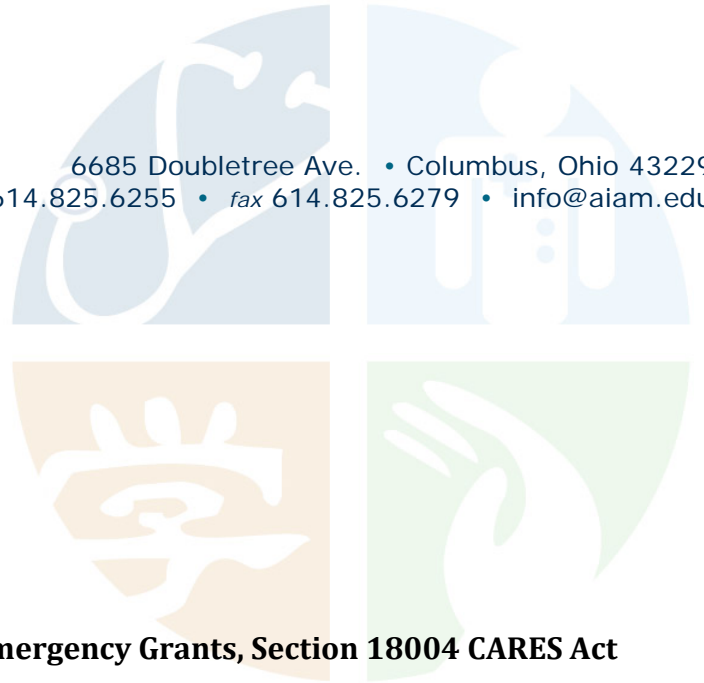




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AIAM Process for allocating and disbursing Student Emergency Grants, Section 18004 CARES Act

The US Department of Education (USDE) allocated funds for AIAM students affected by COVID 19. **The total amount of grant funds received by AIAM for AIAM students was \$409,311 and \$410,130.16 was distributed amongst 293 students who applied based on their answers to six questions. Twenty-two eligible students did not apply. The number of yes answers was divided into the total grant and each yes answer was allocated \$275.44. The questions asked if they were financially responsible for: 1-my childcare expenses, 2 -my food expenses, 3-my housing expenses, 4-expenses related to my course materials to attend school, 5-my own health care costs, 6-paying for technologies associated with attending online classes. Each student received between \$275.44 and \$1,652.64.**

The terms of the grant included publishing to AIAM's website:

1. **How grants were distributed to students**
2. **Any instructions or directions given to students about the grants**
3. **How the amount of each grant was calculated**
4. **The amount of grant awarded to each student**
5. **AIAM has continued to pay its employees and contractors during the period of any disruptions or closures to the greatest extent possible.**

How grants were distributed to students and any instructions or directions given to students about the grants

These steps were followed:

1. May 4, via Populi, AIAM notified all Spring 2020 active and LOA AIAM students without FAFSAs that they have until May 8 to complete their FAFSA so that they can prove eligibility to apply for an emergency grant. The FAFSA must have a resulting EFC determined by the US Department of Education for the application to be considered. All interested students completed their FAFSAs. The USDE has indicated that these funds are limited to students who are Title IV eligible or could be Title IV eligible. Per ED's guidance "If a student has filed a

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2. Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 the HEA.”
3. May 7, 2020 AIAM notified via Populi all Spring 2020 active and LOA students with FAFSAs of their eligibility for the emergency grant program and the following steps:
 - a. A Right Signature document called AIAM CARES Act Emergency Student Grant Application was prepared for each eligible student and emailed to their primary email in Populi.
 - i. Students must complete their AIAM CARES Act Emergency Student Grant Application by May 15. The application has 4 steps, all of which are completed electronically.
 1. The interested student applies electronically;
 2. AIAM allocates and electronically notifies each student of their allocated amount;
 3. Student e-signs to accept the amount;
 4. AIAM writes the e-check, records the check number, and the student is notified of this electronically.
4. Between May 7 and May 15, students who did not apply were reminded through RightSignature three different times to apply and they were also sent an additional notification of eligibility through Populi to each of their known emails.
5. AIAM used an auditor supplied spreadsheet to summarize student grant requests received and provide a draft allocation for each request. Student applications were reviewed. Updated addresses were updated in Populi and QuickBooks. The answers were recorded in an auditor supplied excel worksheet. All applicants were set up as payees with the bank.
6. May 18, the CFO, Controller, Campus President and Director of Financial Aid reviewed, suggested changes, and then approved final allocations. AIAM was allocated \$409,311 by the US Department of Education. \$410,130.16 was allocated amongst 293 students based on their answers to the six questions, each yes answer was allocated \$275.44. Each student received between \$275.44 and \$1,652.64. Twenty-two eligible students did not apply.
 - a. No allocations were given to students who answered “No” to “have you incurred expenses due to disruptions caused by the Coronavirus pandemic?”
 - b. If a student answered “No” they had not incurred expenses yet subsequently answered yes to any of the 6 questions about how they were affected, each was given another application and the opportunity to submit updated answers. They were notified of this through Populi email. They received reminders through RightSignature if they did not complete their application.
 - c. No allocations were given to students on LOA not due to COVID.
 - d. No applications were accepted after 12 PM on 5/19/2020. All outstanding applications that were not completed were voided in RightSignature to ensure that the application was no longer viable.
7. May 18 DJA pulled funds through G5 for May 19. \$409,311 was pulled into the new bank account. It was available on May 19.





8. May 19, AIAM filled out each RightSignature AIAM CARES Act Emergency Student Grant application with the student's allocation. Each student received e-document notification and must electronically sign to accept their allocation.
9. May 26, AIAM disbursed funds that have been electronically accepted by each student in the form of an e-check mailed by the bank to student address as indicated on the application.
10. The auditor supplied excel worksheet was used by AIAM to record the transaction confirmation number. 6/1/20 AIAM staff checked the bank transactions against each student's allocation. Any underpayments were immediately issued a check for the difference. Any overpayments were notified of the overpayment and asked for a return of the overpayment. The bank account balance was verified to show that all disbursements were accounted for on 6/5/20.
11. After June's bank statement is received, AIAM will reconcile the checks to learn if any checks were not cashed and follow up with any students who have not cashed their checks.
12. AIAM is recording as required allocations, disbursements, and staffing per the worksheet reporting tracker and posting to AIAM's website as required per the May 6, 2020 ED additional guidance
 1. Allocation received 5/19/20
 2. 30 days – 6/18 must be on website
 3. 45 days – 8/3/20 update website
 4. 45 days – 9/17/20 update website

