



Report Date: June 11, 2021

Title: Student Reporting for HEERF II, III

Timeline: HEERF II & III: 30 days from receipt of allocation or June 12, 2021, whichever comes later. (HEERF I – final report on 5/26/21)

HEERF Report Link: <https://www.otech.edu/coronavirus-aid/>

Certification and Agreement:

Ogden-Weber Technical College (OTech) signed and returned the Certification and Agreement to the Dept. of Education (DOE) on April 17, 2020. The college assured that the institution has used, or 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.

Total amount of funds received for Emergency Financial Aid Grants to Students:

Funds have not been drawn down, but the awards are as follows.

HEERF I (CARES)	1	Student	\$298,022
HEERF II (CRSSA)	2	Student	\$298,022
HEERF III (ARP)	3	Student	\$1,430,610
Total Student			\$2,026,654

Total amount of emergency financial aid grants distributed to students under HEERF II and III. As of the initial report and every calendar thereafter: \$99,115.00

Estimated total number of students at the institution that are eligible to receive emergency federal aid grants under HEERF II and III: 118 (in OTech's defined timeframe)

Total number of students who have received an emergency federal grant under HEERF II and III: 109



Method used to determine which students receive emergency financial aid grants and how much they receive:

Eligibility requirements include:

- ✓ Be an adult student with an active schedule between November 1, 2020, and February 28, 2021
- ✓ Have cumulative attendance and progress of 67% or higher as of February 28, 2021
- ✓ Have submitted a complete and valid 2020-2021 FAFSA to the OTECH Financial Aid office no later than April 30, 2021
- ✓ A FAFSA is considered valid if:
 - No federal student loan(s) in default
 - Completed FAFSA including an EFC (Expected Family Contribution) below 15,275
 - Registration of Selective Service verified (male applicants)
 - Proof of U.S. citizenship verified
 - Social Security number verified
 - No drug convictions within certain time limits

CRRSAA (HEERF II) FA Eligibility Process Winter Phase

Criteria			
Enrolled Student	Had an active schedule between 11/1/20-2/28/21 for winter phase	Certificate seeker only	Meeting SAP as of 2/28/21
Exceptional need	FAFSA EFC below 10,000 (2/3 of max COA budget)	Citizenship, no defaults, drug convictions, calculated EFC, Jan's description of "Clean" FAFSA	FAFSA submission deadline 20-21 April 30, 2021
Eligible program	COE approved programs	Progress Standard suspension OK	Meeting general college SAP = 67% cumulative for each attendance and progress
Communication tracking	Outlook for email merge from FA Manager's account Mail letters – continue for now Tracking follow-up conversations	FormAssembly acceptance form	Record of phone contact kept on eligibility spreadsheet
Not previously paid	Used MAS report from Katie to filter out students already paid from CARES fund		
Ongoing review	Next review will be in July '21 to include Mar-Jun '21		
Previously ineligible?	Doesn't matter		

1. Adult certificate-seeking students who had a schedule between November 1, 2020, and February 28, 2021, inclusive, were compared to the ISIR record for the whole FAFSA application year to date (October 1, 2019 through February 28, 2021)
 - a. Students who withdrew prior to February 28 were considered if they had satisfactory academic progress
2. Cumulative progress and attendance were pulled from the Academic Standards report in Northstar for the February '21 period
 - a. Manual Student Progress reports were run for students in programs that do not show in the Academic Standards report
3. Students with an incomplete FAFSA were notified to complete it before April 30, 2021. Students with high EFC were notified that they could appeal before April 30, 2021 if their family size and/or financial circumstances had changed since 2019.
4. Students with completed ISIRs (FAFSAs) and satisfactory progress and attendance were notified that they could accept the block grant
 - a. Acceptance form built and managed in FormAssembly with explanation of grant, deadline, and time stamp of electronic signature for acceptance
5. Acceptance forms and payments managed by fiscal department
6. Record of 'reminder' communications to students eligible for the opportunity kept in Outlook and FA eligibility spreadsheet
7. Final acceptance deadline of Friday, May 14, 2021 – 109 students accepted and paid

06/09/2021

Any instructions directions, or guidance provided to the students concerning the emergency financial aid grants:

April 8, 2021 – Notification and reminder letters sent to 118 students. Requested response by May 14, 2021. Students were directed to an acceptance form with options to choose a check or electronic deposit.