

Heartland Community College's Proposal For Institutional Portion of the Higher Education Emergency Relief Fund Formula Grants Authorized by Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act

The CARES Act, which establishes and funds the Higher Education Emergency Relief Fund (HEERF), directs institutions of higher education ("institutions") to use up to 50 percent of the funds received under Section 18004(c) of the CARES Act to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship (collectively referred to as "Recipient's Institutional Costs"). Heartland Community College was provided \$1.046 million for Institutional Costs as authorized under Sections 18004(a)(1) and 18004(c) of the CARES Act after signing and returning to the Department of Education the Certification and Agreement for the funds. The College may, but is not required to, use funds designated for the Institutional Costs to provide additional emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus. If the College chooses to use funds designated for Institutional Costs to provide such emergency financial grants to students, then the funds are subject to the requirements in the Funding Certification and Agreement for the Emergency Financial Aid Grants to Students under the CARES act, entered into between the College and the Secretary of Education.

Procedure For Institution To Use Emergency Relief Funds

In accordance with the provisions of CARES Act Higher Education Emergency Relief fund, the College has established procedures for identifying institutional costs as authorized under Sections 18004(a)(1) and 18004(c) of the CARES Act which can be covered by the Institutional Portion of the Higher Education Emergency Relief Fund. The review of institutional costs will identify the following costs to be covered by the CARES Act:

- (1) Institutional costs of the College to provide refunds/credits to students for room and board, tuition, and other fees as a result of significant charges to the delivery of instruction, including interruptions in instruction, due to the coronavirus.
- (2) Institutional costs to expand remote learning programs, build IT capacity to support such programs, and train faculty and staff to operate effectively in a remote learning environment.
- (3) Any costs associated with significant changes to the delivery of instruction due to the coronavirus.
- (4) Costs the College has on a reasonable basis and consensus the costs are due to the coronavirus.
- (5) Costs the College incurs to continue to pay employees and contractors during the period of disruptions and closures related to the coronavirus and to the greatest extent practicable.
- (6) Costs must have been first incurred on or after March 23, 2020.

The review of institutional costs will identify the following costs **not** to be covered by the CARES Act:

- (1) Payment to contractors for the provision of pre-enrollment recruitment activities, which include marketing and advertising.

- (2) Endowments.
- (3) Capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.
- (4) Senior administrator and/or executive salaries, benefits, bonuses, contracts, incentives; stock buyback, shareholder dividends, capital distributions, and stock options; and any other cash or other benefit for a senior administrator or executive.

Procedure For Students To Apply For Emergency Relief Funds

In accordance with the provisions of CARES Act Higher Education Emergency Relief Fund, the College has established and uses written policies and procedures for verifying an applicant's eligibility for (HEERF) from the student application. These policies and procedures include:

- (1) The time period within which an applicant must request funding.
- (2) Method used to select recipients and determine award amounts.
- (3) The method by which the College notifies an applicant of the results and approval of funding.
- (4) The procedures the College will follow itself or the procedures the College will require from the student.
- (5) The procedures the College will follow for making referrals to other college resources available to the student.

Application Period

Applications for Higher Education Emergency Relief Fund will be made available to students' effective March 27, 2020 and expires December 1, 2020. Students can apply for funding during this period only and must meet eligibility requirements at time of application. Students not returning or graduating after the spring 2020 term will have until July 1, 2020 to complete the application. Continuing students will have until November 1, 2020 to complete the application based upon enrollment.

Procedures

All students will be notified by email and text messaging regarding the availability of HEERF funds. Communications will be sent to targeted populations who have not applied for additional support on a continuous basis until mid-May. Students will be directed to an online application housed within the COVID19 update page on the College's website. Once completed the application will be sent to the financial aid office to determine initial eligibility. Applications that do not meet criteria set forth by this policy will be forwarded to a success coach to determine other resources available to the student.

Selection of Applicants

Applications will be directed to a team within the financial aid office. A financial aid team member will review the initial application and determine if the student meets all the requirements listed below for eligibility under the HEERF program:

- Student has courses that were impacted by COVID19 crisis after March 27, 2020.
- Student is Title IV eligible, degree seeking, currently enrolled at time of application and Title IV eligible as determined by completion of a FAFSA and its associated requirements.
- Student has a need caused by COVID19 related issue and the expenses are related to the disruption of campus operations due to COVID19 emergency declaration (including eligible

expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare).

- Amounts requested on application and expense identified on the application will determine the award amount. The award range is \$300.00 to \$1,000.00 and will be determined by academic load. Any amount requested above \$1,000 will require further review and only approved by an administrator of the college (Dean of Student Success, Dean of Enrollment Services and/or VP of Enrollment Services). Additional Documentation for any amount above \$1,000 may be required.
 - 1-5 credits Up to \$300
 - 6-8 credits Up to \$600
 - 9 or greater credits Up to \$1,000

Notifications

Students approved for relief funding will be notified by email. Notification will include the amount of each grant awarded to each student and instructions given to students pertaining to use of funds including food, housing, course materials, technology, health care and childcare. The financial aid office will maintain records of award communication and application for each applicant awarded.

Applicants not meeting award criteria will be sent a communication regarding ineligibility including the reasons for ineligibility. Ineligible students will be directed to student success coaches to determine if there are other resources available to the student through the college or with the community,

Award Procedures and Disbursement

The financial aid office will determine the final award amount. Awards will be compiled on a master spreadsheet for disbursement. The spreadsheet will be used for reporting purposes per the requirements related to the college's participation in the program. Information will include student id, name, award amount and justification for action. The Business Office will use the file load process to post awards on student accounts. The award should be created to by-pass any account balance incurred prior to March 27, 2020 and be directly disbursed to the student for immediate assistance.

Website criteria drop down COVID page included with application.

Eligibility Criteria

To qualify for funding, students must meet the following criteria:

- Currently enrolled as a degree-seeking full-time or part-time undergraduate at Heartland Community College.
- Experiencing unexpected financial hardship resulting from the coronavirus/COVID-19 outbreak.

Examples of Expenses Covered by Coronavirus/COVID-19 Emergency funding:

- Emergency medical and dental expenses
- Technology/equipment needed to ensure continuity of online learning
- Travel expenses impacted
- Homelessness or potential loss of housing
- Overdue utility bills reaching a turn-off notice
- Loss of childcare
- Health insurance
- Other financial needs **arising** from individual and/or special circumstances to be determined on a case-by-case basis

Examples of Expenses Not Covered by Coronavirus/COVID-19 Emergency Funding:

- Legal fines or expenses
- Non-essential personal bills
- Parking tickets, library fines, or other expenses mistakenly incurred
- Funds for the replacement of lost or stolen items
- Debt incurred prior to the Illinois COVID19 emergency declaration

Additional Items to Note

- Students may only receive funds once via this application
- Funds awarded do not need to be repaid and will not be subject to federal taxes.
- Award range is \$300.00 to \$1,000.00 depending on COVID covered expenses.
- Funds awarded could be disbursed through the Bankmobile selection process.

Application Process

Complete and submit the online application (link). Applications will be reviewed by the financial aid student success staff. Decisions will be communicated to students via email within 2 business days of submission.

