YES! Even if your institution has not drawn down or disbursed any funds, you are still required to post 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.

DOES MY INSTITUTION NEED TO REPORT IF WE DIDN’T SPEND ANY FUNDS THIS QUARTER?

YES! Even if your institution has not drawn down or disbursed any funds, you are still required to post 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.

I COMPLETED MY QUARTERLY REPORTS FOR MY INSTITUTION. NOW WHAT?

1. Post it in a publicly accessible location on your institution’s website.
2. Institutions are encouraged to provide a PDF copy and links to HEERFReporting@ed.gov and copy your Program Specialist.

WHEN SHOULD MY INSTITUTION CHECK FINAL REPORT? DO WE NEED TO SUBMIT ANY ADDITIONAL QUARTERLY REPORTS?

When your institution has expended and liquidated all (a)(1), (a)(2), and (a)(3) institutional funding from HEERF I, II, and III, you should check the final report box. Once you have checked this box and submitted the report, you do not need to complete any other quarterly reports. You still need to complete the annual report.

Visit the HEERF Reporting website for additional information.