



Business and Financial Affairs Office

## MEMORANDUM

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

DATE: Friday, October 30, 2020

RE: Required Reporting for CARES Act

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The University of Denver received funding of \$4,626,269 in funding from the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act. Allocations were received for two specific provisions in the Higher Education Emergency Relief Fund (HEERF) under sections 18004(a)(1). As required by law, 50% of the funding was made directly available for students under the Emergency Financial Aid Grants to Students and the second 50% was used to provide reimbursement for room and board as well as fee refunds to students in the Spring quarter of the 2020 fiscal year.

Funds totaling \$2,313,135 were received on April 27, 2020 to support aid to students. These funds were distributed during the period May 22, 2020 through June 24, 2020. Disclosures required by the Department of Education are included as part of this memorandum and are accessible on the University of Denver website.

Funds totaling \$2,313,134 were received on May 6, 2020 to support student refunds for spring room, board and fee charges. The University of Denver issued housing, board and fee refunds from March through June 2020 totalling \$13,256,736. Disclosures required by the Department of Education are included as part of this memorandum and are accessible on the University of Denver website.

All funding received from the CARES Act was fully utilized by the University of Denver by June 30, 2020.

The [Department of Education's electronic announcement](#) dated May 6th, 2020 and titled "Higher Education Emergency Relief Fund Reporting – Emergency Financial Aid Grants to Students" requires the following disclosures in a format and location that is easily accessible to the public 30 days after the date when the institution received its allocation under 18004(a)(1) and updated every 45 days thereafter:

1. The University of Denver acknowledges that it signed and returned the Certification and Agreement to the Department of Education on April 13th, 2020. The University 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. The University began disbursing the funds directly to students on May 22, 2020. The University completed the distribution on June 24, 2020 of 50% of the funds received under the Section described above.
2. The total amount of funds that the University received based on the April 13th Certification and Agreement for Emergency Financial Aid Grants to Students was \$2,313,135. The University received its allocation on April 24th, 2020.
3. The University disbursed \$2,062,000 on May 22, 2020. The University disbursed an additional \$251,135 on June 24, 2020. The total disbursed under Section 18004(a)(1) of the CARES Act as of June 30, 2020 is \$2,313,135.
4. The estimated total number of students eligible to participate based on the number of valid FAFSAs received for students in programs that are not exclusively online is 5,430. An additional 3,123 students have not filed a FAFSA but may be eligible based on the guidelines.
5. The University disbursed funds to 1,376 students on May 22, 2020. The University disbursed funds to 212 students on June 24, 2020. The total number of students who received funds was 1,587 students.
6. On May 5th, 2020 the University notified all potentially eligible students about the process to award CARES Emergency Relief Funds and set an initial deadline of May 17th. The University awarded 1376 students who submitted applications through May 20th. The University considered applications through June 16<sup>th</sup>, 2020 in awarding the final allocation of funds to 212 students. The University required a CARES Act request form from students, which asked them to indicate the categories in which they had expenses related to campus disruptions because of the Coronavirus. The University informed students that, with limited funds and based on Department of Education guidance to provide funds to high need students, the University would prioritize funds first to students in identified higher need categories. The identification of high need is enrolled undergraduate or graduate FAFSA filers with a federal EFC less than \$8,365, which is 150% of the Pell-eligible EFC, or undergraduate students with a calculated institutional methodology unmet need greater than \$6,000. Based on demand for the funds through the final distribution, 75% of the recipients were to students in the priority category that we originally defined. The award amounts were based on the categories of expenses students reported on the request form and the amount was based on whether a student was in the priority category.
7. The University disbursed CARES Act Emergency Relief Funds on May 22, 2020 directly to student accounts and sent email notifications to remind students to update direct deposit information. The University disbursed the remaining CARES Act Emergency Relief Funds in a similar manner on June 24<sup>th</sup>. All CARES Act payments were refunded directly to students either by direct deposit or a check. The notification letter indicated that the University would not be awarding individual students more than once due to the limited funding availability.
8. Students who submitted the CARES fund request form acknowledged the following: *You certify that you are requesting the CARES fund to help pay for expenses you have incurred as a result of disruption of campus operations due to the coronavirus pandemic, you meet all eligibility requirements outlined above (those requirements are the same as listed on this webpage), and that all of the information you provided is true and complete. You also acknowledge that you may be asked to provide further documentation and/or a statement describing your expenses either before or after disbursement.*

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

**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.				
Campus safety and operations. <sup>2</sup>				

<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.				
Replacing lost revenue due to reduced enrollment.				
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>				
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>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.