

Attachment A

Plan for Distribution of Emergency Financial Aid Grants to Students

Under Section 18004(a)(1) of the CARES Act

After much discussion and consideration of guidance from many sources including the Department of Education, CECU, and Wilke and Associates, LLP, the senior administrative staff at ETI Training Center, Inc., DBA ETI Technical College of Niles, DUNS 832981583000, OPEID 03079000, decided that there would be one initial, equal disbursement to each current, eligible student to assist with the costs associated with the immediate transition to remote, online learning from the usual daily, face-to-face classroom learning structure. We are a small technical school that prides itself on limited class sizes with much hands-on training provided to a unique population of non-traditional students, many of whom are dislocated workers, single parents, and people who have had little success at traditional colleges. There was no warning or gradual transition to a new learning environment, it was immediate for the instructors and students alike—we had one goal—keep the students engaged and make it possible for them to complete their course of study and prepare to graduate or continue in the summer term. Needless to say, it has been a learning experience for all of us. Emails, zoom classes, Google classroom, LMS, and virtual simulations have all been used to accomplish learning activities. Because of this, administration felt **ALL** students were equally affected and we could not justify any variance in the initial emergency grant. There were 107 first emergency grant disbursements.

The amount of \$800.00 per initial disbursement recognized the need for two-three months internet, WiFi access, possibly a phone or laptop upgrade, with any monies left able to help with other cost of attendance items such as food, housing, or daycare. Nearly all students had received their regular cost of living allowance checks on March 27, 2020, so the \$800.00 was considered a sufficient disbursement to complete the last two months of the January term. A second disbursement would be made available to students continuing on with their studies in the May summer semester, which would be started in an online format as well. It was decided that the second disbursement would be accomplished by a brief application process where each student's individual circumstances were considered, including dependency status, course load, change in employment, unemployment eligibility, and other unique factors. The application would ask a series of questions and the responses would be assigned a formula for payment, with each question having an assigned dollar amount. The formula would not be shown on the application but would be applied uniformly to all students. There would be a final text box for the students to describe any unusual circumstances they felt should be considered. This section would allow for a small, additional amount to be added to the grant by way of professional judgement if there were any funds remaining after all applications had been considered and a dollar amount assigned. The maximum grant amount for the second disbursement would be \$1150.00, not including any small increase for professional judgement situations, if available. It is estimated that there will be 81 possible applications for the second disbursement. To prevent manipulation of the application process, the dollar formula for each question will not be published in the Fund Report until all applications have been received and paid, we anticipate by the July 2020, 45-day report. A copy of the initial grant attestation and the application for the May term grant are included in Attachment B.