

**CARES ACT HIGHER EDUCATION EMERGENCY RELIEF FUND—STUDENT PORTION REPORTING**  
**LOYOLA UNIVERSITY MARYLAND**  
**PERIOD ENDING SEPTEMBER 30, 2021**

**Report Date: October 8, 2021 | Revised: January 7, 2022**

**INTRODUCTION**

Loyola University Maryland is required to provide regular reporting to the U.S. Department of Education (ED) on the use of funds authorized by the CARES Act. Funds received by Loyola under the CARES Act were authorized by Congress and signed into law by the President on March 27, 2020. The information noted below is intended to not only meet the reporting requirements of the CARES Act but also provide information to our university community regarding Loyola’s use of the student grant portion of the Higher Education Emergency Relief Fund (HEERF).

Section 18004(e) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act” or the “Act”), Pub. L. No. 116-136, 134 Stat. 281 (March 27, 2020), directs institutions receiving funds under Section 18004 of the Act to submit (in a time and manner required by the Secretary) a report to the Secretary describing the use of funds distributed from the HEERF. Section 18004(c) of the CARES Act requires institutions to use no less than 50 percent of the funds received from Section 18004(a)(1) of the CARES Act 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 childcare). On April 9, 2020, the ED published documents related to the Emergency Financial Aid Grants, including a letter from Secretary Betsy DeVos; a form Certification and Agreement for signing and returning by institutions to access the funds; and a list of institutional allocations under 18004(a)(1).

The Certification and Agreement directs each institution applying for HEERF funds to comply with Section 18004(e) of the CARES Act and submit an initial report (the “30-day Fund Report”) to the Secretary thirty (30) days from the date of the institution’s Certification and Agreement to the Department of Education. Each HEERF participating institution must post the information listed below on the institution’s primary website, in a format and location that is easily and publicly accessible. This information serves as a report of Loyola’s notification. The original posting occurred on the [Loyola HEERF website](#) 30 days after the date when the institution received its allocation under 18004(a)(1) and was updated every 45 days thereafter until the guidance on August 31, 2020 which changed the reporting period to quarterly. A report was posted on the Loyola website on August 21, 2020 which included the aggregate data for disbursements for the period of April 22, 2020 through close of business on August 21, 2020. The August 21, 2020 report was the last of the 45-day reports and from this point forward reports will be provided quarterly and include information related to the period of the last report through the end of the respective quarter. The first annual report was submitted via online portal on February 5, 2021.

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**ACKNOWLEDGMENT OF FUNDING AND CERTIFICATION**

Loyola University Maryland acknowledges that the institution’s authorized representative signed and returned to the Department of Education the Recipient’s *Funding Certification and Agreement to Students* under the CARES Act. As part of this program, Congress calculated amounts for the HEERF for each institution of higher education. Loyola was awarded a total of \$1,306,230 for emergency relief funds for students. It is the intention of the University to disburse these funds to students as one-time emergency grants for eligible students who have unexpected expenses related to the disruption of

campus operations due to the COVID-19 pandemic. Loyola gives its 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.

#### Award Information

Number: P425E200556

Title: CARES Act: Higher Education Emergency Relief Fund Loyola University Maryland Student Portion

Budget Period: 04/22/2020 – 04/21/2021

Award Amount: \$1,306,230

CFDA: 84.425E

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#### **FUNDS DISTRIBUTED DURING REPORTING PERIOD (7/1/21 TO 9/30/21)**

The total amount of funds that Loyola University Maryland has received from the Department pursuant to Loyola's Certification and Agreement [for] Emergency Financial Aid Grants to Students was \$1,306,230. During the reporting period, the amount of emergency grants distributed to students was \$0, as all funds were disbursed in 2020. The total amount of emergency grants distributed to students under Section 18004(a)(1) of the CARES Act through the close of business on September 30, 2021 is \$1,306,230.

#### **STUDENT ELIGIBILITY**

The maximum estimated total number of Loyola 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 Section 18004(a)(1) of the CARES Act is 4,973. This estimate is based on the number of students who meet the eligibility requirements:

- Was enrolled at Loyola on March 13, 2020 as a full-time or part-time undergraduate or graduate student;
  - Is eligible for federal financial aid (this will be determined by either having been approved through the 2019-2020 or 2020-2021 FAFSA process or if you have not completed a FAFSA form, completion of an attestation of eligibility of Title IV criteria as per [rule making](#) by the Department of Education;
  - Experienced a financial hardship as a result of the disruption of education due to the coronavirus for expenses included but not limited to: food, housing, course materials, technology, health care, and child-care expenses; and
  - Completes the Loyola certification form via Qualtrics.
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#### **RATIONALE FOR DISBURSEMENTS AND TOTAL STUDENT AWARDS MADE**

Loyola is committed to providing grants to all eligible students who complete the certification process by the deadlines set and communicated to students by the Stimulus Response Group and to the greatest extent possible with the CARES Act funds available. The Stimulus Response Group is comprised of representatives from financial aid, advancement, financial services and external affairs/government and community relations.

Our process for determining amounts of grants was based on a variety of factors, including financial need, overall applicant pool, availability of funds and the desire to provide some financial amount to all those who completed the certification process. We set up online forms to request information necessary to determine eligibility as per the criteria listed above. We then set thresholds for maximum

amounts we could provide per student based on Pell eligibility and residential status (residential student or commuter/off-campus student). We also provided some funding for graduate students based on their enrollment status (full-time or part-time). We maximized the amount that we could provide to each of these groups based upon the overall applicant pool of eligible students.

The total number of Loyola students who received an emergency grant under Section 18004(a)(1) of the CARES Act through September 30, 2021 was 1,098. The total amount disbursed through September 30, 2021 was \$1,306,230.

All CARES Act funds for student emergency grants have been disbursed. The average amount of an individual award provided with these funds was \$1,189.64 per student. The largest amount that was disbursed for an individual award was \$1,647 and the lowest amount that was disbursed was \$400.

#### **INFORMATION COMMUNICATED TO STUDENTS**

All information was shared with students via email and also outlined on the [Loyola HEERF website](#). For additional information on the content of emails sent to students can be provided upon request please see Appendix I and II.

## APPENDIX I: INITIAL EMAIL TO STUDENTS

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*SUBJECT: CARES Act Higher Education Emergency Relief Funds Grants—Deadline to Apply is June 22*

*You should have received an email last week regarding the funding that Loyola University Maryland received through the U.S. Department of Education to provide emergency grants to help alleviate some of the additional expenses that you incurred due to the disruption of campus operations due to the pandemic.*

*If you have not already, please complete the certification form in order to apply for consideration for an emergency grant. The deadline is this **Monday— JUNE 22, 2020, AT 8 P.M. EST.** You can complete your certification form via the link below.*

[CARES ACT HIGHER EDUCATION EMERGENCY RELIEF FUND: STUDENT EMERGENCY GRANT CERTIFICATION FORM](#)

*Please note that in order to be eligible for consideration of funding, a student must:*

- *have been enrolled at Loyola on March 13, 2020, as a full-time or part-time undergraduate or graduate student.*
- *have experienced a financial hardship as a result of the disruption of education due to the coronavirus for expenses included but not limited to: food, housing, course materials, technology, health care, and child-care expenses.*
- *complete the CARES Act Higher Education Emergency Relief Fund (HEERF)—Student Emergency Grant Certification Form*

*Non-degree seeking students; students exclusively enrolled in online courses; and those who withdrew or took a leave of absence during the spring semester prior to March 13, 2020, are not eligible for CARES Act funding.*

*More information about the CARES Act and FAQs regarding how Loyola will be distributing these funds can be found [here](#). CARES Act emergency grants are subject to eligibility, overall applicant pool, and availability of funds, among other things. Submission of a certification form does not guarantee that an emergency grant will be available or, if so, that it will be available in any particular amount.*

*The deadline to submit your certification form is **JUNE 22, 2020, AT 8 P.M. EST.** Forms received after this date will not be considered. It is expected that checks will be mailed in early July.*

*Questions concerning the CARES Act can be directed to [caresact@loyola.edu](mailto:caresact@loyola.edu).*

*Loyola University Maryland  
4501 North Charles Street  
Baltimore, Maryland 21210  
[caresact@loyola.edu](mailto:caresact@loyola.edu)  
[www.loyola.edu](http://www.loyola.edu)*

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*\*\*A copy of the certification form that students completed can be provided upon request to [caresact@loyola.edu](mailto:caresact@loyola.edu).*

**APPENDIX II: COMMUNICATIONS TO STUDENTS RE: TITLE IV ATTESTATIONS**

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For those who did not have a 2019-2020 or 2020-2021 FAFSA on file, we required them to submit an attestation of their eligibility of Title IV criteria.

*SUBJECT: Loyola CARES Act HEERF Emergency Grants--ADDITIONAL INFORMATION NEEDED*

*Thank you for your submission of the Loyola CARES Act Higher Education Emergency Relief Fund (HEERF) Certification Form. In reviewing the information you provided as part of that process, it was determined that additional information is needed to complete your certification before we can determine your eligibility for a CARES Act HEERF emergency grant.*

*On June 17, 2020, The Department of Education issued a rule entitled [Eligibility of Students at Institutions of Higher Education for Funds Under the Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#). This rule requires that we gather additional information related to a student’s eligibility for Federal financial aid.*

*According to our records, we do not have an approved FAFSA form on file for 2019-2020 and/or 2020-2021 for you.*

*In order to be considered for eligibility for a CARES Act HEERF emergency grant, you will need to complete an additional attestation form via Qualtrics to confirm to your eligibility for Federal financial aid. Please use the link below to provide this information:*

[https://loyola.co1.qualtrics.com/jfe/form/SV\\_8wRxqNGwoE7OIYF](https://loyola.co1.qualtrics.com/jfe/form/SV_8wRxqNGwoE7OIYF)

*You must complete this attestation form by **FRIDAY JULY 10, 2020 AT 12 P.M.** in order to be considered for a CARES Act HEERF emergency grant.*

*Please note that by providing this information you are not applying for financial aid through the Office of Financial Aid. You are only submitting additional information required to be considered for a CARES Act HEERF emergency grant.*

*If you have any questions, please contact us via email at [caresact@loyola.edu](mailto:caresact@loyola.edu).*

*Thank you and Happy Fourth of July!*

*Loyola University Maryland  
4501 North Charles Street  
Baltimore, Maryland 21210  
[caresact@loyola.edu](mailto:caresact@loyola.edu)  
[www.loyola.edu](http://www.loyola.edu)*

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**\*\*A copy of the attestation form that students completed can be provided upon request to [caresact@loyola.edu](mailto:caresact@loyola.edu).**

### APPENDIX III: Email to Pell Students regarding additional distribution of funds

Hello!

You are receiving this email because you had received a one-time emergency grant from the CARES Act funds that Loyola received.

We were able to provide Pell eligible students who previously received a \$1,500 disbursement with an additional disbursement of \$147.00. These additional funds were processed today (October 26, 2020) according to the original form of disbursement (direct deposit or check). If you received your payment by direct deposit, you will have received an additional email prior to this one. If you are receiving your disbursement by check, you should receive the check via USPS within the coming weeks.

If for some reason you have received this email and you do not receive your disbursement by Friday, November 16, 2020, please email us and let us know so we can track the payment to ensure it gets to you.

Thank you!