



Quarterly Budget and Expenditure Reporting for HEERF II, and III Emergency Financial Aid Grants

Prepared by: Natalie Shaw
Director for Grants

Date: April 7, 2022

The Higher Education Emergency Relief Fund II (HEERF II) is authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Public Law 116-260, signed into law by President Donald J. Trump on Dec. 27, 2020. Harford Community College received \$1,171,832.00 to award directly to students.

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 was granted \$4,544,403 to disburse to students.

Harford Community College signed the HEERF Certification and Agreement on April 10, 2020, and has continued to use these CRRSAA and ARP student grant funds for emergency financial aid to students, as outlined below.

As of the quarterly end date, March 31, 2022, Harford Community College reports the following activity related to the CRRSAA and ARP student emergency grants.

	CRRSAA HEERF II This Quarter	CRRSAA HEERF II Total	ARP HEERF III This Quarter	ARP HEERF III Total
(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).	\$0	\$1,171,832	\$232,533.48	\$4,530,327.52
(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.	0	2,310	395	10,000
(5) The total number of students who have received an Emergency Financial Aid Grant	0	2,130	323	1,959

	CRRSAA HEERF II This Quarter	CRRSAA HEERF II Total	ARP HEERF III This Quarter	ARP HEERF III Total
to students under the CRRSAA and ARP (a)(1) and (a)(4) programs.				

Harford Community College used the following methodology to determine eligibility for the emergency student grants and provided the following direction and guidance to students.

CRRSAA - HEERF II

Students who submitted the 2020-2021 Free Application for Federal Student Assistance (FAFSA) Applicants and listed Harford Community College as their attending institution with a calculated Expected Family Contribution (EFC) who are enrolled in Spring 2021 for at least one credit were eligible for a block CRRSAA grant in the amount of \$500.

Students who do not meet the criteria for the automatic block awarding of the CRRSAA grant were invited to complete the 2020-2021 FAFSA at www.studentaid.gov, listing the Harford Community College institution code, 002075. After submitting the FAFSA, students could apply for a \$500 grant using [the CRRSAA Student Grant Request Form](#).

Starting in May 2021, students who had enrolled in at least one Adult Basic Education course between July 2020 and April 2021, were eligible for a block-awarded CRRSAA grant once they complete the 2020-2021 FAFSA.

The Student Affairs division emailed all students eligible for a block award and all Adult Basic Education students who would be eligible for an award after completing the FAFSA to provide information and instructions. CRRSAA grant information was shared to all students through campus emails from the Vice President for Student Success, posted on our [COVID-19 Grant Funding Page](#), and [answers to frequently asked questions provided on our webpage](#) and within the student portal, OwlNet.

The remaining CRRSAA were used in Quarter 4 of 2021, in conjunction with ARP Phase Three with 61 students receiving \$138,332 in funds. Please see APR Phase Three for subsequent awarding details.

ARP - HEERF III

Phase One, Priority Group 1 - June 15, 2021 - August 29, 2021
Phase One, Priority Group 2 - August 30, 2021 - October 8, 2021

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

The first priority group of students eligible to apply for ARP funds met 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 were 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 became an established student (after the drop deadline for their first term of enrollment.)

Priority Group 2 – After students in Priority Group 1 have been invited to apply for ARP funds, students in Priority Group 2 were eligible to apply for funding. Students in Priority Group 2 met the following criteria:

Any student who has taken a class with Harford Community College since September 1, 2020 who is classified as Non-credit students enrolled in these programs: Adult Basic Education, GED, and workforce certification

Using an average monthly cost calculated from HCC's cost of attendance and external data, students can indicate on the **ARP Request Form** the financial assistance they need. The total costs will be added together to determine the grant award per student. The maximum award per student is \$4,552. The eligibility and awarding procedures are documented in a [procedure statement](#) which is shared on our [COVID-19 Grant Funding Page](#).

On June 30, 2021, all eligible students in priority group 1 received an email from the Associate Vice President for Enrollment Management inviting submission of a request form. These then received letters via US postal mail in early July 2021.

On August 30, 2021, priority group 2 students received an email from the Community Education Business and Applied Technology (CEBAT) Division with a link to the landing page and related information.

ARP grant information was also shared to all students through campus emails from the Vice President for Student Success, posted on our [COVID-19 Grant Funding Page](#), our [ARP grant landing page](#), and [answers to frequently asked questions provided on the landing page](#).

Phase Two – September 2021

Beginning September 1, 2021, 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 have been enrolled in at least one credit course for Fall 2021 (.5 credits or more) and had an outstanding balance to the college. If Fall 2021 is the student's first semester at Harford Community College, they were not eligible for the funds until after they became an established student at the 20% census date.

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

Students who indicated a potential COVID-related hardship via text message or phone call, received via Adobe Sign a grant affidavit form 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.



Harford Community College used unpaid Fall 2021 balances as a potential indicator of COVID-19-related hardship and reached out to students 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 prevented the disenrollment barrier.

Phase Three – September 27, 2021 – October 15, 2021

Phase Three continued to offer ARP grants for the Fall 2021 semester, because our students continued to face COVID-19-Related hardships. Beginning September 27, 2021, students were 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 were included in the eligibility as well as new students who are enrolled in or just starting their first class(es) with the College. Phase Three 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.

Students received 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. On September 27, 2021, eligible students received a personalized email invitation from the Division of Student Affairs. Additionally, campus digital signage and other digital communication media were used to promote the awareness.

Phase Three used the same request form and awarding procedures as Phase One, with one modification. Based on the lack of availability in grant funds, we prioritized students who had been students throughout the pandemic. They received 100% of their requested award, up to the maximum. Students who were new during the fall 2021 semester received 85% of their requested amount, up to the maximum, and international students 75%.

Based on this spend down, Harford Community College has \$246,608.96 remaining in APR student emergency grants. The college has earmarked \$50,000 for non-credit students and the remaining for credit students for disbursement in the spring 2022 semester.

Phase Four – January 3, 2022 – March 30, 2022

Beginning January, 2022 and based on grant funding availability and continued hardship-related needs, funds were made available to credit students. Students who owed a past due balance on their student account or a current balance and indicated a COVID-related hardship were eligible for American Rescue Plan funds in the amount of that balance. Additionally, the application was made available so that students with a COVID-related hardship could apply for assistance. If Spring 2022 was the student's first semester at Harford Community College, they are not eligible for the funds until after they become an established student after the drop deadline for their first term of enrollment. Potentially eligible students were texted and/or emailed the link. Staff members also identified students who reached out for assistance. HCC used the Student Information System



(Ellucian's Banner) and BankMobile to award and disburse the ARP grants. It was the goal of Harford Community College to act as quickly as possible get these emergency grant funds into the hands of our students. Nearly all remaining ARP funds were disbursed in this quarter. \$14,075.46 remains to be expended in Q2 of 2022.