

**Quarterly Budget and Expenditure Reporting for HEERF I, II, and III (a)(1) Institutional Portion, (a)(2), and (a)(3), if applicable**

**Institution Name:** \_\_\_\_\_ **Date of Report:** \_\_\_\_\_ **Covering Quarter Ending:** \_\_\_\_\_

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

**Total Amount of Funds Awarded:** Section (a)(1) Institutional Portion: \_\_\_\_\_ 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. <sup>1</sup>  |  |   |   |                   |
| Providing reimbursements for tuition, housing, room and board, or other fee refunds.   |  |   |   |                   |
| Providing tuition discounts.   |  |   |   |                   |
| Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.  |  |   |   |                   |
| Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.   |  |   |   |                   |
| 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. |  |   |   |                   |
| 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.   |  |   |   |                   |
| Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.   |  |   |   |                   |

<sup>1</sup> 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. <sup>2</sup>  |  |   |   |                   |
| 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. |  |   |   |                   |
| Replacing lost revenue from academic sources. <sup>3</sup>  |  |   |   |                   |
| 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.). <sup>3</sup> |  |   |   |                   |
| 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.  |  |   |   |                   |
| 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.  |  |   |   |                   |
| Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>  |  |   |   |                   |
| Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>   |  |   |   |                   |
| <b>Quarterly Expenditures for Each Program</b>  |  |   |   |                   |
| <b>Total of Quarterly Expenditures</b>  |  |   |   |                   |

<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> 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.

<sup>4</sup> 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).

<sup>5</sup> 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).