TO: District Superintendents
CTE Directors
Instructional Leaders
Regional Career Specialists
School Counselors

FROM: Angel H. Malone
Director, Office of Career and Technology Education

DATE: March 24, 2020

RE: Office of Career and Technical Education Updates

The Office of Career and Technical Education (OCTE) is continuously monitoring the federal education legislation to provide support for schools and districts during the Coronavirus (COVID-19) pandemic. To support district decisions on how to best handle the many potential disruptions, please review the administrative flexibility provided through the COVID-19 Pandemic Education Relief Act of 2020, which includes guidance for Career and Technical Education (CTE) and federal Perkins funding. In addition, the Office of Management and Budget (OMB) issued M-20-17, a memorandum that provides authority for some flexibilities with regards to the federal programs and CTE initiatives.

Specifically, the relief bill and memorandum note the following:

- Salary and benefits may continue to be charged to federal and non-federal funds consistent with the recipients' policy of paying salaries (200.403, 200.404, 200.405).

- Cancellation fees related to events, travel, or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant-funded activities due to the public health emergency are allowable (regardless of the UGG requirements under 200.403 (allowability), 200.404 (reasonableness), and 200.405 (allocability)).
• Appropriate records and cost documentation must be maintained to substantiate the fees and interruption of services (200.302 and 200.333). Internal control over grants and finances remains of the utmost importance during this time. The following website, by Mitch Hansen of Clark Nuber PS, may provide useful suggestions and best practices: [Maintaining Strong Internal Controls During the Coronavirus Pandemic](#).

• The memorandum outlines some procurement flexibility, but it is limited to waiving the procurement requirements regarding geographical preferences and contracting with small and minority businesses, women's business enterprises, and labor surplus area firms (200.319(b) and 200.321).

• The United States Department of Education (USED) may delay the submission of financial, performance, and other reports up to three (3) months beyond the normal due date. (200.328). ED may also delay closeout reports and documentation (200.343).

Please know that the OCTE will continue to work with you during this period to help address your questions and concerns. Please contact me at amalone@ed.sc.gov or via phone at 803-734-8412 should you have questions regarding this information.