



## 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:

- x Go to the [Business Portal](#).
- x Click on the “Log In” button
- x Enter your username and password
- x Click on “SED Monitoring and Vendor Performance System” under My Applications
- x Select “View Surveys for the Office of ESSA-Funded Programs”
- x Find the survey titled “ARP-ESSER Application: State Reserves”
- x 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](mailto: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](mailto:CARESAct@nysed.gov).