

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

9/30/2020

**Career College of Northern Nevada (OPE ID: 026215)** 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.<sup>1</sup> For questions or concerns regarding this Fund Report, please contact **Nate Clark, President / CEO**, at [nclark@cnn.edu](mailto:nclark@cnn.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 **\$487,130.00**
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 **\$375,000.00**.
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 **246**.
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 **190**.
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**.

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

## Attachment A

### **CARES Act: Higher Education Emergency Grant Processing, Awarding and Disbursement Policy**

#### **Purpose:**

Career College of Northern Nevada (CCNN) has been allocated funding by the U.S. Department of Education (U.S.D.O.E.) via the CARES Act: Higher Education Emergency Grant Funding program. This policy states the methods CCNN will use to calculate a student's eligibility for the funding in general, calculate each student's individual award amount and the process in which the funding will be disbursed to eligible students.

#### **Submission:**

The Emergency Grant Applications were emailed to all applicable student's, via their college assigned student email address, with detailed instructions on how to submit the application to the [e-student-grants@ccnn.edu](mailto:e-student-grants@ccnn.edu) email address for processing. This email address was created solely for the purpose of storing and organizing the submitted applications and only authorized personnel have access to said account. Subsequently, text messages were sent to the student's personal contact number, listed in DiamondSIS, urging them to view and complete the application. Notices about the grant application were also added to each course within the CCNN Moodle LMS informing students in each course how to apply.

The application is designed to allow for an electronic signature and contains a "Submit" link/button to have the application sent to the designated email address mentioned above. The student will provide a current address and contact information on the application to minimize errors when mailing out the individual disbursements.

#### **Qualifying:**

A student must have been enrolled by or applied for enrollment by 03/16/2020.

A student must be currently enrolled in a Title IV approved program and must be using Title IV funding sources (i.e. Federal Pell Grant, Federal Student Loans, Federal Work Study, etc.) or be eligible to use Title IV funding, in order to be eligible for the Emergency Grant. Students enrolled in customized programs and/or any program that is not Title IV eligible, will not be eligible for the Emergency Grant.

A student must have a completed 2019/2020 FAFSA application or be otherwise eligible to complete a 2019/2020 FAFSA application, even if no Title IV aid is awarded by the school or accepted by the student for the 2019/2020 fiscal year. To date the 2019/2020 FAFSA award year is the only award year being used to verify student eligibility for the grant. As guidance from the U.S.D.O.E. is made available, CCNN will amend and/or adjust this policy as needed to accommodate changes to the current guidance.

A student must indicate that they have incurred or will need to incur expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care.

**Approval:**

CCNN has formed a committee for the purposes of qualifying, approving and administering the emergency grant funding. The CCNN CARES Act Emergency Grant Funding Committee consists of Mr. Nate Clark, President/C.E.O.; Mrs. Pamela Cisneros, Business Manager and Mr. Eric Cadenhead, Financial Aid Director.

The Financial Aid Director (FAD) will process all in-bound applications to determine eligibility for the grant. The applications will be compared against student records for the relevant enrollment and Title IV eligibility information. Upon approval from the FAD the completed application is then forwarded to business office.

**Disbursement:**

CCNN has calculated that, based on total funding provided to us divided by the total number of potentially eligible students, that each student can receive a total of approximately \$1,800.00.

The Business Office (B.O.) will process the approved applications and prepare the disbursement of funds to the student. The disbursements will be mailed via US Postal Service according to the following disbursement schedule...

Initial Award – All approved students will receive an initial award of \$600.00 starting 04/25/2020.

Secondary Award – All approved students will receive a secondary award of \$600.00 starting 05/26/2020.

Final award – All approved students will receive a final award estimated to be \$600.00 starting 07/13/2020. The final award amount will be adjusted based on the number of applications actually submitted and the amount of grant funds remaining.

In the event that a student has pressing needs that are not conducive to waiting to the next scheduled award period, CCNN reserves the ability to make an advanced payment to the student, out of a future disbursement period, which will be reimbursed from the scheduled funds intended for that student in that award period. Students who submit evidence of extraordinary expenses who are approved for advance funding who later withdraw or otherwise become ineligible for Title ICV Aid will be required to repay any advanced payments made under this criteria

## **Attachment B**

Dear Valued Student,

Your request to receive funds under the CARES Act: Higher Education Emergency Relief Fund has been approved. You are being awarded an initial grant amount of \$600.00 with further funding available on a case by case basis in a future disbursement. Please discuss any need for additional funding with the Financial Aid office at Career College of Northern Nevada (CCNN).

The intent of this letter is to convey information as to the intended uses of this relief funding. It should be understood that this funding is not for the purposes of making payments on balances or debts owed to CCNN, but rather to be applied to costs associated with the disruption of campus-based operations, caused by COVID-19. General examples of these costs include, but are not limited to, technology, childcare, supplies and course materials relating to temporary online class structure, etc.

We know that information is in short supply at this time, please do not hesitate to contact us with your questions and concerns. Please also keep in mind that CCNN will not have all of the information to be able to answer some of your questions. We will work together to get through this, and we can't wait to see smiling faces on campus again.

Stay safe and healthy!

Eric Cadenhead

Director of Financial Aid

Career College of Northern Nevada