

**Smith, Kylie**

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**Subject:** ED 10/14 Webinar: HEERF Institutional Grants Reporting Requirements

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**Sent:** Thursday, October 8, 2020 9:40 AM

**Subject:** ED 10/14 Webinar: HEERF Institutional Grants Reporting Requirements

October 8, 2020

Dear State Higher Education Executive Offices:

On behalf of the U. S. Department of Education, we want to thank you again for your continued resiliency and action in working to serve students through this unprecedented time. We know that many of you have asked questions regarding the reporting requirements relating to CARES Act Higher Education Emergency Relief Fund (HEERF) Institution grants. We are happy to have an opportunity to provide a webinar on Wednesday, October 14, from 2 to 3:30 PM Eastern Time, to review the reporting guidance and respond to questions.

During this webinar, Under Secretary Diane Jones and Assistant Secretary Bob King, along with other officials, will be going over HEERF reporting requirements. We strongly encourage each institution to invite one of their financial officers/advisors to partake in the webinar as well.

Reporting topics and updates to be covered in this webinar will include both the [draft Quarterly Budget and Expenditure Public Posting](#) and our new [Round 3 HEERF FAQs Document](#). This webinar will also include space for questions near the end of our time together.

I hope you will be able to join us. If you are unable to join due to an overflow of calls using Steps 1 and 2, you may access the webinar using Step 3.

## **Participant Instructions**

**The conference begins at 2:00 PM Eastern Time on October 14, 2020; you may join the conference 10 minutes prior.**

### **Step 1: Dial into the conference.**

**Dial-in:** 888-251-2949 or 215-861-0694

**Access Code:** 5068330##

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**Access Code:** 2455651##

### **Step 2: Join the conference on your computer.**

**Entry Link:** <https://ems8.intellor.com/login/833505>

When you access the entry link above, you will be provided a choice - to install the WebEx plug-in for your preferred browser or to join the web conference using a temporary path. Either option is acceptable.

Need assistance with your audio? Please dial 888-796-6118. Need assistance with your WebEx? Please dial 888-793-6118.

### **Step 3: Join the ED Stream Overflow and Captioning Link.**

**Overflow Link:**

<https://mediasite.ed.gov/webcast/Play/e125773d112c4ae5bf8580236cd6efe91d>

Please note: With this option, you will not be able to ask questions via chat or real time. We ask that you send your questions to the HERRF email address: [HEERF@ed.gov](mailto:HEERF@ed.gov)  
If you require closed captioning, please see the link below.

**Captioning Link:** <https://www.streamtext.net/player?event=DeptofEducation>

Sincerely,

Christopher J. McCaghren, Ed.D.  
Deputy Assistant Secretary  
Higher Education Programs