

# HEERF Planning Process

The timeline for the campus preliminary [planning process](#) is as follows:

- **April 9:** Each division is to prepare a listing of HEERF funding requests for the period between January 1, 2021 through June 30, 2022 using the [HEERF Funding Request - Divisional Template](#). The template provides high level descriptions of the requests and is due to BFA on April 2.
- **April 12-15:** BFA to consolidate and review divisional requests, confirm allowability, and prepare preliminary HEERF plan for the President's review.
- **April 16-23:** President to review the preliminary HEERF plan, to work with CFO and VPs to revise the plan as needed, and to approve the final plan.
- **April 26:** To share the approved HEERF plan with COVP. The approved plan is subject to change given the dynamic nature of the pandemic response.
- **May 14:** Each division to prepare [HEERF Funding Request Form](#) and [HEERF Funding Budget Templates](#) for each approved request. The forms provide detailed level of the approved requests and are due to BFA on May 7. These documents will serve as supporting evidence for the use of HEERF federal grant funds for audit purposes.

## **Additional Considerations:**

- Detailed accounting instructions for the expenditure of HEERF federal grant funds will be provided in a future communication.
- Effort reporting will be required annually for positions funded by HEERF federal grant funds.
- The actual drawdown of HEERF federal funds will be based on actual expenditures and expenditures will be reconciled to the approved requests.
- The approved plan is subject to change given the dynamic nature of the pandemic response.

## **Guidelines:**

The purpose of the HEERF allocations is to provide support to the University and to defray expenditures specifically associated with COVID19. Eligible expenditures are those related to transitioning to virtual learning (e.g. technology, faculty and staff training), supporting on campus learning under the current public health guidelines (e.g. PPE, health and safety needs, additional staff and courses to support social distancing), and certain student support

activities. Eligible expenditures are those obligated after **December 27, 2020** and before **June 30, 2022** (to be confirmed). Some costs are not eligible under HEERF.

HEERF Funds may **NOT** be used to:

- cover expenditures that were obligated prior to 12/27/2020;
- fund contractors for the provision of pre-enrollment recruitment activities;
- fund marketing or recruitment;
- increase endowments;
- fund capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship;
- fund deferred maintenance projects;
- fund administrative staff already included in the federal grants administrative rate;
- fund senior administrator (administrator III or above) or executive salaries, benefits, bonuses, contracts, or incentives; or
- provide any other cash or other benefit for a senior administrator or executive.