



# TEXAS HIGHER EDUCATION COORDINATING BOARD

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TO: Directors of Financial Aid  
Texas Public Institutions of Higher Education

FROM: DeChà Reid  
Director, Financial Aid Services

DATE: Nov. 9, 2020

RE: GEER - Emergency Educational Grants (EEG) Closeout Reports

The Texas Higher Education Coordinating Board greatly appreciates the hard work of financial aid offices to expend the Emergency Educational Grants (EEG) allocated through Governor's Emergency Education Relief (GEER) funds. To finalize the process, reports are required from all public institutions disbursing EEG funds. A preliminary report is due by **Dec. 15, 2020**, and a final report is due by **Feb. 1, 2021**. These reports ensure compliance with Section 3.0 of the "Grant Agreement Using GEER Federal Funds," regarding the closeout reporting process.

Enclosed is a template with the following data items that must be reported on each student who received an EEG. Due to the FERPA data included, **do not e-mail** the completed template to the agency.

1. FICE Code
2. SSN/ID
  - o The Student ID reported for each student should be the same student ID reported on the CBM001 and FAD state reports.
3. Last Name
4. First Name
5. Middle Initial
6. Date of Birth
7. Grant Amount
8. 9-Month Expected Family Contribution
9. Fall 2020 Semester Credit Hours Completed
10. Spring 2021 Semester Credit Hour Registration

**Note:** The second tab of the template includes definitions for each data element.

### To complete the closeout reporting process:

1. Review your institution's student financial aid system to determine which students received an EEG.
2. **Preliminary Report: By Dec. 15, 2020**, please upload the template with data elements 1-8 completed for all EEG recipients to the **FADS\_OUTPUT** folder in MOVEit.
3. Send a confirmation of preliminary report completion email through [CONTACT US](#) (select "Financial Aid Question" as the **Contact Reason**).
4. **Final Report: By Feb. 1, 2021**, please upload the template with all **ten** data elements completed for all EEG recipients to the **FADS\_OUTPUT** folder in MOVEit.
5. Send a confirmation of final report completion email through [CONTACT US](#) (select "Financial Aid Question" as the **Contact Reason**).

If you have questions, email [DeCha.Reid@higher.ed.texas.gov](mailto:DeCha.Reid@higher.ed.texas.gov).

**Enclosed:** [Emergency Educational Grant Closeout Template](#)