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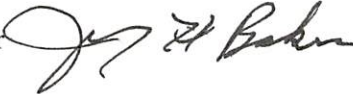
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Jimmy H. Baker
CHANCELLOR

MEMORANDUM #2020-EXE-056

DATE: June 12, 2020

TO: ACCS Presidents and Chief Financial Officers

FROM: Chancellor Jimmy H. Baker 

RE: CARES Act - HBCU and Strengthening Institutions Funds

This memorandum sets forth the Alabama Community College System's best understanding of the CARES Act - HBCU and Strengthening Institutions Funds.

Prior to August 1, 2020, each College's President should complete and submit the "Recipient's Certification and Agreement for an Award under Section 18004(a)(2) of the Higher Education Emergency Relief Fund, Coronavirus Aid, Relief, and Economic Security (CARES) Act." Recipient shall promptly and to the greatest extent practicable use the award within one year from the date of this Certification and Agreement.

ACCS recommends the funds to be primarily used to defray expenses incurred by the college on or after March 13, 2020, including:

- lost revenue
- reimbursement for expenses already incurred
- technology costs associated with a transition to distance education
- faculty and staff trainings

If necessary, these funds may be used for payroll expenses (excluding senior administrator and/or executive salaries, benefits, bonuses, contracts, incentives and any other cash or other benefit for a senior administrator or executive). Justification for this type of use will be expected within the submitted plan for review.

Colleges may use this award 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, tuition, course materials, technology, health care, and child care.

ACCS recommends that colleges do not drawdown the entire amount of CARES Act-HBCU and Strengthening Institutions Funds. The CARES Act-HBCU and Strengthening Institutions Funds should be drawn only as those funds are utilized. Recommended Account Codes are as follows:

Alliant: 02-06-3500* Restricted - HBCU and Strengthening Institutions Support- CARES Act College Relief

If you have already utilized these program codes, please use your next available program code in the appropriate functional area.

Banner Fund: 21200 CARES Act - Dept of Ed Relief
212200 CARES Act - HBCU and Strengthening

Each College shall keep detailed records of how they are expending all CARES Act Funds and be prepared to report the use of the funds to DOE, demonstrating such use was in accordance with reporting requirements including those in Section 15011(b)(2) of Division B of the CARES Act and submit required quarterly reports to the Secretary, at such time and in such manner and containing such information as the Secretary may reasonably require (See also 2 CFR 200.327-200.329).

Please review the DOE website for additional guidance which may be released in the future. ACCS will do its best to keep up with any news as it is released and provide that to the colleges.

Prior to any drawdown or expenditure, ACCS asks each college to provide a plan to Sara Calhoun (sara.calhoun@accs.edu) with a detailed plan of disbursement including costs estimates of how it intends to utilize these HBCU or Strengthening Institutions Support funds. ACCS will review the proposal and provide a written response.