CARES Emergency Financial Aid Grant – *FINAL May 8, 2020*

Background (from Minnesota State):

The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. Each institution may develop its own system and process for determining how to allocate these funds while recognizing Minnesota State guidance below and the only statutory requirement, which is that the emergency student grants be used to cover student expenses related to the disruption of campus operations due to coronavirus. These eligible expenses include expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care.

The CARES Act apportioned the funding to each college and university through a formula where 75% was based on the relative share full-time equivalent enrollment of Federal Pell Grant recipients who are not exclusively enrolled in distance education courses prior to the coronavirus; and 25% according to the relative share to full-time equivalent enrollment of students who are not exclusively enrolled in distance education course prior to the coronavirus emergency. How the CARES Act apportioned funding does not mean that colleges and universities must distribute funds to students using this same formula.

The following proposal for Minnesota State University Moorhead was developed with guidance from the Minnesota State and University System and within the Federal CARES Act.

CARES Funding Levels for Minnesota State University Moorhead:

Total Allocation: $3,518,533

Minimum Allocation to be Awarded for Emergency Financial Aid Grant to Students: **$1,759,267**

Proposed Utilization:

FY2019-2020 utilization:	$1,634,267	(93%)
FY2020-2021 utilization:	125,000	(7%)
	$1,759,267	**(100%)**

Requirements to receive funding:

- Must be enrolled in at least one credit of on campus or mostly on campus coursework as of March 6, 2020. (Must have a media code other than 03, 12, and 13).
- Must not be admitted as a "special" admit type (PSEO, non-degree, concurrent high school students).
- Must not be accepted as an 18-online graduate student.
- Must not be assessed senior citizen tuition rates.
- Must not be a MinnState employee who is receiving tuition benefits.
- Must not be incarcerated. (MSUM has no incarcerated students.)
- International students and undocumented students are ineligible (citizenship codes of 02 and 99 are excluded).

Funding cannot:
- be used by the institution to pay off institutional charges;
- count toward estimated financial assistance;
- cause an over award.

_____

Proposal

FY2019-2020: $1,634,267

1. Base Award (Award ID 10297):
   Grant of $250 to all students (graduate and undergraduate based on the parameters above):

   $250 x 3677 (approximate eligible students): **$919,250**
   Justification for $250 base amount: $60/month internet access (2months) + $130 router

2. Need-based Award (Award ID 10298): **$715,017**
   Based on 2019-2020 9-month EFC from the FAFSA (undergraduate only):

EFC	# of students	% total	Additional Emergency Aid:	Need-based Award:	Total 1+2:
$0 - $5,576	1288	57%	$515,200	$400	$650
$5,577 - $11,999	544	24%	$136,000	$250	$500
$12,000 - $19,999	424	19%	$63,600	$150	$400
Total:	2,353	100%	**$714,800**		

FY2020-2021: $125,000

Emergency Awards (Award ID 10299): These funds are reserved for students and families who submit a professional judgement appeal form and have been impacted by COVID. Financial aid appeals will continue to be reviewed by the Assistant Directors and Director within the office as is the current model. In addition, these funds could be used through the Student Emergency Assistance Fund review process that is currently is also currently in place. These funds would be available for both returning and incoming students for FY2021. These funds must follow the same guidelines and are distributed directly to students.

Approval Process

This proposal will be shared with administration and upon approval brought forward to Student Senate.

Awarding and Distribution

Once approved, funds will be awarded to students utilizing common award ID's set up by the system office. System will provide a list of all students who are eligible and will assist with $250 base award and need-based awards. Emergency Awards will be placed on students accounts by OSFA staff.

Considerations:

- Students may be issued a 1098T for these funds. ED has determined that a 1099 is not required.
- Business Services requests the funds via grants.gov

"...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."

Instructions for Submitting the Recipient's Funding Certification and
Agreement and Application Forms

A Guide for apply for funding in GRANTS.gov can be located at
https://www2.ed.gov/about/offices/list/ope/caresact.html

In order to apply for funding, an institution must have an account with Grants.gov.

If you **do not** have a Grants.gov account, you may create an account at the following link: *https://www.grants.gov/web/grants/applicants/registration.html.* Please contact the Grants.gov Help Desk at 1-800-518-4726 or support@grants.gov if you have any questions regarding registration. After you create a Grants.gov account, you can access Grants.gov and follow the guidance below for submitting documents.

If you **do** have a Grants.gov account, you can access Grants.gov and follow the guidance below for submitting documents.

To locate the Funding Opportunity, you must go to the Applicant Tab, then How to Apply for Grants; once there, click Search for Opportunity Package, enter the Funding Opportunity Number and click Search.

The process for applying for funding requires:

1. Downloading and completing offline the Recipient's Funding Certification and Agreement provided in the Grants.gov application package or from https://www2.ed.gov/about/offices/list/ope/caresact.html

2. Completing the Application for Federal Assistance (SF-424).
3. Completing the Department of Education Supplemental Information Form for the SF-424.

Part I: SF-424 Form
Application for Federal Assistance (SF-424)
Department of Education Supplemental Information for the SF-424

Page 2-Instructions for Submitting the Recipient's Funding Certification and
Agreement and Application Form
     • Instructions on how to complete the SF-424 and Department of Education
     Supplemental Information for the SF-424 can be found at this link:
     https://www2.ed.gov/fund/grant/apply/appforms/appforms.html.
     • Please do not attach any narratives, supporting files, or application
     components to the SF-424.

Part II: Attachments

Other Attachments Form—attach the completed **Recipient's Funding
Certification and Agreement** to this form.

All attachments must be in PDF or Word format only. Other type of files will not
be accepted. Additional information is included on the Grants.gov Submission
Procedures and Tips for Applicants.

Grants.gov Submission Procedures and Tips for Applicants are provided on the
Grants.gov application package instructions.

Questions relating to the Higher Education Emergency Relief Fund- IHEs should
be directed to HEERF@ed.gov.

Questions relating to Grants.gov should be directed to the Grants.gov Help Desk at
1-800-518-4726 or support@grants.gov.