

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

Institution Name: _____ Alverno College _____ **Date of Report:** __5/6/22-REVISED__ **Covering Quarter Ending:** _____ December 31 _____

PR/Award Number(s): P425F 203506 _____ P425J _____ P425K: _____ P425L 200419__ P425M: 201186__ P425N: _____

Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: __\$869,258__ Section (a)(2): __\$124,930__ 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.	\$3,100			Closed captioning technology for virtual instruction accommodations.
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.	\$143.26			Food delivery for quarantined resident students.
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	\$3,121.29			Equipment to provide instruction outdoors and enable social distancing.

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	\$2,887.34			Purchasing PPE (masks, plexiglass shields and disinfectant bottles not otherwise funded).
.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.	\$237.47			
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.	\$119,082.36			Equipment, software and service to upgrade campus WiFi to allow students to attend class from residence halls and enable social distancing in the classroom, study and common areas. Classroom equipment to enable student remote participation (monitors,remotes).
Other Uses of (a)(1) Institutional Portion funds. ⁴	\$235,760.00			Payroll for institution associated with the COVID 19 pandemic.

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).

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. ⁵				
Quarterly Expenditures for Each Program	\$364,331.72			
Total of Quarterly Expenditures	\$364,331.72			

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

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).

(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.

Institutional Payroll (not otherwise funded) for administration, including but not limited to planning, development and implementation of safety protocols and practices associated with the Covid 19 pandemic.

Employee	Year	Quarter	TOTAL HRS	Total \$
Employee 1	2020	4	121.60	3,281.39
Employee 2	2020	4	31.51	639.81
Employee 3	2020	4	114.00	5,864.42
Employee 4	2020	4	76.00	1,973.08
Employee 5	2020	4	161.20	3,100.00
Employee 6	2020	4	38.00	1,106.94
Employee 7	2020	4	9.35	215.66
Employee 8	2020	4	30.40	730.77
Employee 9	2020	4	38.00	1,004.81
Employee 10	2020	4	6.50	138.92
Employee 11	2020	4	34.20	789.23
Employee 12	2020	4	11.25	185.37
Employee 13	2020	4	5.00	105.95
Employee 14	2020	4	190.00	5,262.82
Employee 15	2020	4	22.80	602.88
Employee 16	2020	4	48.00	1,200.10
Employee 17	2020	4	15.20	782.47
Employee 18	2020	4	30.00	360.00
Employee 19	2020	4	8.20	181.35
Employee 20	2020	4	114.00	2,439.05
Employee 21	2020	4	30.40	506.64
Employee 22	2020	4	190.00	6,211.54
Employee 23	2020	4	38.00	813.35
Employee 24	2020	4	136.80	7,892.31
Employee 25	2020	4	4.80	273.46
Employee 26	2020	4	72.00	2,084.43
Employee 27	2020	4	152.00	4,018.57
Employee 28	2020	4	91.20	1,980.09
Employee 29	2020	4	5.80	193.85
Employee 30	2020	4	152.00	3,559.80
Employee 31	2020	4	244.80	4,717.70
Employee 32	2020	4	15.20	1,094.23
Employee 33	2020	4	5.17	155.98
Employee 34	2020	4	152.00	3,174.02
Employee 35	2020	4	9.35	168.73
Employee 36	2020	4	9.65	341.44
Employee 37	2020	4	15.20	494.02
Employee 38	2020	4	15.20	321.54

Employee 39	2020	4	60.80	1,189.69
Employee 40	2020	4	205.20	6,515.59
Employee 41	2020	4	15.20	976.60
Employee 42	2020	4	0.60	16.25
Employee 43	2020	4	121.60	5,378.46
Employee 44	2020	4	152.00	3,410.21
Employee 45	2020	4	76.00	1,464.64
Employee 46	2020	4	67.80	1,593.30
Employee 47	2020	4	114.00	6,028.85
Employee 48	2020	4	45.60	1,359.23
Employee 49	2020	4	374.40	7,520.58
Employee 50	2020	4	68.40	629.28
Employee 51	2020	4	114.00	2,850.00
Employee 52	2020	4	60.80	1,461.54
Employee 53	2020	4	25.52	711.50
Employee 54	2020	4	76.00	1,423.64
Employee 55	2020	4	114.00	2,192.31
Employee 56	2020	4	7.20	415.38
Employee 57	2020	4	152.00	3,086.55
Employee 58	2020	4	24.00	554.53
Employee 59	2020	4	15.20	782.47
Employee 60	2020	4	39.98	2,306.77
Employee 61	2020	4	190.00	7,253.80
Employee 62	2020	4	152.00	5,211.92
Employee 63	2020	4	13.10	284.42
Employee 64	2020	4	7.60	156.10
Employee 65	2020	4	38.00	1,045.37
Employee 66	2020	4	190.00	5,057.93
Employee 67	2020	4	60.80	1,720.61
Employee 68	2020	4	22.80	679.62
Employee 69	2020	4	9.35	215.72
Employee 70	2020	4	1.10	32.03
Employee 71	2020	4	13.00	383.63
Employee 72	2020	4	156.40	3,929.93
Employee 73	2020	4	190.00	4,567.31
Employee 74	2020	4	152.00	2,763.99
Employee 75	2020	4	148.20	1,630.20
Employee 76	2020	4	47.42	2,172.18
Employee 77	2020	4	15.20	348.23
Employee 78	2020	4	1.80	16.20
Employee 79	2020	4	59.99	1,730.54
Employee 80	2020	4	152.00	2,998.42
Employee 81	2020	4	18.01	487.64
Employee 82	2020	4	57.00	1,793.44
Employee 83	2020	4	120.40	2,011.88

Employee 84	2020	4	144.40	3,557.93
Employee 85	2020	4	293.60	6,486.87
Employee 86	2020	4	2.10	51.81
Employee 87	2020	4	212.00	4,545.36
Employee 88	2020	4	31.00	858.63
Employee 89	2020	4	72.00	1,848.88
Employee 90	2020	4	152.00	3,327.63
Employee 91	2020	4	328.00	7,439.29
Employee 92	2020	4	20.00	570.72
Employee 93	2020	4	190.00	6,394.23
Employee 94	2020	4	152.00	3,365.41
Employee 95	2020	4	15.20	215.58
Employee 96	2020	4	76.00	3,648.00
Employee 97	2020	4	30.40	897.38
Employee 98	2020	4	9.35	269.65
Employee 99	2020	4	45.60	1,359.23
Employee 100	2020	4	161.20	4,877.00
Employee 101	2020	4	76.00	1,064.00
Employee 102	2020	4	76.00	1,540.58
Employee 103	2020	4	15.20	708.30
Employee 104	2020	4	106.40	1,819.44
Employee 105	2020	4	15.20	461.70
Employee 106	2020	4	212.80	6,238.21
Employee 107	2020	4	152.00	3,439.80
Employee 108	2020	4	190.00	4,449.75
			8,969.70	235,760.58