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TO: Good Neighbor Program Officers
Texas Public Institutions of Higher Education

FROM: DeChà Reid
Director, Financial Aid Services

DATE: February 3, 2020

RE: 2020-21 (FY 2021) Good Neighbor Program

The 2020-21 (FY 2021) Good Neighbor Program (GNP) recommendation form is now available through the [CBPASS portal](#). To help institutions with the submission process, enclosed are the instructions that include the data requirements needed for each eligible applicant being recommended through CBPass. In addition, the enclosed program guidelines were created to assist institutions with navigating the eligibility and awarding process.

The deadline to submit GNP recommendation forms is **March 15, 2020**. A confirmation email will be sent to the program official once a nomination form has been transmitted successfully. If any submission requires additional review by the THECB, the program official will receive an email notification indicating the application is pending review.

First-time users will be required to create an account for CBPass and then request access to the online **Good Neighbor Program** application ([CBPass User Instruction Guide](#)). Access to the portal is only given to program officials submitting the nomination forms.

Institutions are invited to join a live Skype webcast on Feb. 11 at 2 p.m. to learn more about the GNP submission process and to ask questions. For more information, visit the Student Financial Aid Programs [webcast page](#).

For questions, please contact Financial Aid Services at (844) 792-2640 or [CONTACT US](#) (select the "Financial Aid Question" under **Contact Reason**).

Enclosed: [GNP Online Recommendation Instructions](#)
[GNP Guidelines](#)

cc: Directors of Financial Aid