

## Higher Education Emergency Relief Fund (HEERF) Data Collection Form (Both Student Aid and Institutional Portions under Section 18004 of the CARES Act)

Version 7/22/2020

*There are 2 versions of the survey. The first version is for almost all the reporting institutions at the 6-digit OPEID. The second version is for the 34 branch campuses at the 8-digit OPEID level that are Minority Serving Institutions (MSIs) and received funds under Section 18004(a)(2) of the CARES Act, but their main campus is not designated as an MSI. This form will automatically present the appropriate version of the survey as soon the ID number of the institution or campus is entered.*

*This data collection form applies to the following HEER funds:*

- [Student Aid](#) (CFDA 84.425E)
- [Institutional Portion](#) (CDFA 84.425F)
- [Historically Black Colleges and Universities](#) (CDFA 84.425J)  
[American Indian Tribally Controlled Colleges and Universities](#) (CDFA 84.425K)
- [Minority Serving Institutions](#) (CDFA 84.425L)  
[Strengthening Institutions Program](#) (CDFA 84.425M)
- [Fund for the Improvement of Postsecondary Education](#) (CDFA 84.425N)

**Version 1. Annual Reporting: This report should be completed by the institution, meaning the campus or group of campuses that share the same 6-digit OPEID number.**

1) Institutional Identifiers, Contact Information, and URL for 30-day Fund Report

a) Institutional Information

Name \_\_\_<autofill from Postsecondary Education Participants System (PEPS)> \_\_\_\_\_

OPEID (6-digit) \_\_\_\_\_

b) Who is the lead contact for the data collection?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

c) Provide the website(s) URLs for the 30-day Fund Report posted by your campus, or by the institution on behalf of your campus(es), as required by the May 6, 2020 Electronic Announcement.<sup>1</sup>

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

<sup>1</sup> <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>

iv) \_\_\_\_\_

2) How did your institution determine which students were eligible to receive emergency financial aid grants under any of the CARES Act programs? (*select all that apply*)

- a) My institution has a valid 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).
- b) My institution allowed students to attest to their eligibility for title IV aid by completing a form or questionnaire.
- c) My institution used another method for determining which students were eligible to receive emergency financial aid grants under the CARES Act. Please describe: \_\_\_\_\_

3) For your institution, which of the following best describes how your institution distributed emergency financial aid grants to students (i.e., how did your institution determine which students received emergency financial aid grants and how much each student would receive?)?

- Did you distribute different amounts to eligible students based on different circumstances? \_\_\_\_\_(Y/N). If yes, respond to the following questions:
  - Did you ask students to apply for funds? (Y/N) If 'yes', did you use that application to determine the amount of a student's emergency financial aid grant? \_\_\_\_\_(Y/N). If yes, what factors did you consider to determine the amount of the student's award?
    - Student's access to food \_\_\_\_ (Y/N)
    - Student's access to housing \_\_\_\_\_ (Y/N)
    - Student's access to course materials \_\_\_\_ (Y/N)
    - Student's access to technology \_\_\_\_\_ (Y/N)
    - Student's access to health care \_\_\_\_ (Y/N)
    - Student's access to child care \_\_\_\_\_(Y/N)
    - Other expenses related to cost of attendance \_\_\_\_\_
    - Other \_\_\_\_\_
  - Did you use any institutional administrative data (pre-existing data that did not come from a HEER-specific application form) in determining the amount of funds awarded to students? \_\_\_\_\_(Y/N). If 'yes', which of these student factors did you consider in the grant determination process? (Mark all that apply or describe for *other*)
    - Enrollment intensity (i.e., full-time/part-time status) \_\_\_\_\_(Y/N).
    - Location (i.e., branch campus) \_\_\_\_\_(Y/N).
    - Pell Grant eligibility \_\_\_\_\_(Y/N).
    - FAFSA data elements \_\_\_\_\_(Y/N).
      1. FAFSA Family Income \_\_\_\_\_(Y/N).
      2. Estimated Family Contribution \_\_\_\_\_(Y/N).
      3. independent/dependent status \_\_\_\_\_(Y/N).
    - On-campus/distance education status \_\_\_\_\_(Y/N).

- On-campus/off-campus living arrangements \_\_\_\_\_(Y/N).
- Academic level \_\_\_\_\_(Y/N).
- Other \_\_\_\_\_

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

- a) Checks \_\_\_\_\_ (Y/N).
- b) Electronic funds transfer /Direct deposit \_\_\_\_\_(Y/N).
- c) Debit cards \_\_\_\_\_ (Y/N).
- d) Payment apps \_\_\_\_\_ (Y/N).
- e) Other \_\_\_\_\_

5) Did your institution provide any instructions, directions, or guidance to students about the emergency financial aid grants? \_\_\_\_\_(Y/N)

If 'yes', then

- a) <upload PDF/MS Word document instructions, directions, or guidance>  
or
- b) Provide URL with instructions, directions, or guidance \_\_\_\_\_

### Emergency Financial Aid Grants to Students

6) Use the instructions noted in the Appendix I to complete the following table.

Emergency Financial Aid Grants Awarded to Students (direct grants and amounts reimbursed)								
		All HEERF Emergency Financial Aid Grant eligible students	Undergraduates <sup>2</sup>				Graduates	
			Full-time students <sup>3</sup>		Part-time students		Full-time students	Part-time students
			Pell grant recipient <sup>4</sup>	Non-Pell grant recipient <sup>5</sup>	Pell grant recipient	Non-Pell grant recipient		
<b>Number of Eligible Students</b>	How many students were eligible to receive HEERF emergency grants made available under section 18004 of the CARES Act <sup>6</sup> ?	<autofill: sum of #s in row>						
<b>Number of HEERF Student Recipients – Emergency Grants to Students (unduplicated)</b>	How many students received emergency financial aid grants provided under Section 18004 of the CARES Act? (unduplicated across all HEERF sections)	<autofill: sum of #s in row>						
<b>HEERF Amount Disbursed (Section 18004(a)(1) Student Aid Portion)</b>	What was the amount dispersed directly to students as Emergency Financial Aid Grants under Section 18004(a)(1) of HEERF?	<autofill: sum of #s in row>						
	What is the amount reimbursed <sup>7</sup> to your institution for Emergency Financial Aid Grants to students made prior to receiving your Section 18804(a)(1) HEERF grant but after March 27, 2020?	<autofill: sum of #s in row>						
<b>HEERF Amount Disbursed (18004(a)(1) Institutional Portion)</b>	What was the amount dispersed <i>directly</i> to students as Emergency Financial Aid Grants through the Institutional Portion of Section 18004(a)(1) of HEERF?	<autofill: sum of #s in row>						
	What was the amount of the Institutional Portion of Section 18004(a)(1) of HEERF that was used to recover the cost of reimbursing students for room, board, tuition, or fees? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>						
<b>&lt;SKIP LOGIC for those who did not receive these funds&gt; HEERF Amount Disbursed (Section</b>	What was the amount dispersed <i>directly</i> to students as Emergency Financial Aid Grants through the HBCUs, TCCUs, MSIs, or SIP portion of the fund? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>						
	What was the HBCUs, TCCUs, MSIs, or SIP portion amount used to recover the cost of reimbursing students for room,	<autofill: sum of #s in row>						

<sup>2</sup> For students in both undergraduate and graduate categories, classify as a graduate student.

<sup>3</sup> For students who had multiple enrollment intensities use the enrollment status at the time of disbursement to determine full-time status or part-time status.

<sup>4</sup> Pell grant recipient refers to a student who received a Pell grant during the applicable financial aid award year (for the first annual report 7/1/19-6/30/20, the second annual report 7/1/20-6/30/21, and the third annual report 7/1/21-6/30/22).

<sup>5</sup> Includes non-FAFSA filers.

<sup>6</sup> See guidance FAQ #9 [here](#).

<sup>7</sup> See FAQ #3 [here](#).

<b>18004 (a)(2)-HBCUs, TCCUs, MSIs, SIP)</b>	board, tuition, or fees? If funds were not used for this purpose, report \$0.								
<b>&lt;SKIP LOGIC for those who did not receive these funds&gt; HEERF Amount Disbursed (Section 18004 (a)(3))</b>	What was the amount dispersed <i>directly</i> to students as Emergency Financial Aid Grants through funds received through Section 18004(a)(3)? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>							
	What was the amount received through Section 18004(a)(3) used to recover the cost of reimbursing students for room, board, tuition, or fees? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>							
<b>HEERF Amount of Grants Disbursed</b>	What was the amount of grants disbursed to students through all HEERF funds?	<autofill: calculated from #s above>	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >
<b>Average HEERF Amount Awarded</b>	Among students who received HEERF emergency financial aid grants, what was the average award amount per student?	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >

**Institutional Support (applies to all HEERF grants)**

7) 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.

<b>Category</b>	<b>Amount expended (in dollars)</b>
Direct grants to students <sup>8</sup>	<Auto-fill from response question 6>
Tuition discounting	
Providing additional technology to students, such as laptops or tablets	
Providing or subsidizing the cost of highspeed internet to students or faculty forced to transition to the online environment	

<sup>8</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act) per the Interim Final Rule published June 17, 2020. Community Colleges in California and all IHEs in Washington state have different requirements due to U.S. District Court actions. Please discuss with legal counsel.

Category	Amount expended (in dollars)
Subsidizing off-campus housing costs due to dorm 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 infection or campus interruptions.	
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.	
Operating additional class sections to enable social distancing, which includes hiring more instructors and increasing campus hours of operations	
Purchasing additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.	
Replacing lost tuition revenue due to reduced enrollments	
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. <sup>9</sup>	
Purchasing faculty and staff training for online instruction	
Purchasing additional equipment or software to enable distance learning, or upgrading campus wi-fi access or making wi-fi access available to the public by extending open networks to parking lots or public spaces, etc.	
Campus Safety and Operations <sup>10</sup>	
Other uses of funds. Please provide documentation and explain: _____	
<b>TOTAL AMOUNT</b>	

8) Provide the number of students who received HEERF grant funds and withdrew from the institution within the reporting period.

<b>How many students received emergency financial aid grants through any of the HEERF funds?</b>	<b>How many of students who ever received HEERF Emergency Financial Aid Grants dropped out (withdrawal without a completion record since receiving funds)?</b>	<b>Withdrawal rate for students who received HEERF Emergency Financial Aid Grants</b>
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<sup>9</sup> Including continuance of pay salary and benefits to workers who would otherwise support the work or activities of ancillary enterprises (i.e. bookstore workers, foodservice workers, venue staff, etc.)

<sup>10</sup> Including disinfecting and cleaning of dorms and other campus facilities, purchase of PPE, purchase of cleaning supplies, adding personnel to increase the frequency of cleaning, reconfiguration of facilities to promote social distancing, etc.

< autofill from above>		<autofill: students who dropped out divided by total number of students who received funds>
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- 9) Provide the full-time equivalent (FTE) positions as of March 13, 2020 and the FTE positions as of the last day of the reporting period.
- a) March 13, 2020 \_\_\_\_\_
  - b) End of the reporting period \_\_\_\_\_

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**Version 2. Annual Reporting: Your institution has been identified as a separate branch campus (i.e. entities with unique 8-digit OPEID codes) that received a HEERF grant under section 18004(a)(2) and therefore is required to answer the following questions.**

1) Institutional Identifiers, Contact Information, and URL for 30-day Fund Report

a) Institutional Information

Name(s) \_\_<autofill from PEPS>\_\_

OPEID(s) (8-digit) \_\_<autofill from PEPS>\_\_

b) Who is the lead contact for the data collection?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

c) Provide the website URLs for the 30-day Fund Report posted by your campus, or by the institution on behalf of your campus(es), as required by the May 6th Electronic Announcement.<sup>11</sup>

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

iv) \_\_\_\_\_

2) How did your institution determine which students were eligible to receive emergency financial aid grants under any of the CARES Act programs? (*select all that apply*)

a) My institution has a valid 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).

b) My institution allowed students to attest to their eligibility for title IV aid by completing a form or questionnaire.

c) My institution used another method for determining which students were eligible to receive emergency financial aid grants under the CARES Act. Please describe: \_\_\_\_\_

3) For your institution, which of the following best describes how your institution distributed emergency financial aid grants to students (i.e., how did your institution determine which students received emergency financial aid grants and how much each student would receive?)

- Did you distribute different amounts to eligible students based on different circumstances? \_\_\_\_\_(Y/N). If yes, respond to the following questions:

- Did you ask students to apply for funds? (Y/N) If 'yes', did you use that application to determine the amount of a student's emergency financial aid grant? \_\_\_\_\_(Y/N). If yes, what factors did you consider to determine the amount of the student's award?

<sup>11</sup> <https://ifap.ed.gov/electronic-announcements/050620HigherEdEmergencyReliefFundRptg>



- Student's access to food \_\_\_\_ (Y/N)
- Student's access to housing \_\_\_\_ (Y/N)
- Student's access to course materials \_\_\_\_ (Y/N)
- Student's access to technology \_\_\_\_ (Y/N)
- Student's access to health care \_\_\_\_ (Y/N)
- Student's access to child care \_\_\_\_ (Y/N)
- Other expenses related to cost of attendance \_\_\_\_\_
- Other \_\_\_\_\_
- Did you use any institutional administrative data (pre-existing data that did not come from a HEER-specific application form) in determining the amount of funds awarded to students? \_\_\_\_ (Y/N). If 'yes', which of these student factors did you consider in the grant determination process? (Mark all that apply or describe for *other*)
  - Enrollment intensity (i.e., full-time/part-time status) \_\_\_\_ (Y/N).
  - Location (i.e., branch campus) \_\_\_\_ (Y/N).
  - Pell Grant eligibility \_\_\_\_ (Y/N).
  - FAFSA data elements \_\_\_\_ (Y/N).
    1. FAFSA Family Income \_\_\_\_ (Y/N).
    2. Estimated Family Contribution \_\_\_\_ (Y/N).
    3. independent/dependent status \_\_\_\_ (Y/N).
  - On-campus/distance education status \_\_\_\_ (Y/N).
  - On-campus/off-campus living arrangements \_\_\_\_ (Y/N).
  - Academic level \_\_\_\_ (Y/N).
  - Other \_\_\_\_\_

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

- f) Checks \_\_\_\_ (Y/N).
- g) Electronic funds transfer /Direct deposit \_\_\_\_ (Y/N).
- h) Debit cards \_\_\_\_ (Y/N).
- i) Payment apps \_\_\_\_ (Y/N).
- j) Other \_\_\_\_\_

5) Did your institution provide any instructions, directions, or guidance to students about the emergency financial aid grants? \_\_\_\_ (Y/N)

If 'yes', then

- a) <upload PDF/MS Word document instructions, directions, or guidance>

or

b) Provide URL with instructions, directions, or guidance \_\_\_\_\_

### Emergency Financial Aid Grants to Students

6) Use the instructions noted in the Appendix I to complete the following table.

Emergency Financial Aid Grants Awarded to Students (direct grants and amounts reimbursed)								
		All HEERF Emergency Financial Aid Grant eligible students	Undergraduates <sup>12</sup>				Graduates	
			Full-time students <sup>13</sup>		Part-time students		Full-time students	Part-time students
			Pell grant recipient <sup>14</sup>	Non-Pell grant recipient <sup>15</sup>	Pell grant recipient	Non-Pell grant recipient		
<b>Number of Eligible Students</b>	How many students were eligible to receive HEERF emergency grants made available under section 18004 of the CARES Act <sup>16</sup> ?	<autofill: sum of #s in row>						
<b>Number of HEERF Student Recipients – Emergency Grants to Students (unduplicated)</b>	How many students received emergency financial aid grants provided under Section 18004 of the CARES Act? (unduplicated across all HEERF sections)	<autofill: sum of #s in row>						
<b>HEERF Amount Disbursed (Section 18004(a)(1) Student Aid Portion)</b>	What was the amount dispersed directly to students as Emergency Financial Aid Grants under Section 18004(a)(1) of HEERF?	<autofill: sum of #s in row>						
	What is the amount reimbursed <sup>17</sup> to your institution for Emergency Financial Aid Grants to students made prior to receiving your Section 18004(a)(1) HEERF grant but after March 27, 2020?	<autofill: sum of #s in row>						
<b>HEERF Amount Disbursed</b>	What was the amount dispersed <i>directly</i> to students as Emergency Financial Aid Grants through the Institutional Portion of Section 18004(a)(1) of HEERF?	<autofill: sum of #s in row>						

<sup>12</sup> For students in both undergraduate and graduate categories, classify as a graduate student.

<sup>13</sup> For students who had multiple enrollment intensities use the enrollment status at the time of disbursement to determine full-time status or part-time status.

<sup>14</sup> Pell grant recipient refers to a student who received a Pell grant during the applicable financial aid award year (for the first annual report 7/1/19-6/30/20, the second annual report 7/1/20-6/30/21, and the third annual report 7/1/21-6/30/22).

<sup>15</sup> Includes non-FAFSA filers.

<sup>16</sup> See guidance FAQ #9 [here](#).

<sup>17</sup> See FAQ #3 [here](#).

<b>(18004(a)(1) Institutional Portion)</b>	What was the amount of the Institutional Portion of Section 18004(a)(1) of HEERF that was used to recover the cost of reimbursing students for room, board, tuition, or fees? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>							
<b>&lt;SKIP LOGIC for those who did not receive these funds&gt; HEERF Amount Disbursed (Section 18004 (a)(2)-HBCUs, TCCUs, MSIs, SIP)</b>	What was the amount dispersed <i>directly</i> to students as Emergency Financial Aid Grants through the HBCUs, TCCUs, MSIs, or SIP portion of the fund? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>							
	What was the HBCUs, TCCUs, MSIs, or SIP portion amount used to recover the cost of reimbursing students for room, board, tuition, or fees? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>							
<b>&lt;SKIP LOGIC for those who did not receive these funds&gt; HEERF Amount Disbursed (Section 18004 (a)(3))</b>	What was the amount dispersed <i>directly</i> to students as Emergency Financial Aid Grants through funds received through Section 18004(a)(3)? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>							
	What was the amount received through Section 18004(a)(3) used to recover the cost of reimbursing students for room, board, tuition, or fees? If funds were not used for this purpose, report \$0.	<autofill: sum of #s in row>							
<b>HEERF Amount of Grants Disbursed</b>	What was the amount of grants disbursed to students through all HEERF funds?	<autofill: calculated from #s above>	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >
<b>Average HEERF Amount Awarded</b>	Among students who received HEERF emergency financial aid grants, what was the average award amount per student?	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >	<autofill: calculated from #s above >

**Institutional Support (applies to all HEERF grants)**

- 7) 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.

Category	Amount expended (in dollars)
Direct grants to students <sup>18</sup>	<Auto-fill from response question 6>
Tuition discounting	
Providing additional technology to students, such as laptops or tablets	
Providing or subsidizing the cost of highspeed internet to students or faculty forced to transition to the online environment	
Subsidizing off-campus housing costs due to dorm 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 infection or campus interruptions.	
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.	
Operating additional class sections to enable social distancing, which includes hiring more instructors and increasing campus hours of operations	
Purchasing additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.	
Replacing lost tuition revenue due to reduced enrollments	
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. <sup>19</sup>	
Purchasing faculty and staff training for online instruction	
Purchasing additional equipment or software to enable distance learning, or upgrading campus wi-fi access or making wi-fi access available to the public by extending open networks to parking lots or public spaces, etc.	
Campus Safety and Operations <sup>20</sup>	
Other uses of funds. Please describe: _____	
<b>TOTAL AMOUNT</b>	

<sup>18</sup> To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act)

<sup>19</sup> Including continuance of pay salary and benefits to workers who would otherwise support the work or activities of ancillary enterprises (i.e. bookstore workers, foodservice workers, venue staff, etc.)

<sup>20</sup> Including disinfecting and cleaning of dorms and other campus facilities, purchase of PPE, purchase of cleaning supplies, adding personnel to increase the frequency of cleaning, reconfiguration of facilities to promote social distancing, etc.

8) Provide the number of students who received HEERF grant funds and withdrew from the institution within the reporting period.

How many students received emergency financial aid grants through any of the HEERF funds?	How many of students who ever received HEERF Emergency Financial Aid Grants dropped out (withdrawal without a completion record since receiving funds)?	Withdrawal rate for students who received HEERF Emergency Financial Aid Grants
< autofill from above>		<autofill: students who dropped out divided by total number of students who received funds>

9) Provide the full-time equivalent (FTE) positions as of March 13, 2020 and the FTE positions as of the last day of the reporting period.

- a) March 13, 2020 \_\_\_\_\_
- b) End of the reporting period \_\_\_\_\_

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## Appendix I: Table instructions for question 6:

For your institution, provide the following:

- a. Count of students that were eligible to receive emergency financial grants under the HEERF.
- b. Unduplicated<sup>21</sup> count of unique student recipients who received grants from any part of the HEERF.
- c. The total amount disbursed from each of the following fund types for all students who received grants and grant recipient subgroups listed in the table below:
  - 18004(a)(1): HEERF-Emergency Financial Aid Grants to Students.
    - Direct: amount directly disbursed to students as emergency financial aid grants. If funds were not used for this purpose, report \$0.
    - Reimbursement: amount of reimbursements to your institution for costs related to refunds made to students for room, board, tuition, or fees. If funds were not used for this purpose, report \$0.
  - 18004(a)(2): HEERF-Historically Black Colleges and Universities (HBCUs), Tribally Control Colleges and Universities (TCCUs), Minority Serving Institutions (MSIs), or Strengthening Institutions Programs (SIP).
    - Direct: amount directly disbursed to students. If funds were not used for this purpose, report \$0.
    - Reimbursement: amount of reimbursements to your institution for costs related to refunds made to students for housing, food, or other services your institution could no longer provide. If funds were not used for this purpose, report \$0.
  - 18004(a)(3): Funds for institutions through Fund for the Improvement of Postsecondary Education (FIPSE).
    - Direct: amount directly disbursed to students. If funds were not used for this purpose, report \$0.
    - Reimbursement: amount of reimbursements to your institution for costs related to refunds made to students for room, board, tuition, or fees. If funds were not used for this purpose, report \$0.
- d. Minimum combined (combined across HEERF funds) amount awarded to any student who received any HEERF funds and by student recipients in the subgroups listed in the table below.
- e. Maximum combined (combined across HEERF funds) amount awarded to any student who received any HEERF funds and by student recipients in the subgroups listed in the table below.

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<sup>21</sup> For students who receive grants from different HEER funds, count them only once.

## Appendix II: Reporting Schedule

<b>Annual Report</b>	<b>Due Date</b>	<b>Applicable Reporting Period</b>
First Annual Report	January 29, 2021	March 13, 2020- June 30, 2020
Second Annual Report	September 30, 2021	July 1, 2020- June 30, 2021
Third Annual Report	September 30, 2022	July 1, 2021- June 30, 2022

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