



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: July 6, 2022
To: Local Educational Agency Project Leads
Route To: School Business Administrators, ESSER/ESEA Project Directors
From: Kathy Ehling, Assistant Commissioner
Division of Educational Services
Deadline: September 30, 2022

ESSER I, II, and III Funding – Grant Specific Information

During the past two years, districts across the state have diligently and with keen focus designed and provided programs and services using allocations of funds under the following COVID-19 related legislation:

- *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, enacted March 27, 2020. [Period of funding is March 13, 2020 – September 30, 2022, which includes the Tydings period. All funds must be liquidated by October 15, 2022];
- *Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act*, enacted December 27, 2020. [Period of funding is March 13, 2020 – September 30, 2023, which includes the Tydings period. All funds must be liquidated by October 13, 2023]; and
- *American Rescue Plan (ARP) Act*, enacted March 11, 2021. [Period of funding is March 13, 2020 – September 30, 2024, which includes the Tydings period. All funds must be liquidated by October 13, 2024].

The New Jersey Department of Education (NJDOE) acknowledges and applauds the phenomenal efforts of districts in continuing to utilize each funding stream to provide seamless educational services to the approximately 1.4 million New Jersey students. As districts continue to implement programs and services utilizing all ESSER-related funding, the following grant specific information is important to **note in order to fully expend all such funding**:

- **CARES Act - ESSER I** –
 - **CARES Emergency Relief Grant Application** – If applicable, a district may amend its CARES Emergency Relief Grant Application until July 15, 2022. Amendment applications are submitted in the Electronic Web-Enabled Grant (EWEG) system in [NJ Homeroom](#) to:
 - Revise the approved budget when the amount of transferred funds among budget lines is greater than 10% of the total grant allocation;
 - Revise the approved budget when funds are transferred to an unopened budget line (a line in which zero funds were budgeted previously); and
 - Make programmatic and/or budgetary changes in the entire scope of services being implemented.
 - **Nonpublic Equitable Services** – As applicable, districts must ensure through ongoing consultation with nonpublic school officials that allowable services continue to be provided to meet the ongoing needs of nonpublic school students, teachers, and families.
 - **Reimbursement Requests** – Monthly reimbursement requests should be submitted by the fifteenth of each month through September 30, 2022 for payment of all incurred CARES Act (ESSER I) related costs for both public and nonpublic school services. Upon approval, reimbursement requests will be processed at the end of the month, with payment to districts made at the beginning of the following month. Reimbursement requests are completed and submitted through the EWEG system via [NJ Homeroom](#).
 - **CARES Act (ESSER I) Final Expenditure Report** – Upon completion of the CARES Act (ESSER I) funding period on September 30, 2022, districts must complete and submit an ESSER I Final Expenditure Report. It is anticipated this expenditure report will be available in the EWEG system in August 2022. Any remaining

CARES Act (ESSER I) expenditures for which the district has not received payment will be processed as a final payment through the approved ESSER I Final Expenditure Report. Any CARES Act (ESSER I) funds remaining unexpended, for which the district did not incur costs and did not previously receive payment, will be released to the NJDOE in the CARES Act (ESSER I) Final Expenditure Report. For further information, contact the EWEG Help Desk at eweghelp@doe.nj.gov.

- **[CRRSA - ESSER II](#)** –

- **Facility Repairs and Improvements** – Districts utilizing ESSER II funds for allowable repairs, upgrades, improvements, and replacement projects to reduce the risk of virus transmission and improve indoor air quality must ensure all applicable approvals are obtained from the NJDOE Office of School Facilities prior to the start of these projects. To obtain approval on an allowable capital improvement project, a district must submit an electronic Project Application to the NJDOE, Office of School Facilities at Submission.Project@doe.nj.gov. For more information on this application submission and approval process, access the [NJDOE Office of School Facilities](#) website.
- **CRRSA – ESSER II Amendments** – Applications can be amended for programmatic and/or budgetary modifications based on the ongoing assessment of district needs. As applicable, amendment applications must be submitted via the EWEG system by June 30, 2023.
- **Reimbursement Requests** – Monthly reimbursement requests should be submitted by the fifteenth of each month for payment of all incurred CRRSA (ESSER II) related costs through September 30, 2023. Reimbursement requests are completed and submitted via the EWEG system in [NJ Homeroom](#).

- **[ARP ESSER - ESSER III](#)** –

- **Safe Return Plans** – By June 24, 2021, districts accepting ARP ESSER (ESSER III) funding were required to submit initial Safe Return Plans for the safe return to in-person instruction and continuity of services for all schools, as well as post these plans on their websites as required by [ARP Act section 2001\(i\)\(1\)](#). Since these plans serve as local guidelines for all instructional and non-instructional school activities throughout the ARP ESSER project period, **districts must periodically, but no less frequently than every six (6) months through September 30, 2023**, review and, as appropriate, revise their Safe Return Plans. Plans also are to be updated whenever there are significant changes to CDC recommendations for K-12 schools. As with the initial plan, all revisions must be informed by community input and approved by a district’s Board of Education prior to posting on the district’s website. These 6-month updates are completed by amending a district’s ARP Safe Return Plan Application in the EWEG system in [NJ Homeroom](#).
- **ARP ESSER LEA Plan for Use of Funds** – Based on the ongoing review and evaluation of programs and services implemented with ARP ESSER (ESSER III) funds, if programmatic and/or budgetary changes are required, a district should amend its last approved, American Rescue Plan – ESSER application in the EWEG system. These amendments must be submitted by June 30, 2024.
- **Reimbursement Requests** – Reimbursement requests should be submitted in the EWEG system in [NJ Homeroom](#), monthly, for payment of all incurred ARP ESSER (ESSER III) related costs through September 30, 2024.
- **ESSER Performance Reports** – Districts are required to submit ESSER Performance Reports in the EWEG system in [NJ Homeroom](#). For further information, contact ESSER.Report@doe.nj.gov.

Districts are encouraged to continue to spend their entire allocations of ESSER I, ESSER II, and ESSER III funds, as programmed and budgeted in each respective grant application, will special consideration to fully expending their allocations of CARES Act (ESSER I) funding, which must be obligated by **September 30, 2022**.

Contact information

For questions specific to any ESSER funding, contact the ESSER account at esser@doe.nj.gov.

c: Members, State Board of Education

Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education

NJDOE Staff

Statewide Parent Advocacy Network

Garden State Coalition of Schools

NJ LEE Group