

Sec. 63 Semi-Annual Collection Instructions

General Instructions:

1. Return the completed collection by November 18, 2022.
2. All amounts must be reported according to state fiscal years.
3. All amounts must be reported as whole numbers.
4. All student count numbers for 2022 must be unduplicated counts, meaning that the same student receiving the same type of aid across semesters within a state fiscal year is only counted once. Student counts for 2020 and/or 2021 may be duplicated or unduplicated, but please note this in the Explanatory Notes.
5. Before submitting the collection, check that there are no discrepancies between expended amounts reported on the “Uses” and “Federal” tabs using the error checking rows at the bottom of the collection tables to verify the amounts are in balance.
6. Return the completed form to funding@highered.texas.gov.
7. For questions regarding completing the form, contact David Drew at david.drew@highered.texas.gov. With other questions, please contact your LBB analyst.

Uses Tab Instructions:

1. Do not add rows to this tab.
2. Reporting categories are intended to closely align with federal reporting requirements; however, it is recognized that the time periods for the data reported will differ as this data collection uses the state fiscal year instead of the federal fiscal year and that the federal reporting schedule is quarterly.
 - a. For questions regarding what falls under which categories, refer to [federal guidance](#).
 - b. Some categories in this form request a more detailed breakout than what is required by the federal government but will still follow the same general guidelines.
 - c. For the Lost Revenue section, see this [federal FAQ](#).
3. Any funds related to GEER (Governor’s Emergency Education Relief) must be accounted for exclusively in GEER section designated by column B.
 - a. The total amount spent and obligated across GEER programs reported on the “Uses” tab must equal the total spent and obligated on the “Federal” tab. For confirmation, see the error checking cells below the data table on the “Uses” tab.
 - b. Some GEER programs have been specified in the collection and should be reported on those rows. All others should be combined on a single row designated as “All other GEER programs.”

4. Pass-through funds sent to other state or local entities should be recorded in the pass-through category only and not in other categories. Please specify the receiving entity and purpose of the funds in the explanatory notes section.

a. Pass through funds that were received by the institution should be accounted for in the Federal Program Breakout tab.

5. Report all spending related SB 8, 3rd Called Session exclusively on the row specified by column B and list all programs being combined on that row in column K.

Federal Tab Instructions:

1. This portion of the collection is broken out by major federal legislative acts and their subparts. If funding was awarded under an act or subpart the collection has not listed, please add it by inserting a row and identifying it by providing the federal act that was the source of the funds in column B and the subpart/program in column C. The federal acts are:

- a. CARES: Coronavirus Aid, Relief, and Economic Security Act;
- b. CRRSAA: Coronavirus Response and Relief Supplemental Appropriations Act;
- c. ARPA: American Rescue Plan Act;
- d. CRPSAA: Coronavirus Preparedness and Response Supplemental Appropriations Act; and
- e. PPPHCEA: Paycheck Protection Program and Healthcare Enhancement Act.

2. If funding was received through a federal act not listed above, it should be reported in the "Other" section designated in column B and provide details in the Explanatory Notes section in column K.

3. All GEER funds be reported together on the GEER row, designated "Governor's Emergency Education Relief Funds" in column C.

4. Pass-through funds received from other state or local entities and FEMA reimbursements should be recorded in the "Pass-Through Funds Received" section as designated in column B.

5. Report all received funds from SB 8, 3rd Called Session exclusively on the designated row within the ARPA section.