




## MEMORANDUM

DATE: April 10, 2020

TO: Chancellors

FROM: Ted Carter, President 

RE: CARES Act: Higher Ed Emergency Relief Fund guidance

The recently passed CARES Act provides funding to higher education institutions through the Higher Education Emergency Relief Fund. As you know, 50 percent of this funding must be provided directly to students while the remaining 50 percent is reserved for institutional use.

Yesterday, the Department of Education released funding allocations by campus and guidance pertaining to the 50 percent for student use. The Department is working to allocate the remaining funding that is reserved for institutional use, and we expect those details to be provided in the next couple of weeks. Once we receive that guidance, we will collectively discuss how best to utilize the institutional use funds.

Highlights from the student use guidance released yesterday are summarized below:

1. The student funding can only be used for the exclusive purpose of providing emergency financial aid grants to students for their expenses related to the disruption of campus operations due to the coronavirus. Campuses are to promptly make these funds available directly to students.
2. The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. This means each campus may develop its own system and process for determining how to allocate these funds, which may include distributing the funds to all students or only to students who demonstrate significant need.
3. While each Chancellor has the authority to allocate these funds to best meet your students' needs, I would encourage us to follow the Department's guidance that leadership prioritize grants to students with the greatest need and limit the maximum grant to \$6,195 (the current maximum Federal Pell grant).
4. To access the funds, campuses must sign and return the Certificate of Funding and Agreement via [grants.gov](https://grants.gov). Further instructions are included in the links below.

5. Campuses shall not use the funding released yesterday to reimburse itself for any COVID-19 related costs or expenses. The Department is working to allocate the remaining funding that is reserved for institutional use, and we will collectively discuss how to best utilize those funds after receiving further guidance.
6. Given the anticipated reporting requirements and scrutiny around this funding, spending plans must be approved by your campus Vice Chancellor for Business and Finance (CBO) and reported to Chris Kabourek on my team.

Links to the Department's letter and funding allocations are included below. Please let me know how my team can be of any assistance to you. Thanks again for all that you do.

Links:

- <https://www2.ed.gov/about/offices/list/ope/caresactgrantfundingcoverletterfinal.pdf>
- <https://www2.ed.gov/about/offices/list/ope/caresheerfcertificationandagreementfinalombapprovedforissuance.pdf>
- <https://www2.ed.gov/about/offices/list/ope/allocationsforsection18004a1ofcaresact.pdf>