

Update On COVID-19 RELIEF FUNDS

September 2020



COVID-19 RELIEF FUNDS

I. CARES Act – Higher Education Emergency Relief Fund (HEERF)

- A. Grants to Students
- B. Institutional Portion
- C. Minority Serving Institutions (MSI)

II. COVID-19 Response Block Grant

- A. Federal Portion: Coronavirus Relief Fund (CRF)
- B. State Portion: Prop 98

III. Types of Expenditures

IV. COVID-19 Resource Request Process



**Higher Education Emergency
Relief Fund
CARES Act**

CARES Act – Grants to Students

- **Emergency financial aid** assistance to students “for expenses **related to the disruption of campus operations** due to coronavirus”

Total Allocation (Fund 74)	\$3,851,431
Award Date	4/28/20
Performance Period	4/28/20 – 4/27/21
Funding Amount	\$750 per student
Amount Disbursed as of 8/26/20	\$2,333,250
Number of Recipients	3,111
Funds remaining as of 8/26/20	\$1,518,181

- Fall 2020 Application available on student **MyPalomar** account
- Awards based on meeting certain Title IV Financial Aid criteria. As of 6/17/20, PCCD extended grants to AB 540 eligible students

Additional information can be found at: [Financial Aid Website](https://www2.palomar.edu/pages/fa/cares-act-emergency-funding/)
<https://www2.palomar.edu/pages/fa/cares-act-emergency-funding/>

CARES Act – Institutional Portion

- **Section 18004 (c):** To cover any costs associated with significant changes to the delivery of instruction...
- **Contractual Obligation:** “Funds will be spent only on...costs [that] have a clear nexus to significant changes to the delivery of instruction...”

Total Allocation (Fund 12)	\$3,851,431
Award Date	5/11/20
Performance Period	5/11/20 – 5/10/21
Amount Disbursed as of 8/26/20	\$1,202,922
Amount Applied to FY 2019-20*	\$1,202,922
Funds remaining as of 8/26/20	\$2,648,509

- **Fund Spent to Date:**
- Palomar College is prioritizing the best use of CARES Act Institutional Funds. Initial funds were used to assist with Spring 2020 student refunds and PD trainings for faculty.

CARES Act – Institutional Portion

FAQ

ALLOWABLE COSTS

- Technology **for students** (laptops, software licenses, hotspots, etc.)
- Online learning platform, Learning management system for students
- Professional development opportunities needed to continue educational instruction due to COVID-19
- Investments to support Remote Learning Programs (e.g. converting F2F to online, lab kits, online library materials, online educational and technical support for students)
- Student refunds due to disruption in instruction
- Payroll cost for employees who would have been paid through student fees had COVID-19 not disrupted campus operations (requires year-over-year analysis of revenues)

CARES Act – Minority Serving Institution (MSI)

- “[To] address needs directly related to coronavirus, that shall be **in addition to awards** made in Section 18004(a)(1) of this title..”
- **Section 18004 (a)(2) and (3):** “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...and **for grants to students...**”

Total Allocation (Fund 12)	\$521,329
Award Date	8/3/20
Performance Period	8/3/20 – 8/2/21
Amount Disbursed as of 8/26/20	\$0
Funds remaining as of 8/26/20	\$521,329

- **Funds Spent to Date:** \$0 Palomar College is prioritizing the best use of CARES Act MSI Funds.



COVID-19

Response Block Grant

Administered by the CCCC

COVID-19 RESPONSE BLOCK GRANT

FEDERAL: CORONAVIRUS RELIEF FUND (CRF)

- **Section 601(a) of Social Security Act – Purposes:**
 - **Necessary** expenditures incurred due to COVID-19
 - Not accounted for in the budget as of March 27, 2020
 - Expenditures incurred from **March 27 – Dec 30, 2020**
 - **Performance or Delivery** of goods must be **necessary** during this period)

Total Allocation (Fund 12)	\$877,342
Award Date	8/3/20
Performance Period	8/3/20 – 12/30/20
Expenses Incurred as of 8/26/20	\$863,477
Funds remaining as of 8/26/20	\$13,865

- **Fund Spent to Date:** Funds were used to support necessary expenses to transition to distance learning, e.g. lab kits, technology for students, & instructional equipment.

COVID-19 RESPONSE BLOCK GRANT

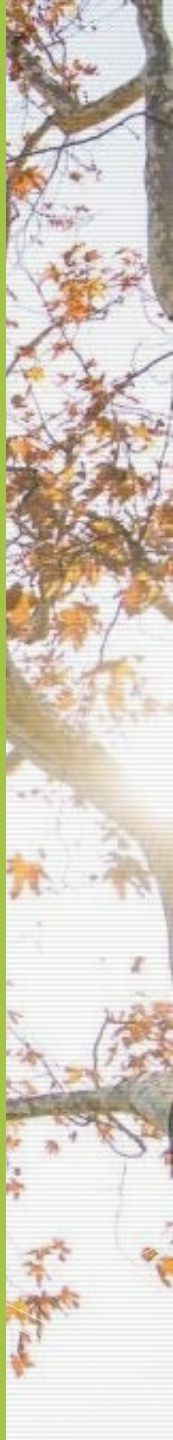
STATE: GF Prop 98 (Allocated Based on Final 2018-19 FTES)

- Must be used for activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19
- Quarterly Reports must describe:
 - How funds **prioritized services for underrepresented students**
 - The effectiveness of services/supports provided by these funds

Total Allocation (Fund 12)	\$1,076,948
Award Date	8/3/20
Performance Period	8/3/20 – 6/30/22
Amount Disbursed as of 8/26/20	\$0
Funds remaining as of 8/26/20	\$1,076,948

TYPES OF EXPENDITURES

ALLOWABLE COSTS	CARES INST.	CARES MSI	BLOCK GRANT
COVID-19 Testing and Contact Tracing			X
Technological Improvements, Software to Support Student Learning	X	X	X
Online Learning Platform for Students	X	X	X
Food Programs (Food Bank, Food delivery to vulnerable populations)			X
Telework Capabilities of Public Employees (VPNs, Software, Hardware)			X
Personal Protective Equipment (PPE)			X
Public Health and Safety Measures (Signage, Wayfinding)	X	X	X
Disinfection of Facilities in response to COVID-19/Extra Cleaning			X
Lost Revenues (e.g. Parking, Events cancelled due to closures)		X	
Professional Development/Training needed to continue instruction	X	X	X
Short-term Employees (Tutors)	X	X	X
Access to Basic Needs, including Behavioral/Mental Health Services to support students impacted by COVID-19			X
Student Refunds (as a result of disruptions due to campus closures)	X	X	
Lab Kits	X	X	X
Re-engagement strategies for students who received an I or F in Spr 20	X	X	X
Grants to faculty to develop online, accelerated learning module that allow students who received an I or F to continue to make progress towards degree rather than retaking courses in Fall 2020	X	X	X



TYPES OF EXPENDITURES

UNALLOWABLE COSTS	CARES INST.	CARES MSI	BLOCK GRANT
Lost Revenue	X		X
Damages covered by insurance	X	X	X
Salaries and expenses for employees whose duties are not substantially dedicated to mitigating or responding to the COVID-19 emergency (including teleworking)	X	X	X
Legal settlements	X	X	X
Additional Safety Pay for coming to campus	X	X	X
Vacation payoff	X	X	X
Overtime not a direct result of COVID-19 related disruption	X	X	X
Endowments	X	X	X
Capital Outlay for Athletic Facilities	X	X	X
Expenses covered under any federal program	X	X	X
Senior administrator and/or Executive salaries, benefits, bonuses, etc.	X	X	X

These funds are provided to address barriers to student learning due to COVID-19. For all expenditures claimed, make sure you have sufficient evidence and documents explaining your reasoning for how the expenditure relates to significant changes in the delivery of instruction due to Coronavirus!

COVID-19 RESOURCE REQUEST PROCESS

COVID-19 Resource Request Form

https://www2.palomar.edu/pages/fiscalservices/files/2020/09/FORM-COVID-19-expense-proposal_090820_REV2.pdf

Requirements:

- Expense details
- Needs justification related to COVID-19
- Timeline
- Approval by Dean and Vice President

Process:

- Submit Resource Request form to Fiscal Services at COVIDfiscal@palomar.edu
- Technology requests are routed to Information Services
- Executive Cabinet Approval
- Fiscal Services will notify departments of appropriate funding source
- Department initiates a Purchase Requisition

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