



30356 Old Dixie Highway  
Homestead, FL. 33033

305-245-2581

[www.Piberry.edu](http://www.Piberry.edu)

## Higher Education Emergency Relief Fund Report Emergency Financial Aid Grants to Students

June 14, 2021

Piberry Institute (OPE ID: 04246900) received HEERF II: Proprietary Institutions Grant Funds for Students Coronavirus Response and relief Supplemental Appropriations Act, 2021 Section 314(a)(4), (CRRSAA) (Pub. L. 116-260).

The institution appreciates that Congress and the President have made these critical funds available for eligible student who have expenses related to the disruption of campus operations due to the coronavirus pandemic. We take receipt of these federal funds seriously and are distributing them in accordance with the CRRSAA Act and implementing guidance.

The institution is making the below information available for transparency purposes and in compliance with the U.S. Department of Education's ("Department") Electronic Announcement (Issued January 14, 2021, revised March 19, 2021). For questions or concerns regarding this Fund report, please contact: Marion Carberry , President at [mcarberry@piberry.edu](mailto:mcarberry@piberry.edu).

The institution signed and returned to the Department the Certification and Agreement [for] Emergency Financial Aid Grants to Students. The institution has used all funds received under the HEERF II: Proprietary Institutions Grant Funds for Students Coronavirus Response and relief Supplemental Appropriations Act, 2021 Section 314(a)(4), (CRRSAA) (Pub. L. 116-260).

1. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement on January 21, 2021 [for] Emergency Financial Aid Grants to Students is \$63,252.
2. The total amount of Emergency Financial Aid Grants distributed to students received under the HEERF II: Proprietary Institutions Grant Funds for Students as of the date of this Fund Report is \$63,252.
3. The estimated total number of students at the institution eligible to participate in programs under received HEERF II: Proprietary Institutions Grant Funds for Students Coronavirus Response and relief Supplemental Appropriations Act, 2021 Section 314(a)(4), (CRRSAA) (Pub. L. 116-260) for Students Fund Report is 49.
4. The total number of students who have received an Emergency Financial Aid Grant to students under received HEERF II: Proprietary Institutions Grant Funds for Students as of the date of this Fund report is 49.
5. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under HEERF II: Proprietary Institutions Grant



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Piberry Institute Inc

Funds for Students Coronavirus Response and relief Supplemental Appropriations Act, 2021 Section 314(a)(4), (CRRSAA) (Pub. L. 116-260).

6. Grant Funds for Students at Attachment A.
  
7. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants are provided at Attachment B.



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### **Attachment A – Methods used by Institution**

The methodology used by the institution to determine which students received emergency financial aid grants and how much they would receive under received HEERF II: Proprietary Institutions Grant Funds for Students is as follows:

1. The institution developed its own system and process for determining how to allocate the emergency financial aid grant funds, which included distribution of funds to all 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 received HEERF II: Proprietary Institutions Grant Funds for Students.
2. The institution complied with the statutory requirement 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 childcare).
3. An Eligibility Form was sent to students to that the institution used to determine students' eligibility for the grant and the amount for which students were eligible, [*see Attachment B-Communication #2B*]
4. The institution prioritized the students with the greatest need and established a maximum funding threshold of \$1349.15 to ensure that these funds were distributed as widely as possible.
5. The institution considered students with the lowest EFC of zero (0) for the current academic year first to determine which students received the maximum grant amount of \$800 and determined pro-rated grant amounts ranging from \$285.87 to \$1349.15 for students with EFC's greater than 0 or that are Title IV eligible, but not Pell Eligible.



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### **Attachment B – Directions to Students regarding the Emergency Financial Grants**

The institution issued a series of two communications to students which provided instructions and guidance provided to students concerning the Emergency Financial Aid Grants. Copies of the 2 communications are copied below.

## View Correspondences



2/5/2021

Dear /

This is notification that you are a grant recipient of the HEERF Proprietary Institution Grant For Students Assistance from the US Department of Education. This grant will be distributed by Piberry Institute, Inc to you in the form of checks. We will communicate further information to you in the upcoming days about this grant including your eligibility, estimated amount of the cash grant, uses of the grant, and date and time the grant will be available to you. Please note that grant amounts will vary among students on the basis of Pell & Title IV eligibility.

We ask for your patience. Please do not call the school to inquire about the grant, as you will be duly notified in an appropriately and timely manner.

Kindest regards,

Piberry Institute, Inc.

## View Correspondences



2/17/2021

[FNAME]

This email is regarding the cash grant that will be processed on your behalf over the next couple of days. It requires your full attention. This grant is proceeds from the CCRSA Act as a response to the COVID pandemic from the US Department of Education. Guidelines for the grant ensures that the student may use the funds for legitimate expenses related to the challenges experienced as a result of the COVID pandemic, including paying for housing, food, childcare, medical expenses, internet service, technology related expenses, and tuition expenses.

As such, we have included a form for you to fill out to let us know that you are aware of the grant amount you are receiving, and to designate any of those funds toward your tuition balances, if any. Attached is the form that you should print, complete and return to us as soon as possible so that the grant can be processed timely. Included below are the directions for filling out the form. An error in completing the form may delay the issuance of the grant check, so please complete it carefully and make sure it is returned to the financial aid office.

Your projected Grant amount is: \$ \_\_\_\_\_

Your outstanding Tuition Balance is: \$ \_\_\_\_\_

We are happy for you to receive this grant, and look forward to receiving your completed form.

Sincerely,  
Financial Aid Office

**HEERF Proprietary Institution Grant For Students Assistance**

**(CRRSAA Act Emergency Grant II)**

**THIS IS NOT THE ACTUAL FORM. USE THIS FOR DIRECTIONS ON HOW TO FILL OUT THE REAL GRANT FORM WHICH IS AN ATTACHMENT TO THIS EMAIL**

**THE FORM DOES NOT HAVE TO BE TYPED. BUT YOUR WET INITIALS AND SIGNATURE ARE REQUIRED.**

The U.S. Department of Education has made an Education Stabilization Grant to students of our institution who need financial support for their expenses related to the disruption of campus operations due to Coronavirus. This form permits students to acknowledge eligibility for the grant, as well as for students to designate those funds in whatever manner they deem. Please read and fill out the information neatly and completely and provide it to your campus Financial Aid Officer. Only students that are actively participating in courses and who are in good standing are eligible to receive a grant.

**FILL IN YOUR EMAIL ADDRESS, HOME ADDRESS, CITY, STATE, ZIP, LAST FOUR OF YOUR SOCIAL AND PHONE NUMBER**

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

Postal Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Last Four Digits of SSN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CHOOSE ALL THAT APPLIES BELOW. THERE ARE NO RIGHT OR WRONG ANSWERS.**

Check all situations that apply to you.

- I am financially responsible for my housing and food expenses
- Me and my family have been financially impacted due to Coronavirus
- I am financially responsible for expenses related to my course materials to attend school
- I am financially responsible for paying for technologies associated with attending online classes
- I am financially responsible for my own health care costs
- I have children and am financially responsible for childcare expenses
- Other \_\_\_\_\_

You have the right to receive the grant and to use the funds of the grant proceeds to help with the challenges that are caused due to Coronavirus, including using any portion of the grant to apply toward your tuition expenses. If you would like to have any or all of the proceeds of the grant used for tuition payments, please acknowledge and initial each statement below that corresponds to your decision. Please **initial** each statement to which you declare and agree:

**INITIAL HERE TO SHOW THAT YOU KNOW HOW MUCH GRANT MONEY YOU ARE GETTING**

(\_\_\_\_\_), I acknowledge that I am informed by the student financial aid office that I am eligible to receive a HEERF Proprietary Institution Grant For Students Assistance in the amount of \$ \_\_\_\_\_.

**WRITE IN THE FULL AMOUNT OF THE GRANT \$ YOU ARE GETTING HERE****INITIAL HERE AND WRITE IN THE AMOUNT YOU WANT TO PAY TOWARD YOUR TUITION BALANCE**

(\_\_\_\_\_), I want to apply \$ \_\_\_\_\_ of my grant award for my tuition expenses at Piberry Institute.

**INITIAL HERE TO SHOW THAT YOU ARE CHOOSING TO PAY YOUR TUITION WITH SOME OR ALL OF YOUR GRANT.**

(\_\_\_\_\_), I voluntarily request that funds of the grant outlined above be used for my tuition expenses.

I attest that all information is true and accurate, and I am requesting a one-time Emergency HEERF Grant to help cover the cost of expenses incurred due to the Coronavirus pandemic. I understand that I will be unable to revise this request after submitting it.

**SIGN YOUR FULL SIGNATURE AND DATE THE FORM BELOW**

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Student Signature

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Date

Attachment:



Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable

Institution Name: P. BERRY INSTITUTE Inc Date of Report: 6/14/2021 Covering Quarter Ending: 6/30/2021

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$63,252 Section (a)(2): \_\_\_\_\_ Section (a)(3): \_\_\_\_\_ Final Report?  Student

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. <sup>1</sup>	\$63,252.00			
Providing reimbursements for tuition, housing, room and board, or other fee refunds.				
Providing tuition discounts.				
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.				
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.				
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.				
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.				
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.				

<sup>1</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. [HEERF litigation updates can be found here.](#)

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Campus safety and operations. <sup>2</sup>				
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.				
Replacing lost revenue due to reduced enrollment.				
Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>				
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.				
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.				
Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>				

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

<sup>3</sup> Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used “to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.”

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>				
<b>Quarterly Expenditures for each Program</b>				
<b>Total of Quarterly Expenditures</b>	# 63,252. <sup>00</sup>			

**Form Instructions**

*Completing the Form:* On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

*Posting the Form:* This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30,

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used “to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student’s cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care.”

2020. Each quarterly report must be separately maintained on an IHE's website or in a PDF document linked directly from the IHE's CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the "Date of Report" line.

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995 (PRA), 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 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.