

CARES ACT/HEERF Grant Information

On April 9, 2020, the U.S. Department of Education (USDE) announced the availability of funds in the form of Emergency Grants that postsecondary institutions participating in the U.S. Title IV program can apply for and receive funds to be used for expenses related to the disruption of campus operations due to COVID-19 Pandemic. The USDE required that 50 percent of Emergency Grant must be distributed to eligible students impacted by COVID-19 Pandemic. Specifically, the purpose of the student allocation of the Emergency Grant is to provide emergency financial relief to eligible students "...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)." This grant was made available through the Coronavirus Aid, Relief, and Economic Security ACT/High Education Emergency Relief Fund (CARES ACT/HEERF).

Consistent with USDE's CARES ACT/HEERF program compliance requirements, Harmony Health Care Institute (HHCI) hereby provides the following required information:

1. HHCI acknowledges that it has signed and returned to the U.S. Department of Education the Certification and Agreement and the assurance that the institution 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. The total amount of CARES ACT/HEERF that HHCI has received from the U.S. Department of Education pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students is \$45,928.
3. The total amount of Emergency Financial Aid Grants distributed to eligible students under Section 18004(a)(1) of the CARES Act as of June 19, 2020 is \$45,928.
4. The total number of students at HHCI 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 is 54 students.
5. The total number of eligible students at HHCI who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act is 54 students.
6. The method used by HHCI to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act is presented below:
 - a. HHCI established a detailed CARES Act Emergency Financial Aid Grants Implementation Plan to guide the school in the implementation of the Program,

including the grant eligibility criteria, award amount determination formula, the responsible school personnel assigned to handle specific action items, and general oversight of the implementation plan.

- b. Consistent with the available USDE guidelines, HHCI established and used CARES ACT/HEERF eligibility criteria included as follows:
 - i. Students must have successfully completed the 2019-2020 FAFSA and have met the Title IV program eligibility criteria (as stipulated under Section 484) as of March 13, 2020.
 - ii. Student must be enrolled in the Licensed Practical Nurse (LPN) program prior to March 13, 2020 and actively attending by the CARES ACT/HEERF grant award date of May 18, 2020.
 - iii. Students must be determined as meeting the established HHCI-LPN program’s Satisfactory Academic Progress (SAP) requirements of greater/equal to 2.0 GPA and 67% attendance.
- c. To determine how much each eligible student would receive HHCI adopted a formula that used Expected Family Contribution (EFC). Please see the table below, which shows the formula HHCI used to determine the award amount per eligible student.

EFC Funding Allocation – 54 Eligible Students			
EFC Range	Percent of Allocation by EFC	Total Amount per Allocation	Total Amount of Awarded Grant Per Student
0 - ≤ 5576	75%	\$34,445.40	1043.80
≤ 5577	25%	\$11,482.60	546.79
Total	100%	\$45,928.00	

- 7. To ensure that each student at HHCI who is eligible for the Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act is fully informed about the Emergency Financial Aid Grants implemented the following strategies:
 - a. CARES ACT Emergency Financial Aid Grants – Student Notification Letter was created and provided to each student via email and/or in person. This letter informs the student about the Emergency Financial Aid Grant and its purpose, eligibility criteria used, the process for receiving the award, and the designated school personnel for responding to students’ questions and processing the grant award. A copy of the CARES ACT Emergency Financial Aid Grants – Student Notification Letter was also conspicuously posted on the designated “Student

Notice Board” on HHCI campus. Please see **Attachment A** for a copy of the CARES ACT Emergency Financial Aid Grants – Student Notification Letter.

- b. A CARES ACT Emergency Financial Aid Grants – Student Acknowledgement Form (which indicates the grant amount awarded and what the grant could be used for) was created and use for the distribution of the Grant Award check payments to eligible students. Please see **Attachment B** for a copy of the CARES ACT Emergency Financial Aid Grants – Student Acknowledgement Form.



HARMONY HEALTH CARE INSTITUTE, INC.

May 18, 2020

Dear Student,

Re: CARES ACT Emergency Financial Aid Grant Notification

On April 9, 2020, The U.S. Department of Education (USDE) announced the availability of funds in the form of emergency grants for postsecondary institutions participating in the U.S. Title IV program. Postsecondary institutions can apply for and receive funds for distribution to students impacted by the COVID-19 Pandemic. The purpose of this grant is to provide emergency financial relief to eligible students "...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)." This grant was made available through the Coronavirus Aid, Relief, and Economic Security ACT/High Education Emergency Relief Fund (CARES ACT/HEERF).

We are happy to inform you that Harmony Health Care Institute (HHCI) applied for and received the CARES ACT/HEERF Grant and is now ready to award the grants to eligible students. The USDE provided specific guidelines that schools must adhere to in determining student eligibility for receiving this grant. Consistent with the available USDE guidelines, HHCI established and used CARES ACT/HEERF eligibility criteria included as follows:

- Students must have successfully completed the 2019-2020 FAFSA and have met the Title IV program eligibility criteria (as stipulated under Section 484) as of March 13, 2020.
- Student must be enrolled in the Licensed Practical Nurse (LPN) program prior to March 13, 2020 and actively attending by the CARES ACT/HEERF grant award date of May 18, 2020.
- Students must be determined as meeting the established HHCI-LPN program's Satisfactory Academic Progress (SAP) requirements of greater/equal to 2.0 GPA and 67% attendance.

To facilitate documentation of the grant award to individual students, a CARES ACT/HEERF Grant Acknowledgement Form was created for the sole purpose of having each student receiving the award formally acknowledge receipt of their award. Please note that you will be required to sign the CARES ACT/HEERF Grant Acknowledgement Form and return to the school's Financial Aid Office at the time of receiving the grant check payment. Please note that this CARES ACT/HEERF Grant is not part of the Federal Student Loan program and does **not** need to be repaid.

For more information about how HHCI is using the CARES ACT/HEERF to assist its students during this COVID-19 Pandemic period, including the process used to make grant eligibility determination, please visit our website at www.harmony-health.org. The CARES ACT/HEERF Grant information can be accessed from the "Financial Aid" page of the school's primary website, under the Tab labeled as "**CARES ACT/HEERF Grant**". You may also contact the school's Financial Aid Office via email (kchouinard@harmony-health.org) or phone (603-886-0822) if you have any specific questions regarding the CARES ACT/HEERF Emergency Financial Aid Grant.

Sincerely,

Kelly Chouinard, BS, Director of Financial Aid Services



HARMONY HEALTH CARE INSTITUTE, INC.

GRANT ACKNOWLEDGEMENT FORM

Emergency Financial Aid Grants to Students Under the Coronavirus AID, Relief, and Economic Security (CARES) Act

The U.S. Department of Education has made Emergency Financial Aid Grants to students of our institution who need financial support for their expenses related to the disruption of campus operations due to Coronavirus. This acknowledgement form will be used to track each student's grant award and must be signed by the student at the time of grant check payment receipt. Each eligible student will be issued only one grant, and the grant amount will be based on the student's Expected Family Contribution. Only active students who are participating in courses actively and who are in good standing will be eligible to receive a grant.

Please neatly fill out the requested information, sign your name, date, and return the original to the FA Office

Student Name: _____ *Email:* _____

Postal Address: _____ *City:* _____ *State:* _____ *Zip:* _____

Last Four Digits of SSN: _____ *Phone Number:* _____

Please insert your initial in the space provided before each item statement #s 1 through 4, indicating that you have read and agree with the statement.

____ I attest that I have received and read the CARES ACT Emergency Financial Aid Grant information provided to me through the Student Notification Letter.

____ I understand that grant funds awarded to me from this CARES ACT Emergency Financial Aid Grants is to be used for expenses related to the disruption of campus operations due to COVID-19 pandemic.

____ I understand that the administration of my school will determine my eligibility for the CARES Act Emergency Financial Aid Grants and the Grant Awards amount under this program based on the school's established eligibility criteria, fund allocation formula.

____ I attest that all information provided on this form is true and accurate and that I will use the grant funds awarded to me to cover my expenses incurred due to the coronavirus pandemic-related disruptions to the normal school operations.

Student Signature

Date

For Administration Use Only

Student Eligibility Award Amount: _____

Fund Administrator Name: _____ **Fund Administrator Position:** _____