



**Higher Education Emergency Relief Fund Report  
Emergency Financial Aid Grants to Students  
April 10, 2022**

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 received **\$4,032,953** from the HEERF III distribution designated for Emergency Financial Aid Grants to Students.
3. In the fourth quarter ending March 31, 2022, Loyola disbursed **\$608,802** bringing the total disbursement to **\$4,037,102** of the HEERF III allocation in Emergency Financial Aid Grants to students.
4. Loyola University New Orleans anticipates that approximately **2,400** students to participate in HEERF III program 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 March 31, 2022, **2,929** undergraduate students have received an Emergency Financial Aid Grant to students from the HEERF III allocation 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 Pell-eligible students with \$1,000 and nearly-Pell 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 1,800 students.

The remaining funds will help approximately 2,200 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 \$1,000. The grant amount of either \$1,000 or \$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.

## **Student message: Additional Round of Emergency Grants Now Available**

Dear Loyola students,

Even as we hope the pandemic draws to a close, the federal government recognizes that many of you have ongoing emergency financial needs. The Higher Education Emergency Relief Fund III (HEERF III) provides funds in support to institutions of higher education to serve students and to ensure that learning continues during the pandemic and beyond.

Loyola received \$4,032,953 to disburse to students as emergency grants. **All students who were enrolled during the spring semester are eligible for these grants if they certify exceptional need.** Students who filed a FAFSA for the 2020 – 2021 academic year and who were eligible for Pell Grants will be granted \$1,000. All other students will receive \$800. Please log in to LORA to complete your application for these funds.

When you fill out the application, you will choose to apply your grant as a credit to your account, receive a refund, or decline the award and donate your funds to other students in need. Note that you can hold the credit balance in your account to apply for a future semester.

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

## **Parent message: Additional Round of Emergency Grants for Students Now Available**

*Dear Parents:*

*The following message about distribution of the Higher Education Emergency Relief Fund III grants just went to students. I am sharing it with you to keep you informed. **All students who were enrolled at Loyola in Spring 2021 are eligible for grants if they demonstrate exceptional need.** Please encourage your student to take advantage of this opportunity.*

*Mary M. Musso  
Director of Student Financial Services*

## **Faculty/staff message: Additional Round of Emergency Grants for Students Now Available**

*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.*

Mary M. Musso  
Director of Student Financial Services

## **FAQs**

<https://faq.loyno.edu/faqs/coronavirus-faqs-students/emergency-relief-funding>

### **What is the Higher Education Emergency Relief Fund III?**

The Higher Education Emergency Relief Fund III (HEERF III) is authorized by the American Rescue Plan (ARP), Public Law 117-2, signed into law on March 11, 2021, providing \$39.6 billion in support to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic.

### **Is this different from the CARES Act funds and CRSAA funds distributed previously?**

Yes. This is another relief fund in recognition of the ongoing financial hardship caused by COVID-19.

### **How much money did Loyola receive under HEERF III?**

Loyola received \$4,032,953 to distribute to students.

### **Who is eligible to receive HEERF III funds from Loyola?**

All students who were enrolled at Loyola in the Spring 2021 semester are eligible for these funds if they demonstrate exceptional need. This includes citizens, permanent residents, refugees, asylum seekers, Deferred Action for Childhood Arrival (DACA) recipients, other DREAMers, and similar undocumented students. International students may also receive HEERF III funds.

Eligible students should have received an email notification with information about how to apply for your grant. **If you believe you are eligible and did not receive the email notification, please contact Student Financial Services at [sfscenter@loyno.edu](mailto:sfscenter@loyno.edu).**

### **How much money will I receive?**

Students who filed a FAFSA for the 2020 – 2021 academic year and who were eligible for Pell Grants will automatically receive \$1,000. All other students who demonstrate need will receive \$800.

**How will these funds be distributed?**

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.

**I am enrolled in an online program. Am I eligible for a HEERF III grant?**

Yes. Students enrolled exclusively in online programs are eligible, provided that they can demonstrate exceptional need.

**I am an international student. Am I eligible for a HEERF III grant?**

Yes. International students who were enrolled at Loyola in Spring 2021 are eligible, provided that they can demonstrate exceptional need.

**Do I have to have filed a FAFSA to receive HEERF III funds?**

No. If you did not receive a Pell Grant, you can still demonstrate exceptional need and qualify for \$800.

**I have received a COVID-relief stimulus check from the federal government. Am I still eligible to receive a HEERF III 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, you may choose to have the grant applied to your existing Loyola balance or to receive a refund.

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

Yes, this grant can sit as a credit in your student account to be applied toward your next bill.

### **When will I receive my funds?**

Students who request and are approved for emergency relief will have funds posted to their account or a refund generated within 10 – 15 business days of approval.

### **How will I be notified if my request is approved?**

When you submit your application, you will receive an email confirming your application and noting that you will receive your funds within 10 – 15 business days of approval. **Students whose requests are denied will be notified by email with instructions about the appeal process.**

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

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

### **What qualifies as “exceptional need” for HEERF III?**

Students who receive Pell Grants automatically qualify. Other types of exceptional need include significant unexpected expenses, such as the loss of a job (either by the student or their families), reduced income, or food or housing insecurity.

### **Will all eligible students receive the HEERF grant funds?**

Yes. We have allocated our disbursement so that all students who are eligible will receive grants. If funds go unclaimed, university leadership will convene to determine a distribution and/or appeal process for the unclaimed funds.

### **Can I use this grant to pay my tuition bill?**

Yes, you will choose between a refund or a credit to your student account.

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

You do not. Other than filling out the form in LORA, you do not have to provide anything to Loyola.

### **Is this grant considered taxable?**

No. This emergency grant will not be included in your gross income.

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

Yes, and thank you. If you do not claim your grant, the money will remain in the fund to provide additional assistance to other Loyola students beyond their initial HEERF III grant.

**Student Message: Reminder: Emergency Grants Available**

You are eligible for an emergency grant from the federal government if you certify exceptional need. Students who filed a FAFSA for the 2020 – 2021 academic year and who were eligible for Pell Grants will be granted \$1,000. All other students will receive \$800. Please log in to LORA to complete your application for these funds. The application link is in the Financial Aid section.

When you fill out the application, you will choose to apply your grant as a credit to your account, receive a refund, or decline the award and donate your funds to other students in need. Note that you can hold the credit balance in your account to apply for a future semester.

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

**Mary M. Musso, Director of Student Financial Services**

**Student Message: Final Notice - Claim Your Emergency Grant by Friday**

You are eligible for an emergency grant from the federal government if you certify exceptional need. Students who filed a FAFSA for the 2020 – 2021 academic year and who were eligible for Pell Grants will be granted \$1,000. All other students will receive \$800. Please log in to LORA to complete your application for these funds. The application link is in the Financial Aid section. This link will only be available until Friday, October 1. After Friday, students who were eligible for Pell Grants last year will receive their award automatically.

When you fill out the application, you will choose to apply your grant as a credit to your account, receive a refund, or decline the award and donate your funds to other students in need. Note that you can hold the credit balance in your account to apply for a future semester.

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

**Mary M. Musso, Director of Student Financial Services**

**LOYOLA UNIVERSITY  
NEW ORLEANS**

**STUDENT  
Financial Services**

Dear Loyola student,

You are eligible for an emergency grant from the Federal government. We estimate that you may receive **at least \$1,350**. In order to claim your grant, you must let us know whether you would like to apply this grant as a credit to your Loyola account, or receive a refund **by Friday, January 7, 2022**. Log in to LORA to complete your application for these funds. The link is on the site map under Financial Aid. Please contact Student Financial Services at [sfscenter@loyno.edu](mailto:sfscenter@loyno.edu) if you have any questions.

***Mary M. Musso***  
***Director of Student Financial Services***

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**Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable**

**Institution Name:** \_\_\_\_\_ **Date of Report:** \_\_\_\_\_ **Covering Quarter Ending:** \_\_\_\_\_

**PR/Award Number(s):** P425F: \_\_\_\_\_ P425J: \_\_\_\_\_ P425K: \_\_\_\_\_ P425L: \_\_\_\_\_ P425M: \_\_\_\_\_ P425N: \_\_\_\_\_

**Total Amount of Funds Awarded:** Section (a)(1) Institutional Portion: \_\_\_\_\_ 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. <sup>1</sup>				
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 expenses related to the disruption of campus operations due to coronavirus consistent with applicable law. This includes eligible expenses under a student’s cost of attendance under CARES Act Section 18004(c), or any component of a student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care, per Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and Section 2003 of the American Rescue Plan Act of 2021 (ARP).

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 class period and to provide time for disinfection between uses.				
Replacing lost revenue from academic sources. <sup>3</sup>				
Replacing lost revenue from auxiliary services 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>				
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>				

<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> Please see the Department’s [HEERF Lost Revenue FAQs](#) (March 19, 2021) for more information regarding what may be appropriately included in an estimate of lost revenue.

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that funds for (a)(1) Institutional Portion may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that funds for (a)(2) and (a)(3) may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

## 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 11-digit PR/Award Number (number is found in Box 2 of your Grant Award Notification (GAN)) for each HEERF grant funding stream as applicable, 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.” Institutions that expended HEERF grant funds during the calendar quarter from January 1 – March 30, 2021 are required to post the quarterly report that involved the expenditure of HEERF II CRRSAA and HEERF I CARES Act funds. The Department did not previously affirmatively indicate this reporting requirement was in place for HEERF II CRRSAA funds. As such, institutions may have until the end of the second calendar quarter, June 30, 2021, to post these retroactive reports if they have not already done so. As of the July 10, 2021 quarterly reporting deadline, institutions are encouraged, but not required to, submit the quarterly reports (this institutional reporting form and the student quarterly report) to the Department by emailing those reports as PDF attachments to [HEERFreporting@ed.gov](mailto:HEERFreporting@ed.gov).

In the chart, an institution must specify the amount of expended HEERF I, II, and III funds for each funding category: (a)(1) Institutional Portion; (a)(2), and (a)(3), if applicable. (a)(2) funds include Assistance Listing Numbers (ALNs) 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)); (a)(3) funds are for ALN 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant) and 84.425S (SAIHE). 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 (a)(1) Institutional Portion, (a)(2) and (a)(3) 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. If there is no expenditure to report for a given cell, fill it with a “0.” Please refrain from using any symbols throughout the form, including but not limited to “>” or “~.”

***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 (a)(1) of the CARES Act, CRRSAA, and ARP (Student Aid Portion) are posted. It must be posted as a PDF. No handwritten or scanned PDFs are allowed. Please refrain from adding additional material to the uploaded form. The PDF must be named in the following manner: [8- digit OPEID]\_[Survey Name]\_[Quarter/Year]\_[Date of Release]. For example, 01177600\_HEERF\_Q32021\_101021. The 8-digit OPEID can be found at the [DAPIP website](#) or the [NCES website](#). In the event a DUNS number applies to multiple OPEIDs, use the OPEID for the campus with the highest enrollment. The quarter pertains to the calendar year, following the same cadence the reporting periods follows. The date of release should be reported as the deadline for form submission, 10 days after the end of each reporting period. 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, 2023 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). Each quarterly report must be separately maintained in a PDF document linked directly from the IHE’s HEERF 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 [HEERFreporting@ed.gov](mailto:HEERFreporting@ed.gov), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.