

HEERF REPORTING GUIDELINES

CARES ACT (HEERF I), CRRSA ACT (HEERF II), ARP (HEERF III)

STUDENT FUNDS QUARTERLY REPORTING

Who Must Complete

All institutions who received Student Funds under any of the three HEERF funding programs.

Due Dates

Reports are due quarterly and must be posted on the institution's primary website no later than 10 days after the calendar quarter.

- January 10, April 10, July 10, October 10
- HEERF II Exception: Quarterly reporting for HEERF II for the first quarter of 2021 (January through March) has been extended to the end of the second calendar quarter, June 30, 2021.

30-Day Funds HEERF Report Requirement

- After the creation of HEERF I the Department of Education instituted a requirement for reporting 30-days after the receipt of an institution's student share. This report is updated via the student funds quarterly report.
- Due Dates:
 - o HEERF I: 30 days from receipt of allocation, or September 30, 2020 whichever comes later.
 - o HEERF II&III: 30 days from receipt of allocation or June 12, 2021, whichever comes later, *if this is the first time the institution has received HEERF funds.*
 - ◆ Institution's are not required to report 30 days after receiving HEERF grant *supplements* under CRRSAA or ARP if the institution received a CARES Act HEERF Student Aid Portion award. Institutions that are receiving supplemental funds do not need to post their public reports 30 days after receiving their supplemental awards and may post their quarterly reports on July 10, 2021.

What To Report

- An acknowledgment that the institution signed and returned the Certification and Agreement form & the assurance that the institution has used, or intends to use, no less than the required amount of funds received to provide HEERF grants to students.
- The total amount of funds that the institution will receive or has received from ED
- The total amount of HEERF grants distributed to students
- The estimated total number of students at the institution that are eligible to receive HEERF grants
- The total number of students who have received an HEERF grant.
- The method(s) used by the institution to determine which students receive HEERF grants and how much they would receive.
- Any instructions, directions, or guidance provided by the institution to students concerning the HEERF grants.

Format

Quarterly reports are assumed to be merged within a single report of an institution's expenditures across the different strands of HEERF grant funds (HEERF I, II, and III) unless an institution's reporting explicitly designates a Quarterly report as only pertaining to a specific set of HEERF funds (e.g., posting a separate Quarterly report for ARP funds). **However**, each report should distinctly specify the quarterly time frame of each reporting entry.

Funds Fully Spent

Indicate that this is the institution's final quarterly posting and that it covers all remaining HEERF fund expenditures for whichever HEERF tranche of Student Portion funds. After posting, no more quarterly public reporting of Student Portion funds is required.

INSTITUTIONAL AND STUDENT FUNDS QUARTERLY REPORTING

Who Must Complete

All institutions who received Institutional Funds or Student* Share Funds under any of the three HEERF funding programs.

Due Dates

Reports are due quarterly and must be posted on the institution's primary website no later than 10 days after the calendar quarter.

- January 10, April 10, July 10, October 10
- HEERF II Exception: Quarterly reporting for HEERF II for the first quarter of 2021 (January through March) was extended to the end of the second calendar quarter, June 30, 2021.

What To Report

Institutions should complete the Department of Education's [Quarterly Budget and Expenditure Reporting](#)[†] for HEERF I, II, and III funds Form. Refer to [Question 36](#) from the Department's HEERF FAQ for formatting requirements.

The form should be publicly posted on the institution's primary website in the same place as the Student Portion Public Reporting described above.

Funds Fully Spent

Please check the box on the form that it is the "final report" that covers all remaining HEERF fund expenditures. After posting that report, no more quarterly public reporting for Institutional funds are required.

Guidance Applicable to Both Quarterly Reports

The September 30, 2021 update to the HEERF III Frequently Asked Questions indicates that each quarterly report now combines HEERF I, HEERF II, and HEERF III and reports expenditures for all three programs during only that quarter.

Format

- Each report is separate for the calendar quarter reporting period and not cumulative.
- Institutions must post their two separate reports (institutional and student) for each quarter until they expend all HEERF grant funds, including the quarterly reports from previous quarters if not already posted on the institution's website.
- Institutions combine all their HEERF funding streams in reporting their expenditures for institutional funds and student funds.
- ED continues to encourage institutions to submit their two quarterly reports (institutional and student) by emailing those reports as PDF attachments to HEERFreporting@ed.gov.

ANNUAL PERFORMANCE REPORTING REQUIREMENTS

Who Must Complete

All institutions who received any student or institutional funds under any of the three HEERF funding programs.

HEERF I Due Date

The reporting period for the first HEERF I annual report began on January 5, 2021 and ended on February 8, 2021.

HEERF II Due Date

The reporting period for the HEERF II annual report will begin on April 11, 2022 and end on May 6, 2022.[‡] The annual performance report covers activities funded between January 1 through Dec. 31, 2021.

HEERF III Due Date

The reporting period for the HEERF III annual report will begin on April 11, 2022 and end on May 6, 2022.[‡] The annual performance report covers activities funded between January 1 through Dec. 31, 2021.

Required Continued Reporting[‡]

Reporting period for the calendar year 2022 is March 6, 2023 to March 24, 2023. In early 2023 the helpdesk will contact you and clarify if your institution is required to submit a Year 3 report and if your institution is required to complete and/or correct your Year 2 report. Similar to prior year reporting, institutions will use the Annual Report Data Collection Tool to submit the institution's reports. The helpdesk will circulate information on account registration in early 2023.

What To Report[§]

All Institutions are required to submit HEERF annual performance reports via the [Annual Report Data Collection System](#). A copy of the items required to be submitted on the form are available [here](#).

* In March, 2022, ED added several student share questions to the QBER.

† Effective for the QBER due on April 10, 2022, institutions should use the revised form.

‡ A subset of Year 2 questions (calendar year 2021) had an extended deadline (these were the disaggregated data questions). All institutions that did not complete every question in the Year 2 report, are required to submit answers to any questions that were not previously answered during this reporting period.

§ subject to change



1801 PENNSYLVANIA AVENUE, NW, SUITE 850
WASHINGTON, DC 20006-3606

202.785.0453 FAX. 202.785.1487 WWW.NASFAA.ORG