

Acknowledgement

Hodges University has been granted **\$514,720.00** in federal funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Section 18004 (a)(1) to provide students with emergency financial aid assistance to help cover expenses related to the disruption of campus operations due to coronavirus.

The U.S. Department of Education is prioritizing this funding stream in order to get funds distributed to students in need as quickly as possible.

Hodges University signed and submitted the required Certification and Agreement to receive this funding on **April 11, 2020**.

Grant Distribution to Students

Technological Systems Used

- Enterprise Resource Planning (ERP) System: Ellucian Colleague
- Data Management System for Student Acknowledgement Form: Formstack
- Document Management System: Perceptive Content
- Secured File Transfer Protocol (FTP): FileZilla Client
- Electronic processing of all student financial aid payments: BankMobile, Inc. or Touchnet, Inc.

System Setup

- A new Accounts Receivable (AR) disbursement code was created in the ERP system for posting CARES funds to students' accounts.
 - Code: "CARES"
- Two (2) new terms were created in the ERP System in order to ensure that all CARES funds were posted to a student's account and then directly passed through without reduction or offset.
 - Term 1: "CARES" – Cares funds for traditional undergraduate/graduate students.
 - Term 2: "CARESE" – Cares funds for English as a Second Language (ESL) students.
- A Student Acknowledgement Form was created in the Data Management System in order for all eligible students to complete and submit the form prior to having funds distributed to them.
 - Form: https://hu.formstack.com/forms/cares_act_consent
- A new Document Code was created in the University Document Management System in order to track all Student Acknowledgement Forms and retain documentation.
 - Code: "CARES Act Funding"
- A new Communication Code was created in the University ERP System to track all Student Acknowledgement Forms being submitted.
 - Code: "FACCARE"

Student Eligibility Requirements

A student must meet all requirements in order to receive a portion of the CARES funding.

- Enrolled in one of the below sessions with more than zero (0) credit hours being taken as of April 23, 2020.
 - Sessions include 20JAN (January 2020), 20FEB (February 2020), 20MAR (March 2020), and 20APR (April 2020).
- Enrolled in a degree-seeking academic program or certificate program that is eligible to receive Title IV federal funding.
- Title IV-eligible as of April 23, 2020.
- Enrolled in an on-campus program.
 - Students in an exclusively online program which are not eligible for funding include:
 - Certificate, EDiscovery/ELitigation
 - Master of Accountancy (MAcc)
 - Master of Arts, Visual Communication
 - Master of Science, Applied Positive Psychology
 - Master of Science, Legal Studies or Juris Master
- Actively enrolled in a course during the month of March 2020 and/or April 2020.
- Has not received a Hodges University Employee Educational Assistance Tuition Waiver during the above sessions.
- U.S. Citizen – students may not have a visa type of any kind.
 - This includes, but is not limited to, B1, B2, F1, E1, and/or M1, etc.

Eligibility Disbursement and Funding Criteria

Disbursement Criteria is based on:

- Academic Level – defined by the academic program a student is enrolled in.
 - ESL = English as a Second Language (Certificate Program)
 - UG = Undergraduate Program
 - GR = Graduate Program
- Enrollment Status – defined by the amount of credit hours registered for during one of the aforementioned sessions.
 - ESL Part-Time = 0-11 credit hours
 - ESL Full-Time = 12 credit hours
 - UG Part-Time = 0-11 credit hours
 - UG Full-Time = 12 or more credit hours
 - GR Part-Time = 0-8 credit hours
 - GR Full-Time = 9 or more credit hours

Grant Funding Amount per student is based on:

- ESL Part-Time: Average out-of-pocket educational expense per student after any federal and/or state financial aid grant assistance specific to the English as a Second Language (ESL) program for enrolled part-time students.
- ESL Full-Time: Average out-of-pocket educational expense per student after any federal and/or state financial aid grant assistance specific to the English as a Second Language (ESL) program for enrolled full-time students.
- UG Part-Time: Average out-of-pocket educational expense per student after any federal and/or state financial aid grant assistance specific to all Undergraduate (UG) programs for enrolled part-time students.
- UG Full-Time: Average out-of-pocket educational expense per student after any federal and/or state financial aid grant assistance specific to all Undergraduate (UG) programs for enrolled full-time students.
- GR Part-Time: Average out-of-pocket educational expense per student after any federal and/or state financial aid assistance specific to all Graduate (GR) programs for enrolled part-time students.
- GR Full-Time: Average out-of-pocket educational expense per student after any federal and/or state financial aid assistance specific to all Graduate (GR) programs for enrolled full-time students.
- Total number of eligible students for CARES funds, as of 04/23/2020, divided by an average per (1) Academic Level and (2) Enrollment Status to equate to the finalized payment per student.

Management of Fund Disbursement to Students

- Initial fund disbursement will be processed through the Office of Financial Aid via Ellucian Colleague SIS.
- Once funds are applied to a student's account, funds will be directly passed through Hodges University's processing vendors without reduction or offset: BankMobile, Inc. or Touchnet, Inc.
- Students have two (2) payment options via BankMobile or Touchnet
 1. Direct Deposit to an existing checking account
 2. Paper check

Steps for Distribution of Funds

1. Student notifications were sent to students in three (3) formats:
 - a. Email Notification sent via HU email address on April, 29, 2020
 - b. Text Message sent via phone number on file on April 29, 2020
 - c. Phone Call sent via phone number on file on April 29, 2020
2. Students were informed about what the CARES Act funds were and that the student had been deemed eligible for a portion of the funding. Students were also instructed to complete and submit

an electronic CARES Acknowledgment Form. Pursuant to the Acknowledgement Form, students are instructed and agree that the emergency grant funds are to be used for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under the cost of attendance such as food, housing, course materials, technology, health care, and child care) under Section 18004 (c) of the CARES Act.

- a. Electronic Form Link: https://hu.formstack.com/forms/cares_act_consent
3. The CARES Acknowledgement Form is electronically submitted and automatically placed in the university's Document Management System (Perceptive Content).
 - a. Students were instructed that the CARES Acknowledgement Form must be submitted no later than 11:59 PM EST on 7/12/20. After this date and time, any student that did not complete and submit the CARES Acknowledgement Form will be deemed ineligible for the CARES student funds.
 - b. If funds are still available after this date, there will be a second notification to all eligible students regarding additional available funding. The remaining funds would be based on a first-come first-serve procedure where students fill out a Secondary CARES Acknowledgement Form.
 - i. Students that submit this new Form on the first day form is available for use, students may be eligible for a reduced amount of funding by totaling the remaining amount of funds by the number of eligible students.
 - ii. Student must be currently enrolled in order to be eligible for the secondary fund amount.
4. Once the Acknowledgement Form is submitted, a code is placed in to the student's record to initiate the payment process.
5. Payments of grant funds are processed for students with a submitted Acknowledgement Form every Thursday and are available to students on the same day.
 - a. Exceptions to the same-day payment availability is if the student chooses a paper check through BankMobile. The paper check is processed on the same day but may take approximately 3-5 business days to be received via mail to the student's physical address.
6. Continuous emails, text messages, and phone calls will occur until all students have submitted the Acknowledgement Form and funds have been distributed directly to each student.

Student Data

Total enrolled students, as of April 23, 2020:

Academic Level	Student Count
ESL Part-Time	35
ESL Full-Time	119
UG Part-Time	55
UG Full-Time	63
GR Part-Time	305
GR Full-Time	361
Total Students	938

Total eligible students* for CARES funds, as of April 23, 2020:

Academic Level	Student Count	CARES Amount**	Total Funds
ESL Part-Time	24	\$300.00	\$7,200.00
ESL Full-Time	104	\$600.00	\$62,400.00
UG Part-Time	186	\$500.00	\$93,000.00
UG Full-Time	328	\$850.00	\$278,800.00
GR Part-Time	37	\$700.00	\$25,900.00
GR Full-Time	46	\$1,050.00	\$48,300.00
Total Students	725	-	\$515,600.00

As of April 23, 2020, the University had an estimated **841 students eligible to participate in Title IV financial aid, and thus potentially eligible to receive emergency grants under the CARES Act. Of these potentially eligible students, the below charts set forth the number of students meeting the eligibility requirements as determined by Hodges University.*

***CARES amount to be distributed per student.*

Funds Disbursed as of July 23, 2020:

Academic Level	Student Count	CARES Amount*	Total Funds
ESL Part-Time	8	\$300.00	\$2,400.00
ESL Full-Time	89	\$600.00	\$53,400.00
UG Part-Time	172	\$500.00	\$86,000.00
UG Full-Time	320	\$850.00	\$272,000.00
GR Part-Time	37	\$700.00	\$25,900.00
GR Full-Time	36	\$1,050.00	\$37,800.00
Total Students	662	-	\$477,500.00

* CARES amount to be distributed per student.

Second Disbursement of Funds as of July 23, 2020:

Academic Level	Student Count	CARES Amount**	Total Funds
ESL Part-Time	0	\$117.42	\$0.00
ESL Full-Time	8	\$117.42	\$939.36
UG Part-Time	72	\$117.42	\$8,454.24
UG Full-Time	199	\$117.42	\$23,366.58
GR Part-Time	11	\$117.42	\$1,291.62
GR Full-Time	27	\$117.42	\$3,170.34
Total Students	317	-	\$37,222.14

** CARES amount to be paid per student based on remaining funds available after 11:59 PM EST 7/12/20 and paid to currently-enrolled students that submit the Secondary CARES Acknowledgement Form on the first day form is available, 7/16/20.

As of July 23, 2020, all CARES Student Funds have been exhausted and funds are no longer available.

Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable

Institution Name: Hodges University Date of Report: 10/14/2020 Covering Quarter Ending: 09/30/2020

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 514,719 Section (a)(2): \$ 72,654 Section (a)(3): \$ 0 Final Report?

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. ¹	\$ 2	\$ 0	\$ 0	NA
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$ 0	\$ 0	\$ 0	NA
Providing tuition discounts.		\$ 0	\$ 0	NA
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	\$ 0	\$ 0	\$ 0	NA
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	\$ 0	\$ 0	\$ 0	NA
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.	\$ 0	\$ 0	\$ 0	NA
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.	\$ 0	\$ 0	\$ 0	NA
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	\$ 0	\$ 0	\$ 0	NA
Campus safety and operations. ²	\$ 10,786	\$ 0	\$ 0	NA

¹ To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#)

² Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.	\$ 24,389	\$ 0	\$ 0	NA
Replacing lost revenue due to reduced enrollment.		\$ 72,654	\$ 0	NA
Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). ³		\$ 0	\$ 0	NA
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	\$ 300	\$ 0	\$ 0	NA
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.	\$ 479,242	\$ 0	\$ 0	NA
Other Uses of (a)(1) Institutional Portion funds. ⁴	\$ 0			NA
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵		\$ 0	\$ 0	NA
Quarterly Expenditures for each Program	\$ 514,719	\$ 72,654	\$ 0	
Total of Quarterly Expenditures	\$ 587,373			

³ Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

⁴ Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used “to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.”

⁵ Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used “to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student’s cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care.”

Form Instructions

Completing the Form: On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

Posting the Form: This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.