey attempts. Actual employment rates may be higher or lower than indicated in the table. (See [page 12](#) for employment rate formula).

Table 2a. Gap Program Summary by College, FY15

College	Fiscal Year Allocation	Available Funds*	Total Expenditures	Completed Applications	Approved Participants
Northeast Iowa	\$99,199	\$79,199	\$74,907	82	50
North Iowa Area	\$101,094	\$139,230	\$71,859	74	47
Iowa Lakes	\$93,501	\$259,024	\$219,368	74	72
Northwest Iowa	\$45,968	\$89,584	\$70,000	14	14
Iowa Central	\$112,396	\$165,572	\$122,489	130	111
Iowa Valley	\$89,554	\$139,620	\$107,438	131	93
Hawkeye	\$135,747	\$257,533	\$252,261	300	134
Eastern Iowa	\$171,542	\$191,291	\$182,900	380	191
Kirkwood	\$311,907	\$353,520	\$275,753	239	149
Des Moines Area	\$329,538	\$406,232	\$406,332	1,300	175
Western Iowa Tech	\$111,489	\$123,596	\$121,929	56	44
Iowa Western	\$119,269	\$175,572	\$167,568	131	95
Southwestern	\$46,842	\$79,278	\$39,182	150	37
Indian Hills	\$146,981	\$315,111	\$231,217	169	100
Southeastern	\$84,973	\$87,064	\$71,813	42	36
Total	\$2,000,000	\$2,861,426	\$2,415,015	3,272	1,348

Table 2b. Gap Program Summary by College, Historic Totals

College	Fiscal Year Allocation	Available Funds	Total Expenditures	Completed Applications	Approved Participants
FY 2014	\$2,000,000	\$3,021,255	\$2,159,830	3,279	1,631
FY 2013**	\$2,000,000	\$2,000,000	\$978,744	-	898

*Table 2c. Reallocation of Gap Tuition Assistance Funds

College	FY15 Allocation	FY15 Available Funds	Amount Sent Back	Amount Received	Revised Available Funds
Northeast	\$99,199	\$99,199	\$20,000		\$79,199
North Iowa Area	\$101,094	\$209,230	\$70,000		\$139,230
Hawkeye	\$135,747	\$206,833		\$50,700	\$257,533
Des Moines Area	\$329,538	\$338,632		\$67,600	\$406,232
Western Iowa Tech	\$111,489	\$111,896		\$11,700	\$123,596
Southwestern	\$46,842	\$119,278	\$40,000		\$79,278
Total	-	-	\$130,000	\$130,000	-

** Some fiscal information was revised by the college and may be different from FY13 Gap Tuition Assistance program report.

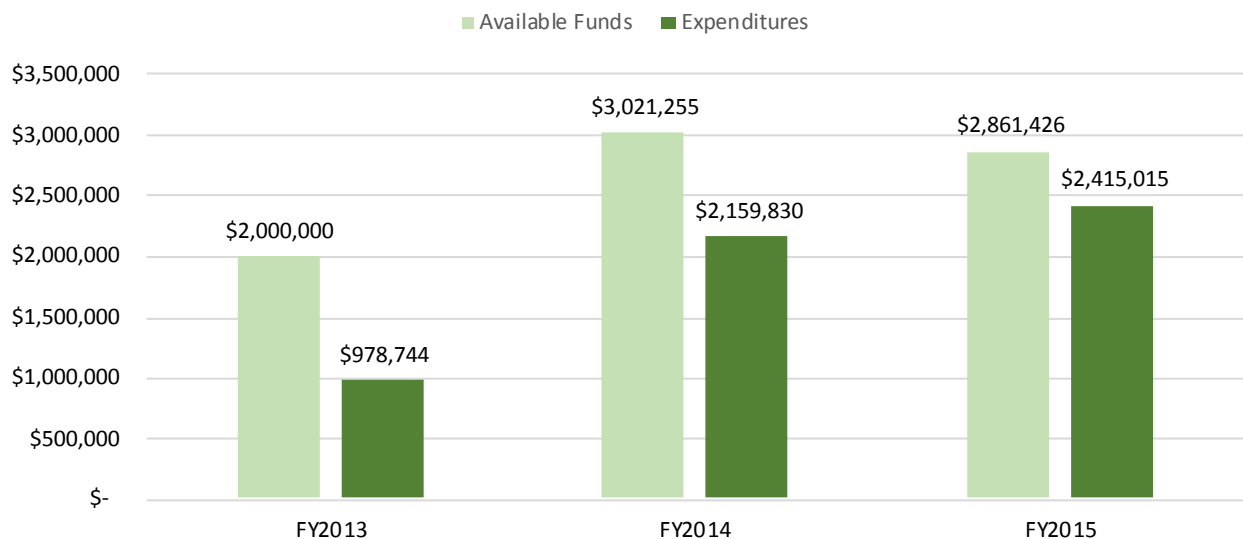
Table 3a. Gap Program Expenditures by College, FY15

College	Tuition & Books	Equipment	Fees, Assessment, & Testing	Staff Support/ Services	Total Expenditures
Northeast Iowa	\$74,907	\$0	\$0	\$0	\$74,907
North Iowa Area	\$56,060	\$0	\$652	\$15,147	\$71,859
Iowa Lakes	\$190,755	\$0	\$0	\$28,613	\$219,368
Northwest Iowa	\$50,089	\$7,205	\$3,512	\$9,194	\$70,000
Iowa Central	\$111,811	\$5,244	\$5,435	\$0	\$122,489
Iowa Valley	\$91,877	\$2,004	\$0	\$13,557	\$107,438
Hawkeye	\$238,346	\$4,497	\$9,418	\$0	\$252,261
Eastern Iowa	\$138,743	\$6,634	\$5,120	\$32,402	\$182,900
Kirkwood	\$224,298	\$9,723	\$10,458	\$31,274	\$275,753
Des Moines Area	\$391,688	\$0	\$14,644	\$0	\$406,332
Western Iowa Tech	\$116,776	\$756	\$4,397	\$0	\$121,929
Iowa Western	\$139,370	\$151	\$5,367	\$22,680	\$167,568
Southwestern	\$31,510	\$1,394	\$562	\$5,715	\$39,182
Indian Hills	\$114,955	\$1,278	\$86,352	\$28,632	\$231,217
Southeastern	\$66,564	\$0	\$0	\$5,249	\$71,813
Total	\$2,037,748	\$38,886	\$145,917	\$192,464	\$2,415,015

Table 3b. Gap Program Expenditures by College, Historic Totals*

College	Tuition & Books	Equipment	Fees, Assessment, & Testing	Staff Support/ Services	Total Expenditures
FY 2014	\$1,890,833	\$35,075	\$73,856	\$160,065	\$2,159,830
FY 2013	\$930,813	\$18,450	\$29,480	—	\$978,744

Available Funds and Expenditures, FY13 through FY 15



* Some fiscal information was revised by the college and may be different from FY13 Gap tuition report.

Table 4a. Gap Program Completer Summary by College, FY15

College	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
Northeast Iowa	36	4	90.0%	29
North Iowa Area	28	1	96.8%	27
Iowa Lakes	57	12	82.6%	57
Northwest Iowa	11	2	84.6%	3
Iowa Central	143	22	86.7%	0
Iowa Valley	80	9	89.9%	57
Hawkeye	96	14	87.3%	88
Eastern Iowa	124	22	84.9%	48
Kirkwood	150	32	82.4%	126
Des Moines Area	117	17	87.3%	51
Western Iowa Tech	36	4	90.0%	36
Iowa Western	68	18	79.1%	38
Southwestern	27	8	77.1%	24
Indian Hills	50	12	80.6%	47
Southeastern	27	3	90.0%	27
Total	1,050	180	85.4%	658

Table 4b. Gap Program Completer Summary by College, FY13

College	Completed Training	Did Not Complete	Completion Rate	Third Party Credentials
FY 2014	998	167	85.7%	500
FY 2013	411	76	84.4%	—

Expenditure Breakdown, FY 2015

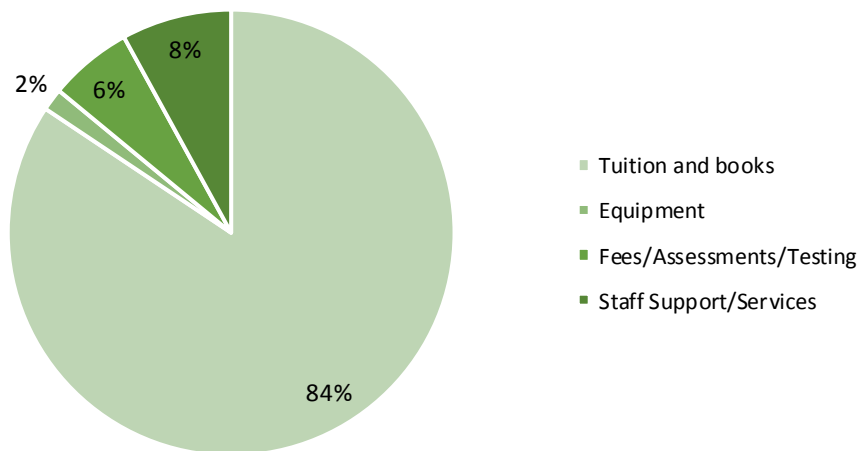


Table 5. Completer Program Enrollment

Certificate Program	NICC	NIACC	ILCC	NCC	ICCC	IVCCD	HCC	EICC
Activity Coordinator								
Business Admin. Support*			4					
Building Maintenance								
Business Computing*				1	5			
CDL/Transportation	7	13	12		12	7	48	12
Certified Nursing Aide	2	3	27		15	34		65
CNC	9						23	3
Computer Systems*								
Construction	1			7				
Culinary								
Electrical								
EMT/Paramedic			3			7		4
Industrial Maintenance					62		13	
Logistics/Supply Chain								4
Manufacturing	6							4
Medical*			6	1				5
Pharmacy Tech						13		5
Phlebotomy						19		11
Private Pilot								
Production Maintenance								1
Welding*	11	11	5	2	49		12	10
<i>Total</i>	<i>36</i>	<i>27</i>	<i>57</i>	<i>11</i>	<i>143</i>	<i>80</i>	<i>96</i>	<i>124</i>

* Multiple certificate categories included in total.

Cont'd – Table 5. Completer Program Enrollment

Certificate Program	KCC	DMACC	WITCC	IWCC	SWCC	IHCC	SCC	Total
Activity Coordinator						2		2
Business Admin. Support*	14	10		7			4	39
Building Maintenance		17						17
Business Computing*	7			1				14
CDL/Transportation	35	17	31	3	11	20	15	243
Certified Nursing Aide	49	33	5	30	15	22		300
CNC	1	1						37
Computer Systems*				7				7
Construction								8
Culinary	2							2
Electrical	1							1
EMT/Paramedic					6	1		21
Industrial Maintenance		5					1	81
Logistics/Supply Chain		5						9
Manufacturing				1				11
Medical*		16		14				42
Pharmacy Tech				2				20
Phlebotomy	14	2		2		1	6	55
Private Pilot						4		4
Production Maintenance	10						1	12
Welding*	16	11		1	4			132
<i>Total</i>	<i>149</i>	<i>117</i>	<i>36</i>	<i>68</i>	<i>36</i>	<i>50</i>	<i>27</i>	<i>1057</i>

* Multiple certificate categories included in total

Table 6. Gap Participant Employment Summary by College, FY15

	New Employment	Retained Employment	Deceased	Continue Education	Unemployed/ Looking	Unable to Contact	Overall Employment % *	New Employment % *
Northeast	15	11	0	4	4	2	86.7	50.0
North Iowa Area	8	7	0	1	5	6	75.0	40.0
Iowa Lakes	36	16	0	5	0	0	100.0	69.2
Northwest	1	2	0	4	1	3	75.0	25.0
Iowa Central	98	10	0	3	10	22	91.5	83.0
Iowa Valley	48	13	0	7	7	5	89.7	70.6
Hawkeye	53	10	0	4	5	24	92.7	78.0
Eastern Iowa	66	34	0	3	16	5	86.2	56.9
Kirkwood	101	15	0	8	20	6	85.3	74.3
Des Moines Area	58	19	0	7	4	29	95.0	71.6
Western Iowa Tech	29	0	0	1	3	3	90.6	90.6
Iowa Western	17	9	0	10	7	25	78.8	51.5
Southwestern	16	5	0	0	6	0	77.8	59.3
Indian Hills	30	2	0	7	9	2	78.0	73.2
Southeastern	18	0	0	1	1	5	94.7	94.7
Total	594	153	0	65	98	137	88.9	70.3
FY 2014	467	139	1	31	291	69	67.6	52.0

* Employment rate based on program completers who responded to survey attempts. Actual employment rates may be higher or lower than indicated in the table.

$$\text{Overall Employment Rate} = \frac{\text{New Employment} + \text{Retained Employment}}{(\text{Total Employment} - \text{Deceased} - \text{Continue Education} - \text{Unable to Contact})}$$

$$\text{New Employment Rate} = \frac{\text{New Employment}}{(\text{Total Employment} - \text{Deceased} - \text{Continue Education} - \text{Unable to Contact})}$$

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