

**CARES Act – Higher Education Emergency Relief Fund
Institutional Portion
Quarterly Report for the Period ending June 30, 2020**

On March 27, 2020, the President of the United States signed the CARES Act (H.R. 748), which provides emergency relief funds to organizations and individuals affected by the coronavirus pandemic. The Higher Education Emergency Relief Fund (HEERF), found in Section 18004 of the CARES Act, provides funding to institutions of higher education “to prevent, prepare for, and respond to coronavirus.” This report describes the use of HEERF funds received by Frederick Community College under Award Number P425F203687.

CERTIFICATION

Frederick Community College signed and returned to the U.S. Department of Education 1) the Certification and Agreement for Emergency Financial Aid Grants to Students and 2) the Certification and Agreement for the Institutional Portion of the Higher Education Emergency Relief Fund. Frederick Community College intends to use no less than 50 percent of total funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students.

FUNDING

Frederick Community College has been allocated a total of \$1,851,890 under Section 18004(a)(1) of the HEERF. On June 2, 2020, Frederick Community College received an award of \$925,945 from the U.S. Department of Education pursuant to the Certification and Agreement for the Institutional Portion of the Higher Education Emergency Relief Fund.

USE OF FUNDS FOR INSTITUTIONAL COSTS

As of June 30, 2020, a total of \$44,601 has been obligated for institutional activities resulting from a significant change to the delivery of instruction due to the coronavirus.

INTERNAL CONTROLS

Frederick Community College has a variety of internal controls in place to ensure that funds are used for allowable purposes and in accordance with cash management principles. The institution uses a chart of accounts structure that represents all entries posted to the financial system to support required financial reporting and accountability. Project codes are established for budgeting and accounting for revenue and expenses for a specific project or activity such as grants and contracts to ensure that grant/contract expenditures are segregated from organizational expenditures. Internal controls include, but are not limited to adequate segregation of duties with regard to posting and approval of journal entries (including correcting entries) to the accounting system; cash management, including cash drawdowns and requests for reimbursement; review and approval of expenditures and procurements; review and approval of financial, performance and other required reports.