# Superintendent’s Memo #261-20


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: October 2, 2020

TO: Division Superintendents

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

## SUBJECT: CARES Act State Set-Aside Awards to School Divisions

[Superintendent’s Memorandum #181-20](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/181-20.docx) announced the division application process for Coronavirus Aid, Relief, and Economic Security (CARES) Act Elementary and Secondary School Emergency Relief (ESSER) and Governor’s Emergency Education Relief (GEER) state set-aside funds. Consolidated applications for ESSER and GEER state set-aside funds have been reviewed, and the awards for each school division are attached (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.

School divisions will be contacted if an amendment to one or more programs in the consolidated application is required prior to seeking reimbursement for approved expenditures under the program(s). Application amendments should be submitted via email to CARESgrantapp@doe.virginia.gov. Budget transfer requests and reimbursement requests will be processed through the OMEGA system. Prior to submitting a budget transfer or reimbursement request, division staff should submit the appropriate [OP1 forms](http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/op1-form.xlsx) for each program in which the division has received an award.

[Superintendent’s Memorandum #165-20](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/165-20.docx) provided notification of annual reporting data required under the Federal Funding Accountability and Transparency Act (FFATA). The due date to complete and submit the [FFATA report](http://www.doe.virginia.gov/school_finance/budget/fiscal-services/attachment-b-ffata-reporting.docx) was August 28, 2020; divisions that have not yet submitted this report should do so immediately.

Questions about division awards or applications should be directed to CARESgrantapp@doe.virginia.gov. For assistance with OMEGA, please contact OMEGA Support at OMEGA.Support@doe.virginia.gov.

### Attachments

1. [Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/261-20a.docx) (Word)
2. [FFATA Reporting](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/261-20b.docx) (Word)
3. [CARES Act ESSER and GEER Fund Division Allocations](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/261-20c.xlsx) (XLS)
4. [CARES Act ESSER and GEER State Set-aside Fund Terms of Grant Award](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/261-20d.docx) (Word)