

Community  
College  
*of* Philadelphia

1700 Spring Garden Street  
Philadelphia, PA 19130-3991  
215.751.8000 www.ccp.edu

August 11, 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](mailto:HEERF@ed.gov)

Re: 90 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 relates 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.

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;

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- 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 posted all of the above information on the College's website at <https://myccp.online/how-access-virtual-student-support-services> before May 21, 2020.

As it remains unclear if an ongoing 45 day report is required to be directly submitted to the Department of Education, the College is providing this Certification (within 90 days of its 30 day report submitted on May 13, 2020 and 45 days of its last report) and the College will also update its website with this information on or before August 19, 2020.

As of August 11, 2020, the College has estimated that 9,239 students at the College were eligible to participate in programs under Section 484 in Title IV for spring 2020. \$5,980,600 of the CARES Act funds have been distributed directly to students via check or direct deposit. 5,457 students have received grants of at least \$500. In attachment A, we have provided the individual award disbursements per student under 18004(a) (1) of the CARES Act to date.

The College used the following methods to determine which students received grants and how much they would receive:

- a. Allowable Maximum Award Amount per Expense Category:
  - i. Books and Supplies: \$500-750
  - ii. Transportation: \$500 (based on monthly transpass cost of \$100)
  - iii. Food: \$1,500
  - iv. Housing (rent, utilities, etc.): \$1,000

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v. Healthcare: \$1,000

vi. Childcare: \$1,000

The instructions, directions, and guidance provided by the College to students concerning the Emergency Financial Aid Grants is located on the College's website along with Additional CARES Act student Consumer Information and Instructions may be viewed though the Virtual Student Support Services page on MyCCP at <https://myccp.online/how-access-virtual-student-support-services>.

Sincerely,



Robert Forest

Director of Financial Aid and Project Director 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