

U.S. Department of Education
CARES ACT Higher Education Emergency Relief Fund- IHEs (CFDA: 84:425F)
Application must be submitted electronically using GRANTS.gov
<https://www.Grants.gov>
Funding Opportunity Number: ED-GRANTS-042120-004
Closing Date: September 30, 2020¹

**Instructions for Submitting the Recipient’s Funding Certification and Agreement
and Application Forms**

A Guide for apply for funding in GRANTS.gov can be located at
<https://www2.ed.gov/about/offices/list/ope/caresact.html>

In order to apply for funding, an institution must have an account with Grants.gov.

If you **do not** have a Grants.gov account, you may create an account at the following link: <https://www.grants.gov/web/grants/applicants/registration.html>. Please contact the Grants.gov Help Desk at 1-800-518-4726 or support@grants.gov if you have any questions regarding registration. After you create a Grants.gov account, you can access Grants.gov and follow the guidance below for submitting documents.

If you **do** have a Grants.gov account, you can access Grants.gov and follow the guidance below for submitting documents.

The process for applying for funding requires:

1. Downloading and completing offline the [Recipient’s Funding Certification and Agreement](#) provided in the Grants.gov application package or from <https://www2.ed.gov/about/offices/list/ope/caresact.html>
2. Completing the Application for Federal Assistance (SF-424).
3. Completing the Department of Education Supplemental Information Form for the SF-424.

Part I: SF-424 Form

Application for Federal Assistance (SF-424)

Department of Education Supplemental Information for the SF-424

- Instructions on how to complete the SF-424 and Department of Education Supplemental Information for the SF-424 can be found at this link: <https://www2.ed.gov/fund/grant/apply/appforms/appforms.html>.
- Please do not attach any narratives, supporting files, or application components to the SF-424.

¹ This document has been updated on September 3, 2020 to reflect the correct closing date as the Department has announced a reopening of the application period.

Page 2-Instructions for Submitting the Recipient's Funding Certification and Agreement and Application Form

Important fields on the SF-424 Form:

- Field 17a: The start date is the day that you submit the documents.
 - b. The end date is one year from the start date.
- Field 18: Estimated Funding:
 - a): The Federal Request for funding is the amount listed under the Maximum Allocation to be Awarded for Institutional Costs shown on the Allocations for Section 18004(a)(1) of the CARES Act document. This is the same amount that should be included on the Certificate of Agreement.
- Field 19: The application is not subject to Executive Order 12372

Part II: Attachments

Other Attachments Form—attach the completed **Recipient's Funding Certification and Agreement** to this form.

The Recipient's Funding Certification and Agreement must be signed by the institution's authorized representative. Typically, that person is the institution's president, chancellor, or CEO. The signature must be a wet or digital/electronic signature. It cannot be a typed signature or the typed name of the institution.

The funding amount to be included on the **Recipient's Funding Certification and Agreement** is the amount listed under the Maximum Allocation to be Awarded for Institutional Costs shown on the Allocations for Section 18004(a)(1) of the CARES Act-Institutional Portion document.

All attachments must be in PDF or Word format only. Other type of files will not be accepted. Additional information is included on the Grants.gov Submission Procedures and Tips for Applicants.

Grants.gov Submission Procedures and Tips for Applicants are provided on the Grants.gov application package instructions.

Questions relating to the Higher Education Emergency Relief Fund- IHEs should be directed to HEERF@ed.gov.

Questions relating to Grants.gov should be directed to the Grants.gov Help Desk at 1-800-518-4726 or support@grants.gov.

Page 3-Instructions for Submitting the Recipient's Funding Certification and Agreement and Application Form

Note: Your application will not be processed until we have received the documentation and awarded the Minimum Allocation to be Awarded for Emergency Financial Aid Grants to Students for your institution.