

Community College of Philadelphia

May 13, 2020

Secretary of Education Betsy DeVos
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
Via Mail and Email to HEERF@ed.gov

Re: 30 Day Report on CARES Act Emergency Financial Aid Grants to Students

Dear Secretary DeVos,

On April 13, 2020, the Community College of Philadelphia (“the College”) 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 (“Certification”). This Certification related to the student portion of the funding in the amount of \$8,051,216 which the College was pleased to receive to assist students that have incurred expenses related to the disruption of campus operations due to COVID-19.

In accordance with the Section 18004(e) of the CARES Act, the College is required to submit a report to the United States Department of Education within thirty (30) days of signing the Certification and every forty-five (45) days thereafter on: (1) how grants were distributed to the students, (2) the amount of each grant awarded to each student; (3) how the amount of each grant was calculated, and (4) any instructions or directions given to students about the grants. On May 6, 2020, the United States Department of Education indicated that further information would be forthcoming on where and how to provide this report, but no clarification has been provided as of this date, and it is not clear if this obligation is still in effect. In an abundance of caution, the College hereby advises the Secretary that as of May 13, 2020, the College has not distributed any grants to students and, accordingly, has not provided any directions or instructions to students. The College will provide another report in 45 days in accordance with the Certification and any further guidance from the Department of Education.

On May 6, 2020, the United States Department of Education also issued new guidance directing institutions to post certain information on the College’s primary website detailing the following:

- 1) An acknowledgement that the College has signed and returned the Certification, and assurance that the College has used or intends to use no less than 50% of the funds for student grants;

- 2) The total amount of CARES Act funding that the College will receive or has received pursuant to the College's Certification and Agreement for Emergency Financial Aid Grants to Students;
- 3) The total amount of grants distributed to students under 18004(a)(1) of the CARES Act as of the date of the College's submission/posting (i.e., 30 days after receiving allocation, and every 45 days thereafter);
- 4) The estimated total number of students at the College eligible to participate in programs under Section 484 in Title IV;
- 5) Total number of students who have received a grant under 18004(a)(1) of the CARES Act;
- 6) The method(s) the College used to determine which students receive grants, and how much they would receive; and
- 7) Any instructions, directions, or guidance provided by the College to students concerning the Emergency Financial Aid Grants.

The College received the student aid portion of its funding under the CARES Act on April 21, 2020 and will post all of the above information on the College's website by May 21, 2020. The College is currently finalizing its list of eligible students under the current guidelines, the method the College will use to determine which students receive grants and how much they will receive/are eligible to receive and creating the application form to apply for the grants and directions for students.

Sincerely,

Robert Forest
Director of Financial Aid and Grant Administrator for CARES Act (Student Allocation)

cc: Samuel Hirsch, Ed.D., Vice President of Academic and Student Success
Jacob Eapen, Vice President of Business & Finance
Gim Lim, Assistant Vice President of Accounting & Controller
Pat Warner, Director of Grants and Strategic Philanthropy