

## Guidelines for the consideration and allocation of the CARES Act monies to CSUDH

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Prologue: On March 27, 2020, the CARES Act Higher Education Emergency Relief Fund became **Public Law No: 116-136**. The policy serves as part of a \$6 billion federal funding initiative to provide direct financial support to students and educational institutions whose lives and educational careers have been disrupted by the spread of COVID-19 in 2020.

The CSU system received \$262.5 million; CSUDH's allocation amounted to \$18,481,000.

**Section 18004(c), Public Law No: 116-136** requires that "institutions of higher education shall use no less than 50 percent of such funds 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). The "Student Aid" portion of emergency grant monies (\$9,240,000) is guided by Chancellor's Office guidelines for full, part-time and ineligible students (**PolicyStat ID: 7963844**). On May 11, 2020, CSUDH began dispersing these emergency grants. The second half (\$9,240,000) of the monies, known as the "Institutional portion" may be utilized to "cover costs incurred associated with significant changes to the delivery of instruction due to the coronavirus" on or after March 13, 2020 (**PolicyStat ID: 7994932**) and to augment the expenses incurred by the campus itself. CSUDH qualified for an additional \$1,299,892 as a Minority-Serving Institution on May 14, 2020.

On May 11, 2020, President Parham requested that UBC, with respect to its knowledge and sensitivity to the budgetary health of the university, provide guidance on the "Institutional portion" in order to assist campus leadership and the Fall Planning Group in the prioritization and allocation of federal funding to CSUDH. The President and the Executive Cabinet supported by VP Wallace and Interim AVP Nishioka will produce a spreadsheet (housed in Admin and Finance) to chronicle the unanticipated costs and expenses sustained in each division.

Consistent with **Section 18004(a)(3), Public Law No: 116-136 and PolicyStat ID:7994932**, UBC identifies key costs "incurred associated with significant changes to the delivery of instruction due to the coronavirus" on or after March 13, 2020. The objective of this document is to identify specific priorities for CARES "Institutional portion" monies that will help CSUDH navigate the current global health pandemic. UBC proposes that CARES monies "Institutional portion" be used to cover costs permitted under law and system policy and to leave divisional reserves untouched. It is recommended that these six broad categories of expenditure receive executive priority to assure that the university is able to fulfill its instructional mission.

- 1) Expenses resulting from student **refunds (Section 18004(a)(2), Public Law No: 116-136)**
  - a. Above and beyond "Direct Aid/Emergency Grants," these costs are related to the reimbursement of students' cost of attendance" (as defined under section 472 of the Higher Education Act), including food, housing, course materials, technology, health care, and child care as permitted.

- 2) Institutional costs as defined below: **(Section 18004(a)(2), Public Law No: 116-136)**
  - a. lost revenue
  - b. reimbursement for expenses already incurred
  - c. technology costs associated with a transition to distance education
  - d. faculty and staff trainings
  - e. payroll costs
- 3) Emergency financial grants to students **(PolicyStat ID: 7994932)**
  - a. Above and beyond payments from the CARES-Student Aid portion under **PolicyStat ID: 7963844**, additional monies from CARES-Institutional portion be made available 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).
- 4) Payments to employees and contractors (auxiliary organizations) **Section 18004(a) (2), Public Law No: 116-136.**
  - a. Payments to contractors should be made only if the expenses arise from significant changes to the delivery of instruction due to the coronavirus.
- 5) Summer Transitional Course Expenses related to new alternative delivery requirements (Credit- Bearing Courses) **(PolicyStat ID: 7994932)**
  - a. CSUDH is committed to summer credit-bearing coursework as a path of effective preparation for incoming students. These courses are now entirely alternative modality. The new approach will produce an unanticipated burden on new students. UBC recommends that a portion of CARES monies be utilized to offset costs incurred.
- 6) University Library Costs and Upgrade associated with distance learning **(PolicyStat ID: 7994932)**
  - a. Increased costs related to higher demand for electronic resources after physical space closures– textbooks, e-books, streaming media and database/journal subscriptions for students and faculty
  - b. Increased costs related to new safety and sanitation requirements for physical space and services, including the facilitation of contactless delivery and return of physical materials.