

**U.S. Department of Education  
Higher Education Emergency Relief Fund (HEERF) II- MSI**

**(CFDAs: 84.425L)**

**Application must be submitted electronically using GRANTS.gov**

**<https://www.Grants.gov>**

**Funding Opportunity Number: ED-GRANTS-041321-004**

**Closing Date: July 12, 2021**

**Before Applying, please view the Formula Allocation Table to Determine if you are Eligible to Apply**

**Instructions for Submitting the Recipient's Funding Certification and Agreement and Application Forms**

**A Guide for apply for funding in GRANTS.gov can be located at**

**<https://www2.ed.gov/about/offices/list/ope/crrsaa.html>**

In order to apply for funding, an institution must have an account with Grants.gov.

If you **do not** have a Grants.gov account, you may create an account at the following link: <https://www.grants.gov/web/grants/applicants/registration.html>. Please contact the Grants.gov Help Desk at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov) if you have any questions regarding registration. After you create a Grants.gov account, you can access Grants.gov and follow the guidance below for submitting documents.

If you **do** have a Grants.gov account, you can access Grants.gov and follow the guidance below for submitting documents.

The process for applying for funding requires:

1. Downloading and completing offline the [Recipient's Funding Certification and Agreement](#) provided in the Grants.gov application package or from - <https://www2.ed.gov/about/offices/list/ope/crrsaa.html>
2. Completing the Application for Federal Assistance (SF-424).
3. Completing the Department of Education Supplemental Information Form for the SF-424.

**Part I: SF-424 Form**

Application for Federal Assistance (SF-424)

Department of Education Supplemental Information for the SF-424

- Instructions on how to complete the SF-424 and Department of Education Supplemental Information for the SF-424 can be found at this link: <https://www2.ed.gov/fund/grant/apply/appforms/appforms.html>.

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<sup>1</sup> This document has been updated on September 3, 2020 to reflect the correct closing date as the Department has announced a reopening of the application period.

## Page 2-Instructions for Submitting the Recipient's Funding Certification and Agreement and Application Form

- Please do not attach any narratives, supporting files, or application components to the SF-424.

### **Important fields on the SF-424 Form:**

- Field 8a: Should be the recipient name as shown on the Certificate and Agreement.
- Field 17a: The start date is the day that you submit the documents.
  - b. The end date is one year from the start date.
- Field 18: Estimated Funding:
  - a: The Federal Request for funding is the amount listed under the Total Allocation in the far-right column of the Allocations for Section 18004(a)(2) of the CARES Act document.
- Field 19: The application is not subject to Executive Order 12372

### **Part II: Attachments**

Other Attachments Form—attach the completed **Recipient's Funding Certification and Agreement** to this form.

**The Recipient's Funding Certification and Agreement** must be signed by the institution's authorized representative. Typically, that person is the institution's president, chancellor, or CEO. The signature must be a wet or digital/electronic signature. It cannot be a typed signature or the typed name of the institution.

All attachments must be in PDF or Word format only. Other type of files will not be accepted. Additional information is included on the [Grants.gov Submission Procedures and Tips for Applicants](#).

[Grants.gov Submission Procedures and Tips for Applicants](#) are provided on the Grants.gov application package instructions.

Questions relating to the Higher Education Emergency Relief Fund- HBCU should be directed to [HEERF@ed.gov](mailto:HEERF@ed.gov).

Questions relating to Grants.gov should be directed to the Grants.gov Help Desk at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).