

## CARES ACT REPORTING ON EMERGENCY FINANCIAL AID GRANTS TO STUDENTS

On March 27, 2020, the Federal government enacted the Coronavirus Aid, Relief and Economic Security Act (CARES Act), Pub L. No. 116-136, providing funds to institutions from the Higher Education Emergency Relief Fund (HEERF) to make Emergency Financial Aid Grants to Students for expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under a student's cost of attendance, such as food, course materials, technology, health care, and child care. The law requires institutions to report certain information related to the use of these funds. The following information is reported for the period, May 28, 2020 to July 12, 2020.

- I. This statement shall serve to acknowledge that our institution signed and returned to the US Department of Education the *Certification and Agreement - Emergency Financial Aid Grants to Students*. We further attest that our institution has used, and/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.
- II. The total amount of funds that the institution has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Student is \$210,264.
- III. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of July 12, 2020, is \$210,264.
- IV. The estimated total number of students at our 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 to students under Section 18004(a)(1) of the CARES Act is 203.
- V. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act to date is 203.
- VI. The following is the method used by our institution to determine which students receive Emergency Financial Aid Grants and how much each student has received under Section 18004(a)(1) of the CARES Act.

All residential students (physically attending the campus) who were actively enrolled on March 13, 2020, are eligible for Emergency Student Grant funds under the CARES Act. Please note that based on the law, students that were enrolled in full-online programs prior to this date are not eligible for these funds.

The institution issued an initial round of Emergency Student Grants to all 203 actively enrolled students as of the March date. The amount of the initial Grant was \$500. In addition to the initial grant CTI sent each of the 203 students a second check of at least \$400. **These funds are for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses related to the disruption of campus operations due to coronavirus, such as food housing course materials, technology health care and child care expenses.**

Along with the \$500 check, students received a "Request for Additional Emergency Student Grants Funds". Students that have incurred additional expenses as specifically defined above, may complete the Request and return it to the Institution within 14 days (via email @ Tasha.braxton@careertechnical.edu or regular mail).

Additional Grants will be made to students with exceptional expenses that have properly documented their need. The institution will attempt to assist as many students as possible that establish a need. However, in no case will any student receive more than \$1,850.00, in total.

**IMPORTANT  
INSTRUCTIONS FOR COMPLETION OF**

**REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS  
Under the CARES Act, Pub. L. No. 116-136**

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. The CARES Act authorized the Higher Education Emergency Relief Fund which provides emergency funding for student and institutions impacted by the COVID-19 pandemic. On April 9, 2020 the US Secretary of Education announced that the student funding was being made available to institutions to award and disburse to students who have incurred expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under the student's Cost of Attendance, such as food, housing, course materials, technology, health care and child care.

In order for these emergency grants to be fairly and compliantly awarded, you (and all requesting students) must provide information to the institution regarding the coronavirus related expenses you have incurred. On the attached form, please provide details and amounts of any of the types of costs you may have incurred.

On the top portion of the form, it is imperative that you provide the correct address where mail from the school will reach you. **This is the address to which your Grant check will be mailed.**

Also, you must remember to sign and date the form.

If you have any questions, contact the school as soon as possible.

**REQUEST FOR EMERGENCY FINANCIAL AID GRANT FUNDS  
Under the CARES Act, Pub. L. No. 116-136**

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Street Address** at which I am sure to receive my Grant check: \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Have you incurred expenses related to the disruption of campus operations due to coronavirus (COVID-19), such as food, housing course materials, technology, health care and/or child care expenses? \_\_\_\_\_ YES \_\_\_\_\_ NO

CATEGORY OF EXPENSE

AMOUNT I HAVE PAID OUT

FOOD

\$ \_\_\_\_\_

HOUSING

\$ \_\_\_\_\_

COURSE MATERIALS \$ \_\_\_\_\_

List Materials: \_\_\_\_\_

TECHNOLOGY \$ \_\_\_\_\_

List Technology: \_\_\_\_\_

HEALTH CARE \$ \_\_\_\_\_

CHILD CARE \$ \_\_\_\_\_

I hereby attest that the information provided above is true and correct. I understand I am requesting an Emergency Financial Aid Grant to assist me with costs that I have incurred related to the COVID-19 pandemic. I further acknowledge that while my school will attempt to assist me to the greatest extent possible, I understand funds are limited and are to be shared among all eligible students.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR SCHOOL USE ONLY**

Applicants, please do not enter information in this section.

Total Grant Amount Approved: \$ \_\_\_\_\_

CHECK#: \_\_\_\_\_

Signature and Title of School Representative: \_\_\_\_\_

- VII. The follow instructions/directions/guidance provided by our institution to students concerning the Emergency Financial Aid Grants.

Students were instructed to return the Request for Emergency Funds back to the business office so that a determination can be made if they are eligible for any additional funds beyond the \$500 that was sent out to all eligible students.