

**CARES Act Strengthening Predominantly Black Institutions (PBI)-Minority Serving Institution (MSI)
Emergency Relief Funding Distribution Plan**

Clayton State University

June 12, 2020

Clayton State University received \$ 396,025 under the Coronavirus Aid, Relief, and Economic Security (CARES) Act Strengthening Predominantly Black Institutions (PBI)/Minority Serving Institution (MSI) allocation. These funds can only be used for costs first incurred on or after March 13, 2020 and must be used no later than one year after submitting Funding Certification and Agreement. These funds can be used only for:

- Defraying expenses incurred, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll; or
- Awarding grants to students for any component of the student’s cost of attendance, as defined under Section 472 of the Higher Education Act, including food, housing, course materials, technology, health care, and childcare.

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 \$396,025 dollars it was allocated.

- A. Reimburse the University for defraying expenses incurred, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll. The reimbursements total **\$396,025** with the following breakdown:

These requests are related to lost revenue due to COVID-19 for various units on campus.	
Lost Revenue	CARES Act-MSI
DH Clinic revenue lost due to clinic being closed	\$ 46,859.20
FY20 portion of Summer semester 2020 Athletic Fees	\$ 69,723.60
FY21 portion of Summer semester 2020 Athletic Fees	\$ 34,400.00
CE course revenue lost due to inability to transition certain courses online	\$ 51,996.00
Cancellation of external group rentals; summer camps; and Spring Commencement for Athletics	\$ 44,400.00
Summer semester 2020 Laker Card Fees	\$ 46,008.00
Dining commissions on retail and catering sales lost due to closure of Dining Services	\$ 32,328.00
SmartPrint lost revenue due to online classes and students not being on campus	\$ 4,809.00
Vending commissions on sales lost due to students and most employees not being on campus	\$ 11,964.00
Total	\$ 342,487.80

These requests are related to reimbursement for expenses already incurred due to COVID-19 for various units on campus.	
Cost Description	CARES Act-MSI
Reimburse payments made for software in DH Clinic for patient scheduling	\$ 955.20
Total	\$ 955.20
These requests are related to equipment or software technology costs associated with the transition to distance education for various units on campus.	
Cost Description	CARES Act-MSI
Card readers to connect to Atrium Cash Registers	\$ 770.00
Total	\$ 770.00
These requests are related to defraying some payroll expenses for various units on campus.	
Cost Description	CARES Act-MSI
UHS nursing salary costs to operate telehealth services	\$ 25,000.00
CE payroll costs needs to be reimbursed due to loss of revenue	\$ 26,812.00
Total	\$ 51,812.00

Grand Total	\$	396,025.00
Award	\$	396,025.00
Balance	\$	-

The office of the Vice President 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 May 1, 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.