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In case you missed this yesterday.

ED Releases Interim Reporting Guidelines for Student Portion of the CARES Act Emergency Relief Fund

By [Megan Walter, NASFAA Policy & Federal Relations Staff](#)

The Department of Education (ED) on Wednesday [released reporting guidelines](#) for institutions that have received the student portion of their Higher Education Emergency Relief Fund (HEERF) allocation, which will be used to make emergency grants to students.

While ED develops a process for institutions to directly provide the required reporting data, it has in the meantime called for institutions to make easily accessible to the public — via the institution's website — the following items:

- An acknowledgement that the institution signed and returned the certification and agreement form and that the institution has used, or intends to use the funds to provide the mandated amount of at least 50% of the emergency financial aid grants to students.
- The total amount of funds that the institution will receive, or has received under the HEERF student portion.
- Of those funds, the total amount that has been distributed to students as of the date of reporting (i.e. the first 30-day deadline, and then every 45 days thereafter).
- The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and therefore eligible to receive an emergency financial aid grant.
- The total number of students who have received an emergency financial aid grant.
- How the institution determined which students did, or will receive emergency financial aid grants and how much funding they did, or will receive.
- Any instructions, directions, or guidance provided by the institution to students concerning the emergency financial aid grants.

Of note, ED made a change to when the 30-day reporting clock begins. Initially, ED had indicated that institutions were required to submit their first report 30 days from the date the institution signed the [certification and agreement](#) form. In this latest guidance, ED changed that date to 30 days from when the institution received its student portion of the HEERF.

ED noted that the above data points are to be reported in the aggregate and in a way that protects personally identifiable information, and should also be updated by the institution every 45 days after the first required 30-day reporting submission.



Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXX.



**US Department of Education
Washington, D.C. 20202**

P425E204010

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME United Technical Center 251 Marietta Street Clarksburg, WV 26301	2	AWARD INFORMATION <table style="width:100%; border:none;"> <tr> <td style="padding-right:20px;">PR/AWARD NUMBER</td> <td>P425E204010</td> </tr> <tr> <td>ACTION NUMBER</td> <td>1</td> </tr> <tr> <td>ACTION TYPE</td> <td>New</td> </tr> <tr> <td>AWARD TYPE</td> <td>Formula</td> </tr> </table>	PR/AWARD NUMBER	P425E204010	ACTION NUMBER	1	ACTION TYPE	New	AWARD TYPE	Formula																		
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3	PROJECT STAFF RECIPIENT STATE DIRECTOR Matthew Call (304) 326-7585 mcall@k12.wv.us EDUCATION PROGRAM CONTACT Yolande C Badarou (202) 219-7118 Yolande.Badarou@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 edcaps.user@ed.gov	4	PROJECT DESCRIPTION 84.425E Provision of Emergency Relief Funds to postsecondary students in attendance at United Technical Center.																										
5	KEY PERSONNEL N/A																												
6	AWARD PERIODS <table style="width:100%; border:none;"> <tr> <td style="padding-right:20px;">BUDGET PERIOD</td> <td>05/10/2020 - 05/09/2021</td> </tr> <tr> <td>FEDERAL FUNDING PERIOD</td> <td>05/10/2020 - 05/09/2021</td> </tr> </table> FUTURE BUDGET PERIODS N/A			BUDGET PERIOD	05/10/2020 - 05/09/2021	FEDERAL FUNDING PERIOD	05/10/2020 - 05/09/2021																						
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9	LEGISLATIVE AND FISCAL DATA <table style="width:100%; border:none;"> <tr> <td style="padding-right:20px;">AUTHORITY:</td> <td>PL 116-136 TITLE VIII CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT</td> </tr> <tr> <td>PROGRAM TITLE:</td> <td>EDUCATION STABILIZATION FUND</td> </tr> <tr> <td>CFDA/SUBPROGRAM NO:</td> <td>84.425E</td> </tr> </table> <table style="width:100%; border:none; margin-top:10px;"> <thead> <tr> <th style="text-align:left;">FUND CODE</th> <th style="text-align:left;">FUNDING YEAR</th> <th style="text-align:left;">AWARD YEAR</th> <th style="text-align:left;">ORG. CODE</th> <th style="text-align:left;">CATEGORY</th> <th style="text-align:left;">LIMITATION</th> <th style="text-align:left;">ACTIVITY</th> <th style="text-align:left;">CFDA</th> <th style="text-align:left;">OBJECT CLASS</th> <th style="text-align:right;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>0251M</td> <td>2020</td> <td>2020</td> <td>EP000000</td> <td>B</td> <td>DVA</td> <td>000</td> <td>425</td> <td>4101C</td> <td style="text-align:right;">\$28,901.00</td> </tr> </tbody> </table>			AUTHORITY:	PL 116-136 TITLE VIII CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT	PROGRAM TITLE:	EDUCATION STABILIZATION FUND	CFDA/SUBPROGRAM NO:	84.425E	FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT	0251M	2020	2020	EP000000	B	DVA	000	425	4101C	\$28,901.00
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Awarding the Higher Education Emergency Relief Fund Grant

The HEERF, a Federal Department Education Grant of 2020, given to schools due to the disruption of classes from the Corona Virus, is to help students who may still have need.

This grant will be awarded to any student who is enrolled in a full-time program at United Technical Center, has filled out a FAFSA for the 2019-2020 year and has been deemed Title IV eligible.

A cap will be set at \$1600 to be awarded to students as long as there is money available. A letter from the student stating that they are willing to receive this grant will be the stimulus to start the proceeding of awarding for that student.

The amount will be calculated based on a formula that includes cost of the program (including an amount for room and board), EFC (expected family contribution) and all aid that has been received. Those students with a \$0 EFC and a need of at least \$1600, will be awarded \$1600. A student with \$0 EFC but a need of less than \$1600 will receive the amount of the need. Students who have an EFC of \$1.00 to \$3000 will receive \$1200; students with an EFC of \$3000 to \$5000 will receive \$1000, and students with EFCs over \$5000 will receive \$500.

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: United Technical Center Date of Report: 9-30-2020 Covering Quarter Ending: 9-30-2020

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: 57,901.00 Section (a)(2): _____ Section (a)(3): _____ 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	<u>28,901.00</u>			
Providing reimbursements for tuition, housing, room and board, or other fee refunds.				
Providing tuition discounts.				
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.				
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.				
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.				
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.				
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.				

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 and the [Interim Final Rule](#) published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. [HEERF litigation updates can be found here.](#)

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Campus safety and operations. ²	24,980.20			
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.				
Replacing lost revenue due to reduced enrollment.				
Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). ³				
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.				
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.				
Other Uses of (a)(1) Institutional Portion funds. ⁴				

² Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

³ Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

⁴ Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used “to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.”

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵				
Quarterly Expenditures for each Program				
Total of Quarterly Expenditures	54,781.20			

Form Instructions

Completing the Form: On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

Posting the Form: This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30,

⁵ Please post additional documentation as appropriate and briefly explain in the “Explanatory Notes” section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used “to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student’s cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care.”

2020. Each quarterly report must be separately maintained on an IHE's website or in a PDF document linked directly from the IHE's CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the "Date of Report" line.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.