



Higher Education Emergency Relief Fund Report – Emergency Financial Aid Grants to Students

Date of 30-day Fund Report, June 10, 2020

RTP HISPANIC AMERICAN COLLEGE (DOING BUSINESS AS RICHPORT TECHNICAL COLLEGE) (OPE ID: 02593700) received education stabilization funds under Section 18004(a)(1) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”), Public Law No: 116-136. This Fund Report applies to the student portion received under the Higher Education Emergency Relief Fund that is designated exclusively for emergency financial aid grants to students.

The institution appreciates that Congress and the President have made these critical funds available for eligible students who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CARES Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education’s (“Department”) Electronic Announcement of May 6, 2020.¹ For questions or concerns regarding this Fund Report, please contact **Richard M Thompson, President**, at rmtinpr@yahoo.com

The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. 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.

1. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students is **\$111,902.00**.
2. The total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **\$76,293.70**.
3. There are two campuses, one in Gurabo, Puerto Rico and a branch in Baton Rouge, Louisiana, and the combined total number of students at the institutions eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of

¹ See: <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

1965, and thus eligible to receive emergency financial aid grants under Section 18004(a)(1) of the CARES Act, as of the date of this Fund Report is **74**.

4. The total number of students who have received an emergency financial aid grant under Section 18004(a)(1) of the CARES Act as of the date of this Fund Report is **74**.
5. The methods used by Richport Technical 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 are provided at **Attachment A**.
6. Any instructions, directions, or guidance provided by the Richport to students concerning the emergency financial aid grants are provided at **Attachment B**.

Attachment A

The Policy adopted to implement and determine how students may apply and how students would be chosen to receive the funds are found in our letter to students attached to Attachment A and Criteria used to determine if they qualify and to receive funds in their application to the school, found in Attachment B.



May 7, 2020

To: Active Students of Richport Technical College

From: Richard M Thompson and the Richport Staff Members

Recently, Richport Technical College applied for a grant from the United States Department of Education to assist our students during this horrific period of our state and national coronavirus experience. These funds would go directly to approved students to help and continue during this period.

I am happy to announce that our application was accepted and approved. Funds will now be available to students that apply to and approved by the Richport Technical College. An application is attached. It is important for you to understand, that without your applying for the grant it will not be awarded. You must apply and a Student Services Committee will determine your qualification to receive the financial assistance.

Section 18004(c) of the CARES Act requires Richport to utilize 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). This Certification and Agreement solely concerns the emergency financial aid grants to students under Section 18004(c) of the CARES Act.

Richport is promptly making available emergency financial aid grants from the advanced funds directly to our students for your expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses. We shall not use the advanced funds to reimburse our school for any costs or expenses, including but not limited to

any costs associated with significant changes to the delivery of instruction due to the coronavirus and/or any refunds or other benefits that Richport previously issued to our students.

Richport retains discretion to determine the amount of each individual emergency financial aid grant consistent with all applicable laws including non-discrimination laws. We do acknowledge that the Secretary recommends the maximum Federal Pell Grant for the applicable award year as an appropriate maximum amount for a student's emergency financial aid grant in most cases, and the Richport should be mindful of each student's particular socioeconomic circumstances in the staging and administration of these grants. The Secretary strongly encourages Richport's financial aid administrator to exercise the use of professional judgment available under Section 479A of the Higher Education Act of 1965 (HEA), 20 U.S.C § 1087tt, to make adjustments on a case-by-case basis to exclude individual emergency financial aid grants from the calculation of a student's expected family contribution. The Secretary does not consider these individual emergency financial aid grants to constitute Federal financial aid under Title IV of the HEA.

It is important for you to know that in consideration for the advanced funds and as conditions for our student receipt, as a student you are to understand, and agrees that Richport funds shall not be used for any purpose other than the direct payment of grants to students for your expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care.

Your consideration by the Student Services Committee will be based upon the need as provided in your application. Our consideration will be made based upon arrival of applications. Any assistance to you must be approved, and you must provide the application.

Finally, it is my duty to inform you that you may apply up to a maximum of \$1500. If you have any questions please refer to the attached application and contact either your Puerto Rico or Louisiana designated staff member, as found in your application.

Your immediate action is imperative and appreciated.

As part of Attachment A, Richport Technical College assures and certifies the following:

- Richport will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; nondiscrimination; Hatch Act provisions; labor standards; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.

- With respect to the certification regarding lobbying in Department Form 80-0013, Richport certifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; Recipient will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 C.F.R. Part 82, Appendix B); and Recipient will

require the full certification, as set forth in 34 C.F.R. Part 82, Appendix A, in the award documents for all subawards at all tiers.

- Richport has and will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (No procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

Attachment B.

Guidance provided to students may also be found in Attachment A of this funding report. As the letter, emails, and web page notices were sent to students, Richport provided an application found attached.



Application Process

Complete the application below. *Note: The maximum amount that you may apply for of this award is \$1500.*

If you are a student in the Baton Rouge Campus then gather appropriate documentation and mail or email to:

Richport Technical College Student Services:

Attn: Toi Armistad

1817 South Sherwood Forrest

Baton Rouge, LA 70816

Phone: 225 302-4373

Email: toi@richporttech.org

If you are a student in the Puerto Rico Campus then gather the appropriate documentation and mail or email to:

Richport Technical College Student Services:

Attn: Joanne Malave

Hc-02 Box 12004

Gurabo, Puerto Rico

Phone: 787 712-4851

Email: www.richporttc.com

- If approved, you will be notified about the next steps in the funding process.

- Decisions regarding distributions from the Emergency Support Fund are made on a case-by-case basis by the Richport Technical College Student Services Emergency Fund Review Committee.

It is imperative that you completely answer the following questions to be used to determine if you qualify for the assistance. Please note that the Richport Student Services Emergency Support Fund is a separate fund and application process that is not associated with regular federal aid and is funding that Richport Technical College recently received from the United States Department of Education through the CARES Act.

Questions

*First Name: _____

*Last Name: _____

*Student Id Number (last four digits of your Social Security Number): _____

*Current Street Address: _____

*Current City, State, Zip Code: _____

*Phone (xxx) xxx-xxxx: _____

*How did you hear about the Student Emergency Support Fund?

Please answer the following questions to help us understand your situation.

*Do you have housing? _____

*Do you currently have any relatives living with you?

Yes, partner / roommate Yes, my partner and/or children Yes, my parents and/or siblings No Other

If you answered OTHER above, please provide additional information. _____

If you answered YES above, are you the sole provider (source of income)? _____

Are you currently employed? _____

If you answered YES above, where do you work and how many hours a week? _____

*Is your request due to circumstances caused by the Coronavirus or COVID-19? _____

How is your request due to circumstances caused by the Coronavirus or COVID-19?

*What specific life event occurred that prompted your request for emergency support funds?

*Please describe how you would use funds from the Student Emergency Support Fund, including specific items and amounts.

*Please describe your efforts to obtain assistance for these unexpected expenses through other sources (family, friends, campus/community organizations, etc.). List aid that has already been provided.

Please include anything else you feel relevant as the committee considers your application.

Email appropriate documentation relating to your situation to either Toi Armistad in Louisiana or Joanne Malave in Puerto Rico using information supplied above.

These items can include:

- emergency medical bills
- materials needed for Distance Learning
- estimates for repairs
- photos
- letters of support
- email correspondence related to the emergency
- financial information
- expert evaluations
- police/fire reports
- other accident reports

***Documentation**



I have the documentation now and will email it to Richport Technical College.



I need additional time to pull my documentation together, but will send at least something within 48 hours of this application.

By adding my signed or e-signature below, I authorize the Richport Technical College Student Services Committee to evaluate my financial aid information.

I certify that I am an active student either presently participating in Distance Learning Programs, or I am a student on leave due to the Stay Home or Lockdown orders of the respective governors related to classroom instruction.

I certify that I will continue my pursuit of my diploma, and have no intentions to discontinue my studies. I also understand that by doing so I shall forfeit or be responsible to return all emergency funding.

Student Applicant Signature: _____

Date of Application: _____