

CARES Act Reporting for MSI Funds

PI: Elizabeth Cada

Award # P425M200192 \$181,244 MSI Portion

August 27, 2020

Governors State University submits quarterly Higher Education Emergency Relief Fund report to Department of Education Secretary

Section 15011 of Division B of the Coronavirus Aid, Relief, and Economic Security (CARES) Act requires that a grantee which receives more than \$150,000 report to the U.S. Department of Education (Department) on a quarterly basis. The Department, after consultation with the Office of Management and Budget, currently interprets this CARES Act quarterly reporting requirement to be satisfied through existing federal reporting mechanisms. Specifically, CARES Act quarterly reporting requirements are considered to be met under the more frequent, monthly reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (FFATA), Pub.L. 109-282, as amended by the Digital Accountability and Transparency Act (DATA Act), Pub.L. 113-101. The University received its allocation for the Institutional Portion on May 4, 2020 and the MSI portion on May 29, 2020. This report is being made as of August 27, 2020.

Each HEERF participating institution must post the information listed below on the institution's primary website. Accordingly, the University is providing this information to the GSU community in compliance with this directive:

1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution 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.

Governors State University acknowledges the institution signed and returned to the Department of Education the Certification and Agreement for the Student Portion of funds on April 15, 2020. The university signed and returned to the Department of Education the Certification and Agreement for the Institutional Portion of funds on April 21, 2020.

The University 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. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students.

The University has received \$1,851,301 for Emergency Financial Aid Grants – Institutional Portion and \$181,244 MSI Portion. All amounts will be used to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus including costs to provide refunds to students for room and board and other fees as a result of significant changes to the delivery of instruction, including interruptions in instruction, due to the coronavirus. The University draws down the funds from the Department of Education’s G5 system based on actual disbursements made to students.

3. The total amount of Emergency Financial Aid Grants distributed within the University under Section 15011 of Division B of the CARES Act as of the date of submission (i.e., as quarterly report).

As of August 26, 2020, the University has not spent any funds from the \$181,244 MSI portion of the funding.

4. The distribution and management of Emergency Financial Aid Grant within the University under Section 15011 of Division B of the CARES Act.

With the concurrence of the University President and her Cabinet, Emergency Financial Aid Grant under Section 15011 of Division B of the CARES Act will be utilized for two Campus Counselors as prescribed by the Mental Health Early Action on Campus Act (P.A. 101-0251).

5. The method(s) used by the institution to determine which expenditures are reimbursed from the Emergency Financial Aid Grants under Section 15011 of Division B of the CARES Act.

To ensure the University reimburses applicable costs from Emergency Financial Aid Grants for expenses related to the disruption of campus operations and costs associated with significant changes to the delivery of instruction to the coronavirus, the University developed a Memorandum of Understanding through which expenditure requests are submitted to the Office of Budget and Financial Planning (OBFP) and are reviewed and approved by Cabinet. Approved expenditures are tracked by the individual departments and the related supporting documentation sent to OBFP. The costs, after reviewed, will be transferred from the department to the applicable Grant fund.

A University committee was formed to review submitted expenses to first determine if the expenditure met the eligibility for aid under the CARES act criteria (i.e. incurred expenses because of the disruption of campus operations due to the coronavirus and/or one-time expenditures/projects related to the continuity of instruction and student support, intended to innovate the future learning experience at GSU). The committee then pursues approval from the President’s Cabinet and/or her designees.

The Office of Budget and Financial Planning reviews each requested and approved expenditure with actual expenditures prior to reimbursement. Communication with the requesting Unit serves as documentation of the process along with the support of the Memorandum of Understanding issued to the University Unit Heads i.e. Vice Presidents, College Deans, Directors of applicable departments.