



**CARES Act HEERF – Student Aid Portion  
Assurance Services Report  
Report: 20-21-0004**



**ACCOUNTABILITY • INTEGRITY • EFFICIENCY**

April 6, 2021



# CARES Act HEERF – Student Aid Portion

## EXECUTIVE SUMMARY

Florida Agricultural and Mechanical University (University) was awarded \$39,360,656 as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act’s Higher Education Emergency Relief Fund (HEERF) signed into law on March 27, 2020. The funds awarded to the University were in the following four categories:



**Student**

**\$6,525,663**



**Institutional**

**\$6,525,662**



**Historically Black Colleges and Universities**

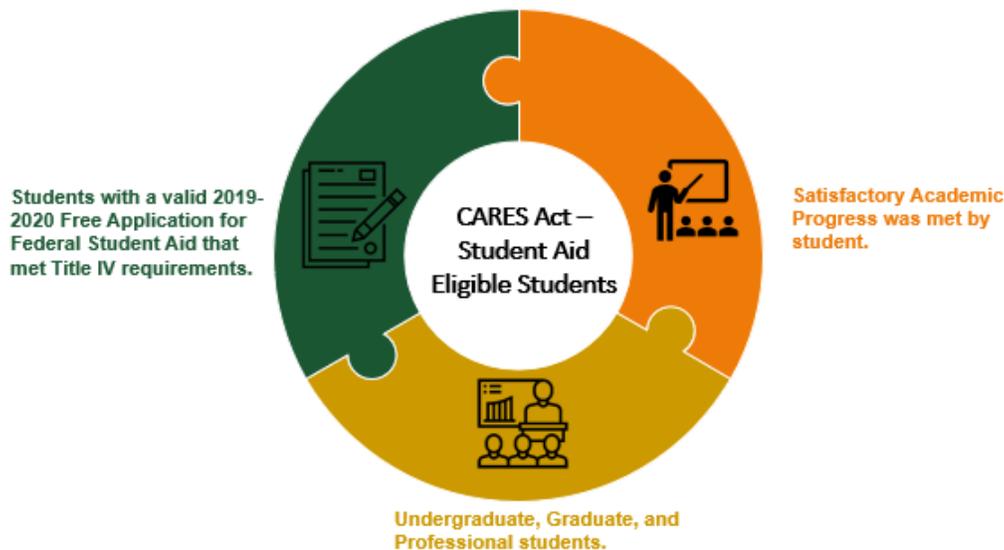
**\$16,856,753**



**Historically Black Graduate Institutions**

**\$9,452,578**

The Division of Audit (DoA) conducted audits of each funding category awarded to the University. Each audit was designed to evaluate compliance with the related Certification and Agreement (Appendix B), reporting requirements, allowable use of funds as outlined in the CARES Act, subsequent United States Department of Education (USDOE) guidance, and State University System of Florida Board of Governors publication of the *CARES Act Higher Education Emergency Relief Fund Compliance Guidance*. Additionally, DoA assessed internal controls put in place to manage each set of funds. This report will concentrate solely on the outcomes of our audit of the Student Aid funds awarded as part of the CARES Act to the University’s eligible students summarized below:





Our evaluation of compliance with the related Certification and Agreement, reporting requirements, awards to students as outlined in the CARES Act, subsequent USDOE guidance, and State University System of Florida Board of Governors publication of the *CARES Act Higher Education Emergency Relief Fund Compliance Guidance* found the following for the period March 13, 2020 to December 31, 2020:

### Tier Awards



The University allocated emergency financial grants to 6,632 students with significant need automatically in tier amounts, including:

- Undergraduates (Pell) - \$932
- Undergraduates (Non-Pell) - \$858
- Graduate/Professional - \$647

### University Tier Award Process



DoA reviewed the tier awarding process the University implemented, which promptly provided emergency financial grants directly to students based off of maximum need.

### Certification and Agreement



The University signed and returned the Certification and Agreement to the U.S. Department of Education on April 9, 2020 acknowledging the terms and conditions.

### One Year Deadline for Funds Expenditure



The University expended the entire Student Aid award amount of \$6,525,663 as of January 12, 2021.

### Funds Compliance Documentation



The University documented compliance with the use of these funds through the required USDOE reporting and through this audit performed by DoA.

### Reporting



The University posted the required 30-day, 45-day, and quarterly reports timely and accurately to the University's COVID-19 webpage.

### 50% (\$6,525,663) of HEERF Funds



The University provided 50 percent of the HEERF funds to students through direct payments using an automated tier system and grant applications.

### Grant Application Awards



The University's COVID-19 Emergency Student Financial Assistance Application process, which awarded \$1,000 grant to 606 students who demonstrated financial need due to the COVID-19 pandemic, was in compliance with USDOE and CARES Act requirements.



The Division of Audit assessed internal controls put in place to manage the Student Aid funds in accordance with the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) *Internal Control-Integrated Framework*<sup>1</sup>. Overall, internal controls were in place and operating effectively to support compliance with federal guidelines related to the use of the Student Aid funds. However, our assessment identified the following areas where controls could be strengthened:

COSO Component	Control Weakness	Recommendation
Control Activities	Automated controls were not in place to validate award amounts against a set control list, thereby preventing over payments to students.	The University should develop edit checks for awarded amounts to the University's students when distributing funding to identify unapproved award payments to students.
Control Activities	The University had not established effective preventive and detective controls to identify ineligible students of Student Aid funds.	The University should implement a verification and reconciliation process to ensure students receiving the federal awards are eligible and meet the criteria to receive the federal funding.

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<sup>1</sup> The FAMU Board of Trustees adopted the COSO Internal Control – Integrated Framework in December 2019 through approval of Policy 2019-01 Internal Controls and Enterprise Risk Management



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## BACKGROUND

On December 31, 2019, more than a month after reporting the existence of the novel coronavirus (COVID-19) in Wuhan, China, the Chinese authorities reported an outbreak of COVID-19 to the World Health Organization (WHO). COVID-19 is part of a large family of coronaviruses. Coronaviruses usually cause mild to moderate upper-respiratory tract illnesses, like the common cold. However, COVID-19 was found to cause serious illness and even death. After monitoring the outbreak for a month, the United States declared the COVID-19 outbreak a national health emergency on January 31, 2020.

In response to the national health emergency declaration, Provost Maurice Edington, called an emergency meeting the same day to discuss travel bans related to COVID-19 and other impacts COVID-19 could potentially have on the University. The following highlights key events leading up to the University receiving federal funds through the CARES Act to help alleviate a portion of the financial burden that the University was experiencing as it worked to continue operations, adhere to Center for Disease Control guidance, comply with state and governing body directives, and ensure the health and safety of faculty, staff, students, and key stakeholders of the University:

- Feb 28** FAMU Emergency Management Team begins to establish regularly meetings to prepare for the impacts of COVID-19
- Mar 1** FAMU Incident Response Team is established and Tanya Tatum, MHA FAMU’s Director, Health Services is designated as FAMU’s Incident Commander
- Mar 11** In response to State University System of Florida Board of Governors guidance, FAMU instructed students who were on spring break, or about to begin spring break, not to return to campus
- Mar 14** President Robinson declares FAMU State of Emergency and the following day the FAMU Coronavirus webpage goes live
- Mar 18** FAMU moves to remote work for all nonessential employees and U.S. President Trump signs into law: PL 116-127 The Families First Coronavirus Response Act
- Mar 27** U.S. President Trump signs into law: COVID-19 relief package-PL 116-136-The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and FAMU announces plans to distribute refunds to registered Spring 2020 students for meal plans and housing
- Apr 9** FAMU signs the USDOE Funding Certification and Agreement for the Student Aid Portion of the Higher Education Emergency Relief Funds



## CERTIFICATION AND AGREEMENT COMPLIANCE

The Certification and Agreement, executed on April 9, 2020, required the University to comply with Section 18004(e) of the CARES Act and report at 30 days and every 45 days after detailing information such as the distribution of the grants, amount awarded to the students, and instructions provided to students. In August 2020, the U.S. Department of Education (Department) published a revised Information for Financial Aid Professionals (IFAP) Electronic Announcement (EA), originally posted May 6, 2020, that describes the public reporting requirements for Emergency Financial Aid Grants to Students. The EA effectively changed reporting requirements from every 45 days to quarterly.

Additionally, the Certification and Agreement required the University to use no less than 50 percent of the funds received to provide emergency financial aid grants to students for expenses related to the disruption of campus operations, per Section 18004(c) of the CARES Act. The University was also required to distribute awards to students before the expiration of the Certification and Agreement.

The Division of Audit’s evaluation of compliance with the Certification and Agreement focused on the following objectives:

- Determine whether the student awarding methodology implemented was allowable;
- Evaluate whether students were awarded accurately and appropriately;
- Determine whether the COVID-19 Emergency Student Financial Assistance Application process was allowable;
- Determine whether on-line or international students of the University received a Student Aid award;
- Determine whether the University had a process to disburse the remaining Student Aid awards; and
- Evaluate whether reports were submitted timely and accurately during April through August of 2020.

### Student Aid Tier Awards Process

The CARES Act provided the University significant discretion on the process to award the Student Aid funds to students. The University was allowed to develop its own process for the allocation of the funds to the students with demonstrated significant need. USDOE recommended the awarded amount not exceed the maximum Federal Pell Grant, which was \$6,195<sup>2</sup> for the award year 2019-2020, for the student awards. The University also needed to be mindful of each student’s socioeconomic circumstances in deciding the award that would be disbursed.<sup>3</sup>

<sup>2</sup> [Florida A&M University Resource Guide to Financial Aid](#)

<sup>3</sup> [Letter from the Secretary](#)



Representatives from the Offices of Financial Aid, Sponsored Programs, Governmental Relations, and Student Accounts collaborated to develop a methodology for awarding student aid based on the guidance provided by the USDOE. The methodology involved distributing the money using two processes: a tier system and grant applications. The first process was an automatic award to eligible students enrolled in the Spring 2020 semester based on a defined tier system. The tier system awarded 6,632 students \$5,756,831. The percentage of students, and their respective award amounts, is displayed below in Figure 2.

**Figure 2**

	Undergraduate (Pell)	Undergraduate (Non-Pell)	Graduate/Professional
<b>Award Amount</b>	\$932	\$858	\$647
<b>Number of Students</b>	4,461	922	1,249
<b>Total Awarded</b>	<b>\$4,157,652</b>	<b>\$791,076</b>	<b>\$808,103</b>
<b>Percentage</b>	<b>72%</b>	<b>14%</b>	<b>14%</b>

The University established an award process that provided the maximum of \$932 that was awarded to students facing the greatest need. Additionally, DoA reviewed the Student Aid award data and confirmed the University distributed the funds using the above tier system in August 2020. **Our review determined the tier awarding system implemented by the University met the requirements of the Certification and Agreement.**

### Accuracy of Student Awards

The University, in response to the COVID-19 pandemic, promptly provided the Student Aid award to students in April 2020. There were an estimated 7,500 students at the University eligible to receive the Student Aid award. DoA reviewed award data for 6,632 students to test the accuracy of the student awards disbursed to ensure the total received for each student aligned with the award amounts listed in Figure 2. DoA reviewed the following groups of students for the appropriateness of the awards distributed:

- 50 undergraduate students;
- 15 graduate students; and
- 10 professional students

DoA determined from the review of the data and the 75 students financial aid award documentation that the students were awarded the funds and no payments were made to the University with the awarded amounts. The Office of Financial Aid awarded the funds by use of a batch process that contained the awarded amount to be disbursed to each student. The Office of Student Accounts processed the award through the use of electronic transfer payments or mailed checks if a student did not have direct deposit information in their account.

**Our review of the data and financial aid award documentation reviewed found two undergraduate students were awarded two Student Aid payments of \$871 and \$932, totaling \$1,803. The students instead received two payments of \$871 and \$61, totaling \$932.** In response to audit inquiry, Financial Aid



management stated that the two students that received the additional awards were used as test cases for processing the Student Aid funds. The test case corrections were not canceled prior to completing testing. Therefore, the new award amount of \$61 was not properly programmed for processing the award payments to the two students. Additionally, the Office of Financial Aid removed the funds from the student’s award packages to facilitate repayment to the University.

**Recommendation:** DoA recommends the Office of Financial Aid complete edit checks for awarded amounts to University’s students when distributing funding to identify unapproved award payment amounts prior to student awards being disbursed.

**Student Grant Applications**

There was \$750,000 reserved from the Student Aid funds, which were used to establish a COVID-19 Emergency Student Financial Assistance Application process (Appendix C) to award a one-time grant of \$1000 to any student who could demonstrate the need for additional assistance that resulted from the coronavirus pandemic and was eligible under the CARES Act guidelines. The number of students able to be served through the application process, based on the award amount set, is displayed in Figure 3 below.

**Figure 3**

	Application Awards Available
Award Amount Limit Per Applicant	\$1,000
Number of Awards Available	750
Total Award Amount	\$750,000

The COVID-19 Emergency Student Financial Assistance Application process required each student to submit the application and supporting documentation, which was then reviewed by representatives in the Office of Financial Aid to ensure the student met the criteria before processing the award. The application process, unlike the tier system, was not limited to students in the Spring 2020 semester. Instead, the application process allowed students enrolled in subsequent semesters to apply for aid until such time as all funds were expended.

There was a total of 1,152 students who submitted the COVID-19 Emergency Student Financial Assistance Application as of August 2020. Six hundred and six (606) students of the 1,152 were awarded funding using the COVID-19 Emergency Student Financial Assistance Application process, totaling \$606,000 in reserved awards provided to students. DoA selected 25 of the 606 students awarded the one-time grant of \$1,000 and reviewed their submitted applications and supporting documentation. Our review determined the 25 students selected submitted the necessary documentation to justify the need to receive the \$1,000 award, which met the conditions of the Certification and Agreement.



## Online and International Students

On April 9, 2020, guidance provided from the USDOE stated,

- Only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants.
- At institutions that provide both online and ground-based education, those students who were enrolled exclusively in an online program on March 13, 2020, the date of the President’s Proclamation, “Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak,” Federal Register Vol. 85, No. 53 at 15337- 38, are not eligible for emergency financial aid grants.<sup>4</sup>

Therefore, international students at Florida Agricultural and Mechanical University (FAMU) were deemed ineligible to receive an award, and students enrolled in the following programs at FAMU were also deemed ineligible to receive an award through both award processes established by the University:

- Master of Business Administration;
- Master of Public Health; and
- Master of Science in Nursing

Data for 248 international students and 265 on-line students were reviewed to verify the students did not receive a Student Aid award. Although DoA’s review determined that none of the on-line students were inappropriately awarded student aid through the tier system or application process, **DoA’s analysis did reveal one international student that received a Student Aid award totaling \$647 through the tier system award process.** In response to the audit inquiry, the Office of Student Financial Aid has removed the \$647 from the international student’s award package to facilitate repayment to the University.

**Recommendation:** *The Office of Financial Aid should implement a verification process to ensure students receiving the federal awards are eligible and meet the criteria to receive the federal funding.*

## Student Aid Funds Balance

Our review determined the processes the University implemented met the conditions of promptly providing the Student Aid award to students during the COVID-19 pandemic and used the funds prior to the expiration date of April 8, 2021, per the Certification and Agreement. As of January 12, 2021, DoA review of applicable student financial aid data in iRattler, determined the University expended the full \$6,525,663 award amount.

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<sup>4</sup> [Frequently Asked Questions about the Emergency Financial Aid Grants to Students](#)



## Student Aid Reporting

The Certification and Agreement required the University to post a report to their website at 30-days, then, every 45-days thereafter, until the guidance was changed to quarterly in August 2020. Each report was required to include the following seven elements:

1. An acknowledgement that the institution signed and returned to the USDOE the Certification and 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;
2. The total amount of funds that the institution will receive or has received from the USDOE pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students;
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 submission (i.e., as of the initial report and every calendar quarter thereafter);
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 to Students under Section 18004(a)(1) of the CARES Act;
5. The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act;
6. 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; and
7. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.

In addition to reviewing the 30-day and 45-day reports, we also reviewed the quarterly reports posted to the COVID-19 webpage in October and December 2020. The December report reflected providing \$6,462,117 in Emergency Financial Aid Grants to Students under Section 18004(a)(1). The amount reported in the quarterly report included the two processes implemented by the University.

Our review determined the University created a Coronavirus website to post all required reports as required by the Certification and Agreement: [Coronavirus- Florida Agricultural and Mechanical University2021 \(famu.edu\)](https://www.famu.edu/coronavirus). **The University posted the required 30-day, 45-day, and quarterly reports timely and accurately to the University's COVID-19 webpage.**



## APPENDIX A: PURPOSE, SCOPE, AND METHODOLOGY

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### Purpose and Scope

The purpose of the assurance service was to determine whether the University appropriately used the funds allocated for the Student Aid under the CARES Act as detailed in the Recipient's Funding Certification and Agreement.

### Methodology

As part of the engagement we:

- Reviewed the CARES Act law [Public Law No. 116-136], guidance, such as Frequently Asked Questions and CARES Act HEERF reporting requirements, provided by the USDOE, and applicable University policies;
- Completed evaluations on the University's student data to ensure students were accurately awarded;
- Reviewed applicable student financial awards in iRattler, submitted COVID-19 Emergency Student Financial Assistance Applications, and student documentation;
- Reviewed past audits, risk assessments, University practices, and the University's Coronavirus website information; and
- Assessed internal controls put in place to manage Student Aid funds in accordance with the Committee of Sponsoring Organizations of the Treadway Commission's (COSO) Internal Control - Integrated Framework.



## APPENDIX B: Funding Certification and Agreement – Emergency Financial Aid Grants to Students under the CARES Act

### 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 \$ 6,525,663 to Florida Agricultural and Mechanical University (“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

Dr. Larry Robinson, President



00148000

04/09/2020



### **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.



# APPENDIX C: COVID-19 Emergency Student Financial Assistance Application



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

DIVISION OF STUDENT AFFAIRS  
OFFICE OF FINANCIAL AID

TELEPHONE: (850) 599-3730  
FAX: (850) 561-2730

## COVID-19 Emergency Student Financial Assistance Application

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Students who have experienced significant financial hardship related to the disruption of campus operations due to the Novel Coronavirus (COVID-19) and need additional financial assistance must complete this application. The Emergency Relief Fund is a source of support to assist students with the financial strain due to COVID-19.

Students should indicate the financial impact of COVID-19: *Check all that apply.*

- A. Loss of Employment
- B. Supplies for online coursework (include but not limited to laptop purchase, internet activation, course supplies, etc.)
- C. Food/Housing Insecurity
- D. Loss of Child Care Expenses
- E. Emergency Transportation/Supplies to Return Home
- F. Other \_\_\_\_\_

Students must submit documentation to support their reason for additional assistance. Documentation options:

- Letter from employer related to loss of employment;
- Official Lease agreement which states monthly rental amount and past due notice;
- Letter on company letterhead from healthcare provider;
- Receipt for any purchases needed for transition to online courses; and/or
- Notarized letter from emergency contact which outlines expenses being requested with documentation.

**PLEASE NOTE:**

Submitting the Emergency Student Financial Assistance Application for review does not guarantee additional financial assistance. The application should be submitted to the Office of Financial Aid by fax 850-561-2730 or email [financialaiddocs@famu.edu](mailto:financialaiddocs@famu.edu). The deadline for submission is June 30, 2020.

**CERTIFICATION STATEMENT:**

I certify that the information provided on this form is complete and accurate to the best of my knowledge.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



## DISTRIBUTION

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### Responsible Manager:

William E. Hudson Jr., Ph.D., Vice President, Student Affairs

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### External Distribution:

Julie Leftheris, Inspector General and Director of Compliance, Florida Board of Governors



## PROJECT TEAM

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**Engagement was conducted by:**

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 Internal Auditor/Investigator



**Engagement was supervised by:**

Deidre Melton, CFE, CIA, CISA, CISM, CDPSE, CRISC  
 Director for Audit



**Engagement was approved and distributed by:**

Joseph K. Maleszewski, MBA, CIA, CGAP, CISA, CIG, CIGA, CIGI, CCEP  
 Vice President for Audit and Compliance

## STATEMENT OF ACCORDANCE

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The Division of Audit and Compliance’s mission is to provide independent, objective assurance and consulting services designed to add value and improve the University’s operations. It helps the University accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

We conducted this assurance service in accordance with the International Standards for the Professional Practice of Internal Auditing and Generally Accepted Government Auditing Standards. Those standards require we plan and perform the assurance service to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our engagement objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our objectives.

Please address inquiries regarding this report to the Division of Audit at (850) 412-5479.

<http://www.famu.edu/index.cfm?AuditandCompliance&AboutAuditandCompliance>