

Higher Education Emergency Relief Fund Report Emergency Financial Aid Grants to Students

August 28, 2020

All HEERF funds allocated to the institution have been fully disbursed and the disclosures are final.

Carnegie Institute (OPE ID: 007617) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is 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 disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing 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, 2020.¹ For questions or concerns regarding this Fund Report, please contact Robert McEachern, President & CFO, at rmceachern@carnegie-institute.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, 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.
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 \$123,497.00
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 this Fund Report is \$113,210.38. 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 under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is 115.
4. 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 115.
5. The methods 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 are provided at **Attachment A-2**.
6. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B-2**.

¹ See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

Higher Education Emergency Relief Fund Report Emergency Financial Aid Grants to Students

July 28, 2020

Carnegie Institute (OPE ID: 007617) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

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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, 2020.¹ For questions or concerns regarding this Fund Report, please contact Robert McEachern, President & CFO, at rmceachern@carnegie-institute.edu

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4. 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 115.
5. The methods 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 are provided at **Attachment A-2**.
6. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B-2**.

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Higher Education Emergency Relief Fund Report – Emergency Financial Aid Grants to Students

June 1, 2020

Carnegie Institute (OPE ID: 007617) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is 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 disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing 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, 2020.¹ For questions or concerns regarding this Fund Report, please contact Robert McEachern, **President & CFO**, at rmceachern@carnegie-institute.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, 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.
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 **\$123,497.00**
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 this Fund Report is \$123,497.00
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 under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is 111.
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 111.
6. The methods 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 are provided at **Attachment A**.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**.

¹ See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

Attachment A
Institutional Policy & Procedure
Related to determining allocation of student emergency
Financial Aid Grants through
US DOE – Higher Education Emergency Relief Fund (HEERF)

- I. HEERF will be used strictly to provide emergency financial aid grants directly to students.
- a. Identifying eligible expenses for which a student’s emergency financial aid grant can be used.
 - b. The institution’s financial aid office, student services team, and administration engaged in discussions related to HEERF.
 - i. The FA Office created an excel spreadsheet identifying current students and organized the report according to Pell eligibility and EFC; most in need of such financial support.
 - ii. Many students have developed new levels of need based on recent events related to the Coronavirus pandemic and loss of jobs, someone in the immediate household may have contracted COVID-19, etc.
 - iii. The Institutional Policy & Process will maintain notes and supporting documentation and will share institution’s process and decisions should anyone request such explanations.
 - iv. Carnegie Institute will appoint the financial aid administrator, school president, and school co-director as the individuals responsible for the administration of the emergency financial aid grants and the direct point of contact for students and families with questions.
 - v. Governor Whitmer from the State of Michigan issued a “stay-at-home order” on Monday, March 23, 2020 which began at midnight on 03/24/2020. The Financial Aid Officer is set up to process and handle financial aid matters from home.
 - vi. An Urgent Carnegie Message was emailed to all current eligible students on 4/27/2020 regarding the Federal Government Emergency Financial Aid Grants. Current eligible students were requested to complete and return the “request for emergency funds” form, provided by the USDE (Attachment A) to document a student’s need for an emergency financial aid grant. The application is a needs-based form completed by the student and returned to the school for a financial aid grant through the Emergency FA Grant under the Coronavirus Aid, Relief and Economic Security (CARES) Act.
 - vii. A checkmark will be added to the excel spreadsheet (refer to i.) of HEERF applications returned to the school. The application includes student’s allowable expenses for which the emergency grants may be used, as provided for in the CARES Act and the HEA’s cost of attendance formula (e.g., food, housing, course materials, technology, health care, child care, etc.).

- viii. Upon receipt of HEERF applications, the list of eligible students will be reflected and the needs of the students established, including the number of students with one or more specific needs. The school officials will begin to divide the institution's allocation and **funds will be distributed equally to all eligible students.** Unless additional funds become available, the school is choosing to distribute emergency financial aid grants to each student in a one time disbursement.
- ix. Student eligibility for Title IV Federal funds will be used to determine student eligibility for HEERF grants. Eligible recipients of a HEERF grant must be a U.S. Citizens or eligible non-citizens and in good standing with past federal student loans.
- x. The HEERF grants will be directly awarded to current eligible students who are financially responsible for food, housing, course materials, technology, health care, and child care expenses. As recommended by the USDE, our institution will be as flexible as possible regarding a student's financial and academic standing due to Coronavirus-related issues.
- xi. HEERF funds will be directly distributed, in full, to students in a timely manner. Funds will not be held by the school.
- xii. A copy of the fully executed official form will be provided to the student. The copy will indicate the amount of the emergency financial aid grant provided to student, and reflects required signatures by both the institution's person administering the grant program and the student. Language has been included which student acknowledges and serves as student's commitment to using the financial support for their expenses listed on the application due to the disruption caused by the Coronavirus pandemic.
- xiii. Our institution will keep detailed accounting records of every emergency financial aid grant (i.e., the recipient, the date and amount disbursed, the form of such disbursement, and the student's intended use of such funds).
- xiv. A separate, interest-bearing depository account for the emergency financial aid grants with Chase bank, insured by the Federal Deposit Insurance Corporation has been created. Interest earned on the funds will be repurposed as emergency financial aid grants to students and will not be comingled with the school's general banking operations.
- xv. As per the Department's request, the institution is mindful of each student's socioeconomic circumstance. The school has carefully accounted for the emergency financial aid grant awarded to each student, how the determination was made for a specific amount, and any instructions provided to the student.
- xvi. Our institution will be using a newly established, separate HEERF checking account to disburse funds to students. Students will be mailed paper checks from the HEERF checking account. A copy of the check will be filed in students' financial aid file to reflect transparency and accountability.
- xvii. Our institution will track and audit all funds carefully and will file the appropriate reports as forthcoming details are received from the Department.

ATTACHMENT B
INSTRUCTIONS, DIRECTIONS & GUIDANCE
PROVIDED BY THE INSTITUTION TO STUDENTS
REGARDING THE
HEERF (Higher Education Emergency Relief Fund) GRANT

On April 23, 2020, Secretary DeVos and the U.S. Department of Education (USDOE) announced \$13.2 billion in emergency relief funds for state and local education agencies impacted by COVID-19. This was a result of the CARES (Coronavirus Aid, Relief, and Economic Security) Act signed one month prior by President Trump.

Since that announcement, Carnegie Institute has been monitoring the USDOE website for instructions related to the grant. We are also consulting with our third-party federal student loan processor, Gemcor, for guidance.

On April 15, 2020, an email was sent to all current Carnegie Institute students notifying them of the creation of the HEERF grant funds. Specific details were not yet known so students were advised that more information would be forthcoming.

On April 27, 2020, an email was sent to all current Carnegie Institute students with the Emergency Financial Aid Grant Application attached. Students were directed to complete the application and return it in order to be considered for the HEERF grant allocation.

Due to incompatible technologies, students were aided in the return of their documents and encouraged to use various other methods that might be more suited to their situations.

For those students who were identified as requiring paper copies of all school related documents, paper copies were mailed and subsequently returned to the school completed.

On May 1, 2020, another email went out to all current Carnegie Institute students who did not have a current FAFSA on file of further requirements. HEERF recipients must have a valid FAFSA on file with the school. Students were directed to the www.studentaid.gov website. I invited anyone to contact me if they were having difficulties.

On May 11, 2020, a final email went out to those students who had not yet returned their grant application and/or did not have a FAFSA on file. A summary of requirements was provided and the deadline of Friday, May 15, 2020, for all documentation was given. I invited anyone needing assistance to contact me.

Follow up phone calls were placed to the same students identified May 11, 2020, to determine why they were not responding.

On May 13, 2020, a reminder was sent to those students who had not yet returned their completed grant application. They were reminded of the May 15, 2020, deadline.

On May 15, 2020, the final list of eligible current Carnegie Institute students was submitted to the Business Office for check processing.

Attachment A-2
Institutional Policy & Procedure
Related to determining allocation of student emergency
Financial Aid Grants through
US DOE – Higher Education Emergency Relief Fund (HEERF)

- I. HEERF will be used strictly to provide emergency financial aid grants directly to students.
- a. Identifying eligible expenses for which a student’s emergency financial aid grant can be used.
 - b. The institution’s financial aid office, student services team, and administration engaged in discussions related to HEERF.
 - i. The FA Office created an excel spreadsheet identifying current students and organized the report according to Pell eligibility and EFC; most in need of such financial support.
 - ii. Many students have developed new levels of need based on recent events related to the Coronavirus pandemic and loss of jobs, someone in the immediate household may have contracted COVID-19, etc.
 - iii. The Institutional Policy & Process will maintain notes and supporting documentation and will share institution’s process and decisions should anyone request such explanations.
 - iv. Carnegie Institute will appoint the financial aid administrator, school president, and school co-director as the individuals responsible for the administration of the emergency financial aid grants and the direct point of contact for students and families with questions.
 - v. Governor Whitmer from the State of Michigan issued a “stay-at-home order” on Monday, March 23, 2020 which began at midnight on 03/24/2020. As of the date of this publication, July 28, 2020, the State of Michigan is in Phase IV. The Financial Aid Officer is set up to process and handle financial aid matters remotely.
 - vi. An Urgent Carnegie Message was emailed to all newly enrolled eligible students on 6/29/2020 regarding the Federal Government Emergency Financial Aid Grants. Newly enrolled eligible students were requested to complete and return the “request for emergency funds” form, provided by the USDE to document a student’s need for an emergency financial aid grant. In addition, an email was sent to existing eligible students on 6/30/2020 announcing the 2nd and final HEERF disbursement. The application is a needs-based form completed by the student and returned to the school for a financial aid grant through the Emergency FA Grant under the Coronavirus Aid, Relief and Economic Security (CARES) Act.
 - vii. A checkmark will be added to the excel spreadsheet (refer to i.) as HEERF applications are returned to the school. The application includes student’s allowable expenses for which the emergency grants may be used, as provided for in the CARES Act and the HEA’s cost of attendance formula (e.g., food, housing, course materials, technology, health care, child care, etc.).

- viii. Upon receipt of HEERF applications, the list of eligible students will be reflected and the needs of the students established, including the number of students with one or more specific needs. The school officials will begin to divide the institution's allocation and **funds will be distributed equally to all eligible students.** Unless additional funds become available, the school is choosing to distribute emergency financial aid grants to each student in a one time disbursement.
- ix. Student eligibility for Title IV Federal funds will be used to determine student eligibility for HEERF grants. Eligible recipients of a HEERF grant must be a U.S. Citizens or eligible non-citizens and Title IV eligible.
- x. The HEERF grants will be directly awarded to current eligible students who are financially responsible for food, housing, course materials, technology, health care, and child care expenses. As recommended by the USDE, our institution will be as flexible as possible regarding a student's financial and academic standing due to Coronavirus-related issues.
- xi. HEERF funds will be directly distributed, in full, to students in a timely manner. Funds will not be held by the school.
- xii. A copy of the fully executed official form will be provided to the student. The copy will indicate the amount of the emergency financial aid grant provided to student, and reflects required signatures by both the institution's person administering the grant program and the student. Language has been included which student acknowledges and serves as student's commitment to using the financial support for their expenses listed on the application due to the disruption caused by the Coronavirus pandemic.
- xiii. Our institution will keep detailed accounting records of every emergency financial aid grant (i.e., the recipient, the date and amount disbursed, the form of such disbursement, and the student's intended use of such funds).
- xiv. A separate, interest-bearing depository account for the emergency financial aid grants with Chase bank, insured by the Federal Deposit Insurance Corporation has been created. Interest earned on the funds will be repurposed as emergency financial aid grants to students and will not be comingled with the school's general banking operations.
- xv. As per the Department's request, the institution is mindful of each student's socioeconomic circumstance. The school has carefully accounted for the emergency financial aid grant awarded to each student, how the determination was made for a specific amount, and any instructions provided to the student.
- xvi. Our institution will be using the established, separate HEERF checking account to disburse funds to students. Students will be mailed paper checks from the HEERF checking account. A copy of the check will be filed in students' financial aid file to reflect transparency and accountability.
- xvii. Our institution will track and audit all funds carefully and will file the appropriate reports as forthcoming details are received from the Department.

ATTACHMENT B-2

INSTRUCTIONS, DIRECTIONS & GUIDANCE PROVIDED BY THE INSTITUTION TO STUDENTS REGARDING THE HEERF (Higher Education Emergency Relief Fund) GRANT

On April 23, 2020, Secretary DeVos and the U.S. Department of Education (USDOE) announced \$13.2 billion in emergency relief funds for state and local education agencies impacted by COVID-19. This was a result of the CARES (Coronavirus Aid, Relief, and Economic Security) Act signed one month prior by President Trump.

Since that announcement, Carnegie Institute has been monitoring the USDOE website for instructions related to the grant. We are also consulting with our third-party federal student loan processor, Gemcor, for guidance.

On May 15, 2020, Carnegie Institute awarded the first half of the HEERF Grant funds to eligible students enrolled in the Spring 2020 quarter.

On June 22, 2020, the new enrollment period of Summer Quarter 2020 began at Carnegie Institute.

On June 29, 2020, an email was sent to all newly enrolled, eligible Carnegie Institute students announcing the HEERF grant funds. Students were provided with the HEERF Application and asked to return it to the school.

On June 30, 2020, an email was sent to existing, qualified Carnegie Institute students announcing the second and final disbursement of HEERF Grant funds.

On July 1, 2020, the start of the newly enrolled student HEERF Applications were received.

On July 2, 2020, a reminder email was sent to those students who had not yet returned their HEERF Grant Application.

By July 3, 2020, all HEERF Grant Applications had been completed by eligible students and returned to Carnegie Institute. All students were advised that their HEERF Grant disbursement would be mailed to their home address on file the week of July 6, 2020.

On July 8, 2020, the final disbursement of HEERF Grant funds was made to current eligible Carnegie Institute students for the Summer Quarter 2020. It was the first disbursement for nine of these students and the second disbursement for 106 students.