

Lively Technical College (LTC), in compliance with:

- a. Section 18004(e) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which requires each institution applying for funding from the Higher Education Emergency Relief Fund (HEERF) to submit an initial report to the Secretary of Education within 30 days;
  - b. guidance for compliance with the 30-day reporting requirement provided by ED on May 6, 2020; and
  - c. communications sent from ED's Program Officer on May 13, 2020; is posting the following report in a format and location easily accessible to the public on May 27, 2020, 30 days after the date LTC received its allocation under 18004(a)(1). This report will be updated every 45 days after the initial posting.
1. On April 13, LTC signed and returned to ED the Certification and Agreement (for) Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. In doing so, LTC provided ED the assurance that LTC 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.(See attachment)
  2. On April 28, LTC received \$471,249.00 from ED pursuant to LTC Certification and Agreement (for) Emergency Financial Aid Grants to Students.
  3. On May 5, LTC published information about the CARES Emergency Financial Aid Grants on its public website and in the student FOCUS portal. On May 22, 2020 LTC began accepting requests for this assistance from students. LTC began review of student requests as they were submitted.  
The following message was sent to all students via the FOCUS student portal:  
Federal legislation recently approved the CARES Act. Lively Technical College will be allocating Emergency Financial Aid Grants to all students enrolled in the Spring 2020 term who qualify. This funding is intended to address the pressing financial needs of students due to the disruption of campus operations from COVID-19. Funds should be used for technology and technology-related needs, food, housing, course materials, healthcare, childcare, and other student-related costs. Clearly, the health and safety of our students come first and therefore, these funds should be used by students in accordance with their self-described priorities related to the COVID-19 disruption. **STUDENTS WISHING TO APPLY FOR THIS FUNDING MUST DO SO BY THURSDAY, JUNE 11TH. An application is available in FOCUS for all students. Additional information is available on <https://www.livelytech.com/cares-act-higher-education-emergency-relief-fund-application/>.**  
As of June 29, LTC has distributed \$471,744.96 of the Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act. LTC provided students with notice of award status and choice of picking up or having checks mailed. For students choosing to pick up their award, checks were available for student pick up on June 16, 17<sup>th</sup> and 18<sup>th</sup>. All checks not picked up were mailed to students.
  4. The estimated total number of LTC students 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 to students under Section 18004(a)(1) of the CARES Act is approximately 650.
  5. As of June 29, 2020, the total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act is 596.

6. The method(s) used by LTC 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 as follows:
  - a. In accordance with ED's direction, LTC is prioritizing the distribution of funds to eligible students demonstrating the greatest need. LTC students requesting funds must have been enrolled in the spring quarter and are required to submit a request form through the LTC student portal (FOCUS) certifying eligibility and describing unforeseen expenses related to their costs of attendance (e.g. food, housing, course materials, technology, healthcare, childcare, and transportation) due to COVID-19-related campus operations disruptions. Payments were based on the following:
    - 0-300 scheduled hours = \$496.20
    - 301-562.5 scheduled hours = \$746.22
    - 563-825 scheduled hours = \$996.00
  - b. Requests were reviewed individually to confirm a student's eligibility per requirements set forth by ED; to establish a student's level of need; and to evaluate the claimed expenses.
  
7. Instructions and FAQs concerning the Emergency Financial Aid Grants were provided to students on the website, social media channels and in the student portal (FOCUS). Additionally, all students were contacted by their instructor with an additional contact by school staff. The student portal was set up to not allow a student to access any additional information without acknowledging the CARES Act student application. Students were encouraged to contact school administration with questions and concerns. (Copy of FOCUS student application attached)

Revision Dates:

|            |            |
|------------|------------|
| 06/04/2020 | 08/07/2020 |
| 06/11/2020 | 09/03/2020 |
| 06/18/2020 |            |
| 06/29/2020 |            |

**Recipient's Funding Certification and Agreement**  
**Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and**  
**Economic Security (CARES) Act**

Section 18004(a)(1) of the CARES Act, Pub. L. No. 116-136 (March 27, 2020), authorizes the Secretary of Education ("Secretary") to allocate formula grant funds in the amount of \$ 471,249.00 to ively Technical ollege ("Recipient").

Section 18004(c) of the CARES Act requires Recipient to use no less than fifty percent of 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.

To address the pressing financial need of students due to the disruption of campus operations from coronavirus, and pursuant to the authority duly delegated to the Secretary under the CARES Act and associated with the coronavirus emergency, as stated in Proclamation 9994 of March 13, 2020, "Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak," *Federal Register* Vol. 85, No. 53 at 15337-38, the Secretary and Recipient agree as follows:

1. The Secretary will provide Recipient fifty (50) percent of its formula grant funds (the "advanced funds") for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses.

2. Recipient agrees to promptly make available emergency financial aid grants from the advanced funds directly to students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses. Recipient shall not use the advanced funds to reimburse itself 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 Recipient previously issued to students.

3. Recipient retains discretion to determine the amount of each individual emergency financial aid grant consistent with all applicable laws including non-discrimination laws. Recipient acknowledges 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 Recipient should be mindful of each student's particular socioeconomic circumstances in the staging and administration of these grants. The Secretary strongly encourages Recipient'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.

4. In consideration for the advanced funds and as conditions for their receipt, Recipient warrants, acknowledges, and agrees that:

(a) The advanced funds shall not be used for any purpose other than the direct payment of grants to students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care;

(b) Recipient holds those funds in trust for students and acts in the nature of a fiduciary with respect thereto;

(c) Recipient shall promptly comply with Section 18004(e) of the CARES Act and (i) report to the Secretary thirty (30) days from the date of this Certification and Agreement and every forty-five (45) days thereafter in accordance with 2 CFR 200.333 through 2 CFR 200.337, or in such other additional form as the Secretary may specify, how grants were distributed to students, the amount of each grant awarded to each student, how the amount of each grant was calculated, and any instructions or directions given to students about the grants; and (ii) document that Recipient has continued to pay all of its employees and contractors during the period of any disruptions or closures to the greatest extent practicable, explaining in detail all specific actions and decisions related thereto, in compliance with Section 18006 of the CARES Act;

(d) Recipient shall comply with all requirements in Attachment A to this Certification and Agreement;

(e) Recipient shall promptly and to the greatest extent practicable distribute all the advanced funds in the form of emergency financial aid grants to students by one year from the date of this Certification and Agreement, and document its efforts to do so as part of the report specified in subsection (c) above;

(f) Recipient shall cooperate with any examination of records with respect to the advanced funds by making records and authorized individuals available when requested, whether by (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority; and

(g) failure to comply with this Certification and Agreement, its terms and conditions, and/or all relevant provisions and requirements of the CARES Act or any other applicable law may result in Recipient's liability under the False Claims Act, 31 U.S.C. § 3729, *et seq.*; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; 18 USC § 1001, as appropriate; and all of the laws and regulations referenced in Attachment A, which is incorporated by reference hereto.

RECIPIENT or Authorized Representative of Recipient

OPEID Number

DATE

*Rocky Harris*

00558500 and 00558501

4/13/2020

## **Attachment A to Recipient's CARES Funding Certification and Agreement**

*The Recipient assures and certifies the following:*

- Recipient 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, 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.
- Recipient 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 (Nonprocurement) 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.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1801-0005. The time required to complete this information collection is estimated to be 2,853 total burden hours. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: Hilary Malawer, 400 Maryland Avenue, SW. Washington, D.C. 20202.



500 North Appleyard Drive  
Tallahassee, FL 32304  
www.Livelytech.com  
850-487-7555

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LPIP, AAAE, Apprenticeship Programs, Continuing Education and Dual Enrollment are NOT eligible for CARES Act funding.

Apply for CARES Act\*

N/A ▼

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500 North Appleyard Drive  
Tallahassee, FL 32304  
www.Livelytech.com  
850-487-7555

## CARES Act Questionnaire

First Name\*

Middle Name

Last Name\*

New Address New Contact

**Address**

Tallahassee, FL 32301

**Contact #1**

Parent, Parent  
(No Address)

**Contact Details:**

Contact's Priority  
1

None

id=3010319...

Student E-mail Address\*


Student Cell Phone\*


Student Home Phone

**Please check all that apply to you:**

- Expenses Related to the COVID-19 Pandemic\*
- Laptop or Tablet
  - Computer Hardware or Software
  - Housing Assistance
  - Childcare Assistance
  - Resource for Future Semesters
  - Wi-Fi
  - Food Assistance
  - Healthcare Assistance
  - Course Materials Assistance
  - Other

If Other, Please Specify

Active in a Scheduled Course on March 13th\*  

Disbursement Method\*  

Student CARES Act Signature\*

Date Signed CARES Act\*        [Clear Selected](#)

I certify that my answers are  true and complete to the best of my knowledge. If this application leads to an award of funds, I understand that false or misleading information in my form may result in my repayment of funds. By entering my initials, I agree with the statements above.\*