

Budget and Expenditure Reporting under Section 18004(a)(3) of the CARES Act

Institution Name: Tri-State Bible College

Has your institution applied for this funding opportunity in Grants.gov? Yes: No:

If yes, please include your P425N20 number confirming application submission and only submit this form via email to HEERF@ed.gov.

PR Award Number: P425N200916

If no, please submit your application via Grants.gov prior to submitting this form to HEERF@ed.gov.

Estimated Expenses resulting from the Coronavirus National Emergency

**Please provide an estimate of losses or expenditures that your institution of higher education (IHE) has incurred or expects to incur because of the novel coronavirus between March 13, 2020 and the beginning of the fall term 2020. IHEs that did not experience losses of expenses in any category described below can simply indicate that the category is not applicable to the institution's experience.*

Category	Amount (in dollars)	Explanatory Notes
Lost Revenue and Refunds		
Tuition refunds/reductions	\$26,217.35	Including refunds given to currently enrolled students as a result of the national emergency and reduced tuition revenue as a result of reduced enrollments (as compared to the same time last year) or cancelled classes or terms
Room and board refunds		
Student-fee refunds		
Cancelled extracurricular, co-curricular or ancillary events and activities that would otherwise have provided revenue		Including cancelled summer sessions, athletic events, concerts and other art events, lectures, conferences, summer camps, etc.
Reduced revenue in auxiliary enterprises		Including bookstores, hospitality services, childcare facilities, parking revenue, summer camps, concerts, conferences, food service, etc.
Continued pay for non-Federal Work Study student workers when they could not perform their regular duties.		
Other Lost Revenue Because of COVID-19 Disruptions	\$74,462.81	Please provide documentation

Unexpected Expenses		
Distance learning transition costs	\$153,793.88	\$40,019.25 for LOGOS Remote Digital Libraries for Faculty and Grad Students + \$1,790.88 for ZOOM Licenses for Faculty and Storage for Recordings + \$895.00 for WiFi Upgrade with Armstrong to accommodate Conferencing and Streaming + \$40,428.75 Computer upgrades + \$53,998 Streaming and Conferencing AV Upgrades to equip Classrooms for Remote Learning + \$16,662 Website Development for Increased Remote Efficiency and Access for Current and Prospective Students
Additional class sections added to reduce enrollment intensity in each section		Including related costs such as additional instructors, the purchase of additional equipment or supplies to support added sections, or the cost of extending campus operations hours
Faculty and staff training	\$102,290	Including training in remote instruction. As of 6/30/2021, \$7,587.30 has been spent. \$94,702.70 remains. The budget includes \$8,550 for Faculty and Staff Training Meetings + \$17,040 for IT Consultants and Production Assistant contracts + \$24,000 Online Development Project Manager contract + \$52,700 dedicated to Online Course Development contracts.
Campus safety and operations		Including the procurement of PPE, the purchase and installation of protective shielding, reconfiguration of classrooms, offices or dormitories, or the addition of more housekeeping staff or security personnel to maintain a safe and clean campus
Legal and professional services		
Other unplanned expenditures associated with coronavirus response or interruptions	\$127,041.00	Continued employment of non-administrative employees throughout COVID-19. As of 6/30/2021, the College has utilized \$34,465.00 of the budgeted amount. \$92,576.00 remains. Since last quarter, we reclassified certain employees as part of our distance learning transition costs. This explains the smaller expected expense as well as lesser amount utilized in this category.
TOTAL ESTIMATED EXPENSES	\$483,805.04	

Requested Award from Section 18004(a)(3) of the CARES Act

Amount requested: \$474,200

(Not to exceed the amount listed for IHE on this [table](#).)

Proposed Use of Funds in Response to the Coronavirus National Emergency

****Please note that the CARES Act prohibits the use of funding for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship. In addition, please note that this template is meant to serve as a guide, and therefore IHE's are not required to propose amounts in every category listed but only those that IHE's find applicable to their unique circumstances.***

Category	Amount (in dollars)	Explanatory Notes
Providing direct grants to students	\$26,217.35	To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act) per the Interim Final Rule published June 17, 2020. ¹ The disbursement of these direct student tuition grants was scheduled for Summer and Fall 2021; however, Institutional and Student Portion HEERF funds provided enough direct student tuition grants to cover our Summer 2021 semester. Therefore, the total budget for this line item has been moved to cover Fall 2021 direct student tuition grants, which will be reported in the 3 rd quarter report.
Providing additional tuition discounting		
Covering the cost of providing additional technology to students, such as laptops or tablets		
Providing or subsidizing the cost of highspeed internet to students or faculty forced to transition to the online environment		
Subsidizing off-campus housing costs due to dorm closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infection or campus interruptions.		
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.		
Operating additional class sections to enable social distancing, which		

¹ Community Colleges in California and all IHEs in Washington state have different requirements due to U.S. District Court actions. Please discuss with legal counsel.

Category	Amount (in dollars)	Explanatory Notes
includes hiring more instructors and increasing campus hours of operations		
Purchasing additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.		
Replacing lost revenue due to reduced enrollments	\$42,618	As of 3/3/21, the College has reimbursed itself this full amount for loss of revenue due to reduced enrollment.
Replacing lost revenue from non-tuition sources (i.e. cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.)	\$31,844.81	Including continuance of pay salary and benefits to workers who would otherwise support the work or activities of ancillary enterprises (i.e. bookstore workers, foodservice workers, venue staff, etc.). As of 3/3/21, the College has reimbursed itself this full amount for loss of revenue from non-tuition sources.
Purchasing faculty and staff training in online instruction	\$102,290	Including training in remote instruction. As of 6/30/2021, \$7,587.30 has been spent. \$94,702.70 remains. The budget includes \$8,550 for Faculty and Staff Training Meetings + \$17,040 for IT Consultants and Production Assistant contracts + \$24,000 Online Development Project Manager contract + \$52,700 dedicated to Online Course Development contracts.
Purchasing additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.	\$153,793.88	\$40,019.25 for LOGOS Remote Digital Libraries for Faculty and Grad Students + \$1,790.88 for ZOOM Licenses for Faculty and Storage for Recordings + \$895.00 for WiFi Upgrade with Armstrong to accommodate Conferencing and Streaming + \$40,428.75 Computer upgrades + \$53,998 Streaming and Conferencing AV Upgrades to equip Classrooms for Remote Learning + \$16,662 Website Development for Increased Remote Efficiency and Access for Current and Prospective Students
Campus safety and operations		Including disinfecting and cleaning of dorms and other campus facilities, purchase of PPE, purchase of cleaning supplies, adding personnel to increase the frequency of cleaning, reconfiguration of facilities to promote social distancing, etc..
Other Proposed Use of Funds	\$127,041.00	Continued employment of non-administrative employees throughout COVID-19. As of 6/30/2021, the College has utilized \$34,465.00 of the budgeted amount. \$92,576.00 remains. Since last quarter, we reclassified certain employees as part of our distance learning transition costs. This

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		explains the smaller expected expense as well as lesser amount utilized in this category.
TOTAL AMOUNT REQUESTED	\$483,805.04	

Paperwork Reduction Act Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0846. The time required to complete this information collection is estimated to be 2 total burden hours per response. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: Hilary Malawer, 400 Maryland Avenue, SW, Washington, D.C. 20202.