



UNITED STATES DEPARTMENT OF EDUCATION  
400 MARYLAND AVE. NW Washington, DC 20202

December 14, 2023

**Webpage Reviews**

Hello HEERF Teammates,

This institution has made the return to Higher Education possible and as HEERF’s COVID Related funding retires, institution websites are reviewed for compliance. It has been noted that the instructions previously given for posting information, “conspicuously posted on your IHE’s website” is vague. Therefore, to improve location of your Quarterly Reports and meet compliance, see the example below.

A search of your IHE’s website, “ARP”, “CRSSA”, “CARES”, or “HEERF” should guide the visitor to that information, about COVID related funding through HEERF. This information should be visible, easy to locate (no scrolling to the bottom of a page) and evident. Otherwise, this can mislead the visitor. Plus, this information remains posted until further guidance is provided. An example is to list the Quarterly Reports in order. Again, an example is to group by year then by quarter. Whatever the institution decides, be certain it is easy to find and blatantly posted. If at any time you need to revise a Quarter, keep the original posting while adding the new posting, ‘Revised’. Without this clarity, the institution may require additional letter(s) from ED.

<b>Quarterly Report Posting Example:</b>			<i>*Post FINAL where applicable</i>
FY 2021 - Q1	FY 2022- Q1	FY 2023 - Q1	
FY 2021 - Q2	FY 2022 - Q2	FY 2023 - Q2	<i>*Add a Single Audit link (above \$750.000 award),</i>
FY 2021 - Q3	FY 2022 - Q3	FY 2023 - Q3	
FY 2021 - Q4	FY 2022 - Q4	FY 2023 - Q4	<i>* Remaining expenditures and balances require continued reporting.</i>

**Know that ED could not have done this without you.**  
Have a Happy Holiday(s)!

*Kissy Chapman Thaw* (She/Her/Hers)  
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