



# Pontotoc Technology Center

Superintendent, David Lassiter

## REPORTING REQUIREMENTS FOR CARES ACT HIGHER ED EMERGENCY RELIEF FUND (HEERF) GRANTS

Pontotoc Technology Center (PTC) has signed and returned, to the U.S. Department of Education (USDE), the Certification and Agreement and the assurance that PTC 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 HEERF Grants to students.

The total amount of funds that PTC will receive or has received from the USDE, pursuant to PTC's Certification and Agreement for HEERF Grants to Students: \$145,011.00. Thus, no less than \$72,506 (50%) will be disbursed to all eligible post-secondary students who were enrolled in an approved program at PTC Tech on the date of the COVID-19 shutdown, March 13, 2020.

The total amount of HEERF Grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this report: \$58,358.39

The estimated total number of students at PTC Tech that may be eligible to receive Higher ED Emergency Relief Fund Grants under Section 18004(a)(1) of the CARES Act: 41

The total number of students who have received an Emergency Financial Aid Grant under Section 18004(a)(1) of the CARES Act as of 6/29/2020 is 36

**The method(s) used by PTC to determine which students receive HEERF Grants, and how much they would receive under Section 18004(a)(1) of the CARES Act:** PTC disbursed HEERF Grants to all post-secondary adults enrolled in an approved program at PTC as of March 13, 2020. Students submitted a completed CARES Act attestation form to the Financial Aid Specialist. A straight proration method was used to determine the amount disbursed to each student. Each student received \$1,738.43 (\$72,506 divided by 41 and rounded up to nearest whole dollar).

**Any instructions, directions, or guidance provided by the institution to students concerning the HEERF Grants:** An individual email was sent to all 41 students informing them of their possible eligibility for a HEERF Grant in the amount of \$1,738.43. The CARES Act attestation form (fillable PDF) was included with each email. Students were asked to complete and sign the form and return it to the PTC Financial Aid Specialist as soon as possible. Upon receipt of the completed form and as requested by the student, the check was either sent by Certified Mail to the student, or students can come to PTC to pick it up from the Business Office.

**The CARES Act attestation form serves as documentation that each student, who received a HEERF Grant, had incurred expenses related to the disruption of campus operations due to the COVID-19 shutdown. Students were asked to indicate which expense categories applied to them. These expense categories include cost of attendance items such as technology expenses, course materials, food, housing, child care and health care.**

*"Training to Succeed"*