

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.

What To Report

- An acknowledgement 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 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.

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 FUNDS QUARTERLY REPORTING

Who Must Complete

All institutions who received Institutional 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.

What To Report

Institutions should complete the Department of Education's [Quarterly Budget and Expenditure Reporting](#) for HEERF I, II, and III funds Form.

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.

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 first HEERF II annual report will be in early 2022. Date to be determined.

HEERF III Due Date

The reporting period for the first HEERF III annual report will be in early 2022. Date to be determined.

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](#).

*subject to change