

**Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable**

**Institution Name:** William Rainey Harper College **Date of Report:** 10/30/20 **Covering Quarter Ending:** September 30, 2020

**Total Amount of Funds Awarded:** Section (a)(1) Institutional Portion: \$2,763,258      Section (a)(2):                      Section (a)(3):                      **Final Report?**

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. <sup>1</sup>				
Providing reimbursements for tuition, housing, room and board, or other fee refunds.				
Providing tuition discounts.				
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	260,095.99			Chromebooks and covers to students, additional notes included.
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	48,752.50			Expand Webex capacity, purchase of student access software, and hotspots. Additional notes included.
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.				
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.				
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.				

<sup>1</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. [HEERF litigation updates can be found here.](#)

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Campus safety and operations. <sup>2</sup>	190,840.51			Funds were used for PPE, signage, shields and guards, additional deep cleaning costs, and temperature screeners. Additional notes included.
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.				
Replacing lost revenue due to reduced enrollment.				
Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). <sup>3</sup>				
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.				
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.	253,732.14			Funds were used to support additional licensures to software, expanded servers, hard drives, firewall security, laptops, and wireless phones for remote student support. Additional notes included.
Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>	361,120.00			Stipends to employees working remotely to support

<sup>2</sup> Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

<sup>3</sup> Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

<sup>4</sup> Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used "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

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
				telecommunication and home office costs
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>				
<b>Quarterly Expenditures for each Program</b>	<b>1,114,541.14</b>			
<b>Total of Quarterly Expenditures</b>	<b>1,114,541.14</b>			

**Form Instructions**

Completing the Form: On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

Posting the Form: This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period

payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.”

<sup>5</sup> Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used “to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and 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, course materials, technology, health care, and child care.”

(September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

**William Rainey Harper College Explanatory Notes**  
**Quarter 1**

Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees:

The CARES 18004(a)(1) Institutional Funds were used to purchase 875 Chromebooks that can be “checked out” of the library so students can continue participate in remote learning. In addition to the Chromebooks, protective sleeves were also purchased to enhance durability while loaned out to the students.

Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment:

CARES 18004(a)(1) Institutional Funds were used to support the costs of expanded capacity of WebEx for remote advising, meeting with faculty, etc. The funds were also used to purchase MobileCitizen Hotspots that students can borrow to ensure reliable internet connection for the remote learning environment. Funds were used for the license fee of GoReact, which is a cloud-based teaching platform.

Campus safety and operations:

Funding was used from the CARES 18004(a)(1) Institutional Funds to ensure the safety of the campus for a hybrid learning environment. The College purchased many supplies of PPE, including disposable gloves, masks, alcohol wipes, face shields, and hand sanitizer that can be used by faculty, staff, and students. Tyvex Coveralls were provided to cleaning staff. Electrostatic hand sanitizer stations were purchased and placed among the campus. Paper towel dispensers were placed in bathrooms of re-opened buildings based on the Covid-19 guidelines.

To maintain social distancing, acrylic panels and “sneeze guards” were purchased. The College also purchased floor directional signs for hallways, stairways, and laboratories. Additional signs were placed to mark areas for authorized personnel only or no entry/exit (for creating one-way stairways or hallways). Signs were also used to direct people to temperature check points. The CARES 18004(a)(1) Institutional Funds were also used to support the payment of personnel hired to operate the temperature check points, ensuring no personnel on campus had temperatures and everyone was wearing a mask. When a positive COVID-19 test is revealed, the buildings the individual entered undergo a decontamination cleaning. The funds were used to offset those costs. Water quality testing was performed prior to re-opening the campus to online learning. The testing was necessary due to lack of use from campus closure.

Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc:

To adapt to the remote learning and working environment, the College had to upgrade the firewall security for remote connection as well as increasing the server volume load. Laptops were purchased to be loaned to faculty or staff that didn't have reliable access to one at home. Prior to COVID-19, a family of four may have been able to share a single computer but with the current environment, every family member would need consistent, reliable computer access for working and/or teaching. In addition to the laptops, the College purchased wireless Cisco phones to faculty and staff could continue remote student support, such as advising and financial aid information. Additional office supplies were purchased to be lent to faculty and staff to allow for remote learning and work, such as portable hard drives, wireless headsets, and screen recorders.

In order to provide remote advising to students, Citrix licenses were purchased for academic advisors at the College. Funds were also utilized to support RescueAssist IT support for faculty and students to allow a seamless learning environment.

Other Uses of (a)(1) Institutional Portion funds:

Due to the remote work environment, faculty and staff of the College are needed to increase their internet speeds as well as other utility costs from being home. A stipend has been provided to College personnel to accommodate these extra costs. When campus returns to normal operations, the stipend will no longer be provided. The stipend is being offset with CARES 18004(a)(1) Institutional Funds.