

HEERF QUARTERLY PROGRESS REPORT – Quarter Ending 12/31/2020

Quarterly Budget and Expenditure Reporting for HEERF I, II, and III Student Portion

Institution Name:	<u>John Carroll University</u>	Date of Report:	<u>02/01/2021</u>	Covering Quarter Ending:	<u>12/31/2020</u>
Award Number:	<u>P425E203979</u>	Award Title:	<u>CARES Act: Higher Education Emergency Relief Fund John Carroll University Student Portion</u>		
Award Amount:	<u>\$1,112,203</u>	CFDA:	<u>84.425E</u>		
Funds Distributed to Date:	<u>\$1,112,203</u>	Eligible Students (FAFSA filers):	<u>2,579</u>	Total Student Awards to Date:	<u>820</u>

Methods Used to Determine Which Students Receive Aid and How Much

A Committee representing the College of Arts and Science, Boler College of Business, Student Affairs, Business Office, Student Enrollment and Financial Services, and the Office of Sponsored Research reviewed all applicants to determine a method of awarding the funds. The committee utilized the following criteria to award the full allocation of funding:

Round 1

- All applicants were reviewed to identify those not meeting federal eligibility criteria.
- Remaining applicants were reviewed and evaluated under the guidelines for each qualified expense:
 - Housing - amount requested up to \$1,000 maximum*
 - Food - amount requested up to \$1,000 maximum*
 - Travel - amount requested up to \$2,500 maximum
 - Healthcare - amount requested up to \$1,000 maximum
 - Childcare - actual expenses requested
 - Course Material - amount requested up to \$1,000 maximum (excluding tuition for current or future registration)
 - Technology - amount requested up to \$1,000 maximum (Technology requests were cross-referenced with institutional technology support already granted so as not to duplicate resources)
 - Other - amount requested up to \$500 maximum after review and confirmation that requested expenses were reported in the accurate categories

Round 2

The remaining funding will be evenly distributed to Pell recipients. The 547 Pell recipients registered for Spring 2020 will each receive an equivalent amount. This calculation will take into account the approved JCU CARES Act Emergency Fund application awards. 33 Pell recipient applications for CARES funding exceed the Pell award allocation and are deemed allowable.

All applicants will receive communication making them aware of their eligibility and method of disbursement. The communication will point students to the [JCU CARES Act Reporting](#) website which details the method of award determination.

**Requests were compared to institutional refunds made previously for unused room and board charges. Since the institutional share of the CARES stimulus will be utilized to reimburse JCU for those expenses, only requests beyond the refunded amount were approved.*

Instructions or Directions Given to the Students

In accordance with the Secretary of Education's instructions for institutions to issue aid to students as soon as possible under the student aid portion of the CARES Act, JCU's Director of Sponsored Research posted notice of the CARES Act, along with the Application Form, on the JCU Sponsored Research website on April 30, 2020 and also emailed this information to students on May 4, 2020.

The [JCU CARES Act Emergency Funds](#) website was created, which included a link to the CARES Act Emergency Funds Application and a list of FAQs. A CARES Act specific email (caresact@jcu.edu) was created to provide one point of contact for all student or family questions. This information was emailed to all students, faculty, and staff. Copies of the informational materials provided to students include the following, which are linked to this report in the order listed:

- Development of the [JCU CARES Act Emergency Funds](#) website by with commonly asked questions and answers to provide up to date information.
- Development of the CARES Act Emergency Funds Application.
[JCU CARES Act Emergency Fund Application - John Carroll University.pdf](#)
- Development of a CARES Act specific email for questions regarding the application process, timeline, eligibility, and other questions.
caresact@jcu.edu
- Email sent to students on May 4, 2020 announcing the availability of CARES Act funding and the application process.
[John Carroll University Mail - Announcement of Student Funds and Application Process_0.pdf](#)
- Reminder email sent to students on May 14, 2020.
[John Carroll University Mail - Fwd - JCU CARES Funding Deadline Reminder.pdf](#)
- Email confirmation sent to students after successfully submitting an application for emergency funding.
[John Carroll University Mail - Confirmation of Application.pdf](#)
- Cares Act Email sent to faculty and staff on May 7, 2020 announcing the CARES Act funding available for students and the application process.
[John Carroll University Mail - Faculty and Staff Update-May 7, 2020.pdf](#)