



**Higher Education Emergency Relief Fund Report
Emergency Financial Aid Grants to Students
July 9, 2021**

1. This document acts as the acknowledgement that Loyola University New Orleans signed and returned to the Department the Certification and Agreement on April 14, 2020 and acts as the assurance that Loyola 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. Loyola University New Orleans has received \$1,456,629 designated for Emergency Financial Aid Grants to Students.
3. As of July 9, 2021, Loyola has disbursed \$1,448,800 in Emergency Financial Aid Grants distributed to students.
4. Loyola University New Orleans anticipates that approximately 1,810 students will be 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. As of July 9, 2021, 1,811 undergraduate students have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act.
6. Following the Department of Education's guidelines for distributing the CARES Act funding in a manner that impacts the most students, Loyola University New Orleans has determined that providing eligible students with \$800 in grant funding represents both a substantive and meaningful amount to offset the costs incurred by the COVID-19 pandemic and the related campus

disruption. Loyola University's Pell-eligible population represents nearly 35 percent of the total student body. Choosing the selection criteria of an estimated family contribution of \$0-5,500 enabled us to route the majority of the CARES Act funds to the students with the most financial need and will impact approximately 800 students. The remaining funds will help approximately 750 students who did not meet the threshold of Pell eligibility but still have expenses due to the COVID-19 pandemic. These students will complete a brief application process explaining their needs. Eligible students will be awarded up to the max award of \$800. The grant amount of \$800 per student will effectively provide students with additional resources to offset the cost of technology, food, housing, and other related expenses as outlined by the Department of Education.

7. Included on the following pages are the instructions, directions, or guidance provided by the Loyola University New Orleans to students concerning the Emergency Financial Aid Grants.

Email to Eligible Student Recipients of HEERF2 Funds

Dear Student:

You are eligible to receive a grant of \$800 through the Higher Education Emergency Relief Fund 2 (HEERF2). Last year, Loyola University New Orleans distributed \$1.45 million in federal Coronavirus Aid, Relief, and Economic Security Act funding to provide grants to eligible students who experienced education disruptions due to the COVID-19 pandemic. This year, Loyola has been awarded an additional \$1.45 million through HEERF2 to continue to support students who have an exceptional need due to COVID-19.

Students who filed a FAFSA for the 2020-'21 academic year and are Pell Grant recipients are automatically eligible to receive a HEERF2 Grant from Loyola in the amount of \$800. Please access Loyola's LORA system to confirm your eligibility and learn more about the grant.

The grant needs to be used for eligible expenses related to coronavirus disruption, such as tuition, food, housing, health care (including mental health) and child care. Funds will be posted on your student account and paid in the form of a credit against balances owed, a direct deposit (if set up) or a paper check by U.S. mail to your student address on file with the university. Loyola plans to distribute payments beginning in late March, 2021.

We have created a [FAQ page](#) to help with questions. If you have any questions related to completing this process, please be in touch. Send questions to Student Financial Services at sfscenter@loyno.edu.

Sincerely,

Mary Musso

HEERF2 Grant Announcement Email
Email Title: Emergency Grants Now Available for Students

Dear Students:

In response to the ongoing COVID-19 global pandemic, the Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRSAA) 2021 has provided an additional emergency financial aid grant for students called the Higher Education Emergency Relief Fund (HEERF II). This grant may be used to assist students who have exceptional needs related to educational costs, food, housing, healthcare or childcare.

Loyola received \$4,604,000 as part of the HEERF II fund. With these funds, we will provide direct emergency grants totaling \$1,456,629; this matches the amount disbursed to students under the CARES Act in April, 2020. The remaining funds will be used to cover some of the significant expenses and lost revenue associated with the disruption related to the coronavirus.

Loyola has opted to award \$800 in immediate HEERF II grants directly to students determined to have the most need. Students who filed a FAFSA for the 2020-21 academic year and who were eligible for Pell Grants will automatically receive the HEERF II Grant after completing their eligibility form. Approximately 1,100 Loyola undergraduates met this initial eligibility criteria and will receive an email with instructions on how to complete the process.

To meet the needs of students who were not included in the initial eligibility criteria, Loyola has created an emergency expense fund utilizing the remaining 40% percent of the HEERF II funds to provide grants to those students who have expenses related to coronavirus and demonstrated financial need. Please access [this form](#) to complete your application for emergency grants. Loyola will review and award HEERF II grants until the fund is exhausted.

Please note: the Higher Education Emergency Relief Fund (HEERF II) is separate from the American Rescue Plan Act of 2021, passed by Congress and signed into law by the President earlier this month. Loyola is awaiting guidance from the United States Department of Education on the amount of funds Loyola will receive from the American Rescue Plan Act, when the funds will become available, student eligibility and acceptable use guidelines, and reporting expectations.

We have created an [FAQ page](#) with answers to anticipated questions. Please read the FAQs for more information and send questions to Student Financial Services at sfscenter@loyno.edu.

Sincerely,

FOR FACULTY AND STAFF:
Dear Faculty and Staff:

The following message about distribution of the Higher Education Emergency Relief Fund grants just went to students. I am sharing it with you to keep you informed.

FOR PARENTS:

Dear Parents:

The following message about distribution of the Higher Education Emergency Relief Fund grants just went to students. I am sharing it with you to keep you informed. Pell-eligible students will receive a message with more information about how to claim their automatic grants. All other students who are in need and who are unsure of whether they qualify should fill in the request for assistance form referenced in the message below.

Higher Education Emergency Relief Fund 2 Frequently Asked Questions

What is the Higher Education Emergency Relief Fund 2 (HEERF II)?

The Higher Education Emergency Relief Fund II is part of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSSA) signed by the President on December 27, 2020. It provides grants to colleges and universities and stipulates that part of those funds must be passed directly to students.

Is this different from the CARES Act funds awarded last spring?

Yes. This is a new relief fund in recognition of the continuing financial hardship caused by COVID-19.

Is this part of the \$1.9 trillion American Rescue Act of 2021 stimulus passed in March?

No. This appropriations act was signed into law in December, 2020, and is separate and distinct from the American Rescue Act of 2021. As of March 24th, 2021, Loyola does not have guidance from the US Department of Education on the amount or timing of funds that will be available as part of the American Rescue Act.

How much money did Loyola receive under HEERF II?

Loyola received \$4,604,000, and is required to provide direct emergency student aid grants of \$1,456,629, which matches the amount disbursed to students under the CARES Act in April, 2020. The remaining funds will be used to cover some of the significant expenses and lost revenue associated with the disruption related to the coronavirus.

Who is eligible to receive HEERF II funds?

The federal government stipulated that funds be prioritized for students with *extraordinary need*. According to eligibility requirements, HEERF II funds are available to all undergraduate or graduate students enrolled for the Spring 2021 semester as of March 16, 2021 who are U.S. citizens. Unfortunately, federal guidelines exclude undocumented and international students.

How did Loyola select who is eligible to receive money?

Loyola opted to award \$800 in immediate, direct grants to students determined to have the most need, through their eligibility to receive Pell Grants. Students who filed a FAFSA for the 2020-21 academic year and who were determined Pell Grant eligible will receive the HEERF II Grant automatically. Approximately 1,100 Loyola undergraduates met initial eligibility criteria, which uses just over 60% of the available funds.

To meet the needs of students who do not meet initial eligibility criteria, Loyola has created an emergency expense fund utilizing the remaining 40% percent (approximately \$567,000) of the HEERF II money to provide grants to those students who have expenses related to coronavirus and demonstrated need. Approximately 700 additional grants of \$800 will be awarded through this emergency fund. [Click Here](#) to complete the Student Appeal Form.

How will these funds be distributed?

Eligible students received a notification from the Office of Student Financial Services directing them to a link in Loyola's LORA system. After affirming eligibility, Loyola will apply grants directly to student accounts, either recognizing it as a credit against balances owed or paid in the form of a direct deposit (if set up) or sending a paper check by U.S. mail to the address on file with the University.

Do I have to be eligible for a Pell Grant in order to receive funds?

Initial eligibility for funds is based on Pell Eligibility. However, the remaining funds will be distributed through a request for assistance process. If you would like to be considered please complete the appeal form [at this link](#).

I do not meet the initial eligibility requirements but I have expenses related to coronavirus. What should I do?

Loyola has set up a process to request assistance with unexpected expenses with the remainder of the HEERF II funds. Please fill out the [Student Appeal Form](#) to be considered for the HEERF II grant.

I am a graduate or law student and under the CARES Act I was automatically eligible. Why not this time?

Loyola's obligations for reporting how HEERF II funds are allocated and dispersed are different than those required under the CARES Act. Loyola must prioritize students with "extraordinary need" as part of HEERF II. The way we determined extraordinary need was on the basis of Pell Eligibility. Recognizing that graduate and law students are not eligible for Pell Grants, Loyola elected to put approximately 40% of the student portion of HEERF II money in an emergency

relief fund to meet the needs of students who have demonstrated financial need because of the continuation of COVID-19.

I am enrolled in an online program. Am I eligible for a HEERF II Grant?

Yes. Students enrolled exclusively in online programs are eligible.

I am an international student. Am I eligible for a HEERF 2 Grant?

Unfortunately, no. Per federal guidelines, the HEERF 2 grants only apply to U.S. citizens.

Do I have to file a FAFSA to receive HEERF II funds?

No. However, completing the FAFSA will allow a more accurate review of your demonstrated need and, in turn, increase the likelihood that you will receive a grant.

I have received a COVID-Relief stimulus check from the federal government. Am I still eligible to receive a HEERF II grant?

Yes. The American Rescue Plan Act of 2021 stimulus payments are separate from the Higher Education Emergency Relief fund.

I have an outstanding tuition or housing balance. Can I apply these funds to that balance?

Yes, but not automatically. You can opt to apply these funds to any outstanding balance in your account by selecting this option on your request for funds. Otherwise, the emergency funds will be sent directly to you as a direct deposit to your bank account or as a paper check to the address on file.

Can I apply this grant to my fall bill if I don't have an outstanding balance?

No. Loyola cannot credit this grant against future enrollment and it cannot sit as a credit in your student account. You must select direct deposit or a paper check and receive your grant. You can then use it toward your bill when it is posted to your account.

When will I receive my funds?

Once students affirm their eligibility, funds will be posted to their student account within 5 business days.

Students who request and are approved for emergency relief will have funds posted to their account within 5 business days of approval.

How will I be notified if my request is approved?

Students who request emergency funding and are granted awards will be notified through email.

How can I make sure I will receive my funds quickly?

Direct deposit is the fastest way to receive your funds. If you don't have direct deposit, we encourage you to [set up your eRefund profile](#) through your eCommerce account. Otherwise, a check will be sent to the address on file in LORA. Make sure that the mailing address you have listed on LORA is correct.

Do these funds affect any other financial aid I receive from Loyola?

No. HEERF II grants do not affect your financial aid package.

What are acceptable expenses under the HEERF II?

HEERF II covers a range of different expenses including, but not limited to:

- Unpaid tuition or housing bills
- Food
- Rent
- Child care
- Health care expenses, including mental health

Can I receive more than \$800 from the HEERF II fund?

Unfortunately, no. In trying to maximize equity and help as many students as possible, we have made the determination that the grant cannot exceed \$800.

Will all eligible students receive the HEERF Grant funds?

Funds will be disbursed to eligible students until the HEERF II fund is exhausted. We anticipate high demand for these funds and encourage students to apply as soon as possible.

What if I don't receive a HEERF grant but I still have financial hardship?

Loyola does have a process to request a review of your current financial aid package in light of a change in circumstances. Please contact the Office of Student Financial Services at sfscenter@loyola.edu or 504-865-3337 to learn more.

Can I use this grant to pay my tuition bill?

Yes, but you must direct Loyola to do so. Loyola can credit your account with the HEERF II grant you receive.

Do I have to keep receipts or provide anything to Loyola?

You do not. Other than filling out the form in LORA for initial grant recipients, or filling in the request for assistance form, you do not have to provide anything to Loyola.

Is this grant considered taxable?

Not currently. Please note that if circumstances change, recipients of the grant will receive an IRS Form 1099 from Loyola.

Can I donate my funds to someone who needs them more if I do not need this award?

Yes, and thank you. You can refuse the funds if you do not need them, in which case they will be returned to the HEERF II fund to help other Loyola students. Please contact Student Financial Services at sfscenter@loyola.edu or call 504-865-3337 to set up this process.

Email to students determined to be ineligible for HEERF II Funding

UNDOCUMENTED, INTERNATIONAL

Dear Student: Thank you for submitting your request for the Higher Education Emergency Relief Fund (II) Grant. The US Department of Education stipulated that only US citizens are available to receive HEERF II grants.

Please send questions to Student Financial Services at sfscenter@loyno.edu.

Sincerely,

Mary Musso, Director of Student Financial Services
sfscenter@loyno.edu | 504-865-3337

Please send questions to Student Financial Services at sfscenter@loyno.edu.

Not Approved for HEERF II Grant: Based on Need
Title: Higher Education Emergency Relief Fund (II) Grant Decision Notification

Dear Student:

Thank you for submitting your request for the Higher Education Emergency Relief Fund (II) Grant. Loyola received over (X) applications for emergency grant funding, which greatly exceeded the availability of funds. After reviewing all of the grant applications, we determined that your financial need, which we based on income and estimated family contribution data reported on the FAFSA, fell into the bottom **quartile (this will be dependent on the cut off)** of all grant applicants. Thus, we are unable to award the HEERF II grant to you.

I wish our decision were different and that we had enough grant funds to meet the very real needs of all of our students. Loyola has a process to request a review of your current financial aid package in light of a change in circumstances. Please contact the Office of Student Financial Services at sfscenter@loyola.edu or 504-865-3337 to learn more

Sincerely,

Mary Musso, Director of Student Financial Services
sfscenter@loyno.edu | 504-865-3337

Please send questions to Student Financial Services at sfscenter@loyno.edu.

Not Approved for HEERF II Grant: Incomplete Application
Title: Higher Education Emergency Relief Fund (II) Grant Decision Notification

Dear Student:

Thank you for submitting your request for the Higher Education Emergency Relief Fund (II) Grant. Loyola received over (X) applications for emergency grant funding, which greatly exceeded the availability of funds. Your application was incomplete and did not provide the required information. Thus, we were unable to award the HEERF II grant to you.

Please contact the Office of Student Financial Services at sfscenter@loyola.edu or 504-865-3337 to learn more

Sincerely,

Mary Musso, Director of Student Financial Services
sfscenter@loyno.edu | 504-865-3337

Please send questions to Student Financial Services at sfscenter@loyno.edu.

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: Loyola University New Orleans **Date of Report:** 07/09/2021 **Covering Quarter Ending:** 7/10/2021

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 3,147,409 Section (a)(2): _____ Section (a)(3): _____ **Final Report?**

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. ¹				
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.				

¹ 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. ²	\$ 207,245.73			Extra security services for Residential Life Halls during COVID.
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.). ³				
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. ⁴				

² 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.

³ 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.).

⁴ 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. ⁵				
Quarterly Expenditures for each Program	\$207,245.73			
Total of Quarterly Expenditures	\$207,245.73			

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 (Trially 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,

⁵ 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.