

# CARES Act Reporting - Institutional Support

The CARES Act was signed into law March 27, 2020. The Act provides nearly \$14 billion in aid to address higher education challenges created by the COVID-19 pandemic. Of this amount, \$12.6 billion was allocated directly to colleges and universities. The allocation to UC Davis was \$33,871,763.

In April 2020, UC Davis signed and returned the Funding Certification and Agreement to the Department of Education. We committed to use no less than 50 percent of the funds received to provide Emergency Financial Aid Grants to students. Reporting on the distribution of those funds can be found [here](#). The remaining funds, or \$16,935,881, have been allocated for Institutional Support to assist in the recovery of student refunds or cost increases associated with COVID-19.

**UC Davis drafted a list of principles for the use of campus funds. Those principles were modified to incorporate updated guidance from the Department of Education and include, but are not limited to:**

- Mitigate direct impacts to students including housing refunds, support for remote instruction, and Study Abroad Program refunds.
- Support the personnel costs associated with the transition to remote instruction and learning, including delivering training on remote technology, assisting in design of remote instructional materials, and providing support for faculty and staff responding to instructional needs.

## Reporting Requirements

*Under the terms of the grant agreement, reporting on the uses of funding is due on the tenth day following the close of each calendar quarter. The report must include the total amount of large covered funds (e.g., amounts in excess of \$150,000) received from the agency, the amount of large covered funds that were expended or obligated for each activity or project, a description of the project or activity, where applicable, the estimated number of jobs created or retained by the project or activity where applicable, and detailed information on subcontracts or subgrants awarded by the recipient.*

The US Department of Education updated the reporting requirements, and the first detailed report was due on October 30, 2020 and posted along with reporting on distribution of emergency grants to students on the institution's website. The second quarterly report for the University of California, Davis is due January 10, 2021.

### **UC Davis' grant reporting is outlined as follows:**

UC Davis was approved for \$16,935,881 in Institutional Support under Sections 18004(a)(1) and 18004(c) of the CARES Act. As of December 31, 2020, all funding has been received and obligated. All funds were for projects defined as large covered funds, and no subcontract or subgrant awards have been made external to the institution. Three campus units received CARES Act Institutional Support distributions:

### **Reimbursements for Student Housing and Dining**

For Residence Hall and Student Housing Apartment residents who canceled their spring quarter contract and removed all belongings by March 25, 2020 at 4:00 P.M., a full refund was issued. Cancellations after that date received refunds prorated based upon a daily rate. The total refunds issued were over \$28M. UC Davis has allocated \$16,142,868 of CARES Act funding to address the significant financial impact related to those refunds.

### **IET's rapid transition to remote learning environments**

In mid-March, Information and Educational Technology pivoted quickly to support the remote instructional and work environment as California counties began issuing shelter-in-place orders. This included scaling online exam proctoring services to meet new demand, support for remote class meetings through teleconferencing via Zoom, training webinars supporting faculty deployment of remote teaching tools, development of unique instructional videos to support faculty use of technology, and the development of The Keep Teaching website. Content on this site is closely monitored and updated daily.

A number of educational technology tools were integrated quickly to accommodate the move to remote instruction. The staff rapidly deployed new and expanded tools and integrated current tools in the learning management system. UC Davis has allocated \$582,292 to support the personnel costs associated with the transition to remote instruction and learning..

### **Global Affairs study abroad cancellations**

COVID-19 resulted in the cancellation of study abroad programs for Spring and Summer 2020. These programs are, in part, supported by a program fee that was refunded or not charged as a result of the cancellation. However, some of the costs of these programs were already incurred and the program fees support staff activities that happen in advance of the students traveling abroad. UC Davis has allocated \$210,721 to address refunds issued for these cancelled programs.

### **UC Davis' grant as a Minority-Serving Institution:**

UC Davis was approved for \$137,008 in Institutional Support under Sections 18004(a)(2) of the CARES Act. As of December 31, 2020, all funding has been received and obligated. The Academic Assistance and Tutoring Centers rapidly transitioned their Academic Specialist staff to provide online and remote academic support services to students during the campus closure. UC Davis has allocated \$137,008 to support personnel costs associated with the transition to remote academic support.

### **UC Davis' grant under Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA):**

UC Davis was approved for supplemental appropriations of \$34,772,473 under CRRSAA, signed Dec. 27, 2020, of which campus is still determining allocations. This supplement is not reflected in this report.

## 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:** The Regents of the University of California, Davis \_\_\_\_\_ **Date of Report:** 04/10/2021 \_\_\_\_\_ **Covering Quarter Ending:** 3/31/2021 \_\_\_\_\_

**Total Amount of Funds Awarded:** Section (a)(1) Institutional Portion: \$16,935,881 Section (a)(2): \$137,008 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. <sup>1</sup>	\$0	\$0	\$0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$0	\$0	\$0	Revise reimbursement totals between SHDS and Global Affairs refunds.
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. <sup>2</sup>	\$0	\$0	\$0	

<sup>1</sup> 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.](#)

<sup>2</sup> 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.). <sup>3</sup>		\$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. <sup>4</sup>	\$0			
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>		\$0	\$0	
<b>Quarterly Expenditures for each Program</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total of Quarterly Expenditures</b>	<b>\$0</b>			

<sup>3</sup> 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.).

<sup>4</sup> 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."

<sup>5</sup> 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."

## 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 total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 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)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). 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 Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) 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 Section 18004(a)(1) of the CARES Act (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, 2022 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) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act 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: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

## 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:** The Regents of the University of California, Davis \_\_\_\_\_ **Date of Report:** 01/10/2021 \_\_\_\_\_ **Covering Quarter Ending:** 12/31/2020 \_\_\_\_\_

**Total Amount of Funds Awarded:** Section (a)(1) Institutional Portion: \$16,935,881 Section (a)(2): \$137,008 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. <sup>1</sup>	\$0	\$0	\$0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$0	\$0	\$0	
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. <sup>2</sup>	\$0	\$0	\$0	

<sup>1</sup> 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.](#)

<sup>2</sup> 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.). <sup>3</sup>		\$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.	\$4,960	\$137,008	\$0	Personnel costs to support the Keep Teaching effort such as scaling online exam proctoring, increased workload for remote teleconference support, expanded faculty training for remote learning, and development of instructional videos. Personnel costs to support online and remote academic support and tutoring services.
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. <sup>4</sup>	\$0			

<sup>3</sup> 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.).

<sup>4</sup> 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."

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>		\$0	\$0	
<b>Quarterly Expenditures for each Program</b>	<b>\$4,960</b>	<b>\$137,008</b>	<b>\$0</b>	
<b>Total of Quarterly Expenditures</b>	<b>\$141,968</b>			

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<sup>5</sup> 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.”



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## 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:** The Regents of the University of California, Davis \_\_\_\_\_ **Date of Report:** 10/30/2020 \_\_\_\_\_ **Covering Quarter Ending:** 9/30/2020 \_\_\_\_\_

**Total Amount of Funds Awarded:** Section (a)(1) Institutional Portion: \$16,935,881 Section (a)(2): \$137,008 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. <sup>1</sup>	\$0	\$0	\$0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$16,353,589	\$0	\$0	\$300,000 for refunds due to Global Affairs' study abroad program cancellations. \$16,053,589 for Student Housing and Dining Services refunds issued due to dorm closure in Spring Quarter.
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	

<sup>1</sup> 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. [HEERF litigation updates can be found here.](#)

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
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. <sup>2</sup>	\$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 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.). <sup>3</sup>		\$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.	\$577,332	\$0	\$0	Personnel costs to support the Keep Teaching effort such as scaling online exam proctoring, increased workload for remote teleconference support, expanded faculty training for remote learning, and development of instructional videos.
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	

<sup>2</sup> 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.

<sup>3</sup> 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.).

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>	\$0			
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>		\$0	\$0	
<b>Quarterly Expenditures for each Program</b>	<b>\$16,930,921</b>	<b>\$0</b>	<b>\$0</b>	
<b>Total of Quarterly Expenditures</b>	<b>\$16,930,921</b>			

**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 total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 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)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). 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 Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) 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 Section 18004(a)(1) of the CARES Act (Student Aid Portion) are

<sup>4</sup> 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.”

<sup>5</sup> 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.”

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, 2022 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) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act 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: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.