

**Kennebec Valley Community College 00527600**  
**CARES Act Emergency Grant HEERF I**  
**Student Portion- Emergency Financial Aid Grants to Students**  
**Quarter Three Report**  
**January 1, 2021- March 31, 2021**

The Certification and Agreement directs each institution applying for HEERF funds to comply with Section 18004(e) of the CARES Act and comply with required reporting protocols. Accordingly, the following information must appear in a format and location that is easily accessible to the public 30 days after the date when the institution received its allocation under 18004(a)(1) and updated every 45 days thereafter.

- An acknowledgment that the institution signed and returned to the Department the Certification and Agreement and the assurance 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.
- **April 14, 2020:** KVCC signed the *Recipient's Funding Certification and Agreement* for: Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act Section 18004(a)(1) of the CARES Act, Pub. L. No. 116-136.
- **April 27, 2020:** KVCC received its Emergency Financial Aid Grants to Students allocation under (CARES) Act Section 18004(a)(1) in the amount of: **\$489,848.00**.
  - **100 percent of this allocation (\$489,848)** will be used to provide Emergency Financial Aid Grants to KVCC students.
  - **No less than 50 percent** of the total funds received by KVCC under Section 18004(a)(1) of the CARES Act will be used to provide Emergency Financial Aid Grants to students.
- The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students.
  - KVCC received **\$489,848.00** under (CARES) Act Section 18004(a)(1) to be used to provide Emergency Financial Aid Grants to KVCC students.
- The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act from **January 1, 2021- March 31, 2021:**
  - **\$188,889- Fund exhausted on 3/26/2021**
- The estimated total number of students at the institution 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.
  - KVCC estimated the total number of eligible students to be **1,171**.

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- The following federal criteria were used to identify students who were eligible to apply for funding:
  - Submitted and verified (if applicable) an official 2019-2020 or 2020-2021 FAFSA (Free Application for Federal Student Aid);
  - Enrolled in a degree or certificate program at KVCC;
  - Have a high school diploma, home school diploma, or GED;
  - Be making satisfactory academic progress as determined by Financial Aid;
  - Not owe a refund on a federal Title IV education grant;
  - Not be in default on a federal Title IV education loan;
  - Be a U.S. citizen, permanent resident, or other eligible non-citizen;
  - Not have fraudulently exceeded federal Title IV education loan limits;
  - Be registered with the Selective Service if male and required to register;
  - Have a valid Social Security Number;
  - Not have a federal or state conviction for using or distributing illegal drugs while receiving federal Title IV education assistance
  - Not enrolled exclusively in an online program as of March 13, 2020
  
- Kennebec Valley Community College added additional criteria as follows:
  - The student must be enrolled at the time of application and be pre-registered for fall 2020 courses at KVCC.
  - Exceptions were made for students enrolled as of March 13, 2020 and pre-registered for fall 2020 but not enrolled at the time of an application submitted during the summer 2020 semester. These students were issued ½ of their total CARES ACT emergency financial aid grant at the time of application approval and the second ½ of their grant will be issued early in the fall 2020 semester provided the student is enrolled at the end of the fall 2020 add/drop period.
  
- The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act from **January 1, 2021- March 31, 2021:**
  - **231 students- Fund exhausted on 3/26/2021**
  
- The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act.
  - Students were required to complete an online CARES Act Grant application in their myKVCC student portal.
  - In addition to the eligibility determination methodology listed in the above section # 4, the following award amount determination methodology was utilized:

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FAFSA Determined Estimated Family Contribution (EFC)	Total CARES ACT Award Amount
EFC > \$10,000	The amount of student request, up to \$500.00 (range \$200-\$500)
EFC > = \$3,000	\$500.00
EFC < \$3,000	\$1,000.00

- Financial aid grants to students for are only permitted for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student’s cost of attendance such as food, housing, course materials, technology, health care, and child care).
- Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.
- Email Date: **May 29, 2020**

○ Email Contents:

The screenshot shows an email interface with a blue header bar containing navigation icons and the text "CARES Act - Message (HTML)". Below the header, the sender is identified as Karen Normandin with a profile picture and a green checkmark. The subject of the email is "CARES Act". The recipients are listed as "Students" and "Student Services Staff".

The body of the email begins with "Dear KVCC Students:" followed by a paragraph explaining that Congress passed the CARES Act to provide relief to students and colleges. It states that the funds are for emergency financial grants for expenses related to the disruption of campus operations, such as housing, food, course materials, technology, healthcare, and childcare expenses.

Two bullet points follow:
 

- The link below will take you to the web page with information regarding the CARES Act. [CARES Act](#)
- The application to request emergency funds will be found in your Student Portal.
  - Log in with your user name and password.
  - Complete the application.
  - Applications are reviewed every 2 weeks.

The email concludes with a note that there are federal eligibility requirements and provides the contact email [financialaid@kvcc.me.edu](mailto:financialaid@kvcc.me.edu) for questions.

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- KVCC Mobile App Announcement Date: **May 29, 2020**
  - Mobile APP Contents:

The screenshot shows the KVCC mobile app interface. At the top, there is a navigation bar with a hamburger menu icon on the left, the text "All Channels" in the center, and search and notification icons on the right. Below the navigation bar, there is a notification card for "Enrollment" dated "May 29 @ 3:32pm" with a "Student Feed" icon. The notification text reads: "The attached email was sent today from Karen Normandin, Dean of Students to your KVCC Email account regarding the CARES Act. Here is the link that was included in the email: <https://www.kvcc.me.edu/admissions-financial-aid/tuition-aid/aid-programs/cares-act/>". Below the notification, there is a preview of an email from Karen Normandin, Dean of Student Affairs & Enrollment, regarding the CARES Act. The email text includes: "Dear KVCC Students: Congress recently passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide some relief to students and colleges from the economic fallout related to the COVID-19 pandemic. CARES Act emergency funds are for the sole purpose of providing emergency financial grants to students for their expenses related to the disruption of campus operations due to COVID-19, such as housing, food, course materials, technology, healthcare and childcare expenses". It also lists steps for applying for emergency funds and provides contact information for financial aid. At the bottom of the screenshot, there is a navigation bar with icons for home, a building, a message, a bell, and a user profile.

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- KVCC CARES ACT Webpage Publish Date: **May 27, 2020**
  - Webpage URL: <https://www.kvcc.me.edu/admissions-financial-aid/tuition-aid/aid-programs/cares-act/>
  - Webpage Contents:
  - **Frequently Asked Questions**
  - WHAT IS THE CARES ACT AND WHERE DID THE FUNDING FOR THE EMERGENCY GRANTS COME FROM?
    - The Coronavirus, Relief and Economic Security (CARE) act was passed by Congress and signed into law on March 27, 2020. One aspect of the act was the creation of the Higher Education Emergency Relief Fund (HEERF). The Cares act provides funds to institutions for emergency financial aid grants to students whose lives have been disrupted by the COVID-19 pandemic.
  - WHAT IS THE CARES ACT AND WHERE DID THE FUNDING FOR THE EMERGENCY GRANTS COME FROM?
    - The Coronavirus, Relief and Economic Security (CARE) act was passed by Congress and signed into law on March 27, 2020. One aspect of the act was the creation of the Higher Education Emergency Relief Fund (HEERF). The Cares act provides funds to institutions for emergency financial aid grants to students whose lives have been disrupted by the COVID-19 pandemic.
  - WHO IS ELIGIBLE FOR CARES ACT EMERGENCY AID GRANTS?
    - Because CARES Act emergency funds are federally funded, eligibility has been restricted by the U.S. Department of Education to students who have filed a Free Application for Federal Student Aid (FAFSA) and participate in the federal student aid programs.
    - To be eligible, a student must:
    - KVCC has received an official 2019-2020 or 2020-2021 FAFSA (Free Application for Federal Student Aid)
    - Be enrolled in a degree or certificate program at KVCC;
    - Have a high school diploma, home school diploma, or GED;

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- Be making satisfactory academic progress as determined by Financial Aid;
  - Not owe a refund on a federal Title IV education grant;
  - Not be in default on a federal Title IV education loan;
  - Be a U.S. citizen, permanent resident, or other eligible non-citizen;
  - Not have fraudulently exceeded federal Title IV education loan limits;
  - Be registered with the Selective Service if male and required to register;
  - Have a valid Social Security Number;
  - Not have a federal or state conviction for using or distributing illegal drugs while receiving federal Title IV education assistance
  - Not enrolled exclusively in an online program as of March 13, 2020
- DO I NEED TO APPLY FOR THE CARES ACT EMERGENCY GRANT AND HOW WILL I RECEIVE MY EMERGENCY GRANT?
- Students will complete an Emergency Grant Request Form. The form is in the Student Information Portal. Applications will be reviewed bi-weekly. Upon meeting eligibility requirements, the amount of the emergency grant aid will be determined by a review of the request form (amount requested by the student and need for assistance as related to COVID-19) and the student's expected family contribution. Funds will range from \$200 to \$1,000.
  - Checks will be mailed to the student's home address as recorded in the College's Student Information System.
  - Checks will be processed and mailed five (5) days following approval of the student's application. Ineligible students will be notified in writing.
- HOW MUCH EMERGENCY GRANT MONEY WILL I RECEIVE?
- The amount of emergency grant aid will be connected to the student's expected family contribution as determined by the completion of the FAFSA (Free Application of Federal Financial Aid).

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- WHAT IF I NEED MORE MONEY THAN THE EMERGENCY GRANT I RECEIVED?
    - We understand that students have significant financial needs during this time. These emergency grants are meant to help meet your financial needs, but we know the grants may not be enough money for many students. If you are having substantial financial difficulties, please reach out to the Office of Financial Aid and Scholarships for information on other resources that may be available.
  - WHO DO I CONTACT IF I HAVE QUESTIONS?
    - For basic questions about your eligibility for CARES Act emergency aid grants, email [financialaid@kvcc.me.edu](mailto:financialaid@kvcc.me.edu)
    - For questions about the disbursement of grant funds, email [businessoffice@kvcc.me.edu](mailto:businessoffice@kvcc.me.edu)
- KVCC CARES ACT student email sent: **January 6, 2021**

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**From:** Michelle Webb

**Sent:** Wednesday, January 6, 2021 2:14 PM

**To:** KVCC January 2021 enrolled students meeting CARES eligibility screening

**Subject:** Resources for KVCC Students Spring 2021

First Name,

Good afternoon and happy new year!

As the KVCC spring 2021 semester is about to start, I am writing to share a few student resources that you may potentially be eligible to receive.

**1. KVCC Cares Act Emergency Student Relief Grants**

- a. These grants to students are permitted for emergent expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care, and childcare).
- b. Awards are based on the student's FAFSA Determined Estimated Family Contribution (EFC)
  - i. Total student CARES ACT award amounts range from \$200-\$1,000
  - ii. EFC > \$10,000 = the amount of student request, up to \$500.00
  - iii. EFC > = \$3,000 = \$500.00 grant

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iv. EFC < \$3,000 = \$1,000.00 grant

c. The following federal criteria are used to identify students who are eligible to apply for funding:

- i. Submitted and verified (if applicable) an official 2020-2021 FAFSA (Free Application for Federal Student Aid);
- ii. Enrolled in a degree or certificate program at KVCC;
- iii. Have a high school diploma, home school diploma, or GED;
- iv. Be making satisfactory academic progress as determined by Financial Aid;
- v. Not owe a refund on a federal Title IV education grant;
- vi. Not be in default on a federal Title IV education loan;
- vii. Be a U.S. citizen, permanent resident, or other eligible non-citizen;
- viii. Not have fraudulently exceeded federal Title IV education loan limits;
- ix. Be registered with the Selective Service if male and required to register;
- x. Have a valid Social Security Number;
- xi. Not have a federal or state conviction for using or distributing illegal drugs while receiving federal Title IV education assistance

d. Additional information: <https://www.kvcc.me.edu/admissions-financial-aid/tuition-aid/aid-programs/cares-act/>

**e. The application is in the [Student Information Portal](#) (logon required). Applications will be reviewed bi-weekly.**

## **2. KVCC Student Resource Guide**

Provides information and application links to a wide range of KVCC, KVCC Foundation, and community resources to assist eligible students in the areas of housing, childcare, and emergent needs.

<https://www.kvcc.me.edu/admissions-financial-aid/resources/>

Best wishes for a warm, safe, and happy new year and great KVCC spring semester! Please let me know if you have any related questions.

Michelle Webb, MPPM  
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Executive Director, KVCC Foundation  
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