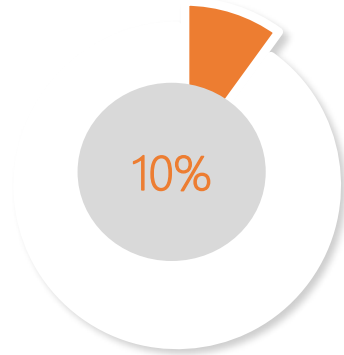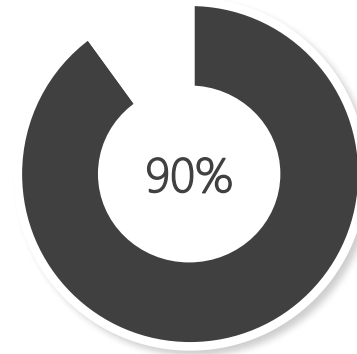# HENNEPIN TECHNICAL COLLEGE CARES EMERGENCY FUND DISTRIBUTION PLAN

10%

90%

Automated Grant

All eligible students will receive $100 by May 8, 2020.
At least 10% of allocation will be used in this category.

Aligns to Minnesota State System Office Guidance #2

Application Grant

All eligible students can apply for additional emergency grant funds in two cycles. Students may apply for each cycle.
Up to 90% of allocation will be used in this category.
Cycle 1 – applications due May 15, 2020
Cycle 2 – applications due June 15, 2020
Aligns to Minnesota State System Office Guidance #3 & 4

Hennepin Technical Collegeˢᵐ

Eligibility Guidelines Grants Awards

- Automated Plan:
  - Students who were enrolled in credit based programs as of March 13, 2020 and are Title IV eligible excluding online only, PSEO, concurrent, exclusively senior citizen rate or whose full tuition was paid by a third party or those incarcerated.

- Application Plan:
  - Students who were enrolled in credit based programs as of March 13, 2020 and are Title IV eligible excluding online only, PSEO, concurrent, exclusively senior citizen rate or whose full tuition was paid by a third party or those incarcerated.
  - These eligible expenses include expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care.
  - Awards will be made to students demonstrating the greatest need.
  - Students may apply for each application cycle.

- The HTC Foundation will offer an application based emergency grant for students who are ineligible for the CARES grant.

Student Senate Communication

- HTC leadership met with the Student Senate on April 15, 2020 regarding budget consultation. An introduction to the CARES student emergency funds was noted including the amount HTC anticipated receiving and that a distribution plan to students was being developed.

- HTC leadership meets with the Student Senate on April 29, 2020 specifically to review the CARES student emergency fund distribution plan.

- A report of funds distributed will be provided to the Student Senate after all funds are distributed.

Student Communication & Engagement Strategy

- Using the System Office provided student letter template, the Vice President of Student Affairs will email all students introducing the CARES student emergency fund grant, distribution process and webpage with FAQs, eligibility requirements, automated process, application process, distribution dates, and contact person for questions. Reminder emails regarding the application process and deadline(s) will be sent to students weekly.

- Students who receive the disbursement of the automated and/or application funds will receive a confirmation email when funds are disbursed.

- A webpage for the CARES student emergency funds was created - https://www.hennepintech.edu/ourcommitment/cares-grant.html