

**DUTCHESS COMMUNITY COLLEGE COMMITTEE ON CARES ACT  
STUDENT EMERGENCY RELIEF FUNDS  
PLAN  
MODIFICATION November 13, 2020**

The overall goal is to disburse Student Emergency Relief Funds in an expeditious manner consistent with U.S. Department of Education, SUNY, and New York State Budget requirements.

Adhering to the SUNY Guidance, the committee representation on the CARES Act Student Emergency Relief Fund must include Financial Aid, Bursar, Enrollment, Student Affairs, and others. The College's CARES Act **Committee** is comprised of the following:

- Dr. Ellen Gambino, Provost, representing Enrollment
- Susan Mead, Assistant Vice President, Student Financial Services, representing Financial Aid and Bursar
- Robert Zasso, Director of Financial Aid, representing Financial Aid
- Colleen Trogisch, Dean of Students, representing Student Affairs
- Marcia Butland, Office of Student Advocacy and Accountability & DCC CARES
- Martin Schneider, Director of Grants

In keeping with SUNY Guidance, the College will “distribute HEERF emergency grant funds to students in a manner similar to that utilized by ED in allocating funds to campuses”, with 75% of funds going to the neediest Pell eligible students and 25% to all other Title IV-eligible students.

Since the College's total student aid allocation is \$1,796,287, the Committee recommends that up to 75% of the College's total allocation be distributed to the neediest Pell-eligible students. Students must meet the Section 484 of the HEA requirements, which will be monitored by the completion of a FAFSA by the student and reviewed by the Office of Student Financial Services.

**We propose to distribute the funds to two categories of student award recipients:**

**Tier 1:** The neediest Pell eligible students currently enrolled and meet Section 484 of the HEA requirements: all students with an Expected Family Contribution (EFC) between \$0 and \$5,576, or an estimated 1,545 students

--Award amount: we propose an award amount of \$850 per student to 1,545 students for a total of \$1,313,250

**Tier 2:** All other Title IV-eligible students currently enrolled and meeting SAP requirements.

--Award amount:-The remaining balance of \$483,037 will be apportioned by the number of applicants and awards can be up to \$500 per student; and we estimate that this could create a pool of 966 students awarded at the maximum of \$500.00 per student.

Students who require additional assistance will be referred to the DCC CARES SUNY Student Emergency Relief Fund as well as DCC Foundation CARES Fund.

**Who will be excluded:** International and DACA students, because they are not Title IV eligible.

**Application Process:**

- We recommend the development of an application form (see attached drafts for Tier 1 and Tier 2 students) that is easy and simple to complete and submit. Students will only need to check off boxes and will not be required to write a narrative justification.
- All student award recipients will need to complete an application in order to verify that they have been impacted by COVID-19 and to certify that they will utilize the award for the CARES Act allowable uses related to attendance at the College, including food, housing, course materials, technology, health care, and child care.
- All award recipients must either have a FAFSA on file or must complete a FAFSA in order to determine their EFC.
- We will not require any additional documentation for proof of need—the completed application and FAFSA are the only two documents needed for verification of need.
- The Business Office and Financial Services Office will coordinate the tracking of the electronic applications and the disbursement of the funds to the students. Students will receive an electronic application form to complete and return within two weeks, which should also give students, who have not completed a FAFSA, sufficient time to complete a FAFSA and to determine their EFC. The College will be able to verify the mailing and receipt of these notifications to the students. Students in Tier 1 and 2 will receive two separate notifications.

**Distribution Plans**

- Students will be sent their award through the Bank Mobile refund system. The students will have a choice of either having the monies deposited to their account or sent as a check.
- The awards will be placed on the student's account through our Banner system and refunds will be generated without the monies being applied to any charges due at the College if the student owes the College any monies for the Spring 2020 semester.
- Based on the date of plan approval from SUNY, DCC will commence the communication process as quickly as possible to facilitate the distribution of relief funds.
  - Tier 1 students will have until June 30, 2020 to complete their application to be awarded \$850.00.

- Once an application has been completed, we will post the relief funds to the student's account within a 24-48-hour time frame, and refunds will be sent out on a weekly basis.
- Tier 2 students will have until June 30, 2020 to complete their application in order to be awarded up to \$500.00.
  - Once the deadline has been reached, DCC will allocate the funds to the students based on the number of completed applications per the methodology outlined.

### **Anticipated Outcomes**

- We estimate a total of 2,511 students (including 1,545 Pell-eligible students) will be awarded funds from Tier 1 and Tier 2 categories. The total represent 54% of our credit based students.
- DCC will be able to document the following information to meet SUNY and projected federal reporting requirements.
  - How HEERF-student grants were distributed to students. (See Tier 1 & Tier 2 Distribution Plan above)
  - The amount of each grant awarded to each student. (collected in Banner)
  - How the amount of each grant was calculated? (See Tier 1 & Tier 2 Distribution Plan above)
  - Any instructions or directions given to students about the grants. (See Application & Notification Emails. Documentation regarding the delivery of and receipt of notifications to students will be collected electronically.)

### **Miscellaneous— Certification Language**

- Per SUNY Counsel, the College will utilize the required certification language:
  - **Minimum certification and acknowledgement language for campuses**

I certify that I have or will incur allowable expenses of food, housing, course materials, technology, health care, childcare, and/or transportation as a result of the disruption of campus operations due to coronavirus which equal or exceed the amount of this CARES Act grant award.

I understand it is my responsibility to notify the Financial Aid office immediately if I will not incur expenses that meet or exceed the amount of my award.

I acknowledge that I have read and understood the CARES Act grant eligibility requirements as noted in the Dutchess Community College Cares Act Grant communication previously sent to me on XX/XX/XXXX.

Below are links to the notifications being sent to eligible students.

[Tier 1 Pell Eligible Student Notification](#)

[Tier 2 Eligible Student with Completed FAFSA Notification](#)

[Tier 2 Eligible Student Without a Completed FAFSA Notification](#)

### **Plan Modification Proposed for Fall 2020 Cohort of Eligible Students**

The College is extending CARES Act Student Emergency Funding support to the fall 2020 cohort based on the following award amounts and **estimated** student awardees:

Tier 1 Pell-eligible students, with EFC up to \$5,711, will have until September 14 to complete their application to be awarded CARES Act funds.

--Full time students receive \$600, for an estimated 1,121 students at \$672,600

--Part-time (minimum of six credits) receive \$300, for an estimated 176 students at \$52,800

Tier 2 All other Title IV eligible students will have until September 14 to complete their application to be awarded CARES Act funds.

--Full-time students receive \$500, for an estimated 651 students at \$325,500

--Part-time (minimum of six credits) receive \$250, for an estimated 101 students at \$25,250

Our total estimate is: \$1,076,150 for Fall 2020 based on the applications submitted to date.

We have been accepting fall 2020 CARES Act applications from students and plan to start disbursing fall 2020 funds before the end of September. We anticipate that, through the proposed modification for fall 2020 students, the balance of Student Emergency Funds will be completely distributed.

As of 11/13/2020 the College has awarded 903 Pell eligible students, who completed their Fall 2020 CARES Act application, an additional \$160.61 each—thereby distributing nearly the entirety of the Student Emergency Fund, leaving a mere de minis amount.