

Higher Education Emergency Relief Fund (HEERF) Reporting Requirements

OFFICE OF POSTSECONDARY EDUCATION

October 14, 2020 Presentation



Welcome and Introduction of Speakers

- ▶ **CHRIS MCCAGHREN,
DEPUTY ASSISTANT
SECRETARY FOR
HIGHER EDUCATION
PROGRAMS**



Agenda



Welcome

Objectives

Remarks

Lost Revenue

Reporting Requirements Overview

New Reporting Form

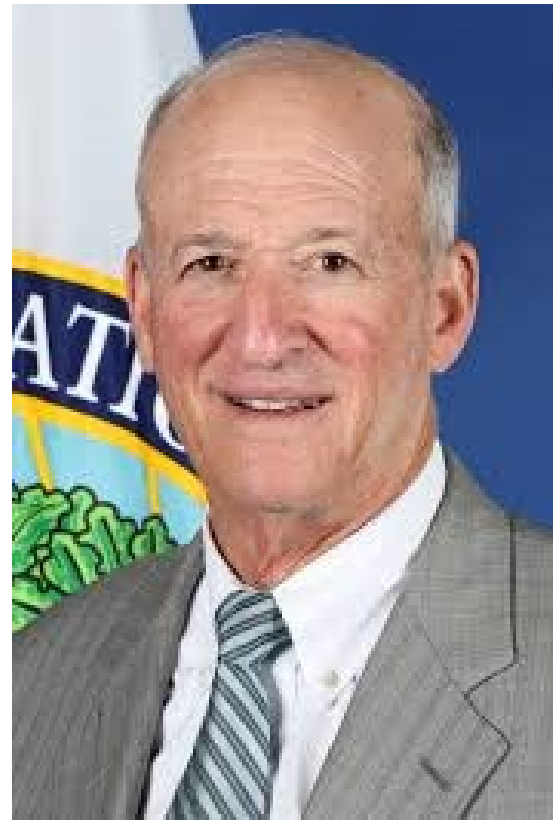
Collecting Posted Information

Questions

Webinar Objectives

1. Provide clarification of lost revenue allowable and unallowable costs
2. Provide an overview of the HEERF reporting requirements
3. Provide instructions and clarifying points to the new reporting form—quarterly public posting for (a)(1) institutional portion, (a)(2), and (a)(3) funds.
4. Describe the Department's efforts to collect publicly reported HEERF grant information
5. Answer your questions!

Remarks...



- ▶ **DIANE AUER JONES,
PRINCIPAL DEPUTY
UNDER SECRETARY**
- ▶ **ROBERT L. KING,
ASSISTANT
SECRETARY FOR
POSTSECONDARY
EDUCATION**



Is lost revenue an allowable expenditure under HEERF?

Discussion by Diane Auer Jones

HEERF Reporting Requirements Overview

	Method of Reporting	First report due to be posted	Frequency of Reporting	As of 10/14, next report due when?	What do I do if I have expended all my HEERF grant funds?
Section 18004(a)(1) Student Portion Public Reporting	Information is publicly posted on institution's primary website.	First report was generally due 30 days after the Department originally obligated funds to the institution for the Section 18004(a)(1) Student Portion.	Subsequent reports are due quarterly and must be posted no later than 10 days after the calendar quarter (October 10, January 10, April 10, July 10).	By <u>January 10, 2021</u> covering the period from the September 30th quarterly report through December 31.	Indicate that the final quarterly posting is the final report that covers all remaining HEERF fund expenditures for Section 18004(a)(1) Student Portion funds. After posting that report, no more quarterly public reporting for this is required.
Section 18004(a)(1) Institutional Portion, (a)(2), and (a)(3) Public Reporting	Information is publicly posted on institution's primary website in the same place as the Student Portion Public Reporting described above.	First report due October 30, 2020 covering the period from first award through September 30, 2020.	Subsequent reports are then due quarterly and must be posted no later than 10 days after the calendar quarter (January 10, April 10, July 10, October 10).	By <u>October 30, 2020</u> covering the period from the date of the first HEERF award through September 30.	Check the box on the form that it is the "final report" that covers all remaining HEERF fund expenditures for 18004(a)(1) Institutional Portion, (a)(2), and (a)(3) funds. After posting that report, no more quarterly public reporting for 18004(a)(1) Institutional Portion, (a)(2), and (a)(3) funds is required.
Annual Reporting	Report is submitted to the Department via a portal system currently in development.	Intended first annual report due in early 2021.	Yearly. Submission will be required of all HEERF grantees.	Intended first annual report due in early 2021.	All institutions that received any HEERF award will still have to submit an annual report in early 2021 to the Department regardless if at that time they still have HEERF funds or not.

New Institutional Portion, (a)(2), and (a)(3) Reporting Form

OMB Control Number 1840-0849 Expires 4/30/2021

Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable

Institution Name: _____ Date of Report: _____ Covering Quarter Ending: _____

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 0 Section (a)(2): \$ 0 Section (a)(3): \$ 0 Final Report?

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. ¹	\$ 0	\$ 0	\$ 0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$ 0	\$ 0	\$ 0	
Providing tuition discounts.	\$ 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	
Campus safety and operations. ²	\$ 0	\$ 0	\$ 0	

¹ To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act

New Institutional Portion, (a)(2), and (a)(3) Reporting Form - Overview

- ▶ First reports are due to be publicly posted on an institutions' website by October 30, 2020, covering the period from the date of the first HEERF grant award through September 30, 2020.
- ▶ IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter, (January 10, April 10, July 10, October 10) apart from the first report.
- ▶ Must be publicly posted on the institution's website; same location as the Student Share public reporting
- ▶ Some categories reflect possibly unallowable expenditures under (a)(1) Institutional Portion Funds

New Institutional Portion, (a)(2), and (a)(3) Reporting Form - Changes from the Draft Form

- ▶ Tweaked some of the spending categories in response to feedback received
- ▶ Reorganized the Form instructions on page 3—completing the form and posting the form
- ▶ Clarified that reports must be maintained for a period of 3 years after the grant ends
- ▶ If institution has expended all HEERF Institutional, (a)(2), and (a)(3) funds, check “final report” and no need to report quarterly further.

Collecting Posted Information

Where to post and where to submit?

- Quarterly Expenditure reports for Institutional Funds should be posted on the same CARES-dedicated webpage where one could find your institution's Student Aid reporting. Final Quarterly Expenditure reporting forms can be found here - <https://www2.ed.gov/about/offices/list/ope/heerfreporting.html>.
- Quarterly Expenditure reports for Institutional Funds can be posted as an HTML page or a PDF.
- When your institution has posted a quarterly report, we encourage you to then email the link to HEERFreporting@ed.gov for our record-keeping.
- If your institution has expended all of your institutional funds, mark the latest iteration of your report with a "Final" designation on your webpage.

Collecting Posted Information

What is the significance of posting on your webpage and emailing HEERFreporting@ed.gov?

- We are trying to make this process as accessible and accountable to the public as possible. Your webpage informs your students and your communities.
- The most recent iteration of our Student Aid reporting database is available on our HEERF reporting page under the link "[HEERF Student Aid Reporting Spreadsheet](#)".
- We invite every institution to make sure their hyperlinked report is their most recent and accurate report, as we hope to update this reporting spreadsheet as frequently as possible. Remember, Student Aid reporting is now on a quarterly basis, with reports due within 10 days of each quarter's close (September 30, December 31, March 31, and June 30).
- Any updates to reporting for the Student Aid Portion can be emailed to HEERFreporting@ed.gov. Please use the subject line to denote the content of the link.

Brief Updates & Links



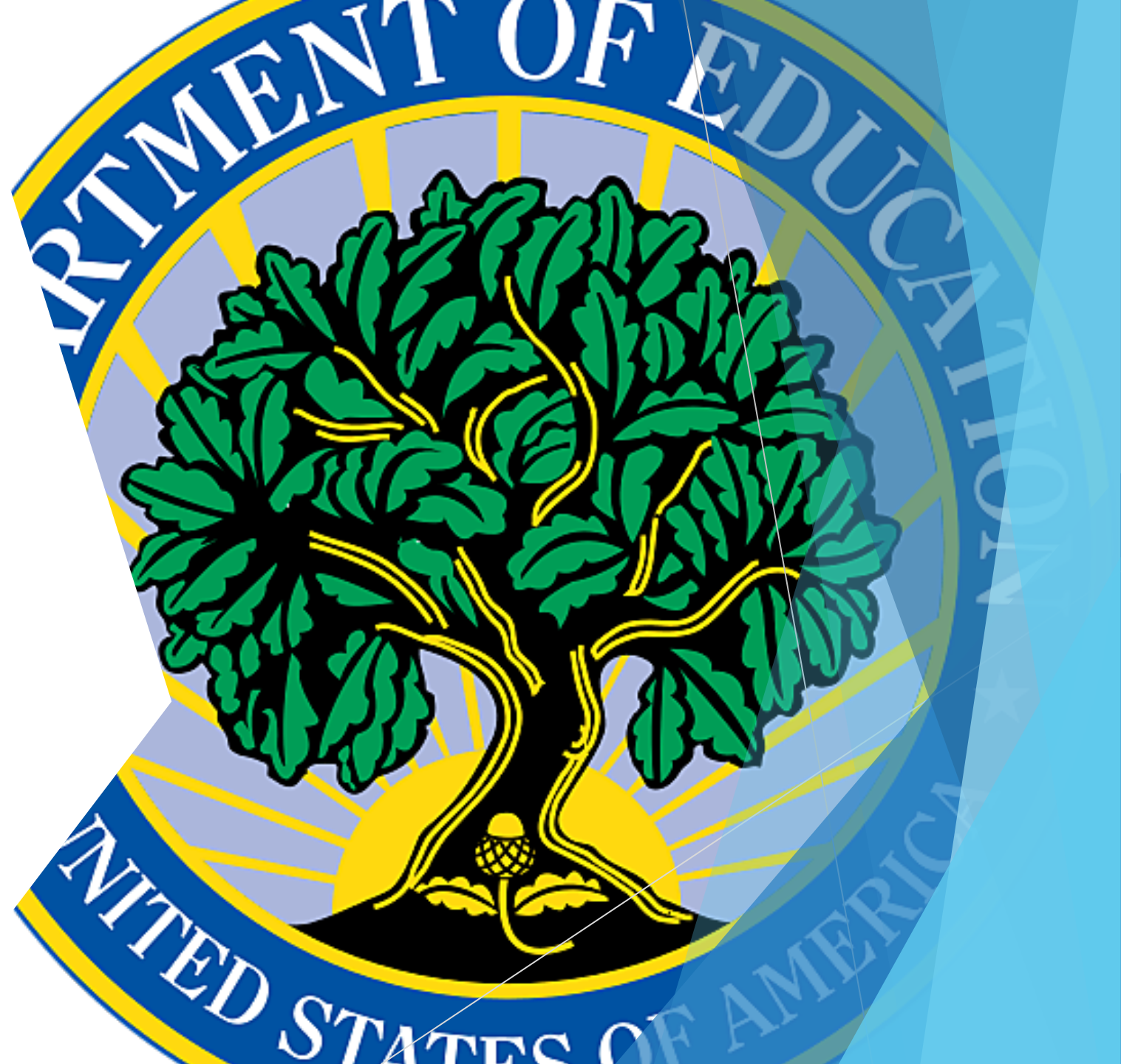
New Round 3 HEERF
FAQs [Link](#)



New Quarterly
Reporting Form [Link](#)



Rollup FAQ Document
[Link](#)



Questions



Closing

Thank you for attending!

Please email HEERF@ed.gov with any questions regarding this presentation.

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