

**Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable**

**Institution Name:** \_\_\_\_\_ **Date of Report:** \_\_\_\_\_ **Covering Quarter Ending:** \_\_\_\_\_

**Total Amount of Funds Awarded:** Section (a)(1) Institutional Portion: \_\_\_\_\_ Section (a)(2): \_\_\_\_\_ Section (a)(3): \_\_\_\_\_ **Final Report?**

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. <sup>1</sup>				
Providing reimbursements for tuition, housing, room and board, or other fee refunds.				
Providing tuition discounts.				
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.				
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.				
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.				
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.				
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.				
Campus safety and operations. <sup>2</sup>				

<sup>1</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#)

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.				
Replacing lost revenue due to reduced enrollment.				
Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>				
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.				
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.				
Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>				
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>				
<b>Quarterly Expenditures for each Program</b>				
<b>Total of Quarterly Expenditures</b>				

<sup>3</sup> Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used “to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.”

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used “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 by institutions of higher education and for grants to students for any component of the student’s cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care.”

## Form Instructions

**Completing the Form:** On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

**Posting the Form:** This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

## Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

***Quarterly report for the CARES Act Higher Education Emergency Relief Fund Emergency Financial Aid Grants to Students***

January 10, 2021

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act), enacted by Congress on March 27, 2020 provides for a two-part allocation to institutions of higher education. Funds from the student-portion of the Higher Education Emergency Relief Fund (HEERF) provide direct grant aid to FAFSA-eligible students whose education at MPCC was impacted by the coronavirus.

In compliance with CARES Act reporting requirements, MPCC is reporting the use of funds distributed from the HEERF.

1. On April 13, 2020, MPCC signed and returned to the Department of Education the Certification and Agreement and assurance 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.
2. On April 28, 2020, MPCC received **\$387,473** from the U.S. Department of Education pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students.
3. MPCC has awarded **\$378,500** of Emergency Financial Aid Grants to eligible students under Section 18004 (a)(1) of the CARES Act (as of 12/31/20)
4. A total of approximately 1,048 enrolled students at MPCC are 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.
5. As of December 31, 2020, **334** students have received an Emergency Financial Aid Grant under Section 18004(a)(1) of the CARES Act.
6. MPCC used the following method to determine which students receive Emergency Financial Aid Grants and how much they receive under Section 18004(a)(1) of the CARES Act:
  - a. Students eligible to receive funding from the Emergency Financial Aid Grants must be currently enrolled at MPCC, have a valid FAFSA on file at MPCC, and qualify for Title IV funding based on Section 484 of the Higher Education Act of 1965. Students who are considered international students, students enrolled in non-credit courses, and student enrolled in only online courses are not eligible for Emergency Financial Aid Grants under Section 18004(a)(1) of the CARES Act.
  - b. Students must complete and submit the Application for CARES Act Stabilization Funds available on the MPCC website and must provide an explanation generalizing the educational hardships incurred as a result of COVID-19.
  - c. Applications are reviewed to ensure student applicants meet funding eligibility requirements, documented costs incurred after March 13, 2020, and requested funds are related to campus closures as stipulated.

- d. Qualified student applicants received funding disbursements based on the number of enrolled credit hours. Initial disbursements issued through June 16, 2020 were issued on the following maximum payment schedule:
  - i. \$400 per full-time student
  - ii. \$300 per  $\frac{3}{4}$  student
  - iii. \$200 per  $\frac{1}{2}$  student
  - iv. \$100 per part-time student

Beginning June 16, 2020, new applicants received disbursements following the new payment schedule detailed below. Applicants from the initial applicant pool prior to June 16, 2020 who remained eligible for the program received an additional disbursement to reach a combined total equal to the new payment schedule amounts. The maximum payment schedule through December 31, 2020 was as follows:

- i. \$1,200 per full-time student
- ii. \$900 per  $\frac{3}{4}$  student
- iii. \$600 per  $\frac{1}{2}$  student
- iv. \$300 per part-time student

7. Access to the Emergency Funds Application is maintained on the MPCC website. Accompanying the online application form, the MPCC website further provides information on the CARES ACT Student Emergency Financial Aid eligibility guidelines. All currently enrolled MPCC students received an email from the MPCC Director of Accounting and an additional email was distributed to Title IV eligible student from the MPCC Director of Financial Aid. Both emails provided guidance to accessing the online application and encouraged eligible students to complete the application. Applications selected to receive a second disbursement of emergency funds also received a letter of guidance for funding distribution.



July 24, 2020

**Re: CARES Act Stabilization Grant Funds Distribution**

Dear Student of Mid-Plains Community College:

Based upon your submitted application, it was determined you met both (1) eligibility requirements and (2) incurred personal expenses creating financial hardship related to COVID-19 as defined within the Federal CARES Act and therefore qualify for a stabilization grant.

In an attempt to assist as many students as possible with the funding allotted to Mid-Plains Community College, initial awards began monthly as follows:

- \$400 per full-time student,
- \$300 for  $\frac{3}{4}$  student
- \$200 for  $\frac{1}{2}$  student
- \$100 for part-time

Spring and/or Summer forms are now issued at a one-time, three month full-time equivalent of \$1200 and pro-rated accordingly. As mentioned previously, subsequent disbursement, with no further application necessary, may continue to be available should funds remain.

The enclosed payment is being made to you as an individual for expenses you incurred outside of costs associated with your attendance at Mid-Plains Community College. Therefore, this payment shall be considered miscellaneous income. It will NOT result in a 1099-Misc form at this time, however, please remember the Federal Government/IRS continue to clarify tax representation of these payments therefore we recommend you consult your tax preparer for further clarifications and/or when preparing your 2020 Individual Income Tax filing.

**Questions:**

Financial Aid @ [browne@mpcc.edu](mailto:browne@mpcc.edu) or (308) 535-3600

Business Office @ [peteronc@mpcc.edu](mailto:peteronc@mpcc.edu) or (308) 535-3777