

Rolla Technical Institute/Center (RTI/C)
Section 18004 (a)(1) CARES Act – Higher Education Emergency Relief Fund (HEERF 1),
Section 314 (a)(1) CRRSAA – Higher Education Emergency Relief Fund (HEERF 2), &
Section 2003 (a)(4) ARP – Higher Education Emergency Relief Fund (HEERF 3)
Emergency Student Grants - Policy

Background

On March 27, 2020, President Trump signed the CARES Act (Coronavirus Aid, Relief, and Economic Security Act). This Act created an education stimulus package that included a Higher Education Emergency Relief Fund (HEERF 1), which contained over \$6 billion for postsecondary education emergency grants to students who experienced a disruption of their education as a result of the Coronavirus outbreak. RTI/C was allocated \$105,153 on May 15, 2020 to award to students who experienced expenses related to campus disruptions caused by COVID-19. None of the funds under this allocation will be used by the institution.

Updated Background – Revised February 1, 2021

On December 27, 2020, President Trump Signed the CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act). This act is supplemental to the CARES Act and significant features of this act with regards to the Higher Education Emergency Relief Funds (HEERF 2) emergency student grants are that it has some expanded flexibilities regarding eligibility and that it extends those flexibilities to any balance existing as of December 27, 2020 of the HEERF 1 student emergency grant funds. RTI/C was allocated an additional \$105,153 on January 19, 2021 to award to students for any component of the students' cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care. None of the funds under this allocation will be used by the institution.

Updated Background – Revised June 1, 2021

On March 11, 2021, President Biden Signed the ARP (American Rescue Plan Act of 2021). This act provides supplemental funding for emergency student grants under the CRRSAA framework (HEERF 3). Like HEERF 2, HEERF 3 further expanded flexibilities regarding student eligibility and now defines eligible students as, "any individual who is or was enrolled at an eligible institution on or after March 13, 2020, the date of declaration of the national emergency due to the coronavirus. RTI/C was awarded an additional \$312,380 on May 12, 2021 to award to students for any component of the students' cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care. None of the funds under this allocation will be used by the institution.

Eligibility

Any student who is eligible to receive federal student financial assistance*, who is enrolled in an eligible program**, and who was not exclusively enrolled in a distance education program at the time of the declaration of the coronavirus national emergency (3/13/2020) is eligible for grant assistance under the HEERF 1. RTI/C will evaluate all enrolled students for eligibility.

*Students must be eligible to benefit from Title IV FSA funds to receive HEERF 1 Grants. Students do not have to be FSA recipients, but they must be eligible for FSA funds. Students who are enrolled in an eligible program and have an ISIR on file with no eligibility restrictions due to C codes (default, selective service registration, citizenship, etc.) are eligible for FSA funds.

**RTI/C is required, per Rolla 31 School Board Policies and Procedures, to have all disbursements approved at a School Board meeting. The schedule for meetings is posted on the School District's website and deadlines for items to be approved at meetings are generally about two weeks prior to the meeting. Because the HEERF 1 funds are intended to help enrolled students, RTI/C will not disburse funds to any student who will not be enrolled at the time of the actual disbursement.

Updated Eligibility – Revised February 1, 2021

Any U.S. citizen or eligible non-citizen who is enrolled in an eligible program is potentially eligible for grant assistance under the HEERF 2. The U.S. Department of Education has expanded eligibility to include students who are not eligible to receive federal financial assistance; however, the Department did not specifically include students who are ineligible due to citizenship status. In a conservative interpretation of the Department's guidelines, RTI/C is choosing to limit eligibility to U.S. citizens and eligible non-citizens and will evaluate all enrolled students for eligibility.

Updated Eligibility – Revised June 1 & 30, 2021

Any individual who is or was enrolled at RTI/C on or after March 13, 2020 is potentially eligible for grant assistance under HEERF 3. The U.S. Department of Education has expanded eligibility to include students who are not U.S. citizens or eligible non-citizens. Since the Department has now issued direct guidance on the citizenship issue, RTI/C is no longer limiting eligibility to U.S. citizens and eligible non-citizens. For the initial awards, RTI/C is choosing to evaluate the eligibility of all students who are or were enrolled during the 2020-21 academic year and who had not dropped prior to May 12, 2021 when RTI/C received its supplemental award. Students who graduated prior to May 12, 2021, but were enrolled in the 2020-21 academic year will be included. Depending on the continued availability of funds, RTI/C reserves the right to evaluate the eligibility of other previously enrolled students at a later date. Additionally, depending on the continued availability of funds and assuming no regulatory changes, RTI/C will evaluate the eligibility of continuing and new enrollees in the 2021-22 academic year.

Updated Eligibility – Revised October 10, 2021

At the beginning of the 2021-22 academic year, RTI/C evaluated all enrolled students for eligibility and determined that all 46 enrolled students were eligible under the HEERF 3 eligibility guidelines (See June 1 & 30, 2021 update above).

Award Calculations

HEERF 1 Grants are intended to be used for expenses related to the disruption of campus operations due to the coronavirus (including eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care, and child care).

Students enrolled in eligible programs at RTI/C when the coronavirus national emergency was declared on March 13, 2020 experienced significant disruptions as programs were moved from meeting on campus to meeting online for web-enhanced learning shortly thereafter. RTI/C determined that all students would have qualifying expenses related to this disruption and decided to use an award methodology that includes a base grant award amount for all eligible students and an application process to request additional grant funds for students with qualifying expenses in excess of the base award amount. Since all students would have qualifying expenses, establishing a base grant award was deemed appropriate to reduce the application burden for students and make the funds more immediately available as intended by the CARES Act.

Base Grant Award

Prior to the campus disruption due to the coronavirus, much of the student population relied on a phone and data plan for technology usage and internet connectivity. Web-enhanced learning was not a required component of RTI/C's programs before the campus disruption.

As campus operations shifted to web-enhanced learning, the robust requirements of web-enhanced learning platforms required all students to have a computer with good hardware specifications, a current operating system, a microphone, and a camera. Additionally, students needed high speed internet with adequate upload and download speeds. A conservative estimate for students to purchase an adequate computer, add or upgrade their internet service, and pay for that service over the period of the disruption is \$1,000.

In addition to the computer and internet requirements, students also needed supplies that are normally provided at school and the ability to print. Plus, the additional time at home during the disruption resulted in higher utility and food bills. The closure of elementary and secondary schools also resulted in new childcare costs for students during class time. A conservative estimate for the cost of supplies, a printer, and increased utilities, food, and childcare over the period of the disruption is \$500.

Using this conservative estimate of known expenses related to the campus disruption due to the coronavirus, RTI/C established a base grant award amount of \$1,500 for all eligible students. All eligible students will sign a statement accepting or rejecting this base award amount and certifying that it will be used for eligible expenses related to the campus disruption due to the coronavirus.

Application Process for Additional Grant Awards

The base grant award amount was developed using conservative estimates of known expenses. RTI/C recognizes that these are unprecedented times and that students may have eligible expenses related to the campus disruption due to the coronavirus that exceed the base award amount. To this end, we have created an application that students can use to request additional grant funds.

All applications and supporting documentation will be reviewed by the Financial Aid Department and approved by the Financial Aid Director. Requests will be approved, all or in part, or denied based on whether the expenses exceeded the \$1,500 base award amount, were qualifying expenses under the cost of attendance, and were deemed related to the campus disruption due to the coronavirus.

Updated Award Calculations – Revised February 1, 2021

HEERF 2 Grants are intended to be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care. The U.S. Department of Education has indicated that priority should be given to students with financial need. RTI/C has developed a tiered award system that gives priority to students with the most financial need. This tiered award system is weighted heavily for students with Pell Eligibility*, but also recognizes the financial need of students with low levels of gift aid.

RTI/C opted for this methodology in order to streamline the process and disburse the money to students as quickly as possible. Although current Pell eligibility is based on the 2018 tax year, it is reasonable to assume that a student’s financial situation did not improve during the pandemic. Similarly, although a student might not qualify for Pell based on the 2018 tax year, it is reasonable to assume that the student’s financial situation has been impacted by the pandemic.

In RTI/C’s methodology, there are two financial need measures that are considered and students can receive an allocation for both measures, but the amount of the first allocation is considered in the calculation for the second allocation. Pell eligibility is the priority financial need measure and the allocations for Pell eligibility range from \$270 to \$1770 based on EFC (see Pell Eligibility Allocation chart). The lowest allocation is for students who are not Pell eligible and was included to recognize that all students have been impacted by the pandemic. The second financial need measure is what RTI/C refers to as “Income Adjusted Financial Need.” This measure, which recognizes the financial need of students with low gift aid, is intended to identify students who have need despite their EFC. For this measure, RTI/C started with the student’s cost of attendance and then subtracted the EFC, any gift aid, and any HEERF 2 allocation for Pell eligibility. RTI/C recognizes that HEERF grants are not a part of a student’s financial aid package. The aim with this measure is simply to identify the students with the largest disparities between their cost of attendance (allowable uses of HEERF 2 funds) and their resources to cover the cost of attendance. The allocations for this category range from \$250 to \$1500 based on the adjusted value (see Income Adjusted Financial Need Allocation chart).

Students do not apply for the HEERF 2 awards, but are required to sign a certification/agreement.

Pell Eligibility Allocation		Income Adjusted Financial Need Allocation	
EFC	Amount	Income Adjusted Need	Amount
0	\$1,770.00	\$50,000 +	\$1,500.00
1 to 1900	\$1,520.00	\$40,000-\$49,999	\$1,250.00

1901 to 3900	\$1,270.00
3901 to 5711	\$1,020.00
5712+ (No Pell Eligibility)	\$270.00

\$30,000- \$39,999	\$1,000.00
\$20,000- \$29,999	\$750.00
\$10,000- \$19,999	\$500.00
\$1.00-\$9,999	\$250.00

*Since HEERF 2 is not limited to students who are eligible to participate in Title IV, RTI/C will, on a case-by-case basis, use other methods to determine financial need in the event that a student does not have a FAFSA on file.

Updated Award Calculations – Revised June 1 & 30, 2021

HEERF 3 Grants are intended to be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care. The U.S. Department of Education has indicated that priority should be given to students with financial need. RTI/C has developed a tiered award system that gives priority to students with the most financial need. This tiered award system is weighted heavily for students with Pell Eligibility*, but also recognizes the financial need of students with low levels of gift aid.

RTI/C opted for this methodology in order to streamline the process and disburse the money to students as quickly as possible. Although current Pell eligibility is based on the 2018 tax year, it is reasonable to assume that a student’s financial situation did not improve during the pandemic. Similarly, although a student might not qualify for Pell based on the 2018 tax year, it is reasonable to assume that the student’s financial situation has been impacted by the pandemic.

In RTI/C’s methodology, there are two financial need measures that are considered and students can receive an allocation for both measures, but the amount of the first allocation is considered in the calculation for the second allocation. **Additionally, the sum of all HEERF funds awarded for the 2020-21 award year cannot exceed the 2020-21 maximum Pell award amount, or \$6,345.** Pell eligibility is the priority financial need measure and the allocations for Pell eligibility range from \$500 to \$2,500 based on EFC (see Pell Eligibility Allocation chart). The lowest allocation is for students who are not Pell eligible and was included to recognize that all students have been impacted by the pandemic. The second financial need measure is what RTI/C refers to as “Income Adjusted Financial Need.” This measure, which recognizes the financial need of students with low gift aid, is intended to identify students who have need despite their EFC. For this measure, RTI/C started with the student’s cost of attendance and then subtracted the EFC, any gift aid, and any HEERF 3 allocation for Pell eligibility. RTI/C recognizes that HEERF grants are not a part of a student’s financial aid package. The aim with

this measure is simply to identify the students with the largest disparities between their cost of attendance (allowable uses of HEERF 3 funds) and their resources to cover the cost of attendance. The allocations for this category range from \$250 to \$1500 based on the adjusted value (see Income Adjusted Financial Need Allocation chart).

At this time (2020-21 academic year), students do not apply for the HEERF 3 awards, but are required to sign a certification/agreement. If there are remaining funds, students with significant need may be allowed to apply for additional emergency grant funds at a later date. Assuming no regulatory changes, RTI/C will evaluate the eligibility on continuing and new enrollees at the start of the 2021-22 academic year and, if there are not enough funds for full awards, provide pro-rated awards.

Pell Eligibility Allocation		Income Adjusted Financial Need Allocation	
EFC	Amount	Income Adjusted Need	Amount
0	\$2,500.00	\$50,000 +	\$1,500.00
1 to 1900	\$2,250.00	\$40,000- \$49,999	\$1,250.00
1901 to 3900	\$2,000.00	\$30,000- \$39,999	\$1,000.00
3901 to 5711	\$1,750.00	\$20,000- \$29,999	\$750.00
5712+ (No Pell Eligibility)	\$500.00	\$10,000- \$19,999	\$500.00
		\$1.00-\$9,999	\$250.00

*Since HEERF 3 is not limited to students who are eligible to participate in Title IV, RTI/C will, on a case-by-case basis, use other methods to determine financial need in the event that a student does not have a FAFSA on file.

Updated Award Calculations – Revised October 10, 2021

HEERF 3 Grants are intended to be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care. The U.S. Department of Education has indicated that priority should be given to students with financial need. RTI/C has developed a tiered award system that gives priority to students with the most financial need. This tiered award system is weighted heavily for students with Pell Eligibility*, but also recognizes the financial need of students with low levels of gift aid.

RTI/C opted for this methodology in order to streamline the process and disburse the money to students as quickly as possible. Although current Pell eligibility is based on the 2019 tax year, it

is reasonable to assume that a student’s financial situation did not improve during the pandemic. Similarly, although a student might not qualify for Pell based on the 2019 tax year, it is reasonable to assume that the student’s financial situation has been impacted by the pandemic.

In RTI/C’s methodology, there are two financial need measures that are considered and students can receive an allocation for both measures, but the amount of the first allocation is considered in the calculation for the second allocation. **Additionally, the sum of all HEERF funds awarded for the 2021-22 award year cannot exceed the 2021-22 maximum Pell award amount, or \$6,495.** Pell eligibility is the priority financial need measure and the allocations for Pell eligibility range from \$770 to \$4,270 based on EFC (see Pell Eligibility Allocation chart). The lowest allocation is for students who are not Pell eligible and was included to recognize that all students have been impacted by the pandemic. The second financial need measure is what RTI/C refers to as “Income Adjusted Financial Need.” This measure, which recognizes the financial need of students with low gift aid, is intended to identify students who have need despite their EFC. For this measure, RTI/C started with the student’s cost of attendance and then subtracted the EFC, any gift aid, and any HEERF 3 allocation for Pell eligibility. RTI/C recognizes that HEERF grants are not a part of a student’s financial aid package. The aim with this measure is simply to identify the students with the largest disparities between their cost of attendance (allowable uses of HEERF 3 funds) and their resources to cover the cost of attendance. The allocations for this category range from \$500 to \$3,000 based on the adjusted value (see Income Adjusted Financial Need Allocation chart).

At this time (2021-22 academic year), students do not apply for the HEERF 3 awards, but are required to sign a certification/agreement. If there are remaining funds**, students with significant need may be allowed to apply for additional emergency grant funds at a later date.

Pell Eligibility Allocation

EFC	Amount
0	\$4,270.00
1 to 1900	\$3,770.00
1901 to 3900	\$3,270.00
3901 to 5711	\$2,770.00
5712+ (No Pell Eligibility)	\$770.00

Income Adjusted Financial Need Allocation

Income Adjusted Need	Amount
\$50,000 +	\$3,000.00
\$40,000-\$49,999	\$2,500.00
\$30,000-\$39,999	\$2,000.00
\$20,000-\$29,999	\$1,500.00
\$10,000-\$19,999	\$1,000.00
\$1.00-\$9,999	\$500.00

*Since HEERF 3 is not limited to students who are eligible to participate in Title IV, RTI/C will, on a case-by-case basis, use other methods to determine financial need in the event that a student does not have a FAFSA on file.

**In determining the allocations for Pell eligibility and income adjusted financial need, RTI/C decided to combine the 2020-21 award year HEERF 2 and 3 allocation amounts in order to assist the 2021-22 students at the same overall level as the 2020-21 students. RTI/C used a significant amount of institutional HEERF funds to make this possible. Although the 2020-21 students were given these awards in two payments, this was only due to the availability of the funds. Each time funds became available, RTI/C awarded them as quickly as possible. Since the funds were already available at the start of the 2021-22 award year, the 2021-22 students were awarded the total in one payment. RTI/C opted to do this because the intent the emergency grant funds is to provide immediate assistance during the national emergency.

Award Payments

All HEERF 1 funds awarded will be paid by check directly to the student. RTI/C will not retain any HEERF 1 funds to pay a student's current or future charges. Separate accounting will be maintained and the funds, which are not FSA funds, will not be recorded on the student ledger.

Updated Award Payments – Revised February 1, 2021

All HEERF 2 funds awarded will be paid by check directly to the student. RTI/C will not retain any HEERF 2 funds to pay a student's current or future charges unless the student provides written authorization. RTI/C will not in any way make paying for institutional charges a condition of receiving any HEERF 2 award. Separate accounts will be maintained and the funds, which are not FSA funds, will not be recorded on the student ledger unless the student uses some portion to pay their institutional charges.

Updated Award Payments – Revised June 1 & 30, 2021

All HEERF 3 funds awarded will be paid by check directly to the student. RTI/C will not retain any HEERF 3 funds to pay a student's current or future charges unless the student provides written authorization. RTI/C will not in any way make paying for institutional charges a condition of receiving any HEERF 3 award. Separate accounts will be maintained and the funds, which are not FSA funds, will not be recorded on the student ledger unless the student uses some portion to pay their institutional charges.

Updated Award Payments – Revised October 10, 2021

All HEERF 3 funds awarded will be paid by check directly to the student. RTI/C will not retain any HEERF 3 funds to pay a student's current or future charges unless the student provides written authorization. RTI/C will not in any way make paying for institutional charges a condition of receiving any HEERF 3 award. Separate accounts will be maintained and the funds, which are not FSA funds, will not be recorded on the student ledger unless the student uses some portion to pay their institutional charges.

Reporting & Updated Reporting – Revised October 10, 2021

RTI/C will comply with all reporting requirements for HEERF 1, 2, & 3 funds. RTI/C received its initial allocation on May 15, 2020 and posted the required report to its website within 30 days of this date. RTI/C received its supplemental allocations on January 19, 2021 and May 12, 2021.

Initially, RTI/C was required to update the required report on its website every 45 days for the duration of the grant period, which is currently May 11, 2022. This has been changed to quarterly with the addition of an annual report submitted through a government website.

Currently, RTI/C is required to address the following on its website and update it quarterly:

1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used the applicable amount of funds designated under the CRRSAA and ARP (a)(1) and (a)(4) programs 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 under the CRRSAA and ARP (a)(1) and (a)(4) programs.
3. The total amount of Emergency Financial Aid Grants distributed to students under the CRRSAA and ARP (a)(1) and (a)(4) programs as of the date of submission (i.e., as of the initial report and every calendar quarter thereafter).
4. The estimated total number of students at the institution that are eligible to receive Emergency Financial Aid Grants to Students under the CRRSAA and ARP (a)(1) and (a)(4) programs.
5. The total number of students who have received an Emergency Financial Aid Grant to students under the CRRSAA and ARP (a)(1) and (a)(4) programs.
6. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under the CRRSAA and ARP (a)(1) and (a)(4) programs.
7. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.