# COVID-19 RELIEF FUNDING JUSTIFICATION FORM

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| PROJECT NAME | PPE Gift Baskets | | |
| **INSTITUTION** | **Sample Community College** | **NAME OF REQUESTOR** | **Jane Doe** |
| **DEPARTMENT** | **Student Services** | **EMAIL OF REQUESTOR** | **JDoe@scc.edu** |
| **REQUESTED BUDGET** | $500 | **SOURCE OF FUNDING**  **REQUESTED** | DOE - HEERF III (a)(1) |
| **DOES THIS PROJECT REQUIRE CONSTRUCTION?** | YES  NO | **DOES THIS PROJECT REQUIRE NEW HIRES?** | YES  NO |
| **ARE YOU REQUESTING A VEHICLE?** | YES  NO  **IF YES, PLEASE FILL OUT THE VEHICLE JUSTIFICATION FORM.** | **WHAT IS THE ESTIMATED TIMELINE FOR YOUR PROJECT?** | EST. START DATE  8/1/2021  EST. END DATE  12/31/2021 |
| **DOES THIS PROJECT REQUIRE LONG-TERM COSTS?**  **WHAT IS THE SOURCE OF FUNDING TO PAY FOR THIS LONG-TERM?** | YES  NO  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **IF YES, WHAT IS THE ESTIMATED ANNUAL COSTS TO SUPPORT FOR THE PROJECT BEYOND INITIAL INVESTMENT?** |  |

# PROJECT JUSTIFICATION

**Is the project request or expense reimbursement you are asking for included in the most recently passed budget?**

**Yes  No**

**PROJECT NARRATIVE**

**Please explain how this project is in response to the COVID-19 pandemic and will benefit the institution or students.**

As the start of the new school year, Sample Community College would like to encourage their students to continue their social distancing measures and safety precautions. Especially with the rise of COVID cases, SCC wants to support their students during this time by providing students with a PPE gift basket. This basket will include reusable masks, hand sanitizers, and hand wipes.

**RELATED FAQ OR GUIDANCE REFERENCE:**

***TO BE FILLED OUT BY FINANCE***

**HEERF III FAQs:**

**28. Question:** What does the requirement to spend HEERF grant funds to “implement evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines” mean?

**Answer**: This provision of ARP requires institutions to use some of their ARP (a)(1) Institutional Portion funds to help fight the spread and transmission of COVID-19 on their campuses and among their student, faculty, and staff community members.7 This provision also applies to future ARP awards the Department will make under (a)(2) and (a)(3). It is critical that institutions take steps to prevent and mitigate the spread of coronavirus on their campuses and local communities. Congress did not prescribe any specific practices, strategies, or methods that institutions must use to implement this required activity, and institutions have flexibility to carry out activities tailored to their unique needs and circumstances that are evidence-based and in accordance with public health guidelines. Congress also did not set a specific threshold or amount of an institution’s ARP (a)(1) Institutional Portion funds that must be used to implement this provision. Please see Question 35, below, for more information on determining an appropriate expenditure level.

Some examples of allowable expenditures and activities include, but are not limited to, costs associated with the following:

*Testing:*

• Establishing a diagnostic or screening testing strategy, such as setting up a testing site, purchasing tests, or hiring additional personnel to administer tests.

• Hiring personnel to support contact tracing efforts in collaboration with local public health authorities.

*Prevention:*

• Setting up vaccination sites on or off campus to bring the vaccine to students, faculty, and staff, including costs of bringing sites to rural and satellite locations and costs associated with building awareness and confidence of the vaccine among students.

• Providing masks and other Personal Protective Equipment (PPE) to students, faculty, and staff.

• Supporting clean and sanitary campus environments, including purchasing hand sanitizer and handwashing stations that can be placed throughout the campus.

• Cleaning and disinfection.

• Enhancing ventilation in classrooms or common areas.

• Using mask campaigns to increase mask compliance on campus.

• Implementing physical distancing guidelines, such as modified layouts.

• Costs associated with vaccination efforts.

• Redesigning food service facilities.

• Developing training and communication systems to communicate with students.

Cost associated with campus and local outreach on the benefits of vaccination as a virus-mitigation strategy.

*Reducing Barriers to Vaccination:*

• Paying for time off for staff to get the vaccine.

• Providing sick leave to employees to get vaccinated.

• Spreading awareness and building confidence in getting vaccinated, including setting up clinics for students to receive vaccinations or other confidence and awareness building efforts.

*Supporting Students:*

• Procuring additional space both on or off campus to house students and supporting other costs associated with meeting the basic needs of students in isolation and quarantine.

• Providing academic support services and mental health services for students in isolation or quarantine.

• Supporting coping and resilience for students.

Additionally, the CDC has developed some COVID-19-focused resources tailored to institutions of higher education here: https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html. This site includes “Considerations for Institutions of Higher Education” available here: https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html. Also relevant are those activities found on the Department’s Best Practices Clearinghouse.

**Budget Requested**

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| --- | --- |
| **A.     Salaries and Fringe** |  |
| **B.     Consultants** |  |
| **C.      Supplies and Print** | $500 |
| **D.     Equipment** |  |
| **E.      Travel** |  |
| **F.      Construction** |  |
| **G.     Other** |  |
| **Total Funding Requested** | $500 |

**APPROVAL**

**DATE APPROVED BY TCU LEADERSHIP: \_\_\_\_\_\_\_\_\_8/1/2021\_\_\_\_\_\_\_\_**

**GRANT PROJECT CODE: \_\_\_\_123XX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**