

CARES Act Institutional Emergency Relief Funding Distribution Plan

Clayton State University

May 19, 2020

Clayton State University received \$6,165,671 under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. \$3,082,836 was designated as Emergency Financial Aid Grants to students. The remaining portion of \$3,082,835 was awarded and may be used by the university 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, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship. Clayton State University has submitted the applicable Certificate of Agreements and has also implemented the processing of the emergency student grants and consequently, has met the initial pre-requirements to receive the institutional portion of the CARES Act funding.

Clayton State University has developed the following plan for the use of the \$3,082,835 institutional dollars it was allocated.

- A. Reimburse the University for refunds made to students on or after March 13, 2020 for room, board, parking, dining, student activity and other fees and charges that the university could no longer provide. The refunds totaled **\$2,232,658** with the following breakdown:

Fee Refunded	Amount	CARES Act Institutional Aid
Housing	\$ 1,396,521.65	\$ 1,396,521.65
Dining	\$ 488,691.54	\$ 488,691.54
Parking	\$ 79,016.00	\$ 79,016.00
Student Activities	\$ 140,263.00	\$ 140,263.00
Course Fee	\$ 29,165.27	\$ 29,165.27
Study Abroad	\$ 89,183.00	\$ 89,183.00
Orientation	\$ 255.00	\$ 255.00
Continuing Education	\$ 9,563.00	\$ 9,563.00
Total	\$ 2,232,658.46	\$ 2,232,658.46

- B. Purchase of equipment, software, and internet connectivity to enable students to transition to distance learning. Equipment includes laboratory kits and manuals needed to provide laboratory instruction in Physics, Biology, and Chemistry courses in an online environment. Additional wireless internet access points have been installed to accommodate online student learning. Classrooms will need to have additional equipment such as cameras and tablets for hybrid instruction under social distancing guidelines. The expenditures totaled **\$300,346** with the following breakdown:

Cost Description	Amount	CARES Act Institutional Aid
Laboratory Kits	\$ 99,083.00	\$ 99,083.00
Laboratory Manuals	\$ 6,600.00	\$ 6,600.00
Classroom Cameras & Tablets	\$ 58,000.00	\$ 58,000.00
Wireless Internet Access	\$136,663.00	\$ 136,663.00
Total	\$300,346.00	\$ 300,346.00

- C. Cover costs that have a clear nexus to significant changes to the delivery of instruction due to the coronavirus. The expenditures totaled **\$369,723** with the following breakdown:

Cost Description	Amount	CARES Act Institutional Aid
Computer & Audiovisual Equipment	\$ 265,000.00	\$ 265,000.00
Support Service - Customer Service Center	\$ 104,723.00	\$ 104,723.00
Total	\$ 369,723.00	\$ 369,723.00

D. To Be Determined – additional identified institutional needs or additional Student Grants using the same process and requirements as for the prior round of Student Grants. **Remaining Balance \$180,108.**

SUMMARY

CARES Act Institutional Funds		\$ 3,082,835.00				
Planned Use:						
A - Reimbursement of all student refunds due to COVID-19	\$ 2,232,658.00					
B - Purchase of equipment and install internet connectivity for transition to online learning	\$ 300,346.00					
C - Other costs with clear nexus to delivery of instruction	\$ 369,723.00					
Total		\$ 2,902,727.00				
D - Remaining Balance		\$ 180,108.00				

The institution’s Office of the VP for Business and Operations is prepared to report the use of the funds, demonstrating such use is in accordance with Section 18004(c). The appropriate accounting and auditing trails will be put into place to enable accurate reporting. According to the Federal Register for the U.S. Department of Education, there is a thirty-day calculation from the date that the official institutional certification submission was posted that the report of funding usage is due. The institution submitted CARES Act Institutional Aid funding certification on April 13, 2020. The official reporting requirements have not been posted on the Federal Register as of today, and we are monitoring the situation to ensure we comply with the necessary reporting requirements.