

**CARES ACT 30-day Fund Report**  
**Career and Technology Education Centers of Licking County**  
**July 24, 2020**

**Overview:**

C-TEC applied for and was approved for Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

On April 13, 2020, C-TEC submitted the Certification and Agreement for the \$99,270 allocation to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.

On April 29, 2020, the U.S. Department of Education notified C-TEC that C-TEC was selected for funding.

C-TEC students who were actively enrolled in full time or part time workforce development programs between March 17 and May 29, 2020 and who had filed a FAFSA or were eligible to file a FAFSA were eligible to apply for the CARES grants.

C-TEC identified approximately 150 actively enrolled students who would be eligible to apply for the grants. For these students, C-TEC determined that full time students would be eligible for at least \$800 and part time students would be eligible for at least \$200, given the total allocation.

On May 7, 2020, C-TEC issued a notification to the actively enrolled full time and part time students with the application to apply for the funds, frequently asked questions, and contact staff. C-TEC gave students a May 29, 2020 deadline to apply for the funds and to certify that students were eligible for funding.

By the May 29, 2020 application deadline, 91 students had applied for the grants, representing over 60% of the eligible population. Therefore, in order to expend the entire allocation, C-TEC adjusted the amount per student. Full time students were allocated \$1,200 each, and part time students were allocated \$500 each.

By June 23, 2020, C-TEC issued disbursement checks to 91 eligible students for a total amount of \$100,800.

**Required Components of the CARES ACT 30-day Fund Report:**

- 1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that 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.*

- On April 13, 2020, C-TEC submitted the Certification and Agreement for the \$99,270 allocation to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus. C-TEC intends to use at least 50% of the funds for student emergency grants.
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.*
    - To date, C-TEC has applied for and been approved for \$198,540. Of this allocation, C-TEC intends to use at least 50% of the allocation to provide Emergency Financial Aid Grants to students.
    - C-TEC is eligible for a total of \$500,000 under the FIPSE total allocation. However, C-TEC has not yet received this allocation.
  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 submission (i.e., as of the 30-day Report and every 45 days thereafter).*
    - As of June 23, 2020, C-TEC has distributed \$100,800 to 91 students who were identified as eligible under the CARES Act guidelines. This represents 50.77% of the institutional and student allocation.
  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 to students under Section 18004(a)(1) of the CARES Act.*
    - C-TEC students who were actively enrolled in full time or part time workforce development programs between March 17 and May 29, 2020 and who had filed a FAFSA or were eligible to file a FAFSA were eligible to apply for the CARES grants.
    - C-TEC identified approximately 150 actively enrolled students who would be eligible to apply for the grants.
  5. *The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act.*
    - By June 23, 2020, C-TEC issued disbursement checks to 91 eligible students for a total amount of \$100,800.

6. *The method(s) 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.*

- C-TEC was allocated \$99,270 for the student emergency relief. All of these dollars must be granted to eligible students who completed the application and were determined to be eligible for grant dollars. C-TEC used a calculation to allocate full time students \$1200 and part time students \$500. These amounts are proportional based on the average number of program hours for part time and full time students while expending the entire amount.

7. *Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.*

- On June 17, 2020, students were notified about eligibility for awards, along with the updated allocations. Students were given information on how the grants were being issued, how students could pick up checks at the school, and that students must maintain good academic standing in order to continue to be eligible for any future CARES dollars.

The Certification and Agreement directs each institution applying for HEERF funds to comply with Section 18004(e) of the CARES Act and submit an initial report (the “30-day Fund Report”) to the Secretary thirty (30) days from the date of the institution’s Certification and Agreement to the Department. The Department will provide instructions for providing the required information to the Secretary in the near future. In the meantime, each HEERF participating institution must post the information listed below on the institution’s primary website. The Department would like to receive the most current information from the date when the institution received its allocation for emergency financial aid grants to students, and the institution should have received its allocation within a few days after submitting the Certification and Agreement. Accordingly, the following information must appear in a format and location that is easily accessible to the public 30 days after the date when the institution received its allocation under 18004(a)(1) and updated every 45 days thereafter:

**\*Note:** In preparing the 30-day Fund Report, institutions should use data suppression and other methodologies to comply with, and protect the personally identifiable information from student education records, under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99). For example, the Department does not expect institutions to report information about a group of 10 or fewer students. For example, if the total number of eligible students, the total of number of students who received Emergency Financial Aid Grants, or the difference between the two numbers is less than 10, then the institution should not display the number of students or the amount of Emergency Financial Aid Grants to students on publicly available website(s) controlled by the institution.

Institutions that accurately report the information listed above will meet the initial reporting requirements. For subsequent reports and reporting for other related HEERF programs, the Department will notify participating institutions of the Department's preferred reporting method. The Department may choose to collect additional information from institutions in accordance with the reporting requirement stated at Section 18(e) of the CARES Act and the Certification and Agreement.

For more information on the HEER, please visit the Department's [CARES Act: Higher Education Emergency Relief Fund](#) page.