

Lively Technical College (LTC), in compliance with:

- a. Section 18004(e) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which requires each institution applying for funding from the Higher Education Emergency Relief Fund (HEERF) to submit an initial report to the Secretary of Education within 30 days;
 - b. guidance for compliance with the 30-day reporting requirement provided by ED on May 6, 2020; and
 - c. communications sent from ED's Program Officer on May 13, 2020; is posting the following report in a format and location easily accessible to the public on May 27, 2020, 30 days after the date LTC received its allocation under 18004(a)(1). This report will be updated every 45 days after the initial posting.
1. On April 23, LTC signed and returned to ED the Certification and Agreement (for) Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. In doing so, LTC provided ED the assurance that LTC 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.
 2. On April 28, LTC received \$471,249.00 from ED pursuant to LTC Certification and Agreement (for) Emergency Financial Aid Grants to Students.
 3. On May 5, LTC published information about the CARES Emergency Financial Aid Grants on its public website and in the student FOCUS portal. On May 22, 2020 LTC began accepting requests for this assistance from students. LTC began review of student requests as they were submitted.

The following message was sent to all students via the FOCUS student portal:

Federal legislation recently approved the CARES Act. Lively Technical College will be allocating Emergency Financial Aid Grants to all students enrolled in the Spring 2020 term who qualify. This funding is intended to address the pressing financial needs of students due to the disruption of campus operations from COVID-19. Funds should be used for technology and technology-related needs, food, housing, course materials, healthcare, childcare, and other student-related costs. Clearly, the health and safety of our students come first and therefore, these funds should be used by students in accordance with their self-described priorities related to the COVID-19 disruption. **STUDENTS WISHING TO APPLY FOR THIS FUNDING MUST DO SO BY THURSDAY, JUNE 11TH. An application is available in FOCUS for all students. Additional information is available on <https://www.livelytech.com/cares-act-higher-education-emergency-relief-fund-application/>.**

As of June 29, LTC has distributed \$471,744.96 of the Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act. LTC provided students with notice of award status and choice of picking up or having checks mailed. For students choosing to pick up their award, checks were available for student pick up on June 16, 17th and 18th. All checks not picked up will be mailed to students.

4. The estimated total number of LTC students 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 is approximately 650.
5. As of June 29, 2020, the total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act is 596.

6. The method(s) used by LTC to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act are as follows:
 - a. In accordance with ED's direction, LTC is prioritizing the distribution of funds to eligible students demonstrating the greatest need. LTC students requesting funds must have been enrolled in the spring quarter and are required to submit a request form through the LTC student portal (FOCUS) certifying eligibility and describing unforeseen expenses related to their costs of attendance (e.g. food, housing, course materials, technology, healthcare, childcare, and transportation) due to COVID-19-related campus operations disruptions. Payments were based on the following:
 - 0-300 scheduled hours = \$496.20
 - 301-562.5 scheduled hours = \$746.22
 - 563-825 scheduled hours = \$996.00
 - b. Requests were reviewed individually to confirm a student's eligibility per requirements set forth by ED; to establish a student's level of need; and to evaluate the claimed expenses.

7. Instructions and FAQs concerning the Emergency Financial Aid Grants were provided to students on the website, social media channels and in the student portal (FOCUS). Additionally, all students were contacted by their instructor with an additional contact by school staff. The student portal was set up to not allow a student to access any additional information without acknowledging the CARES Act student application. Students were encouraged to contact school administration with questions and concerns.

Revision Dates:

06/04/2020
06/11/2020
06/18/2020
06/29/2020