# WTC CARES Act HEERF Disbursement Report

Section 18004(a)(1)

Due to COVID-19, the CARES Act Higher Education Emergency Relief Fund (HEERF) was established to provide funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted. Western Technology Center (WTC) is pleased to participate in the CARES Act funding.

1. Certification and Agreement Acknowledgement

Western Technology Center (WTC) has signed and returned the Certification and Agreement to the US Department of Education with the assurance that WTC 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. Total Funds

The total amount of funds that WTC has received from the US Department of Education pursuant to the Certification and Agreement for Emergency Financial Aid Grants to Students: $120,358

3. Total Grants Distributed

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 of this report (6/25/2020): $120,358 (which is 100% of the allocation to students)

4. Estimated Total Number of Students Eligible Under Title IV

The estimated total number of students at WTC that are 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: 75

5. Total Number of Students who have Received Grant

The total number of students at WTC who have received an Emergency Financial Aid Grant to Students under Section 18004(a)(1) of the CARES Act as of the date of submission of this report (6/25/2020): 67

6. Methodology

The method used by WTC to determine which students received Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act is as follows:

A committee including the WTC Financial Aid Director, members of staff and administration determined that distribution would be a proration, based on part-time or full-time status, to all eligible post-secondary students enrolled in an approved program as of March 13, 2020. Documentation for the HEERF funds are kept in a file in the Financial Aid Office.

To determine eligibility, the WTC committee:

* Compiled a list of WTC post-secondary students continuing their program after March 13, 2020 via distance learning
* Created an application which included an attestation under penalty of perjury to confirm that the student had expenses related to the disruption of campus operations due to the COVID-19 shutdown and met the known eligibility requirements
* Verified that the student met the requirements of Section 484 of the Higher Education Act for Title IV eligibility via FASFA and/or the above attestation
* Disbursement was made on 6-5-2020 to all students with valid submitted applications. CARES Act funds were set aside for all post-secondary students in approved programs as per committee decision and three more attempts were made to notify students who did not apply. A second disbursement of unclaimed funds was issued to students in the Practical Nursing and Paramedic programs on 6-11-2020. These two programs were chosen due to length of program and extension of hours to complete onsite clinicals.

7. Guidance to Students:

 Students were notified by emails, phone calls, social media, and WTC’s school phone messenger application that:

* WTC was participating in the CARES Act Emergency Financial Aid Grant to Students
* a Student HEERF Application/Attestation form was created to serve as documentation that each student had expenses related to the disruption of campus operations due to the COVID-19 shutdown and met the known eligibility requirements
* students could access the form via WTC’s official website and then print, sign and email the form back (or electronically sign) attesting under the penalty of perjury that they met the requirements of Section 484 of the Higher Education Act (HEA) and intended to use the funds for COVID-19 related expenses and met the known eligibility requirements
* a Student Payment Form was created to indicate the amount that the student would receive, and the student would sign as they received their payment
* a drive-through location would be set up so students could receive their check from a staff member and sign any remaining documentation necessary
* deadline was extended to those who made no contact and notification was attempted an additional three times

This notice is posted within 30 days of receipt of allocation and will be updated every 45 days thereafter or until further guidance is issued (\*updated guidance issued 8/31/20 to change to quarterly reporting).

Date of allocation 5/26/20; 30-day report posted 6/25/20; 8/9/20 (no change); next report due 10/10/20\*.

# WTC CARES Act HEERF Disbursement Report

Section 18004(a)(1) and 18004(c)

Additionally, Certification and Agreement forms were submitted for the HEERF institutional grant and funds in the amount of $120,357 have been received to cover costs associated with significant changes to the delivery of instruction due to the coronavirus such as expanding remote learning programs, increasing IT capacity to support such programs and training faculty and staff to operate safely and effectively in a remote learning environment now and in the future.

The Western Technology Center Business Office, Financial Aid Office, IT staff and Administration are working together to ensure proper accounting of funds for allowable purposes and in accordance with cash management principles.  To date, Western Technology has expended $120,357 for IT-related software, hardware, laptop computers, online test proctoring software, virtual simulations and remote software.

This notice is posted within 30 days of receipt of allocation and will be updated every 45 days thereafter or until further guidance is issued. (\*updated guidance issued 8/31/20 to change to quarterly reporting).

Date of allocation 7/14/20; 30-day report posted by 8/13/20; next report due 10/10/20\*.