

Fresno Pacific University – OPE ID: 001253  
CARES Act – Higher Education Emergency Relief Fund  
March 31, 2021

As required by the CARES Act and in compliance with guidance from the U.S. Department of Education, Fresno Pacific University reports its use of the Emergency Financial Aid Grants to students.

1. Fresno Pacific University signed and returned to the U.S. Department of Education its Certification and Agreement that the university 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. Fresno Pacific University has or will receive \$2,060,779 from the U.S. Department of Education for CARES Act Emergency Financial Aid Grants to Students (HEERF I).
3. As of March 31, 2021, Fresno Pacific University had disbursed \$2,060,763 in Emergency Financial Aid Grants (HEERF I) to students.
4. Fresno Pacific University estimates the number of students in Spring 2020 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 under Section 18004(a)(1) of the CARES Act to be 3,678.
5. 2,800 students have been awarded Emergency Financial Aid Grants in amounts ranging from \$130 to \$1,480 as of March 31, 2021.
6. 303 students have been awarded Additional Aid Request - Emergency Financial Aid Grants in amounts ranging from \$200 to \$500 as of March 31, 2021.
7. Method of Awarding of Emergency Financial Aid Grants:

**Eligibility Requirements:**

- Must be eligible for Title IV Aid (U.S. Citizens and Permanent Residents)
- Must not be in an exclusively online program
- Enrolled in a Spring 20 term
- Expenses related to the disruption of campus operations due to the coronavirus
- Funds are meant to cover components of the Cost of Attendance (Tuition + Fees, Books, Living Expenses, Food, Transportation, etc.)

**Awarding Assumptions:**

- All students have experienced various disruptions as a result of the COVID-19 pandemic including the need to purchase new technology for online courses, unexpected changes in housing costs and food, etc.
- Priority is given to students with demonstrated high financial need
  - Zero-EFC students

- Pell-eligible students
- EFCs <= \$10,000
- Cal Grant Recipients
- Work-Study students have been displaced and therefore have unexpected higher financial need
- Students with a balance due need additional support to assist with retention
- Graduating students with a paid-in-full account do not require additional support
- Priority for funds should be given to full-time students

**Use of Reserved Funds (\$261,679):**

- Eligible students who are not receiving funds or those who need additional financial assistance may complete an Additional Aid Request form to request funds from the pool of reserved funds.
  - Requests will be evaluated by Student Financial Services and awarded in amounts of up to \$500 until funds run out.

**Awarding Process**

**Emergency Student Assistance Grants**

**Base Award**

The Base Award is the starting Grant amount for any eligible student. The Base Award is \$185.

**Factors**

Eligible Students are awarded points based on the awarding assumptions.

<b>Factor</b>	<b>Points</b>
Eligible Student	1.00
Zero-EFC	4.00
Pell Grant Recipient	2.00
EFC <= 10,000	1.00
Cal Grant Recipients	1.00
Work-Study Student (based upon previous plan)	1.50
Graduating Student	-.50
Student Account Balance >0	.50

Maximum points = 8.00

**Enrollment Status Modifier**

The calculated points are prorated based upon a student's enrollment status.

<u>Enrollment Status</u>	<u>Modifier</u>
Full-time	1.00
Half-time	.75
Less-than-Half-time	.25

**Formula:**

Base Award x Points x Enrollment Modifier = Grant Amount

- Grants will never be less than the Base Award

**Additional Aid Requests – Emergency Student Assistance Grants**

Students who submit an Additional Aid Request form are evaluated based upon whether their circumstances describe economic disruption for items in the Cost of Attendance due to the COVID-19 pandemic. Students whose initial request did not provide enough information to make a determination are contacted by phone using the Additional Aid Follow Up Form and asked if they are experiencing financial hardship due to COVID-19 for specific components of the Cost of Attendance. If the student affirms financial hardship, the Additional Aid Request is approved, and an Emergency Student Assistance Grant of up to \$500 is awarded to the student. The university is currently limiting students to one additional grant.

Additional Aid Follow Up Instructions

We need to contact each student in the SFS/8-COVID Request for Aid/FOLLOWUP Requests folder because their Additional Aid Request did not contain enough information to make a decision on whether they should receive assistance.

1. Open the Additional Aid Request Followup Form.
2. Contact the student.
  - i. "Hi, this is xxxx from Fresno Pacific Student Financial Services. I'm calling because your Additional Aid Request is under review and we need to get a little more information from you before we can make a decision. Okay? Please answer "yes" or "no" if you are experiencing financial hardship in any of these areas due to the COVID-19 pandemic. "
  - ii. Read the list of the categories on the Followup Form
  - iii. For each "Yes", check the box next to the corresponding category
  - iv. "Thank you that's all we needed. You should be hearing of a decision within the next few days."
  - v. If no answer, leave a message "Hi, this is xxxx from Fresno Pacific Student Financial Services. I'm calling because your Additional Aid Request is under review and we need to get a little more information from you before we can make a decision. Please call us back at 559-453-2041 and ask to complete a Followup Form. Thanks."
3. If contact was made:
  - i. Complete the Additional Aid Request Followup Form sections
  - ii. Save and name the file in this format: "TUG Joe Smith Followup" in the FOLLOWUP Requests Folder.



Student Financial Services  
 1717 S. Chestnut Ave.  
 Fresno, CA 93702-4709  
 559-453-2041  
 FAX 559-453-5595  
 sf@fresno.edu

**Additional Aid Request Follow Up Form**

Use this form to follow up on a Submitted Additional Aid Request to verify student need.

*The student has submitted or requested additional financial assistance. Under the CARES Act, student grants must go towards components of the Cost of Attendance (COA) such as housing, food/groceries, utilities, health/medical expenses, transportation, course materials, technology, childcare, etc. The loss of employment is not a qualifying event for receiving aid through the CARES Act as employment income is not a COA component, however, the effect of losing a job can be the inability to meet expenses that are part of the COA.*

Instructions: Contact the student to verify they need financial assistance for one of the following COA components.

Student Name \_\_\_\_\_ ID#: \_\_\_\_\_

Date of Contact: \_\_\_\_\_

Contacted By: \_\_\_\_\_

Method of Contact: \_\_\_\_\_

I certify that I have contacted the student and they told me they are experiencing financial difficulty in the following area(s) related to disruptions caused by the COVID-19 pandemic:

- |  |   |
|--|---|
| <input type="checkbox"/> Housing/Rent            | <input type="checkbox"/> Food/Groceries   |
| <input type="checkbox"/> Utilities               | <input type="checkbox"/> Childcare        |
| <input type="checkbox"/> Health/Medical Expenses | <input type="checkbox"/> Technology       |
| <input type="checkbox"/> Transportation          | <input type="checkbox"/> Course Materials |
| <input type="checkbox"/> Other _____             |   |

<b>Office Use Only:</b>	<input type="checkbox"/> Eligible	<input type="checkbox"/> Ineligible (list reason below)
<input type="checkbox"/> Spreadsheet updated		
Decision Comments: _____		

7. Communications to Students

A. Students selected to receive an Emergency Financial Aid Grant were sent this notification email on April, 29, 2020:

“Dear [FirstName] [LastName]:

Fresno Pacific University is pleased to provide you with an Emergency Student Assistance Grant in the amount of \$[FINAL GRANT] for expenses related to disruptions caused by the COVID-19 virus. You are one of over 2,650 FPU students selected to receive a grant. Your grant comes from \$4.1 million, half of which is set aside for direct student assistance, sent to Fresno Pacific University through the federal government’s CARES Act enacted in March 2020.

The Emergency Student Assistance Grant can be used to pay for any expenses related to your attendance at Fresno Pacific University such as tuition and fees, books, food, personal necessities, housing, transportation and childcare.

You do not need to do anything to receive these funds. At the end of this week, your grant will automatically be sent by check to your home address on file or by electronic funds transfer (EFT) if you have signed up for e-refunds through the online Student Account Center.

Your grant eligibility was determined based upon the requirements of the CARES Act, guidance from the U.S. Department of Education and criteria developed by Fresno Pacific University. Selected recipients are U.S. citizens or permanent residents, have a 2019-2020 FAFSA on file at FPU and were enrolled in at least one unit during the spring 2020 semester as of April 22, 2020. Additional items taken into consideration include the term of your graduation, student account balance, current enrollment status and if you are enrolled in an eligible program. Priority for funding was given to students with the highest demonstrated financial need, including those eligible for a Pell Grant, Cal Grant or employed in Federal Work-Study jobs.

Many students are experiencing financial stress as a consequence of the Coronavirus pandemic. We have reserved a limited amount of CARES Act funding to provide additional financial assistance of up to \$500 to students facing significant unexpected hardship such as the inability to pay for food or rent due to loss of employment, medical expenses, etc. If you are experiencing these circumstances, we encourage you to submit an [Additional Aid Request Form](#) which is also available by emailing [sfs@fresno.edu](mailto:sfs@fresno.edu) or calling 559-453-2041. Requests will be reviewed and funds awarded until they run out.

We hope and pray for the safety of you and your loved ones during this time while also remembering that we have never had a better opportunity to show the love of Christ to our family, friends and the world.

Stay well,

David Richards  
Director of Student Financial Services  
[sfs@fresno.edu](mailto:sfs@fresno.edu) “

B. A CARES Grant FAQ was posted on the university's Coronavirus News and Information webpage (<https://www.fresno.edu/coronavirus-covid-19-news-and-information>) on April 29, 2020. (Subsequently moved to <https://news.fresno.edu/covid-19/faqs> in fall 2020)

**What is the CARES/Higher Education Emergency Relief Fund provided by the federal government?**

The Coronavirus Aid, Relief and Economic Security (CARES) Act was passed by Congress and signed into law to provide economic relief from COVID-19. One section of the CARES Act established the Higher Education Emergency Relief fund and sent money to schools to use for emergency financial aid grants to students for expenses related to the disruption of campus operations due to the pandemic.

**When will CARES/Higher Education Emergency Relief Funds be available?**

Fresno Pacific applied for funding from the federal CARES Act on April 11, 2020 and we began disbursing funds to student the week of April 27, 2020. Recipients will be notified via a message to their FPU email account.

**Who is eligible for the CARES/Higher Education Emergency Relief Funds?**

Each recipient's grant eligibility was determined based upon the requirements of the CARES Act, guidance from the U.S. Department of Education and criteria developed by Fresno Pacific University.

Selected recipients are U.S. citizens or permanent residents, have a 2019-2020 FAFSA on file at FPU and are enrolled in at least one unit during the spring 2020 semester as of April 22, 2020.

Additional items taken into consideration include the term of your graduation, student account balance, current enrollment status and if you are enrolled in an eligible program.

Priority for funding was given to students with the highest demonstrated financial need, including those eligible for a Pell Grant, Cal Grant or employed in Federal Work-Study jobs.

Unfortunately, the U.S. Department of Education does not allow these funds to be used for international students, undocumented students or students enrolled in distance-only degree programs. If you are a student from one of these groups, there may be other types of emergency aid from FPU available. Please see the questions below for details on applying for these emergency aid programs.

### **What is a CARES Emergency Student Assistance Grant?**

The CARES Act directed universities to prioritize students whose family income is in the low- to low-middle income categories and FPU wants to provide economic relief quickly to students who may have experienced additional expenses and/or a loss of income in spring semester due to COVID-19. We have used the CARES Act emergency aid funds to provide grants between \$185 and \$1,480 to 2,650 students.

These funds are meant to help students pay expenses for tuition and fees, technology, health care, child care, course materials, rent, food moving or other expenses incurred this quarter. If you have yet to experience financial stress due to COVID-19, these funds can help with unanticipated expenses or income loss that may occur throughout the quarter and into future quarters.

### **Why didn't I receive a CARES Emergency Student Assistance Grant?**

Under U.S. Department of Education rules for the program, students who are not eligible for federal financial aid programs are not eligible for federal CARES grants. However, the Fresno Pacific may be able to help you with [Additional Aid](#) from other institutional or private donations. These funds are limited, but we encourage you to apply. We will review your request and determine if we can offer you assistance.

If you are eligible for federal aid, but did not receive a CARES Emergency Student Assistance Grant described above, you can notify our office for a review of your situation by submitting a request for [Additional Aid Request](#)

In general, you probably didn't receive a grant because you may not have appeared to meet the criteria used to determine student eligibility. However, we know that many families' income is in flux or there may be additional expenses associated due to the pandemic. We need to hear from you in order to determine if we can offer you funds too. **Please file the additional financial aid request to help with your immediate needs and consider filing a request for change in income or expenses for other financial aid funds for longer term and future needs.** You can find more information about filing for a change in income or expenses by contacting your Student Financial Services Advisor.

### **What emergency relief funds are available for undocumented students?**

While the U.S. Department of Education does not allow CARES funding to provide grants to undocumented students, additional financial assistance from Fresno Pacific University has limited funds available to assist with unexpected financial hardship. Please complete the request for [Additional Aid Request](#) form.

**What emergency relief funds are available for international students?**

Unfortunately, under U.S. Department of Education rules for the program, international students are not eligible for the federal CARES funds. International students who need emergency aid assistance are encouraged to file an [Additional Aid Request](#). Please note that these funds are limited.

**What if I need additional financial assistance?**

We have reserved a limited amount of CARES Act funding to provide additional financial assistance of up to \$500 to students facing significant unexpected hardship such as the inability to pay for food or rent due to loss of employment, medical expenses, etc. If you are experiencing these circumstances, we encourage you to submit an [Additional Aid Request](#) form which is also available by emailing [sfs@fresno.edu](mailto:sfs@fresno.edu) or calling 559-453-2041. Requests will be reviewed and funds awarded until they run out.

**Who can I contact if I have a question about these grants?**

Please contact [Student Financial Services](#) with your additional questions.

- C. Additionally, students who have contacted Student Financial Services for additional assistance or who did not receive an Emergency Financial Aid Grant have been directed to complete an Additional Aid Request form to be considered for grants of up to \$500.



Student Financial Services  
 1717 S. Chestnut Ave.  
 Fresno, CA 93702-4709  
 559-453-2041  
 FAX 559-453-5595  
 www.sfs@fresno.edu

**Additional Aid Request Form**

This form should be used to request additional Financial Aid during unforeseen temporary financial hardship.

*Request Form must be completely filled out and attach any appropriate documentation that you feel will support your request. Requests must be submitted during the same school year of the need. Requests from a previous school year or semester will not be reviewed.*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Year/Semesters of Request: \_\_\_\_\_

Please explain circumstance behind financial hardship:

Total sum requested: \$ \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only:</b>	Approved/Denied Review Date: _____	Total Sum Awarded: \$ _____
Decision Comments: _____		
_____		
_____		

D. Students selected to receive an Additional Aid Request - Emergency Financial Aid Grant were sent this notification email:

«GreetingLine»



Fresno Pacific University is pleased to provide you with an Emergency Student Assistance Grant in the amount of \$«AAR\_Amt» for expenses related to disruptions caused by the COVID-19 virus. These funds have been awarded based upon your request for additional financial assistance. Your grant comes from funds sent to Fresno Pacific University through the federal government's CARES Act enacted in March 2020.

The Emergency Student Assistance Grant can be used to pay for any expenses related to your attendance at Fresno Pacific University such as tuition and fees, books, food, personal necessities, housing, transportation and childcare.

You do not need to do anything to receive these funds. At the end of this week, your grant will automatically be sent by check to your home address on file or by electronic funds transfer (EFT) if you have signed up for e-refunds through the online Student Account Center.

We pray that you will find these funds to be a blessing during these uncertain times.

Stay well,

David Richards  
Director of Student Financial Services  
[sfs@fresno.edu](mailto:sfs@fresno.edu)