

Frequently asked Questions and Answers

WHAT'S NEW

- The 2019-2020 National Program Guidelines have been approved, but are not yet published on the Indigenous Services Canada website. Once posted, they will be available at: <https://www.sac-isc.gc.ca/eng/1415377531020/1531401688567>
A copy of the final 2019-2020 National Program Guidelines is included in the PSE Call Package. We are still awaiting approval of the 2020-2021 National Program Guidelines.
- The maximum amount payable per full-time student under PSSSP or UCEPP cannot exceed \$53,000/per year, an increase from \$50,000/per year. On an extraordinary and justified basis, the maximum amount payable per year for a student in an advanced or professional degree programs (for example, dentistry, medicine) or a Master or Doctoral program may exceed \$53,000 up to a maximum of \$90,000
- Part time students may be awarded assistance for living allowances or travel, at a pro-rated amount
- Administration costs must not exceed 15% of the sub-total amount requested before administration costs, an increase from 10%
- Inuit students are now eligible to apply for the Inuit Post-Secondary Education Strategy funding; therefore, they are not eligible for PSSSP and UCEPP funding in 2020-2021

ELIGIBILITY

- Q. Why are we identifying the Indian Registry System (IRS) number for eligible students on our list?**
- A.** As per the National Program Guidelines 2019-2020, section 5.2 Eligible Students, identifying students with their IRS number is required to demonstrate the eligibility of the students to receiving funding.
- Q. What if we don't have enough space on the form to list all of the eligible students we hope to fund?**
- A.** There is no limit to the number of students you can list on your application. However, your Initial Allocation and Protected Pool Amounts (if applicable) will remain the same. Please use as many additional PSE Form #2 List of Eligible PSSSP Students forms as necessary. This is applicable for Form # 3 List of Eligible UCEPP Students form. This will ensure the eligibility requirements of all students are demonstrated as per the National Program Guidelines 2019-2020. Refer to the link on the summary sheet.

Q. We have an eligible student who is going to attend an Indigenous Adult & Higher Learning Association (IAHLA) institute. Will this student be funded?

- A.** The student may be eligible for funding if the IAHLA institute has an arrangement with a BC post-secondary institution that will grant the diploma, certificate or degree upon program completion. Additionally, the program must meet the criteria for eligibility as noted in Section 5.3 Eligible Programs in the National Program Guidelines 2019-2020 (which remains applicable).

Q. What determines the eligibility of a program?

- A.** The completion of secondary school studies, or the equivalent as recognized by the post-secondary institution or the provincial/territorial ministry of education, is required; and, delivered at an eligible institution as defined in section 5.4 Eligible Institutions in the National Program Guidelines 2019-2020; UCEPP must provide the student with the necessary courses to attain the academic level for post-secondary institution entrance.

For detailed information, please refer to 5.3 Eligible Programs in National Program Guidelines at: <https://www.sac-isc.gc.ca/eng/1415377531020/1531401688567>

Q. What costs are allowed and where can we find more information?

- A.** Eligible costs or expenditures are the same as those found in the PSSSP and UCEPP National Program Guidelines 2019-2020 (a copy of the final 2019-2020 guidelines is included in the PSE call package). Additionally, expenditures should also be in accordance with your Local Operating Guidelines.

Q. What priorities will be considered in the review process?

- A.** At this time we are not indicating priorities. If demand exceeds the funds available in the general pool, allocations may be prorated. If demand does not exceed the allocations available in the pool, all applications will be fully funded.

Q. How do we find eligible institutions and programs?

- A.** You can find a list of eligible post-secondary institutions from this website: <https://www.canada.ca/en/employment-social-development/programs/post-secondary/designated-schools.html>

Refer to Section 5.3 Eligible Programs and 5.4 Eligible Institutions in the National Program Guidelines 2019-2020 for the criteria on eligible programs and institutions of study. Please note that there are some educational institutes that are recognized to deliver post-secondary programs by arrangement with an eligible post-secondary institution. In these cases, please indicate the institute along with the post-secondary institution granting the diploma, certificate, or degree.

Q. What if an institution is not listed as an eligible institution?

- A.** There may be institutions that meet the eligibility requirements but are not included on the list. If you encounter this, please contact an Allocation Officer for verification. The Allocation Officer email is: aadnc.bcfspallocationofficer.aandc@canada.ca

APPLICATION / PROPOSAL

Q. How do we apply for Protected Pool and/or General Pool funds?

- A.** Complete the attached PSE Application Summary Form #1, Eligible PSSSP Students Form #2 and #3 for Eligible UCEPP students. Any eligible expenditure above your initial allocation can be applied to your protected pool, if applicable and/or be considered as a general pool request.

Submit the completed forms to the BC Regional Office via email to aadnc.bcreports.aandc@canada.ca

Q. How much can we apply for?

- A.** There is no limit to the amount you may apply for, providing all students and institutions are eligible and the total cost of expenditures for each student does not exceed the maximum allowable payment as defined in the National Program Guidelines 2019-2020.

All approved allocations must be spent on eligible activities that occur in 2020-21 by March 31, 2021.

FUNDING

Q. How are Post-Secondary Allocations being calculated in 2020-2021?

- A.** First Nation Communities will receive an initial allocation equal to PSE eligible expenditures reflected on their 2018-19 audits. In addition, a per capita amount is calculated using the regional allocation and the total population (as of December 31, 2019). An additional allocation may be applied for through this application process. Your initial budget and the amount up to the per capita allocation will be protected. Remaining funds (if any) will be made available to all non-Block funded First Nation Communities with a student waitlist. Submitting an application does not guarantee that a general pool allocation will be approved, as there may not be a general pool if all First Nations submit applications equal to their protected pool.

Q. What is our Post-Secondary Protected Pool?

- A.** The protected pool is the difference between your initial allocation and your formula-based maximum per capita budget. You can access all or part of your protected pool if you have more eligible students than you can fund with your initial allocation (i.e. if you have a waitlist).

Q. What is the Post-Secondary General Pool?

- A.** The general pool represents the remaining unused protected pools. Unused protected pools are from First Nation Communities who have not applied for all of their protected pool by **June 26, 2020**.

Q. What if there are unexpended funds in our PSE budget at year end?

- A.** PSE funding is fixed funding that contributes to the Post-Secondary Education program. First Nation Communities are required to use any unexpended funding (i.e. surplus) from 2019-20 towards 2020-21 Post-Secondary Education program funding. Before you can apply for

additional funding for the current year, you must first spend and/or plan to spend any surplus you have carried forward from last year.

Fixed Contribution Funding (FIXED) – Unexpended FIXED funds can be retained only if the First Nation Communities have met all of the following conditions:

- Delivery requirements for the program, service or activity must be fulfilled in the fiscal year for which the funds were provided.
- Unexpended FIXED Funding is spent in the one-year period immediately following the fiscal year for which the funds were provided.
- Unexpended FIXED Funding is used to fund similar projects which are consistent with the program objectives OR within a plan accepted in writing by ISC submitted within 120 days from fiscal year end.
- Expenditures must be reported in accordance to the Reporting Guide.

Q. How do we know when and how much money we will be getting from this pool?

A. A confirmation of the additional allocation that your First Nation will receive will be sent in early August, 2020.

Q. What if our audit amount is greater than our per capita calculation? How much funding would we receive?

A. Your First Nation would receive an initial allocation equal to the eligible expenditures identified in your 2018-19 audit up to your per capita allocation. The maximum you could receive from the protected pool is the per capita amount (if applicable).

Q. Why is the department not using 2019-20 audit information?

A. The 2019-20 Annual Audited Financial Statements are due on **July 31, 2020** and the PSE applications must be reviewed before July 31, 2020.

Q. Will all First Nations get an additional allocation through the protected pool process?

A. The budget for this PSE pool will be allocated on an application basis, to interested First Nation Communities only. Where a First Nation applies and demonstrates a need for additional funding by having a wait-list of eligible students, the First Nation can access an additional allocation up to its protected pool amount. If a First Nation expended its full per capita amount in 2018-2019, it would receive its full protected amount in its initial budget, and could only apply for the general pool.

Q. What are the maximum amounts allowed for administration costs?

A. For non-grant First Nations, administration costs are not to exceed 15% of the sub-total amount requested before administration costs. Eligible administration costs include only the actual costs associated directly with administering the PSSSP/UCEPP funding. Eligible expenditures could include the following costs:

- salaries and benefits of personnel directly employed in the administration and delivery of the funding. In the case of multiple responsibilities, the portion of the salary to be included under administration costs should be proportional to the amount of time spent fulfilling PSSSP and or UCEPP duties;

- materials and resources required for the management of funds;
- rent and utilities;
- printing and communications costs, including web presence;
- travel and accommodation;
- the collection, maintenance, and reporting of data and information in accordance with program and financial reporting requirements; and,
- costs associated with ensuring that personal information is appropriately managed and safeguarded during its collection, retention, use, disclosure and disposal.

Q. How do we determine the amount to be requested from each funding pool?

- A.** The PSE - Eligible Students Form is used to apply for all funding which includes the Initial Allocation, Protected Pool and/or General Pool (if applicable) requests.

To determine the amount of funds you require, you must list all of the eligible students on Form #2 List of Eligible PSSSP Students and Form #3 if the students are in UCEPP. If your List of Eligible Students is greater than your Initial Allocation plus the prior year unexpended funds (if any), then you will need to submit an application to receive Protected and/or General Pool funds. Please see the examples below.

Example #1 – For non-grant First Nations:

A First Nation has an Initial Allocation of \$50,000 and a Protected Pool Amount of \$20,000. Their List of Eligible students adds up to \$75,000. First, they would apply their initial allocation of \$50,000 against the requirement of \$75,000. They still have \$25,000 in funds required after applying their initial budget. Next, they would apply for the maximum amount indicated in their Protected Pool which is \$20,000. This leaves \$5,000 to be submitted as a General Pool Request (as demonstrated below) for a total request of 75,000).

#	Budgetary Items	Amount \$
1	2019-20 Unexpended Funding	0
2	Initial Allocation in 2020-21	\$50,000
3	Total Budget in 2020-21	\$50,000
4	Amount Required on List of Eligible Students	\$75,000
6	Less Current Budget (#3)	\$50,000
5	Amount required from Protected/General Pool	\$25,000
6	Amount required from Protected/General Pool (#5)	\$25,000
7	Less Protected Pool	\$20,000
8	Amount required from General Pool	\$5,000

Example #2- For non-grant First Nations:

A First Nation has \$5,000 of unexpended funds from their 2019-20 PSE Allocation. Their Initial Allocation is \$50,000 and a Protected Pool Amount of \$20,000. Their List of Eligible students adds up to \$65,000. First, they would apply their 2019-20 unexpended funds \$5,000 plus the initial allocation of \$50,000 against the requirement of \$65,000.

They still have \$10,000 in funds required after applying their initial budget and 2019-20 unexpended funds. Since their protected pool amount is greater than their need, they would only need a portion of their protected pool. The \$10,000 remaining in their protected pool will be redistributed to First Nation Communities that have applied to the General Pool.

#	Budgetary Items	Amount \$
1	2019-20 Unexpended Funding	\$5,000
2	Initial Allocation in 2020-21	\$50,000
3	Total Budget in 2020-21	\$55,000
4	Amount Required on List of Eligible Students	\$65,000
6	Less Current Budget (#3)	\$55,000
5	Amount required from Protected/General Pool	\$10,000
6	Amount required from Protected/General Pool (#5)	\$10,000
7	Less Protected Pool	\$20,000
8	Amount required from General Pool (If the protected pool (#7) is greater than the need (#6), then no funds are required from the General Pool. The remaining protected pool is redistributed to the Regional General Pool.)	-\$10,000

Q. When do program dollars need to be spent by?

A. Program dollars should be spent by March 31, 2021.

Q. How do I get Contingency (Emergency) Funding?

A. The Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) National Program Guidelines 2019-2020 no longer include a provision for First Nation Communities to set up a Contingency Fund. Students requiring emergency funding may wish to contact their post-secondary institution as some institutions may have emergency funds available.

REPORTING

Q. What is the difference between the PSE application and the Annual Register of Post-Secondary Education Students report?

- A.** The purpose of the PSE application process is to demonstrate a need for PSE funding in order to access protected/general pool funding. The purpose of the Annual Report is to account for all PSE funds received and expended, which is done by providing a detailed list of funded students. There is recognition that circumstances change, and so while it is anticipated that planned and actual spending would be similar, a First Nation is not bound to support only the specific students listed on their PSE application and can use PSE funds to support any student deemed eligible, within available budget. A student should only be included in the annual register if they received PSE funding for the given year, and they should be included even if they weren't listed on the PSE application.

Q. When is the Annual Register of Post-Secondary Education Students report due for 2020-21 funding?

- A.** The report is due **August 31, 2021** (DCI # 4016769)
Note: The report should include all students who received funding in the fiscal year just completed.

Q. Where can I find more information on the PSE reporting requirements?

- A.** In July 2021, we will be sending you a pre-populated Annual Register of Post-Secondary Education call package for you to update (DCI # 4016769).

Reporting requirements remain as usual. The link is found at:

<https://www.aadnc-aandc.gc.ca/eng/1385559716700/1385559777677>

Please bookmark this website for reference.