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April 16, 2020

**MEMORANDUM**

**TO:** All current subrecipients of Charter Schools Program federal grant  
**FROM:** Maria Sauter, Charter Schools Program Grant, Education Program Supervisor  
**SUBJECT:** COVID-19 grant period extension

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Amidst the COVID-19 pandemic, education leaders are working nonstop to ensure that students' education needs are met during this crisis. On April 1, 2020, Governor Sisolak extended his order of the closure of all schools in the state as of Monday, March 16, 2020, to April 30, 2020. In addition, local educational agencies (LEAs) have placed a ban on all in-state and out-of-state travel cancelling many planned activities including professional development, travel, and technical assistance opportunities for the foreseeable future. As a result, subrecipients have many questions regarding flexibilities and spending under this grant program. This memo provides guidance on this topic using information that NDE currently has available. NDE is aware that the U.S. Department of Education (USED) continues to work on further guidance and we will continue to communicate updated information to subrecipients once it is received.

State Education Agencies have been given the option to extend the budget period of the grant. Currently, the grant period is scheduled to end on September 30, 2020. It is the intent of NDE to apply for a 6-month extension period, which would extend the availability of grant funds to March 30, 2021.

Consequently, NDE will extend that same option to its current subgrantees. Each subgrantee will have the option to request an extension if the inability to use the funds during the original grant period is due to COVID-19 related delays. The extension must be due to the pandemic and be for a reasonable amount of time. For example, if the grant period expires on July 15, 2020, but due to school closures, multiple activities were not able to be completed. A reasonable amount of time for an extension might be three months or October 15, 2020, in order to complete activities or repurpose for needed new activities.

To apply for the extension, each entity must provide the following information to NDE:

- Justification for the need of additional time
- Updated timelines with completion dates

- List of remaining activities
- List of repurposed activities
- Amount of unobligated funds to be expended

NDE reserves the right to determine the reasonableness of each request for extension. No extensions requests will be accepted after July 30, 2020. If there is a question or scenario your school has that is not addressed in this memo, please contact Maria Sauter, [msauter@doe.nv.gov](mailto:msauter@doe.nv.gov).

cc: Seng-Dao Keo, Director, Office of Student and School Supports  
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