

October 19, 2020

Dear HEERF Project Director:

On behalf of Secretary DeVos and the U.S. Department of Education, we were grateful to see such a strong turnout for the Higher Education Emergency Relief Fund (HEERF) webinar hosted on Wednesday, October 14, from 2:00 – 3:30 p.m. eastern standard time (EST). Over 6,200 colleagues from the HEERF grantee community joined us to discuss several important topics related to HEERF, its funding distribution, and related reporting requirements.

During this webinar, Undersecretary Diane Jones, Assistant Secretary Bob King, and other Department officials discussed HEERF reporting requirements and provided insight to several frequently asked questions. We appreciate everyone's participation in this important event and accordingly, wanted to provide a short summary of the webinar, as well as reiterate the availability of our webinar materials if you were unable to join us.

#### Wednesday Webinar Materials:

- **Recording:** If you were unable to join us during our webinar, or you would like to watch it again, please use the following link:  
<https://mediasite.ed.gov/webcast/Play/e125773d112c4ae5bf8580236cd6efe91d>
- **PowerPoint:** Slides used during the webinar are available at the following link:  
<https://www2.ed.gov/about/offices/list/ope/heerfreportingwebinar10142020.pdf>

#### Reporting Topics and Updates:

- [Reporting Requirements Table](#): A table describing the Reporting Requirements for the HEERF grant programs is available here.
- Our two Quarterly Public Reporting Requirements updates:
  - [\(a\)\(1\) Student Aid Portion Quarterly Public Reporting Requirements](#) (August 31, 2020 *Federal Register* Notice revising the original [May 6 Electronic Announcement](#))
  - Quarterly Budget and Expenditure Reporting Under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3) public reporting form ([PDF Version](#)) ([Microsoft Word Version](#)) (October 13, 2020)
  - **Note:** Some technical frequently asked questions (FAQs) and reminders about these quarterly public reporting requirements are below.

#### Additional Resources:

- [The Department's HEERF Reporting and Data Collection Webpage](#) (please check back here for all the latest information regarding HEERF Reporting Requirements)
- [CARES Act HEERF Rollup FAQs](#) (document collecting all five previously-released HEERF FAQ documents in one document) (October 14, 2020)

- [HEERF Student Aid Reporting Spreadsheet](#) (tracking document to highlight the Department's efforts to ensure institutions are publicly reporting to their communities their expenditures and distributions of HEERF (a)(1) Student Aid Portion funds and for ease of reference for interested members of the public) (October 9, 2020)

Technical FAQs on the Quarterly Public Reporting Requirements:

1. **Question:** What are the differences between the "(a)(1)," "(a)(2)," and "(a)(3)" funding streams?

**Answer:** The "(a)(1)," "(a)(2)," and "(a)(3)" is shorthand for separate programs established by the section of the CARES Act that creates these multiple funding streams, Section 18004.

Section 18004(a)(1) (or "(a)(1)") funding is designated for institutions of higher education. At least 50% (Student Aid Portion) of the (a)(1) funding must be used for emergency financial aid grants to students and the remainder (the Institutional Portion) of an institution's (a)(1) funds may be used for costs associated with significant changes to the institution's delivery of instruction due to the coronavirus. Institutions are required to meet their reporting requirements for the (a)(1) Student Aid Portion funds by publicly posting required information as described in the Department's [notice](#).

To satisfy their reporting requirements as to the (a)(1) Institutional Portion, institutions should fill out the [Quarterly Budget and Expenditure Reporting form](#) (the (a)(1) column in this form refers to just (a)(1) institutional portion). The CFDA number associated with the student aid portion is **84.425E**, while the institutional portion is associated with **84.425F**.

Funding under Section 18004(a)(2) is designated for schools eligible for funding under Titles III and V of the Higher Education Act of 1965 (HEA): HBCUs, TCCUs, MSIs, and schools eligible under the Strengthening Institutions Program (SIP). CFDA numbers associated with these "(a)(2)" funds are **84.425J**, **84.425K**, **84.425L**, and **84.425M**, respectively. To satisfy their reporting requirements as to the (a)(2) funds, institutions should fill out the [Quarterly Budget and Expenditure Reporting form](#).

Funding under Section 18004(a)(3) ("(a)(3)") is designated for public and private nonprofit institutions of higher education that are eligible under Part B of Title VII of the Higher Education Act of 1965 and received less than \$500,000 total from the HEERF (a)(1) and (a)(2) programs. The CFDA number associated with the (a)(3) funds is **84.425N**. To satisfy their reporting requirements as to the (a)(3) funds, institutions should fill out the [Quarterly Budget and Expenditure Reporting form](#). Please note that there is also a separate competitive grant program, the Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) program, that the

Department has also established under the authority of Section 18004(a)(3). The Quarterly Budget and Expenditure Reporting form does not apply to IREPO grants.

Please see our chart of all the HEERF grant programs [on our main website here](#) for more information.

2. **Question:** Once I have posted an updated quarterly Student Aid Portion report or quarterly [report for \(a\)\(1\)](#) Institutional Portion, (a)(2), and (a)(3) funds, can I get rid of the previous reports that contains old information?

**Answer:** No. We ask that institutions separately maintain each quarterly report on their website, which adds transparency and accountability as to when and how institutions expended funds.

3. **Question:** How and when do I report Section 18004(a)(1) student and institutional expenditures?

**Answer:** To be clear, (a)(1) Student Aid Portion reporting is not done through the Quarterly Expenditure form. This form should be used solely for (a)(1) Institutional Portion, (a)(2), and (a)(3) funding, if applicable. Student Aid Portion reporting follows a different set of guidelines, which can be viewed in our *Federal Register* notice [here](#), which is also linked to above.

Institutions must report on both their (a)(1) Student Aid Portion and their (a)(1) Institutional Portion, (a)(2), and (a)(3) funds.

- The next Student Aid Portion report is to be posted no later than January 10, 2021 covering the calendar quarter from October 1, 2020 – December 31, 2020. The previous Student Aid Portion reports (a 30, 45, or quarterly report) should have covered from the date of the institution's (a)(1) Student Portion award – to September 30, 2020.
- The first quarterly expenditure form (for (a)(1) Institutional Portion, (a)(2), and (a)(3) funds) is to be posted no later than October 30, 2020 covering expenditures from the period from the date of the institution's first HEERF award (for those funds) through September 30, 2020. The next quarterly expenditure form is due to be posted by January 10, 2021 covering expenditures from October 1, 2020 – December 31, 2020.

Please see [our reporting table](#) on our HEERF reporting website for more information.

4. **Question:** Do I have to submit anything to the Department?

**Answer:** The two quarterly reports (Student Aid Portion report and the Quarterly Budget and Expenditure form) need to be publicly reported on institutions' websites

but do not need to be submitted to the Department. The Annual Report, which is currently being developed, will need to be submitted to the Department in early 2021.

Institutions are encouraged, but not required, to submit their links of their publicly posted reports to [HEERFreporting@ed.gov](mailto:HEERFreporting@ed.gov).

5. **Question:** Is it okay if we create a new webpage and migrate current student reports as well as this new institutional report to the new webpage? Will that cause any problems with our existing posted reports?

**Answer:** Yes. We only ask that you please submit this change to [HEERFreporting@ed.gov](mailto:HEERFreporting@ed.gov) with a new link to your webpage, so that we can keep record of the most accurate information available.

As always, [please visit our main HEERF website](#) for the latest updates and information regarding the HEERF grant program.

For any additional inquiries, please send your questions or comments to [HEERF@ed.gov](mailto:HEERF@ed.gov), and we will be more than happy to assist you. Thank you for everything you are doing and continue to do for our nation's students.

Sincerely,



Christopher J. McCaghren, Ed.D.  
Deputy Assistant Secretary  
Higher Education Programs