

December 18, 2020

****This message is being sent to all HEERF Grantees****

Dear HEERF Grantee,

If you are receiving this message, you will be granted access to the CARES Act Higher Education Emergency Relief Fund (HEERF) Annual Report Data Collection Tool to submit your annual report. **You will receive login credentials to access your institution's annual report one to two business days prior to the January 5, 2021 opening of the system.** Only individuals your institution previously designated as "editors" or "submitters" will receive login credentials. If you are designated as an editor or submitter, and do not receive your login credentials, please contact the CARES Act Reporting Help Desk using the information below.

The Annual Report Data Collection Tool will be open from January 5 to February 1, 2021.

A submission of the HEERF annual report is required by February 1, 2021 covering expenditures in all HEERF formula programs (CFDA numbers 84.425E, 84.425F, 84.425J, 84.425K, 84.425L, 84.425M, and 84.425N) between March 13 and December 31, 2020.

The CARES Act Reporting Help Desk will provide technical assistance to you in submitting your institution's HEERF annual report. Here are a couple of things to look forward to in the upcoming weeks:

- The CARES Act Reporting Help Desk, along with staff from the U.S. Department of Education's Office of Postsecondary Education (OPE), will record a technical walkthrough of the Annual Report Data Collection Tool to assist with your submission. Information will be provided in a future broadcast.
- The CARES Act Reporting Help Desk will disseminate technical assistance videos to assist you with the basics of the Annual Report Data Collection Tool. These will be available on the [ESF Transparency Portal](#).
- A User Guide containing step-by-step instructions will be available to all users upon the Annual Report Data Collection Tool opening.

A submission of the HEERF annual report is **required by February 1, 2021**. Late submissions **will not** be accepted, and deadline extensions **will not** be granted. Noncompliant institutions may face enforcement actions from the Department.

Note! On the [OPE website](#), you will find the final data collection instrument approved by OMB for your reference.

We look forward to working with you to successfully submit your HEERF annual report! Please reach out to CARES Act Reporting Help Desk with any questions or concerns.

Thank you,

The CARES Act Reporting Help Desk

Telephone: 1-888-OPEPD-10 (888-673-7310)

Email: CARESActReportingHelpDesk@ed.gov