# Tennessee Higher Education Commission
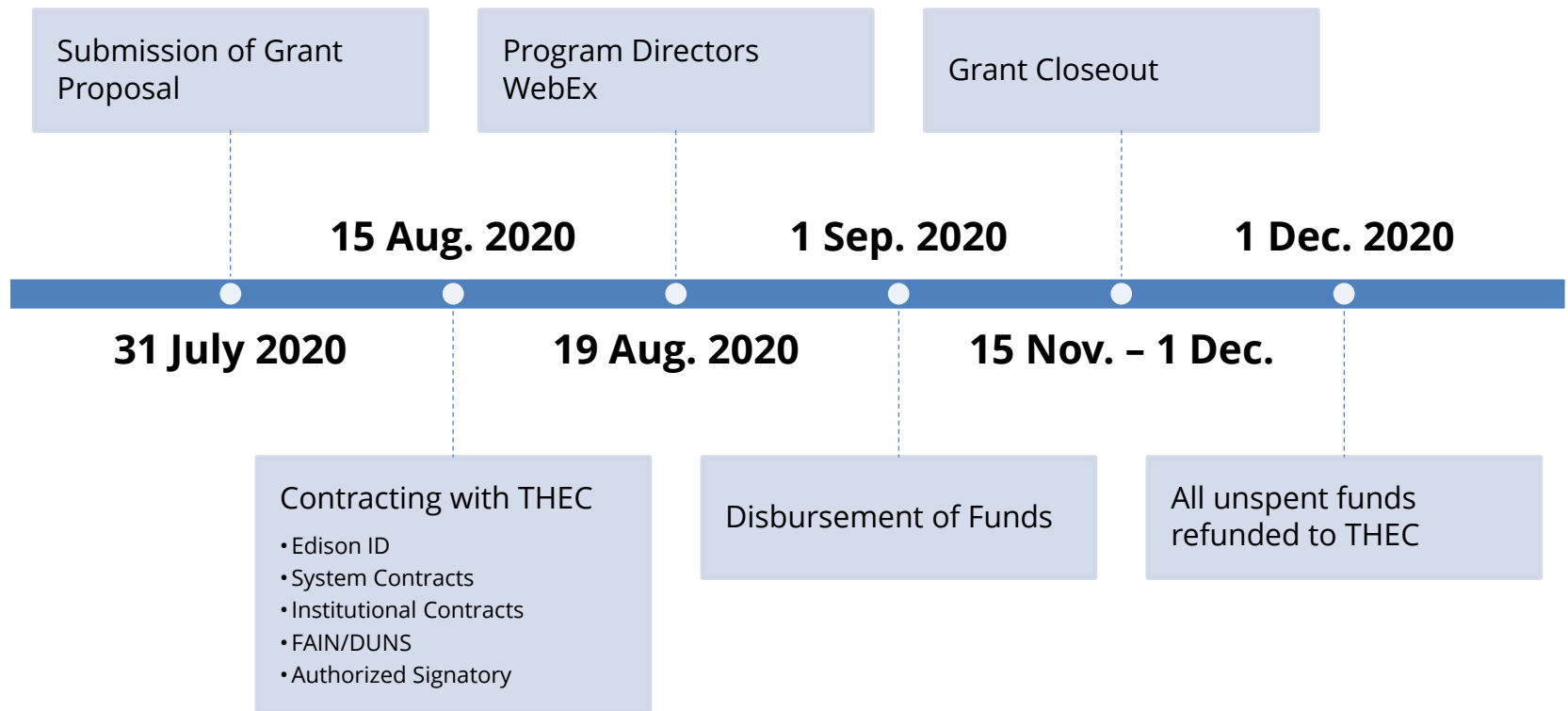
Coronavirus Relief Fund Proposal
Technical Assistance Call
July 22, 2020

**THEC**

# Grant Overview

- Grant Purpose and Intent
  - Mitigate the impact of COVID-19 on higher education in Tennessee
    - Social distancing
    - Transition to online learning
  - Federal funds intended to be spent expediently
- Intentional Scope and Oversight
  - Federal and State of Tennessee Guidelines for Reporting
- Distribution allocation
  - Pell-eligible students
  - Estimated amounts are forthcoming

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# CRF Proposal Process

Submission of Grant Proposal

Program Directors WebEx

Grant Closeout

**15 Aug. 2020**

**1 Sep. 2020**

**1 Dec. 2020**

**31 July 2020**

**19 Aug. 2020**

**15 Nov. – 1 Dec.**

Contracting with THEC

- Edison ID
- System Contracts
- Institutional Contracts
- FAIN/DUNS
- Authorized Signatory

Disbursement of Funds

All unspent funds refunded to THEC

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# Funding Categories

## Social Distancing

- Adapt classroom configurations
- Modify student housing to comply with COVID-19 health precautions
- Physical plant costs
- Subsidize non-executive payroll expenses for faculty/staff dedicated to mitigating COVID-19

## Transition to Online Learning

- Expand and support online instruction
- Increase students' access to technology
  - Laptops
  - Wi-Fi hotspots
  - Digital subscriptions
- Subsidize payroll expenses for new personnel or extended duties of existing non-executive personnel.

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# Proposal Components

- Institution
  - Contract Signatory
  - CRF Program Director
- Fund Usage
- Budget
- Supplemental Information
- Federal Worksheet
  - Subrecipient's registered name
  - Subrecipient's DUNS number
- Compliance

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# Proposal: Fund Usage

- Purpose for expenditures
- Rationale for expenditures
- How will the funds be successfully expended within the contract time frame?

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# Proposal: Budget

- **Salaries, Benefits & Taxes**
- **Professional Fee, Grant & Award**
- **Supplies, Equipment Rental & Maintenance**
- Travel, Conferences & Meetings
- Interest
- Insurance
- Special Assistance to Individuals
- Depreciation
- Other Non-Personnel
- **Capital Purchase**
- In-Kind Expense

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# Proposal: Supplemental Information

## Social Distance Expenses

- Confirmation/supporting documentation that proposed facility changes were not already budgeted expenses and are demonstrably due to COVID.

- Available data on total number of student housing units if facility changes are proposed.

- Detailed plans and budgets proposed for conforming residential spaces to comply with public health guidelines.

- Confirmation/supporting documentation that payroll costs to be incurred are not an already budgeted expense and are solely for developing the online transition due to COVID.

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# Proposal: Supplemental Information

## Online Transitions Expenses

- Any available per-student data that quantifies and supports the need for the online transition as it is directly tied to COVID.

- Supporting documentation demonstrating the institution's ability to quickly launch the proposed online transition within the grant contract timeframe.

- Quotes supporting the institution's budgeted expenses for any equipment purchases made in support of the initiative.

- Confirmation/supporting documentation that any designated COVID payroll expenses will be tracked separately vs. regular recurring and budgeted payroll expenses.

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# Reporting Requirements

| Reporting Date | Narrative Report | Procurement Documentation | Budget Reconciliation |
|---|---|---|---|
| Sept. 1, 2020 | X | X | |
| Oct. 1, 2020 | X | X | X |
| Nov. 1, 2020 | X | X | X |
| Dec. 1, 2020 | X | X | X |

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# Sample Allowable Expenditures

- Personal Protective Equipment
- Laptops, Wi-Fi hotspots, headsets, etc.
- Equipment and services to record, store, and transcribe video course content
- Licenses for software packages that make online learning easier for students
- Stipends for online/hybrid class development
- Cleaning equipment and services (during the grant time frame)
- Physical plant costs for campus reconfiguration

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# Excluded Expenditures

- Lost/foregone revenue
  - Offsetting online course fees
  - Lost residential income
- Reimbursement for expenditures before the contract start date

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# Submitted Questions: Timing

- Can items be ordered before the contract if goods are received during the grant term?
  - *Yes, items can be ordered before the contract is executed but the invoice and receipt must be within the contract period.*
- If items are ordered during the grant term, but are not received (especially with supply chain disruptions), are they allowable?
  - *No, the grant can only cover expenses for which campuses have both invoices and receipts.*
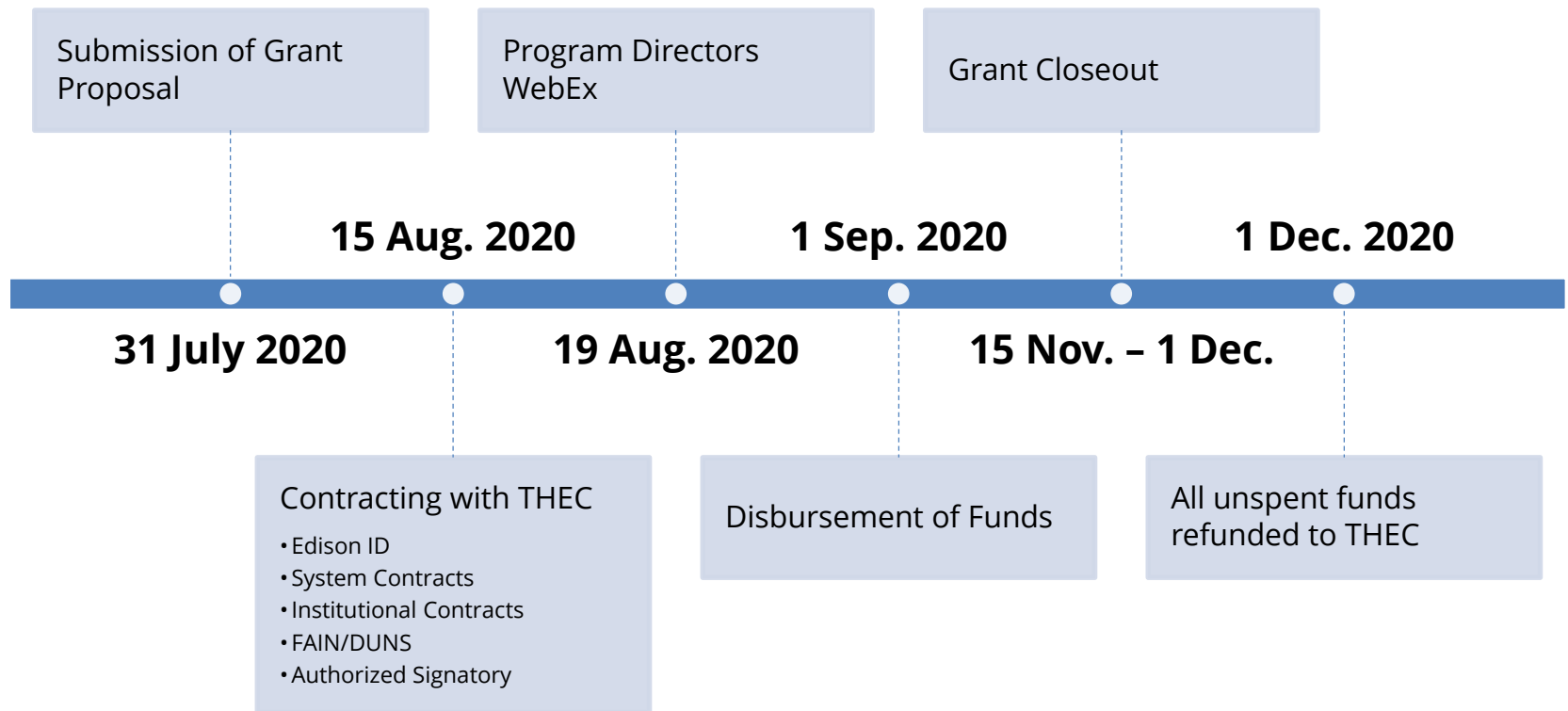
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# Submitted Questions: Timing (ctd.)

- Can campuses prepay for services rendered?
  - *No, campuses cannot prepay for services – only services that are rendered during the contract period are allowable.*
  - *Annual licenses (e.g. Microsoft TEAMS) are an exception as long as they are paid during the contract period.*

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# Submitted Questions: Personnel

- Can personnel time be split (% of time related to Covid)?

  – *Yes, as long as the personnel time can be documented.*

- Stipends for online/hybrid class development--can adjuncts receive these funds?

  – *Yes, with documentation, regardless of faculty classification.*

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# Questions?
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Dr. Lauren Collier

Dr. Corey Gheesling

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