



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 23, 2020
To: Chief School Administrators, Charter School and Renaissance School Project Leads
From: Glenn Forney, Acting Assistant Commissioner
Division of Finance
Deadline: December 1, 2020

Coronavirus Relief Fund Grant Allocations

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. Grant allocations may now be accessed through the "School Aid Payments and Notices" (School Aid) link in the New Jersey Department of Education's (NJDOE) [Homeroom](#) webpage.

The CRF grant funds must be used to address health and safety measures necessary to support reopening for in-person instruction and to support students during periods of remote learning. Allowable expenses include:

- Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
- Purchasing personal protective equipment such as masks, hand soap, sanitizer, and gloves.
- Purchasing furniture to establish six feet of space between students if the current furniture does not allow it, including additional tables or individual desks for students.
- Purchasing the materials necessary to convert spaces and facilities to accommodate students in accordance with N.J.A.C. 6A:26-8.1, such as telephones and chalkboards/display boards.
- Purchasing equipment to increase the efficacy of social distancing, such as physical protective barriers (e.g., plastic or plexiglass dividers) and tape, flags, cones, decals, and other markers to delineate safe social distances.
- Purchasing filters for heating, ventilation, and air conditioning (HVAC) systems.
- Purchasing additional shared objects to reduce sharing among students, such as textbooks, laboratory supplies, educational technology, or automatic water fountains/no-touch water dispensers.
- Purchasing technology for staff to continue instruction during school closures, remote learning, or to help schools reopen, including Chromebooks, laptops, microphones, etc.
- Purchasing educational materials, such as signs and posters, on proper hygiene, hand washing etiquette, social distancing expectations, mask wearing, and signs and symptoms of COVID-19.
- Planning and implementing activities related to supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- Partnering with licensed childcare centers to offer supervision for their students in times of remote learning during the school day, consistent with the childcare center's license.

Please note that the United States Department of the Treasury has provided [guidance](#) that only the payroll and benefit costs of those employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency are allowable CRF costs.

Accounting for CRF Grant Funding

New accounts in the special revenue fund are included in the revenue and expenses for recording this grant.

Funds received under the NJDOE 2020 CRF grant should be recorded as follows:

- Revenue: Federal funding received under the CRF grant will be recorded in new account number 20-4532, new line number 822, entitled "Coronavirus Relief Fund (CRF) Grant."
- Expenses: Expenses paid for using the CRF grant should be recorded in fund 20, program code 479 "CRF Grant Program," in functions and objects consistent with the allowable uses described above (20-479-xxx-xxx). New line 88706 will collect the summary total of these program expenses.

Please be advised that this allocation is being made using federal funds which must be encumbered or expended no later than December 30, 2020. Any funds not encumbered or expended by that time must be returned. No later than December 1, 2020, a district shall report any amount of funds allocated pursuant to this program that cannot be encumbered or expended prior to December 30, 2020, to allow for timely return and/or reallocation pursuant to federal guidance.

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