# Superintendent’s Memo #324-20


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: December 11, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: CARES Act ESSER Fund State Set-Aside Awards to Part-time Regional Programs

A previous Superintendent’s Email announced the application process for certain regional programs enrolling students on a part-time basis to apply for Coronavirus Aid, Relief, and Economic Security (CARES) Act Elementary and Secondary School Emergency Relief Fund (ESSERF) state set-aside funds, to provide support to these programs during the COVID-19 pandemic. The Virginia Department of Education (VDOE) reserved $300,000 in state set-aside funding for this purpose. Three categories of part-time regional programs were eligible to apply for these funds: academic year Governor’s Schools, career and technical programs, and alternative education programs. Part-time special education regional programs were not eligible to apply, as they are supported by separate ESSERF state set-aside funds.

Applications submitted by 25 eligible part-time regional programs for ESSERF state set-aside funds have been reviewed and approved, and the grant awards for each program are in Attachment B. Attachment A contains the Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements. The terms of the grant award are provided in Attachment C.

Due to funding requests in the part-time regional program applications exceeding the amount of funding available for award, final awards were reduced compared to requested funds. As shown in Attachment B, awarded funding requests are capped at $25,000 and a minimum award of $5,000 is provided unless the application request was less than $5,000. Part-time regional programs should submit an application amendment if the requested amount in the originally submitted application differs from the final award amount shown in Attachment B, as follows:

* Beginning with the latest originally submitted application, in the “Detail Budget and Narrative” tab of the application, enter in cell L6 the final award amount shown in Attachment B
* In this tab, fill out all of amendment information on rows 9-16 (indicate as amendment 1)
* In this tab, revise the applicable object code budgets (1000-8000) as needed to match the final award amount
* After the object code budget adjustments are made to reflect the final award amount, ensure that cell K29 in the budget tab reads “Yes”
* In this tab, make any needed revisions to object code text boxes and line-item descriptions to reflect the final award amount and adjusted object code budgets

Amended applications should be submitted via email to CARESgrantapp@doe.virginia.gov. Include the regional program name and number in the subject line of the email. The naming convention for the amendment file should be “Regional Program Number\_Regional Program Name\_CARES Application 2020\_Amend1” (for example, “263\_Roanoke Valley Governor’s School\_CARES Application 2020\_Amend1”). Amended applications should be submitted via email by January 5, 2021.

After submission and approval of the amended applications with the final award amounts, the awarded funds will be loaded to VDOE’s grant management system, OMEGA (i.e., Online Management of Education Grant Awards). Awarded funds may be used for reimbursement of expenditures budgeted in the approved amended application. Budget transfer requests and reimbursement requests submitted by the school division fiscal agent will be processed via OMEGA. Funding will be provided on a cost reimbursement basis and will be paid to the school division fiscal agent. Prior to submitting a budget transfer or reimbursement request in OMEGA, division staff should ensure that the appropriate [OP1 form](http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/op1-form.xlsx) has been submitted to set-up appropriate staff access for these funds in the OMEGA system.

Questions regarding the ESSERF state set-aside grant awards for part-time regional programs should be directed to CARESgrantapp@doe.virginia.gov. For assistance with the OMEGA system, please contact OMEGA Support at OMEGA.Support@doe.virginia.gov.

JFL/kcd

### Attachments

1. [Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/324-20a.docx) (Word)
2. [CARES Act ESSERF State Set-aside Part-time Regional Program Allocations](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/324-20b.xlsx) (XLSX)
3. [CARES Act ESSERF State Set-aside Fund Terms of Grant Award](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/324-20c.docx) (Word)