

State of New Jersey
Coronavirus Relief Fund (CRF) Application for Institutions of
Higher Education

Last Updated: September 23, 2020

The State of New Jersey has received funding through the Coronavirus Relief Fund (CRF) of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The State has determined to allocate \$150 million institutions of higher education. In order to receive an award from these funds, institutions must submit an application to the Office of the Secretary of Higher Education (OSHE) that describes the hardships your institution has experienced due to the COVID-19 pandemic and how the institution would use the funds to cover allowable expenses related to its response to the pandemic.

Eligibility Criteria

New Jersey's public institutions and four-year public mission independent institutions of higher education that have experienced hardships due to the COVID-19 pandemic are eligible to submit an application for CRF as described below.

Application Format

Institutions submitted a [financial impact statement](#) on losses through September 30, 2020 that was due on August 28, 2020. To complete the full application, institutions must now submit the detailed [budget](#) (updated) for the use of funds, and a narrative application that is returned to OSHE by October 1, 2020. Both the financial impact statement and budget template spreadsheets are included.

Budget

The budget should reflect expenses to be reimbursed of allowable past expenses not already covered by CARES Act (e.g. GEERF or HEERF) and/or through other federal or state sources like FEMA, and expenses moving forward through December 30, 2020 related to the institutions response to the COVID-19 pandemic.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.

2. Public health expenses such as:

- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
- Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19.
- Expenses for quarantining individuals.

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:

- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
- Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
- COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:

- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
- Expenditures related to a State, territorial, local, or Tribal government payroll support program.
- Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.

Nonexclusive examples of ineligible expenditures

The following is a list of example costs that are not eligible expenditures.

1. Expenses for the State share of Medicaid.
2. Covering lost revenue.
3. Damages covered by insurance.
4. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
5. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
6. Reimbursement to donors for donated items or services.
7. Workforce bonuses other than hazard pay or overtime.
8. Severance pay.
9. Legal settlements.

Financial Impact Statement Template

The financial impact statement should reflect expenses from March 1 through September 30, 2020. Categories for this submission are detailed in the template.

Application Narrative

In two pages or less, please provide OSHE with the following information:

1. Name of Institution

Contact person
Address
Phone/cell/email

2. Please describe the expenses that your institution would use the funds for in priority order. Be as specific as possible and where possible, link to your re-start plan and the re-start standards.
3. Provide any other information that your institution would like to share with our office to provide more context to your application of CRF funds.

Process for Notification and Submission

If your institution is awarded funding, your institution will be asked to follow standard budget tracking guidelines, which would be provided at the time of award. In addition, your institution would be asked to submit an interim project report within six months of receipt of the award.

Please submit your institution's completed application materials (Application Narrative and Budget) to the email address provided below **by or before 5 p.m., Thursday, October 1, 2020**. All applications materials should be sent to OSHE@OSHE.NJ.GOV with the subject line "Institution Name - CRF Application."

Your institution will receive a confirmation of receipt from OSHE once the application has been received. **NOTE:** Modifications must not be made to categories within the Budget spreadsheet.

Questions about the CRF application should be directed to: OSHE@OSHE.NJ.GOV.