



CHIEF FINANCIAL OFFICER
89 Washington Ave., Room 128, EB
Albany, New York 12234

October 21, 2021

TO: School Districts Receiving ARP ESSER State Reserve Funds
BOCES District Superintendents

FROM: Phyllis D. Morris, Chief Financial Officer *Phyllis D. Morris*

RE: **Federal American Rescue Plan (ARP) Act Funding – Instructions for Eligible School Districts on Applying for State Reserve ARP Elementary and Secondary School Emergency Relief (ESSER) Funds**

As a follow-up to previous memoranda providing information on the federal education stimulus funding allocated to New York State under the American Rescue Plan (ARP) Act, this memorandum provides allocations and instructions for eligible school districts on applying to the New York State Education Department (NYSED) for ARP ESSER state reserve funds.

School District Allocations of ARP ESSER SEA Reserve Funds

The federal ARP statute requires that states reserve a portion of ARP ESSER State Educational Agency (SEA) reserve funds for evidence-based activities and interventions that respond to students' social, emotional, mental health, and academic needs, and that address the disproportionate impact of COVID-19 on students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children and youth in foster care, and migratory students. New York State must reserve a minimum of:

- 5% of the total amount of awarded grant funds (\$449.9 million) to carry out activities to address the impact of lost instructional time by supporting the implementation of evidence-based interventions;
- 1% (\$90 million) to carry out the implementation of evidence-based summer enrichment programs; and
- 1% (\$90 million) to carry out the implementation of evidence-based comprehensive afterschool programs.

The 2021-2022 enacted New York State budget fully allocated these required minimum SEA reserves as subgrants to 398 school districts, and NYSED has made allocations to two additional school districts. Each eligible district's allocation of SEA reserve funds may be found on [NYSED's ARP ESSER Allocations and Application web page](#).

Application Process and Timeframes

Eligible school districts are asked to submit an application for their ARP ESSER state reserve allocations to NYSED by no later than **November 30, 2021** (with extensions upon request).

The application may be accessed in the SED Monitoring and Vendor Reporting System by completing the following steps:

- Go to the [Business Portal](#).
- Click on the “Log In” button
- Enter your username and password
- Click on “SED Monitoring and Vendor Performance System” under My Applications
- Select “View Surveys for the Office of ESSA-Funded Programs”
- Find the survey titled “ARP-ESSER Application: State Reserves”
- Click on ‘view’ to begin/continue to input information

Completed applications will be reviewed on a rolling basis. Districts are encouraged to submit completed applications as soon as possible to expedite the review and approval process of ARP ESSER state reserve funding.

If an eligible school district does not intend to apply for its ARP ESSER state reserve allocation, please advise NYSED by e-mailing CARESAct@nysed.gov prior to **November 5, 2021**.

Federal Award Timeframes

The ARP Act requires states to return to USDE any ARP ESSER funds that a state does not award within one year of the state’s receipt of such funds. Accordingly, all school district applications must be received and approved by NYSED, and a Grant Award Notification (GAN) issued to the district, prior to **March 23, 2022**. As a district’s allocation is at risk of being returned to USDE if these deadlines are not met, NYSED strongly encourages all districts to expedite submission of ARP ESSER state reserve funding applications.

Please direct questions to the Office of ESSA-Funded Programs at CARESAct@nysed.gov.