

September 30, 2020

University of Mary Reporting for CARES Act Section 18004(a)(1) Emergency Financial Aid Grants to students

1. On April 14, 2020, the University of Mary signed and returned to the US Department of Education 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 University was awarded \$768,094.00 from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students.
3. As of the date of this reporting noted above, the total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act is \$711,319.38.
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 is 1,830.
5. The total number of students to date who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act is 958.
6. To determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act, the University created the following process adopted by Council Resolution on April 22, 2020:

“the University will distribute CARES Act funding – the portion Emergency Financial Aid Grants to Students under Section 18004 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act – supplemented by University funds, to students based on the following methodology: First, funding will be made available in the form of cash grants calculated based on value lost to students because of the disruption of the COVID-19 pandemic and related to eligible expenses related to their cost of attendance at the University, such as food and housing. An equitable formula will be used and shared with recipients whom the University believes to be eligible. Second, students with verifiable financial need will be asked to identify themselves and, after substantiation, will be considered for additional financial assistance. This additional financial assistance will be added to the total of their cash grant, or form a separate cash grant, and will include such students as those eligible for Pell Grants and Year-Round Campus students. Furthermore, those students in a critical situation of immediate and exceptional hardship resulting from the disruption of the COVID-19 pandemic will also be asked to identify themselves and, after consideration, will be assisted as quickly and equitably as is

practicable. For students who are graduating before June 30, 2020, who do not manifest immediate and exceptional hardship, the cash grants will be mailed to the current address listed in their respective student accounts within 14 days of their degree conferral and the settlement of their student account. No amount of the balance on a student account will be withheld from the recipient to reimburse the University, but the funds will flow to the student unencumbered once the above conditions are met. The University will make reasonable efforts to notify all eligible students of the funding available to them and to distribute the funds in a timely and cost-efficient manner, no later than one year from April 14, 2020, the date the University of Mary completed and filed the Recipient's Funding Certification and Agreement: Emergency Financial Aid Grants to Students Under the Coronavirus Aid Relief and Economic Security (CARES) Act. Students who remained on campus from March 23 – April 24, 2020, or any portion thereof, can reasonably be held to have experienced less financial disruption and will be generally ineligible for financial assistance. Reasonable efforts will be made to communicate these opportunities for assistance to students; students who remain unresponsive to University efforts to communicate with them through their umary.edu email address [identified on page 3 of the University of Mary Student Handbook as the mode for official communication between students and the University] through May 11, 2020, will become ineligible for financial assistance.”

7. All registered students were notified via email on April 24, 2020 to watch for an upcoming message regarding Emergency Financial Aid Grants in the following week. On April 27, 2020, students received the following email or a slight variation depending on what they were eligible for:

Dear NAME,

The **Housing/Food Grants Form** has been posted to your student account, as well as any additional forms which you may be eligible to complete. Your attention to this form and any accompanying forms in your my.umary.edu account is sought by the University of Mary, and **your response is needed by May 11, 2020.**

To access these forms, go to my.umary.edu.

- Log in using your own credentials
- Go to the Student tab, then Academic Information
- Select the Academic Forms & Policies page
- You will see a box labelled “COVID-19 Financial Forms” at the top of this page. Please review and complete all forms which apply to you.

Thank you so much,



COVID-19 Taskforce
University of Mary
finaid@umary.edu

A posting was made on facebook and twitter directing students to check their emails. An email address and phone number for members of the Financial Aid team was listed on all

forms for any questions or concerns. All questions were addressed within an hour of receipt. On May 4th, a second email was sent to students who had not yet completed the forms:

Dear NAME,

Last week (Monday, April 27), the University of Mary posted important information to your account at my.umary.edu. Your attention to this information is sought by the University of Mary, and **your response is needed by May 11, 2020.** **If you do not respond by May 11, you will have forfeited your access to possible emergency financial grants and/or refunds.**

To access your form(s), go to my.umary.edu.

- Log in using your own credentials
- Go to the Student tab, then Academic Information
- Select the Academic Forms & Policies page
- You will see a box labelled “COVID-19 Financial Forms” at the top of this page. Please review and complete any forms which apply to you.

Thank you so much,



COVID-19 Taskforce
University of Mary
finaid@umary.edu

On May 6, texts and phone calls were made to all students who had not yet responded. On May 11, an additional email went out to non-responsive students as well as additional texts. The athletics department reached out to non-responsive students by sport and the student life department contacted students with possible housing needs.

Students indicating on the forms that they were no longer students of the University of Mary were given an additional opportunity to apply for hardship funds. Emails and texts were sent to those students on June 1, 2020 notifying them of the opportunity. They had until June 8, 2020 to respond and complete the forms. Checks were disbursed immediately after the response date.

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: _____ **Date of Report:** _____ **Covering Quarter Ending:** _____

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. 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.				
Campus safety and operations. ²				

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. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#)

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.

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
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				
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵				
Quarterly Expenditures for each Program				
Total of Quarterly Expenditures				

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.”

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.”

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, 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.