

Technical Assistance Webinar: Quarterly Reporting 2022 Notes

Slide 3: Intro

Outline of the Presentation



Slide 4: Purpose

The purpose of this session is to provide insight for the new requirements of the HEERF Quarterly Report. Going through the presentation, you will notice that the new areas of the report have been highlighted.



Slide 5 & 6:**Slide 6: Student Report Outline**

In the new reporting template Institutional and Student reporting has now been combined into one document. Therefore, there is no longer a need to complete a separate student quarterly report. Again, quarterly reporting for student expenditures will now be reported on this updated form.

The institution's name should always be spelled out in its entirety. No abbreviations or acronyms.

The date of the report is the date that the institution completes the form. The "covering quarter ending" should be the date for the ending of the intended reporting period. The upcoming quarterly report should have a quarter ending date on June 30, 2022.

As you move down you will notice that there have been several Assisted Listing Numbers or ALNs added to this section including P425E, P425Q, P425S and P425T. The ALNs should always be placed next to the identified award letter. Institutions should identify EACH HEERF Award number that has been assigned to their institution on this document.

Final report should be checked only once all institutional and student funds have been spent – that means from HEERF I, II, and III across all sections of (a)(1), (a)(2), (a)(3) and (a)(4).

The "total amount of funds awarded" refers to the amount that the institution received for HEERF I, II, and III. Regarding institutional, ALN awards with the letter F fall under (a)(1). The ALNs with the following letters, J, K, L, and M, fall under (a)(2). The ALNs with the letters, N, S and T fall under (a)(3). For the student section, ALNs with the letter E fall under (a)(1) and the ALNs with the letter Q fall under (a)(4).

Please provide a link to your institution's HEERF annual report in the provided space.



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: **June 30**

PR/Award Number(s): P425E P425F P425I P425K P425L P425M P425N P425O P425S P425T

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

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:

Slide 7: Report Outline – Student

Question 2 asks for institutions to identify the percentage of students who received emergency grants and how much did the students receive by student type and fund type.

In 2a, institutions should identify how much of the HEERF student portion remains in G5 at the end of the reporting period.

In 2b, institutions will need to complete the table and report only the disbursements for the reporting quarter. This includes any HEERF grants that were used to satisfy student outstanding account balances.

The information that should be provided in the table is self-explanatory.

Institutions will identify the number of students who received HEERF emergency financial aid grants using the (a)(1) student aid portion as well as the (a)(1) institutional portion.

Identify the amount disbursed DIRECTLY to students as emergency financial aid grants for the quarter.

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:

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 ¹	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




Slide 8 – Student Continued

Continuing with the (a)(1) student portion, institutions will document the **total** amount of funding that has been disbursed directly to students as Emergency Financial Aid grants for this reporting period.

Institutions will report on the amount of emergency financial aid grants applied to satisfy student’s outstanding account balances. As a reminder, these balances should have only been satisfied upon receiving written consent from the students to do so. If funds were not used for this purpose, institutions will simply report \$0.

Institutions will proceed with documenting the same information used for Emergency Financial Aid grants to students from their (a)(1) institutional portion, (a)(2) if applicable, for that reporting quarter.

	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 benefitted 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 directly 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 benefitted students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(2) Amount Disbursed (HBCUs, TCCLs, MSIs, and SIP)	What was the amount disbursed directly to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$ 0.00	\$ 0.00	\$ 0.00




08

Slide 9: Student Continued

Continue with reporting in the (a)(3) portions and (a)(4) portion, if applicable, for the reporting quarter.

	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 benefitted students who did directly receive Emergency Financial Aid Grants.	\$ 0.00	\$ 0.00	\$ 0.00
HEERF (a)(3) Amount Disbursed (FIPSE & SAIHE & SSARP)?	What was the amount disbursed directly 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 benefitted 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 directly 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 balance			



09



Slide 10- Student Continued

Under HEERF Amount of grants Disbursed, Institutions will document the TOTAL amount of HEERF funds that were disbursed to students from all HEERF awards.

Institutions will identify the average award amount per student for all HEERF awards. This will complete the reporting requirements for student expenditures.

	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?			



Slide 11 & 12- Institutional

Covering the institutional expenditures, starting with question 3a, has the institution designated HEERF program funds for a specific purpose or budget objective in future quarters? For example, operation and maintenance, academic programs, residential programs or financial institutional aid.

If No, please answer the narrative in 1.1. If Yes, please complete the table and provide the amount earmarked for a specific budget objective by the calendar year.

Using the table in 3b, institutions should report on the number of funds spent from each section for that quarter only. If an institution does not have an expenditure for a particular category, please put zero. The amounts provided in the table should match the drawdowns for the quarter in G5.

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)? **No** -1-

b) If no, are HEERF program funds being held in the institution's general fund for use as needed? **No** -1-

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):

b) 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) HBCLN, TCCOs, 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



Slide 13 – Institutional Continued

This table is a replica of the prior quarterly reporting form however, please note that a new category has been added for (a)(2) Construction, renovation, and real property projects. Be advised that this category is only applicable to (a)(2) grant recipients. **Note, these projects have certain requirements and must have been approved by the Emergency Response Unit prior to beginning.**

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 property⁵		\$ 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


 13

Slide 14- Institutional Continued

We encourage institutions to provide notes in the explanatory comments for each category however, any expenditures that are reported in the OTHER USES categories of (a)(1), (a)(2) or (a)(3), MUST be accompanied by a brief narrative in the explanatory notes section.

Quarterly Expenditures for each program should be designated for each amount spent in the (a)(1), (a)(2) or (a)(3) section. The total of Quarterly Expenditures should be the TOTAL amount for all HEERF sections.

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			

 14



Slide 15- Institutional Continued: Lost Revenue

Question 3c asks institutions to designate the amount of the lost revenue reported in the above table into the following categories. In this section, institutions will report revenues that the institution expected to receive but did not obtain or they received a significantly reduced amount as a result of the (COVID-19) pandemic.

Please assure proper documentation is on file to support any reports of lost revenue. If a category is not applicable, or there was no lost revenue in that category, please enter zero.

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	

 15

Slide 16- Institutional Continued: Lost Revenue

Include the total amount of lost revenue under (a)(1), (a)(2), and (a)(3) awards individually. Finally, include the total expenditures for all HEERF lost revenue; this should be the sum of the reported lost revenue in the columns of (a)(1), (a)(2), and (a)(3).

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	

 16

Slide 17/18- Walk-through of Sample Report

For this sample report, the institution's full name has been provided. The date of report has been identified along with the correct quarter ending date. Klutch University has provided each HEERF PR award number associated with their institution.

For this example, final report is unchecked which indicates that Klutch University still has remaining HEERFunds to expend. Therefore, this will not be their final quarterly report. The total amount allocated for all three rounds of HEERF, has also been recorded under Institutional (a)(1) the P425F award; MSI (a)(2) P425L award, and the Student portion (a)(1) P425E award.

The space below question 1, is where the institution has provided the link to the annual report that is located in the ESF transparency portal.



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/>

18



Slide 19- Walk-through of Sample Report Continued

Question #2 begins the documentation of the student portion. 100% of the student population has received emergency grant funds. The Institution indicates that \$2,000,000 remains to be disbursed at the end of this reporting period.

In the table below, there is a breakdown of the student funds expended. Klutch University acknowledged the unduplicated amount of students enrolled during the reporting quarter; 1,000 in total, 800 undergraduate and 200 graduate students. The total number of students that received funding, which is then broken down between Undergraduate and Graduate has also been indicated. The total amount of funds disbursed to students is also documented and again is split between the amount given to undergraduate, \$400,000 and \$100,000 which was given to the graduate students.

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



Slide 20- Walk-through of Sample Report Continued

The institution identifies the total amount of (a)(1) student funds that has been expended to this date. This means the amount given to students from all quarters of HEERFunding since the grant has been awarded. The institution did not provide emergency student grants from the (a)(1) institutional or the (a)(2) HEERF awards. Therefore \$0 was entered.

	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 directly 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 directly to students as	\$0	\$0	\$0




20

Slide 21- Walk-through of Sample Report Continued

Clutch University was not awarded any (a)(3) or (a)(4) funding and \$0 was entered.

	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 & SARIE & SSARP)	What was the amount disbursed directly 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 directly to students as Emergency Financial Aid Grants? If funds were not used for this purpose, report \$0.	\$0	\$0	\$0



21



Slide 22- Walk-through of Sample Report Continued

The institution proceeds to identify the total amount of grants disbursed to students through all HEERF funding as well as the average amount awarded to students, which again is broken into undergraduate and graduate amounts.

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



22

Slide 23 - Walk-through of Sample Report Continued

The institution addressed question 3 regarding the projected funding for future quarters and proceeded to identify the amounts expected to be expended in calendar years.

In the table for question 3b, the institution provides the expended amounts for each section of HEERF Funding and identifies the categories in which the funds were expended. For example, the institution indicates that 500,000 of the (a)(2) funding was dedicated to covering students' outstanding balances for debt forgiveness, room and board, tuition and fees.

- 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.*	\$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	



23



Slide 24- Walk-through of Sample Report Continued

Continuing on, The institution provided thorough details via the explanatory notes columns, identifying what specifically the use of the funds. Again, institutions are encouraged to utilize this space to provide explanations as best practice. It will benefit the institution during audits.

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 interractions.	\$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 ³	\$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	



24

Slide 25- Walk-through of Sample Report Continued

The “quarterly expenditures for each program” should be the 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.

coronavirus in accordance with public health guidelines. ⁶				
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	\$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. ²	\$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			



25




Slide 26- Walk-through of Sample Report Continued

The institution followed the directives of the new guidance from the Quarterly Report and itemized the areas in which lost revenue had been expended.

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




26

Slide 27- Walk-through of Sample Report Continued

The total amount of lost revenue identified here must match the amount identified in table 3b.

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



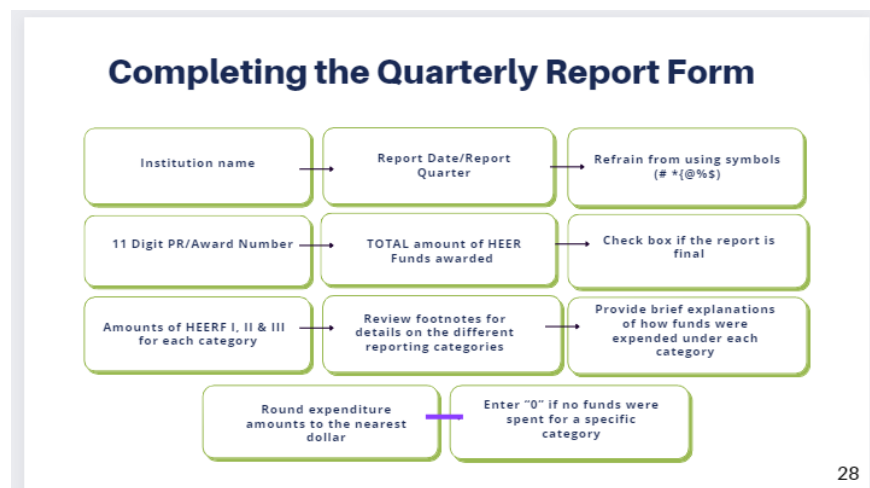
27



Slide 28- Helpful Tips

Below are important tips when completing the new HEERF Quarterly Report:

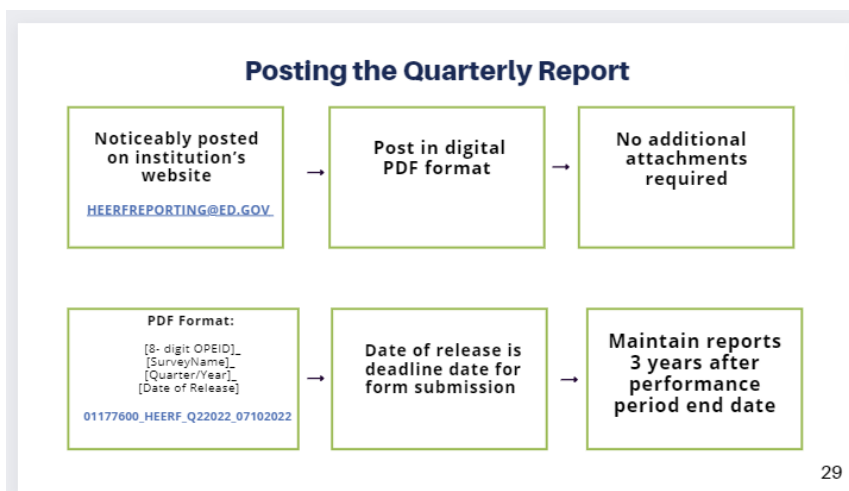
- Write out the institution's name to its entirety
- Assure the report date and reporting quarter is correct
- Refrain from using any symbols in the document
- Assure the 11- Digit PR Award numbers are identified in the document; For example, P425E, P425F, P425Q, etc.
- Assure the total amount awarded by the department is listed.
- Check the final report box ONLY if the institution has expended all HEER Funding from ALL HEERF awards
- Remember to include the totals for HEERF I, II and III for each category
- Review Footnotes for details on the reporting document
- Use the explanatory notes to provide explanations on how funds were spent under each category
- Round expenditures to the nearest dollar
- Put 0 if no funds were expended in specific categories



Slide 29- Guidelines for Posting


Here are a few tips for posting the document to your website:

- Quarterly Reports should be noticeably posted and EASILY accessible; institutions are encouraged to submit the reports to heerfreporting@ed.gov as well as CC their program specialist
- Post the document in the digital PDF Format; ABSOLUTELY, AGAIN ABSOLUTELY NO Handwritten or scanned PDF documents
- There should be no additional materials or documents attached to the uploaded form
- Assure that the document is labeled in the correct format- PDF Format: [8- digit OPEID]_[SurveyName]_[Quarter/Year]_[Date of Release]
- The Date of release is the deadline date for form submission (10 days after the end of each reporting period); For example, this quarter ends on June 30, 2022, therefore the report should be posted onto the institution's website by July 10, 2022
- Maintain all HEERF quarterly reports on your website for a period of 3 years following the end of the performance period



Slide 31- ERU TEAM

Institutions are encouraged to submit the reports and/or links to their program specialist. Here’s a list of the members in the Emergency Response Unit and the states that they serve.

 Meet the Emergency Response Unit					
Director: Karen Epps			Supervisor: Tanyelle Richardson		
HEERF Program Specialist	E-mail Address	Assigned State or Territory	HEERF Program Specialist	E-mail Address	Assigned State or Territory
Angela Ampomah	Angela.Ampomah@ed.gov	MA, ME, RI	Katrina Jackson	Katrina.jackson@ed.gov	AL, VA, VT
Benee Edwards	Benee.Edwards@ed.gov	TX	Kenneth Anthony	Kenneth.Anthony@ed.gov	CO, NM, WV, WY
Brandon Mitchell	Brandon.Mitchell@ed.gov	DC, GA, SC	Kissy Chapman-Thaw	Kissy.Chapman.Thaw@ed.gov	IN, NY
Brian Freeman	Brian.Freeman@ed.gov	MO, MS	Leslie Jackson	Leslie.Jackson@ed.gov	ID, OR, WA
Claudette Washington	Claudette.Washington@ed.gov	AR, OK	Monique Hart	Monique.Hart@ed.gov	IA, NE, ND, SD
Di Hu	Di.Hu@ed.gov	AS, FM, KS, MH, MN, MP, PW, VI	Mose Carter	Mose.Carter@ed.gov	IREPO (84 425F) program, IL, PA
Frank Deleon	Frank.Deleon@ed.gov	NH, NJ, WI	Noorulah Ahmadzai	Noorulah.Ahmadzai@ed.gov	CA
Idi Ahmed	Idi.Ahmed@ed.gov	NC, SAHE program, SSARP program	Renshaw James	Renshaw.James@ed.gov	AK, DE, MI, NV
Julandah Young	Julandah.Young@ed.gov	KY, MD, MT	Sephora Crane	Sephora.Crane@ed.gov	FL, PR
Kamal Kothu	Kamal.Kothu@ed.gov	AP, HI, IA	Shana Jackson	Shana.Jackson@ed.gov	TN, UT

Slide 32- Thank you Slide

