

Appendix—Revised May 06, 2020 IFAP Electronic Announcement

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Subject: Higher Education Emergency Relief Fund Reporting—Emergency Financial Aid Grants to Students

Section 18004(e) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act” or the “Act”), [Public Law 116-136](#), 134 Stat. 281 (March 27, 2020), directs institutions receiving funds under Section 18004 of the Act to submit (in a time and manner required by the Secretary) a report to the Secretary describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”). Section 18004(c) of the CARES Act requires institutions to use no less than 50 percent of the funds received from Section 18004(a)(1) of the Act to provide Emergency Financial Aid Grants to Students for expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care, and child care).

On April 9, 2020, the Department of Education (“Department”) published documents related to the Emergency Financial Aid Grants, including a letter from Secretary Betsy DeVos, a form Certification and Agreement for institutions to sign and return to access the funds, and a list of institutional allocations under Section 18004(a)(1) of the CARES Act. The Certification and Agreement directs each institution applying for HEERF funds to comply with Section 18004(e) of the CARES Act and submit an initial report to the Secretary thirty (30) days from the date of the institution's Certification and Agreement to the Department. Each HEERF participating institution must post the information listed below on the institution's primary website, as an initial report under Section 18004(e) of the CARES Act. This report is associated with approved information collection under OMB control number 1801-0005.

The Department encourages institutions to report as soon as possible, but no later than 30 days after the publication of this notice or 30 days after the date the Department obligated funds to the institution for Emergency Financial Aid Grants to Students, whichever comes later.

The following information must appear in a format and location that is easily accessible to the public. This information must also be updated no later than 10 days after the end of each calendar quarter (September 30, and December 31, March 31, June 30) thereafter, unless the Secretary specifies an alternative method of reporting:

(1) An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or intends to use, 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. [\(Clint\)](#)

(2) The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement for Emergency Financial Aid Grants to Students. [\(Clint\)](#)

(3) The total amount of Emergency Financial Aid Grants distributed to students under Section 18004(a)(1) of the CARES Act as of the date of submission (*i.e.*, as of the initial report and every calendar quarter thereafter). (Clint)

(4) The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to Students under Section 18004(a)(1) of the CARES Act.^[1] (Lisa G)

(5) The total number of students who have received an Emergency Financial Aid Grant to students under Section 18004(a)(1) of the CARES Act. (Clint)

(6) The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under Section 18004(a)(1) of the CARES Act. (Lisa G)

(7) Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants. (Lisa G?)

* *Note:* For the initial report and each report thereafter, institutions should use data suppression and other methodologies to protect the personally identifiable information from student education records consistent with the Family Educational Rights and Privacy Act ([20 U.S.C. 1232g](#); [34 CFR part 99](#)). This means that if the total number of eligible students or the total number of students who received Emergency Financial Aid Grants is less than 10, but not 0, then the institution must display the total number of students eligible and/or the total number of students who received Emergency Financial Aid Grants as less than 10 (“< 10”) on the publicly available websites controlled by the institution.

Institutions that accurately report the information listed above will meet the initial reporting requirements under Section 18004(e) of the CARES Act. Institutions that the Department determines have not met the reporting requirement as described in this notice may, consistent with the Department's authority to monitor grantee compliance, be subject to appropriate enforcement actions, up to and including being determined to be ineligible for certain other CARES Act program funding. For other subsequent reports for this program and other related HEERF programs, the Department will notify participating institutions of the Department's preferred reporting method. The Department may choose to collect additional information from institutions in accordance with the reporting requirement in Section 18004(e) of the CARES Act and the Certification and Agreement.

For more information on the HEERF, please visit the Department's CARES Act: Higher Education Emergency Relief Fund page at: <http://www2.ed.gov/about/offices/list/ope/caresact.html>.