



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 9, 2020
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: School Business Administrators
From: Kevin Dehmer, Assistant Commissioner
Division of Finance
Deadline: December 18, 2020

Coronavirus Relief Fund Expenditure Data Collection

On August 26, 2020, Governor Phil Murphy announced an allocation of \$100 million from the federal Coronavirus Relief Fund (CRF) to assist public school districts, charter schools, and renaissance school projects with defraying costs associated with reopening schools for the 2020-2021 school year in the wake of the COVID-19 pandemic. Districts were notified of grant allocations on [September 23, 2020](#), which were limited to addressing health and safety measures necessary to support reopening for in-person instruction and to supporting students during periods of remote learning.

Districts were previously advised that this allocation was made using federal funds which must be encumbered or expended no later than December 30, 2020, and that any funds not encumbered or expended by that date must be returned. Finally, districts were directed to report any amount of funds allocated pursuant to this program that could not be encumbered or expended prior to December 30, 2020, to allow for timely return and/or reallocation pursuant to federal guidance.

Expenditure Reporting

In order to assist districts in the reporting of CRF expenditures, the Department has posted a data collection tool to the [School Aid Notices section of New Jersey Homeroom](#), with the file name "CRF_EXPENDITURES_XXXX.xlsx" (where XXXX is the LEA code). All districts that received Coronavirus Relief Funds are required to enter expenditure/encumbrance data as of December 1, 2020 and upload completed reports in NJ Homeroom by December 18, 2020. Once the district has completed the CRF allocations across all the categories in the worksheet, return to the School Aid Notices section of New Jersey Homeroom portal to submit the file. Under "Upload Files" there is a "Browse" button for the user to select the completed file and then select "Upload" to submit. The file name in the upload should remain the same as the download file, "CRF_EXPENDITURES_XXXX.xlsx" (where XXXX is the LEA code).

c: Members, State Board of Education
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NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group