

Dear Project Director:

At the U.S. Department of Education (Department), the health and well-being of students, families, staff, and community is the top priority. The Department, with much of our country, is navigating an uncharted course as a result of the impact from the COVID-19 Pandemic.

Therefore, as we prepare to finalize substantial progress for issuing non-competing continuation (NCC) awards for project year 2020-21, please send a note to me providing confirmation that you are still able to carry-out your proposed project activities. This response is needed by **Wednesday, June 17, 2020.**

In addition, this year before NCCs are awarded, we are requesting that you submit, for review and approval, your proposed budget for project year 2020-21 activities and to include a separate column indicating any carryover funds. For these initial planning purposes, the proposed budget should reflect level funding, i.e. the same funded amount for budget period 2019-20. Please note that we may be in touch at a later date with a request for a revised budget, upon final approvals of 2020-21 NCC award levels.

Please submit the proposed budget for review by **Thursday, June 25, 2020.**

Thanks for your immediate attention to this request.