





January 22, 2016

AMENDMENT NO.1

RE: PROGRAM 628-S

SPECIFICATIONS AMENDED

Bid opening date is extended from January 25, 2016, to January 29, 2016.

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Publishing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

YVETTE VENABLE-BROOKS  
Customer Services

Written by: bm

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Braille Publications

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of Education  
(Federal Student Aid)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2016 and ending January 31, 2017 plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on January 25, 2016.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, D.C. 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature, call Bernice Mack on (202) 512-1239 or email [bmack@gpo.gov](mailto:bmack@gpo.gov).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf)

In addition, the following documents and publications shall also apply. NOTE: In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

Instruction Manual for Braille Transcribing, National Library Service for the Blind and Physically Handicapped (most recent edition).

English Braille American Edition (1994 or most recent edition).

The Nemeth Braille Code for Mathematics and Science Notation (most recent edition).

Revised International Manual of Braille Music Notation (1997 or most recent edition).

Guidelines for Mathematical Diagrams, Braille Authority of North America (BANA) (most recent edition).

**SUBCONTRACTING:** Subcontracting will not be permitted.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I
- (b) Destructive Tests - Special Inspection Level S-2

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute  
P-7. Type Quality and Uniformity

Specified Standard  
Average Type Dimension,  
Electronic Media/Camera Copy/Manuscript

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the Economic Price Adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from February 1, 2016 to January 31, 2017 and the second period will extend for 12 months from the end of the preceding period, except that the length of the final period may vary. The first day of the second period will be the effective date of the Economic Price Adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The Economic Price Adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the Variable Index will be calculated by averaging the monthly Indexes from the 12-month interval ending three months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October 31, 2015 called the Base Index. The percentage change (plus or minus) of the Variable Index from the Base Index will be the Economic Price Adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract Modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO Jacket Number will be assigned and a Purchase Order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. GPO, Washington, DC, immediately after award.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from February 1, 2016 through January 31, 2017 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on Page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders that provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

Immediately upon completion of a print order, the contractor shall submit an itemized statement of billing to: U.S. Department of Education, Federal Student Aid, Attn: Pat Treichel, 830 1<sup>st</sup> Street, NE, Room 31G4, Union Center Plaza, Washington, DC 20002.

Itemized statement of billing will be examined and certified by the ordering agency as to the correct number of final Braille pages on the billing. After agency certification, vouchers will be submitted to the U.S. Government Publishing Office for payment.

A copy of the Government-furnished certificate must accompany the invoice sent to U.S. Government Publishing Office, financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of Braille publications and require such operations as Braille page duplication, ink printing, binding, packing, and distribution.

**TITLE:** Braille Publications.

**FREQUENCY OF ORDERS:** Approximately 3 to 6 orders per year.

**QUANTITY:** Approximately 250 to 2,000 copies per order.

**NUMBER OF PAGES:** The majority of orders will require transcribing from approximately 1 to 50 Government furnished pages of typewritten manuscript and/or an electronic file into Braille pages.

**FINISHED SIZE:** Braille books shall not exceed 11" in height and 11-3/4" in width.

**GOVERNMENT TO FURNISH:** Camera copy or typewritten manuscript copy to be utilized for ink printing of Cover 1. Material to be transcribed and/or converted into Braille from any combination of the following materials: typewritten manuscript or electronic media.

Electronic Media will be furnished as follows:

Platform: IBM (or compatible) with Windows 7.

Storage Media: High-density 3-1/2" disks, CD-ROM.

Software: Adobe PageMaker, InDesign, Microsoft Word 2010, WordPerfect, or Adobe Acrobat. Files will be provided in native, EPS, TIFF and/or PDF format.

NOTE: All Government software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Font: All printer and screen fonts will be furnished embedded as applicable

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information:

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications

A Visual of composite color or black/white laser generated page proofs will be provided. Laser printouts of each page contained on the furnished disk.

GPO Form 952 (Desktop Publishing - Disk Information).

Distribution list.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the copy or in the electronic files, must not print on the finished product.

**EXHIBITS:** The facsimiles of sample pages shown as EXHIBITS A through E are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

**BRAILLE TRANSCRIPTION:** Transcribing and reproduction will be required as ordered.

The contractor will be required to transcribe pages furnished as manuscript or an electronic files to Braille Grade II.

Tables and Charts: Contractor is to use appropriate formatting for tables and charts, including paragraph formatting.

Text Matter: The text matter to be transcribed will be described as "simple" when it contains straightforward composition (textual matter) and "complex" when it contains extensive editing (tables, charts, forms, and graphics, or a combination thereof).

NOTE: When a single page within the print text repeats the title of the document and/or the section number and title, this shall be omitted from the Braille transcription.

Columns: When columns fit on one page, they will be separated, where space permits, by leader dots (dot 5) for easy tracing by the reader. But, if space does not permit, columns shall be separated by at least 2 spaces.

When material has too many columns to fit on one Braille page, columns will be written in linear form and not on facing pages. Column I will begin at the margin followed by a colon, each succeeding column will be followed by a semicolon, and carryover lines will begin two spaces from the margin.

Column headings shall only be given on the first page of columnar material, not on succeeding pages, unless the headings change.

If there are lengthy phrases or sentences within a column, the material may be written in paragraph form, with any secondary or succeeding columns as subparagraphs.

Major Headings: Major headings centered in the print text shall be centered in the Braille transcription, and the line preceding the centered heading shall either be blank or there are to be twelve colons centered on that line.

Table of Contents: When a Table of Contents appears in the print text, it shall also appear in the Braille transcription so that the user can easily locate desired headings.

Pagination: Contractor is to cross reference all pagination, either changing print pagination to Braille pagination or inserting correct Braille pagination when print pagination was left out. When material being transcribed references a page number (in the printed version), the contractor will be required to insert the Braille page number that corresponds to the page being referenced. (i.e.) if page number referenced in material being transcribed says to refer to Page 4 of publication, contractor will be required to replace Page 4 with the Braille page number to which the reader should refer.

**PROOFREADING:** Contractor is responsible for performing ALL necessary proofreading to insure conformity with copy submitted.



**BRaille CONTROL COPY:** After proofreading and correcting has been done but prior to plating, contractor is to submit a Control Copy so that order agency may check copy for usability and clarity.

The contractor must not print prior to receipt of an "OK to Print".

## **STOCK/PAPER**

**Text:** At contractor's option, white or light colored kraft material (may be paper or plastic) suitable for producing Braille products. Black print on white, ivory cream, or yellow paper with a dull finish.

**Cover:** Cover stock for Braille books (front and back covers) shall be heavy enough to prevent flopping over when handled or when standing on shelves.

**PRINTING:** Cover 1 prints text in black ink. Printing consist of title of the publication; number of parts or volumes; name of the organization: U.S. Department of Education, Federal Student Aid; web site: [www.StudentAid.gov](http://www.StudentAid.gov); and the publication number and date (when given). This information must be printed as well as embossed in Braille

Covers 2 and 3 may also need to be embossed in Braille. Cover 4 will usually be blank.

**BRaille DUPLICATION:** Reproduce transcribed Braille characters into face and back (Interpoint) pages.

Products will be evaluated for accuracy of content; conformance with Braille codes; technical specifications; size and spacing of Braille dots, cells, and lines; quality and size of paper; margins; number of cells per line; number of lines per page; numbering; pages per volume; and binding.

**MARGINS:** Suitable for Braille products.

**BINDING:** Trim four sides, comb-bind with black plastic combs (i.e., GBC) of suitable capacity or saddle-stitch (when suitable for page count) on the 11" dimension.

Maximum of 200 pages (100 leaves) per book. Contractor will be required to produce as many volumes as necessary.

**PACKING:** Pack in shipping containers.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit Quality Assurance Random Copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the Quality Assurance Random Copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, jacket, and print order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to approximately eight (8) addresses within the commercial zone of Washington DC. Inside delivery to room number specified is required. . Complete addresses and quantities will be furnished with the print orders.

Deliver f.o.b. destination a total of approximately 152 copies to: U.S. Government Publishing Office, Federal Depository Library Program (FDLP), 8660 Cherry Lane, Laurel, MD 20707-4986.

Deliver f.o.b. destination a total of approximately 15 copies (Library of Congress US/Anglo Division) to: U.S. Government Documents Section, 101 Independence Avenue, SE, Washington, DC 20540-4274. Marked Depository File Copies.

Balance of each order ships f.o.b. contractor's city by reimbursable small package carrier (i.e., Roadway, Federal Express, United Parcel Service, etc.). All shipments must be made by traceable means with inside delivery to room number(s) specified, and shall get signed receipts. Contractor must create the shipping manifest if required by the small package carrier. All shipments must be ship by traceable means. Contractor will be reimbursed for shipping costs by submitting shipping receipts with billing

Complete quantities and addresses will be furnished with each print order.

**SAMPLE COPIES DISTRIBUTION LIST:**

5 sample copies and all furnished materials (GFM, disks, etc.) to: U.S. Dept. of Education, 400 Maryland Avenue, SW, Room 5C104 :LBJ Bldg., Washington, DC 20202. Attn: John Smith, Phone (202) 401-3606.

2 sample copies to: U.S. Dept of Education, 400 Maryland Avenue, SW, Room BE-101 LBJ, Washington, DC 20202. Attn: Government Documents Librarian.

6 sample copies to: U.S. Dept. of Education, 400 Maryland Avenue, SW, Room 31G4 Union Center Plaza, Washington, DC 20202. Attn: Pat Treichel Phone (202) 377-3223. (Please use the above address for U.S. Postal Service only).

**NOTE:** For FedEx, UPS, Air Borne Express, or truck delivery, please use this address:  
U.S. Dept. of Education, 830 first Street, NE, Room, 31G4 Union Center Plaza, Washington, Dc 2002 Attn: Pat Treichel.

2 sample copies U.S. Dept. of Education, 400 Maryland Avenue, SW, Room 32E2 Union Center Plaza, Washington, DC 20202. Attn: Wendy Bhagat Phone (202) 377-4094. (Please use the above address for U.S. Postal Service only).

**NOTE:** For FedEx, UPS, Air Borne Express, or truck delivery, please use this address: U.S. Dept. of Education, 830 first Street, NE, Room, 32E2, Union Center Plaza Washington, DC 2002 Attn: Attn: Wendy Bhagat Phone (202) 377-4094. (Please use the above address for U.S. Postal Service only).

Upon completion of each order, all Government furnished material, and digital deliverables containing Braille-coded material, must be returned to: U.S. Department of Education, Attn: John Smith, Room 5C10LBJ, 400 Maryland Avenue, Washington, DC 20202, unless otherwise specified on print order. Inside delivery is required.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivery/ships) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 628-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery shipping method, and title of product. Contractor must be able to provide copies of all delivery shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print Order and furnished material shall be picked up from: U.S. Department of Education, Attn: Pat Treichel, Room 31G4, Union Center Plaza, 830 1<sup>st</sup> Street, NE, Washington, DC 20002. Inside pickup required.

Control Copy is to be delivered to Pat Treichel, at the address indicated above.

No definite schedule for pickup of material can be predetermined. The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor will be required to complete production and distribution within 25 workdays.

Contractor to submit Control Copy as soon as the contractor deems necessary in order to comply with the shipping schedule.

Control Copy will be withheld no more than 5 workdays at the ordering agency until the contractor is notified that it is O.K. to Plate. NOTE: First workday after receipt of Control Copy is day one of the hold time.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and products ordered for shipping f.o.b. contractor's city must be picked up by the small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor is to notify the U.S. Government Printing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquires.

**SECTION 3.- DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

- |      |     |     |       |
|------|-----|-----|-------|
| I.   | (a) | 187 |       |
|      |     | (1) | (2)   |
|      | (b) | 187 | 2,417 |
| II.  | (1) | (2) |       |
|      |     | 5   | 70    |
| III. |     | 141 |       |
| IV.  |     | 5   |       |

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination for deliveries within the commercial zone of Washington, DC, and f.o.b. contractor's city for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The contracting officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation, if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

Invoices submitted to GPO by contractor must have line item pricing identified using the same outline numbering format used for the "SCHEDULE OF PRICES" in the contract specifications. Each line item must be labeled with the out line number of the corresponding task/item specified in the "SCHEDULE OF PRICES" (for example: II. (a) (1).

**I. BRAILLE TRANSCRIPTION, DUPLICATION, AND BINDING:** Prices offered shall include the cost of all required materials and operations necessary, including Braille transcription, control copy, Braille page duplication (Interpoint), stock/paper and binding of the product listed in accordance with these specifications.

(a) Control Copy..... per Braille page ..... \$ \_\_\_\_\_

<u>Makeready</u>	<u>Running Per</u>
<u>and/or Setup</u>	<u>100 Copies</u>
(1)	(2)

(b) Braille Transcribing.....per Braille page..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**II. PRINTING:** Prices offered shall include the cost of all required materials and operations necessary for ink printing the cover in accordance with these specifications. Prices offered are not to include the cost of paper. Paper will be charged for under I. BRAILLE TRANSCRIPTION, DUPLICATION, AND BINDING.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
Complete Cover .....	\$ _____	\$ _____

**III. PACKING AND DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of shipping containers, all necessary wrapping and packing materials, and labeling and marking, in accordance with these specifications.

Packing and sealing shipping containers..... per container ..... \$ \_\_\_\_\_

**IV ADDITIONAL OPERATIONS:**

Production of Braille-coded disk (digital deliverable)..... per disk ..... \$ \_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "SECTION 4.- SCHEDULE OF PRICES" initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

## DO NOT MAIL THIS WORKSHEET.

The *FAFSA on the Web Worksheet* provides a preview of the questions that you may be asked while completing the *Free Application for Federal Student Aid (FAFSA®)* online at [www.fafsa.gov](http://www.fafsa.gov).

You must complete and submit a FAFSA to apply for federal student aid and for most state and college aid. Write down notes to help you easily complete your FAFSA anytime after January 1, 2015.

See the table to the right for state deadlines. Your application must be submitted by midnight Central time. Also pay attention to the symbols that may be listed after your state deadline. Check with your high school counselor or your college's financial aid administrator about other deadlines. The Federal deadline is June 30, 2016.

- **This Worksheet is optional and should only be completed if you plan to use FAFSA on the Web.**
- **Sections in purple are for parent information.**
- **This Worksheet does not include all the questions from the FAFSA. The questions that are included are ordered as they appear on FAFSA on the Web. When you are online, you may be able to skip some questions based on your answers to earlier questions.**

### Applying is easier with the IRS Data Retrieval Tool!

Beginning in early February 2015, students and parents who have completed their 2014 IRS tax return may be able to use *FAFSA on the Web* to electronically view their tax information. With just a few simple steps, the tax information can also be securely transferred into *FAFSA on the Web*.

### Sign your FAFSA with a Federal Student Aid PIN!

If you do not have a PIN, you can apply for one at [www.pin.ed.gov](http://www.pin.ed.gov). Your PIN allows you to electronically sign when you submit your FAFSA. If you are providing parent information, one parent must also sign your FAFSA. To sign electronically, your parent should also apply for a PIN.

### Free help is available!

You do not have to pay to get help or submit your FAFSA. Submit your FAFSA **free** online at [www.fafsa.gov](http://www.fafsa.gov). Federal Student Aid provides **free** help online at [www.fafsa.gov](http://www.fafsa.gov) or you can call 1-800-4-FED-AID (1-800-433-3243). TTY users (hearing impaired) can call 1-800-730-8913.

#### NOTES:

4 PAGES  
Exhibit A (page 1)

#### APPLICATION DEADLINES

Federal Deadline - June 30, 2016  
State Aid Deadlines - See below.

Check with your financial aid administrator for these states and territories:

AL, AS\*, AZ, CO, FM\*, GA, GU\*, HI\*, MH\*, MP\*, NE, NH\*, NM, NV\*, OH\*, PR, PW\*, SD\*, TX, UT, VA\*, VI\*, WI and WY\*.

Pay attention to the symbols that may be listed after your state deadline.

AK	Alaska Performance Scholarship - June 30, 2015 Alaska Education Grant - As soon as possible after January 1, 2015. Awards made until funds are depleted.
AR	Academic Challenge - June 1, 2015 (date received) Workforce Grant - Contact the financial aid office. Higher Education Opportunity Grant - June 1, 2015 (date received)
CA	For many state financial aid programs - March 2, 2015 (date postmarked) + For additional community college Cal Grants - September 2, 2015 (date postmarked) + Contact the California Student Aid Commission or your financial aid administrator for more information. February 15, 2015 (date received) #*
CT	FAFSA completed by April 1, 2015
DC	For DCTAG, complete the DC OneApp and submit supporting documents by April 30, 2015.
DE	April 15, 2015 (date received)
FL	May 15, 2015 (date processed)
IA	July 1, 2015 (date received) Earlier priority deadlines may exist for certain programs.*
ID	Opportunity Grant - March 1, 2015 (date received) #*
IL	As soon as possible after January 1, 2015. Awards made until funds are depleted.
IN	March 10, 2015 (date received)
KS	April 1, 2015 (date received) #*
KY	As soon as possible after January 1, 2015. Awards made until funds are depleted.
LA	June 30, 2016 (July 1, 2015 recommended)
MA	May 1, 2015 (date received) #
MD	March 1, 2015 (date received)
ME	May 1, 2015 (date received)
MI	March 1, 2015 (date received)
MN	30 days after term starts (date received)
MO	April 1, 2015 (date received)
MS	MTAG and MESH Grants - September 15, 2015 (date received) HELP Scholarship - March 31, 2015 (date received)
MT	March 1, 2015 (date received) #
NC	As soon as possible after January 1, 2015. Awards made until funds are depleted.
ND	April 15, 2015 (date received) # Earlier priority deadlines may exist for institutional programs.
NJ	2014-2015 Tuition Aid Grant recipients - June 1, 2015 (date received) All other applicants - October 1, 2015, fall & spring terms (date received) - March 1, 2016, spring term only (date received)
NY	June 30, 2016 (date received) #
OK	March 1, 2015 (date received) *
OR	OSAC Private Scholarships - March 1, 2015 Oregon Opportunity Grant - As soon as possible after January 1, 2015. Awards made until funds are depleted.
PA	All first-time applicants enrolled in a: community college; business/trade/technical school; hospital school of nursing; designated Pennsylvania Open-Admission institution; or non-transferable two-year program - August 1, 2015 (date received) All other applicants - May 1, 2015 (date received)
RI	March 1, 2015 (date received) #
SC	Tuition Grants - June 30, 2015 (date received) SC Commission on Higher Education Need-based Grants - As soon as possible after January 1, 2015. Awards made until funds are depleted.
TN	State Grant - Prior-year recipients receive award if eligible and apply by March 1, 2015. All other awards made to neediest applicants until funds are depleted. State Lottery - fall term, September 1, 2015 (date received); spring & summer terms, February 1, 2016 (date received)
VT	As soon as possible after January 1, 2015. Awards made until funds are depleted.*
WA	As soon as possible after January 1, 2015. Awards made until funds are depleted.
WV	PROMISE Scholarship - March 1, 2015. New applicants must submit additional application. Contact your financial aid administrator or your state agency. WV Higher Education Grant Program - April 15, 2015

# For priority consideration, submit application by date specified.

+ Applicants encouraged to obtain proof of mailing.

\* Additional form may be required.

STATE AID DEADLINES

**SECTION 3 - PARENT INFORMATION**

**Who is considered a parent?** "Parent" refers to a biological or adoptive parent or a person determined by the state to be a parent (for example, if the parent is listed on the birth certificate). Grandparents, foster parents, legal guardians, older siblings, and uncles or aunts are **not** considered parents on this form unless they have legally adopted you. If your legal parents are living and married to each other, answer the questions about both of them. If your legal parents are not married and **live together**, answer the questions about both of them. In case of divorce or separation, give information about the parent you lived with most in the last 12 months. If you did not live with one parent more than the other, give information about the parent who provided you the most financial support during the last 12 months or during the most recent year you received support. If your divorced or widowed parent has remarried, also provide information about your stepparent.

**Providing parent 1 information? You will need:**

- Parent 1 (father/mother/stepparent) Social Security Number
- Parent 1 (father/mother/stepparent) name
- Parent 1 (father/mother/stepparent) date of birth
- Check here if parent 1 is a dislocated worker

**Providing parent 2 information? You will need:**

- Parent 2 (father/mother/stepparent) Social Security Number
- Parent 2 (father/mother/stepparent) name
- Parent 2 (father/mother/stepparent) date of birth
- Check here if parent 2 is a dislocated worker

**Did you know?**

If your parents file a tax return with the IRS, they may be eligible to use the IRS Data Retrieval Tool, which is the easiest way to provide accurate tax information. With just a few simple steps, they may be able to view their tax return information and securely transfer it into *FAFSA on the Web*.

**Did your parents file or will they file a 2014 income tax return?**

- My parents have already completed a tax return
- My parents will file, but have not yet completed a tax return
- My parents are not going to file an income tax return

**What was your parents' adjusted gross income for 2014?**

Skip this question if your parents did not file taxes. Adjusted gross income is on IRS Form 1040—Line 37; 1040A—line 21; or 1040EZ—line 4.

\$

The following questions ask about earnings (wages, salaries, tips, etc.) in 2014. Answer the questions whether or not a tax return was filed. This information may be on the W-2 forms, or on the IRS Form 1040—Line 7 + 12 + 18 + Box 14 (Code A) of IRS Schedule K-1 (Form 1065); 1040A—line 7; or 1040EZ—line 1.

**How much did parent 1 (father/mother/stepparent) earn from working in 2014?**

\$

**How much did parent 2 (father/mother/stepparent) earn from working in 2014?**

\$

**In 2013 or 2014, did anyone in your parents' household receive:** (Check all that apply.)

- Supplemental Security Income (SSI)
- Supplemental Nutrition Assistance Program (SNAP)
- Free or Reduced Price School Lunch
- Temporary Assistance for Needy Families (TANF)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

Note: TANF may have a different name in your parents' state. Call 1-800-4-FED-AID to find out the name of the state's program.

**Did your parents have any of the following items in 2014?**

Check all that apply. Once online, you may be asked to report amounts paid or received by your parents.

**Additional Financial Information**

- American Opportunity Tax Credit or Lifetime Learning Tax Credit
- Child support paid
- Taxable earnings from work-study, assistantships or fellowships
- Taxable grant and scholarship aid reported to the IRS
- Combat pay or special combat pay
- Cooperative education program earnings

**Untaxed Income**

- Payments to tax-deferred pension and retirement savings plans
- Child support received
- IRA deductions and payments to self-employed SEP, SIMPLE and Keogh
- Tax exempt interest income
- Untaxed portions of IRA distributions
- Untaxed portions of pension distributions
- Housing, food and other living allowances paid to members of the military, clergy and others
- Veterans noneducation benefits
- Other untaxed income not reported, such as workers' compensation or disability

Your parents may be asked to provide more information about their assets.

Your parents may need to report the net worth of their current businesses and/or investment farms.

NOTES:

*Exhibit A - continued*





# FEDERAL STUDENT LOANS

## Repaying Your Loans

16 pages



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Exhibit B- (cover 1)

## Income-Driven Repayment Plans

The following income-driven repayment plans will set your monthly payment at an amount that is intended to be affordable based on your income and family size. For details, visit [StudentAid.gov/idr](http://StudentAid.gov/idr). Under all three income-driven repayment plans, your monthly payment amount is recalculated annually based on your income.

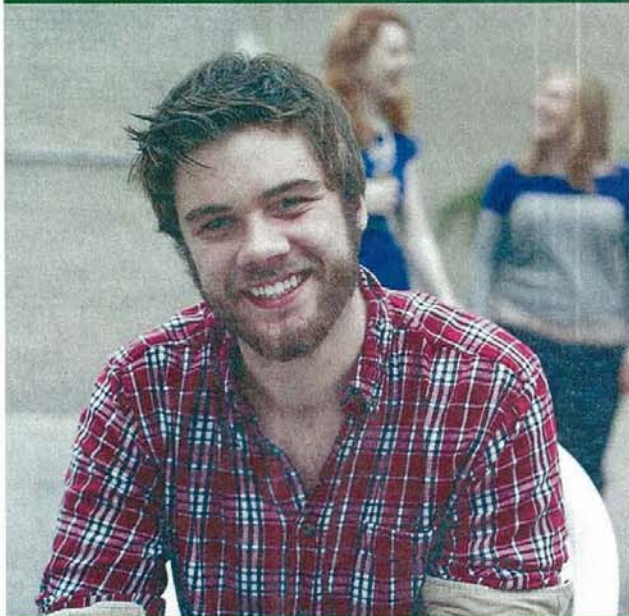


PLAN	ELIGIBLE BORROWERS	ELIGIBLE LOANS	QUICK COMPARISON
<b>Pay As You Earn Repayment Plan</b>	<ul style="list-style-type: none"> <li>Direct Loan Program borrowers who meet these requirements:                             <ul style="list-style-type: none"> <li>You must be a new borrower* on or after Oct. 1, 2007.</li> <li>You must have received a disbursement of a Direct Loan on or after Oct. 1, 2011.</li> <li>To be initially eligible, the required payment amount under this plan must be less than what you would pay under the 10-year Standard Repayment Plan.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Direct Subsidized Loans</li> <li>Direct Unsubsidized Loans</li> <li>Direct PLUS Loans made to students</li> <li>Direct Consolidation Loans that did not repay PLUS loans made to parents</li> </ul>	<ul style="list-style-type: none"> <li>Time you have to repay: Up to 20 years.</li> <li>If you have not repaid your loan in full after having made the equivalent of 20 years of qualifying monthly payments, any outstanding balance on your loan will be forgiven. You may have to pay income tax on any amount that is forgiven.</li> <li>Your payments will generally be 10 percent of your discretionary income,** but never more than the 10-year Standard Repayment Plan amount.</li> <li>You'll pay more for your loan over time than you would under the 10-year Standard Repayment Plan.</li> </ul>
<b>Income-Based Repayment (IBR) Plan</b>	<ul style="list-style-type: none"> <li>Direct Loan Program and FFEL Program borrowers who meet this requirement:                             <ul style="list-style-type: none"> <li>To be initially eligible, the required payment amount under this plan must be less than what you would pay under the 10-year Standard Repayment Plan.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Direct Subsidized Loans</li> <li>Direct Unsubsidized Loans</li> <li>Subsidized Federal Stafford Loans</li> <li>Unsubsidized Federal Stafford Loans</li> <li>Direct or FFEL PLUS Loans made to students</li> <li>Direct or FFEL Consolidation Loans that did not repay PLUS loans made to parents</li> </ul>	<ul style="list-style-type: none"> <li>Time you have to repay: Up to 20 years for new borrowers* on or after July 1, 2014, and up to 25 years for all other borrowers.</li> <li>If you have not repaid your loan in full after making the equivalent of 20 or 25 years (as specified above) of qualifying monthly payments, any outstanding balance on your loan will be forgiven. You may have to pay income tax on any amount that is forgiven.**</li> <li>Your payments will generally be 10 percent (for new borrowers* on or after July 1, 2014), or 15 percent (for all other borrowers) of your discretionary income,** but never more than the 10-year Standard Repayment Plan amount.</li> <li>You'll pay more for your loan over time than you would under the 10-year Standard Repayment Plan.</li> </ul>
<b>Income-Contingent Repayment (ICR) Plan</b>	Direct Loan Program borrowers	<ul style="list-style-type: none"> <li>Direct Subsidized Loans</li> <li>Direct Unsubsidized Loans</li> <li>Direct PLUS Loans made to students</li> <li>Direct Consolidation Loans (including Direct Consolidation Loans made after July 1, 2006 that repaid PLUS loans made to parents)</li> </ul>	<ul style="list-style-type: none"> <li>Time you have to repay: Up to 25 years.</li> <li>Your payments will be the lesser of:                             <ul style="list-style-type: none"> <li>20 percent of your discretionary income,** or</li> <li>the amount you would pay on a 12-year Standard Repayment Plan multiplied by a percentage based on your income.</li> </ul> </li> <li>If you do not repay your loan after making the equivalent of 25 years of qualifying monthly payments, the unpaid portion will be forgiven. You may have to pay income tax on the amount that is forgiven.</li> <li>You'll pay more for your loan over time than under the 10-year Standard Repayment Plan.</li> </ul>
<p><small>*For the Pay As You Earn and IBR plans, you are a new borrower if you had no outstanding balance on a Direct Loan or Federal Family Education Loan (FFEL) Program loan when you received a Direct Loan on or after the date specified above for each plan.</small></p> <p><small>Note: There are additional eligibility requirements. View repayment plan details at <a href="http://StudentAid.gov/repay">StudentAid.gov/repay</a>.</small></p>			<p><small>**For the IBR and Pay As You Earn plans, discretionary income is the difference between your total income and 150 percent of the poverty guideline for your family size and state of residence. For the ICR Plan, discretionary income is the difference between your total income and the poverty guideline for your family size and state of residence. If you are married, under certain circumstances your discretionary income may include your spouse's income.</small></p>

Exhibit B - Continued

# FUNDING YOUR EDUCATION

This publication provides basic information on federal student aid to help you pay for college or career school.



**STUDENTAID.GOV**

6 pages  
Exhibit C -  
(page 1)

## Federal Student Aid

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### What is federal student aid?

It's money from the federal government—specifically, the U.S. Department of Education—that helps you pay for college or career school, or graduate school expenses. More than \$150 billion in federal student aid is available through grants, work-study, and loans every year.

### Who gets federal student aid?

Every student who meets certain eligibility requirements can get some type of federal student aid, regardless of age or family income. The most basic eligibility requirements are that you must

- demonstrate financial need (for most programs);
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number;
- register (if you haven't already) with Selective Service if you're a male between the ages of 18 and 25;
- maintain satisfactory academic progress in college or career school; and
- show you're qualified to obtain a college or career school education by
  - having a high school diploma or General Educational Development (GED) certificate or
  - completing a high school education in a homeschool setting approved under state law.

Find more details about eligibility requirements at [StudentAid.gov/eligibility](http://StudentAid.gov/eligibility).



## How do I apply for federal student aid?

To apply for federal student aid, you need to complete the *Free Application for Federal Student Aid* (FAFSA®) at [www.fafsa.gov](http://www.fafsa.gov). Completing and submitting the FAFSA is free and quick, and it gives you access to the largest source of financial aid to pay for college or career school.

## When do I complete the FAFSA?

If you plan to attend school in the fall, you should apply for aid by completing the FAFSA as soon as possible after Jan. 1 of the year you plan on attending.

A few things to remember:

- To receive federal student aid for the 2015–16 award year, the deadline for submitting the FAFSA is June 30, 2016.
- You need to apply as soon as you can! Schools and states often use FAFSA information to award nonfederal aid. Their deadlines are usually early in the year. Check with the schools you're interested in to find out about their deadlines. Find state deadlines at [www.fafsa.gov](http://www.fafsa.gov).
- You must reapply for federal student aid every year.
- If you change schools, your aid doesn't automatically transfer with you. Check with your new school to find out what you need to do to continue receiving financial aid.

Your FAFSA helps you apply for federal, state, and school financial aid!

If you're not ready to apply for federal student aid, but you'd like to estimate your aid, visit [StudentAid.gov/fafsa/estimate](http://StudentAid.gov/fafsa/estimate) to try *FAFSA4caster*, an early eligibility estimator.

## What information do I report on the FAFSA?

The FAFSA asks for information about you (your name, Social Security number, date of birth, address, etc.) and about your financial situation. A series of questions will also determine whether you must provide information about your parents. Whether you must report that information or not depends on whether you're a "dependent" or an "independent" student.

Learn more about dependency status at [StudentAid.gov/dependency](http://StudentAid.gov/dependency).

## Where does my FAFSA information go once I submit it?

Your information is shared with the schools you list on the FAFSA.

- The financial aid office at a school to which you applied uses your FAFSA information to determine how much federal student aid you may receive at that school.
- If the school has its own funds to use for financial aid, it might use your FAFSA information to determine your eligibility for that aid. (The school might also have other forms it wants you to fill out to apply for aid there, so check with the school's financial aid office to be sure.)

Your FAFSA information also goes to state higher education agencies where your chosen schools are located. Many states have financial aid funds that they give out based on FAFSA information.

## I completed the FAFSA... now what?

After you apply, you'll receive a *Student Aid Report* (SAR), which is a summary of the FAFSA data you submitted. You'll get your SAR within three days to three weeks after you submit your FAFSA, depending on the method of delivery you selected. Be sure to look over your SAR to make sure you didn't make any mistakes on your FAFSA. The SAR won't tell you how much financial aid you'll get; it's a summary of the information being sent to the schools you listed on your FAFSA.

If you don't need to make any changes to the information listed on your SAR, just keep it for your records. To find out how to correct mistakes, or update your FAFSA, visit [StudentAid.gov/fafsa/next-steps/accept-aid](http://StudentAid.gov/fafsa/next-steps/accept-aid). Next, expect to receive an award letter from the schools at which you were accepted.

*Exhibit C - continued*

# DO YOU NEED MONEY FOR COLLEGE?

2 PAGES

## Federal Student Aid at a Glance 2015–16

### WHAT is federal student aid?

Federal student aid comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for higher education expenses (i.e., college, career school, or graduate school expenses).

Federal student aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation. Aid also can help pay for a computer and for dependent care.

There are three main categories of federal student aid: grants, work-study, and loans. Check with your school's financial aid office to find out which programs the school participates in. Details about the federal student aid programs are on page 2 of this document.

### WHO gets federal student aid?

Our most basic eligibility requirements are that you must

- demonstrate financial need (for most programs—to learn more, visit [StudentAid.gov/how-calculated](http://StudentAid.gov/how-calculated));
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number;
- register (if you haven't already) with Selective Service, if you're a male between the ages of 18 and 25;
- show you're qualified to obtain a college or career school education by
  - having a high school diploma or an equivalent such as a General Educational Development (GED) certificate or
  - completing a high school education in a home-school setting approved under state law; and
- maintain satisfactory academic progress in college or career school.

Find more details about eligibility criteria at [StudentAid.gov/eligibility](http://StudentAid.gov/eligibility).

### HOW do you apply for federal student aid?

**1. Complete the *Free Application for Federal Student Aid (FAFSA®)* at [www.fafsa.gov](http://www.fafsa.gov).**

If you need a paper FAFSA, you can get one from

- our website at [www.fafsa.gov](http://www.fafsa.gov), where you can download a PDF, or
- our ED Pubs distribution center at [www.edpubs.gov](http://www.edpubs.gov) or toll-free at 1-877-433-7827.

For the 2015–16 award year, the FAFSA is available from Jan. 1, 2015, to June 30, 2016. But you need to apply as soon as you can! Schools and states often use FAFSA information to award nonfederal aid. Their deadlines are usually early in the year. You can find state deadlines at [www.fafsa.gov](http://www.fafsa.gov) or on the paper FAFSA. Check with the schools you're interested in for their deadlines.

**2. Review your *Student Aid Report*.** After you apply, you'll receive a *Student Aid Report*, or SAR. Your SAR contains the information reported on your FAFSA and usually includes your Expected Family Contribution (EFC). The EFC is an index number used to determine your eligibility for federal student aid. Review your SAR information and make any corrections or changes, if necessary. The school(s) you list on your FAFSA will get your SAR data electronically.

**3. Contact the school(s) you might attend.** Make sure the financial aid office at each school you're interested in has all the information needed to determine your eligibility. If you're eligible, each school's financial aid office will send you an aid offer showing the amount and types of aid (from all sources) the school will offer you. You can compare aid offers from the schools to which you applied and see which school is the most affordable once financial aid is taken into account.

## Federal Student Aid

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Exhibit D (page 1)

### HAVE QUESTIONS?

Contact or visit the following:

- [StudentAid.gov](http://StudentAid.gov)
- a college financial aid office
- [studentaid@ed.gov](mailto:studentaid@ed.gov)
- 1-800-4-FED-AID (1-800-433-3243) toll-free
- 1-800-730-8913 (toll-free TTY for the hearing impaired)

# Federal Student Aid Programs 2015–16

DO YOU NEED MONEY FOR COLLEGE?  
Page 2 of 2

Program	Type of Aid	Program Details	Annual Amount
Federal Pell Grant	Grant: does not have to be repaid	For undergraduates with exceptional financial need who have not earned bachelor's or professional degrees; in some cases, however, a student enrolled in a postbaccalaureate teacher certification program might receive a Federal Pell Grant.  A student can receive a Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years).	Up to \$5,730 For details and updates, visit <a href="http://StudentAid.gov/pell-grant">StudentAid.gov/pell-grant</a>
Federal Supplemental Educational Opportunity Grant (FSEOG)	Grant: does not have to be repaid	For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.	Up to \$4,000 For details and updates, visit <a href="http://StudentAid.gov/fseog">StudentAid.gov/fseog</a>
Teacher Education Assistance for College and Higher Education (TEACH) Grant	Grant: does not have to be repaid unless student fails to carry out service obligation, in which case student must repay TEACH Grant as Direct Unsubsidized Loan with interest accrued (accumulated) from date grant was disbursed (paid out to student)	For undergraduate, postbaccalaureate, and graduate students who plan to become teachers; recipient must sign Agreement to Serve saying he or she will teach full-time in a high-need field for four complete academic years (within eight years of completing the academic program) at an elementary school, secondary school, or educational service agency serving children from low-income families.	Up to \$4,000 For details and updates, visit <a href="http://StudentAid.gov/teach">StudentAid.gov/teach</a>
Iraq and Afghanistan Service Grant	Grant: does not have to be repaid	For students who are not Pell-eligible due only to having less financial need than is required to receive Pell funds; whose parent or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education.  A student can receive an Iraq and Afghanistan Service Grant for no more than 12 semesters or the equivalent (roughly six years).	Up to \$5,311.71 For grants first disbursed on or after Oct. 1, 2014, and before Oct. 1, 2015 For details and updates, visit <a href="http://StudentAid.gov/Iraq-Afghanistan">StudentAid.gov/Iraq-Afghanistan</a>
Federal Work-Study	Money earned while attending school; does not have to be repaid	For undergraduate and graduate students; jobs can be on campus or off campus; students are paid at least federal minimum wage; funds depend on availability at school.	No annual minimum or maximum amounts For details and updates, visit <a href="http://StudentAid.gov/workstudy">StudentAid.gov/workstudy</a>
Federal Perkins Loan	Loan: must be repaid with interest	For undergraduate and graduate students with exceptional financial need; must be repaid to school that made the loan; 5% interest rate.	Undergraduate students: up to \$5,500; graduate and professional students: up to \$8,000 For details and updates, visit <a href="http://StudentAid.gov/perkins">StudentAid.gov/perkins</a>
Direct Subsidized Loan	Loan: must be repaid with interest	For undergraduate students who have financial need; U.S. Department of Education pays interest while borrower is in school and during grace and deferment periods; student must be at least half-time; 4.66% interest rate for loans first disbursed on or after July 1, 2014, and before July 1, 2015; visit <a href="http://StudentAid.gov/interest">StudentAid.gov/interest</a> for latest information on interest rates.  First-time borrowers may not receive this type of loan for more than 150% of the length of their program of study; U.S. Department of Education may stop paying interest if student who received loans for maximum period continues enrollment.	Up to \$5,500 depending on grade level For details and updates, visit <a href="http://StudentAid.gov/sub-unsu">StudentAid.gov/sub-unsu</a>
Direct Unsubsidized Loan	Loan: must be repaid with interest	For undergraduate and graduate students; borrower is responsible for all interest; student must be at least half-time; financial need is not required; 4.66% (undergraduate) and 6.21% (graduate or professional) interest rates for loans first disbursed on or after July 1, 2014, and before July 1, 2015; visit <a href="http://StudentAid.gov/interest">StudentAid.gov/interest</a> for latest information on interest rates.	Up to \$20,500 (less any subsidized amounts received for same period), depending on grade level and dependency status For details and updates, visit <a href="http://StudentAid.gov/sub-unsu">StudentAid.gov/sub-unsu</a>
Direct PLUS Loan	Loan: must be repaid with interest	For parents of dependent undergraduate students and for graduate or professional students; borrower is responsible for all interest; student must be enrolled at least half-time; financial need is not required; 7.21% interest rate for loans first disbursed on or after July 1, 2014, and before July 1, 2015.	Maximum amount is cost of attendance minus any other financial aid student receives For details and updates, visit <a href="http://StudentAid.gov/plus">StudentAid.gov/plus</a>

*Exhibit D-(page 2)*

**Note:** The information in this document was compiled in summer 2014. For updates or additional information, visit [StudentAid.gov](http://StudentAid.gov).

Printed: October 2014

## LOOKING FOR MORE SOURCES OF FREE MONEY?

Try [StudentAid.gov/scholarships](http://StudentAid.gov/scholarships) for tips on where to look and for a link to a free online scholarship search.

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# FAFSA®

FREE APPLICATION for FEDERAL STUDENT AID

10 pages Exhibit E (page 1)  
July 1, 2015 - June 30, 2016

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Use this form to apply free for federal and state student grants, work-study, and loans.

Or apply free online at [www.fafsa.gov](http://www.fafsa.gov).

### Applying by the Deadlines

For federal aid, submit your application as early as possible, but no earlier than January 1, 2015. We must receive your application no later than June 30, 2016. Your college must have your correct, complete information by your last day of enrollment in the 2015-2016 school year.

For state or college aid, the deadline may be as early as January 2015. See the table to the right for state deadlines. You may also need to complete additional forms.

Check with your high school guidance counselor or a financial aid administrator at your college about state and college sources of student aid and deadlines.

If you are filing close to one of these deadlines, we recommend you file online at [www.fafsa.gov](http://www.fafsa.gov). This is the fastest and easiest way to apply for aid.

### Using Your Tax Return

We recommend that you complete and submit your FAFSA as soon as possible on or after January 1, 2015. If you (or your parents) need to file a 2014 income tax return with the Internal Revenue Service (IRS), and have not done so yet, you can submit your FAFSA now using estimated tax information, and then you **must correct** that information **after you file** your return.

The easiest way to complete or correct your FAFSA with accurate tax information is by using the IRS Data Retrieval Tool through [www.fafsa.gov](http://www.fafsa.gov). In a few simple steps, most students and parents who filed a 2014 tax return can view and transfer their tax return information directly into their FAFSA.

**Note:** Both parents or both the student and spouse may need to report income information on the FAFSA if they did not file a joint tax return for 2014. For assistance with answering the income information questions in this situation, call 1-800-4-FED-AID (1-800-433-3243).

### Filling Out the FAFSA®

If you or your family experienced significant changes to your financial situation (such as loss of employment), complete this form to the extent you can and submit it as instructed. Consult with the financial aid office at the college(s) you applied to or plan to attend.

For help in filling out the FAFSA, go to [www.studentaid.gov/complefefafsa](http://www.studentaid.gov/complefefafsa) or 1-800-433-3243. TTY users (for the hearing impaired) may call 1-800-730-8913.

Your answers on this form will be read electronically. Therefore:

- use black ink and fill in circles completely: Correct ● Incorrect ⊗ ✓
- print clearly in CAPITAL letters and skip a box between words:  
1 5 E L M S T
- report dollar amounts (such as \$12,356.41) like this:  
\$ 1 2 3 5 6 no cents

Yellow is for student information and purple is for parent information.

### Mailing Your FAFSA®

After you complete this application, make a copy of pages 3 through 8 for your records. Then mail the original of pages 3 through 8 in the attached envelope or send it to:

**Federal Student Aid Programs, P.O. Box 7001, Mt. Vernon, IL 62864-0071.**

After your application is processed, you will receive a summary of your information in your *Student Aid Report* (SAR). If you provide an e-mail address, your SAR will be sent by e-mail within three to five days. If you do not provide an e-mail address, your SAR will be mailed to you within three weeks. If you would like to check the status of your FAFSA, go to [www.fafsa.gov](http://www.fafsa.gov) or call 1-800-433-3243.

### Let's Get Started!

Now go to page 3 of the application form and begin filling it out. Refer to the notes as instructed.

### APPLICATION DEADLINES

Federal Aid Deadline - June 30, 2016  
State Aid Deadlines - See below.

Check with your financial aid administrator for these states and territories:

AL, AS\*, AZ, CO, FM\*, GA, GU\*, HI\*, MH\*, MP\*, NE, NH\*, NM, NV\*, OH\*, PR, PW\*, SD\*, TX, UT, VA\*, VI\*, WI and WY\*.

Pay attention to the symbols that may be listed after your state deadline.

AK	Alaska Performance Scholarship - June 30, 2015 Alaska Education Grant - As soon as possible after January 1, 2015. Awards made until funds are depleted.
AR	Academic Challenge - June 1, 2015 (date received) Workforce Grant - Contact the financial aid office. Higher Education Opportunity Grant - June 1, 2015 (date received)
CA	For many state financial aid programs - March 2, 2015 (date postmarked) + * For additional community college Cal Grants - September 2, 2015 (date postmarked) + * Contact the California Student Aid Commission or your financial aid administrator for more information.
CT	February 15, 2015 (date received) # *
DC	FAFSA completed by April 1, 2015 For DCTAG, complete the DC OneApp and submit supporting documents by April 30, 2015.
DE	April 15, 2015 (date received)
FL	May 15, 2015 (date processed)
IA	July 1, 2015 (date received) Earlier priority deadlines may exist for certain programs.*
ID	Opportunity Grant - March 1, 2015 (date received) # *
IL	As soon as possible after January 1, 2015. Awards made until funds are depleted.
IN	March 10, 2015 (date received)
KS	April 1, 2015 (date received) # *
KY	As soon as possible after January 1, 2015. Awards made until funds are depleted.
LA	June 30, 2016 (July 1, 2015 recommended)
MA	May 1, 2015 (date received) #
MD	March 1, 2015 (date received)
ME	May 1, 2015 (date received)
MI	March 1, 2015 (date received)
MN	30 days after term starts (date received)
MO	April 1, 2015 (date received)
MS	MTAG and MESH Grants - September 15, 2015 (date received) HELP Scholarship - March 31, 2015 (date received)
MT	March 1, 2015 (date received) #
NC	As soon as possible after January 1, 2015. Awards made until funds are depleted.
ND	April 15, 2015 (date received) # Earlier priority deadlines may exist for institutional programs.
NJ	2014-2015 Tuition Aid Grant recipients - June 1, 2015 (date received) All other applicants - October 1, 2015, fall & spring terms (date received) - March 1, 2016, spring term only (date received)
NY	June 30, 2016 (date received) *
OK	March 1, 2015 (date received) #
OR	OSAC Private Scholarships - March 1, 2015 Oregon Opportunity Grant - As soon as possible after January 1, 2015. Awards made until funds are depleted.
PA	All first-time applicants enrolled in a: community college; business/trade/technical school; hospital school of nursing; designated Pennsylvania Open-Admission institution; or non-transferable two-year program - August 1, 2015 (date received) All other applicants - May 1, 2015 (date received)
RI	March 1, 2015 (date received) #
SC	Tuition Grants - June 30, 2015 (date received) SC Commission on Higher Education Need-based Grants - As soon as possible after January 1, 2015. Awards made until funds are depleted.
TN	State Grant - Prior-year recipients receive award if eligible and apply by March 1, 2015. All other awards made to neediest applicants until funds are depleted. State Lottery - fall term, September 1, 2015 (date received); spring & summer terms, February 1, 2016 (date received)
VT	As soon as possible after January 1, 2015. Awards made until funds are depleted.*
WA	As soon as possible after January 1, 2015. Awards made until funds are depleted.
WV	PROMISE Scholarship - March 1, 2015. New applicants must submit additional application. Contact your financial aid administrator or your state agency. WV Higher Education Grant Program - April 15, 2015

STATE AID DEADLINES

# For priority consideration, submit application by date specified.  
+ Applicants encouraged to obtain proof of mailing.  
\* Additional form may be required.

