

Harford Community College

AMERICAN RESUCE PLAN (ARP) - GRANTS TO STUDENTS

PROCEDURE STATEMENT

REVISION HISTORY

- 6/30/2021 - Updated Phase One, Priority Group 1 to not include dual enrollment, visiting, and undeclared students based on concerns about availability of funds.
- 8/31/2021- Updated allocation and eligibility criteria for Phase One, Priority Group 2. Added end data for Phase One, Priority Group 1.
- 9/16/2021-Added Phase Two and Phase Three. Made a note about dual enrollment student eligibility for Phase One, Priority Group 1.
- 1/24/2022 – Update to the disbursement of funds for students in Priority Group 2 in Phase One (Continuing Education and Training).

BACKGROUND

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 (Pub. L. 117-2). This new law makes available approximately \$39.6 billion for institutions of higher education under Higher Education Emergency Relief Fund (HEERF), with funding appropriated through existing programs previously authorized under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Specifically, Harford Community College has been granted \$4,544,403 to disburse to students. This document outlines HCC's procedure for disbursing the funds directly to eligible students.

Grant awards under this program may be disbursed to students 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. In making financial aid grants to students, an institution of higher education must prioritize grants to students with exceptional need, such as students who receive Pell Grants.

PHASE ONE

STUDENT ELIGIBILITY

Students will be eligible for ARP funding based on their student enrollment classification at Harford Community College.

Priority Group 1 - Beginning June 1S, 2021: The first priority group of students eligible to apply for ARP funds must meet the following criteria:

- Any degree-seeking student who has taken a class with Harford Community College since March 13, 2020, is eligible for ARP funding. International, and undocumented students are included in the eligibility as well as new students who are enrolled in or just starting their first class(es) with the College after they become an established student after the drop deadline for their first term of enrollment.

*This eligibility includes some dual enrollment students who have a declared major. Most dual enrollment students do not have a declared major and are not eligible.

Priority Group 2* - After students in Priority Group 1 have been invited to apply for ARP funds, the College will determine if funding is available for students in **Priority Group 2** to be eligible to apply for funding. If funding is available, students in Priority Group 2 will be notified via email and/or mail. Students in Priority Group 2 must meet the following criteria:

- Any student who has taken a class with Harford Community College since March 13, 2020 who is classified as the following:
 - Non-credit students enrolled in these programs: Adult Basic Education, GED, and workforce certification

*As of 8/23/2021 - \$500,000 has been allocated for disbursement to non-credit students. The procedure for Priority Group 2 has been modified accordingly:

- Non-credit students enrolled in Adult Literacy and select Workforce Development programs starting after January 1, 2021 are eligible to apply for funding

**January 24 2022 Update – For Priority Group Two, the Continuing Education and Training department approved block awards in the amount of \$1,000 to students who were enrolled in ESL programs since March 13, 2020. In total, 32 students were identified.

CRITERIA FOR AMOUNT OF AWARD TO STUDENTS

Using an average monthly cost calculated from HCC's cost of attendance and external data, credit students can indicate on the [ARP Request Form](#) the financial assistance they need. Noncredit students can apply on the [Noncredit COVID Relief Form](#). The total costs will be added together to determine the grant award per student. **The maximum award per student is \$4,552.**

Category	Financial Assistance Available	Source for Determining Financial Assistance Maximum
Food/Groceries	\$810	External Research
Housing	\$1250	External Research
Utilities	\$131	External Research
Technology	\$162	HCC Cost of Attendance
Course Materials	\$162	HCC Cost of Attendance
Childcare	\$900	External Research
Healthcare	\$825	External Research
Transportation	\$312	HCC Cost of Attendance
Other	Student Indicate on Form	

COMMUNICATIONS TO STUDENTS

The process for disbursing ARP funds to students will be posted on the HCC website. Additionally, all students registered since March 13, 2020 will be emailed and/or mailed a letter with the [ARP Request Form link](#) to complete in order to be considered for ARP funding. Students in PriorityGroup 1 will receive the first direct mail and email communication.

Students in Priority Group 2 will be notified of eligibility to apply via letters mailed through US mail. More information is located on the [Noncredit COVID Hardship Relief webpage](#).

Students in Priority Group 3 were identified with account balances on September 1, 2021 and received a text message. Additionally, the Enrollment Management Operations team called the eligible students to remind them of their account balance and check on any outstanding needs or concerns, which would open the opportunity to talk about the ARP grant program as appropriate.

INSTRUCTIONS FOR AWARDING FUNDS

For Priority Group 1, once the form is submitted, a designee from the Division of Student Affairs will review the request, ensure the student is eligible to receive ARP funding (based on the established priority groups), and will prioritize students with financial needs based on the information included on the application form and/or information obtained from the student's FAFSA or MSFAA. If a FAFSA or MSFAA has not been completed, the student will be considered for the funding and will be provided with directions for completing these forms to determine eligibility for additional federal or state funding. Within 10-20 business days of completing the ARP request form, students will be contacted regarding the amount of money they are eligible to receive.

For Priority Group 2, once the [form](#) is submitted, a designee from Continuing Education and Training contacts the student within 20 business days regarding the amount the student is eligible for.

Priority Group 3 students who indicated a potential COVID-related hardship via text message or phone call, received via Adobe Sign a grant affidavit form (see Appendix A), giving the options to request the APR funds as a credit to their account or direct payment. Students were required to complete and return the affidavit electronically through the platform. Completed forms were reviewed and processed according to the student's selected preference, applying the grant to their student account balance or receiving it as a direct payment.

ADMINISTRATIVE PROCESS TO DISTRIBUTE FUNDS TO STUDENTS

For Priority Groups 1 and 3, Harford Community College will use the Student Information System (Ellucian's Banner) and BankMobile to award and disburse the ARP grants. The Finance Department working with the Information Technology Systems office will set up a special process to post the award to the student account and then disburse to the student.

For Priority Group 2, Harford Community College will use the Student Information System (Ellucian's Banner) to award and disburse the ARP grants.

CONCLUSION

It is the goal of Harford Community College to act as quickly as possible get these emergency grant funds into the hands of our students. Priority Group 1 awarding using the procedures included in this document will occur from June 15, 2021 through August 23, 2021**. Priority Group 2 will begin on August 30, 2021 and end at a to-be-determined date in the Spring 2022 semester. Once all ARP funds are

disbursed to students there will be no more ARP grant money to disburse. Based on student demand there is no guarantee that funding will be available throughout Phase I. Harford Community College reserves the right to award funds through Phase I after the August 23rd deadline for extenuating circumstances.

**Phase 1 Disbursement was extended to 8/29/21 for students in Priority Group 1. And some extensions for extenuating circumstances were granted throughout September. Letters were sent to eligible students in Priority Group 2 during the week of 8/30/2021.

PHASE TWO

STUDENT ELIGIBILITY

Beginning September 1, 2021 and based on grant funding availability and continued hardship-related needs, credit students who owed a balance on their student account and indicated a COVID-related hardship were eligible for American Rescue Plan funds in the amount of their account balance. To be eligible, a student must be enrolled in at least one credit course for Fall 2021 (.5 credits or more) and have an outstanding balance to the college. If Fall 2021 is the student's first semester at Harford Community College, they are not eligible for the funds until after they become an established student at the 20% census date.

AWARD CRITERIA

Phase Two students are awarded a grant equal to their Fall 2021 tuition and fees balance.

COMMUNICATIONS TO STUDENTS

Students were identified with account balances on September 1, 2021 and received a text message. Additionally, the Enrollment Management Operations team called the eligible students to remind them of their account balance and check on any outstanding needs or concerns, which would open the opportunity to talk about the ARP grant program as appropriate.

INSTRUCTIONS FOR AWARDING FUNDS

Students who indicated a potential COVID-related hardship via text message or phone call, received via Adobe Sign a grant affidavit form (see Appendix A), giving the options to request the APR funds as a credit to their account or direct payment. Students were required to complete and return the affidavit electronically through the platform. Completed forms were reviewed and processed according to the student's selected preference, applying the grant to their student account balance or receiving it as a direct payment.

ADMINISTRATIVE PROCESS TO DISTRIBUTE FUNDS TO STUDENTS

Harford Community College will use the Student Information System (Ellucian's Banner) and BankMobile to award and disburse the ARP grants.

CONCLUSION

Harford Community College used unpaid Fall 2021 balance as a potential indicator of COVID-19-related hardship and reached out to student who were in jeopardy of being removed from their classes because of an unpaid balance. If students indicated a hardship, they received an option to receive an ARP grant for the amount they owed, with the option to receive the funds directly or credited to their account. This allowed students to receive grants quickly and prevent the disenrollment barrier.

PHASE THREE

STUDENT ELIGIBILITY

Phase Three continues to offer ARP grants for the Fall 2021 semester, since new Fall students were not eligible for Phase One and our students continue to face COVID- 19-Related hardships. Beginning September 27, 2021, students are eligible for an ARP grant if they are a degree-seeking-< student who has taken a class with Harford Community College since March 13, 2020 and have not received a previous ARP grant. International, and undocumented students are included in the eligibility as well as new students who are enrolled in or just starting their first class(es) with the College after they become an established student after the drop deadline for their first term of enrollment. This eligibility is the same as Phase One, Priority Group 1 and provides opportunity for relief to new students and those who did not request an ARP grant during the first phase, including students who are new for Fall 2021 and established beyond the census date.

Eligible students must complete the request form by Friday, October 15, 2021 to be considered for a grant.

*This eligibility includes some dual enrollment students who have a declared major. Most dual enrollment students do not have a declared major and are not eligible.

AWARD CRITERIA

Same as Phase One.

COMMUNICATIONS TO STUDENTS

Students will receive a general announcement about the new phase of APR grants through a bi-weekly communique from the Vice President for Student Success and an

email from the Financial Aid Office to all financial-aid eligible students. Eligible students will receive a personalized email invitation from the Division of Student Affairs. Additionally, campus digital signage and other digital communication media will be use to promote the awareness.

INSTRUCTIONS FOR AWARDING FUNDS

Same as Phase One. The deadline for requesting this phase of funding is Friday, October 15. The Division of Student Affairs may make exceptions for extenuating circumstances at their discretion and based on grant funding availability.

Remaining student emergency grants from the HEERF II (CRRSAA) funds will also be used in this Phase, applying the ARP eligibility rules outlined in Phase Three. The College will first draw down the HEERF II (CRRSAA) funds and, once exhausted, drawn down the HEERF III (ARP) while grant funds are available.

ADMINISTRATIVE PROCESS TO DISTRIBUTE FUNDS TO STUDENTS

Same as Phase One.

CONCLUSION

Based on the availability of funds and continuation of hardships related to the pandemic, Harford Community College will extend the Phase One, Priority Group 1 process into the Fall 2021 semester, getting these funds into the hands of students quickly and efficiently. Once all remaining HEERF II (CRRSAA) and HEERF III (ARP) funds are disbursed to students there will be no more HEERF grant money to disburse. Based on student demand there is no guarantee that funding will be available throughout Phase Three. Harford Community College reserves the right to award funds through Phase Three after the deadline for extenuating circumstances. If there are remaining HEERF student emergency grant funds after this phase, the college will plan for an communicate additional rounds of awarding.

Appendix A – HREEF Emergency Grant Affidavit



Higher Education Emergency Relief Fund (HEERF) Emergency Grant Affidavit

Student Name: _____

Harford ID Number: _____

Please read each statement below and check to affirm your acknowledgment of understanding.

I understand that the Higher Education Emergency Relief Fund (HEERF) Grants are intended to assist students with 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).

Acknowledged

I understand that the Higher Education Emergency Relief Fund Emergency Grant programs have limited funding and students will be awarded grants as long as funds remain available. Eligible students will be awarded on a first-come, first-served basis and up to the award limits established in the grant procedures.

Acknowledged

I understand that if this is my first semester at Harford Community College, funds will not be distributed or applied to my account until I establish myself as a current student, which is after the 20% date for the class (9/14/2021 for 15-week courses).

Acknowledged

Please read each statement and select one:

I authorize Harford Community College to apply any HEERF funds for which I am eligible to any outstanding balance I have with the College. This includes tuition and fees.

I request any HEERF funds be paid to me directly and not applied to any outstanding balance owed to Harford Community College. All such balances remain my responsibility and I understand I may be removed from my classes if I do not satisfy the balance.

STATEMENT OF UNDERSTANDING

By electronically signing this document, I attest under the penalty of perjury that I meet all the Title IV eligibility requirements as stated in Section 484 of the HEA, and believe I am eligible to receive a HEERF Emergency Grant.

Student Signature: _____

Date: _____