



## UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION  
HIGHER EDUCATION PROGRAMS - STUDENT SERVICE

October 12, 2023

### Closeout Liquidation Letter

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 we are required to officially close out the grant(s) at the end of the liquidation period 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 de-obligated and returned to the U.S. Department of the Treasury.

Please review your records to determine if there are any unliquidated obligations that were incurred prior to the end of the HEERF grant performance period on June 30, 2023. Under 2 CFR § 200.344(b), HEERF grantees have 120 calendar days after the period of performance to liquidate all financial obligations incurred under the award(s) and this **liquidation period will conclude on October 28, 2023**. Furthermore, 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).

In addition, please ensure that by October 28, 2023, all required reporting and auditing from the grant's performance period is completed or will be completed. This includes ensuring that:

- (1) all quarterly reporting is properly publicly posted online;
- (2) all annual performance reports have been submitted to ED or will be submitted at the appropriate deadline; and

(3) all required audits are submitted or will be submitted by the appropriate deadline. Please be aware that failure to comply with any reporting or auditing requirement may result in a 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, [Kissy.Chapman-Thaw@ed.gov](mailto:Kissy.Chapman-Thaw@ed.gov).

Sincerely,



Senior Director  
Student Service