As requested, please accept this 30-day Fund Report to the Secretary of Education on behalf of CUNY School of Law before May 27, 2020, mandated institutional reporting requirements for the CARES ACT.

An acknowledgment that the institution signed and returned the Department the Certification 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.

A Certificate of Agreement was signed and returned to the Department of Education by the Office of the University Treasurer on behalf of the Law School.

E-mail: cmservices@cuny.edu

Phone: (646) 664-3100

Mail: 230 West 41st Street – 5th Floor, New York, New York, 10036

The law school will use no less than 50 percent of funds provided according to Sections 18004(a)(1) and 18004(c) for emergency financial aid grants to students. We have documented that reimbursements for institutionally-funded emergency grants to students followed the CARES Act. The law school has ensured that we have complied with the Funding Certification Agreement. We will prepare a report on the use of the funds for costs related to refunds made to students. Additionally, we have ensured that funds were used for allowable purposes and by cash management principles. We have kept detailed records of how we are expending all funds under the HEERF.

We followed the Higher Education Emergency Relief Fund (HEERF) policy by awarding the Emergency Grants only to Title IV eligible students after March 27, 2020, when the CARES ACT was law as outlined in Section 18004(c) of the CARES Act. Students were:

- Enrolled or accepted for enrollment in a degree or certificate program.
- You are making satisfactory academic progress.
- Not owe an overpayment on Title IV grants or loans.
- Not be in default on a Title IV loan.
- File "as part of the original financial aid application process" a certification that includes
  - A statement of educational purpose.
  - Student’s SSN.
- Be a U.S. citizen or national, permanent resident, or other eligible noncitizens.
- Have returned fraudulently obtained Title IV funds if convicted of or pled guilty or no contest to charges.
- Not have fraudulently received Title IV loans over annual or aggregate limits.
- Have repaid Title IV loan amounts above annual or aggregate limits if obtained inadvertently.
- Selective Service registration verified.
- Have a Social Security Number verified.
- Not have a federal or state conviction for drug possession or sale, with specific time limitations.
The total amount of funds that the institution will receive or has received from the Department under the institution’s Certification and Agreement [for] Emergency Financial Aid Grants to Students.

Total Allocation Grants to Students—$70,998.00

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 submission (i.e., as of the 30-day Report and every 45 days thereafter). $43,492.57

The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act. 36

The method(s) 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.

a. The student submits an Emergency Grant Application
b. The student is Title IV Eligible
c. The Committee reviews the applications
d. The maximum grant amount award is $1,500
e. The student receives a notification of approval or denied
f. The Business Office receives student name to prepare check

Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.

The Emergency Grant Funds are limited and are considered on a rolling basis until funds are exhausted. Students may apply for an emergency grant amount of up to $1,500. To be considered for this grant, please complete an application to be reviewed by the Emergency Grant Committee. The Emergency Grants Committee meets weekly. The Committee will seek clarification of application requests, as necessary.

Examples of Emergencies to Be Considered Include:

a) Funds necessary to ensure access to WiFi in a place with the conditions required for learning through the end of Spring Semester
b) Sudden loss resulting in lack of funds for food, a meal plan or necessary living expenses
c) Disability-related evaluation expenses for reasonable academic accommodations
d) Emergency travel home for illness or bereavement in the immediate family
e) Uninsured dental/medical/healthcare expenses
f) Housing displacement due to unsafe, unhealthy or unpredictable living conditions

All students can access the Emergency Grant Funding Application online at https://www.law.cuny.edu/coronavirus/keep-teaching-learning-working/student-emergency-grant-funds/.
Methodology:
Each student could submit an Emergency Grant application to the Emergency Grant Committee. They must do the following:

Complete an application online and include:

- A statement explaining your emergency and how the current situation is affecting your studies
- Provide a statement describing the use of the requested funds. You must itemize each cost and provide supporting documentation or a comment telling us what you have done and what you are planning to do to resolve your crisis and to stay enrolled in school.

The Committee will review complete applications. Committee decisions are final. If approved, the grant will be disbursed to the approved payees within 5 - 7 business days of the approval date. Due to COVID-19 shelter-in-place mandates from the Governor, we may have a delay of two weeks to sign the checks.

The Emergency Grant Committee did not approve any grants for:

- Previous educational debts
- Credit card debts or loan payments
- Legal representation or services

The final award approval amount is need-based and Title IV eligible, as described in the student’s application and as supported by the appropriate documentation. Students should contact the Office of Student Affairs if they have any questions or concerns before applying for a grant.

Students receive a check after approval.

The Emergency Grant Committee
Rev. Dr. Yvette Wilson-Barnes ‘97, Associate Dean of Student Affairs, Chair
Amanda M. Beltran, Director of Student Activities
Carolyn Geisel, Associate Dean for Finance and Administration
Dr. Angela M. Joseph, Director of Financial Aid
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