

**Grand Rapids Community College
Coronavirus Aid, Relief, and Economic Security Act**

**Quarterly Fund Report
December 31, 2020**

Acknowledgments of Signed Certification and Agreement Forms

- On April 13, 2020, Grand Rapids Community College (GRCC) signed the Recipient's Funding Certification and Agreement for Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

In doing so, GRCC agreed that no less than 50 percent or \$3,403,086 of the funds received under Section 18004(a)(1) of the CARES Act would be provided as emergency financial aid grants to students.

The U.S. Department of Education provided a Grant Award Notification to GRCC on April 22, 2020.

Additional Certification and Agreement forms signed by GRCC include:

- The Recipient's Funding Certification and Agreement for the Institutional Portion of the Higher Education Emergency Relief Fund. The U.S. Department of Education provided a Grant Award Notification to GRCC on May 6, 2020.
- The Recipient's Certification and Agreement for an Award under Section 18004(a)(2) of the Higher Education Emergency Relief Fund. The U.S. Department of Education provided a Grant Award Notification to GRCC on June 1, 2020.

Unsigned copies of the Certification and Agreement forms are available for review at:

<https://www2.ed.gov/about/offices/list/ope/caresactheerfarchive.html>

Total Amount of Funds GRCC Will Receive

Based on Grant Award Notifications from the U.S. Department of Education, GRCC will receive \$7,145,255 in Higher Education Emergency Relief Funds (HEERF) under the CARES Act.

These funds include:

- \$3,403,086 in funds for eligible students impacted by COVID-19 pandemic-related disruptions of campus operations.

- \$3,403,085 in institutional funding for costs associated with significant changes to the delivery of instruction due to the COVID-19 pandemic.
- \$339,084 in institutional funding from the Higher Education Emergency Relief Fund – Strengthening Institutions Program to help defray expenses incurred as a result of transition to distance education. *Note: in October 2020, the college’s initial allocation of \$335,149 was increased by \$3,935.*

As stated above, GRCC will distribute no less than \$3,403,086 in HEERF to students. Detailed information about the disbursement of HEERF to eligible GRCC students is included within this report.

GRCC understands that it may, but is not required to, use HEERF designated to address institutional costs to provide additional emergency financial aid grants to students for expenses related to COVID-19-related disruption of campus operations.

GRCC has expensed and drawn down \$2,853,441 in HEERF Institutional and Strengthening Institutions Program funds to cover costs related to:

- the waiver of Summer 2020 course fees
- the waiver of online course fees for the Fall 2020 semester
- granting course retake opportunities for students who withdrew from Winter 2020 courses due to the transition to remote learning in March 2020

We anticipate that remaining institutional HEERF will be used to cover costs related to:

- the waiver of online course fees for the Winter 2021 semester
- granting course retake opportunities for students who withdrew from Winter 2020 courses due to the transition to remote learning in March 2020

Quarterly Budget and Expenditure Reports for institutional funds can be accessed at:

<https://www.grcc.edu/coronavirusinformation/coronavirusaidreliefandeconomicsecurityactreporting>

Additionally, a detailed HEERF annual report will be submitted via the Annual Report Data Collection System on or before February 1, 2021.

Total Amount of Emergency Financial Aid Grants GRCC Has Distributed to Students

\$3,394,500 was disbursed to eligible students on or before December 31, 2020. Of this total amount, \$603,500 was disbursed during the period from October 1 through December 31, 2020 to 2,414 students. The award amount for this period was \$250.

An additional \$7,750 is scheduled to disburse to 31 students during the week of January 4th. \$836 remains to be disbursed to eligible students during the Winter 2021 semester, which

begins January 11, 2021.

Estimated Total Number of Students Eligible to Receive Emergency Financial Aid Grants

From October 1 through December 31, 2020:

12,153 students were enrolled at GRCC during the Fall 2020 semester as of September 10, 2020. Of these, 3,929 students were enrolled in a degree or certificate program; had a FAFSA on file; were identified as meeting all of the criteria required for a HEERF grant, as determined based on U.S. Department of Education guidance; and had been awarded federal financial aid for the semester.

Between the Winter 2020, Summer 2020, and Fall 2020 semesters, unduplicated eligible students totaled 7,680.

Student eligibility information for prior reporting periods can be accessed at:

<https://www.grcc.edu/coronavirusinformation/coronavirusaidreliefandeconomicsecurityactreporting>

Total Number of Students Who Have Received an Emergency Financial Aid Grant

As of December 31, 2020, funds were disbursed to a total of 5,296 unduplicated students.

Those 5,296 students have submitted one or more acceptance forms or applications, establishing their eligibility as having incurred expenses as the result of COVID-19-related campus disruptions during the Winter 2020, Summer 2020 and/or Fall 2020 semesters. A total of 8,024 acceptance forms/applications were received as of December 31, 2020.

From October 1 through December 31, 2020, a total of 2,414 students applied for funds to address Fall 2020 semester expenses incurred. The following table shows the number and percentage of students who attested to having an expense within an eligible category during the Fall 2020 semester.

Expenses	Students	Percentage*
Food	1,577	65%

Housing	1,461	61%
Technology	1,606	67%
Health Care	714	30%
Child Care	361	15%
Course Materials	1,691	70%

* Based on 2,414 applications submitted

Tables showing the number and percentage of students who attested to having an expense within an eligible category during prior reporting periods can be found at:

<https://www.grcc.edu/coronavirusinformation/coronavirusaidreliefandeconomicsecurityactreporting>

Methods Used to Determine Which GRCC Students Receive a Grant and Grant Amount

GRCC determined that to be eligible for CARES Act funding awarded to date, a student must have met all of the following criteria, based on U.S. Department of Education guidance, and must have incurred expenses as the result of COVID-19-related campus disruptions.

- Enrolled in a financial aid-eligible GRCC degree or certificate program
- Filed a 2019-20 or 2020-21 Free Application for Federal Student Aid (FAFSA) with GRCC and was eligible for federal financial aid during the Winter 2020, Summer 2020 or Fall 2020 semesters.
- Was maintaining satisfactory academic progress (SAP) requirements for financial aid recipients at the time eligibility was determined
- Was not pursuing an exclusively online program of study

Students in both credit hour and clock hour financial aid-eligible programs were considered for CARES Act funding.

On the basis of the above criteria, GRCC established four awarding groups. Groups 1 through 3 were awarded in prior reporting periods. Information on methods used to determine which GRCC students would receive a grant and the grant amounts for these awarding groups are

documented in the last quarterly report dated September 30, 2020 found at:

<https://www.grcc.edu/coronavirusinformation/coronavirusaidreliefandeconomicsecurityactreporting>

Group 4 was awarded from November 2020 through December 2020. Students awarded HEERF grants as part of Group 4 met the above criteria, were enrolled in the Fall 2020 semester, and were awarded federal financial aid during that semester. Since the majority of Fall courses were online, GRCC allowed students enrolled in online courses during Fall semester to be eligible for these funds as long as they were enrolled in a degree or certificate program that had an in-seat component or were not pursuing an exclusively online program of study. Additionally, eligible students were required to complete an application available through their GRCC Online Center to request the grant. Applications were processed on a first come, first served basis.

Based on the limited amount of funds available and the desire to provide funds to as many students in need as possible, the award amount for Group 4 was set at \$250 per student.

GRCC has used the following process to identify students meeting the above eligibility criteria:

- Using data from the Free Application for Federal Student Aid (FAFSA), GRCC determined whether a student met the eligibility requirements for Federal Student Aid under Section 484 of the Higher Education Act.
- GRCC used dates of attendance, course schedules, course delivery mode (online, virtual, hybrid, or in-seat), declared programs of study, and other student enrollment data necessary to determine whether the student met the requirement of being enrolled in at least one originally scheduled, face-to-face class on or after March 13, 2020 or was determined to not be pursuing an entirely online program of study.
- GRCC established an application process to facilitate Group 4 awarding. The application was made available only to eligible students and required those applying for funds to self-certify what expenses they incurred as the result of COVID-19-related campus disruptions.

Instructions, Directions, and Guidance Provided to GRCC Students

During the reporting period from October 1, 2020 through December 31, 2020, various communications were sent to students. Emails included information on eligibility criteria and instructions on how to apply for the award. Follow up reminder texts were also sent. Copies of each communication are included below. Additionally, a frequently asked questions document is posted on GRCC's website at:

www.grcc.edu/coronavirusinformation/studentinformation/caresactemergencyfundsforeligiblestudents

E-mail: November 3, 2020

Dear *\${Contacts.First Name}*,

We are pleased to notify you that you are eligible to apply for emergency funding assistance through the Coronavirus Aid, Relief and Economic Security Act (CARES Act). This eligibility is based on your having been enrolled at GRCC for the current fall semester. We have also reviewed your account and determined that you meet the updated criteria as stated on the CARES Act FAQ. The CARES Act guidelines are set by the U.S Department of Education.

Additionally, to apply, you must have incurred one or more of the following expenses resulting from COVID-19-related campus disruptions:

- *Food*
- *Housing costs*
- *Course materials*
- *Technology*
- *Healthcare costs*
- *Childcare costs*

There are limited funds remaining. Submitting the application is not a guarantee that funds will be awarded. Applications will be processed on a first come first served basis. Awarding will continue until all the CARES Act funding is disbursed.

To submit an application, you must take the following actions:

- *Log into your MyGRCC account.*
- *Click on the Online Center button.*
- *Select the CARES Award Application Form tile*
- *Review the form, select all expenses incurred as a result of COVID-19 campus disruptions*
- *Click the award application button*
- *Click submit*
- *Confirm your contact information and update it, if necessary, in your Online Center. Click on the Profile tile, then select Address*

Should you be awarded CARES Act funds, Your CARES Act award will be disbursed using the same BankMobile refund method you previously selected for your Financial Aid refund. If you need to update your refund preferences, you can do so at: <https://bankmobiledisbursements.com/refundchoices/>

Please consider selecting an electronic refund preference as the quickest, most reliable, and safest method. If you have not previously set up a refund preference and need assistance doing so, contact the GRCC Cashier's Office at cashier@grcc.edu.

If you have questions, the GRCC CARES Team can help. Please review our CARES Act FAQs, send questions to GRCC_CARES@grcc.edu or call (616) 234-4000.

These are difficult times. This assistance will be helpful, but the need will continue to be great as we emerge from the pandemic. GRCC has other resources available to help with a variety of challenges. Our Office of Student Life frequently updates the GET HELP website – grcc.edu/gethelp – listing college and community resources for food and housing insecurity and other challenges.

Stay well.

*Best,
President Pink*

Text: November 13, 2020

Hello, This is Ryan from GRCC. Apply for CARES Act funds today. Limited funding available. Login to your Online Center. ?s - email GRCC_Cares@grcc.edu

E-mail: December 8, 2020

Dear $\{Contacts.First Name\}$,

We are pleased to notify you that you are eligible to apply for emergency funding assistance through the Coronavirus Aid, Relief and Economic Security Act (CARES Act). This eligibility is based on your having been enrolled at GRCC for the current fall semester. We have also reviewed your account and determined that you meet the updated criteria as stated on the CARES Act FAQ. The CARES Act guidelines are set by the U.S Department of Education.

Additionally, to apply, you must have incurred one or more of the following expenses resulting from COVID-19-related campus disruptions:

- Food*
- Housing costs*
- Course materials*
- Technology*
- Healthcare costs*
- Childcare costs*

There are limited funds remaining. Submitting the application is not a guarantee that funds will be awarded. Applications will be processed on a first come first served basis. Awarding will continue until all the CARES Act funding is disbursed.

To submit an application, you must take the following actions:

- *Log into your MyGRCC account.*
- *Click on the Online Center button.*
- *Select the CARES Award Application Form tile*
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GRCC Financial Aid

Text: December 11, 2020

Hi <FIRST NAME>, This is Ryan from Grand Rapids Community College -- are you interested in applying for CARES ACT funds? (Please reply Yes or No)

Auto-Replies

If YES, then reply:

Please login to your Online Center and fill out the Cares Form. <https://id.quicklaunch.io/grcc>

If NO, then reply:

Thank you, have a great weekend!

E-mail: December 16, 2020

Dear \${Contacts.First Name},

We are pleased to notify you that you are eligible to apply for emergency funding assistance through the Coronavirus Aid, Relief and Economic Security Act (CARES Act). This eligibility is based on your having been enrolled at GRCC for the current fall semester. We have also reviewed your account and determined that you meet the updated criteria as stated on the CARES Act FAQ. The CARES Act guidelines are set by the U.S Department of Education.

Additionally, to apply, you must have incurred one or more of the following expenses resulting from COVID-19-related campus disruptions:

- *Food*
- *Housing costs*
- *Course materials*
- *Technology*
- *Healthcare costs*
- *Childcare costs*

Limited CARES Act funds remain -- Apply no later than December 18, 2020. Submitting the application is not a guarantee that funds will be awarded. Applications will be processed on a first come first served basis. Awarding will continue until all the CARES Act funding is disbursed.

To submit an application, you must take the following actions:

- *Log into your MyGRCC account.*
- *Click on the Online Center button.*
- *Select the CARES Award Application Form tile*
- *Review the form, select all expenses incurred as a result of COVID-19 campus disruptions*
- *Click the award application button*
- *Click submit*
- *Confirm your contact information and update it, if necessary, in your Online Center. Click on the Profile tile, then select Address*

Should you be awarded CARES Act funds, Your CARES Act award will be disbursed using the same BankMobile refund method you previously selected for your Financial Aid refund. If you need to update your refund preferences, you can do so at: <https://bankmobiledisbursements.com/refundchoices/> Please consider selecting an electronic refund preference as it is the quickest, most reliable, and safest method. If you have not previously set up a refund preference and need assistance doing so, contact the

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GRCC Financial Aid

Communications sent to students during prior reporting periods can be found at:

<https://www.grcc.edu/coronavirusinformation/coronavirusaidreliefandeconomicsecurityactreporting>

Conclusion

This report documents the status of the CARES Act Higher Education Emergency Relief Funds (HEERF) student allocation from October 1 through December 31, 2020. In keeping with the August 31, 2020 U.S. Department of Education electronic announcement, additional reports will be posted on GRCC's website quarterly.