

This template is an example that may be used for the submission of a request for waivers of the requirement noted below. Note that the Department will accept, process, and approve any appropriate waiver request; for assistance please contact [AskOCTAE@ed.gov](mailto:AskOCTAE@ed.gov). However, the Department plans to respond in one business day to a State educational agency that follows the example and provides all necessary information in an accessible way.

The Honorable Scott Stump  
Assistant Secretary for Career, Technical, and Adult Education  
Office of Career, Technical, and Adult Education  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Dear Assistant Secretary Stump:

Pursuant to section 3511 of Division A of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. No. 116-136, 134 Stat. 281 (Mar. 27, 2020), I am writing to request a waiver on behalf of the State educational agency (SEA) and its subgrantees (e.g., local educational agencies (LEAs), other agencies and organizations, and institutions of higher education) of section 421(b) of the General Education Provisions Act (GEPA), to extend the period of availability of Fiscal Year (FY) 2018 funds for programs in which the SEA participates as the eligible agency until September 30, 2021. The programs are (*check the programs for which the waiver is requested*):

- State grants authorized by Title I of the Carl D. Perkins Career and Technical Education Act of 2006
- State grants authorized by Title II of the Workforce Innovation and Opportunity Act (i.e., the Adult Education and Family Literacy Act)

I am requesting this (these) waiver(s) because it is not possible to obligate funds on a timely basis, as originally planned, due to extensive school and program disruptions in the State. These disruptions are in response to extraordinary circumstances for which a national emergency related to the COVID-19 pandemic has been duly declared by the President of the United States under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 100-707, and will protect the health and safety of students, staff, and our communities.

In seeking these waivers, I assure that:

- The SEA will use, and ensure that its subgrantees will use, funds under the respective programs in accordance with the provisions of all applicable statutes, regulations, program plans, and applications not subject to these waivers;
- The SEA will work to mitigate, and ensure that its subgrantees will work to mitigate, any negative effects, if any, that may occur as a result of the requested waiver(s); and
- The SEA will provide the public and all subgrantees in the State with notice of, and the opportunity to comment on, this request by posting information regarding the waiver request and the process for commenting on the State website.

Thank you for your consideration.

Sincerely,

Chief State School Officer  
(or Authorized Representative)

State:

Digital Signature:

OR

Typed Name and Date:

By typing my name here, I am affirming  
submission of this waiver on behalf of the State.

**PUBLIC BURDEN STATEMENT**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1830-0580. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is *voluntary*. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact directly Braden Goetz, Office of Career, Technical, and Adult Education, [Braden.Goetz@ed.gov](mailto:Braden.Goetz@ed.gov), (202) 245-7405.