

**The Coronavirus Aid, Relief, and Economic Security Act  
Higher Education Emergency Relief Fund  
Emergency Financial Aid Grants to Students**

**Reporting for Student Portion of the CARES Act Emergency Relief Fund**

The Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), March 27, 2020, directs institutions receiving CARES Act funding to submit a report to the Secretary of Education describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”).

The CARES Act requires institutions to use no less than 50 percent of the HEERF allocation received from the CARES Act to provide Emergency Financial Aid Grants to students for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student’s cost of attendance such as food, housing, course materials, technology, health care, and child care).

On April 9, 2020, the Department published documents related to the Emergency Financial Aid Grants, including a [letter](#) from Secretary Betsy DeVos, a form [Certification and Agreement](#) for signing and returning by institutions to access the funds, and a list of [institutional allocations](#).

1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that 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.

**Santa Rosa Junior College signed and submitted the Certification and Agreement form on Friday April 13, 2020.**

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.

**On Monday, April 27, 2020, Santa Rosa Junior College received \$2,971,421 to be distributed as Emergency Financial Aid Grants to Students.**

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 submission (i.e., as of the 30-day Report and every 45 days thereafter). **This is being updated to report quarterly as per new guidance from the Department of Education.**

- **May 6, 2020:** \$238,055
- **May 13, 2020:** \$172,438
- **June 30, 2020:** \$301,137

- **September 30, 2020:** \$317,976
- **December 31, 2020:** \$488,525

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 to students under Section 18004(a)(1) of the CARES Act.

- **At the passing of the CARES Act on March 27, 2020, we interpreted Cares Act language to include the entire College enrollment of 19,309 students as eligible for an Emergency Financial Aid Grant.**
- **While HEERF-student share dollars are not Title IV financial aid, The Department of Education’s April 21, 2020 guidance states that students must meet requirements in Section 484 of the Higher Education Act of 1965 in order to receive HEERF emergency grants. That reduced the total number of COS students eligible to receive Emergency Financial Aid Grants down to only 4625.**

5. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act.

- **May 7, 2020:** 480
- **May 14, 2020:** 347
- **June 30, 2020:** 601
- **September 30, 2020:** 451
- **December 31, 2020:** 371

6. The method(s) 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.

**Santa Rosa Junior College used the following criteria to determine eligibility:**

- **Completed COVID-19 Emergency Grant application to include emergency need**
- **Completed a FAFSA application**
- **Title IV eligible under Section 484 of the Higher Education Act of 1965:**
  - US Citizen or Eligible Non-Citizen
  - Registered with Selective Service (males only)
  - Valid Social Security Number
  - High School Diploma, GED, or completion of high school in an approved home school setting
  - Be enrolled or accepted for enrollment in an approved degree or certificate program
  - Not be enrolled in elementary or secondary school
  - Be making Satisfactory Academic Progress (SAP)
  - Submit Statement of Educational Purpose (if applicable)
  - Not be in default on Title IV grants or loans

- Actively enrolled at the time of application and disbursement in a minimum of 3 units

**SRJC used the following criteria to determine award amounts:**

Initially, grants were awarded in amounts between \$500 and \$1000, unless the student already received an institutional Crisis Response Award, then it was prorated to no more than \$1000, to any eligible Title IV applicant. With the ongoing emergency, students may be granted an additional award amount with individual awards not to exceed \$3,000 to any eligible Title IV applicant.

Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.

**Santa Rosa Junior College took the following steps to efficiently and compliantly deploy the COVID-19 Emergency Grant Funds to students**

- **April 15, 2020: Created the COVID-19 Emergency Grant application**
- **April 27, 2020: Deployed COVID-19 Emergency Grant webpage to host all Emergency Grant Fund options to Santa Rosa Junior College students to include the COVID-19 Emergency Grant**
- **April 27, 2020: Email and text message sent to student notifying them that the COVID19 Emergency Grant opened for applications with eligibility criteria, instructions on how to apply and a timeline of what students can expect throughout the application review process**
- **May 6, 2020: First disbursement released to students**

Students receive an email within 5-7 days from the submission of the COVID-19 Emergency Grant application notifying them we have received their application and it is under review. Once applications are reviewed and an eligibility determination is made, students will receive one of the following titled emails based on eligibility determination:

- Ineligible
- Denied
- Approved

- Disbursements will be made weekly to ensure we are responding expeditiously to students' emergency needs.