

## Higher Education Emergency Relief Fund II (CRRSAA) Report – Emergency Financial Aid Grants to Students

**May 10, 2021**

**Douglas Education Center, OPEID: 02068300** received funds under Section 314(a)(4) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (Pub. L. 116-260) (award or grant) by the U.S. Department of Education (Department) are governed by section 314 of the CRRSAA. This Fund Report applies to the funds 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 coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with 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 100% of these funds for 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 **\$213,934**.
3. The total amount of emergency financial aid grants designated for students under Section 314(a)(4) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) as of the date of this Fund Report is **\$213,934**.
4. The estimated total number of students at the institution eligible to participate in programs Section 314(a)(4) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (Pub. L. 116-260) is **138, which includes those that may self-certify**. Based on population census 8/4/2021.
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 **113**.
6. The methods used by the institution to determine which students receive emergency financial aid grants and how much they would receive under Section 314(a)(4) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (Pub. L. 116-260) 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 HEERF II (CRRSA). Recognizing most students have been impacted by the national disaster, awarding metrics have been determined for all students.

The institution has developed 6 levels of awarding. Awards were determined based on pell eligibility, program length (in months, credits, hours, cost) and FAFSA application status. The first is for students with pell eligible EFCs in degree programs. Pell eligibility refers to pell-eligible EFCs and not pell awarding rules or regulations except that a student may not be eligible if in default on a federal student loan or in grant overpayment. It has been determined that degree programs are twice the length (in months, credits or hours) and are approximately twice the cost of certificate/diploma programs, on average. The second is for students with pell eligible EFCs in certificate or diploma programs and these programs are half the length (in months, credits or hours) and are approximately half the cost, therefore; the award is 50% of the same group in the degree programs, or Level 1. The third is for students with EFCs above pell eligibility in degree programs and these awards are half that of Level 1 because of pell ineligibility. The fourth is for students with EFCs above pell eligibility in certificate or diploma programs and is half the award of the same group for degree program applicants, or Level 2. The fifth is for students in degree programs who did not file a FAFSA and self-certify eligibility and are half that of Level 3. The sixth is for students in certificate or diploma programs who did not file a FAFSA and self-certify eligibility and are half that of Level 4.

### **Calculating Grant Amounts**

Douglas Education Center's allocation for student grants under the CRRSA Act, 2021 is \$213,934.

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

X number of eligible applicants X award level

Level 1 award    \$2,800.00

Level 2 award    \$1,400.00

Level 3 award    \$1,400.00

Level 4 award    \$700.00

Level 5 award    \$700.00

Level 6 award    \$350.00

The total award potential for this group is \$213,850.00. This potentially leaves a remaining \$84 of funds that will either be transferred to HEERF III awarding or returned from its origin.

## 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:

Institutions may award student grants for:

any component of their cost of attendance. Emergency costs that arise due to coronavirus, such as:

- tuition
  - food
  - housing
  - health care (including mental)
  - child care
- The applicant was enrolled and is actively engaged in coursework as of August 4, 2021.
  - The applicant must have begun classes on or before August 4, 2021
  - 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 provide students with an application along with instructions. Applicants must complete and sign the application and conditions. Active students as of the census date listed above will be sent various notifications of the availability of applications during the week of August 16, 2021 – via email, text and posting to DEC TV, instructor notification and various other postings on Campus.

Applicants must attest they will use the Emergency Financial Aid Grant for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

Applications will be available starting August 23, 2021. The deadline for submitting an Emergency Financial Aid Grant application is August 27, 2021. 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.

Awardees may sign over their check to DEC to cover tuition costs if they so choose. There will be no coercion or conditions set upon these awards that require this of any student. Students may be made aware of a balance due the institution for tuition and they may choose to sign over their checks to the institution or otherwise. There shall be no contingencies placed on the awards of these funds.

## **Awarding Grants**

Douglas Education Center's administration has reviewed numerous methods for distributing the Emergency Financial Aid Grants to Students. Recognizing most students have been impacted by the national disaster, awarding metrics have been determined for all students.

The institution has developed 6 levels of awarding. The first is for students with pell eligible EFCs in degree programs, the second for students with pell eligible EFCs in certificate or diploma programs, the third is for students with EFCs above pell eligibility in degree programs, the fourth is for students with EFCs above pell eligibility in certificate or diploma programs, the fifth is for students in degree programs who did not file a FAFSA and self-certify eligibility and the sixth is for students in certificate or diploma programs who did not file a FAFSA and self-certify eligibility.

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 \$213,934.00.

The minimum Emergency Financial Aid Grant is \$350.00. The maximum grant is dependent upon the number of eligible applicants, but will not exceed \$2,800.00.

### **Disbursing Grant Funds**

The grant will be distributed to eligible applicants as soon as possible following the deadline and will be based on the awarding levels listed above. Each applicant will be reviewed for their level of award and the award information will be provided by the Financial Aid Office to the Business Office for issuance of checks.

Grant funds will be distributed in one disbursement via check. The check will be available to be picked up in the business office at Douglas Education Center. Students will be notified that checks are available via email and text. The institution will maintain a separate bank account to issue checks for this purpose and to track checks to ensure they are negotiated.

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 3/1/2022.

Revised 8/31/2021