

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:** 1/10/21 **Covering Quarter Ending:** December 31, 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. ¹				
Providing reimbursements for tuition, housing, room and board, or other fee refunds.				
Providing tuition discounts.				
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	16,505.29			Hotspots, Cloud educational subscription
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.				

¹ 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. ²	62,986.63			Funds were used for PPE, signage, additional deep cleaning costs, and temperature screeners
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.	45,625.00			Portable medical simulation kits
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.). ³				
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.	70,809.67			Funds were used to support additional licensures to softwares, expanded servers, firewall security, and laptops
Other Uses of (a)(1) Institutional Portion funds. ⁴	312,793.75			Stipends to employees working remotely to support telecommunication and home office costs

² 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.

³ 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.).

⁴ 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 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."

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵				
Quarterly Expenditures for each Program	508,720.34			
Total of Quarterly Expenditures	508,720.34			

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 (Trially 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 (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,

⁵ 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.”

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 2

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 purchase Verizon Hotspots that students can borrow to ensure reliable internet connection for the remote learning environment. Funds were also used for a Creative Cloud educational subscription for classroom use.

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. Prior to the resurgence of the COVID-19 virus, a hybrid learning model was used that allowed students to attend campus for certain laboratory classes. In order to provide a safe learning environment for students, faculty, and staff, the College purchased additional supplies of PPE, including masks, alcohol wipes, and hand sanitizer.

Following health guidelines, the College hired checkpoint screeners to be placed at the limited entrances to campus in order to take temperatures and ensure masks were worn by those entering buildings. Additional directional signs were placed to guide individuals to the limited entrances with the checkpoint screeners. The costs associated with payroll for the checkpoint screeners and the new directional signs were charged to the CARES 18004(a)(1) Institutional Funds. When there were confirmed or suspected cases of COVID-19 from individuals who had recently visited campus, deep cleaning was carried out in the relevant buildings. The costs of the cleaning and the additional Tyvex Coveralls provided to cleaning staff were charged to the CARES 18004(a)(1) Institutional Funds.

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:

The CARES 18004(a)(1) Institutional Funds were used to purchase portable medical simulation kits so students could continue participate in remote learning.

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:

With the continued remote learning and working environment, the College had to further upgrade the firewall security for remote connection as well as increasing the server volume load.

The cost of this upgrade was covered by CARES 18004(a)(1) Institutional Funds. The College purchased additional laptops to be loaned to faculty or staff that didn't have reliable access to necessary equipment at home. Laptops purchased during the first quarter were rapidly lent out to staff and faculty as needed. Additional charges to CARES 18004(a)(1) Institutional Funds were for Cisco telephones (allowing student advising and financial aid services to continue at employees' homes) and Citrix software for remote access to College systems.

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

The College has provided a stipend to faculty and staff each pay period to accommodate their need for increased internet speed as well as other utility costs incurred as a result of working from home. 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.