

## Education Stabilization Fund Monitoring Desk Review 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 Desk Review Monitoring 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 ESF Desk Review Monitoring, each LEA will be assigned to a Review Group. LEAs are encouraged to rank their Review Group preferences using the [Review Group Survey](#). Each Review Group will take place over a 4–5-month period (including the time for NYSED final ratings and corrective actions), as seen below. 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 27, 2022. The NYSED reviewer will email the LEA 2 weeks prior to the portal survey publication date to provide additional resources and reminders. Please see the Desk Review Monitoring Review Group Dates below for detailed Review Group Dates.

### Desk Review Monitoring Group Dates

<b>Review Group</b>	<b>Date Block</b>	<b>Welcome Email</b>	<b>Portal Survey Publish Date</b>	<b>Portal Survey Due Date</b>	<b>NYSED Ratings</b>	<b>Corrective Actions</b>
<b>Group A</b>	December 2022- April 2023	December 5, 2022	December 19, 2022	February 3, 2023	March 3, 2023	April 3, 2023
<b>Group B</b>	January 2023- May 2023	January 12, 2023	January 30, 2023	March 14, 2023	April 14, 2023	May 15, 2023
<b>Group C</b>	March 2023 – July 2023	March 13, 2023	March 29, 2023	May 10, 2023	June 9, 2023	July 10, 2023
<b>Group D</b>	May 2023 – August 2023	April 24, 2023	May 10, 2023	June 21, 2023	July 21, 2023	August 21, 2023
<b>Group E</b>	May 2023-September 2023	May 15, 2023	May 31, 2023	July 12, 2023	August 11, 2023	September 11, 2023
<b>Group F</b>	July 2023-October 2023	June 15, 2023	July 12, 2023	August 23, 2023	September 22, 2023	October 23, 2023
<b>Group G</b>	August 2023 – December 2023	August 7, 2023	August 23, 2023	October 4, 2023	November 3, 2023	December 4, 2023
<b>Group H</b>	October 2023 – January 2023	September 18, 2023	October 4, 2023	November 15, 2023	December 15, 2023	January 29, 2024
<b>Group I</b>	December 2023 – April 2024	November 28, 2023	December 14, 2023	February 1, 2024	March 1, 2024	April 2, 2024
<b>Group J</b>	January 2024 – May 2024	January 11, 2024	January 31, 2024	March 13, 2024	April 12, 2024	May 13, 2024

## ESF Desk Review Monitoring Timeline:

Please see below for the ESF Desk Review Monitoring timeline.

ESF Desk Review Monitoring Timeline	
September 14, 2022,	The LEA is notified via email that it has been selected for ESF Desk Review Monitoring. The email will contain resources and the <a href="#">Review Group Survey</a> .
September 30, 2022	<a href="#">Review Group Survey</a> is due to NYSED.
October 27, 2022	NYSED will contact LEA to assign the Review Group.
November 1, 2022 10 a.m.	NYSED provides a Technical Assistance webinar on ESF Desk Review Monitoring Process.  Register Here: <a href="#">ESF Desk Review Monitoring Webinar</a>
2 weeks before the survey is published in the portal	NYSED Lead Reviewer will send a Welcome Email with important resources. <i>Please see the detailed review group dates above.</i>
December 2022 – January 2024	ESF Desk Review Monitoring Survey is published to the LEA in the NYSED Portal. <i>Please see the detailed review group dates above.</i>
6 weeks after the Survey Publish Date	LEA submits the completed ESF Desk Review Monitoring survey to NYSED in the Portal. <i>Please see the detailed review group dates above.</i>
30 days after the survey due date	30 days after the Desk Review Survey Due Date, LEA receives final ratings. <i>Please see the detailed review group dates above.</i>
30 days after receipt of NYSED 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 Desk Review Monitoring after all compliance issues have been addressed.

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

### ESF Desk Review Monitoring Survey:

NYSED staff will utilize the *ESF Desk Review Monitoring Survey* to facilitate an efficient and effective review process. The Desk Review Monitoring 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.

### Desk Review Monitoring Processes:

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

## Phase I – Pre-Review Activities:

A copy of the online survey will be published to your LEA on the Survey Published Date for the LEA's assigned Review Group (see dates above). The ESF Desk Review Monitoring 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 Desk Review Monitoring for Education Stabilization Funds"
- Click on 'view' to begin/continue to input information

NYSED will be holding an [ESF Desk Review Monitoring Webinar](#) on November 1, 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 [ESF Desk Review Monitoring 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 November 15, 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 27, 2022, to notify the LEA of their Review Group. 2 weeks prior to the Portal Survey publication date, your Lead Reviewer will send a welcome email to the LEA monitoring liaison with important reminders and resources.

The LEA will be provided approximately 6 weeks from the survey publication date to gather and submit evidence demonstrating compliance with each of the applicable programmatic and fiscal indicators. The ESF Project Staff has developed the *ESF Monitoring: 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.**

## Phase II – NYSED Review:

Upon receipt, NYSED staff will review submitted materials and make 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 within 30 calendar days. 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 review activities during Phase II.

## Phase III – Follow-Up Activities:

The LEA will be required to develop a Corrective Action Plan (CAP) for each indicator that generated a Finding or a Required Action. The CAP, including evidence of completed corrective actions, must be submitted via the online portal within 30 calendar days. Should additional time be required to develop the plan or complete required corrective actions, an extension may be requested. Once all identified findings and required actions have been addressed, NYSED will issue a formal letter to conclude the Desk Review 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 Desk Review Monitoring Timeline.
3. If you have any questions that you would like answered during the upcoming webinar on November 1, 2022, please add them here by October 25, 2022: [ESF Monitoring Webinar Question Submission](#)
4. Please attend the [ESF Desk Review Monitoring Webinar](#) on November 1, 2022, from 10 a.m. – 12 p.m.

The LEA monitoring liaison will receive an email on October 27, 2022, assigning your review group. In the meantime, should you have any questions about the review or documents requested, you may contact NYSED at [CARESAct@nysed.gov](mailto:CARESAct@nysed.gov) or at (518)-473-0295.