



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION
HIGHER EDUCATION PROGRAMS - STUDENT SERVICE

March 1, 2024

Grantee:

State:

PR/Award Number(s):

Performance Period End Date: 6/30/2023

Dear HEERF Grantee:

We are writing to let you know that the period of performance for your Higher Education Emergency Relief Fund (HEERF) grant(s), identified by the PR/Award number(s) above, with the U.S. Department of Education (ED) has ended and the liquidation period has completed and we are required to officially close out the grant(s) pursuant to [2 CFR § 200.344](#).

Closing out a grant means that the grant funds are no longer available for any purpose and will be deobligated and returned to the U.S. Department of the Treasury. Grantees must promptly refund any balances of unobligated cash that ED paid in advance that were drawn down and not expended for allowable purposes under their HEERF grant(s).

We are writing to provide you notice that in our process of reviewing your grant for closure, we were made aware that you are missing either your quarterly reports or your annual single audits. Please ensure that by **March 30, 2024** all required reporting and auditing from the grant's performance period is completed. This includes ensuring that (1) all quarterly reporting is properly publicly posted online; and (2) all required audits are submitted. Please be aware that failure to comply with any reporting or auditing requirement will result in the grantee being reported as non-compliant, which can impact future grants, and may result in additional liabilities.

Please also note that public quarterly reports should remain online for a period of at least three years after the submission of your last annual performance report, and all grant financial records, supporting documents, statistical records, lost revenue calculations, emergency financial aid grant amounts, and other records pertinent to the HEERF grant award(s) must be retained for a period of three years from the date of submission of the last quarterly or annual performance report in accordance with [2 CFR § 200.334](#).

Finally, please note that all HEERF grants are subject to post-grant Federal audit, post-closeout adjustments as well as various continuing responsibilities found in [2 CFR § 200.345](#).

If any additional information is needed or you have any questions as you fulfill these requirements in preparation for closure of your grant(s), please contact your assigned HEERF program specialist.

Sincerely,

400 MARYLAND AVENUE, S.W., WASHINGTON, DC 20202
www.ed.gov

Kathy Watts

Senior Director
Student Service