



CARES Act Higher Education Emergency Relief Fund Final Expenditure Report – December 2020

The CARES Act Higher Education Emergency Relief Fund-IHE/Student Aid provides funding to institutions to provide emergency financial aid grants to students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. Students cannot apply for assistance directly from the U.S. Department of Education but should contact their institutions for further information and guidance. Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant. 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:

1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement (link) 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.
2. 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.

FUND	COLLEGE	FUND CODE	ALLOCATION	ALLOC %	AVAILABLE ALLOC
HCAR	SAC	HCAR11	\$ 3,824,127.00	100.0%	\$ 3,824,127.00
	SPC	HCAR12	\$ 1,713,753.00	100.0%	\$ 1,713,753.00
	PAC	HCAR13	\$ 1,620,472.00	100.0%	\$ 1,620,472.00
	NVC	HCAR14	\$ 3,463,310.00	100.0%	\$ 3,463,310.00
	NLC	HCAR15	\$ 671,722.00	100.0%	\$ 671,722.00
	TTL/AVG		\$ 11,293,384.00		\$ 11,293,384.00

3. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of submission (i.e., as of the 30-day Report and every 45 days thereafter). (See chart below.)
4. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act. (See chart below.)

Student Advocacy Center



ALAMO COLLEGES DISTRICT
Palo Alto College



210-486-3125

General Statistics of CARES Act Recipients Palo Alto College

Gender	Male	Female	
	837	1882	
	Total	2719	
Age of Recipient	Min Age	Max Age	
	17	64	
Student Type	Concurrent HS	1	
	Continuing	2660	
	Early College HS	1	
	New Frist Time	32	
	Returning Former	21	
	Transfer	3	
	Transient	1	
	Total	2719	
Ethnicity	Hispanic or Latino	2388	
	Not Hispanic or Latino	331	
	Total	2719	
Residency	In District	2418	
	Military Dep-TX Out of District	1	
	Military TX – Out of District	2	
	Military TX – In District	1	
	Out of District in State	283	
	Out of State	11	
	TX Res HB 1403 s4 In Dist	3	
	Total	2719	
	Amount Paid		\$1,564,569.00
	Total Students		2719

As of 4.22.2021 - Correct figures as indicated on the Annual Report data: CARES Act Funding Section 18004(a)(1) SFA FundCode HCAR13
Amount disbursed from March-December 31st - \$ 1,565,469.00 # of Students Paid 2720

5.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.



6. 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.

Institutional Methodology:

Palo Alto College developed the following methodology to determine which students are eligible to receive Emergency Financial Aid Grants and the amount students are to receive under Section 18004(a)(1) of the CARES Act:

Palo Alto College's approach has been revised several times due to vague instructions from the Department of Education and the late notice that students had to be Title IV eligible to receive CARES Act funding. Because this is "Emergency Aid" we were originally going to have the front line to receiving funds be through our Advocacy Center, where students could be case managed and provided with additional tools to get through the COVID-19 event. When we were notified that students had to be Title IV eligible, we had to shift so that students would apply through the Student Financial Aid Office for funding after their Title IV eligibility was confirmed.

An electronic application was developed that students would complete to request funds. Based on Department of Education guidance, documentation of an expense was requested but was not mandatory. On the application, students requested funds and also signed a certification stating that the funds were for expenses that were the result of a disruption in their education due to the COVID-19 event.

The application was placed online in a pre-fillable pdf that was submitted electronically to a priorityaid@alamo.edu inbox where Financial Aid staff began to work them from the queue in mostly date order.

Working collaboratively with the Advocacy Centers a rubric was developed of what an appropriate award would be for different categories of expenses. The rubric was to be our guide for awarding decisions. While we received a significant number of applications after it was made available on May 1, 2020 at 2:00 p.m., the volume was not as high as expected and students were not asking for much assistance. It was noted that they were taking a very short-term view of their need. In some cases, we rounded up their request to be the amount we had determined on our rubric. We anticipated that these students would be returning to request additional funds in coming months. To better assist them, their fund requests were doubled with instructions to the students that we were anticipating an additional request for the recurring expenses and encouraged them to budget appropriately.

On May 12, 2020 we also made a one-time distribution of \$300 to all Pell eligible students who attended in the spring of 2020. Regulations were clear that a single distribution could be made if a specific group could be identified that was impacted. PAC is a Hispanic Serving Institution. Our experience is that the economically disadvantaged do not always request assistance so this distribution decision was made to ensure that they were aware of available assistance and to provide funds they may have needed but did not request. To date, Palo Alto College has disbursed 90.18% of their funds allocated to students.

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Palo Alto College utilizes the BANNER Student Information System. CARES Act awards to students are disbursed to the student account and then refunded directly to the students. The entire CARES Act award is passed through to the student, with no existing balances impacting the refund.

From this point forward, we are monitoring the fund usage to be able to assist students throughout the fall of 2020.

The following documentation is provided: 1) Verbiage from our website provided in item 7 below, (2) the Emergency assistance application, (3) an email sent to all students receiving the \$300 disbursement and (4) messages sent to students from our Student Information System regarding award decisions (5) May 1, 2020 Student Update and (6) May 13 Student Update.

Information to Students on Emergency Financial Aid Grants:

Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants. All information provided to students is found on our website at alamo.edu/studentemergencyaid.

Important Documents and Links

- [Recipient's Funding Certification and Agreement Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#)
- Federal Student Aid: Emergency Aid Requirements and Steps to Apply