

**Pensacola State College**  
**PL 116-136 Title VIII Coronavirus Aid, Relief, and Economic Security Act**  
**Education Stabilization Fund**

1. On April 13, 2020, Pensacola State College signed and returned to the U.S. Department of Education 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. Approval of this application was received on April 23, 2020, with a budget period of 4/22/2020 – 4/21/2021.
2. The total amount that Pensacola State College has received from the U.S. Department of Education pursuant to the institution’s Certification and Agreement for Emergency Financial Aid Grants to Students: \$3,002,470
3. The total amount of Emergency Financial Aid Grants that Pensacola State College has distributed to students as of May 19, 2020: \$1,375,450
4. The estimated total number of students at Pensacola State College eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus are eligible to receive Emergency financial Aid Grants to Students under Section 18004(a)(1) of the CARES Act: 5,977
5. The total number of students to date who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act: 2,015
6. The method(s) and timeline used by Pensacola State College to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act:

<b>Timeline</b>	<b>Date</b>												
PSC Foundation/PSC CARES Team-sponsored survey of all students to ascertain immediate needs; 1,768 responses	March 31, 2020												
<p>CARES Act Funds Meeting</p> <p>Attendees were provided with a summary of the Funding Certification and Agreement. President appointed Co-Chairs for the purposes of developing a process for awarding the emergency relief funds to students.</p> <p>Attendees (either in person or via Zoom):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">President</td> <td style="width: 50%;">VP, Business Affairs</td> </tr> <tr> <td>VP, Academic and Student Affairs</td> <td>Dean, Student Services</td> </tr> <tr> <td>VP, Government and Community Relations</td> <td>VP, Administrative Services and General Counsel</td> </tr> <tr> <td>Director, Financial Aid, Veterans Services, and Scholarships</td> <td>Executive Director, Institutional and College Development</td> </tr> <tr> <td>Executive Director, Marketing</td> <td>Dean, Grants and Federal Programs</td> </tr> <tr> <td>Executive Director, Institutional Equity and Student Conduct</td> <td></td> </tr> </table>	President	VP, Business Affairs	VP, Academic and Student Affairs	Dean, Student Services	VP, Government and Community Relations	VP, Administrative Services and General Counsel	Director, Financial Aid, Veterans Services, and Scholarships	Executive Director, Institutional and College Development	Executive Director, Marketing	Dean, Grants and Federal Programs	Executive Director, Institutional Equity and Student Conduct		April 13, 2020
President	VP, Business Affairs												
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Funding Certification and Agreement signed by Dr. Edward Meadows, President, and submitted via Grants.gov by Dr. Deborah Douma, Dean, Grants & Federal Programs	April 13, 2020												

Timeline	Date												
<p>First meeting of CARES Act Implementation Committee (via Zoom)</p> <p>Prior to the meeting, committee members accessed a number of resources to help inform discussion, including:</p> <ul style="list-style-type: none"> <li>• “Beyond the Food Pantry: Guide to Emergency Grant Aid Distribution” by Sara Goldrick-Rab, 4/2020</li> <li>• “Beyond the Food Pantry: Maximizing the Impact of CARES Emergency Aid Funds for Students” by Sara Goldrick-Rab and Carrie R. Welton, 4/16/2020</li> <li>• CASE ToGather webinar – 4/10/2020</li> <li>• ACCT/AACC CARES Act webinar sponsored by AFC – 4/14/2020</li> <li>• Implementing the CARES Act webinar sponsored by AACC – 4/16/2020</li> <li>• How to Distribute CARES Act webinar sponsored by EAB – 4/23/2020</li> <li>• Informal poll of other Florida College System institutions</li> </ul> <p>CARES Act Committee members attended meeting in person or via Zoom.</p> <p>Committee members received a summary of the CARES Act and eligibility guidelines for student eligibility. After discussion, it was determined that the committee would draft a proposal in which all eligible students would be given the opportunity to apply for funds.</p> <p>CARES Act Committee Members:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Dean, Grants and Federal Programs, Co-chair</td> <td style="width: 50%;">Executive Director, Institutional Equity and Student Conduct, Co-chair</td> </tr> <tr> <td>Bursar/Cashier</td> <td>Director, Financial Aid, Veterans Services, and Scholarships</td> </tr> <tr> <td>Dean, Student Services</td> <td>Executive Director, Institutional and College Development</td> </tr> <tr> <td>Executive Director, Marketing</td> <td></td> </tr> <tr> <td>Executive Director, Institutional Research</td> <td></td> </tr> <tr> <td>Administrative Support Specialist, Business Affairs</td> <td></td> </tr> </table>	Dean, Grants and Federal Programs, Co-chair	Executive Director, Institutional Equity and Student Conduct, Co-chair	Bursar/Cashier	Director, Financial Aid, Veterans Services, and Scholarships	Dean, Student Services	Executive Director, Institutional and College Development	Executive Director, Marketing		Executive Director, Institutional Research		Administrative Support Specialist, Business Affairs		<p>April 20, 2020</p>
Dean, Grants and Federal Programs, Co-chair	Executive Director, Institutional Equity and Student Conduct, Co-chair												
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<p>CARES Act Procedures Meeting</p> <p>Committee members attended in person or via Zoom</p> <p>The process and application draft were discussed and approved.</p>	<p>April 24, 2020</p>												
<p>The draft process and application were presented to the President and Executive Cabinet for approval</p>	<p>April 24, 2020</p>												
<p>Student Emergency Aid application is live</p> <ul style="list-style-type: none"> <li>• Students notified via their PirateMail account, PSC social media outlets, and an alert on the Canvas LMS</li> <li>• Approximately 2,000 students who had responded to the Foundation survey regarding financial need as a result of COVID-19 crisis received phone calls from 95 volunteers to ensure they knew that the application was available.</li> </ul>	<p>April 30, 2020</p>												

**Pensacola State College**  
**CARES Act Emergency Financial Aid Grants to Students**  
**Awarding Process**

1. Application will be set up in the NextGen scholarship system
  - a. Independent of current college scholarship application
  - b. Student will not be required to formally “accept” any funding award made (process currently required for scholarship awards)
2. Students will be notified of application availability on Pensacolastate.edu
  - a. Students who have responded to the previously sent survey of financial need (which will be turned off so that there is no confusion) will receive individual notification from the CARES Team so they are aware there is an application (and haven’t already “applied” via the survey)
  - b. Link to application will be sent via PirateMail/Constant Contact, announcement on Canvas (Learning Management System), PSC social media, etc.
3. Students complete application
4. Review Committee
  - a. Review will be done “blind” (reviewers will not have student name)
  - b. Decision will be used based on information in student grant aid application and in the PSC SRS system
  - c. Award amounts
    - i. Minimum - \$250
      1. Increase by increments of \$250 if reviewers determine more need
    - ii. Maximum - \$1,500
5. Students receive decision notification via email
  - a. If students have previously ever filed a FAFSA at PSC, the review process will take 3-5 business days (eligibility can be determined from FAFSA information)
  - b. If students have not previously filed a FAFSA the review process will take 7-10 business days
  - c. Ineligible students will be reviewed for funding through the PSC Foundation Student Emergency Relief Fund
  - d. All students will receive information related to additional resources such as the Student Food Pantries on each campus, Career & Technical Resources, and TRIO Student Support Services and Veterans Student Support Services programs
6. Funding will be disbursed (paid out) to the student via their Bank Mobile account setting (direct deposit to their own personal bank account OR Bank Mobile Mobile Vibe account).