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## HEERF Funding Frequently Asked Questions

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### **When do HEERF funds expire?**

All funds must be spent by May 20<sup>th</sup>, 2022; however, no employee should be funded on a HEERF department after May 12<sup>th</sup>, 2022. The reimbursement forms will need to be sent to Budget and Personnel Support by May 17<sup>th</sup>, 2022.

### **How often should HEERF forms be submitted?**

Every two weeks

### **Can you purchase catering or food with HEERF funds?**

No, food is not allowable

### **Can I utilize HEERF funding for marketing purposes?**

No, HEERF guidelines are very particular. The word marketing should be excluded from any type of HEERF documentation. Marketing type goods such as t-shirts can be purchased as long as their purpose is “to engage or reengage students who would otherwise be at risk of not completing their college degrees as a result of coronavirus is a permissible use of HEERF funds that can have a positive impact for students, institutions, and their local communities.” They should promote a specific service rather than UCF at large.

### **Can you reimburse items that have already been purchased?**

Yes, provided the item is associated with a program/project that was funded. If so, process an IDT to your COVID department.

### **For employees that were already hired, do we change the funding distribution to the COVID department?**

Yes, you will need to process ePAF to change the funding distribution. You will need to process a Salary Cost Transfer to move the salary expenses charged to the original department. As a reminder, only SDES B&PS staff should process ePAF's for USPS and A&P employees.

### **How far back can expenses be reimbursed? Can expenses go back to 2020?**

For a specific initiative, the date does not matter as long as the expense was for the approved initiative

### **Can you hire someone on a different department than the COVID department and submit reimbursement to the non-COVID department?**

No, the HEERF expense needs to be charged to the COVID department.

### **Will expenses for GAs for the summer be paid?**

No, HEERF funding will end in May. An ePAF should be submitted prior to May 12<sup>th</sup> to change the funding distribution or termination paperwork should be submitted.

**If there is an existing PO for a good or service, can you continue to use the old PO or do you need to create a new one?**

A new PO should be created so the expenditures are incurred by the COVID department, and the old PO should be closed. A Change Order should not be completed per Procurement Services guidance.

**The HEERF proposal form required the funding to split between salary and non-salary, am I required to spend within those thresholds?**

No, as long as the expenditures still support the program you received the approval for, you just need to ensure you don't exceed the total amount

**Can HEERF funding cover a GA contract tuition waver?**

Yes