

ARP Act

IMPORTANT NOTICE

REGARDING ARP ACT EMERGENCY GRANTS

To All Students,

At TTUHSC El Paso we are dedicated to support our students' success and understand there are times when students experience difficulties that disrupt their academic and personal lives. If you have experienced significant change of circumstances, increases in expenses or decrease in income during this time, we would like you to know that TTUHSC El Paso has ARP Act emergency grants available for emergency relief. These ARP Act Emergency Relief Grants are intended for the unexpected or unforeseen expense as a result of campus disruption due to the COVID-19 pandemic that could delay progress toward degree completion.

TTUHSC El Paso will made block emergency grant based on the following criteria to all eligible Fall 2021 enrolled students:

Awards are based on the following criteria:

EFC = 0	\$400
EFC >0 and EFC <= 5600	\$300
EFC > 5600 and EFC <= 10,000	\$250
EFC > 10,000 and EFC <= 30,000	\$200
EFC > 30,000 or No FAFSA	\$150

Any remaining fund will be available to apply for through the institutional CARES Act application. If you are in need of assistance beyond the block grant amount, please visit HSC CARES Act

Emergency Grant App starting September 7th, follow the instructions and submit. This application is specifically intended to provide ARP Act Emergency Relief Grants to assist students with the completion of the Fall 2021 semester.

The appropriate application(s) must be submitted the earliest of September 30th, 2021 or when funds are exhausted

Please contact us if you have further questions about this process, please email us at elp.financialaid@ttuhsc.edu or leave a message at 215-4370. Either Ron Williams or Araceli Moreno will return your email or call within 48 hours.

Important Notices to Students

All ARP Act Emergency Funds have been allocated to students who attended Fall 2021. No further funding is available at this time.

TTUHSC El Paso has received federal funding from the [ARP Act](#), which provides assistance for student expenses related to the disruption of campus operations due to coronavirus. Students can request funds in these categories:

- Food
- Housing
- Course Materials
- Technology
- Health Care
- Childcare expenses
- Other Expenses (Expenses that do not fit any of the above)

Am I eligible?

You may be eligible for ARP Act funding if you are a degree-seeking student enrolled in at least one face-to-face course during the 2020 spring semester.

International, dual credit, non-U.S.-citizen, non-degree-seeking students, and students enrolled exclusively in online courses prior to March 13, 2020 are not eligible for CRRSA Act funding.

How do I apply?

All CRRSA Act funds have been exhausted at this time.

FAQs

- What is the ARP Act?

The Higher Education Emergency Relief Fund III (HEERF III) is authorized by the American Rescue Plan (ARP), Public Law 117-2, signed into law on March 11, 2021, providing \$39.6 billion in support to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic.

ARP funds are in addition to funds authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Public Law 116-260 and the Coronavirus Aid, Recovery, and Economic Security (CARES) Act, Public Law 116-136. Emergency funds available to institutions and their students under all emergency funds total \$76.2 billion.

What is the HEERF III (ARP) Emergency Grant?

Institutions must make financial aid grants to students, which can be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care. Unlike the CARES Act, the HEERF III (ARP) **requires that institutions prioritize students with exceptional need**, such as students who receive Pell Grants. However, students do not need to be only Pell recipients or students who are eligible for Pell grants.

TTUHSC El Paso will distribute **at the minimum \$290,805** in emergency grants for eligible students experiencing financial hardship due to the COVID-19 pandemic. Additional Institutional funding will be added to the student emergency grant fund if needed to ensure all eligible students are able to receive emergency funds. These are one-time grants from the federal government and do not require any repayment. The HEERF III (ARP) emergency grant provides temporary, short-term, emergency financial assistance to eligible students who are experiencing an unforeseen hardship that could adversely affect their educational success. The main criteria for a grant are the demonstration of a genuine need as reflected in a low expected family contribution (EFC)

Awards are based on the following criteria:

EFC = 0	\$400
EFC >0 and EFC <= 5600	\$300
EFC > 5600 and EFC <= 10,000	\$250
EFC > 10,000 and EFC <= 30,000	\$200
EFC > 30,000 or No FAFSA	\$150

Any remaining fund will be available to apply for through the institutional CARES application.

• How much will I receive?

We are committed to assisting all eligible students that may have been impacted by the coronavirus pandemic to the greatest extent possible with the ARP Act funds available. You should request funds based on your actual financial need for expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care, for the time period of the emergency. At this time, funds are limited, and grants are available up to \$400

• How will I receive this money?

Emergency grants will be processed through accounts payable.

If you have direct deposit set up an ACH will be sent directly to your bank account on file.

If you don't have direct deposit set up, you will receive a check by mail.

You will be notify by email tell you ARP Act funds have been awarded to you regards of the actual disbursement type.

• Do I need to repay the money?

No, you will not need to repay any money received through this fund

• Does this funding affect my other financial aid?

No. This is an emergency grant to help you manage unexpected expenses related to the Coronavirus or any other part of the student's cost of attendance and it will not have any impact on other financial aid you may be eligible to receive.

- What if I still have an account balance?

Any ARP Act funding awarded to you will be paid to you directly, and it will not cover any outstanding balances owed to TTUHSC El Paso. Any outstanding balance owed to TTUHSC El Paso will remain the responsibility of the student.

- Are the Emergency Grants taxable?

Current guidance from the U.S. Treasury Department states that these emergency grants are non-taxable.

ARP Act Reporting and Disclosure.

PR#: P425E204318-20B

Report #1 (Quarter Ending September 30, 2021)

The total amount of funds TTUHSC El Paso received on May 24, 2021 from the U.S. Department of Education for distribution for emergency grants to students is \$290,805.

The total amount of Emergency Financial Aid Grants distributed to students under section 2003(a) (1) of the CRRSA Act as of June 30th, is \$290,766.

The estimated total number of students at TTUHSC El Paso eligible to participate in programs under section 484 in Title IV of the Higher Education Act of 1965 and meet the eligibility to receive Emergency Financial Aid Grants under section 2003(a)(1) of the ARP Act is 781.

The total number of unduplicated students, as of September 30th, who have received an Emergency Financial Aid Block Grant under section 2003(a)(1) of the ARP Act is 781. There were 781 grants awarded for a total of \$234,500

The methods used to determine which and how much students receive Emergency Financial Aid Grants are as follows –

Block grants were awarded to all eligible students based on the following criteria:

EFC = 0	\$400
EFC >0 and EFC <= 5600	\$300
EFC > 5600 and EFC <= 10,000	\$250
EFC > 10,000 and EFC <= 30,000	\$200
EFC > 30,000 or No FAFSA	\$150

CARES Act Emergency grants application was opened up on September 7th. All remaining funds after block grants were made available for students to apply for a maximum of \$1,350 . As of September 30th, 50 emergency grants were awarded through the CARES Act Emergency grant application for a totalof \$56,266.

The announcement and instructions to students were provided in an e-mail announcement from the Student Wellness Office and through a webpage created solely for the purpose of the ARP Act:

<https://el Paso.ttuhsc.edu/student services/Financial-Aid/covid19-arp-act.aspx>

Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable

Institution Name: Texas Tech University Health Sciences Center at El Paso **Date of Report:** 10/08/2021 **Covering Quarter Ending:** September 30

PR/Award Number(s): P425F: 202996 P425J: _____ P425K: _____ P425L: 200552 P425M: _____ P425N: _____

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 604,630 Section (a)(2): \$ 124,988 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	\$ 100,123	\$ 8,590	\$ 0	Additional grants to students.
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	

¹ To support expenses related to the disruption of campus operations due to coronavirus consistent with applicable law. This includes eligible expenses under a student’s cost of attendance under CARES Act Section 18004(c), or any component of a student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care, per Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and Section 2003 of the American Rescue Plan Act of 2021 (ARP).

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	\$ 0	\$ 0	\$ 0	
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 class period and to provide time for disinfection between uses.	\$ 0	\$ 0	\$ 0	
Replacing lost revenue from academic sources. ³	\$ 0	\$ 0	\$ 0	
Replacing lost revenue from auxiliary services 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	\$ 0	\$ 0	\$ 0	
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.	\$ 0	\$ 5,437	\$ 0	Faculty training fees - Development Program 19
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.	\$ 0	\$ 0	\$ 0	
Other Uses of (a)(1) Institutional Portion funds. ⁴	\$ 21,927			Student re-engagement fees and indirect costs.
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵		\$ 38,423	\$ 0	Student re-engagement fees, and indirect costs.
Quarterly Expenditures for Each Program	\$ 122,050	\$ 52,450	\$ 0	
Total of Quarterly Expenditures	\$ 174,500			

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 Please see the Department's [HEERF Lost Revenue FAQs](#) (March 19, 2021) for more information regarding what may be appropriately included in an estimate of lost revenue.

⁴ Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that funds for (a)(1) Institutional Portion may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

⁵ Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that funds for (a)(2) and (a)(3) may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

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 11-digit PR/Award Number (number is found in Box 2 of your Grant Award Notification (GAN)) for each HEERF grant funding stream as applicable, 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.” Institutions that expended HEERF grant funds during the calendar quarter from January 1 – March 30, 2021 are required to post the quarterly report that involved the expenditure of HEERF II CRRSAA and HEERF I CARES Act funds. The Department did not previously affirmatively indicate this reporting requirement was in place for HEERF II CRRSAA funds. As such, institutions may have until the end of the second calendar quarter, June 30, 2021, to post these retroactive reports if they have not already done so. As of the July 10, 2021 quarterly reporting deadline, institutions are encouraged, but not required to, submit the quarterly reports (this institutional reporting form and the student quarterly report) to the Department by emailing those reports as PDF attachments to HEERFreporting@ed.gov.

In the chart, an institution must specify the amount of expended HEERF I, II, and III funds for each funding category: (a)(1) Institutional Portion; (a)(2), and (a)(3), if applicable. (a)(2) funds include Assistance Listing Numbers (ALNs) 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Trially Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); (a)(3) funds are for ALN 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant) and 84.425S (SAIHE). 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 (a)(1) Institutional Portion, (a)(2) and (a)(3) 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. If there is no expenditure to report for a given cell, fill it with a “0.” Please refrain from using any symbols throughout the form, including but not limited to “>” or “~.”

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 (a)(1) of the CARES Act, CRRSAA, and ARP (Student Aid Portion) are posted. It must be posted as a PDF. No handwritten or scanned PDFs are allowed. Please refrain from adding additional material to the uploaded form. The PDF must be named in the following manner: [8- digit OPEID]_[Survey Name]_[Quarter/Year]_[Date of Release]. For example, 01177600_HEERF_Q32021_101021. The 8-digit OPEID can be found at the [DAPIP website](#) or the [NCES website](#). In the event a DUNS number applies to multiple OPEIDs, use the OPEID for the campus with the highest enrollment. The quarter pertains to the calendar year, following the same cadence the reporting periods follows. The date of release should be reported as the deadline for form submission, 10 days after the end of each reporting period. 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, 2023 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). Each quarterly report must be separately maintained in a PDF document linked directly from the IHE’s HEERF 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 HEERFreporting@ed.gov, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

ARP Act Reporting and Disclosure.

PR#: P425E204318-20B

Report #2 (Quarter Ending December 31, 2021) Final

The total amount of funds TTUHSC El Paso received on May 24, 2021 from the U.S. Department of Education for distribution for emergency grants to students is \$290,805.

The total amount of Emergency Financial Aid Grants distributed to students under section 2003(a) (1) of the CRRSA Act as of December 31st, is \$290,805.

The estimated total number of students at TTUHSC El Paso eligible to participate in programs under section 484 in Title IV of the Higher Education Act of 1965 and meet the eligibility to receive Emergency Financial Aid Grants under section 2003(a)(1) of the ARP Act is 781.

The total number of unduplicated students, as of September 30th, who have received an Emergency Financial Aid Block Grant under section 2003(a)(1) of the ARP Act is 781. There were 781 grants awarded for a total of \$234,500

The methods used to determine which and how much students receive Emergency Financial Aid Grants are as follows –

Block grants were awarded to all eligible students based on the following criteria:

EFC = 0	\$400
EFC >0 and EFC <= 5600	\$300
EFC > 5600 and EFC <= 10,000	\$250
EFC > 10,000 and EFC <= 30,000	\$200
EFC > 30,000 or No FAFSA	\$150

CARES Act Emergency grants application was opened up on September 7th. All remaining funds after block grants were made available for students to apply for a maximum of \$1,350. As of September 30th, 50 emergency grants were awarded through the CARES Act Emergency grant application for a total of \$56,26. An additional emergency grant of \$39 was awarded to 1 student during the 2 quarter reporting period.

The announcement and instructions to students were provided in an e-mail announcement from the Student Wellness Office and through a webpage created solely for the purpose of the ARP Act:

<https://el Paso.ttuhsc.edu/student services/Financial-Aid/covid19-arp-act.aspx>

Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable

Institution Name: Texas Tech University Health Sciences Center at El Paso **Date of Report:** 01/10/2022 **Covering Quarter Ending:** December 31

PR/Award Number(s): P425F: 202996 P425J: _____ P425K: _____ P425L: 200552 P425M: _____ P425N: _____

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 604,630 Section (a)(2): \$ 124,988 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	\$ 632	\$ 113	\$ 0	Additional grants to students.
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	

¹ To support expenses related to the disruption of campus operations due to coronavirus consistent with applicable law. This includes eligible expenses under a student’s cost of attendance under CARES Act Section 18004(c), or any component of a student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care, per Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and Section 2003 of the American Rescue Plan Act of 2021 (ARP).

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	\$ 0	\$ 0	\$ 0	
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 class period and to provide time for disinfection between uses.	\$ 0	\$ 0	\$ 0	
Replacing lost revenue from academic sources. ³	\$ 0	\$ 0	\$ 0	
Replacing lost revenue from auxiliary services 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	\$ 0	\$ 0	\$ 0	
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.	\$ 0	\$ 0	\$ 0	
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.	\$ 59,985	\$ 0	\$ 0	Purchasing of additional equipment to support the ability to provide remote viewing of simulation activities by remote users.
Other Uses of (a)(1) Institutional Portion funds. ⁴	\$ 0			
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵		\$ 0	\$ 0	
Quarterly Expenditures for Each Program	\$ 60,617	\$ 113	\$ 0	
Total of Quarterly Expenditures	\$ 60,730			

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 Please see the Department's [HEERF Lost Revenue FAQs](#) (March 19, 2021) for more information regarding what may be appropriately included in an estimate of lost revenue.

⁴ Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that funds for (a)(1) Institutional Portion may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

⁵ Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that funds for (a)(2) and (a)(3) may be used to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll).

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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 (a)(1) of the CARES Act, CRRSAA, and ARP (Student Aid Portion) are posted. It must be posted as a PDF. No handwritten or scanned PDFs are allowed. Please refrain from adding additional material to the uploaded form. The PDF must be named in the following manner: [8- digit OPEID]_[Survey Name]_[Quarter/Year]_[Date of Release]. For example, 01177600_HEERF_Q32021_101021. The 8-digit OPEID can be found at the [DAPIP website](#) or the [NCES website](#). In the event a DUNS number applies to multiple OPEIDs, use the OPEID for the campus with the highest enrollment. The quarter pertains to the calendar year, following the same cadence the reporting periods follows. The date of release should be reported as the deadline for form submission, 10 days after the end of each reporting period. 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, 2023 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). Each quarterly report must be separately maintained in a PDF document linked directly from the IHE’s HEERF 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 HEERFreporting@ed.gov, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.