



U.S. House of Representatives COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Kaitlyn Montan
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): N/A
3. a. Dates: Departure: May 29, 2019 Return: May 30, 2019
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, D.C. Destination: Stevensville, MD Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: Postsecondary National Policy Institute
6. Describe Meetings and Events Attended: Attended a seminar on federal student aid. See agenda for additional information.
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Grantmaking or Non-Grantmaking Sponsor Forms*;
 - c. page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. **Signify statement is true by checking the box:**
 b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2019 JUN 10 PM 4:30
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge

Signature of Traveler: Date: 6/10/19

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Joaquin Castro Date: 6/10/19

Signature of Supervising Member:



U.S. House of Representatives

COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form



This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5.

You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

1. Sponsor(s) who paid for the trip: Postsecondary National Policy Institute (PNPI)

2. Travel Destination(s): Stevensville, MD

3. Date of Departure: May 29, 2019 Date of Return: May 30, 2019

4. Name(s) of Traveler(s): See attached participant list

Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$55.73	\$118	\$98	\$ 56.16 (room rental and AV)
Accompanying Family Member	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box:

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Date: 6/3/19

Name: MaryEllen McGuire Title: President

Organization: Postsecondary National Policy Institute (PNPI)



Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone: 202-407-3172 Email: mcguire@pnpi.org

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Kaitlyn Montan
2. Sponsor(s) who will be paying for the trip: Postsecondary National Policy Institute (PNPI)
3. Travel Destination(s): Stevensville, MD
4. a. Date of Departure: May 29, 2019 Date of Return: May 30, 2019
 b. Will you be extending the trip at your personal expense? Yes No
 If yes, list dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? Yes No **If yes:**
 (1) Name of Accompanying Family Member: _____
 (2) Relationship to Traveler: Spouse Child Other (specify): _____
 (3) Accompanying Family Member is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No
 b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:

7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**

As Legislative Assistant for Congressman Castro I handle education, labor, and immigration. This boot camp will give me a better understanding of educational issues, especially student aid.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? Yes No
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member *Jonathan Castro* Date 4/26/19



U.S. House of Representatives

COMMITTEE ON ETHICS

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: Postsecondary National Policy Institute (PNPI)

2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box:

3. **Check only one.** I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: OR
 - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
 If "c" is checked, list the names of the additional sponsors: The Bill and Melinda Gates Foundation, The Lumina Foundation, and The Kresge Foundation

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): See attached.

5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No

6. Date of Departure: May 29, 2019 Date of Return: May 30, 2019

7. a. City of departure: Washington, DC
 b. Destination(s): Stevensville, MD
 c. City of return: Washington, DC

8. **Check only one.** I represent that:
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: OR
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**
 - a. I checked 8(a) or (b) above:
 - b. I checked 8(c) above but am not offering any lodging:
 - c. I checked 8(c) above and am offering lodging and meals for one night: OR
 - d. I checked 8(c) above and am offering lodging and meals for two nights: If you checked this box, explain why the second night of lodging is warranted: _____



U.S. House of Representatives COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:*
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:* OR
 - b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education:
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
- See attached.
-
-

13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
 - b. Class of travel: Coach Business First Charter Other (specify: _____)
 - c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
N/A
-

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:*

15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: OR
 - b. The trip involves events that are arranged specifically *with regard* to congressional participation:
If "b" is checked:
 - 1) Detail the cost *per day* of meals (approximate cost may be provided): We estimate \$54 on the first day and \$40 on the second day.
 - 2) Provide the reason for selecting the location of the event or trip: Kent Manor Inn is located approximately 60 miles east of D.C. providing convenient access for congressional staff and speakers.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Kent Manor Inn City: Stevensville, MD Cost Per Night: \$118
Reason(s) for Selecting: The facility provides both meeting space and overnight lodging on-site.
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:*



U.S. House of Representatives

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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$77.17 (roundtrip)	\$118	\$94
For each Accompanying Family Member	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$81.83	Room space and AV costs
For each Accompanying Family Member	N/A	N/A

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.


19. Check only one:

a. I certify that I am an officer of the organization listed below: OR

b. *Not Applicable*. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 4/11/19

Name: MaryEllen McGuire

Title: President

Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone: 202-407-3172

Email: mcguire@pnpi.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392



U.S. House of Representatives

COMMITTEE ON ETHICS

Grantmaking Trip Sponsor Form

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. I certify that (name of your organization): Lumina Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service. Yes No

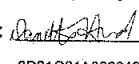
2. Name of Primary Trip Sponsor: _____
Postsecondary National Policy Institute (PNPI)

3. I certify that my organization (check and complete a or b):
a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR
b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor.

4. Check only one:
a. My organization does not employ or retain a registered federal lobbyist or foreign agent OR
b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.

5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 3/28/2019 | 2:06 PM EDT
Name: Danette Howard Title: Chief Strategy Officer

Organization: Lumina Foundation

Address: 30 S. Meridian St. Suites 700-800 Indianapolis, IN 46206-1806

Telephone: 800-834-5456 Email: dhoward@luminafoundation.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392



U.S. House of Representatives

COMMITTEE ON ETHICS

Grantmaking Trip Sponsor Form

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. I certify that (name of your organization): The Kresge Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service. Yes No

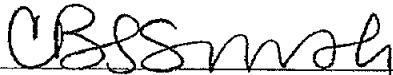
2. Name of Primary Trip Sponsor: Postsecondary National Policy Institute (PNPI)

3. I certify that my organization (check and complete a or b):
a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR
b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor.

4. Check only one:
a. My organization does not employ or retain a registered federal lobbyist or foreign agent OR
b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.

5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 3/25/19

Name: Caroline Altman Smith Title: Deputy Director

Organization: The Kresge Foundation

Address: 3215 W. Big Beaver Rd., Troy, MI 48084

Telephone: 248-502-0534 Email: cbasmith@kresge.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392



U.S. House of Representatives

COMMITTEE ON ETHICS

Grantmaking Trip Sponsor Form

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. I certify that (name of your organization): Bill & Melinda Gates Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service. Yes No

2. Name of Primary Trip Sponsor: Postsecondary National Policy Institute (PNPI)

3. I certify that my organization (check and complete a or b):

a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR

b. Has had a direct role in the organizing, planning, or conducting of a trip to

Destination: _____ on Date: _____

that is being organized or arranged by the above-named Primary Trip Sponsor.

4. Check only one:

a. My organization does not employ or retain a registered federal lobbyist or foreign agent OR

b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.

5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 3/22/19

Name: Patrick Murray Title: Senior Program Officer

Organization: Bill & Melinda Gates Foundation

Address: 500 N Fifth Ave, Seattle, WA 98109

Telephone: (206) 709-3100 Email: patrick.murray@gatesfoundation.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Doneso
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

May 23, 2019

Ms. Kaitlyn Montan
Office of the Honorable Joaquin Castro
2241 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Montan:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Stevensville, Maryland, scheduled for May 29 to 30, 2019, sponsored by the Postsecondary National Policy Institute, with financial support from the Bill & Melinda Gates Foundation, the Lumina Foundation, and The Kresge Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:kej

**ATTACHMENT:
House Private Sponsor Travel Certification Form**

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

Bridget Handy
Legislative Assistant
Representative Foxx

Ariel Jona
Staff Assistant
Representative Scott

Noelle Verhelst
Legislative Assistant
Representative Smucker

Nabeel Alam
Legislative Aide
Representative Susie Lee

Mark Rusthoven
Legislative Assistant
Representative Banks

Cristofer Horta
Legislative Assistant
Representative Shalala

Elle Ciapciak
Legislative Assistant
Representative Meuser

Katilyn Monhan
Legislative Assistant
Representative Castro

All staff were invited due to their employment with the House Committee on Education and Labor or with a Member who sits on the Committee.

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

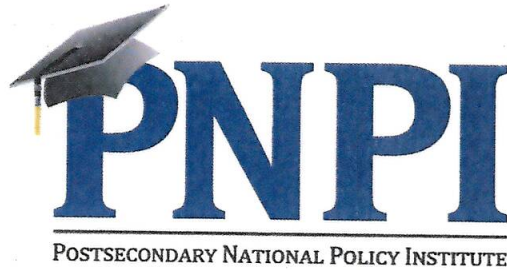
This seminar is designed to introduce staff to and extend staff knowledge of how federal student aid programs work, whom they serve, and the impact they have on access and completion. The seminar will also deepen participants' understanding of student loan borrowing patterns, student loan debt, the federal student aid repayment programs, and student loan servicing.

Lumina Foundation is interested in increasing postsecondary education attainment, including through the support of activities that ensure students, policymakers and other stakeholders deepen their understanding of the opportunities and barriers presented by federal student aid programs.

The Bill & Melinda Gates Foundation is interested in expanding opportunities for all students to be able to complete a high-quality, affordable postsecondary education that leads to a sustaining career. Toward that end, it is important to help policymakers better understand federal student aid programs and the roles of the Free Application for Federal Student Aid (FAFSA), student loan servicing, and repayment programs.

The Kresge Foundation is committed to increasing opportunities for low-income and students of color to enter and succeed in undergraduate education. The Foundation supports a range of efforts designed to help students and families understand the type of federal aid that is available to them, including receiving assistance filling out the FAFSA. A more nuanced understanding of the complexities that families face when navigating the FAFSA and the student loan system will hopefully lead to simplifying the FAFSA and the consideration of student-centric improvements to the student loan servicing system.

PNPI created the agenda, developed the invitation list and is managing all event logistics. None of PNPI's funders, the Bill and Melinda Gates Foundation, the Lumina Foundation or the Kresge Foundation, have played a role in organizing the referenced Congressional trip or in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and were at all times under the sole discretion of, PNPI.



Federal Student Aid New Staff Boot Camp Agenda

Stevensville, Maryland

May 29-30, 2019

Seminar Goals:

- Increase participants' understanding of how federal student aid programs work, whom they serve and the impact they have on access and completion;
- Provide participants with an understanding of how the Free Application for Federal Student Aid (FAFSA) works and the impact of simplification;
- Deepen participants' understanding of student loan borrowing patterns and student loan debt;
- Increase participants' understanding of federal student aid repayment programs; and,
- Deepen participants' understanding of the role loan servicers play in the federal Direct Loan system and their work as it relates to regular in school, repayment and pre-default servicing.

Wednesday, May 29

- | | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:15 am | Staff arrive to board shuttle
Peace Circle (located by the reflecting pool on the northwest side of the U.S. Capitol)
Pennsylvania Ave. and First Street NW, Washington, D.C. |
| 8:30 am | Depart Peace Circle |
| 9:45 am | Arrive at Kent Manor Inn
500 Kent Manor Drive
Stevensville, MD 21666 |
| 9:45-10:00 am | Check-In and Registration |
| 10:00 - 10:10 am | Welcome and Introductions |

Speaker:

MaryEllen McGuire, PNPI

10:10 - 11:30 am

The Federal Pell Grant Program

Speaker:

Raj Darolia, University of Kentucky

Questions for Discussion:

- What is the Pell grant and how is it structured?
- What are the current characteristics of Pell Grant recipients (income, race, gender, IHEs)?
- How are Pell grants calculated?
- How much do students receive? How much does the program cost?
- Are Pell students completing their course of study?
- What changes have been made to the program over recent years? What impact have recent changes had on recipients?

11:30 - 11:45 am

Break

11:45am - 1:00 pm

Federal Student Loans & Campus Based Aid

Speaker:

Rachelle Feldman, University of North Carolina

Questions for Discussion:

- What are the different federal loan programs and how do they work?
- What are the eligibility requirements for the federal loan programs?
- What types of students take out student loans (demographic, financial and attendance profile)?
- What is campus-based aid? How is campus-based aid paid for?
- Who is eligible for campus-based aid (institutions/students) and how is it allocated?
- What do we know about the impact of federal student aid on student access, completion and retention?
- To what extent do impacts differ based on a student's demographic, financial and attendance profile (FT/PT)?

1:00 - 2:00 pm

Lunch - Ask an FSA Expert!

2:00 - 3:45 pm

Applying for Financial Aid

Speaker:

Adrian Haugabrook, Southern New Hampshire University

Questions for Discussion:

- What is the FAFSA? Why is it important? How does it work? Who can apply?
- What is the EFC?
- How has the FAFSA been simplified over the last few years?

3:45 - 4:00 pm

Break

4:00 pm - 5:15 pm

A Primer: Debt and Default

Speaker:

Matthew Chingos, Urban Institute

Questions for Discussion:

- How much are students and families borrowing to attend college? How has this changed over time?
- Who is borrowing and what institutions are they attending?
- What do we know about private student loan borrowing and credit card debt?
- How does an individual's socioeconomic status, college major, type of institution, amount borrowed, and post-graduation income impact their likelihood of repayment or default?
- What do we know about student loan delinquency? What types of borrowers are delinquent on their student loans?
- What do we know about student loan default? What types of borrowers are defaulting on their student loans? What are their loan balances when they default?
- Why has student debt increased over the last two decades?

5:15-5:30 pm

Wrap-Up & Close

Questions for Participant Discussion:

- What were your big takeaways from today?
- What have you learned about federal student aid that surprised you?
- What further questions do you have regarding federal student aid?

5:30-6:00 pm

Break

6:00-7:30 pm

Dinner & Day Two Preview

Over dinner, PNPI staff will provide a preview of the panels for the second day of programming, with an emphasis on exploring what staff know, don't know, and would like to know about federal repayment programs and loan servicing.

Questions for Participant Discussion:

- Going into tomorrow's programming, what more would you like to learn?
- What are some specific questions that you have about federal repayment programs and federal student loan servicing?

Thursday, May 30

8:00-9:00 am

Breakfast

9:00- 10:30am

Welcome Back & Federal Repayment Programs

Speakers:

MaryEllen McGuire, PNPI

Rich Williams, Pew Charitable Trusts

Questions for Discussion:

- What is the frequency with which the various plans are used (percentage and number of borrowers)? How has this changed over time?
- What does data on repayment rates tell us? What are some of the data issues associated with them?
- How does IBR work?
- Who qualifies?
- Are some students better advantaged by the program than others?
- How does loan forgiveness within IBR work?

10:30-10:45 am

Break

10:45 am - 12:00 pm

Loan Servicing 101

Speaker:

Colleen Campbell, Center for American Progress

Questions for Discussion:

- What is federal student loan servicing? What is the frequency with which the various plans are used (percentage and number of borrowers)?
- Who are the current federal student loan servicers under the Direct Loan (DL) program and how were they selected? What is the scope of their work?
- What are the current roles/responsibilities of the DL servicers (i.e., regular in school and repayment servicing, pre-default servicing)?
- How does the U.S. Department of Education (ED) assign DLs to servicers?
- What performance metrics does ED use to evaluate the DL servicers? What is "performance-based compensation"?
- What are the interactions between DL servicers and financial aid departments at institutions of higher education?

12:00 - 1:00 pm

Lunch: Ask an FSA Expert!

1:00 - 2:00 pm

Close & Evaluation

Questions for Participant Discussion:

- What is your biggest takeaway from the last two days?
- What were you most surprised to learn?
- How might you apply what you learned to your current work?
- Is there a part of the process you'd like to learn more about?

2:00 pm

Depart from Kent Manor Inn

3:15 pm

Arrive at Peace Circle, Washington, D.C.



POSTSECONDARY NATIONAL POLICY INSTITUTE

**Federal Student Aid Boot Camp
Participant List
May 29-30, 2019
Stevensville, MD**

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SPEAKERS

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