

CARES Act Fund Distribution Process
2020-2021

Given the nature and flexibility of CARES Act funds, any expenditures up to \$3,000 may be approved for CARES Act funding by the supervising manager of the department.

The distribution process for the CARES Act Funds will be as follows for any project/expense over \$3,000:

1. The attached application form will be used for this process. One application form has to be submitted for each project/~~expense program~~. Departments can submit multiple applications. Any employee of the College may apply.
2. Applications have to be completely filled out, including the signature of the supervising manager.
3. Applications will be submitted electronically to the Budget Committee to review.
- ~~3-4.~~ *Budget committee may recommend that Mgmt Council do a 2nd review of the application to make recommendations on area to oversee project and determine if additional resources necessary.*
- ~~4-5.~~ There is no maximum amount that may be requested.
- ~~5-6.~~ The Budget Committee will review and approve applications that meet the CARES Act criteria.
- ~~6-7.~~ If requests exceed available funds, the following will be considered for ranking purposes:
 - Adherence to the college's Strategic Plan
 - Other considerations
- ~~7-8.~~ Recommendations for funding will be forwarded to College Council monthly, as appropriate.

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