

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

**08/04/2020**

**Installer Institute (OPE ID: 042742)** 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 **Monica Anderson, Director of Operations**, at [Monica@installerinstitute.edu](mailto:Monica@installerinstitute.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 **\$4310.00**
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 **\$2155.00**
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 **2**.
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 **2**.
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**

- Students eligible to receive Higher Education Emergency Relief Funds are those students who filed a FASFA and were eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA).
- The formula used to determine fund allocation is as follows:
  - 50% of the total grant amount of the grant must go directly to students
  - 50% of the total grant was divided in half, and then by the full number of eligible students to give an equal initial distribution of funds amongst the students:

<b>HEERF Student Funds Received:</b>	\$4310.00
<b>HEERF Student Funds Initial Distribution:</b>	\$2155.00 (\$4310 x 50%)
<b>HEERF Funds Qualifying Students:</b>	2
<b>Initial Distribution per Student:</b>	\$1077.50 (\$2155 / 2)

- The remaining funds are to be distributed based on need.
- Eligible students can apply for additional funds by completing the application shown in Attachment B.

### **Attachment B**

Eligible students were notified of the availability of funds and the initial distribution plans in writing. The students were also provided with the date that the initial allocation of funds would be available along with instructions obtaining the funds.

Along with the funds, students were notified of the eligible expenses. Specifically, students were told that the funds must be used for expenses associated with your cost of attendance, such as food, housing, course materials, technology, healthcare and childcare. The students signed a letter confirming the receipt of the funds and acknowledging their understanding of the eligible expenses.

Finally, the eligible students were also told that additional funds were available and that those funds would be distributed based on need. If the students require additional funds for eligible expenses, they can apply by completing the following application and emailing it to the Director of Operations.



HIGHER EDUCATION EMERGENCY RELIEF FUNDS  
CORONAVIRUS FINANCIAL AID GRANTS

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who are in need of financial support for their expenses related to the disruption of campus operations due to Coronavirus. This application permits students to apply for these need-based grants. Campus administration will use the information you provide here to determine your eligibility for a grant and the amount for which you will be eligible. Each student will be eligible for only one grant, and only one application will be considered per student. Please fill out this information neatly and completely and provide it to Monica Anderson. Only active students in good standing and who are eligible to participate in Title IV will be eligible for this grant.

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Last Four Digits of SSN: \_\_\_\_\_

Have you incurred expenses due to the disruptions caused by the Coronavirus pandemic?

Yes  No

Check all the situations that apply to you in relation to the disruption caused by the Coronavirus.

- I am financially responsible for my food expenses
- I am financially responsible for my housing expenses
- I am financially responsible for expenses related to my course materials to attend school
- I am financially responsible for my own health care costs
- I have children and am financial responsible for childcare and expenses

I attest that all information above is true and accurate, and I am requesting a one-time Emergency Financial Aid Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it, and I understand that the administration of my school will determine my eligibility for grant monies based on my responses to the questions above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Office Use Only:

Approving Authority Name: \_\_\_\_\_ Position: \_\_\_\_\_

Student Award Amount.: \_\_\_\_\_