



POLICIES & PROCEDURES FOR MANAGING HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) GRANT FUNDS

The U.S. Department of Education has made emergency grant funds available to institutions for expenses related to the disruption of campus operations due to the COVID-19 crisis. These funds will be used to cover unexpected expenses incurred from improvements and changes made to facilitate instruction during the pandemic. The Somerset County Technology Center (SCTC) is a clock-hour school with all students previously attending classes on campus. Our continuity of education plan includes continuing instruction online temporarily during the mandated state closure of school campuses.

The following guidelines will be used to manage and expend HEERF monies received by SCTC:

Governance & Oversight

- SCTC will deposit all emergency grant funds into an interest-bearing checking account; this account will be recorded in the General Ledger as Adult Account #_____; and all funds will be expended within one year
- Each qualifying expense will be paid directly from this fund to the appropriate vendor or internal school account
- SCTC will enlist an oversight committee (comprised of the Administrative Director, the Fiscal Manager, the Director of Adult Education, and the Financial Aide Officer) to manage the Higher Education Emergency Relief funds
- The oversight committee will meet monthly and will be responsible for reviewing and approving all COVID-19 expenses, including student emergency grant fund applications; meeting minutes will be taken
- The Fiscal Manager and the Director of Adult Education will work cooperatively to track all related expenditures and will provide a list of possible expenses to be approved at each monthly meeting
- Only expenses approved by the committee will be paid out of these funds

- The Fiscal Manager will maintain responsibility for proper accounting and will include all HEERF aid in SCTC's annual audit
- SCTC will maintain an accurate report of staffing/payroll to ensure compliance with grant guidelines (Note: by mandate of the PA Dept. of Education, LEA's are required to continue employment for their staff, and SCTC did not participate in the Payroll Protection Program)

Student Emergency Aid Funds

- The oversight committee will make student awards based on the designated Funding Selection Criteria Checklist
- A set amount of money was allocated for each area of qualified need (1. change in household income, 2. childcare expenses, 3. healthcare costs, and 4. instructional/technology costs) for the first round disbursement; second round disbursement criteria is dependent upon the number of qualified student applicants
- The maximum student award cannot exceed \$6,195 (maximum Pell Grant award)
- Eligible students enrolled in a full-time, Title IV eligible, face-to-face program on March 13, 2020, who maintained satisfactory academic progress after moving to an online environment, will receive an initial disbursement based upon designated dollar amounts for each category of need
- Eligible students who continue to be enrolled and have satisfactory academic progress after June 22, 2020, will receive an additional disbursement after July 1, 2020
- All emergency student aid grants will be disbursed via check directly to the students
- The first application period ends May 20, 2020, and the second application period ends July 1, 2020 (initial applicants do not need to re-apply for the second disbursement)

Institutional Funds

- The oversight committee will meet monthly to review all associated COVID-19 institutional expenses to determine their eligibility for HEERF reimbursement through the institutional portion
- The committee will use the following criteria to determine eligibility for reimbursement: expense occurred as a result of the COVID-19 crisis, involves technology and/or curriculum related to maintaining online instruction, provides staff training to increase online instructional capabilities, safeguards staff and students through sanitation and/or personal protective equipment, or offsets payroll expenses directly related to moving to an online learning platform and/or to the management of the grant funds