

**SUNY Westchester Community College  
75 Grasslands Road  
Valhalla NY 10595**

**P425E201126: CARES Act (HEERF I) and CRRSAA (HEERF II)  
Higher Education Emergency Relief Funds (HEERF) –  
Emergency Financial Aid Grants to Students**

**Report #6 (Quarter Report 3) as of March 31, 2021  
Due by April 10, 2021<sup>1</sup>**

**Submitted by: Jason Franky, Director of Student Financial Assistance**  
[Jason.franky@sunwycc.edu](mailto:Jason.franky@sunwycc.edu)

**Laurie Miller McNeill, Director of Institutional Advancement**  
[Laurie.millermcneill@sunwycc.edu](mailto:Laurie.millermcneill@sunwycc.edu)

- 1. Acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution 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 Emergency Financial Aid Grants to students.**

SUNY Westchester Community College acknowledges an authorized representative of the institution has signed and returned to the Department the Certification and Agreement for the **Student Emergency Aid Portion** of funds on April 14, 2020 and received its CARES Act (HEERF I) award (P425E201126) on April 23, 2020. SUNY Westchester Community College acknowledges receipt of a supplemental **Student Emergency Aid Portion** award under CRRSAA (HEERF II) on January 17, 2021.

SUNY Westchester Community College also acknowledges that an authorized representative of the institution has signed and returned to the Department the Certification and Agreement for the **Institutional Portion** of funds on April 23, 2020 and received its CARES Act (HEERF I) award (P425F202001) on May 7, 2020. SUNY Westchester Community College acknowledges receipt of a supplemental Institutional Portion award under CRRSAA (HEERF II) on January 17, 2021.

The subtotal of funds received under the initial CARES Act (HEERF I) Section 18004 (a)(1) funds was \$7,195,672 for the Student Emergency Aid Grant Portion and the Institutional Portion combined. **The institution has used, or intends to use, no less than 50 percent of the total funds received under Section 18004(a)(1) of the initial**

---

<sup>1</sup> This report conforms to the reporting requirements posted by the US Department of Education Office of Postsecondary Education on May 6, 2020 ( <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg.> ) and updated on August 28 2020 (<https://www.federalregister.gov/documents/2020/08/31/2020-19041/notice-of-public-posting-requirement-of-grant-information-for-higher-education-emergency-relief-fund> ).

**CARES Act (HEERF I) award to provide Emergency Financial Aid Grants to students.**

The subtotal of funds received under 18004 (a)(1) for the supplemental CRRSAA (HEERF II) award was \$14,856,758, which represented \$3,597,836 for the Student Emergency Aid Portion and \$11,258,922 for the Institutional Portion. **The institution has used, or intends to use, no less than the total amount of CRRSAA (HEERF II) supplemental funds received under the Student Emergency Aid Portion of funds received on January 17, 2021 for Emergency Financial Aid Grants to Students.**

- 2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students.**

**The total funds awarded under the 18004(a) (1) allocation under the initial CARES Act (HEERF I) award and CRRSAA (HEERF II) supplemental award for Emergency Financial Aid Grants for Students is \$7,195,672 (Grant P425E201126).** This represents \$3,597,836 pursuant to the Certification and Agreement awarded on April 23, 2020 under the CARES Act and a supplemental grant \$3,597,836 awarded under CRRSAA on January 17, 2021.

- 3. The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as the current Quarterly Report (Q3-March 31, 2021).**

SUNY Westchester Community College has distributed a total of **\$6,002,208** of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of **March 31, 2021** since the inception of the program (Q3). \$3,597,836 was distributed under the Student Portion (P425E201126) as of 12/31/2020. An additional \$2,404,372 was distributed under the Institutional Portion (P425F202001) as of 03/31/2021.

- 4. Estimated Total Number of Eligible Students**

SUNY Westchester Community College has determined an estimated total of **4,396** students at the institution are eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act.

- 5. Total Number of Students Received Emergency Financial Aid Grant**

There were **3,451 unduplicated students and 5,219 total awards** dispersed through **Emergency Financial Aid Grants** under Section 18004(a)(1) of the CARES Act as of the **31 March, 2021** (Third Quarterly Report) at Westchester Community College.

## 6. Method to Determine Emergency Financial Aid Grants

WCC is required to receive SUNY System final policy and procedure approval for the distribution of the Student Emergency Financial Portion of HEERF Cares Act funds. WCC's Method for determining Emergency Financial Aid Grants has been updated three times as a result of SUNY guidance since the grant began: **Award Round 1/Method 1** for June 1, 2020 – August 28, 2020. The policy was drafted on May 14, 2020 and received SUNY approval on June 1, 2020; **Award Round 2/Method 2**: for August 28, 2020 – October 29, 2020; and **Award Round 3/Method 3**: for October 29, 2020 – March 31, 2021).

The method to determine Emergency Financial Aid Grants reported for Q3 ending March 31, 2021 Award Round 3/Method 3 that was updated on October 29, 2020, and is outlined below. For reference and documentation purposes, student eligibility under Award Round 1/Method 1 and Award Round 2/Method 2 is also listed below.

### **AWARD ROUND 3: METHOD 3 for Student Eligibility for the Period October 29, 2020 – Present (March 31, 2021):**

#### **SUNY Westchester Community College has prioritized awarding of Emergency Financial Aid Grants to its students in the following manner:**

**Beginning October 29, 2020**, students enrolled in Fall 2020 and who are Title IV (PELL) eligible will be notified of the availability of CARES Act Funding (This will continue for Spring 2021 until funds are exhausted).

CARES Act Funding is for continuing expenses based on the ongoing campus disruption due to COVID-19. Expenses include but are not limited to technology needs including laptops and associated conferencing equipment (headphones, better speakers, larger monitor, etc.) and software, Wi-Fi and associated utilities, course materials, etc. Students must complete a certification statement on the college's website to attest and certify that they are COVID-19 impacted to be eligible to receive funds.

Awards will be made to eligible students based on the tiered structure below, whereby Tier 1 and 2 meet SUNY Priority 1 (Pell eligible, high need, low estimated family contribution).

- Tier 1 PELL eligible students who have a 0 EFC -award is \$1,400.
- Tier 2 PELL Eligible students who have an EFC greater than 0 on the 2020-21 FAFSA-award is \$700.
- Note: Previous Fall 2020 awards which are lower than stated above will be adjusted to reflect these amounts.

Notifications will go out via email (MYWCC and personal accounts) with instructions for the completion of the Certification Statement. Students will confirm they are COVID impacted through this Certification Statement (electronic and/or paper).

The Certification Statement can be found on the college's website:

<https://www.sunywcc.edu/updates-from-the-college/cares-act-emergency-funding-affirmation/> .

Once the certification Statement is received, awards will be processed through the Office of Student Financial Services and disbursed to the student's account. This award is not part of the student's financial aid package and a direct payment will be processed via check to the student by the Bursar's Office.

### **Award Round 2: Method 2 for Student Eligibility for the Period August 12, 2020 up to October 29, 2020.**

SUNY Westchester Community College has prioritized awarding of Emergency Financial Aid Grants to its students in the following manner:

**Under Section 18004 (a)(1) of the CARES Act, beginning August 12, 2020 and up to October 29, 2020 (Award Round 2, Method 2),** WCC students were eligible for awards ranging from **\$350** (for part-time students) to **\$700** (for full-time students 12 credits and above), with additional awards available up to the maximum Federal Pell grant threshold of \$6,195 per award for new and continuing enrolled students who were Title IV eligible and registered for FALL 2020 Semester (and for subsequent semesters as CARES Act funds were available).

CARES Act Funding is for continuing expenses based on the ongoing campus disruption due to COVID-19. Expenses include but are not limited to technology needs including laptops and associated conferencing equipment (headphones, better speakers, larger monitor, etc.) and software, Wi-Fi and associated utilities, course materials, etc.

Students who were eligible for CARES Act funding were to complete the online application available on the Office of Student Financial Assistance's website. The application was to be submitted online. Students were asked to indicate on the application whether the expense is due to Housing, Food, Course Materials, Technology, Healthcare, Child Care, or Transportation (may check all that apply).

Priority 1 was to meet the emergency needs of students who had been impacted by COVID 19 who were Pell recipients and students with the lowest EFC's on the FAFSA. Priority 2 was to meet the needs of eligible students who were Title IV eligible undergraduates will to complete the FAFSA and students with the lowest EFCs.

- Awards to eligible students were prioritized as follows:
  - **Priority 1 - Pell recipients** - 70% of the funds received were to be used to meet the emergency need of students impacted by COVID-19 in this category.
  - **Priority 2 – Eligible Non-Pell recipients** - 25% of the funds received were be used to meet the emergency need of students impacted by COVID-19 in this category.
  - **Extra funding – Eligible students in special circumstances** – 5% of the funds received were to be used to supplement amounts of the max awards

of \$1,000 for students who had special circumstances and particularly pressing need (up to Pell max of \$6,195 per award).

Notifications went out via email (through the MYWCC account) with instructions for the completion of the Certification Statement. Students will confirm they are COVID impacted through this Certification Statement (electronic and/or paper).

The Certification Statement can be found on the college's website:

<https://www.sunywcc.edu/updates-from-the-college/cares-act-emergency-funding-affirmation/> .

**Award Round 1: Method 1 for Student Eligibility for the Period June 1, 2020 – August 28, 2020.** (SUNY Approval of method was received on June 1, 2020).

**Under Section 18004 (a)(1) of the CARES Act, beginning on June 1, 2020 through August 28, 2020,** WCC students were eligible for awards ranging from \$500 to \$3,000 with additional awards available up to the maximum Federal Pell grant threshold of \$6,195 per award. To be eligible for this funding, the student must have 1) been enrolled in the Spring 2020 semester in at least one in-person class as of March 13, 2020 and 2) have completed a 2019-20 FAFSA or 2020-21 FAFSA and meet the eligibility requirements to receive Title IV financial aid.

CARES Act Funding is for continuing expenses based on the ongoing campus disruption due to COVID-19. Expenses include but are not limited to technology needs including laptops and associated conferencing equipment (headphones, better speakers, larger monitor, etc.) and software, Wi-Fi and associated utilities, course materials, etc.

Students who were eligible for CARES Act funding were to complete the online application available on the Office of Student Financial Assistance's website. The application was to be submitted online. There was a priority application deadline of June 15, 2020 for Spring 2020 students. Students were asked to indicate on the application whether the expense is due to Housing, Food, Course Materials, Technology, Healthcare, Child Care, or Transportation (may check all that apply).

**SUNY Westchester Community College had prioritized awarding of Emergency Financial Aid grants for its students in the following manner during this period:**

- **Priority 1- Pell Recipients** – 70% of the funds received will be used to meet the emergency need of students impacted by COVID 19 in this category.
- **Priority 2 – Eligible Non-Pell Recipients** – 25% of the funds received will be used to meet the emergency need of students impacted by COVID 19 in this category.

- **Extra funding-** Eligible students in special circumstances – 5% of the funds received will be used to supplement amounts of the max awards of \$1,000 for students who have special circumstances and a particularly pressing need (up to Pell max of \$6,195 per award).

Notifications went out via email (through the MYWCC account) with instructions for the completion of the Certification Statement. Students will confirm they are COVID impacted through this Certification Statement (electronic and/or paper). The Certification Statement can be found on the college's website:

<https://www.sunywcc.edu/updates-from-the-college/cares-act-emergency-funding-affirmation/>.

## 7. Institutional Instructions, Directions, or Guidance to Students

**SUNY Westchester Community College has distributed the following communication to students for Award Round 3/Method 3: (Fall Semester, 2020)**

### **Institutional Instructions:**

All eligible students will be informed according to the campus plan approved by SUNY as follows:

New students and students already enrolled for fall and for continuing students are notified of the availability of CARES Act Student Emergency Aid through via email, website, phone calls, direct mail and other outreach. Prospective CARES Act grant recipients will be informed about eligibility requirements for receiving the CARES Act grant and how this emergency grant can assist with their educational expenses.

Eligible students who have expenses due to the disruption of campus operations due to COVID 19 include students' ability to cover one or more of the following expenses: housing costs; living expenses; food; healthcare; course materials; technology such as laptops and WIFI; childcare; and transportation.

This grant is available to both new and returning students enrolling in the Fall 2020 and subsequent semesters as funding availability permits.

Students must have a FAFSA on file and meet all Title IV eligibility requirements including SAP. Awards will be applied to the student's financial aid screen and awards will be processed and distributed after the second full week for courses for the semester. This award is not a financial aid package award but an Emergency grant that will not reflect on the students' account to allow for an accurate bill to show on the students' account. Once their registration is confirmed for the fall semester, a direct payment will be sent to their address on file in a form of a check via the Bursars Office. Awards will be adjusted for any subsequent enrollment changes that increase/decrease full/part-time enrollment.

Students will be notified of the process through communications from Enrollment Management and Community College Relations. Students will be required to complete an affirmation that they have additional expenses due to COVID 19 on the website application..

Awards will be granted in order of FAFSA filing date and student need, until funds are exhausted.

**Guidance to Students on the College Website for Award Round 3/Method 3:**

To address the needs created in these unprecedented and challenging times, the [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#) was signed into law to get support to college students in need of relief as quickly as possible. Funding is prioritized to help cover your expenses related to the disruptions of campus operations due to coronavirus. To be eligible for a CARES Act grant, students must be enrolled in an Associate degree or credit certificate program at Westchester Community College and must have completed a FAFSA and met Title IV Federal Financial Aid eligibility requirements (US Citizen or Permanent Resident, and in good academic standing-New students are automatically in good academic standing):

- incurred additional expenses due to the closure of campus operations due to COVID-19
- enrolled in the Fall 2020 semester

Grant requests will be reviewed and processed as received and awards will be made until funds are exhausted. Award recipients will be notified and will receive a check at their home address for the total amount of their award.

Once awarded, the CARES Act Grant will be applied to your financial aid screen but not the bill for your student account and will be processed as a direct payment by check through the Bursar's Office and sent to your residence on file with the College. Students should check their mailing address on file with the College to make sure it is correct and up-to-date.