



TO: All Administrators, Faculty, and Staff

FROM: Carmen Coniglio, Senior Director, Fiscal Services

RE: Guidance on CARES Act Funds – Grants to Students, Institutional Costs, and MSI Funds

The U.S. Department of Education issued guidance to institutions regarding the use of the funds being distributed through the Higher Education Emergency Relief Fund (HEERF), a relief program created by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Finance and Administrative Services is closely monitoring the regulations of the CARES Act. Below are important information that was included in the guidance documents. Departments with questions regarding the CARES Act are welcome to contact individuals noted at the end of this memo.

<p>Student Emergency Grants Letter from Secretary of State Certification and Agreement F.A.Q. I.R.S. Guidance NAICU F.A.Q.</p>	<p>Use of Funds</p> <p>Allowable: Financial Aid Direct Grants to <u>Students</u> for (1) authorized expenses related to COVID-19 disruption of campus operations (2) students <u>eligible</u> to receive financial aid grants under Section 484 in Title IV of the Higher Education Act</p> <p>Not Allowable: District reimbursement for student refunds; Provision of I.T. technology and related equipment to students; Payments made to student workers; Student’s outstanding or overdue account balances; Students enrolled in exclusively online programs on 3/13/20; DACA, non-credit, international students not eligible</p>
<p>Institutional Costs Letter from Secretary of State Certification and Agreement F.A.Q.</p>	<p>Use of Funds</p> <p>Allowable: May be used to cover costs having a clear nexus to significant changes to the delivery of instruction due to coronavirus. District is authorized to (1) refund tuition and fees necessitated by “interruptions in instruction” (2) “expand [] remote learning programs”- purchase of equipment or software, online licensing fees, pay for internet service to enable students to transition to distance learning, train faculty and staff to support continued learning; (3) pay a per-student fee to a third-party provider, including Online Program Management for each student using the distance learning platform (4) make additional emergency grants to <u>eligible</u> students to cover <u>qualified</u> expenses consistent with the Grants to Students guidance.</p> <p>Not Allowable: senior administrator and/or executive salaries and benefits; pre-enrollment recruitment activities, including marketing and advertising; athletic facilities capital outlay expenses</p>

Minority Serving Institutions

[Letter from Secretary of State Certification and Agreement](#)

Use of Funds

Allowable: District is authorized to (1) defray institutional expenses, including lost revenue, expenses already incurred, technology costs associated with the transition to distance education, faculty and staff trainings, and payroll expenses; (2) expand remote learning programs and build IT capacity to ensure continued learning for students; (3) may make additional emergency grants to eligible students to cover qualified expense consistent with the “Grants to Students” guidance.

District has one year to spend this grant.

Guidance for Departments on How to Apply for CARES Institutional and MSI Funds

- **CARES Cost Summary – For Expenses Already Incurred**

This document includes important expenditure tracking procedures to ensure funds are spent only on those costs that have a **“clear nexus to significant changes to the delivery of instruction due to coronavirus.”** Departments may be reimbursed for costs that were incurred **on or after March 13, 2020.** Please estimate costs for the remainder of the fiscal year and costs that will be incurred in FY 2020-21. Given the sensitivity concerning the use of these funds for institutional reimbursements, Fiscal Services requires that all supporting documentation should be robust.

- **CARES Cost Funding – For Expansion of Remote Learning Programs**

Please include estimated future costs of planned or proposed activities related to the expansion of remote learning programs and building of IT capacity to support such programs in COLUMNS G and H. We recognize that many of these future costs are not yet known; however, we recommend estimating these expenditures to assist us in planning the funding allocations.

This memo solely concerns the CARES Act funds. The initial deadline to submit the CARES Cost Summary Worksheet is Friday, May 29, 2020. Please submit completed forms to [Pai Wang-Smith](#). Fiscal Services will continue to accept submissions until further notice.

Our goal is to provide the best educational experience for our students, even under these challenging conditions. We encourage you to monitor the posted CARES Act funding information on the U.S. Department of Education’s [website](#). If you have questions or would like to discuss the above provisions further, contact [Steven Carkey](#) in Fiscal Services.