



#033-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #033-22**

DATE: February 11, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Guidelines For Submitting Reimbursements in OMEGA For Expenditures and Labor Costs Associated With Capital Outlay Projects**

The Virginia Department of Education (VDOE) is receiving questions from school divisions regarding **cost coding when submitting reimbursements in the Online Management of Education Grant Awards system (OMEGA)** for capital outlay projects and labor costs associated with capital outlay projects. VDOE defines Capital Outlay as stated in the [OMEGA Codes and Definitions document](#):

8000 Capital Outlay

Outlays that result in the acquisition of or additions to fixed assets. Capital Outlay includes the purchase of fixed assets both replacement and/or additional. Note: Indirect cost cannot be claimed against capital outlay and equipment.

The VDOE advises the following guidelines in submitting reimbursements in OMEGA for capital outlay projects and labor costs associated with capital outlay projects.

If labor costs are readily identifiable for the project

Report the asset purchased in Object Code 8000 Capital Outlay and the labor costs associated with the asset in Object Code 3000 Purchased/Contracted Services.

If labor costs are NOT readily identifiable for the the project

Report the asset purchased and labor costs associated with the asset in Object Code 8000 Capital Outlay. (NOTE: This option is to be used only when labor costs associated with the asset can not be separated from the cost of the asset.)

Object Code 5000 Other Charges should not be used for any costs associated with capital projects and labor costs associated with the project. Refer to the OMEGA Codes and Definitions document for specific charges that can be applied to Object Code 5000.

For more information

For questions on this topic, please contact Ricky Whitfield at Richard.Whitfield@doe.virginia.gov. Questions about revisions or amendments to federal pandemic relief programs grants should be directed to Lynn Sodat at Lynn.Sodat@doe.virginia.gov.

JB/RW/LS