



CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT HEERF I REPORTING

EMERGENCY STUDENT GRANTS

The federal CARES Act was signed into law on March 27, 2020. Section 18004 of the CARES Act provides Higher Education Emergency Relief Funds (HEERF) to colleges and universities to assist with unexpected expenses related to the disruption of campus operations due to the COVID-19 pandemic.

The US Department of Education states only degree seeking undergraduate students who are Title IV eligible can be awarded CARES Act HEERF I Emergency funds. Unfortunately, the US Department of Education does not allow CARES Act Emergency funds to be used for high school, international, DACA or undocumented students, or any student who was exclusively taking online courses prior to March 13, 2020.

Allen Community College received CARES Act funds and checks were issued on May 13, 2020 to all Allen students who were eligible.

CARES Act Compliance for Emergency Student Grants

This is the final CARES Act Compliance Report for HERRF I Emergency Student Grants.

1. Allen Community College has signed and returned to the Department of Education the Certification and Agreement form assuring that Allen Community College has used no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students.
2. The total amount Allen Community College has receive in HEERF I funding is \$208,250.00 from the Department of Education pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students.
3. The total amount of Emergency Financial Aid Grants distributed by Allen Community College to students under Section 18004(a)(1) of the CARES Act as of May 13, 2020 is \$208,250.00.
4. The estimated total number of students at Allen Community College eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and was enrolled in at least one on campus credit hour on March 13, 2020 is 352.
5. The total number of Allen Community College students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act as of May 13, 2020 is 352.

6. The method used by Allen Community College to determine which students receive Emergency Financial Aid Grant and how much they would receive under Section 18004(a)(1) of the CARES Act is as follows for HEERF I funds:
- Student must be eligible for Pell Grant.
 - The grant amount is based on a student's status (full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, less than $\frac{1}{2}$ time) for his/her on campus courses only (does not include online courses) as of March 13, 2020.
 - The grant amounts are
 - Full-time: \$780.10
 - $\frac{3}{4}$ Time: \$580.00
 - $\frac{1}{2}$ Time: \$380.00
 - Less Than $\frac{1}{2}$ Time: \$168.00
7. Information about the CARES Act Emergency Financial Aid Grants is available on the Allen Community College website. Allen Community College students were not required to apply for HEERF I grants and all eligible students received funds, therefore no specific instructions or directions were needed by students to be eligible for or receive the grants. A letter accompanied each check explaining the grant and that these funds are only to be used to cover expenses related to the pandemic.

INSTITUTIONAL FUNDS

The federal CARES Act provided money to colleges and universities during the coronavirus pandemic. Allen County Community College received \$208,249.00 from Section (a)(1) and \$83,501.00 from Section (a)(3) under the CARES Act in HEERF I.

On March 23, 2020 the College moved from onsite classes to online classes and student living on campus were encouraged to return home if possible. The College used these CARES Act institutional funds to reimburse for room and board costs for the final 8 weeks of the Spring 2020 semester.

CARES Act Compliance for Institutional Funds

This is the final HEERF I CARES Act Compliance Report for Institutional Funds.



CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT HEERF II REPORTING

STUDENT GRANTS

The federal Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) was signed into law on December 27, 2020. This act provides a second round of Higher Education Emergency Relief Funds (HEERF II). Institutions must use part of these funds as financial aid grant to students to cover the student's cost of attendance or for emergency costs due to the pandemic.

Allen Community College received CRRSAA funds and checks were issued on April 9, 2021 to all Allen students who were eligible.

CRRSAA Compliance for Student Grants

This is the final CRRSAA Compliance Report for HEERF II Student Grants.

1. Allen Community College has signed and returned to the Department of Education the Certification and Agreement form for HEERF I funds. This signed agreement remains in effect for all additional HEERF fund allocations. Acceptance of the HEERF II allocation indicates that Allen Community College agrees to abide by all requirements of the funds and has used no less than the required amount for grants to students.
2. The total amount Allen Community College has received in HEERF II funding is \$208,250.00 from the Department of Education for grants to students.
3. The total amount of Student Grants distributed by Allen Community College to students under HEERF II as of April 9, 2021 is \$208,250.00.
4. The total number of Allen Community College students who received a HEERF II student grant is 534.
5. The method used by Allen Community College to determine which students receive a student grant and how much they would receive is as follows for HEERF II funds:
 - Student must be eligible for Pell Grant or Federal Student Loans.
 - The grant amount is based on a student's status (full-time, ¾ time, ½ time, less than ½ time) or number of credits as of April 9, 2021.

- The grant amounts are
 - Pell Eligible/Full-time: \$600
 - Pell Eligible/¾ Time: \$415.00
 - Pell Eligible/½ Time: \$315.00
 - Pell Eligible/Less Than ½ Time: \$215.00
 - Loan Only Eligible/6 or More Credit Hours: \$200.00
 - Loan Only Eligible/3-5 Credit Hours: \$81.66

6. Information about the CRRSAA student grants is available on the Allen Community College website. Allen Community College students were not required to apply for HEERF II grants and all eligible students received funds, therefore no specific instructions or directions were needed by students to be eligible for or receive the grants. A letter accompanied each check explaining the grant and that these funds are only to be used to cover the student's cost of attendance or for emergency costs due to the pandemic.

INSTITUTIONAL FUNDS

The federal CRRSAA provided money to colleges and universities during the coronavirus pandemic. Allen County Community College received \$867,967.00 in HEERF II funds.

Quarterly Reports are on the Allen website for more information.

CRRSAA Compliance for Institutional Funds

This is the final CRRSAA Compliance Report for HEERF II Institutional Funds.

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: Allen County Community CollegeDate of Report: 10/15/2020Covering Quarter Ending: 09/30/2020Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 208,249Section (a)(2): \$ 0Section (a)(3): \$ 83,501 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	\$ 0	\$ 0	\$ 0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$ 208,249	\$ 0	\$ 83,501	Student refunds for room & board for Spring 2020
Providing tuition discounts.		\$ 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	
Campus safety and operations. ²	\$ 0	\$ 0	\$ 0	

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. Please discuss with legal counsel. [HEERF litigation updates can be found here.](#)

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.

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
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.	\$ 0	\$ 0	\$ 0	
Replacing lost revenue due to reduced enrollment.		\$ 0	\$ 0	
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		\$ 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.	\$ 0	\$ 0	\$ 0	
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	\$ 208,249	\$ 0	\$ 83,501	
Total of Quarterly Expenditures	\$ 291,750	\$ 0		

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."

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."



U.S. DEPARTMENT OF EDUCATION

Education Stabilization Fund

ESF / ESF Reporting / HEERF - 030648901 - Review

HEERF Fund

Annual Report

Submitted

Last Modified: nickell@allencc.edu - 1/20/2021, 11:51:11 AM

1 2 3 4 5 6 7 8 9 10 11 Review

Instructions



ALLEN COUNTY COMMUNITY COLLEGE - Review

[Expand All](#)[Collapse All](#)

General Information



Institutional Identifiers and Contact Information:

Institution Name

ALLEN COUNTY COMMUNITY COLLEGE

DUNS #

030648901

Please identify the OPEID(s) for this institution:

001901

Please report on these HEERF grant PR/Award Numbers:

PR Number 1

P425E203949 (Student Aid)

Awarded Amount 1

\$208,250.00

PR Number 2

P425F203255 (Institutional Aid)

Awarded Amount 2

\$208,249.00

PR Number 3

P425N200440 (FIPSE Formula)

Awarded Amount 3

\$83,501.00

Total Awarded Amount

Total Awarded Amount

\$500,000.00

Who is the lead contact for this annual data collection?

Name

Roberta Nickell

Title

Chief Financial Officer

Telephone

(620) 365-5116

E-mail

nickell@allencc.edu

Funds Expended


- 1) Did you expend all of your HEERF funds prior to the end of the reporting period, making this your final annual report? *

Yes No


Websites

- 2) Reporting on institution websites:

a) CARES HEERF quarterly reporting webpage URL: <https://resources.fnalsite.net/images/v1602852558/allenccec>


b) Student Portion Reporting: Provide all active website URLs posted by your campus, or by the institution on behalf of your campus(es), as required by the August 31 notice in the Federal Register  (including any URLs that are still active that provide archived information).

https://resources.fnalsite.net/images/v1602852558/allenccedu/zddvhyaskxmpx3ore8zf/CARES_Act_Funding.pdf

c) Institutional Portion, (a)(2), and (a)(3) Reporting: Provide all active website URLs posted by your campus, or by institutions on behalf of your campus(es) as required by the quarterly Higher Education Emergency Relief Fund (HEERF) Data Collection Form  (including any URLs that are still active that provide archived information).

https://resources.fnalsite.net/images/v1602852558/allenccedu/zddvhyaskxmpx3ore8zf/CARES_Act_Funding.pdf


Student Eligibility

3) How did your institution determine which students were eligible  to receive emergency financial aid grants under any of the CARES Act HEERF programs?

- | | | |
|---|-----|----|
| a) My institution has received an Institutional Student Information Record (ISIR) or Student Aid Report (SAR) on file that verifies student eligibility for Title IV, federal student aid (Title IV aid). | Yes | No |
| b) My institution allowed students to attest to their eligibility for Title IV aid by completing an alternative application form developed by the institution for this purpose. | Yes | No |
| c) My institution used another method for determining which students were eligible to receive emergency financial aid grants under the CARES Act. | Yes | No |

Aid Determination

4) How did your institution determine which students received emergency financial aid grants to students and how much each student would receive? Please indicate if any of the following strategies were used.

4.1) Did you distribute the same amount to all eligible students regardless of different circumstances? * 

Yes No

4.1.1) Did you ask students to apply for funds?

Yes No

4.1.2) Did you use any institutional administrative data (pre-existing data that did not come from a HEERF-specific application form) in determining the amount of funds awarded to students?

Yes No

4.1.2.1) Which of these student factors did you prioritize in the grant determination process?

i) Enrollment intensity (i.e., full-time/part-time status, number of credits the student is taking, etc.)

Yes No

ii) Location (i.e., branch campus)

Yes No

iii) Pell Grant eligibility

Yes No

iv)	Yes	No
v)	Yes	No
vi)	Yes	No
vii)	Yes	No
viii)	Yes	No

Aid Distribution

5) How did your institution distribute the emergency financial aid grants to students?

a) Checks	Yes	No
b) Electronic funds transfer /Direct deposit	Yes	No
c) Debit cards	Yes	No
d) Payment apps	Yes	No
e) Other	Yes	No

Emergency Grants

- 6) Did your institution provide any instructions, directions, or guidance to students (e.g. FAQs) about the emergency financial aid grants upon disbursement? *

Yes No

- a) Upload PDF/MS Word document instructions, directions, or guidance (up to 5 files):

The grantee has uploaded 1 files in response to this question.

or

- b) Provide any active URLs with instructions, directions, or guidance on how to use the grants:

Emergency Financial Aid



- 7) Use the instructions noted in the Appendix to complete the following table

Emergency Financial Aid Grants Awarded to Students (direct grants and amounts reimbursed)

Number of Students	Amount Disbursed - Section 18004(a)(1)	Amount Disbursed - Section 18004(a)(3)	Minimum
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Number of Eligible Students

7.1) How many students were eligible to receive HEERF emergency grants made available under section 18004 of the CARES Act ?

7.1.1) All HEERF Emergency Financial Aid Grant eligible students

352

7.1.2) Undergraduates

i) Full-time students



Pell grant recipient

a) 172



Non-Pell grant recipient

b) 130

ii) Part-time students

a)

b)

Pell grant recipient
32

Non-Pell grant recipient
18

7.1.3) Graduates

i) Full-time students

ii) Part-time students

Full-time students
0

Part-time students
0


Number of HEERF Student Recipients – Emergency Grants to Students (unduplicated)

7.2) How many students received emergency financial aid grants provided under Section 18004 of the CARES Act?
(unduplicated across all HEERF sections)

7.2.1) All HEERF Emergency Financial Aid Grant eligible students

352

7.2.2) Undergraduates 

i) Full-time students 


Pell grant recipient
a) 172


Non-Pell grant recipient
b) 130

ii) Part-time students

Pell grant recipient
a) 32

Non-Pell grant recipient
b) 18

7.2.3) Graduates

i) Full-time students

ii) Part-time students

Full-time students
0

Part-time students
0

Summary

The amounts displayed under the Summary section are auto-calculated based on the responses entered in the Number of HEERF Student Recipients and the HEERF Amount Disbursed questions


HEERF Amount of Grants Disbursed

What was the amount of grants disbursed to students through all HEERF funds?

All HEERF Emergency Financial Aid Grant eligible students

\$208,249.60

Undergraduates 

i) Full-time students 



Pell grant recipient

a) \$108,801.70



Non-Pell grant recipient

b) \$84,147.90

ii) Part-time students

Pell grant recipient

a) \$9,768.00

Non-Pell grant recipient

b) \$5,532.00

Graduates

i) Full-time students

Full-time students

\$0.00

ii) Part-time students

Part-time students

0.00

Average HEERF Amount Awarded

Among students who received HEERF emergency financial aid grants, what was the average award amount per student?

All HEERF Emergency Financial Aid Grant eligible students

\$591.62

i)	
Pell grant recipient	Non-Pell grant recipient
a) \$632.57	b) \$647.29
ii)	
Pell grant recipient	Non-Pell grant recipient
a) \$305.25	b) \$307.33

Full-time students
\$0.00

Part-time students
\$0.00

Funds Expended Categories

8) Provide the total amount of HEERF funds expended on the categories provided.

Please note that the CARES Act prohibits the use of funding for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship. In addition, please note that this template is meant to serve as a guide, and therefore IHEs are not required to categorize amounts in every category listed but only those that IHEs found applicable to their unique circumstances. Lastly, reported numbers should be consistent with previously published quarterly funding reports (the sum of quarterly reports should equal the value of the annual report).

8.1) Providing additional emergency financial aid grants to students.

Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable
\$208,250	\$0	\$0

Explanatory Note

8.2) Providing reimbursements for tuition, housing, room and board, or other fee refunds.

Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable
\$208,249	\$0	\$83,501

Explanatory Note**8.3) Providing tuition discounts.**

Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable
Not Applicable	\$0	\$0

Explanatory Note**8.4) Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.**

Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable
\$0	\$0	\$0

Explanatory Note

8.5) Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.

Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable
\$0	\$0	\$0

Explanatory Note

8.6) 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.

Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable
\$0	\$0	\$0

Explanatory Note

8.7) 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.

Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable
\$0	\$0	\$0

Explanatory Note

8.8) Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and

increasing campus hours of operations.

Amount in (a)(1) institutional dollars
\$0

Amount in (a)(2) dollars, if applicable
\$0

Amount in (a)(3) dollars, if applicable
\$0

Explanatory Note

8.9) Campus safety and operations.

Amount in (a)(1) institutional dollars
\$0

Amount in (a)(2) dollars, if applicable
\$0

Amount in (a)(3) dollars, if applicable
\$0

Explanatory Note

8.10) 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.

Amount in (a)(1) institutional dollars
\$0

Amount in (a)(2) dollars, if applicable
\$0

Amount in (a)(3) dollars, if applicable
\$0

8.11)

Amount in (a)(1) institutional dollars
Not Applicable

Amount in (a)(2) dollars, if applicable
\$0

Amount in (a)(3) dollars, if applicable
\$0

8.12)



Amount in (a)(1) institutional dollars
Not Applicable

Amount in (a)(2) dollars, if applicable
\$0

Amount in (a)(3) dollars, if applicable
\$0

8.13)

Amount in (a)(1) institutional dollars
\$0

Amount in (a)(2) dollars, if applicable
\$0

Amount in (a)(3) dollars, if applicable
\$0

8.14)

Amount in (a)(1) institutional dollars
\$0

Amount in (a)(2) dollars, if applicable
\$0

Amount in (a)(3) dollars, if applicable
\$0

8.15)



Amount in (a)(1) institutional dollars
\$0

Amount in (a)(2) dollars, if applicable
Not Applicable

Amount in (a)(3) dollars, if applicable
Not Applicable

8.16)



Amount in (a)(1) institutional dollars
Not Applicable

Amount in (a)(2) dollars, if applicable
\$0

Amount in (a)(3) dollars, if applicable
\$0

8.17)

Amount in (a)(1) institutional dollars
\$416,499.00

Amount in (a)(2) dollars, if applicable
\$0.00

Amount in (a)(3) dollars, if applicable
\$83,501.00

8.18)

Total Expenditures

\$500,000.00

Students Who Received Funds

9) Provide the number of students who ever received HEERF grant funds in the reporting period and their enrollment status at the end reporting period

a) How many students received emergency financial aid grants through any of the HEERF funds?	352
b) How many of the students who ever received HEERF Emergency Financial Aid Grants dropped out (withdrawal without a completion record or return to school since receiving funds)?	105
c) How many of the students who ever received HEERF Emergency Financial Aid Grants are still enrolled at your institution?	165
d) How many of the students who ever received HEERF Emergency Financial Aid Grants have completed their program of study at your institution?	82
e) Withdrawal rate for students who received HEERF Emergency Financial Aid Grants	29.83%

Full-Time Equivalent (FTE) Positions

10) Provide the number of full-time equivalent (FTE) positions as of the listed reporting dates.

(The number of FTE positions includes all staff regardless of whether the position is funded by Federal, State, local, or other funds—including instructional and non-instructional staff and contractors—and equals the sum of the number of full-time positions plus the full-time equivalent of the number of part-time positions.)

Full-time equivalent (FTE) positions as of September 30, 2018	Full-time equivalent (FTE) positions as of September 30, 2019	Full-time equivalent (FTE) positions as of March 13, 2020	Full-time equivalent (FTE) positions on the last day of the reporting period
151	150	150	150

[Previous](#)[Cancel](#)[Export Data](#)

End Notes



- 1) See <https://www2.ed.gov/about/offices/list/ope/heerfreporting.html>.
- 2) See Notice published in the Federal Register on July 29, 2020 (85 FR 45629): <https://www.federalregister.gov/d/2020-16429>.
- 3) Eligible in this context refers to anyone who could have received grants regardless of how an institution prioritized funding to specific subsets of students
- 4) Eligible students refer to students with a ISIR or SAR, alternative application form attesting to title IV aid eligibility. Please see also 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. Please discuss with legal counsel. HEERF litigation updates can be found [here](#).
- 5) For students in both undergraduate and graduate categories, classify as a graduate student.
- 6) For students who had multiple enrollment intensities use the enrollment status at the time of initial disbursement of the HEERF emergency grant (i.e. for students who received multiple disbursements, the status upon the first disbursement) to determine full-time status or part-time status.
- 7) Designate the student as a Pell grant recipient if the student was a Pell grant recipient at the time of initial disbursement of the HEERF emergency grant within the applicable reporting period.
- 8) Includes non-FAFSA filers.
- 9) For the purposes of this report, institutions may determine the number of eligible students based on the number of students for whom the institution has received an Institutional Student Information Record (ISIR) plus the number of students who completed an alternative application form developed by the institution for this purpose. The institution may then apply this number to its own methodological framework for disbursal of funds to produce a final total of eligible students at the institution. The institution is not asked to make assumptions about the potential eligibility of students for whom the institution has not received an ISIR or an alternative application.
- 10) See FAQ #3 [here](#).
- 11) 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. Please discuss with legal counsel. HEERF litigation updates can be found [here](#).
- 12) 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.
- 13) 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.).
- 14) 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

15)

16)

Burden Statement



According to the Paperwork Reduction Act of 1995, 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 1840-0850. Public reporting burden for this collection of information is estimated to average 6 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 a benefit. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, please contact Joanne Bogart, US. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

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Review

Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicableInstitution Name: Allen County Community College Date of Report: 12/31/2020 Covering Quarter Ending: 12/31/2020PR/Award Number(s): P425F203255 P425J P425K: P425L P425M: P425N: \$0 Section (a)(2): \$0 Section (a)(3): \$0 Final Report? ☐Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$0

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	\$ 0	\$ 0	\$ 0	
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.	\$ 0	\$ 0	\$ 0	
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	\$ 0	\$ 0	\$ 0	
Total of Quarterly Expenditures	\$ 0			

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. For 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 (Tribally 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.

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 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, 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 on an IHE's website or 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.

Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable
Institution Name: Allen County Community College **Date of Report:** 04/10/2021 **Covering Quarter Ending:** 03/31/2021

PR/Award Number(s): P425F 203255 **P425J** P425K **P425L** P425M **P425N**

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: **\$ 34,050** Section (a)(2): **\$ 0** Section (a)(3): **\$ 0** **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	\$ 0	\$ 0	\$ 0	
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	\$ 1,164	\$ 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.	\$ 16,549	\$ 0	\$ 0	
Other Uses of (a)(1) Institutional Portion funds. ⁴	\$ 16,337			Covid Leave paid to employees along with salaries for covid specific duties
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵		\$ 0	\$ 0	
Quarterly Expenditures for Each Program	\$ 34,050	\$ 0	\$ 0	
Total of Quarterly Expenditures	\$ 34,050	\$ 0	\$ 0	

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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Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable
Institution Name: Allen County Community College **Date of Report:** 07/09/2021 **Covering Quarter Ending:** 06/30/2021

PR/Award Number(s): P425F203255 **P425J** **P425K:** P425L **P425M:** P425N:

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 1,419,116 Section (a)(2): \$ 0 Section (a)(3): \$ 0 **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	\$ 0	\$ 0	\$ 0	
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.	\$ 1,024	\$ 0	\$ 0	Items needed in food pantry for students due to food insecurities.
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	\$ 38,813	\$ 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	\$ 953,533	\$ 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.	\$ 420,124	\$ 0	\$ 0	
Other Uses of (a)(1) Institutional Portion funds. ⁴	\$ 5,623			Covid leave paid to employees along with salaries for covid specific duties, remote mental health
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵		\$ 0	\$ 0	+
Quarterly Expenditures for Each Program	\$ 1,419,116	\$ 0	\$ 0	
Total of Quarterly Expenditures	\$ 1,419,116	\$ 0	\$ 0	

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.

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Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicableInstitution Name: Allen County Community College Date of Report: 10/06/2021 Covering Quarter Ending: September 30 ☒PR/Award Number(s): P425F: 203255 P425J: P425K: P425L: P425M: P425N: Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 2,922 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	\$ 0	\$ 0	\$ 0	
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	\$ 1,113	\$ 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.	\$ 1,809	\$ 0	\$ 0	
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	\$ 2,922	\$ 0	\$ 0	
Total of Quarterly Expenditures	\$ 2,922			

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 (Tribally 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.