

Louisiana Tech University

Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and Economic Security (CARES) Act

P425E200413

30 Day Report

May 21, 2020

Acknowledgement of Certification and Agreement

Louisiana Tech University signed and returned to the U. S. Department of Education the Certification and Agreement assuring that the University is intending to use no less than 50 percent of the funds received under Section 18004(a)(1) of the CARE Act to provide Emergency Financial Grants to students. This certification and agreement, along with the application package, was submitted on April 11, 2020. The grant awards notification was issued by the U. S. Department of Education on April 22, 2020 for the award period of April 21, 2020 to April 20, 2021.

Documents Included:

- Attachment 1: Signed Certification and Agreement
- Attachment 2: U. S. Department of Education Grant Award Notification

Award Amount

The total amount of funds Louisiana Tech University will receive or has received from the Department pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students:

Total Amount Awarded per Grant Award Notification	\$3,547,444
Total Amount Received (Drawn) by University from G5 as of May 21,2020	\$1,351,600

Amount of Emergency Financial Aid Grants Distributed

The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of May 21, 2020 totals \$1,997,200.

Estimated Total Number of Students Eligible to Participate

The estimated total number of students at Louisiana Tech University 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 6,413.

Total Number of Students who have received an Emergency Financial Aid Grant

The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act as of May 21, 2020 totals 3,858.

Methods used to Determine Eligibility and Amount of Grants

The methods used by Louisiana Tech University to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act are detailed on the attached documents:

- Attachment 3: Louisiana Tech University CARES Act Emergency Financial Aid Grants to Students Plan
- Attachment 4: Student Application and Instructions for Spring Quarter 2020

Other Instructions, Directions, or Guidance Provided by Institutions to Students

Instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants are included in Attachment 5.

ATTACHMENT 1

Signed Certification and Agreement

**Recipient's Funding Certification and Agreement
Emergency Financial Aid Grants to Students under the Coronavirus Aid, Relief, and
Economic Security (CARES) Act**

Section 18004(a)(1) of the CARES Act, Pub. L. No. 116-136 (March 27, 2020), authorizes the Secretary of Education ("Secretary") to allocate formula grant funds in the amount of \$3,547,444 to Louisiana Tech University ("Recipient").

Section 18004(c) of the CARES Act requires Recipient to use no less than fifty percent of the funds received 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 child care). This Certification and Agreement solely concerns the emergency financial aid grants to students under Section 18004(c) of the CARES Act.

To address the pressing financial need of students due to the disruption of campus operations from coronavirus, and pursuant to the authority duly delegated to the Secretary under the CARES Act and associated with the coronavirus emergency, as stated in Proclamation 9994 of March 13, 2020, "Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak," Federal Register Vol. 85, No. 53 at 15337-38, the Secretary and Recipient agree as follows:

1. The Secretary will provide Recipient fifty (50) percent of its formula grant funds (the "advanced funds") for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses.

2. Recipient agrees to promptly make available emergency financial aid grants from the advanced funds directly to students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care expenses. Recipient shall not use the advanced funds to reimburse itself for any costs or expenses, including but not limited to any costs associated with significant changes to the delivery of instruction due to the coronavirus and/or any refunds or other benefits that Recipient previously issued to students.

3. Recipient retains discretion to determine the amount of each individual emergency financial aid grant consistent with all applicable laws including non-discrimination laws. Recipient acknowledges that the Secretary recommends the maximum Federal Pell Grant for the applicable award year as an appropriate maximum amount for a student's emergency financial aid grant in most cases, and the Recipient should be mindful of each student's particular socioeconomic circumstances in the staging and administration of these grants. The Secretary strongly encourages Recipient's financial aid administrator to exercise the use of professional judgment available under Section 479A of the Higher Education Act of 1965 (HEA), 20 U.S.C § 1087tt, to make adjustments on a case-by-case basis to exclude individual emergency financial aid grants from the calculation of a student's expected family contribution. The Secretary does not consider these individual emergency financial aid grants to constitute Federal financial aid under Title IV of the HEA.

4. In consideration for the advanced funds and as conditions for their receipt, Recipient warrants, acknowledges, and agrees that:

(a) The advanced funds shall not be used for any purpose other than the direct payment of grants to students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care;

(b) Recipient holds those funds in trust for students and acts in the nature of a fiduciary with respect thereto;

(c) Recipient shall promptly comply with Section 18004(e) of the CARES Act and (i) report to the Secretary thirty (30) days from the date of this Certification and Agreement and every forty-five (45) days thereafter in accordance with 2 CFR 200.333 through 2 CFR 200.337, or in such other additional form as the Secretary may specify, how grants were distributed to students, the amount of each grant awarded to each student, how the amount of each grant was calculated, and any instructions or directions given to students about the grants; and (ii) document that Recipient has continued to pay all of its employees and contractors during the period of any disruptions or closures to the greatest extent practicable, explaining in detail all specific actions and decisions related thereto, in compliance with Section 18006 of the CARES Act;


(d) Recipient shall comply with all requirements in Attachment A to this Certification and Agreement;

(e) Recipient shall promptly and to the greatest extent practicable distribute all the advanced funds in the form of emergency financial aid grants to students by one year from the date of this Certification and Agreement, and document its efforts to do so as part of the report specified in subsection (c) above;

(f) Recipient shall cooperate with any examination of records with respect to the advanced funds by making records and authorized individuals available when requested, whether by (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority; and

(g) failure to comply with this Certification and Agreement, its terms and conditions, and/or all relevant provisions and requirements of the CARES Act or any other applicable law may result in Recipient's liability under the False Claims Act, 31 U.S.C. § 3729, et seq.; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; 18 USC § 1001, as appropriate; and all of the laws and regulations referenced in Attachment A, which is incorporated by reference hereto.

RECIPIENT or Authorized Representative of Recipient



Leslie K. Guice, President
Louisiana Tech University

OPEID Number

00200800

DATE

April 11, 2020

Attachment A to Recipient's CARES Funding Certification and Agreement

The Recipient assures and certifies the following:

- Recipient will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; nondiscrimination; Hatch Act provisions; labor standards; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.
- With respect to the certification regarding lobbying in Department Form 80-0013, no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; Recipient will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 C.F.R. Part 82, Appendix B); and Recipient will require the full certification, as set forth in 34 C.F.R. Part 82, Appendix A, in the award documents for all subawards at all tiers.
- Recipient will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, 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 1801-0005. The time required to complete this information collection is estimated to be 2,853 total burden hours. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: Hilary Malawer, 400 Maryland Avenue, SW. Washington, D.C. 20202

ATTACHMENT 2

U. S. Department of Education Grant Award Notification



**US Department of Education
Washington, D.C. 20202**

P425E200413

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME Louisiana Tech University P.O. Box 3168 Ruston, LA 71272		2	AWARD INFORMATION PR/AWARD NUMBER P425E200413 ACTION NUMBER 1 ACTION TYPE New AWARD TYPE Formula																					
3	PROJECT STAFF RECIPIENT STATE DIRECTOR Adam M McGuirt (318) 257-2657 amcguirt@latech.edu EDUCATION PROGRAM CONTACT Kenneth R Waters (202) 453-6273 ken.waters@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 edcaps.user@ed.gov		4	PROJECT DESCRIPTION 84.425E Receipt and disbursement of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding.																					
5	KEY PERSONNEL N/A																								
6	AWARD PERIODS <div style="display: flex; justify-content: space-between;"> BUDGET PERIOD 04/21/2020 - 04/20/2021 </div> <div style="display: flex; justify-content: space-between;"> FEDERAL FUNDING PERIOD 04/21/2020 - 04/20/2021 </div> FUTURE BUDGET PERIODS N/A																								
7	AUTHORIZED FUNDING <div style="display: flex; justify-content: space-between;"> CURRENT AWARD AMOUNT \$3,547,444.00 </div> <div style="display: flex; justify-content: space-between;"> PREVIOUS CUMULATIVE AMOUNT \$0.00 </div> <div style="display: flex; justify-content: space-between;"> CUMULATIVE AMOUNT \$3,547,444.00 </div>																								
8	ADMINISTRATIVE INFORMATION <div style="display: flex; justify-content: space-between;"> DUNS/SSN 069746725 </div> <div style="display: flex; justify-content: space-between;"> REGULATIONS EDGAR AS APPLICABLE </div> <div style="display: flex; justify-content: space-between;"> 2 CFR AS APPLICABLE </div> <div style="display: flex; justify-content: space-between;"> ATTACHMENTS 1 , 3 , 8 , 9 , 11 , 12 , 13 , 14 , E-3 , E4 , E5 </div>																								
9	LEGISLATIVE AND FISCAL DATA <div style="display: flex; justify-content: space-between;"> AUTHORITY: PL 116-136 TITLE VIII CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT </div> <div style="display: flex; justify-content: space-between;"> PROGRAM TITLE: EDUCATION STABILIZATION FUND </div> <div style="display: flex; justify-content: space-between;"> CFDA/SUBPROGRAM NO: 84.425E </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FUND CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>ORG. CODE</th> <th>CATEGORY</th> <th>LIMITATION</th> <th>ACTIVITY</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0251M</td> <td>2020</td> <td>2020</td> <td>EP000000</td> <td>B</td> <td>DVA</td> <td>000</td> <td>425</td> <td>4101C</td> <td>\$3,547,444.00</td> </tr> </tbody> </table>					FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT	0251M	2020	2020	EP000000	B	DVA	000	425	4101C	\$3,547,444.00
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0251M	2020	2020	EP000000	B	DVA	000	425	4101C	\$3,547,444.00																



US Department of Education
Washington, D.C. 20202

P425E200413

GRANT AWARD NOTIFICATION

10 PR/AWARD NUMBER: P425E200413
RECIPIENT NAME: Louisiana Tech University

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- (2) Indirect cost applies to the extent that the reimbursement of indirect cost does not interfere with the statutory requirements.
- (3) You are authorized, in carrying out this grant, to utilize the higher threshold set for micro-purchase and simplified acquisition thresholds for federal assistance under this grant or under a contract you award under this grant established by recent statutory changes. These statutory changes raise the threshold for micro-purchases under Federal financial assistance awards to \$10,000 and raise the threshold for simplified acquisitions to \$250,000 for recipients. These higher thresholds are not effective until implemented in the Federal Acquisition Regulations (FAR) at 48 CFR Subpart 2.1 (Definitions), which has not yet occurred. See 2 CFR 200.67 and 200.88. For FY 2018, OMB is granting an exception allowing recipients to use the higher thresholds in advance of changes to the FAR. Please refer to Office of Management and Budget's Memorandum 18-18 regarding the statutory changes. If you have any questions about these regulations, please contact the program officer identified in Block 3 of this GAN.
- (4) The negotiated indirect cost rate or the indirect cost allocation plan approved for the entity identified in Block 1 of this GAN applies to this grant award.

Robert L King
Assistant Secretary

AUTHORIZING OFFICIAL

04/22/2020

DATE

ATTACHMENT 3

Louisiana Tech University CARES Act Emergency Financial Aid Grants to Students Plan

Louisiana Tech University
CARES Act Higher Education Emergency Relief Fund
Emergency Financial Aid Grants to Students

Louisiana Tech is utilizing 50%, or \$3,547,444, of the total CARES Act funding for emergency student grants. These grants will be paid directly to students to help 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 child care.

Application and Award Process:

- Students are required to submit a one-page application. The application may be completed online in the University's Academic Works system. A paper application may also be emailed to the University. Students must submit applications for Spring Quarter no later than the close of business on May 15, 2020. Students who do not meet the submission date will have their grant applications considered if funding is available.
- In order to qualify for CARES ACT Grant, students must:
 - be eligible or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA).
 - be a degree-seeking undergraduate/graduate student currently enrolled at Louisiana Tech University during the Spring Quarter of 2019-2020;
 - must not have been enrolled in an exclusively online degree program prior to the COVID-19 pandemic during the Spring Quarter of 2019-2020;
 - have incurred expenditures due to the COVID-19 related circumstances that have affected their Cost of Attendance (COA) related to the disruption of campus operations while attending Louisiana Tech University;
- Award amounts vary by student. There is a minimum base award amount with additional award amounts based on the student's needs, with award amounts ranging from \$200 to \$600. Factors considered in the pre-determined award amount categories include one or more of the following: COVID-19 related expenses, the completion of the FAFSA (ISIR), Pell Eligibility, and unmet need. Additional award amounts, up to the maximum award amount of \$4,000 per student established by the University, are considered if high cost or special circumstances related to COVID-19 expenditures and supporting documentation are submitted with the application.
- The application will be reviewed by the Office of Financial Aid for an initial award in the pre-determined award categories. The application will be forwarded to a university committee for review of additional award amounts if high cost expenditures or special circumstances have been indicated by the student.
- First priority will be given to students in the order that the application was received and who have submitted complete application by the deadline.
- Disbursement of funds will begin immediately after review of application and determination of award amounts.
- Notification process: Notification will be made known as soon as approval/denial for the grant is reviewed. Specific amounts and procedures for application will be made available on the

financial aid web site. All students will be notified of availability by email. Other general communication modes will be utilized to make availability known.

Allocation of funding:

- Up to 80% of the total funding will be allocated to students during the Spring Quarter based on COVID-19 related needs, FAFSA completion, Pell grant eligibility and unmet need. These awards will be based on the pre-determined award component amounts. Any funds not awarded during the initial distribution in Spring Quarter will be added to the 10% that is reserved for distribution in future terms.
- 10% of the total funding will be reserved for students with special circumstances due to high cost expenses. These funds will be awarded during Spring Quarter. Any funds not awarded during Spring Quarter will be added to the 10% that is reserved for distribution in future terms.
- 10% of the total funding will be reserved to continue to assist students with ongoing or newly identified COVID-19 related expenses during future terms.

ATTACHMENT 4

Student Application and Instructions

Spring Quarter 2020

CARES Act Grant Online Application Print Screen

Louisiana Tech University School X +
← → C ltech.academicworks.com/admin/opportunities/2657/applications/20706
Award Management Site ▾ Opportunity ▾ Stewardship ▾

Conditional Application Questions

1. I certify that I have incurred expenses related to the disruption of campus operations due to coronavirus that have affected my Cost of Attendance (COA) while attending Louisiana Tech University. I understand that only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants.
No answer provided
2. Have you taken ONLY online courses while completing your current academic program?
No answer provided
3. Please select the future quarters that you will be enrolling (select all that apply):
No answer provided
4. The following components of my Cost of Attendance (increased expenses) have been affected (choose one or more of the categories below, please note that loss of wages are not considered an increased expense):
No answer provided
5. If you chose OTHER in the previous question. Please provide a brief SUMMARY of your other circumstances below, please note that loss of wages are not considered an increase of expenses (200 words or less):
No answer provided
6. Do you have any additional COA component(s) that has been a high cost expenditure or you feel is a special circumstance that has affected your COA? If you answer yes, you are required to upload a detailed letter and documentation. (Please note that loss of wages are not considered and increased expense)
No answer provided
7. If you answered yes to the previous question, please attach a letter describing high cost expenditures or special circumstances, you must include documentation to support your request.
No answer provided
8. Additional documentation upload (if requested)
No answer provided

Louisiana Tech University CARES ACT Grant Application

The specific criteria to qualify for application to this CARES ACT Grant Application is found on the CARES ACT Grant Information page. If you meet the qualifications and decide to submit the application, it must reach the Office of Financial Aid by the due date, **May 15, 2020**. It is recommended that students submit the application as soon as possible due to limited funding. Those students who do not meet the submission date will have their applications considered if funding is still available. The online application can be found at <https://latech.academicworks.com/>. The paper application must be submitted by email as an attached document in your email to caresactgrant@latech.edu or by mail to the CARES ACT Grant Application, Office of Financial Aid, P.O. Box 7925, Ruston, LA 71272. **Directions:** If you meet one of the *requirements in Part 1 **and** Part 2, complete the entire application.

PART 1: ☐ *Degree Seeking Undergraduate Student OR ☐ *Degree Seeking Graduate Student
PART 2: ☐ *Currently Enrolled Spring (*must be attending classes*)
I am also: ☐ Enrolling Summer **and/or** ☐ Enrolling Fall

☐ I certify that I have incurred expenses related to the disruption of campus operations due to coronavirus that have affected my Cost of Attendance (COA) while attending Louisiana Tech University. I understand that only students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants.

Applicant Information:

CWID: _____

Last Name: _____ First Name: _____ MI: _____

Signature: _____ Date: _____

The following expense components of my COA have increased (*choose one or more of the categories below*):

- ☐ Food
 - ☐ Housing
 - ☐ Course Materials (books, supplies, etc.)
 - ☐ Technology (computer accessories, etc.)
 - ☐ Health-care
 - ☐ Child-care
 - ☐ Any specific additional expenditure(s) related to COVID-19 that is not listed above _____.
 - ☐ Any COA component(s) that has been a **high cost** expenditure or you feel is a special circumstance that has affected your COA. (**NOTE:** Documentation required in this category – Describe high cost expenditure or special circumstance below and attach documentation to support the request to your application.)
- _____
- _____
- _____

FOR FINANCIAL AID USE BELOW ---

☐ Currently Enrolled ☐ Attending Classes ☐ Degree Seeking ☐ Summary ☐ COA Affected
☐ *COVID-19 Related ☐ *FAFSA ☐ *Pell Eligible ☐ *Unmet Need

☐ Student is eligible for a total of: \$ ☐ Student is denied.

Approved by:

Financial Aid Signature: _____ Date: _____

FOR COMMITTEE USE BELOW ---

☐ Justification ☐ Documentation Attached

☐ Student is eligible for a total of: \$ ☐ Student is denied.

Approved by:

Signature: _____ Date: _____

Louisiana Tech University

CARES ACT Grant Application Information

Louisiana Tech University has established the Coronavirus Aid, Relief, and Economic Security (CARES) Act Grants to provide emergency financial assistance to help **cover expenses related to the disruption of campus operations due to coronavirus** including eligible expenses under a student's cost of attendance (COA), such as food, housing, course materials, technology, health care, and child care. The funds that are awarded will be posted on the student's account and refunded in the form of a direct payment to the student. It is recommended that students set up direct deposit to their checking account so that funds will be readily accessible for needed expenses.

***Instructions for Direct Deposit Authorization for Refunds:**

If you have already signed up for electronic deposit, you are not required to update your authorization unless your banking information has changed. As always, it is important to review your direct deposit authorization on BOSS if you have recently changed your personal banking information.

1. Logon to BOSS (boss.latech.edu) using your BOSS PIN
2. Select "Electronic Deposit of Refunds/Student Payroll" option on the Personal Info menu
3. Follow the instructions to complete the Electronic Deposit Authorization form
4. You must provide the bank routing number and account number that are located on your check or deposit slip.
5. If you have questions or need additional information on direct deposit, please email cashier@latech.edu.

The CARES ACT Grant Application is available on <https://latech.academicworks.com/>. If you are submitting a paper application, email it to: caresgrantact@latech.edu. You may contact caresactgrant@latech.edu for information on the CARES ACT Grant Application or by utilizing the chat feature on the Financial Aid website. Students must submit their CARES ACT Grant Application for the **no later** than the close of business by the following deadline:

Spring Quarter May 15, 2020

Decisions regarding funding will be made on a case-by-case basis and are considered final.

Students who do not meet the submission date will have their grant applications considered only if funding is still available.

A. CRITERIA FOR CARES ACT GRANT APPLICATION:

In order to qualify for CARES ACT Grant Application, students must:

1. be eligible or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA);
2. be a degree-seeking undergraduate/graduate student currently enrolled at Louisiana Tech University during the Spring Quarter of 2019-2020;
3. must **not** have been enrolled in an exclusively online degree program prior to the COVID-19 pandemic during the Spring Quarter of 2019-2020;
4. have incurred expenditures due to the COVID-19 related circumstances that have affected their Cost of Attendance (COA) related to the disruption of campus operations while attending Louisiana Tech University;
5. submit an application which indicates your individual expense categories incurred related to COVID-19;

B. OTHER GUIDELINES FOR APPLICATION:

1. Award amounts vary by student. Factors considered in the CARES ACT Grant application award amount include one or more of the following: COVID-19 related expenses, the completion of the FAFSA (ISIR), Pell Eligibility, and unmet need. Factors considered for additional award amounts are considered if high cost or special circumstances related to COVID-19 expenditures and supporting documentation have been submitted.
2. CARES ACT Grant funds will not be considered as estimated financial assistance for federal financial aid purposes.
3. The application will be reviewed by the Office of Financial Aid for an initial award and forwarded to a university committee for review of additional award amounts if high cost expenditures or special circumstances have been indicated by the student and supporting documentation is attached.
4. **First priority** will be given to students in the order that the application was received and who have submitted **complete application by the deadline**. Balances owed on student accounts will not be deducted from the CARES ACT Grant funds. Any balance on the account is still the responsibility of the student.

C. DURATION: The grant application is applicable to Spring Quarter of the current year or until all funds are exhausted.

D. APPLICATION PROCESS: Students may make application by the specified deadline. Late applications will be considered if funding is still available. Funds will be awarded until all funds are exhausted.

E. RETENTION: The student must continue to meet the criteria to remain eligible for the disbursement after awarding.

F. NOTIFICATION PROCESS: Notification will be made known as soon as approval/denial for the grant is reviewed. Specific amounts and procedures for application will be made available on the financial aid web site. All students will be notified of availability by email. Other general communication modes will be utilized to make availability known.

ATTACHMENT 5

Other Instructions, Directions, and Guidance Provided to Students

CARES Act Grant Frequently Asked Questions

Are you a Louisiana Tech University student who needs financial assistance to help **cover expenses related to the disruption of campus operations due to coronavirus?**

Eligible expenses under a student's cost of attendance (COA) include items such as food, housing, course materials, technology, health care, and childcare. You may qualify for a federal CARES Act Grant, which provides emergency funding for college students.

Eligibility

Students who have financial hardship because of the COVID-19 pandemic and who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants. If a student has filed a Free Application for Federal Student Aid (FAFSA), then the student has demonstrated eligibility to participate in programs under Section 484 of the HEA. Students who have not filed a FAFSA but who are eligible to file a FAFSA also may receive emergency financial aid grants. The criteria to participate in programs under Section 484 of the HEA include but are not limited to the following: U.S. citizenship or eligible noncitizen; a valid Social Security number; registration with Selective Service (if the student is male); and a high school diploma, GED, or completion of high school in an approved homeschool setting. Students who were enrolled exclusively in online programs prior to the COVID-19 national emergency are not eligible.

Process

Please submit the [online application here](#). Requests will be reviewed within 48 to 72 business hours of submission. Awarding of funds is made on a case-by-case basis, and decisions are considered final. Students who do not meet the submission date will have their grant applications considered only if funding is available. There is a maximum amount awarded per student as a base amount. Additional funding may be awarded for high cost expenditures or special circumstances have been indicated by the student with supporting documentation. A limited amount of funds are available.

Results or requests for additional information will be communicated via Louisiana Tech email. The funds that are awarded will be posted on the student's account and refunded in the form of a direct payment to the student. It is recommended that students set up direct deposit to their checking account so that funds will be readily accessible for needed expenses.

Instructions for Direct Deposit Authorization for Refunds:

If you have already signed up for electronic deposit, you are not required to update your authorization unless your banking information has changed. As always, it is important to review your direct deposit authorization on BOSS if you have recently changed your personal banking information.

1. Logon to BOSS (boss.latech.edu) using your BOSS PIN
2. Select "Electronic Deposit of Refunds/Student Payroll" option on the Personal Info menu
3. Follow the instructions to complete the Electronic Deposit Authorization form
4. You must provide the bank routing number and account number that are located on your check or deposit slip.
5. If you have questions or need additional information on direct deposit, please email cashier@latech.edu.

CARES Act Questions and Answers

What is the CARES Act?

The CARES Act is federal legislation which provides financial support to individuals and businesses affected by the COVID-19 pandemic. One part of this federal program allocates money to Louisiana Tech University, and a portion of that allocation can be awarded directly to students who are experiencing financial expenses due to the coronavirus.

Who can apply for CARES Act funds?

- Students who are or could be eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965, as amended (HEA), may receive emergency financial aid grants **and**
- Students who have incurred expenses related to the disruption of campus operations due to coronavirus that have affected their cost of attendance (COA) **and**
- Students who are degree-seeking undergraduate or graduate students **and**
- Students who are currently enrolled in the Spring Quarter at Louisiana Tech University and were not enrolled exclusively in online programs prior to the COVID-19 emergency.

Please submit the [online application found here](#).

Do we have to have a student's Free Application for Federal Student Aid (FAFSA) on file in order to be eligible for CARES ACT Grant funds?

Guidance does not require a FAFSA. However, having one on file would be the only practical way for the University to determine that a student is eligible to participate in the Title IV programs and meet all of applicable student eligibility requirements.

If you have not filed a FAFSA for 2019-20, you still have time. Go to <https://studentaid.gov/apply-for-aid/fafsa/filling-out>. Make sure to put Louisiana Tech University with the school code 00200800 on schools to receive your application. The Office of Financial Aid usually receives the completed application within 3-5 business days. Once your application is received, the Office of Financial Aid will email students that it has been received and what additional documents are required to complete your financial aid record.

What does “eligible to participate in programs under Section 484 in the Title IV of the Higher Education Act of 1965” mean?

Section 484 of the HEA states that Title IV eligible students must:

- Be enrolled or accepted for enrollment in a degree or certificate program
- Not be enrolled in elementary or secondary school.
- For currently enrolled students, be making satisfactory academic progress.
- Not owe an overpayment on Title IV grants or loans.
- Not be in default on a Title IV loan.
- File "as part of the original financial aid application process" a certification that includes
 - A statement of educational purpose.
 - Student's SSN.
- Be a U.S. citizen or national, permanent resident, or other eligible noncitizen.

- Have returned fraudulently obtained Title IV funds if convicted of or pled guilty or no contest to charges.
- Not have fraudulently received Title IV loans in excess of annual or aggregate limits.
- Have repaid Title IV loan amounts in excess of annual or aggregate limits if obtained inadvertently.
- Have Selective Service registration verified.
- Have Social Security Number verified.
- Not have a federal or state conviction for drug possession or sale, with certain time limitations.

Can Undocumented Students and International Students Receive Funds Under the CARES Act?

No. Under ED's new guidance undocumented students, Deferred Action for Childhood Arrivals (DACA) students, and international students are **not eligible** for Higher Education Emergency Relief Fund (HEERF) grants to students.

What kinds of expenses are allowable?

Funds can be used for food, housing, course materials, technology, health care, or childcare.

I moved off-campus after Spring Quarter began due to the coronavirus pandemic and I received a portion of my original housing/food costs as a refund. Is that considered a high cost expenditure or special circumstance that has affected my cost of attendance? How do I document the expense?

Yes, it is considered as a high cost expenditure and the student should check the high cost/special circumstances box on the CARES ACT Grant application. Appropriate documentation is a print screen/image/pdf from your BOSS student account summary showing the dorm/apt/suite refund and meal plan refund for the Spring Quarter.

How much can I apply for?

Students are eligible for a maximum base amount. Additional funding may be awarded for high-cost expenditures or special circumstances that have been indicated by the student with supporting documentation. A limited amount of funds are available. We have a limited amount granted to us, and we appreciate students only asking for the amount needed so we can serve as many students as possible.

How do I apply?

1. Sign Up to create an account on <https://latech.academicworks.com/> or sign in if you have previously created an account when you applied for scholarships.
2. Once you have signed into Academic Works, Search for the CARES ACT Grant application.
3. Complete all required fields.
4. If you indicated a high cost or special circumstance in your application, make sure that you have uploaded documentation to support your request.
5. Submit your application.
6. You will be notified by email if you have been approved or denied.

Does the money need to be repaid?

No, money received through this fund does not need to be repaid.

How will I receive my money?

The funds that are awarded will be posted on the student's account and refunded in the form of a direct payment to the student. It is recommended that students set up direct deposit to their checking account so that funds will be readily accessible for needed expenses. To authorize direct deposit see the instructions listed in the "Process" section above.

Would this funding reduce my financial aid?

No, this fund does not negate nor replace financial aid, and it is a one-time grant.

Will this award show on my Financial Aid Net Partner account or award letter?

No, CARES ACT Grant funds are not considered as estimated financial assistance for federal financial aid purposes and will not appear on your award letter or Net Partner. You would receive notice by email if you are eligible for funds or denied. The amount would be posted within three business days on your student account for a refund.

Can I apply for funding more than once?

No, students can apply only once. If funding is remaining after all applications have been received and reviewed, students would be notified if there are additional opportunities for future quarters.

What are the deadlines to apply?

Students must submit their CARES ACT Grant Application for the Spring Quarter **no later** than the close of business by **May 15, 2020**. Students who do not meet the submission date will have their grant applications considered only if funding is still available. To authorize direct deposit see the instructions listed in the "Process" section above.

Who can I contact for more information?

If you have questions or need more information, visit the Office of Financial Aid's website and "Chat with Financial Aid" or email CaresActGrant@latech.edu.

We understand that students and their families have lots of questions and are looking for answers during this difficult time. That's why we have developed a list of available [COVID-19 Resources](#) and a list of [frequently asked financial aid questions and answers](#).

HOW WILL I APPLY?

Get started on the Louisiana Tech University Scholarship system today by following these easy steps:

1. Log in to the Louisiana Tech University Scholarship Portal found online at <https://latech.academicworks.com/>
2. Select "Sign In" or "Sign Up" and then log in using your Louisiana Tech University email address and password. (please make sure you are using your official Louisiana Tech email address not your gmail account, ie: abc123@latech.edu).
3. Complete your simple, online general application.
4. Review and apply to the CARES Act Grant.
5. If you have any questions with Academic Works, signing up, or logging into the site please contact Louisiana Tech University Financial Aid Office at caresactgrant@latech.edu