

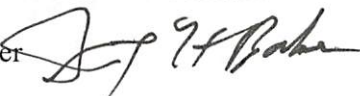
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Jimmy H. Baker
CHANCELLOR

MEMORANDUM #2020-EXE-062

DATE: July 9, 2020
TO: ACCS Presidents and Chief Financial Officers
FROM: Chancellor Jimmy H. Baker 
RE: CARES Act – COVID-19 Public Health Emergency Response

On July 6, 2020, State Director of the Department of Finance Kelly Butler announced that \$50 million will be available to higher educational institutions to provide funds for COVID-19 public health emergency response expenses. These funds are available through the CARES Act signed into law by President Donald J. Trump in March 2020.

The Alabama Community College System, including the colleges, have been designated with a maximum allocation amount totaling \$8,785,681. To prepare the submission on behalf of the entire System, it is requested that you submit all eligible COVID-19 expenses using the attached request form (include additional pages with details, as necessary). Please distinguish between previously incurred expenses and projected expenses on your submission. If you have utilized other restricted or unrestricted funds to pay for eligible expenses previously, please also include these expenses and indicate the funding source. If the requested funds are received from the State, guidance will be provided to each college for appropriate accounting and reporting of these expenditures to ensure duplication or supplanting of funds is avoided.

To be eligible for these funds, the expenses must not have been budgeted prior to March 27, 2020, must have been incurred between March 1, 2020 and December 30, 2020, and must be a necessary response to the COVID-19 public health emergency. Eligible expenses include:

- 1) Personal Protective Equipment (PPE): Hand Sanitizer, Face Masks, Gloves, Protective Clothing, Face Shields
- 2) Cleaning and Sanitization: Cleaning products, disinfectants, sanitation services
- 3) Medical: Thermometers, Swabs, Testing Kits, Lab Tests
- 4) Telework Expenses: Laptops, Phones, Software, Computer Equipment/Supplies, VPN, WiFi
- 5) Workplace Safety Preparations: Plexiglass Dividers, Building or Workstation Modifications
- 6) Training: Specialized Instruction related to COVID-19
- 7) Payroll: This may include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- 8) Other: Any COVID-19 payments not included in the descriptions above. Please explain your purchase. 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 required for review.

Eligibility to receive these funds is contingent upon the college certifying, in writing that the applicant will: (1) use the funds in a lawful manner consistent with Section 601(d) of the Coronavirus Relief Fund (as set forth in the “Use of Funds” section within the attached Certification and Assurance form) and (2) will comply with any and all policies and directives issued by the Alabama Department of Finance related to the Coronavirus Relief Funds.

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 as requested. If required, the following information may be provided to the Alabama Department of Finance by the first day of every month containing information for the immediately preceding month:

- 1) the total amount of funds received from the award;
- 2) the amount of funds that were expended or obligated for each project or activity;
- 3) a detailed list of the projects or activities for which these funds were expended or obligated, including:
 - a) the name of the project or activity;
 - b) a description of the project or activity; and
 - c) the estimated number of jobs created or retained by the project or activity, (if applicable); and
- 4) detailed information on any level of subcontracts or subgrants awarded by the recipient or its subcontractors or subgrantees, to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (31 U.S.C.6101 note) allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

This is a time-sensitive request which requires submission to the ACCS System Office no later than Friday, July 17, 2020. A combined request will be submitted to the Department of Finance for funding consideration. Please provide a completed Certification and Assurance and the Coronavirus Relief Fund Reimbursement Request Form to Sara Calhoun (sara.calhoun@accs.edu) with additional details, as necessary.

Attachments

CERTIFICATION AND ASSURANCE

I, _____ am the _____ President

of _____
(College Official Name)

and I certify under penalty of perjury that:

1. I have the authority on behalf of the above listed entity (hereinafter "Entity") to request payment from the State of Alabama ('State') of funding from the Coronavirus Relief Fund pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. I understand that this subaward (funding) is provided to the subrecipient through a Grant to the State of Alabama in the amount of \$1,901,262,000 from the U.S Treasury via Section 601(a)(1) of the Social Security Act (42 U.S.C. 301 et seq.), known as the Coronavirus Relief Fund, as created by Section 5001 of the CARES Act, Pub. L. No. 116-136 (March 27, 2020) under Federal Award Identification Number SLT0002 and SLT0223, CFDA # 21.019 Coronavirus Relief Fund for the period March 1, 2020 – December 30, 2020. This subaward is provided in accordance with the requirements set forth on the grant website and application, and the subrecipient acknowledges by applying for the subaward that the information provide is true and accurate.
3. I understand that the State will rely on this certification as a material representation in making an award to the Entity.
4. Entity's proposed uses of the funds provided will be used only to cover those costs that—
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for Entity; and
 - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
5. The necessary expenditures charged to or made against this award will be only those expenditures to prevent, prepare for, and respond to coronavirus and no other purpose.
6. Funds received from this award will not be used to replace or supplant any other funding nor to fill or prevent revenue shortages.
7. The recipient agrees to maintain records concerning the funds provided in this award. Such records must be available for review or audit by appropriate officials of a federal and pass-through agency.
8. If federal or State authorities determine that funds received from this award were expended by the Entity for a purpose other than those authorized by law (hereinafter "unauthorized expenditures"), then Entity agrees to pay any financial penalties and costs associated therewith resulting from such unauthorized expenditures. If the State is required to pay any penalties or costs associated therewith resulting from an unauthorized expenditure by Entity, the Entity agrees to reimburse the State in whole. Entity acknowledges that the State, through the Department of Finance, may be required to file a claim with the State Board of Adjustment against the Entity to recoup penalty payments made by the State on behalf of Entity. In the event that a Board of Adjustment claim is necessary as described in this paragraph, Entity agrees to consent to payment of the claim.

Printed Name: _____

Title: _____ President

Signature: _____

Date: _____

CORONAVIRUS RELIEF FUND REIMBURSEMENT REQUEST FORM

College Name:			
STAARS Vendor Code:	VC	STAARS Address ID:	

Column 1 should include all eligible, non-budgeted expenses incurred as of March 1, 2020.

Column 2 should include all projected, eligible expenses that will be purchased prior to December 30, 2020.

Item Description	Expense Incurred (As of 3/1/20)	Expenses Anticipated (Current thru 12/30/20)
PERSONAL PROTECTIVE EQUIPMENT (PPE)		
CLEANING AND SANITATION		
MEDICAL		
TELEWORK EXPENSES		
WORKPLACE SAFETY PREPARATIONS		
TRAINING		
PAYROLL		
OTHER (EXPLAIN):		
TOTAL AMOUNTS		

I certify that the above expenditures meet the following conditions:

- 1) The expenditures have been or will be used to cover those costs that are necessary to prevent, prepare for, and respond to the coronavirus public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- 2) Were not accounted for in the budget most recently approved as of March 27, 2020, for the Entity;
- 3) Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020;
- 4) Will not be used to replace or supplant any other funding nor to fill or prevent revenue shortages; and
- 5) Are requested in accordance with the Coronavirus Relief funds (CRF) Acknowledgement and Certification on file.

Signature/Date

Title

Email

Telephone Number