



**Office of the Vice President of
Finance and Administration**
11000 University Parkway
Pensacola, FL 32514

MEMORANDUM

July 10, 2020

TO: Ms. Betsy DeVos
Secretary of Education

FROM: Betsy Bowers
Vice President Finance and Administration

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Betsy Bowers
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SUBJECT: University of West Florida Institutional Portion of the Higher Education Emergency Relief Fund (HEERF) PR/Award Number P425F200603 under the Coronavirus Aid, Relief, and Economic Security (CARES) Act - Report for Quarter Ending June 30, 2020

In compliance with the Recipient's Certification and Agreement, this will serve as the initial quarterly report for the period ending June 30, 2020, for the Institutional Portion of the Higher Education Emergency Relief Fund (HEERF) allocated to the University of West Florida under the (CARES) Act.

In early April 2020, the University of West Florida disbursed refunds to 1,820 students for housing (prorated calculation of housing contracts as of March 15, 2020) in the amount of \$1,491,625, and disbursed refunds to 862 students for dining (prorated calculation of meal plans as of March 15, 2020) in the amount of \$548,253. The University of West Florida Housing, Auxiliary Services (Dining), Financial Aid, and Student Accounts offices worked cooperatively to review and calculate these refunds prior to disbursement.

Of the \$3,400,694 maximum institutional allocation, reimbursements in the total amount of \$2,039,878 have been received by the University of West Florida as of June 30, 2020 for these housing and dining refunds.

Students benefitted financially from receiving the expedited refunds to assist with securing non-campus alternative housing arrangements and to cover other living expenses or associated costs of attendance, as a result of the campus transition to remote instruction and operations in response to COVID-19.

Since the University of West Florida disbursed a portion of these institutional formula grant funds for the quarter ending June 30, 2020 and in an abundance of caution while we await guidance pertaining to the specific reporting requirements of the US Department of Education, the University of West Florida wants to ensure the quarterly reporting deadline is met. We look forward to further clarification on reporting requirements in the future.

If any additional information is needed, please let me know.

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