

## Higher Education Emergency Relief Fund Report – Emergency Financial Aid Grants to Students

May 21, 2020

**Douglas Education Center, OPEID: 02068300** received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education’s (“Department”) Electronic Announcement of May 6, 2020.<sup>1</sup> For questions or concerns regarding this Fund Report, please contact **Amanda Phillips, Executive Director of Operations**, at [aphillips@dec.edu](mailto:aphillips@dec.edu).

1. The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. The institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide emergency financial aid grants to students.
2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$195,631**.
3. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **\$195,707**.
4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **139, which includes those that may self-certify**.
5. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **127**.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 18004(a)(1) of the CARES Act are provided at **Attachment A**.

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<sup>1</sup> See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**.

## **Attachment A**

### **Awarding Grants**

Douglas Education Center's administration has reviewed numerous methods for distributing the Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Recognizing most students have been impacted by the disruption to campus operations resulting from coronavirus, the institution will award grants in the same dollar amount to all eligible applicants.

Without collecting substantial financial information, the school is unable to determine that one applicant has more "need" for the grant than another applicant in paying expenses related to the disruption of campus operations caused by the coronavirus. Collecting an adequate amount of data to better assess student "need" for the grant would be burdensome to students and families and slow the distribution of funds. For this reason, DEC will award the same amount of grant to each eligible applicant.

After determining the number of eligible applicants, the Financial Aid Office will award grants to all eligible students indicating they incurred expenses and need financial assistance in meeting allowable expenses.

### **Calculating Grant Amounts**

Douglas Education Center's allocation for student grants under the CARES Act is \$195,631.

The grant award amount is dependent upon the number of eligible applicants or:

$$\text{X number of eligible applicants} / \$195,631$$

$$127 \text{ eligible applicants} / \$195,631 = \$1,540.4015$$

DEC is contributing an additional \$76.00 from the Institutional Grant Award under the CARES Act. Each eligible applicant will receive an award in the amount of: \$1,541.00

$$\text{Award to each eligible applicant} = \$1,541.00$$

## Attachment B

### **Emergency Financial Aid Grants**

On March 27, 2020, President Trump signed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The \$2.2 trillion economic aid package will provide financial assistance to individuals, families and businesses impacted by the coronavirus pandemic. The CARES Act, which establishes and funds the Higher Education Emergency Relief Fund directs institutions of higher education to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.

#### **Student Eligibility**

Eligibility criteria for this grant award includes:

- The applicant must have incurred expenses related to the disruption of campus operations caused by the coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses
- The applicant is enrolled in a TIV-eligible program at DEC
- The applicant was actively engaged in coursework as of March 16, 2020 and continues to be enrolled as of May 15, 2020
- The applicant must have begun classes on or before March 16, 2020
- The applicant has a valid FAFSA on file with DEC and is eligible for Federal Student Aid OR certifies the following criteria to participate in programs under Section 484 of the Higher Education Act, including but not limited to the following:
  - The applicant has a valid social security number
  - The applicant is a U.S. citizen or eligible non-citizen
  - The applicant possesses a high school diploma, GED, or completion of high school in an approved homeschool setting
  - The applicant is not enrolled in an elementary or secondary school
  - The applicant has completed registration with Selective Service (male students)
  - The applicant is maintaining Satisfactory Academic Progress (SAP)
  - The applicant does not owe a refund on a federal grant(s)
  - The applicant is not in default on a federal student loan
  - The applicant has not been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining federal student aid funds
  - The applicant has not been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance

#### **Application Process**

Douglas Education Center will send students email notification of the availability of the application along with instructions. Applicants must complete and sign the application electronically using DocuSign, a link will be provided in the email notification.

Applicants must attest they will use the Emergency Financial Aid Grant only for expenses related to the disruption of campus operations caused by the coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses.

The deadline for submitting an Emergency Financial Aid Grant application is May 15, 2020. Applications received after this date will not be considered when awarding grants.

Applications will be submitted to the Financial Aid Office who will track the applications and review the applications for eligibility and awarding. The Financial Aid Office will complete outreach efforts, in advance of the deadline, to all students that have not already applied.

### **Awarding Grants**

Douglas Education Center's administration has reviewed numerous methods for distributing the Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Recognizing most students have been impacted by the disruption to campus operations resulting from coronavirus, the institution will award grants in the same dollar amount to all eligible applicants.

Without collecting substantial financial information, the school is unable to determine that one applicant has more "need" for the grant than another applicant in paying expenses related to the disruption of campus operations caused by the coronavirus. Collecting an adequate amount of data to better assess student "need" for the grant would be burdensome to students and families and slow the distribution of funds. For this reason, DEC will award the same amount of grant to each eligible applicant.

After determining the number of eligible applicants, the Financial Aid Office will award grants to all eligible students indicating they incurred expenses and need financial assistance in meeting allowable expenses.

### **Calculating Grant Amounts**

Douglas Education Center's allocation for student grants under the CARES Act is \$195,631.

The minimum Emergency Financial Aid Grant is \$1,000. The maximum grant is dependent upon the number of eligible applicants, but will not exceed \$1,600.

### **Disbursing Grant Funds**

The grant will be evenly distributed to eligible applicants as soon as possible following the deadline.

Grant funds will be distributed in one disbursement via check. The check will be sent to the address listed on the application.

Additional monies or remaining funds from non-negotiated checks will be calculated and reviewed. Any subsequent or additional disbursements will be decided on at a later date, but no later than 3/31/2021.

**Funds fully expended and checks cleared.**

No additional reporting will be completed as funds have been fully expended and checks cleared.