

Black Hawk College CARES Act Compliance Report

Updated: December 16, 2020

Purpose

Section 18004(e) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act” or the “Act”), Pub. L. No. 116-136, 134 Stat. 281 (March 27, 2020), directs institutions receiving funds under Section 18004 of the Act to submit a report describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”).

This CARES Act report is for calendar year 2020, and contains policy statements and data compiled by Black Hawk College, in compliance with funding distribution requirements. The statements herein address the College’s procedures concerning distribution of CARES Act funds to Black Hawk College students in the form of emergency financial aid grants. Data collected for this report is updated 30 days after initial allocation of funds, then at regular intervals on a quarterly basis, or as mandated by the US Department of Education. This report is available online at www.bhc.edu/cares.

Section 18004(c) of the CARES Act requires institutions to use no less than 50 percent of the funds received from Section 18004(a)(1) of the CARES Act 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). Accordingly, the following information is reported as required under 18004(a)(1) and updated as required:

1. Black Hawk College acknowledges that on April 17, 2020, it signed and returned to the Department of Education the Certification and Agreement. Black Hawk College assures that it 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 directly to students.
2. Black Hawk College received an allocation of \$1,086,496 for emergency financial aid grants to its students.
3. As of this report, the total amount of emergency financial aid grants distributed to students under Section 18004(a)(1) of the CARES Act is:

As of Report Date	Grant Fund Dollars Distributed to Students
May 19, 2020	\$314, 039.50
July 6, 2020	\$372,089.50
August 17, 2020	\$384,605.50
September 29, 2020	\$864,373.50
December 16, 2020	1,064,813.50

4. At Black Hawk College during spring 2020 semester, an estimated 1,656 students were eligible to participate in programs under Section 484 in the Title IV Higher Education Act of 1965, and were also eligible to receive emergency financial aid grants under the CARES Act. During fall 2020 semester, an estimated 1,400 students are eligible.
5. As of December 16, 2020, a total of 1,152 Black Hawk College students have completed the required certification or application and received 1,536 emergency assistance grants in calendar year 2020.
6. The Department of Education encouraged institutions of higher education to prioritize students with the greatest need, while allowing funds to be distributed as widely as possible. Using this guidance and with consideration for the federal formula used to allocate funds, the following distribution method was used for emergency financial aid grants to students who were in attendance during the spring 2020 semester as of March 20 or after. Three groups of students, labeled A, B, and C in the chart below, were identified for emergency financial aid grants.

Student Group	Student Group Description	Maximum Grant Amount per Student
A	Students based on Federal Pell Grant eligibility in either the 2019-20 or 2020-21 FAFSA.	\$500
B	Students who lost financial aid eligibility as the result of canceled courses in the 2nd half of the semester.	N/A
C	Any student not already in Group A who meets financial aid eligibility requirements as well as spring semester attendance requirements, and reports having COVID-19 related expenses.	\$500

During the fall 2020 semester, students enrolled as of Monday, August 31, 2020, were able apply for the following amounts.

- Students enrolled in fall semester between 1-5 credits are eligible for a maximum of \$500 in support.
- Students enrolled in fall semester for 6 or more credits are eligible for a maximum of \$1,000 in support.

7. Guidance and instructions to Black Hawk College students concerning the availability of emergency financial aid grants occurred within the following timetable for spring 2020 semester.

Student Group	Student Group Communication via Email	Required Action by the Student
A	First Group A email communication was sent on April 29, 2020.	Certification submission electronically via student portal.

B	First Group B email communication was sent on April 30, 2020.	None
C	First Group C email communication was sent on April 29, 2020.	Request form submission electronically via student portal.
A	Reminder email communication was sent on June 22, 2020 to Group A students who had not certified.	Certification submission electronically via student portal.
C	Reminder email communication was sent on June 22, 2020 to Group C students who had not applied.	Request form submission electronically via student portal.

Guidance and instructions to Black Hawk College students concerning the availability of emergency financial aid grants occurred within the following timetable for fall 2020 semester.

Student Group	Communication	Required Action by the Student
Fall 2020 Group (All Title IV eligible students attending fall 2020 semester as of August 31, 2020)	First email communication was sent on September 21, 2020.	Request form submission electronically via student portal.
Fall 2020 Group (All Title IV eligible students attending fall 2020 semester as of August 31, 2020)	Second email communication was sent on November 10, 2020.	Request form submission electronically via student portal.
Fall 2020 applicants with potential application error	Third email communication was sent on December 3, 2020.	Request email response if student provided incorrect information on their application.
Fall 2020 applicants with potential application error	Phone calls to the students in this group.	Check myBlackHawk email for time-sensitive message; request email response.

A website was created by Black Hawk College to house information about the emergency financial aid grants and provide relevant resources for students and the public. This report is also loaded on the website, which is www.bhc.edu/cares.

Copies of relevant guidance and instructions for each student group are included below.

Spring 2020 Group A – First Email Communication sent April 29, 2020

Dear student,

As a part of the Emergency Financial Aid Grants to Students under the CARES Act, we are pleased to share that you qualify for a **\$500 Black Hawk College CARES Grant**. These funds are to assist with expenses related to the disruption of campus operations due to COVID-19, including food, housing, utilities, child care, technology, etc.

To receive your BHC CARES Grant, you must certify your eligibility using the [CARES Fund: Student Certification](#) online form (login with your MyBH username and password). Funds will not be awarded or disbursed until a qualified student certifies their eligibility.

Your BHC CARES Grant will be disbursed through [BankMobile](#) using your selected refund preference. Refer to [CARES Grant Instructions](#) for additional details, and contact the Bursar's Office with questions (309-796-5200, bursar@bhc.edu).

This funding was made available through the Federal CARES Act. Eligibility for the grant was based on your Spring 2020 enrollment and your 2019-20 FAFSA information – no additional application is necessary. Questions regarding your eligibility? Contact the Financial Aid Office at 309-796-5400 or finaid@bhc.edu.

Additional information is available at www.bhc.edu/cares.

Spring 2020 Group A – Reminder Email Communication sent June 22, 2020

IMPORTANT REMINDER

As a part of the Emergency Financial Aid Grants to Students under the CARES Act, we are pleased to share that you qualify for a **\$500 Black Hawk College CARES Grant**. These funds are to assist with expenses related to the disruption of campus operations due to COVID-19, including food, housing, utilities, child care, technology, etc.

To receive your BHC CARES Grant, you must certify your eligibility using the [CARES Fund: Student Certification](#) online form (login with your MyBH username and password). Funds will not be awarded or disbursed until a qualified student certifies their eligibility.

Your BHC CARES Grant will be disbursed through [BankMobile](#) using your selected refund preference. Refer to [CARES Grant Instructions](#) for additional details, and contact the Bursar's Office with questions (309-796-5200, bursar@bhc.edu).

This funding was made available through the Federal CARES Act. Eligibility for the grant was based on your Spring 2020 enrollment and your 2019-20 FAFSA information – no additional application is necessary. Questions regarding your eligibility? Contact the Financial Aid Office at 309-796-5400 or finaid@bhc.edu.

Additional information is available at www.bhc.edu/cares.

Spring 2020 Group A – Electronic Certification in Student Portal

CARES Fund: Student Certification

In order to be eligible for a \$500 Black Hawk College CARES Grant, students must certify that they have incurred eligible expenses related to the closure of BHC campuses or the transition to online coursework.

Student BHC Number: 900 *

Student Name *

 First Last

I certify that I have incurred expenses related to the disruption of campus operations due to COVID-19, such as food, housing, course materials, technology, child-care expenses, etc. Funds received will be used solely to offset these expenses. *

Yes No

Submission

Students who certify their eligibility will receive funds within 10 business days. If you have not already, please select your refund preference through [BankMobile](#).

SUBMIT

Spring 2020 Group B – First Email Communication sent April 30, 2020

Dear <FIRSTNAME>,

As you are aware, your <COURSE> class was previously canceled this spring. Because the class was canceled, it is no longer eligible for the financial aid you received earlier this semester. After tuition and fee adjustments, the reduction in your financial aid created a balance due for Spring 2020:

Tuition and fee credit	\$<CREDIT>
Financial aid reduction	\$<RETURN>
DUE FROM STUDENT (Spring 2020)	\$<DUE>

However, Black Hawk College has secured funding to assist you in paying this balance. As a part of the Black Hawk College CARES Fund, you will receive a direct cash payment of \$<GRANT>, which you can use to pay this balance due:

DUE FROM STUDENT (Spring 2020)	\$<DUE>
Payment from student (BHC CARES Fund)	\$<GRANT>
Actual cost to student	\$0

You will receive grant funds as a cash payment using your [BankMobile](#) refund selection (see the attached instructions for details) within 10-15 business days. Once received, you are responsible for using this grant to pay any balance due.

Payment for any outstanding spring balance is due by May 20, 2020 – students who fail to make payment by this deadline will be removed from any future enrollment at Black Hawk College. To learn more about how to make a payment, visit www.bhc.edu/payments.

The information above does not reflect all billing account transactions, including summer and fall charges. Please refer to your current balance due on myBlackHawk. If you have questions regarding your billing account transactions, please contact the Bursar's Office at 309-796-5200 or bursar@bhc.edu.

Federal regulations prohibit Black Hawk College from applying these funds directly towards your balance due. Instead, we are required to provide a direct cash payment to the student for use.

Thank you again for your patience and understanding during this time, and please contact Diana Strom at finaid@bhc.edu or 309-796-5400 with any questions!

Spring 2020 Group C – First Email Communication sent April 29, 2020

Dear student,

As a part of the Emergency Financial Aid Grants to Students under the CARES Act, you may qualify for a **Black Hawk College CARES Grant**. These funds are to assist with expenses related to the disruption of campus operations due to COVID-19, including food, housing, utilities, child care, technology, etc. This is a one-time grant – awards are limited to \$500 or less at Black Hawk College.

To be considered, submit the *Black Hawk College CARES Fund Request Form* available at www.bhc.edu/cares.

Students who have not filed a 2019-20 or 2020-21 FAFSA, but are eligible to file, should file one before applying for an emergency grant.

To receive funds, students must also have their refund preference selected in [BankMobile](#).

This funding was made available through the Federal CARES Act. Questions regarding your eligibility? Contact the Financial Aid Office at 309-796-5400 or finaid@bhc.edu.

Spring 2020 Group C – Electronic Request Form in Student Portal

CARES Fund: Emergency Assistance Request

Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act are limited to \$500 or less at Black Hawk College.

In order to be eligible for this grant money, Black Hawk College students must have expenses related to the closure of BHC campuses or the transition to online coursework.

Eligible students must also have been enrolled in spring semester coursework as of March 20, 2020, and they must have a completed 2019-2020 or 2020-2021 FAFSA on file with the College.

Students must also have their refund preference selected in [BankMobile](#).

Student BHC Number: 900 *

Student Name *

 First Last

Reason for CARES Emergency Assistance Request (check at least one, plus any additional that apply to your situation): *

- Rent, mortgage, utilities, or expenses related to sudden loss of housing
- Food or other basic-need items
- Loss of childcare or threat of loss of childcare
- Technology-related expense (internet access, electronic device, etc.)
- Other

Are the reasons above related to the closure of BHC campuses or the transition to online coursework due to COVID-19? *

- Yes
- No

Requested amount of emergency assistance in USD: *

 \$

Confirmation

Notification regarding this request will be sent to your myBlackHawk email within 10 business days. If you have not already, please select your refund preference through [BankMobile](#).

By e-signing and submitting this request, you acknowledge that you have experienced hardship related to the COVID-19 pandemic.

*Type your full name as your electronic signature: *

SUBMIT

Spring 2020 Group C – Reminder Email Communication sent June 22, 2020

IMPORTANT REMINDER

As a part of the Emergency Financial Aid Grants to Students under the CARES Act, you may qualify for a **Black Hawk College CARES Grant**. These funds are to assist with expenses related to the disruption of campus operations due to COVID-19, including food, housing, utilities, child care, technology, etc. This is a one-time grant – awards are limited to \$500 or less at Black Hawk College.

To be considered, submit the *Black Hawk College CARES Fund Request Form* available at www.bhc.edu/cares.

Students who have not filed a 2019-20 or 2020-21 FAFSA, but are eligible to file, should file one before applying for an emergency grant.

To receive funds, students must also have their refund preference selected in [BankMobile](#).

This funding was made available through the Federal CARES Act. Questions regarding your eligibility? Contact the Financial Aid Office at 309-796-5400 or finaid@bhc.edu.

Spring 2020 Refund Selection Instructions included for all Eligible Students

If you have a student ID card and have previously received financial aid refunds at Black Hawk College...	You will receive your CARES Grant within 14 business days using your selected refund method. If you need to update your refund selection, please do so as soon as possible at www.refundselection.com .
If you have a student ID card but have never received a financial aid refund at Black Hawk College...	Visit www.refundselection.com and enter the 16-digit card number into the box that says 'Your Personal Code', then select 'Get Started'. Follow the prompts to set up your refund preference. You will receive your CARES Grant within 14 business days.
If you do not have student ID card...	Visit www.refundselection.com and select 'Need A Code' down below the 'Get Started' button. Enter the school name (Black Hawk College) and your myBH email. A code will be sent to your myBH email account with instructions to set up your refund preference. <ul style="list-style-type: none">- Direct Deposit using an existing checking or savings account will allow you to receive funds 1-2 business days after the College has disbursed the funds.- Paper checks may take up to 30 calendar days.- VIBE account access to funds varies. For the first five days after refund selection is made, students can access their funds electronically without a student ID present. After the 5th day, you must have your student ID present in order to access funds in the account.

If you have any questions regarding BankMobile or your refund selection, please contact the Bursar's Office at 309-796-5200 or bursar@bhc.edu.

Fall 2020 – First Email Communication sent September 21, 2020

Subject: You may qualify for a CARES Grant

From: finaid@bhc.edu

Dear student,

We are pleased to share that you may qualify for a **Fall 2020 Black Hawk College CARES Grant**. These funds are part of the Federal Emergency Financial Aid Grants to Students under the CARES Act and are available to assist with expenses related to the disruption of campus operations due to COVID-19. Examples of these types of expenses may include food, housing, utilities, child care, technology, etc. During the Fall 2020 semester, students may request up to the following maximum amount:

- Students enrolled in coursework totaling between 1-5 credits may request up to \$500.
- Students enrolled in coursework totaling 6 credits or more may request up to \$1,000.

To be considered, submit the *Black Hawk College CARES Fund Request Form* available at www.bhc.edu/cares.

To receive funds, students must also have their refund preference selected in [BankMobile](#). Refer to [CARES Grant Instructions](#) for additional details, and contact the Bursar's Office with questions (309-796-5200, bursar@bhc.edu).

This funding was made available through the Federal CARES Act. Eligibility for the grant will be based on your Fall 2020 enrollment and your 2020-21 FAFSA information. Questions regarding your eligibility? Contact the Financial Aid Office at 309-796-5400 or finaid@bhc.edu.

Additional information is available at www.bhc.edu/cares.

Fall 2020 – Electronic Request Form in Student Portal

CARES Fund: Fall 2020 Emergency Assistance Request

Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act are limited to \$1,000 or less at Black Hawk College. (Students enrolled in less than 6 credit hours will be limited to \$500 or less.)

In order to be eligible for this grant money, a Black Hawk College student must:

- Have expenses related to Fall 2020 BHC campus access restrictions or the transition to online coursework.
- Be currently enrolled in Fall 2020 semester coursework.
- Have a [2020-2021 FAFSA](#) on file with the College.
- Be eligible to receive Title IV financial aid (not on financial aid dismissal, high school graduate, enrolled in an eligible degree/certificate program, etc.).

Students must also have their refund preference selected in [BankMobile](#).

Student BHC Number:

Student Name * (First, Last)

Fall 2020 reason for CARES Emergency Assistance Request (check at least one, plus any additional that apply to your situation): *

- Rent, mortgage, utilities, or expenses related to sudden loss of housing
- Food or other basic-need items
- Loss of childcare or threat of loss of childcare
- Technology-related expense (internet access, electronic device, etc.)
- Other
- Are the reasons above related to Fall 2020 BHC campus access restrictions or the transition to online coursework due to COVID-19? *
 - Yes
 - No

- Requested amount of Fall 2020 emergency assistance in USD: *

CONFIRMATION

Enter your myBlackHawk student email to receive confirmation your request has been submitted successfully:

Your request will be reviewed within 10 business days. Once reviewed, notification will be sent to your myBlackHawk student email.

If you have not already, please select your refund preference through [BankMobile](#).

SUBMISSION

By e-signing and submitting this request, you acknowledge that you have experienced a Fall 2020 hardship related to the COVID-19 pandemic.

*Type your full name as your electronic signature: *

I AM NOT A ROBOT

SUBMIT

Save & Resume Later

Fall 2020 Refund Selection Instructions included for all Eligible Students

If you have a student ID card and have previously received financial aid refunds at Black Hawk College...	You will receive your CARES Grant within 14 business days using your selected refund method. If you need to update your refund selection, please do so as soon as possible at www.refundselection.com .
If you have a student ID card but have never received a financial aid refund at Black Hawk College...	Visit www.refundselection.com and enter the 16-digit card number into the box that says 'Your Personal Code', then select 'Get Started'. Follow the prompts to set up your refund preference. You will receive your CARES Grant within 14 business days.
If you do not have student ID card...	Email the Bursar's Office (bursar@bhc.edu) from your myBH email address to request that a code be sent to you. A code will be sent to your myBH email address with instructions to set up your refund preference. A card will also be mailed to the address that BHC has on file. <ul style="list-style-type: none">– Direct Deposit using an existing checking or savings account will allow you to receive funds 1-2 business days after the College has disbursed the funds.– Paper checks may take up to 30 calendar days.– VIBE account access to funds varies. For the first five days after refund selection is made, students can access their funds electronically without a student ID present. After the 5th day, you must have your student ID present in order to access funds in the account.

If you have any questions regarding BankMobile or your refund selection, please contact the Bursar's Office at 309-796-5200 or bursar@bhc.edu.

Fall 2020 – Second Email Communication sent November 10, 2020

IMPORTANT REMINDER:

As a part of the Emergency Financial Aid Grants to Students under the CARES Act, you may qualify for a **Black Hawk College CARES Grant**. These funds are to assist with expenses related to the Fall 2020 disruption of campus operations due to COVID-19, including food, housing, utilities, child care, technology, etc.

This is a one-time grant for the fall semester. Awards are limited to \$1000 or less at Black Hawk College. (Students enrolled in less than 6 credit hours will be limited to \$500 or less.) Funding is limited – applications will continue to be reviewed until funds are depleted or Dec. 15, 2020, whichever occurs first.

To be considered, submit the *Black Hawk College CARES Fund Request Form* available at www.bhc.edu/cares. To receive funds, students must also have their refund preference selected in [BankMobile](#).

This funding was made available through the Federal CARES Act. Questions regarding your eligibility? Contact the Financial Aid Office at 309-796-5400 or finaid@bhc.edu.



Black Hawk College Financial Aid Office
309-796-5400 | finaid@bhc.edu
6600 34th Ave, Moline, IL 61265
www.bhc.edu
www.bhc.edu/financialaid

Fall 2020 – Third Email Communication sent December 3, 2020

Dear student,

We are reaching out to determine if your Fall 2020 CARES Grant application (which was denied) contained incorrect information. If it did, you may still be eligible for a Fall 2020 CARES Grant.

- You responded “NO” to the question, “Are [your listed expenses] related to Fall 2020 BHC campus access restrictions or the transition to online coursework due to COVID-19?”
- To be eligible, students had to respond “YES”, confirming their listed expenses were related to Fall 2020 campus access restrictions or the transition to online coursework due to COVID-19.

If your “NO” response was INCORRECT, please reply to this message using your myBH email. Include in your reply, “YES, my listed expenses were related.” If your “NO” response was CORRECT, and you have not incurred any eligible expenses since your application, you remain ineligible for the CARES Grant.

Please contact me if you need additional clarification or have any questions.



Diana Strom | Director of Financial Aid
309-796-5400 | finaid@bhc.edu
6600 34th Ave, Moline, IL 61265
www.bhc.edu/financialaid

Fall 2020 – Outbound Call Follow-up completed December 7, 2020

To ensure qualified students were not denied, the following students were identified for follow-up:

- CARES Grant application was denied,
- Reported qualifying expenses, and
- Responded “NO” to the CARES Grant application question, “Are the reasons above related to Fall 2020 BHC campus access restrictions or the transition to online coursework due to COVID-19?”

A total of 21 students were identified and emailed to determine if their “NO” response was incorrect. Students who incorrectly responded “NO” were asked to respond via email with a correction to their CARES Grant application.

Of those, 17 students had not responded by December 7, 2020. Outbound calls were placed to these students asking they check their myBlackHawk email for a time-sensitive message regarding their previous CARES Grant application, and if appropriate, that they respond via email.

Email notification was sent to 21 students on December 3, 2020,