

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

09/01/2020

Hoss Lee Academy (OPE ID: 042553-00 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 **Lisa Lee, Owner**, at lisa.lee@hosslee.com.

1. 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.
2. 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 **\$61,239.00**.
3. 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 **\$80,131.90**.
4. The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 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 **86**.
5. 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 **36**.
6. The methods used by the institution 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**.
7. Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants are provided at **Attachment B**.

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

Attachment A

Criteria for Students to Receive CARE Assistance Grant Funds

Based on the amount of the total award given to Hoss Lee Academy for students in need of assistance and the total number of current students plus new starts enrolled for the remainder of the month of April, May and June the following maximum and minimum awards have been determined:

Maximum Assistance Amount: \$5,000.00 Minimum Assistance Amount: \$500.00 for all students showing need as described below.

Students may apply for this grant by filling out the **Student Income/Expense Comparison Form**. The school official shall review the results to determine the student's need for CARE assistance. If the student shows a negative need, then based on their shortage, we multiply that number X 2.5, respectively to arrive at their total amount of CARE assistance (up to the maximum). Any student that applies and shows a "0" for need will receive the minimum grant of \$500. Students showing need will receive funding in the order the applications were received. Once the funds are disbursed, any remaining students showing need must wait for the second disbursement to arrive before they are able to receive funding. For applications received after June 2, 2020, we will complete another needs analysis after June 30, 2020 to review the next round of disbursements. We will use the same calculation to determine each new applicant's need just as we did for the first round of applicants. These will then be disbursed in the order received. If there is any excess funding after the second round of disbursements, it will be split evenly between all eligible students as long as they have not surpassed the maximum assistance threshold. These funds are available on a first come, first serve basis and the school does not guarantee the minimum grant once all funds have been disbursed. Last, each student must sign an attestation before their check is disbursed agreeing they will use the funds for the following purposes only:

Course materials and technology, Food, Housing, Health care, and Childcare

Hoss Lee Academy reserves the right to adjust the criteria as needed based on other unforeseen factors.

Attachment B

May 2, 2020

Dear HLA Students,

I hope you are all doing well and staying sane during this difficult time. I'm reaching out because we have received notification from the Department of Education that funding will be coming in for students that have been affected by the COVID-19 pandemic. Although we have not received the funding yet, we must coordinate how these funds will be disbursed. The goal of these funds is to allow schools to continue with distance learning and to help students cover costs due to the disruption of campus operation due to coronavirus. The funds MUST BE USED for the following purposes: course materials and technology, food, housing, health care, and childcare. They may not be used for any other purpose. As a best practice, we suggest creating a spreadsheet documenting each cost the funds were put towards as you may be required to show this at a later date.

In order to calculate each student's disbursement, I need to know the following:

1. Do you plan to apply for funds?
2. If so, I need the attached spreadsheet completed and returned to me by May 9, 2020. Do not print the form and fill it in manually. Please type in the numbers and the spreadsheet will calculate the total for you. Then save the document and email it to me.
3. In the email, please state if you are participating in distance learning or if you are on a leave of absence. Please note if you plan to continue in distance learning until the Shelter in Place is lifted or if you will be taking a leave of absence.
4. Please do not reply to this email. Send me a separate email titled "Higher Education Emergency Relief Fund" followed by your name (for example, Higher Education Emergency Relief Fund – Lisa Lee)

I must receive a response from every student before I disburse the funds to ensure fair access to all. If you have any questions, please do not hesitate to ask.

Thank you!

Regards,

Lisa Lee

Owner/Director

Hoss Lee Academy, Inc.

(P) 916.726.5577

(F) 916.726.3213

lisa.lee@hosslee.com

(Second Email sent after calling each student individually that had not responded or provided an application)

May 15, 2020

Dear HLA students,

We are emailing to inform you we have not received your HEERF applications for emergency grant funds provided by the Department of Education. These funds are on a first come, first served basis. They are there to help with the following ONLY:

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Course materials and technology

Food

Housing

Health care

Childcare

Please send an email directly to lisa.lee@hosslee.com to let her know if you will be applying for the funds and complete the attached spreadsheet when doing so. Make sure the email's subject line reads as follows: "Higher Education Emergency Relief Fund" followed by your name (for example, Higher Education Emergency Relief Fund – Lisa Lee). It is imperative you get your application in immediately if you want to be considered for funding. If you have any questions, please do not hesitate to ask.

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Regards,

Ashley Lujan

Hoss Lee Academy, Inc.

(P) 916.726.5577

ashley.lujan@hosslee.com

hossleeacademy.com(Third Email sent to each each student individually that had not responded or provided an application)

May 30, 2020

Hi _____,

I have not received your application for the grant funds. I need to begin disbursements and plan to do so by next week. If you are going to apply, I need an application back by this weekend. The spreadsheet is attached. Please advise.

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Regards,

Lisa Lee

Owner/Director

Hoss Lee Academy, Inc.

(P) 916.726.5577

(F) 916.726.3213

lisa.lee@hosslee.com

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