

**CARES Act – Higher Education Emergency Relief Fund  
Emergency Financial Aid Grants to Students  
Quarterly Report for the Period July 1, 2020 – September 30, 2020**

On March 27, 2020, the President of the United States signed the CARES Act (H.R. 748), which provides emergency relief funds to organizations and individuals affected by the coronavirus pandemic. The Higher Education Emergency Relief Fund (HEERF), found in Section 18004 of the CARES Act, provides funding to institutions of higher education “to prevent, prepare for, and respond to coronavirus.”

This report describes the use of HEERF funds received by Frederick Community College under Award Number P425E202788.

**CERTIFICATION**

Frederick Community College signed and returned to the U.S. Department of Education the Certification and Agreement and 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.

**FUNDING**

Frederick Community College has been allocated a total of \$1,851,890 under Section 18004(a)(1) of the HEERF. Frederick Community College has received \$925,945 from the U.S. Department of Education pursuant to the Certification and Agreement for Emergency Financial Aid Grants to Students. The total cost of providing direct aid to Frederick Community College students is \$925,945, 100% of which is funded by the above referenced grant award from the U.S. Department of Education’s Education Stabilization Fund.

**EMERGENCY FINANCIAL AID GRANTS DISTRIBUTED**

Between July 1, 2020 and September 30, 2020 a total of \$348,350 in Emergency Financial Aid grants was distributed to 274 students under Section 18004(a)(1) of the CARES Act.

**STUDENTS ELIGIBLE TO RECEIVE EMERGENCY FINANCIAL AID GRANTS**

The estimated total number of students at Frederick Community College who are 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 is 1,369.

## METHODOLOGY

The following methodology was used to determine which students received Emergency Financial Aid Grants and how much they received under Section 18004(a)(1) of the CARES Act.

All students who a) have filed a Free Application for Federal Student Aid (FAFSA); b) were enrolled in one or more face-to-face classes in Spring 2020; and c) have been determined by Frederick Community College to meet eligibility criteria outlined by the U.S. Department of Education will receive a request to confirm they have incurred additional expenses related to the disruption to campus operations due to the coronavirus pandemic.

Tiers representing students' eligibility for Federal Pell grants and Expected Family Contribution (EFC) were used to determine Emergency Financial Aid grant award amounts for students who confirm they have incurred additional expenses related to the disruption to campus operations.

Upon review, the College determined that the original award amounts were too low to effectively help cover expenses related to the disruption of campus operations due to coronavirus. Award amounts were adjusted as outlined in the table below.

| Tier | EFC        | Pell-eligible | Award for Spring 2020 (adjusted) |
|------|------------|---------------|----------------------------------|
| 1    | 0          | Yes           | \$1,800                          |
| 2    | 1 - 500    | Yes           | \$1,650                          |
| 3    | 501 - 1000 | Yes           | \$1,500                          |
| 4    | > 1000     | Yes           | \$1,350                          |
| 5    | < 10000    | No            | \$1,200                          |

## INSTRUCTIONS PROVIDED TO STUDENTS

On May 24, 2020, Frederick Community College established a webpage (<https://www.frederick.edu/cost-financial-aid/cares-act.aspx>) to report on CARES Act Emergency Financial Aid Grants to Students and inform students and the community. This webpage includes a list of Frequently Asked Questions. On June 30, 2020 the webpage was revised and expanded to include information and a report on Higher Education Emergency Relief Fund – Institutional Portion funding. The FCC website now has two dedicated webpages, one for each HEERF award, which are updated with new reports. All prior reports are archived on the pages for reference.

Students who were determined eligible for Emergency Financial Aid grants were sent an email to their College email address (myFCC) with brief instructions and a link to an online form. Students were asked to complete the form and confirm whether they had incurred additional expenses as a result of the disruption to campus operations during the Coronavirus pandemic. An email message also was sent to students' personal email address on file directing them to check their myFCC email for an important message from the College. Additionally, a note was

added within the student information system's financial aid checklist item and an automated call was made to eligible students directing them to check their myFCC email. Students who completed the online form confirming they incurred additional expenses as a result of the disruption to campus operations were informed via email when their Emergency Financial Aid grant had been awarded. Email communications sent to students' myFCC email account included an email address and phone number to use for questions or assistance.

The process outlined above is implemented as additional students are determined eligible for Emergency Financial Aid grants by the FCC Financial Aid team.

In August and September 2020, FCC financial aid staff implemented a call campaign for the purpose of confirming if eligible students incurred additional expenses as a result of the disruption to campus operations. FCC financial aid staff contacted students who were determined eligible but who may have misunderstood or may not have read prior communication from the College and/or had not completed the online form. For documentation purposes, FCC financial aid staff completed the online form on behalf of students who confirmed, via phone, that they incurred additional expenses as a result of the disruption to campus operations.