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May 12, 2021

TO: BOCES District Superintendents  
 School District Superintendents  
 School District Business Officers  
 Charter School Leaders

FROM: Phyllis D. Morris, Chief Financial Officer

RE: Information for Eligible Local Educational Agencies (LEAs) on Applying for  
 Federprocess for the 90% base local educational agency (LEA) allocation ~~ESSER~~ funding.

American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) Funding

New York State has been allocated nearly \$9 billion in ~~ESSER~~ funds. The ARP Act requires that a minimum of \$8.09 billion (90 percent) be allocated to LEAs, including charter schools and Special Act School Districts that are LEAs. Pursuant to the ~~ARP~~ Act, LEA allocations have been calculated using the relative shares of grants awarded under Title I, Part A of the ESEA for the most recent federal fiscal year (2020). eligible LEAs ARP-ESSER 90% base allocation may be found here.

Application Process and Timeframes

Under section 2001(d)(2) of the American Rescue Plan (ARP) Act of 2021, each State Educational Agency (SEA) must make ARP-ESSER allocations to LEAs in an expedited and timely manner and, to the extent practicable, not later than 60 days after the SEA receives ~~ESSER~~ funds. The first portion of ARP-ESSER Funds was awarded to states on March 24, 2021, and 60 days from that day is May 24, 2021. The U.S. Department of Education (USDE) has taken the position that an SEA makes allocations when it authorizes the LEA to begin to obligate funds in accordance with its needs.

To enable New York State's LEAs to begin to obligate ~~ARP~~ funds by USDE's May 24, 2021 deadline, the application for LEA 90% base ARP-ESSER allocations will be administered by NYSED as a two-part application process:

- x ARP -ESSER Application Part 1: The first step, as outlined in this memorandum, is for each LEA to submit signed assurances to ~~SED~~ by no later than ~~May 24~~ May 24, 2021. Upon receipt of signed LEA assurances, NYSED will provide an email notice to the LEA of

substantially approvable application status. Upon receipt of such notice, LEAs may begin obligating their allocation of 90% base-ESSER funds.

- x ARP -ESSER Application Part 2 The second step will be the submission of a full application and budget by the LEA. NYSED will issue a Grant Award Notice (GAN) to the LEA after the LEA's application is fully reviewed and approved by NYSED. Part of the application will be issued in the coming weeks. NYSED will inform LEAs under separate cover when the application process for LEA 90% base-ESSER allocations has been published in the [SED Monitoring and Vendor Reporting System](#)

#### Application Process Step One, Submission of LEA Assurances

LEAs are asked to submit signed ARP-ESSER assurances to NYSED by no later than May 24, 2021. The assurances may be accessed in the [SED Monitoring and Vendor Reporting System](#) by completing the following steps:

1. Go to the [Business Portal](#)
2. Click on the Log In button
3. Enter your username and password
4. Click on SED Monitoring and Vendor Performance System under My Applications
5. Select View Surveys for the Office of ESSA Funded Programs
6. Find the survey titled ARP-ESSER Application – Part 1
7. Click on view to begin/continue to input information

required elements of the plan are built into the LEA s application, combined with a budget, and then publicly posted after being developed with public input.

#### Application Process for LEA Allocations of ARP -ESSER SEA Reserve Funds

The federal ARP statute requires State Educational Agencies (SEAs) to reserve:

- x not less than 5 percent of the total amount of grant funds awarded to the State (\$449.4 million) to carry out activities to address the impact of lost instructional time by supporting the implementation of evidence-based interventions;
- x not less than 1 percent (\$89.9 million) to carry out the implementation of evidence-based summer enrichment programs; and
- x not less than 1 percent to carry out the implementation of evidence-based comprehensive afterschool programs.

The 202122 enacted state budget directs that these required SEA s