April 9, 2020

Dear College and University Presidents:

These are unprecedented and challenging times for your students and for you. I know you find yourselves grappling with issues you never imagined, and I want to assure you we are here to support you in your missions and to quickly provide the resources and flexibilities you need to continue educating your students. That's why we're focused on implementing the Coronavirus Aid, Relief, and Economic Security (CARES) Act quickly and faithfully.

I gave my team a charge as soon as the CARES Act was signed into law: get support to those most in need as quickly as possible. That starts with college students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.

As you know, the CARES Act provides several different methods for distributing roughly $14 billion in funds to institutions of higher education. The most significant portion of that funding allocation provides that $12.56 billion will be distributed to institutions using a formula based on student enrollment. Of the amount allocated to each institution under this formula, at least 50 percent must be reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. We are prioritizing this funding stream in order to get money in the hands of students in need as quickly as possible.
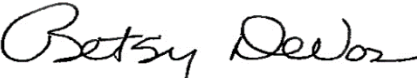
The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. This means that each institution may develop its own system and process for determining how to allocate these funds, which may include distributing the funds to all students or only to students who demonstrate significant need. The only statutory requirement is that the funds be used to cover 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). With that said, I would like to encourage the leadership of each institution to prioritize your students with the greatest need, but at the same time consider establishing a maximum funding threshold for each student to ensure that these funds are distributed as widely as possible. As a point of reference, you might consider using the maximum Federal Pell grant (for the 2019-2020 academic year, $6,195) as that threshold. In addition, if you determine that your institution's students do not have significant financial need at this time, I would ask that you consider giving your allocation to those institutions within your state or region that might have significant need.

In order to access these funds, all institutions must sign and return the Certificate of Funding and Agreement via: grants.gov (https://www.grants.gov/web/grants/applicants/registration.html), acknowledging the terms and conditions of the funding. After the Department has received the

certificate, institutions may draw down their emergency assistance funds using the Department's G5 system.

The Department is also working expeditiously to allocate the remaining funding that is reserved for institutional use, and we will provide details on how institutions may apply for this institutional funding, as well as for other emergency funding, in the coming days. Thank you for your continued work on behalf of America's students.

Sincerely,

Betsy DeVos

Subject:	FW: Secretary DeVos Rapidly Delivers More Than $6 Billion in Emergency Cash Grants for College Students Impacted by Coronavirus Outbreak

From: "Honeysett, Adam" <Adam.Honeysett@ed.gov>
Date: April 9, 2020 at 12:59:49 PM CDT
Subject: Secretary DeVos Rapidly Delivers More Than $6 Billion in Emergency Cash Grants for College Students Impacted by Coronavirus Outbreak

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U.S. DEPARTMENT OF EDUCATION

FOR IMMEDIATE RELEASE

April 9, 2020

Contact: Press Office

(202) 401-1576 or press@ed.gov

Secretary DeVos Rapidly Delivers More Than $6 Billion in Emergency Cash Grants for College Students Impacted by Coronavirus Outbreak

First wave of CARES Act funding will provide aid to students for expenses like course materials, technology, housing, food, health care, and childcare

WASHINGTON — U.S. Secretary of Education Betsy DeVos announced today more than $6 billion will be distributed immediately to colleges and universities to provide direct emergency cash grants to college students whose lives and educations have been disrupted by the coronavirus outbreak. The funding is available through

the Higher Education Emergency Relief Fund authorized by the *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, signed into law by President Donald J. Trump less than two weeks ago.

"What's best for students is at the center of every decision we make," said Secretary DeVos. "That's why we prioritized getting funding out the door quickly to college students who need it most. We don't want unmet financial needs due to the coronavirus to derail their learning."

The CARES Act provides nearly $14 billion to support postsecondary education students and institutions. Colleges and universities are required to utilize the $6.28 billion made available today to provide cash grants to students for expenses related to disruptions to their educations due to the COVID-19 outbreak, including things like course materials and technology as well as food, housing, health care, and childcare. In order to access the funds, the Department must receive a signed certification from the higher education institution affirming they will distribute the funds in accordance with applicable law. The college or university will then determine which students will receive the cash grants.

School allocations are set by formula prescribed in the CARES Act that is weighted significantly by the number of full-time students who are Pell-eligible but also takes into consideration the total population of the school and the number of students who were not enrolled full-time online before the coronavirus outbreak. The Department is utilizing the most recent data available from the Integrated Postsecondary Education Data System (IPEDS) and Federal Student Aid (FSA) for this calculation.

Institutions will receive allocations and guidance for the institutional share of the Higher Education Emergency Relief Fund in the coming weeks. Institutions will be able to use these funds to cover costs associated with significant changes to the delivery of instruction due to the coronavirus.

Additional information on institution-level funding for students, including data tables, can be found here. The Secretary's letter to college and university presidents with additional information on this funding allocation can be found here.

The funding allocations announced today are part of the nearly $31 billion Congress allocated to the Department to distribute to students, K-12 schools, and higher education institutions under the CARES Act. The Department, at the Secretary's urging, is working to make funds available as quickly as possible.

Under the Secretary's leadership, the Department has taken quick action to support higher education students from the start of the coronavirus outbreak. Colleges and universities were given immediate regulatory flexibility so students' educations could continue online. The Secretary also provided student loan relief to tens of millions of borrowers by setting all federally held student loan interest rates to zero percent and allowing borrowers to defer payments for 60 days without interest. The CARES Act extends those benefits to six months. The Department also stopped all federal wage garnishments and collections actions for borrowers with federally held loans in default.

The Department continues to update ed.gov/coronavirus with information for students, parents, educators and local leaders about how to prevent the spread of COVID-19.

For more information about COVID-19, please visit the following websites: coronavirus.gov, cdc.gov/coronavirus/2019-ncov/index.html, and usa.gov/coronavirus.

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Oklahoma Public Campus Allocations - CARES Act

Institution	Total Allocation	Minimum Allocation to be Awarded for Emergency Financial Aid Grants to Students
RESEARCH UNIVERSITY		
University of Oklahoma & OUHSC	$17,935,530	$8,967,765
Oklahoma State University & OSU-Tulsa	$16,765,725	$8,382,863
CONSTITUENT AGENCIES		
OSU IT (Okmulgee)	$2,248,014	$1,124,007
OSU - CHS	$144,134	$72,067
OSU - OKC	$2,300,829	$1,150,415
REGIONAL UNIVERSITY		
University of Central Oklahoma	$11,170,390	$5,585,195
East Central University	$3,066,346	$1,533,173
Northeastern State University	$5,676,974	$2,838,487
Northwestern Oklahoma State University	$1,506,494	$753,247
Rogers State University	$2,586,804	$1,293,402
Southeastern Oklahoma State University	$2,118,149	$1,059,075
Southwestern Oklahoma State University	$3,443,513	$1,721,757
Cameron University	$3,498,279	$1,749,140
Langston University	$3,082,441	$1,541,221
Oklahoma Panhandle State University	$882,583	$441,292
LIBERAL ARTS UNIVERSITY		
University of Science & Arts of Oklahoma	$1,020,519	$510,260
COMMUNITY COLLEGES		
Carl Albert State College	$1,880,688	$940,344
Connors State College	$1,785,542	$892,771
Eastern Oklahoma State College	$937,568	$468,784
Murray State College	$1,167,810	$583,905
Northeastern Oklahoma A&M College	$1,934,724	$967,362
Northern Oklahoma College	$1,971,017	$985,509
Oklahoma City Community College	$5,566,700	$2,783,350
Redlands Community College	$608,459	$304,230
Rose State College	$3,084,740	$1,542,370
Seminole State College	$1,163,326	$581,663
Tulsa Community College	$7,980,293	$3,990,147
Western Oklahoma State College	$635,791	$317,896

| | Total | $106,163,382 | $53,081,697 |

U.S. Department of Education
CARES ACT Higher Education Emergency Relief Fund- IHEs (CFDA: 84:425E)
Application must be submitted electronically using GRANTS.gov
https://www.Grants.gov
Funding Opportunity Number: ED-GRANTS-041020-003
Closing Date: September 30, 2020

Instructions for Submitting the Recipient's Funding Certification and Agreement and Application Forms

A Guide for apply for funding in GRANTS.gov can be located at
https://www2.ed.gov/about/offices/list/ope/caresact.html

In order to apply for funding, an institution must have an account with Grants.gov.

If you **do not** have a Grants.gov account, you may create an account at the following link: *https://www.grants.gov/web/grants/applicants/registration.html*. Please contact the Grants.gov Help Desk at 1-800-518-4726 or support@grants.gov if you have any questions regarding registration. After you create a Grants.gov account, you can access Grants.gov and follow the guidance below for submitting documents.

If you **do** have a Grants.gov account, you can access Grants.gov and follow the guidance below for submitting documents.

To locate the Funding Opportunity, you must go to the Applicant Tab, then How to Apply for Grants; once there, click Search for Opportunity Package, enter the Funding Opportunity Number and click Search.

The process for applying for funding requires:

1. Downloading and completing offline the Recipient's Funding Certification and Agreement provided in the Grants.gov application package or from https://www2.ed.gov/about/offices/list/ope/caresact.html
2. Completing the Application for Federal Assistance (SF-424).
3. Completing the Department of Education Supplemental Information Form for the SF-424.

Part I: SF-424 Form
           Application for Federal Assistance (SF-424)
           Department of Education Supplemental Information for the SF-424

<h1 style="text-align: center;">IMPORTANT – PLEASE READ FIRST</h1>

<h2 style="text-align: center;">U.S. Department of Education</h2>

<h2 style="text-align: center;"><u>Grants.gov Submission Procedures and Tips for Applicants</u></h2>

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

Browser Support

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser

ATTENTION – Workspace, Adobe Forms and PDF Files

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.
Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

   a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

   b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

   c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

3) Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab.

4) Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be

listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to
https://www.grants.gov/web/grants/applicants/applicant-training.html

Helpful Reminders

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM. If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

1) SAM registration--Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application and submit while completing the registration process. For detailed information on the Registration Steps, please go to: http://www.grants.gov/web/grants/register.html [Note: Your organization will need to update its SAM registration annually.]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: http://www2.ed.gov/fund/grant/apply/sam-faqs.html

2) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/web/grants/applicants/encountering-error-messages.html. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. If you discover your application has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?
If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: mailto:support@grants.gov or access the Grants.gov Self-Service Knowledge Base web portal at: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants

Helpful Hints When Working with Grants.gov

Please go to http://www.grants.gov/web/grants/support.html for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: http://www.grants.gov/web/grants/applicants/applicant-faqs.html as well as additional information on Workspace at https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we **recommend** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

Page 2-Instructions for Submitting the Recipient's Funding Certification and
Agreement and Application Form

- Instructions on how to complete the SF-424 and Department of Education
  Supplemental Information for the SF-424 can be found at this link:
  https://www2.ed.gov/fund/grant/apply/appforms/appforms.html.
- Please do not attach any narratives, supporting files, or application components
  to the SF-424.

Part II: Attachments

Other Attachments Form—attach the completed **Recipient's Funding Certification
and Agreement** to this form.

All attachments must be in PDF or Word format only. Other type of files will not be
accepted. Additional information is included on the Grants.gov Submission
Procedures and Tips for Applicants.

Grants.gov Submission Procedures and Tips for Applicants are provided on the
Grants.gov application package instructions.

Questions relating to the Higher Education Emergency Relief Fund- IHEs should be
directed to HEERF@ed.gov.

Questions relating to Grants.gov should be directed to the Grants.gov Help Desk at
1-800-518-4726 or support@grants.gov.