



**State of New Jersey  
Governor's Emergency Education Relief (GEER) Fund  
Quarterly Report Template**

Deadline for Next Quarterly Report: **Friday, February 12, 2021**  
*This report will cover all activity from March 13, 2020 – December 31, 2020.*

As part of the Governor's Emergency Education Relief Fund (GEERF) grant agreement, each grantee is required to submit a quarterly report. The quarterly reports will help to ensure compliance and transparency in the use of federal funds as the information will be shared with the U.S. Department of Education and New Jersey's Governor's Disaster Recovery Office (GDRO) and COVID-19 Compliance and Oversight Task Force.

**Quarterly Budget Report Template**

Institutions will be provided with a pre-populated "GEERF Quarterly Budget Report Template" that lists the institution's approved budget with any approved modifications, and will be required to show actual grant-related expenditures for the reporting period. The report template includes six (6) tabs:

- SCHOOL NAME Budget Summary,
- Salary Detail,
- Benefit Detail,
- Itemized Expenses,
- Other Expenses, and
- Other Expense Detail

Institutions will add individual entries to the Itemized Expenses for all grant expenditures that fall into a named budget category; grant expenditures that fall into the "Other Expenses" budget category will be detailed on its own tab for all funds expended through December 31, 2021. Expenditures must be accompanied by the appropriate documentation as detailed in the budget template. This documentation should be submitted in a single PDF file, with each document (invoice, receipt, etc.) clearly labeled to reflect the expenditures listed within the GEERF Quarterly Budget Report Template.

Completed GEERF Quarterly Budget Report Template files should be submitted using the following naming convention:

GEERF Budget 1<sup>st</sup> Quarterly Report\_Institution Name (Example: GEERF Budget 1<sup>st</sup> Quarterly Report\_New Jersey State University).

Compiled documentation of expenses should be provided in one PDF file and should be submitted using the following file naming convention:

GEERF Budget 1<sup>st</sup> Quarterly Report Documentation\_Institution Name (Example: GEERF Budget 1<sup>st</sup> Quarterly Report Documentation\_New Jersey State University).

Incomplete or incorrect reports will be returned to the institution and may delay the disbursement of future GEERF payments.

## **Process for Submission:**

Please submit your institution's completed quarterly report materials (GEERF Quarterly Budget Report Template [Excel] and documentation of expenses [PDF]) to the email address provided below before the close of business (5 p.m.), Friday, February 12, 2021. All quarterly reports should be sent to [FinanceDocs@OSHE.nj.gov](mailto:FinanceDocs@OSHE.nj.gov) with the subject line "Institution Name- GEERF Quarterly Report." (Example: New Jersey State University – GEERF Quarterly Report)

Your institution will receive a confirmation of receipt from OSHE once the report has been received. Questions about the GEERF quarterly report should be directed to [FinanceDocs@OSHE.nj.gov](mailto:FinanceDocs@OSHE.nj.gov).

## **Reporting Time Frame:**

The quarterly report periods are as outlined:

- The first report will incorporate both the first and second quarter report periods including activity through December 31, 2020 and is due Friday, February 12, 2021.
- 3<sup>rd</sup> period report includes activity through March 31, 2021 and is due April 5, 2021.
- 4<sup>th</sup> period report includes activity through June 30, 2021 and is due July 5, 2021.
- 5<sup>th</sup> period report includes activity through September 30, 2021 and is due October 5, 2021.

For additional information about reporting and compliance for GEERF, please review your institution's GEERF Grant Agreement. If you have specific questions about items included in your budget, please contact Maisha Howard, OSHE Director of Finance, by email at [Maisha.Howard@OSHE.nj.gov](mailto:Maisha.Howard@OSHE.nj.gov). Other requests for information may be made of the Grantee as needed for State and Federal reporting requirements. Grant contact person(s) will be contacted if additional information is needed. Any changes in the quarterly reporting form will be sent to the GEERF point of contact on file.

## **Budget Modifications**

Institutions may transfer amounts among the administrative budget line items as required to carry out the purposes of the grant up to \$10,000. Transfers exceeding this amount require approval from OSHE as a modification. This request should be in writing and include a revised budget. These requests for modification can be sent to Maisha Howard, OSHE Director of Finance, by email at [Maisha.Howard@OSHE.nj.gov](mailto:Maisha.Howard@OSHE.nj.gov).

## **Use of Funds**

Grantee shall use the funds provided pursuant to this Grant Agreement to support activities related to the GEERF grant as an emergency fund to address student needs arising from the COVID-19 related disruption of the current academic year. Grantee shall use the funds provided pursuant to this Agreement to achieve its goals as between July 1, 2020 and September 30, 2021.