



Education Stabilization Fund Monitoring Coordinated Monitoring Process

The Office of ESSA-Funded Programs Project Staff will monitor for compliance and provide technical assistance related to the programmatic and fiscal requirements under the following Education Stimulus Funds:

- The Elementary and Secondary School Emergency Relief (ESSER I)
- The Governor’s Emergency Education Relief Fund (GEER I)
- The Coronavirus Response and Relief Supplemental Appropriations ACT (CRRSA/ESSER II)
- The Governor’s Emergency Education Relief Fund (GEER II)
- The American Rescue Plan (ARP), including the State Level Reserves

The ARP ESSER Homeless Children and Youth (ARP HCY) I & II will be monitored separately from the ESF Monitoring. The LEA will be notified of that monitoring at a later date.

The Education Stabilization Fund Coordinated Monitoring Review is conducted by the New York State Education Department’s Office of ESSA-Funded Programs ESF Project Staff. The review is designed to ensure that the LEA is fulfilling the assurances and program plans detailed in the ESF applications, with the goal of preventing, planning for, and responding to the COVID-19 pandemic and addressing the academic impact of lost instructional time.

Due to the large number of LEAs selected to participate in the on-site ESF Coordinated Monitoring, each LEA will be assigned to a Review Group. LEAs are encouraged to rank their Review Group preferences using the [Review Group Survey](#). Please see the Coordinated Monitoring Review Group Dates chart below for specific dates within each review group. Please submit the [Review Group Survey](#) by September 30, 2022, at 11:59 p.m. The survey will close at that time and no additional responses will be accepted. LEAs that do not submit the Review Group Survey will be assigned a review group. NYSED reviewers will contact the LEA to assign the Review Group by October 11, 2022. The NYSED reviewer will email the LEA 3-5 weeks prior to the portal survey publication date to provide additional resources and schedule the on-site visit.

**Coordinated Monitoring Review Group
Dates**

	Review Block	Welcome Email	Scheduling Survey Due	Portal Survey Publish Date	On-Site Visit Scheduled	Portal Survey Due Date	On-Site Visits
Group A	October 2022 - May 2023	October 11, 2022	November 4, 2022	October 28, 2022	November 18, 2022	December 09, 2022	January 9 – March 31, 2023
Group B	January 2023 – August 2023	December 15, 2022	January 19, 2023	January 19, 2023	February 2, 2023	March 2, 2023	April 3, 2023- June 30, 2023
Group C	April 2023 – November 2023	March 23, 2023	April 21, 2023	April 21, 2023	May 5, 2023	June 2, 2023	July 3, 2023- September 29, 2023
Group D	July 2023 – February 2024	June 15, 2023	July 21, 2023	July 21, 2023	August 4, 2023	September 1, 2023	October 2, 2023 – December 29, 2023
Group E	October 2023 – May 2024	September 28, 2023	October 27, 2023	October 27, 2023	November 10, 2023	December 8, 2023	January 8, 2024 – March 29, 2024
Group F	January 2024 – August 2024	December 14, 2023	January 19, 2024	January 19, 2024	February 2, 2024	March 1, 2024	April 2, 2024 – June 30, 2024

ESF Coordinated Monitoring Review Timeline:

Please see below for the ESF Coordinated Monitoring timeline. Each LEA will receive a personalized timeline from its reviewer once the on-site visit has been scheduled.

ESF Coordinated Monitoring Timeline	
September 14, 2022	The LEA is notified via email that it has been selected for ESF Coordinated Monitoring Review. The email will contain resources and the Review Group Survey .
September 30, 2022	Review Group Survey is due to NYSED.
October 7, 2022 10 a.m.	NYSED provides a Technical Assistance webinar on ESF Coordinated Review Process. Register Here: ESF Coordinated Monitoring Webinar
October 11, 2022	NYSED will contact LEA to assign the Review Group.
3-5 weeks before the survey is published in the portal	NYSED Lead Reviewer will send a Welcome Email to schedule the on-site visit via a scheduling form. <i>Please see the detailed review group dates above.</i>
October 2022 – January 2024	ESF Monitoring Survey is published to the LEA in the NYSED Portal. The Scheduling Form is due. <i>Please see the detailed review group dates above.</i>
2 weeks after the Survey Publish Date	NYSED reviewer will schedule the on-site visit, send a personalized timeline, and collaborate with the LEA to create the visit agenda. <i>Please see the detailed review group dates above.</i>
6 weeks after the Survey Publish Date	LEA submits the completed ESF Coordinated Monitoring Review survey to NYSED in the Portal. <i>Please see the detailed review group dates above.</i>
3 business days before the site visit	At least 3 business days before the site visit, LEA receives preliminary ratings.
January 2023 - June 2024	NYSED conducts a 1-day site visit with 2 reviewers.
5 business days after the site visit	After the on-site visit, LEA has 5 business days to upload additional materials to address preliminary ratings.
30 days after the 5-day preliminary rating period	After the 5-day period, LEA will receive final ratings from NYSED within 30 days.

30 days after receipt of final ratings	LEA will have 30 days from receipt of final ratings to complete Corrective Actions.
After Submission of Corrective Action Evidence	After Final Resubmission, NYSED will issue a formal letter to conclude the Coordinated Monitoring Review after all compliance issues have been addressed.

Below is additional information about how the NYSED team will collaborate with your staff during the ESF Coordinated Monitoring process; the monitoring surveys that will be used; and the three phases of the review process.

ESF Coordinated Monitoring Review Survey:

NYSED staff will utilize the *ESF Coordinated Monitoring Review Survey* to facilitate an efficient and effective review process. The Coordinated Monitoring Review Survey will be administered via the NYSED Business Portal – the same platform used by your LEA to complete and submit the annual Consolidated Application for ESSA-Funded Programs.

Coordinated Monitoring Review Processes:

The monitoring process will take place in three phases: (1) Pre-Review Activities; (2) On-Site Activities; and (3) Follow-Up Activities.

Phase I – Pre-Review Activities:

A copy of the online survey will be published to your LEA on Survey Published Date for the LEA’s assigned Review Group (see Review Group Dates chart above). The ESF Coordinated Monitoring Review survey may be accessed in the SED Monitoring and Vendor Performance System by completing the following steps:

- Go to Business Portal: <http://portal.nysed.gov>.
- Click on the login button
- Enter your username and password
- Click on "SED Monitoring and Vendor Performance System" under My Applications
- Select "View Surveys for Office of ESSA-Funded Programs"
- Find the survey titled, "2022-24 ESF Coordinated Monitoring for Education Stabilization Funds"
- Click on 'view' to begin/continue to input information

NYSED will be holding an [ESF Coordinated Monitoring Webinar](#) on October 7, 2022 from 10 a.m. to 12 p.m. to discuss key aspects of the review process. The webinar will be interactive and there will be time for questions. LEAs should review the [ESF Coordinated Monitoring Review Survey](#) to identify questions related to the process or specific indicators. The webinar will be recorded and a link to the recording will be shared on October 21, 2022. An FAQ document will be published on November 15, 2022, after the completion of all monitoring webinars. The LEA may submit questions before the webinar at [ESF Monitoring Webinar Question Submission](#).

NYSED will contact the LEA monitoring liaison (as identified in the Review Group Survey) via email on October 11, 2022, to notify the LEA of their Review Group. 3-5 weeks prior to the Portal Survey publication date, your Lead Reviewer will contact the LEA monitoring liaison to schedule the on-site visit. NYSED staff will work to accommodate the LEA's preferences and avoid conflicts with the administration of state assessments, visits being conducted by other NYSED Program Offices, and scheduled LEA breaks. Please note that on-site activities will begin no earlier than January 9, 2023, to provide enough time for document collection and review.

The LEA will be provided with approximately 6 weeks from the survey publication date to gather and submit evidence demonstrating compliance with each of the applicable programmatic and fiscal indicators in advance of the on-site visit. The ESF Project Staff has developed the *ESF Monitoring Review: Recommended Evidence* resource to support this effort. This resource provides a description of evidence that may be used to demonstrate compliance with programmatic or fiscal requirements for each section and indicator within the survey. A copy of the resource is attached and is also included within the "Document Library" of the online survey. As evidence is collected, the LEA should upload all materials to the secure online portal.

All completed surveys must be submitted to NYSED by the Portal Survey Due Date (in the Review Group Date Chart above) for their Review Group.

Upon receipt, NYSED staff will review submitted materials and make preliminary determinations about the LEA's compliance with each indicator using a standardized rating scale. In addition, reviewers will provide notes detailing strengths, required actions, and recommended actions.

Reviewer ratings and notes will be provided to the LEA at least three (3) business days in advance of on-site activities. Please note that timely submission of appropriate evidence will facilitate a more efficient review process and may reduce the amount of time needed to complete on-site activities during Phase II.

Phase II – On-site Activities:

Based on the mutually established visit schedule, NYSED staff will conduct an on-site visit to the LEA. Specific on-site activities, including the review of materials not provided during Phase I, will be determined based on the pre-review materials provided by the LEA. NYSED staff will identify areas of deeper inquiry that will be explored during interviews with key LEA and/or school staff. In addition, NYSED staff will provide targeted technical assistance and share resources to support and strengthen LEA programming. Interviews may be scheduled with:

- Program staff, building principals, and/or classroom teachers
- Parents/guardians
- Architects and/or construction project manager

We request that administrators and other staff who are responsible for the areas to be reviewed be available during their scheduled time to provide clarification or additional records as needed.

Phase III – Follow-Up Activities:

Following the on-site visit, the LEA will have 5 business days to upload additional materials before resubmitting the portal survey for final review. Once the resubmitted survey is received from the LEA, NYSED staff will review the submitted materials and make final determinations about the LEA's compliance with each indicator. Final reviewer ratings and notes will be provided to the LEA within 30 calendar days. The LEA is required to address Corrective Actions for each indicator that generated a Finding or a Required Action.

Completed Corrective Actions must be submitted via the online portal within 30 calendar days. Should additional time be required to complete required Corrective Actions, an extension may be requested via email to the Lead Reviewer. Once all identified Findings and Required Actions have been addressed, NYSED will issue a formal letter to conclude the Coordinated Monitoring.

Next Steps:

1. Please complete the [Review Group Survey](#) by September 30, 2022.
 - a. The survey will close at 11:59 p.m. on September 30, 2022.
 - b. If you are unable to complete the survey or do not have a Review Group preference, you will be assigned to a Review Group.
2. View the [ESF Monitoring Website](#), which includes the ESF Coordinated Monitoring Timeline.
3. If you have any questions that you would like answered during the upcoming webinar on October 07, 2022, please add them here by October 3, 2022: [ESF Monitoring Webinar Question Submission](#)
4. Please attend the [ESF Coordinated Monitoring Webinar](#) on October 7, 2022, from 10 a.m. – 12 p.m.

The LEA monitoring liaison will receive an email on October 11, 2022, assigning your lead reviewer and review group. In the meantime, should you have any questions about the review or documents requested, you may contact NYSED at CARESAct@nysed.gov or at (518)-473-0295.