



New York State  
EDUCATION DEPARTMENT  
Knowledge > Skill > Opportunity

# Education Stabilization Fund Deadlines, Reporting, and Late Liquidation

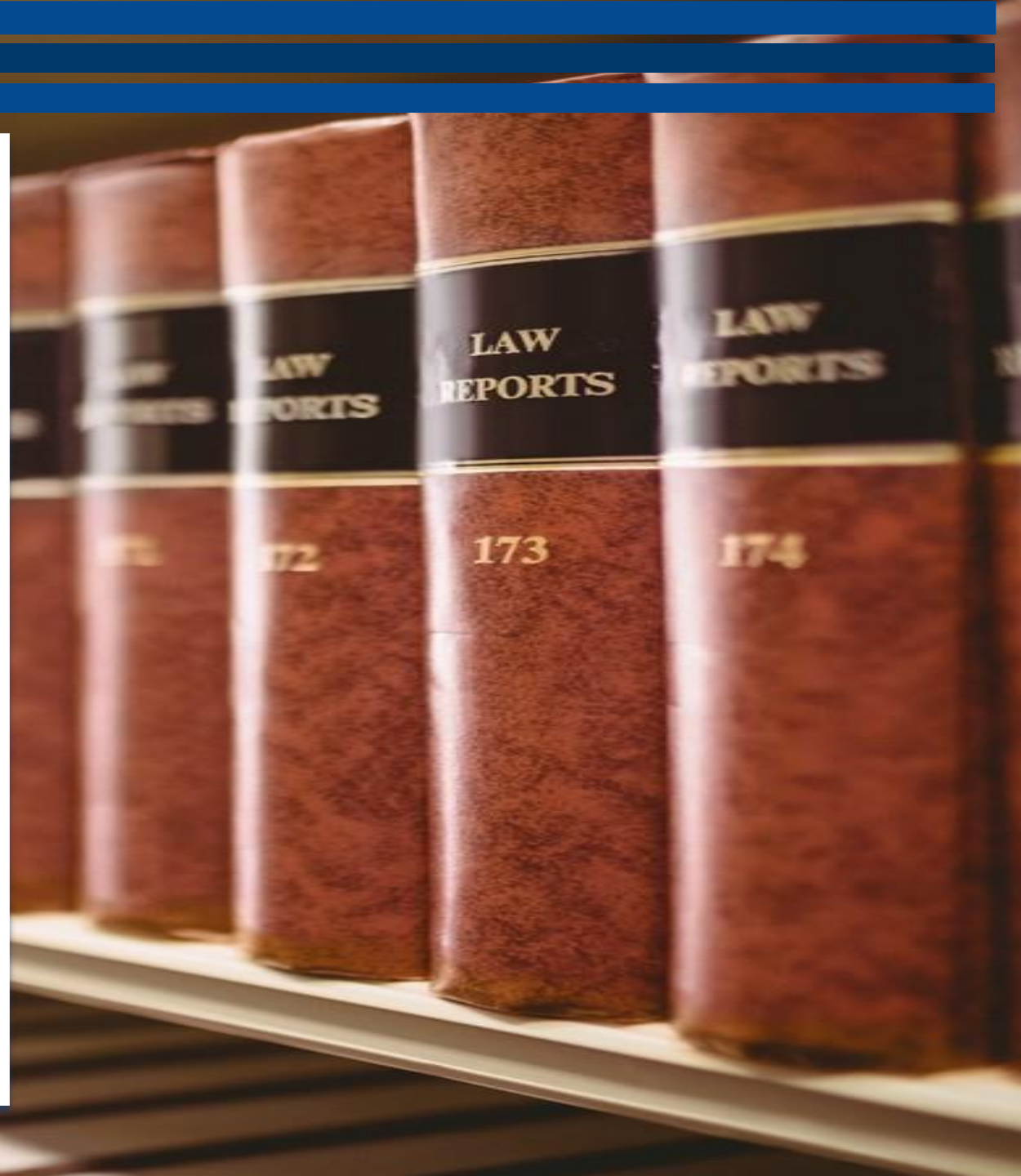
SPRING 2024

“Creativity is GREAT – but not in accounting.” -Charles Scott



## Law/Regulations/Directives

- 2CFR200 & 3474 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
  - 2CFR200 & 3474 apply to awards made after 2014.
  - While this applies to Federal funds, NYSED applies it to State funded grant programs to allow for consistency and uniformity across all grant programs.
- New York State Education Department Commissioner's Regulations
- New York State Education Law and State Finance Law
- New York State Education Department Policy



# Allowability

Under 2CFR200.403, ALL costs must be:

- Necessary, reasonable, allocable
- In conformance with federal law and grant terms
- Consistent with state and local policies
- In accordance with Generally Accepted Accounting Principles (GAAP)
- Not included as a matching or cost sharing requirement
- Adequately documented
- Incurred during the approved budget period
- Net of applicable credits (2CFR200,406)

# Completing Fiscal Documents

## FS-10, FS-10A, FS-25, FS-10F

### 1. Complete and accurate reference info:

- Local Agency Name
- AGENCY CODE (BEDS code) - 12 digits
- Project Number – 10 digits (ensure correct SY in 5<sup>th</sup> & 6<sup>th</sup> digits)
- Contact information –
  - Name of person preparing report
  - Mailing address
- Telephone/email address
- Currently original INK signatures are required on ALL paper fiscal documents.

### 2. Complete and accurate category detail:

- Double check math
- Subtotals inside match summary page
- Budget total does not exceed available funds/allocation (if applicable)
- Correct Indirect Cost Rate is used
- Cannot budget/claim benefits without salaries
- $FTE \times Salary = Project\ salary\ (in\ whole\ \$)$
- Supplies and Materials vs. Equipment (Equipment = unit value of \$5,000 or more)

## Avoid Common Fiscal Issues

- Open lines of communication at LEA between program and business office.
- Periodically review approved budget to ensure spending according to budget.
- If staffing changes occur, evaluate the impact to the budget and submit FS-10A to move costs around.



## ARP Deadlines

Due to the timing of the liquidation period for ARP, NYSED has instituted **shortened** timeframes for submission of the **Final Expenditure Reports (FS-10F)**. The FS10-Fs are due to Grants Finance **October 30, 2024**, for ARP.

*Districts should begin grant close-out activities in June preceding the end of the grant period. This will allow for sufficient time to liquidate encumbrances in accordance with Department guidelines.*

# Late Liquidation

January 29, 2024, the U.S. Department of Education (USDE) released a Liquidation Extension Request template for grantees use for the American Rescue Plan (ARP) Fund.

Process defined by USDE ensures strong accountability by assuring and attesting that:

- NYSED will continue to conduct oversight of subgrantees

- Expenses to be liquidated are allowable

- NYSED maintains documentation supporting LEAs expenditures timely obligation

- Only low-risk LEAs

Lack of clarity with drawdowns

# Annual Reporting

LEAs that received Elementary and Secondary School Emergency Relief funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESSER I/GEER I), Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) (ESSER II/GEERII), and American Rescue Plan (ARP) Act (ESSER III and State Reserves) must comply with the reporting requirements set forth by USDE.

Education Stabilization Fund Annual Reporting Survey tool.

Reporting based on payments made from NYSED to the LEA during the reporting window.

## Additional Resources (hyperlinked)

- [NYSED's Education Stimulus Fund Monitoring and Technical Assistance Resource Page](#)
- [NYSED LEA Guidance Documents](#)
- [USDE Resources](#)





# Common Goal

To maximize the use of Federal and State grant funding and to increase knowledge, skills, and opportunities for all students in New York State.

*“An investment in knowledge pays the best interest.”*  
- Benjamin Franklin



# Contact Information

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A young girl with long brown hair in two pigtails, wearing a dark sweater, is seen from behind with her right hand raised. In the background, a chalkboard displays the math problem  $5 + 5 = ?$  with a horizontal line underneath the question mark.

**Thank you!**

*Please enter your questions in  
the chat.*