



VP of Finance and Administration

To: Mary A.Y. Okada, EdD *M.A.Y. Okada*
President

From: Carmen K. Santos, CPA *CMS*
Vice President Finance & Administration

Subject: CARES Act: Higher Education Emergency Relief Fund (HEERF) distribution

Date: April 20, 2020

GCC received notification of the grant award for the CARES ACT, Education Stabilization fund of \$574,675(50%) on April 20, 2020. Section 18004(c) of the CARES Act requires GCC to use no less than fifty percent of the funds received to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care, and child care).

The following process is developed for the CARES Act, HEERF funds distribution:

1. Establish Student Determination Criteria:
 - a. Student must be a current full time or part time student for Spring 2020.
 - b. Full time = 12 credits or more; Part time = 11 credits or less
 - c. The total number of enrolled credits on 4/11/2020 is used to determine student status.
 - i. Student who withdrew from **all** classes before 4/11/2020 are not eligible.
 - ii. If a student withdrew from one or more classes prior to 4/11/20, status will be adjusted (i.e. FT to PT).
 - d. Students participating in the UOG consortium agreement and who identified that UOG is their home school, will not be eligible for GCC disbursement. Funds will be provided through UOG.

2. On March 14, 2020, the Governor of Guam, Lourdes A. Leon Guerrero issued Executive Order #2020- 04, requiring the closure of all schools, including the Guam Community College. GCC closed its campus to the public and began the transition of students to online

courses effective 3/17/2020. Arrangements have been made to extend completion of courses up to Spring 2021, for students who need additional time to complete. Therefore, the College has determined that all currently enrolled students have been affected by the COVID-19 pandemic and are in need of assistance. The calculated grant aid is as follows:

- a. Full time student = \$440
 - b. Part time student = \$220
3. From 4/11/2020 to present, the College worked on gathering required information, to include enrollment status and confirmation of student addresses. Checks are ready for mailing on 4/22/2020.
 4. Public announcement of CARES Act disbursement will be made on 4/22/2020.
 5. Announcement to students will be posted on MyGCC on 4/22/2020.