



## MEMORANDUM

**DATE:** April 24, 2020

**TO:** Doug Ewald, Vice Chancellor for Business, Finance and Business Development, UNO/UNMC  
Bill Nunez, Vice Chancellor for Business and Finance, UNL  
John Watts, Vice Chancellor for Business and Finance, UNK

**FROM:** Chris Kabourek, Vice President for Business and Finance and CFO

A handwritten signature in black ink that reads "Chris A. Kabourek".

**RE:** CARES Act: Higher Ed Emergency Relief Fund Guidance - Updated

As you know, earlier this week Secretary of Education DeVos made available the second phase of CARES Act funding available for institutional use. Links to the Department's press release and further guidance (FAQs) are included at the bottom of this memo.

President Carter and I intend to give you and the Chancellors flexibility on how best to utilize these funds to best serve your campus communities, but request we adhere to these principles:

1. Student emergency grants will be distributed to students as quickly as possible, but in a system-wide coordinated fashion.
2. We will be coordinated and aligned as much as possible on utilization of the institutional funds.
3. All CARES Act spending will be approved by the campus CBO and reported to my office.

Let us know if we can be of further assistance.

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**FAQ: CARES Act Higher Education Relief Fund student portion:**

<https://www2.ed.gov/about/offices/list/ope/heerfstudentfaqs.pdf>

**FAQ: CARES Act Higher Education Relief Fund institutional portion:**

<https://www2.ed.gov/about/offices/list/ope/heerfinstitutionalfaqs.pdf>

**Press Release:** <https://www.ed.gov/news/press-releases/secretary-devos-delivers-6-billion-additional-grant-funding-support-continued-education-americas-colleges-universities>

A few highlights from our review of the FAQs:

- Students must be Title IV aid eligible for emergency aid grants but do not have to have completed a FAFSA.
- Institutions cannot use student portion of funds to reimburse the institution for payments to student workers.
- Institutions will be required to report to DoED on the student portion of funds: how grants were distributed to students, how the amount of each grant was calculated, and any instructions or directions that the institution gave to students about the grant.
- Institutional funds may not be used for pre-enrollment recruitment activities.
- Institutions will be required to report on the use of institutional funds following a Federal Register notice to be released by DoED. Institutions should keep detailed records to show that use of funds were in accordance with the CARES Act and put in place internal controls in accordance with cash management principles.