U.S. Department of Education

November 2021

The Higher Education Emergency Response Unit (ERU)

Technical Assistance Webinar:
Quarterly Reporting

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01	**WELCOME**

If you have any additional questions, you can reach out to your program specialist directly, or email heerf@ed.gov.

Technical Assistance
Webinar:
Quarterly Reporting

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01 PURPOSE — Technical Assistance Webinar: Quarterly Reporting

The purpose of quarterly reporting is to:

- Provide insight into HEERF expenditures;

- Ensure program compliance; and

- Abide by the law.

If you have any questions about annual reporting, you can contact
CARESActReportingHelpDesk@ed.gov

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The student report must include:
- An acknowledgement that a completed C&A was returned, and the assurance that funds provided emergency grants to students.
- The total amount of funds received from HEERF I, II & III.
- The total amount of funds disbursed to students from all HEERF grants for the quarter.
- The estimated number of students eligible for the quarter.
- The number of students who received grants during the quarter.
- The methodology used to determine funding.
- All guidance provided to students concerning HEERF emergency grants.

Refer to the <u>Federal Register</u>

Please review the federal register for a full list of the requirements. There is currently no template for student reporting, and you should not include student information in the institutional reporting form.

Proprietary institutions who have only E and/or Q awards only need to complete student quarterly reporting. If a proprietary institution has F funds remaining, then they should still be completing an institutional report as well.

Federal register announcement:
https://www.federalregister.gov/documents/2021/05/13/2021-10196/notice-of-public-posting-requirement-of-grant-information-for-higher-education-emergency-relief-fund

The Federal Emergency Grants for Fall 2021

The Department of Education University (DOEU) was signed & returned a Certification & Agreement with the Department of Education to accept allocated funds from the American Rescue Plan (ARP), Public Law 117-2. The ARP established and funded the Higher Education Emergency Relief Fund III (HEERF III) to provide emergency financial aid grants. These critical funds help eligible DOEU students cover expenses related to unanticipated travel, additional technology requirements, or other needs related to an emergency situation.

Federal Emergency Aid Grant Reporting:

As of June 10, 2021, the DOEU received $43,290,168 for students to fund the Federal Emergency Financial Aid Grants. The estimated total number of students potentially eligible to be considered to receive Emergency Financial Aid Grants in quarter 3 was 50,201. As of October 6, 2021, $29,127,239.16 in HEER funds has been disbursed to 30,983 unduplicated students.

Information on the https://www.doeu.edu/heerf/student

Federal Emergency Aid Grant Criteria and Eligibility:

- DOEU initially made federal HEERF III funds available to undergraduate, graduate and professional, online, non-degree, and withdrawn students that had submitted a FAFSA. For these students, grant awards were tiered based on the student's EFC. Students received an email with the link to the Federal Emergency Aid Certification Form that had to be completed.
- Federal HEERF III funds were then made available through an online Federal Emergency Aid Application to the following groups of students:
  - DOEU enrolled students who have not submitted a FAFSA,
  - International students, and
  - DACA students

These students must have completed an online Federal Emergency Aid Grant Application to be considered for an award. Award amounts were based on emergency costs that arise due to coronavirus or eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and childcare. Students must provide documentation of the amounts of these expenses to be considered for the additional funding. This request can include expenses incurred back to March of 2020 if not already reimbursed in a previous award. The maximum award amount was $1000.

Here's an example of a fictious student report that meets all requirements provided by the Dept of Education.

Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable

Institution Name: _____ Date of Report: _____ Covering Quarter Ending: _____

PR/Award Number(s): P425F:_____ P425J: _____ P425K: _____ P425L: _____ P425M: _____ P425N: _____

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: _____ Section (a)(2): _____ Section (a)(3): _____ Final Report? ☐

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students.[1]	$ 0	$ 0	$ 0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	$ 0	$ 0	$ 0	
Providing tuition discounts.	$ 0	$ 0	$ 0	
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	$ 0	$ 0	$ 0	
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	$ 0	$ 0	$ 0	
Subsidizing off-campus housing costs due to dormitory 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 infections or campus interruptions.	$ 0	$ 0	$ 0	
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.	$ 0	$ 0	$ 0	
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	$ 0	$ 0	$ 0	

The institution's name should always be filled out in its entirety. Abbreviations are only allowed at the end of the full name. The date of the report is the date that the institution completed the form. The "covering quarter ending" is now a drop-down menu and the institution should select the end date for the intended reporting period.

The PR Award number(s) should always be placed next to the identified award letter. **Institutions should complete only one form per OPEID for all institutional funds received,** including S despite it not being identified on this template.

The "total amount of funds awarded" refers to the amount that the institution received for HEERF I, II, and III. F awards fall under (a)(1). J, K, L, and M awards fall under (a)(2). N and S awards fall under (a)(3). **In the table below, institutions should report on the amount of funds spent from each section for that quarter only.**

Final report should be checked only once all institutional funds have been expended and obligated – that means from HEERF I, II, and III across all sections (a)(1), (a)(2), and (a)(3). You should continue to include the award number and total amount of funds awarded even if you have expended all funds from a certain program.

If an institution needs to revise a report, the "date of report" should be the date the institution is completing the revisions. Institutions are able to revise their quarterly reporting at any time necessary, but ensure that accurate reports are posted on their website and that the file name and dates are updated.

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Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Campus safety and operations.[2]	$ 0	$ 0	$ 0	
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a class period and to provide time for disinfection between uses.	$ 0	$ 0	$ 0	
Replacing lost revenue from academic sources.[3]	$ 0	$ 0	$ 0	
Replacing lost revenue from auxiliary services 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.).[3]	$ 0	$ 0	$ 0	
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	$ 0	$ 0	$ 0	
Purchasing, leasing, or renting 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.	$ 0	$ 0	$ 0	
Other Uses of (a)(1) Institutional Portion funds.[4]	$ 0			
Other Uses of (a)(2) or (a)(3) funds, if applicable.[5]		$ 0	$ 0	
Quarterly Expenditures for Each Program	**$ 0**	**$ 0**	**$ 0**	
Total of Quarterly Expenditures	**$ 0**			

[8- digit OPEID]_[Survey Name]_[Quarter/Year]_[Date of Release]. For example, 01177600_HEERF_Q32021_101021

The "quarterly expenditures for each program" should be a sum of all amounts provided in that column of the form. The Total of Quarterly Expenditures should be a sum of the "quarterly expenditures for each program" row.

Once the form is completed, please save the document, in PDF format, with the correct naming convention. Quarterly reporting follows the calendar quarter, and as such this is what should be reflected in the naming convention.

Naming convention: **[8- digit OPEID]_[Survey Name]_[Quarter/Year]_[Date of Release]. For example, 01177600_HEERF_Q32021_101021**

Report template:
https://www2.ed.gov/about/offices/list/ope/opeidheerfq32021101021.pdf

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Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable

Institution Name: Department of Education University (DOEU) Date of Report: 11/17/2021 Covering Quarter Ending: December 31

PR/Award Number(s): P425F: 200234 P425J: _____ P425K: 200456 P425L: 200789 P425M: _____ P425N: S200952

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: $ 8,000,000 Section (a)(2): $ 1,500,000 Section (a)(3): $ 200,000 Final Report? ☐

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students.[1]	$ 0	$ 0	$ 0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	$ 0	$ 0	$ 0	
Providing tuition discounts.	$ 60,000	$ 0	$ 0	Tuition discounts for 1,325 students for Fall 2021.
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	$ 0	$ 0	$ 0	
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	$ 0	$ 0	$ 0	
Subsidizing off-campus housing costs due to dormitory 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 infections or campus interruptions.	$ 0	$ 0	$ 0	
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.	$ 0	$ 0	$ 0	
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	$ 0	$ 0	$ 0	

If this document is giving you issues, try opening it in chrome.

Write out the institution's name in its entirety, (abbreviations are only allotted at the end). Use the date the report is completed for the "Date of Report" and select the quarter ending date.

Identify each institutional awards, (ex. shown: F, K, L, and S awards) and assure that each of them is documented on the form. While there is not an allocated line for S, utilize an empty space to put the information in.

Reminder: F awards fall under (a)(1); J, K, L, and M awards fall under (a)(2); N and S awards fall under (a)(3).

In the total amount of awards funded, in the (a)(1) section, add all amounts received from HEERF I, II and III for the F award. (ex. shown: 1,000,000 +4,000,000 + 3,000,000 = 8 million). Please just enter the numbers, no commas, no periods and no dollar signs.

Do the same thing for any additional awards. Ex. shown: K and L. Add HEERF 1, 2, and 3 for K (200,000 +500,000+300,000 = 1 million) and HEERF 1, 2, and 3 for L (50,000+150,000+300,000 = 500,000). The sum of both amounts, which is 1.5 million, goes into (a)(2). If an institution received both N and S awards, add those amounts and put it into the (a)(3) space. In the example shown, 200,000 was received for S only and was documented in the (a)(3) space.

In the table on the page, only report expenses for the quarter. Those expenses should have been drawn down from G5 and disbursed within the quarter. Use the explanatory notes to provided additional clarifying information.

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| Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Campus safety and operations.[2]	$ 0	$ 0	$ 0	
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a class period and to provide time for disinfection between uses.	$ 0	$ 0	$ 0	
Replacing lost revenue from academic sources.[3]	$ 50,000	$ 0	$ 0	Lost revenue from tuition for Fall 2021.
Replacing lost revenue from auxiliary services 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.).[3]	$ 0	$ 0	$ 0	
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	$ 0	$ 0	$ 0	
Purchasing, leasing, or renting 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.	$ 0	$ 0	$ 0	
Other Uses of (a)(1) Institutional Portion funds.[4]	$ 0			
Other Uses of (a)(2) or (a)(3) funds, if applicable.[5]		$ 5,000	$ 0	Mental health first aid training for 25 staff & faculty.
Quarterly Expenditures for Each Program	$ 110,000	$ 5,000	$ 0	
Total of Quarterly Expenditures	$ 115,000			

The quarterly expenditures for each program and the total of quarterly expenditures are automatically summed.

Even if your institution has not drawn down or disbursed any funds, you are still required to submit a report for that quarter. You should indicate $0 for all boxes, and you should include the reason(s) in the "explanatory notes" section of the form as to why you have not drawn down funds.
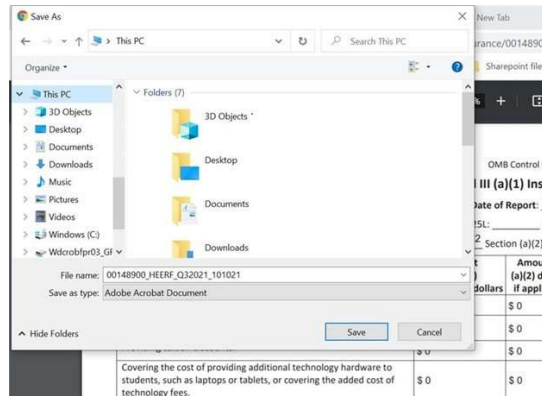
After the report is downloaded and saved, institutions need to upload it to their institutional website. Institutions may upload the report in HTML format but should still include a link to a PDF version.

It is important to upload the document with the correct file name on the institutional website so that when the assigned program specialist downloads the document, the file name is accurate.

The deadline to submit all quarterly reports, student and institutional, is within 10 days of the end of the calendar quarter.

- Q1 covers January-March and is due April 10
- Q2 covers April-June and is due July 10
- Q3 covers July-September and is due October 10
- Q4 covers October-December and is due January 10.

The only requirement for quarterly reporting is that institutions post all reports to their website in a publicly accessible location. We ask that as a courtesy, institutions email a PDF copy and/or a link to the reports to HEERFReporting@ed.gov and copy their program specialist. You should maintain all quarterly reports related to HEERF on your website for a period of 3 years following the end of the performance period.

Institutions should ensure that their most recent quarterly report for Q3 2021 adheres to the guidance and information provided. Please also ensure that this guidance is followed for all quarters moving forward. It is not required to revise reports prior to Q3 2021; however, institutions can do so if desired.

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04 **Q&A SESSION**

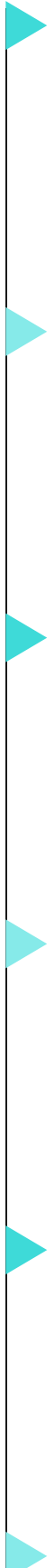**Q&A SESSION** | Technical Assistance Webinar: Quarterly Reporting

- Do we need to expend all of HEERF II to begin spending HEERF III? Should information on all three HEERF amounts be included even if one of them is finished?
- How should we utilize the "other expenses" field? What are some examples of what would be reported there?
- How do we know the latest date by which we can expend HEER funds? How do we get a copy of our GAN?
- We have not yet received feedback on our quarterly report. What should we do?
- Does my institution need to report if we didn't spend any funds this quarter?

- Is there or will there be a template for student reporting?

- Should we report based on the drawdown date or the purchase date?

- If a final report was submitted do you continue to do quarterly reporting?

- Who should we reach out to if we have questions about IREPO/SAIHE?

- Who is responsible for quarterly reporting?

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THANK YOU!