DISCLAIMER: This template is provided for informational purposes only. It in no way represents the requirements of any federal or state granting agency, and should not be construed to convey or guarantee approval of a flexibility request. NACSA advises any awardee to reach out to their granting agency for guidance on their policies and procedures to request COVID-19 related flexibilities. This template was produced by Amanda Fenton at Capitol Advocacy Partners for the informational use of the National Association of Charter School Authorizers and its members.

Highlighted areas need to be filled in for your specific grant.

DATE

AGENCY

RE: Flexibility Request related to COVID-19

 Award #

 LIST PROGRAM, AGENCY

To AGENCY PROJECT CONTACT:

We are writing to request flexibility for our XX grant due to the acute impact of the COVID-19 national emergency. We are aware that OMB Memorandum M-20-17 provides administration relief for recipients of federal financial assistance directly impacted by the Novel Coronavirus (COVID-19) due to loss of operations, and that such flexibility is at the discretion of each agency.

We have had to cease all (most) activities related to Grant TOPIC as a result of the loss of operations of our (offices/facilities/schools/partners) due to the stay-in-place order issued by the Governor on DATE. We formally closed all offices on DATE and switched to remote operations to the greatest extent feasible.

At this time we request the following flexibilities which are permitted under M-20-17 (also cite Department memo, if one has been issued: <https://www.cogr.edu/institutional-and-agency-responses-covid-19-and-additional-resources#DHHS> ). We appreciate your expedited consideration of this request and request a response to confirm receipt.

*Payroll Continuation*

We request the ability to continue to charge salaries and benefits to our currently active award consistent with our policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, federal and non-federal. This includes salaries and benefits for the following individuals, as specified in our grant award:

LIST Staff members whose salaries you will continue. Name, title, role in project.

Maintaining salaries greatly enhances our ability to quickly resume project activities when the COVID-19 emergency is over and prevents us from having to layoff vital members of our project team. At this time we are uncertain when we will re-open in physical offices and when programming will resume, but our best estimate is that we will be able to resume normal operations, including project activities under this grant, within 60 days of the lifting of the stay-in-place order. As per our standard protocols, we will maintain records to substantiate the charging of any salaries related to the interruption of our operations and services.

*Budgetary Adjustments*

We request a budgetary adjustment to enable us to modify our expenditures to address the immediate COVID-19 emergency. These adjustments reflect allowable costs consistent with permissible costs in the grant RFP.

Item: Dollar Amount

Purpose- how it is consistent with your grant objectives and necessary for COVID-19 related adjustments.

We will make offsets in our approved budget to account for these new costs, as follows:

Item: Dollar Amount

What the items was for, if you will move to a future year, or if you will eliminate the cost and still be able to achieve the grant objectives.

*Timeline Adjustments*

Due to COVID-19 related closures we have had to cease operations and, as such, we will be unable to meet planned completion dates of several activities. We believe we can resume operations within 60 days of the end of the stay-in-place order and would like to adjust the completion dates for activities as follows:

LIST any activities with a planned completion date between 3/1/20 and 12/31/20 that you think will need to be adjusted. List the new target completion date…recommend adjusting by 180 days, to account for a 60 day stay in place order and a 90 day re-start adjustment…basically moving everything planned between March and September back 6 months)

*Extension of financial and performance reporting*

We request a three-month delay of the submission of the (financial, performance) report, traditionally due on DATE.

*Extension of currently approved indirect cost rate*

We request an extension to continue using our currently approved indirect cost rate for one additional year. This would extend use from DATE (current expiration) to DATE.

*No-cost extension on expiring awards (if applicable)*

Our award is currently scheduled to expire on DATE. We would like to apply for an automatic no-cost extension of 12 months, adjusting the expiration date to DATE. This will allow us to finish project activities when the COVID-19 emergency is over and complete our required assessments and reports.

*Request to use an abbreviated non-competitive continuation request*

We are scheduled to submit a non-competitive continuation request between April 1, 2020 and December 31, 2020, as our project has planned future federal support for XX more years. We respectfully request that, when that request is due, the awarding agency (LIST the agency) accept a brief statement to verify that we are in a position to resume or restore our project activities, and affirmatively accept a planned continuation award. Such an abbreviated process will greatly reduce our administrative burdens at the time and allow us to focus more efforts on resuming grant activities.

Thank you for your consideration. The Project Director, NAME, can be reached at PHONE/EMAIL to discuss details.

Sincerely,