U.S. Department of Education
CARES ACT Higher Education Emergency Relief Fund- FIPSE  
(CFDA:  84:425N)
Application must be submitted electronically using GRANTS.gov  
Funding Opportunity Number: ED-GRANTS-043020-005
Closing Date:  August 1, 2020

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/caresact.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 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/caresact.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.
• 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)(3) 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- FIPSE should be directed to 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.