

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

Institution Name: _____

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: P425N20_____

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		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		Please provide documentation
Unexpected Expenses		

Category	Amount (in dollars)	Explanatory Notes
Distance learning transition costs		Including software, hardware, Learning Management System (LMS) purchase or augmentation, etc.
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		Including training in remote instruction
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		Please provide documentation
TOTAL ESTIMATED EXPENSES		

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

Amount requested: _____

(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		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
Providing additional tuition discounting		

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
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 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		
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.)		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.).
Purchasing faculty and staff training in online instruction		
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.		

Category	Amount (in dollars)	Explanatory Notes
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		Please provide documentation and explain
TOTAL AMOUNT REQUESTED		

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.