

CARES/CRRSAA Funds Request Form

Helena College has received funds from the Higher Education Emergency Relief Fund (HEERF). These funds are being distributed through either the federal CARES or CRRSAA Acts. They have been provided to help “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, including marketing and advertising; endowments; or capital outlays associated with facilities....” For more information on specific uses of these funds please refer to the [Office of Postsecondary Education’s FAQ](https://www2.ed.gov/about/offices/list/ope/heerffaqsoc2020rollup.pdf) (<https://www2.ed.gov/about/offices/list/ope/heerffaqsoc2020rollup.pdf>).

Please complete this request form if your department has identified an appropriate use of these funds. For any expense under \$5,000 you only need to obtain authorization through your appropriate Cabinet member. The Budget Management Team (BMT) will serve as the prioritization committee for all purchases \$5,000 or greater. All expenditures of these funds must have this accompanying form for reporting/tracking purposes. After obtaining the appropriate Cabinet member approval, please submit this form to Paige Payne at paige.payne@helenacollege.edu.

The BMT will start reviewing requests in their February 23, 2021 meeting. To ensure consideration and funding availability, please submit your form no later than 5pm on February 19th. If additional resources are available, any further requests will be evaluated during future BMT meetings.

Name: _____

Department: _____

Category of expense:

Technology: _____

Disinfecting/Cleaning: _____

PPE/Security: _____

Communication/Signage: _____

Training: _____

Space modification: _____

Furniture: _____

Other Mitigation _____

Estimated Cost: _____

Description of items or services being requested:

Additional Comments: **Please use this space to describe how this project will address both immediate needs, and how it may have a lasting impact. If this request will have an associated expense that will continue beyond December 31, 2021, please address in your description.**

Signatures/Authorization:

Individual making request

Approved (only requires Cabinet member if under \$5,000)

Approved (BMT if \$5,000 or greater) _____
(Date presented and approved by BMT)

Cabinet Members:

Sandra Bauman
Tammy Burke
Valerie Curtin
Jessie Pate

Donna Breitbart
Robyn Kiesling
Sarah Dellwo
Michael Reid