



Business and Financial Affairs Office

MEMORANDUM

FROM: Leslie Brunelli, Senior Vice Chancellor for Business and Financial Affairs

DATE: Wednesday, June 30, 2021

RE: Higher Education Emergency Relief Fund II (HEERF) Required Reporting
January – March 31, 2021

The University of Denver received funding totaling \$7,105,908 from the second allocation from the Higher Education Emergency Relief Fund as part of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Allocations totaling \$2,313,135 were received to support student aid and \$4,792,773 was received for institutional support.

The University of Denver distributed \$1,998,360 of the \$2,313,135 available for student support as of March 31, 2021. Additional reporting details for the student portion of HEERF II funding are provided on the next page.

All funding available for institutional support was drawn on March 23, 2021 and is shown in this report as received and expended in the first quarterly budget and expenditure report for the period ended March 31, 2021. These funds were used to offset a portion of student refunds for housing, board and fees that were issued in March through June 2020. The University of Denver also utilized the original HEERF I institutional portion totaling \$2,313,134 towards this refund expense. Total COVID related refunds for housing, board and fees totaled \$13,256,736. This use of HEERF II funds fully expended the institutional allocation.

Additional inquiries regarding the use and reporting of HEERF awards may be directed to me at 303-871-3750 or leslie.brunelli@du.edu.

University of Denver
HEERF II – Student Portion
First quarter 2021 January through March

1. The Higher Education Emergency Relief Fund II (HEERF II) is authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, (CRRSAA), Public Law 116-260, signed into law on December 27, 2020. The University effectively agreed to the terms and conditions of accepting the CRRSAA federal funds when drawing the first portion of the funds on March 16, 2021. The University is required to spend \$2,313,135 from its CRRSAA allocation in direct support to students and distributed \$1,998,360 during the first quarter of 2021. Under the CRRSAA law the amount of the student portion is the same amount of funds that was required for the student portion under the CARES Act from March 2020.

Because the University signed and accepted the Certification and Agreement for the CARES Act funds on April 13, 2020, and because the University appropriately expended and reported on those funds, no further certification was necessary to receive the HEERF II funds.

2. The University will receive a total of \$2,313,135 in CRRSAA HEERF II funds for distribution to students.
3. The University distributed \$1,998,360 to 3172 students at \$630 each as of March 31, 2021.
4. Based on the eligibility criteria in effect during the first quarter, the total number of students the University considered potentially eligible to receive the funds was 14,201. The University sought broad distribution of the funds, and as required, prioritized students with exceptional need.
5. The University distributed HEERF II student grants directly to 3172 unique students during the quarter. Each recipient received \$630.
6. HEERF II rules required the distribution of funds to students with exceptional need. The University's goal with HEERF II was broad distribution to a large number of students at both the undergraduate and graduate levels within the category of exceptional need. In March 2021 we distributed \$630 to 3172 students totaling \$1,998,360. At the undergraduate level we included all Pell eligible students, and other students with a low expected family contribution as determined by the institution's regular review of undergraduate need-based aid. At the graduate level the initial broad distribution included all students with a low federal EFC, an enrollment level in spring or winter quarter or spring semester greater than 4 credits, and federal student loan borrowing. Fifty-seven percent of the recipients were graduate students and 43% of the recipients were undergraduate students.
7. Based on the CRRSAA requirements, the University instructed students that the funds were meant to help cover expenses related to attending the University of Denver (e.g., tuition, housing, meals, etc.) or for emergency costs that arose due to coronavirus. In the March 2021 distribution to 3172 students, students had the ability to authorize explicitly the application of the funds to the student's account. The default distribution was a direct distribution to the student either to their banking account or as a check. Only 178 students provided permission to have the funds credited to their student account balance. We instructed all students to ensure accurate and up-to-date direct deposit information. The Bursar's office completed the distribution to all students. All students also received instruction to find more information about HEERF II funds at the financial aid website where we established a HEERF II web page including frequently asked questions.

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. ¹				
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.				

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				
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. ³				
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				
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. ⁴				
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵				
Quarterly Expenditures for Each Program				
Total of Quarterly Expenditures				

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.