

The Higher Education Emergency
Response Unit (ERU)

**Technical Assistance
Webinar:
Quarterly Reporting
2022**

June 23, 2022



Technical Assistance
Webinar:
Quarterly Reporting
2022

Welcome



Technical Assistance
Webinar:
Quarterly Reporting
2022



Welcome & Purpose

Overview of Report

Walk-through of Sample
Report

Q & A

Closing

Technical Assistance Webinar: Quarterly Reporting 2022

Purpose

- Insight into the new HEERF Quarterly Report
- Respond to Questions



Technical Assistance
Webinar:
Quarterly Reporting
2022

Student Reporting
(a)(1) & (a)(4)





Overview of Student Reporting

Quarterly Budget and Expenditure Reporting for all HEERF I, II, and III grant funds

Institution Name:

Date of Report:

Covering Quarter Ending:

PR/Award Number(s):

Final Report? (Only if you have exhausted ALL HEERF Grants)

Total Amount of Institutional Funds Awarded: Section (a)(1): \$ 0.00 Section(a)(2): \$ 0.00 Section (a)(3): \$ 0.00

Total Amount of Student Funds Awarded: Section (a)(1): \$ 0.00 Section (a)(4): \$ 0.00

- Please provide a link to your annual report located on the ESF transparency portal so the public can review the full details of your HEERF grant usage over the last calendar year, including methodologies used to award HEERF funds to students, academic success of HEERF recipients, and other details:



2) What percentage of students received emergency grants and how much did students receive by student type and fund type?

a) How much of your HEERF student funds remain left to be disbursed at the end of the reporting period? \$ 0.00

b) Complete the following table.¹

Emergency Financial Aid Grants Awarded to Students this quarter: report only disbursements related to Emergency Financial Aid Grants including using those grants to satisfy outstanding accounts. Any disbursements unrelated to Emergency Financial Aid Grants should not be included in the reported expenditures				
		Total students	Undergraduates ²	Graduates
Number of HEERF Student Recipients – Emergency Grants to Students	How many students received HEERF emergency financial aid grants using (a)(1) Student Aid Portion?	0	0	0
	How many students received HEERF emergency financial aid grants using (a)(1) Institutional Portion?	0	0	0
HEERF (a)(1) Student Aid Portion Amount Disbursed	What was the amount disbursed directly to students as Emergency Financial Aid Grants this quarter ?	\$ 0.00	\$ 0.00	\$ 0.00
	What was the amount disbursed directly to students as Emergency Financial Aid Grants to date using HEERF?	\$ 0.00	\$ 0.00	\$ 0.00



	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balance upon receiving affirmative written consent from students to do so? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(1) Institutional Portion Amount Disbursed	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants?	\$ 0.00	\$ 0.00	\$ 0.00
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(2) Amount Disbursed (HBCUs, TCCUs, MSIs, and SIP)	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$ 0.00	\$ 0.00	\$ 0.00



	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(3) Amount Disbursed (FIPSE & SAIHE & SSARP)³	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$ 0.00	\$ 0.00	\$ 0.00
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(4) Amount Disbursed (Proprietary Institutions Grant Funds for Students)	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.		\$ 0.00	\$ 0.00
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balance			



	upon receiving affirmative written consent from students to do so? If funds were not used for this purpose, report \$0.			
HEERF Amount of Grants Disbursed	What was the amount of grants disbursed to students through all HEERF funds?			
Average HEERF Amount Awarded	Among students who received HEERF emergency financial aid grants, what was the average award amount per student?			



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Update

Institutional Reporting
(a)(1) , (a)(2) & (a)(3)





Overview of Institutional Reporting

3) Institutional expenditures

a) Has your institution designated HEERF program funds for a specific purpose or budget objective in future quarters (for example, operation and maintenance of plant, academic programs, residential programs, future institutional aid)?

i) If no, are HEERF program funds being held in the institution's general fund for use as needed?

1.1. If no HEERF program funds are being held in the institution's general fund, explain your institution's approach (1,000 characters maximum):

ii) If yes, provide the amount designated for a specific purpose or budget objective by calendar year and HEERF program fund:

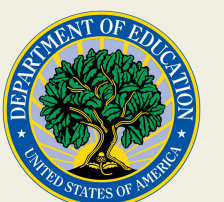
HEERF program fund	Calendar year 2022	Calendar year 2023	Calendar year 2024
(a)(1) Institutional Portion	\$ 0.00	\$ 0.00	\$ 0.00
(a)(2) HBCUs, TCCUs, MSIs, SIP	\$ 0.00	\$ 0.00	\$ 0.00
(a)(3) FIPSE, SAIHE, and SSARP	\$ 0.00	\$ 0.00	\$ 0.00

b) Provide the total amount of HEERF funds expended during the reporting period on each of the following categories:

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. ⁴	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Covering student outstanding account balances for costs such as debt forgiveness, room, board, tuition, or fees.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Indirect cost recovery/facilities and administrative costs charged on the grants.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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 single class period and to provide time for disinfection between uses.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction, renovation, and real property ⁵		\$ 0.00		
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.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Implementing evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines. ⁶	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Providing or subsidizing mental health resources for students who are experiencing additional mental health needs as a result of the COVID-19 pandemic, such as increasing the supply, diversity, and cultural competency of mental health providers; connecting students to care; and investing in community services and creating a culture of wellness and support. ⁷	\$ 0.00	\$ 0.00	\$ 0.00	
Conducting direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances, described in section 479A of the Higher Education Act of 1965. ⁸	\$ 0.00	\$ 0.00	\$ 0.00	
Replacing lost revenue from all sources. ⁹	\$ 0.00	\$ 0.00	\$ 0.00	
Other Uses of (a)(1) Institutional Portion funds.	\$ 0.00	\$ 0.00	\$ 0.00	
Quarterly Expenditures for Each Program	\$ 0.00	\$ 0.00	\$ 0.00	
Total of Quarterly Expenditures	\$ 0.00			



c) Estimate how much of the lost revenue reported above came from each of the following sources (if applicable):

Source of Lost Revenue	Estimated Amount	Explanatory Notes
Academic sources	\$ 0.00	
Unpaid student accounts receivable or other student account debts (including tuition, fees, and institutional charges)	\$ 0.00	
Room and board	\$ 0.00	
Enrollment declines, including reduced tuition, fees, and institutional charges	\$ 0.00	
Supported research	\$ 0.00	
Summer terms and camps	\$ 0.00	
Auxiliary services sources	\$ 0.00	
Cancelled ancillary events	\$ 0.00	
Disruption of food service	\$ 0.00	
Dormitory services	\$ 0.00	
Childcare services	\$ 0.00	
Use of facilities or venues, including external events such as weddings, receptions, or conferences (other than facilities associated with sectarian instruction or religious worship)	\$ 0.00	
Bookstore revenue	\$ 0.00	
Parking revenue	\$ 0.00	



Lease revenue	\$ 0.00	
Royalties	\$ 0.00	
Other operating revenue	\$ 0.00	
Total (a)(1) funds	\$ 0.00	
Total (a)(2) funds	\$ 0.00	
Total (a)(3) funds	\$ 0.00	
TOTAL HEERF	\$ 0.00	



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Walk-through of Sample Report



Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional and Student Funds, (a)(2), (a)(3), and (a)(4)

Institution Name: Klutch University Date of Report: 7/02/2022 Covering Quarter Ending: 6/30/2022

PR/Award Number(s): P425E200234 P425F200546 P425J P425K P425L200973 P425M P425N P425Q P425S P425T

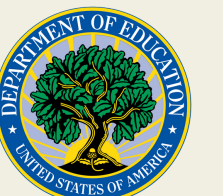
Final Report? (Only if you have exhausted ALL HEERF Grants)

Total Amount of Institutional Funds Awarded: Section (a)(1): \$8,000,000 Section (a)(2): \$3,000,000 Section (a)(3): \$0

Total Amount of Student Funds Awarded: Section (a)(1): \$8,000,000 Section (a)(4): \$0

- 1) Please provide a link to your annual report located on the ESF transparency portal so the public can review the full details of your HEERF grant usage over the last calendar year, including methodologies used to award HEERF funds to students, academic success of HEERF recipients, and other details:

<https://covid-relief-data.ed.gov/>



2) What percentage of students received emergency grants and how much did students receive by student type and fund type?

a) How much of your HEERF student funds remain left to be disbursed at the end of the reporting period? \$2,000,000

b) Complete the following table.¹

Emergency Financial Aid Grants Awarded to Students this quarter: report only disbursements related to Emergency Financial Aid Grants including using those grants to satisfy outstanding accounts. Any disbursements unrelated to Emergency Financial Aid Grants should not be included in the reported expenditures				
		Total students	Undergraduates ²	Graduates
Number of HEERF Student Recipients – Emergency Grants to Students	How many students received HEERF emergency financial aid grants using (a)(1) Student Aid Portion?	1,000	800	200
	How many students received HEERF emergency financial aid grants using (a)(1) Institutional Portion?	0	0	0
HEERF (a)(1) Student Aid Portion Amount Disbursed	What was the amount disbursed directly to students as Emergency Financial Aid Grants this quarter ?	\$500,000	\$400,000	\$100,000
	What was the amount disbursed directly to students as Emergency Financial Aid Grants to date using HEERF?	\$6,000,000	\$4,800,000	\$1,200,000



	What was the amount disbursed directly to students as Emergency Financial Aid Grants to date using HEERF?	\$6,000,000	\$4,800,000	\$1,200,000
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balance upon receiving affirmative written consent from students to do so? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$0	\$0	\$0
HEERF (a)(1) Institutional Portion Amount Disbursed	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants?	\$0	\$0	\$0
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$0	\$0	\$0
HEERF (a)(2) Amount Disbursed (HBCUs,	What was the amount disbursed <i>directly</i> to students as	\$0	\$0	\$0



	purpose, report \$0.			
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$0	\$0	\$0
HEERF (a)(3) Amount Disbursed (FIPSE & SAIHE & SSARP)³	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$0	\$0	\$0
	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balances? If funds were not used for this purpose, report \$0. Include only amounts that benefited students who did directly receive Emergency Financial Aid Grants.	\$0	\$0	\$0
HEERF (a)(4) Amount Disbursed (Proprietary	What was the amount disbursed <i>directly</i> to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$0	\$0	\$0



Institutions Grant Funds for Students)	What was the amount of Emergency Financial Aid Grants applied to satisfy student's outstanding account balance upon receiving affirmative written consent from students to do so? If funds were not used for this purpose, report \$0.	\$0	\$0	
HEERF Amount of Grants Disbursed	What was the amount of grants disbursed to students through all HEERF funds?	\$6,000,000	\$4,800,000	\$1,200,000
Average HEERF Amount Awarded	Among students who received HEERF emergency financial aid grants, what was the average award amount per student?	\$500	\$500	\$500



3) Institutional expenditures

a) Has your institution designated HEERF program funds for a specific purpose or budget objective in future quarters (for example, operation and maintenance of plant, academic programs, residential programs, future institutional aid)? **Yes**

i) If no, are HEERF program funds being held in the institution's general fund for use as needed?

1.1. If no HEERF program funds are being held in the institution's general fund, explain your institution's approach (1,000 characters maximum):

ii) If yes, provide the amount designated for a specific purpose or budget objective by calendar year and HEERF program fund:

HEERF program fund	Calendar year 2022	Calendar year 2023	Calendar year 2024
(a)(1) Institutional Portion	\$0	\$0	\$0
(a)(2) HBCUs, TCCUs, MSIs, SIP	\$1,000,000	\$500,000	\$500,000
(a)(3) FIPSE, SAIHE, and SSARP	\$0	\$0	\$0

b) Provide the total amount of HEERF funds expended during the reporting period on each of the following categories:

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. ⁴	\$0	\$0	\$0	
Covering student outstanding account balances for costs such as debt forgiveness, room, board, tuition, or fees.	\$0	\$500,000	\$0	Institution waived outstanding past due balances for 500 students.
Indirect cost recovery/facilities and administrative costs charged on the grants.	\$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	
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 single class period and to provide time for disinfection between uses.	\$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.	\$12,000	\$0	\$0	Training staff on how to effectively provide online instruction.
Construction, renovation, and real property ⁵	\$0	\$5,000	\$0	Blueprint and modular building for future construction project.
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.	\$4,500	\$0	\$0	Wi-fi extensions
Implementing evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines. ⁶	\$0	\$0	\$0	



coronavirus in accordance with public health guidelines. ⁶				
Providing or subsidizing mental health resources for students who are experiencing additional mental health needs <u>as a result of the COVID-19 pandemic</u> , such as increasing the supply, diversity, and cultural competency of mental health providers; connecting students to care; and investing in community services and creating a culture of wellness and support. ⁷	\$0	\$0	\$0	
Conducting direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances, described in section 479A of the Higher Education Act of 1965. ⁸	\$0	\$0	\$0	
Replacing lost revenue from all sources. ⁹	\$183,500	\$0	\$0	Details provided in table below
Other Uses of (a)(1) Institutional Portion funds.	\$0	\$0	\$0	
Other Uses of (a)(2) or (a)(3) funds, if applicable	\$0	\$0	\$0	
Quarterly Expenditures for Each Program	\$200,000	\$505,000	\$0	
Total of Quarterly Expenditures	\$705,000			

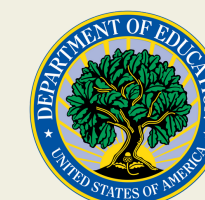


c) Estimate how much of the lost revenue reported above came from each of the following sources (if applicable):

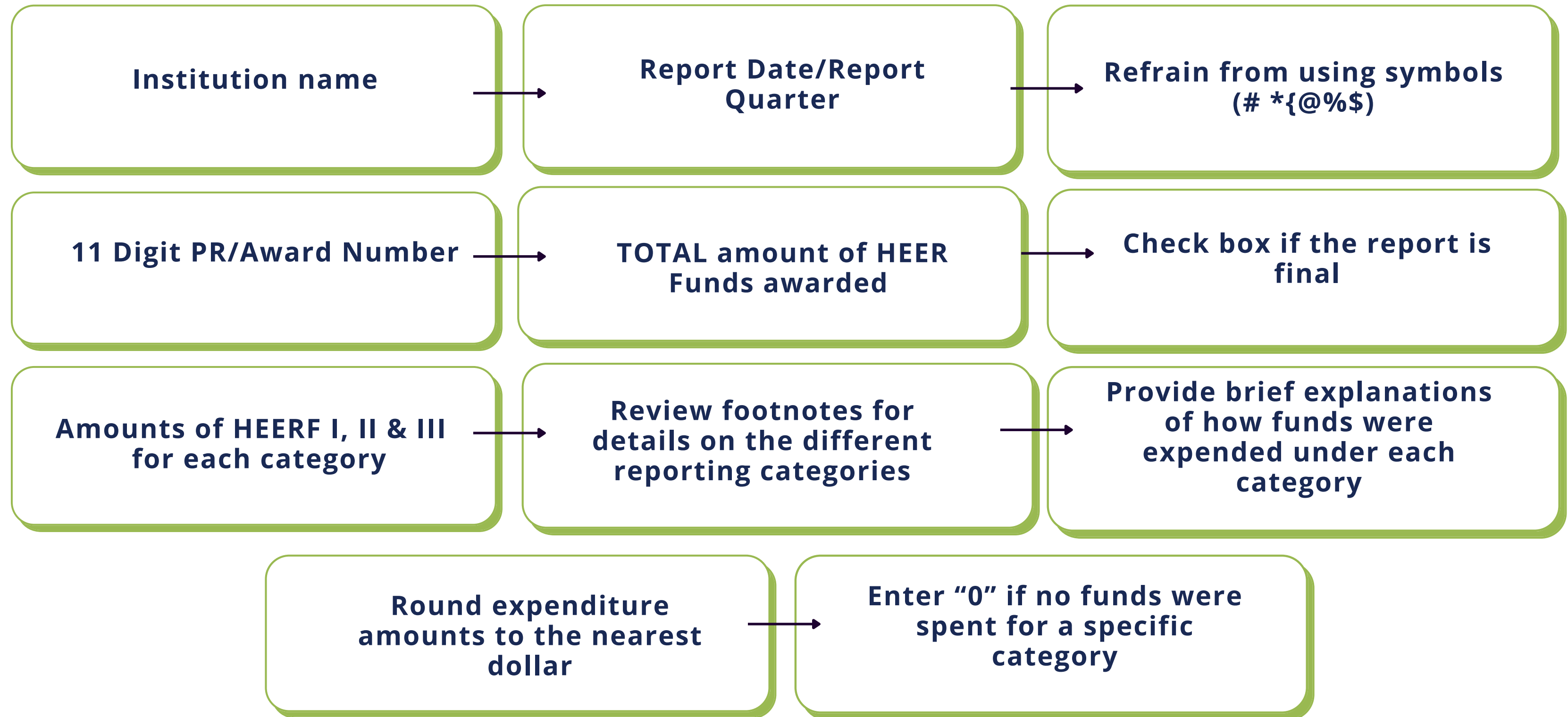
Source of Lost Revenue	Estimated Amount
Academic sources	\$10,000
Unpaid student accounts receivable or other student account debts (including tuition, fees, and institutional charges)	\$2,000
Room and board	\$4,000
Enrollment declines, including reduced tuition, fees, and institutional charges	\$30,000
Supported research	\$500
Summer terms and camps	\$6,500
Auxiliary services sources	\$5,500
Cancelled ancillary events	\$4,500
Disruption of food service	\$15,000
Dormitory services	\$25,000
Childcare services	\$8,000
Use of facilities or venues, including external events such as weddings, receptions, or conferences (other than facilities associated with sectarian instruction or religious worship)	\$45,000
Bookstore revenue	\$23,000



Parking revenue	\$1,000
Lease revenue	\$0
Royalties	\$0
Other operating revenue	\$0
Total (a)(1) funds	\$183,500
Total (a)(2) funds	\$0
Total (a)(3) funds	\$0
TOTAL HEERF	\$183,500



Completing the Quarterly Report Form



Posting the Quarterly Report

**Noticeably posted
on institution's
website**

HEERFREPORTING@ED.GOV



**Post in digital
PDF format**



**No additional
attachments
required**

PDF Format:

[8- digit OPEID]_
[SurveyName]_
[Quarter/Year]_
[Date of Release]

[01177600_HEERF_Q22022_07102022](#)



**Date of release is
deadline date for
form submission**



**Maintain reports
3 years after
performance
period end date**

Technical Assistance Webinar: Quarterly Reporting Update

Q & A





Meet the Emergency Response Unit

Director: Karen Epps

Supervisor: Tanyelle Richardson

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Angela Ampomah	Angela.Ampomah@ed.gov	MA, ME, RI
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Idil Ahmed	Idil.Ahmed@ed.gov	NC, SAIHE program, SSARP program
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