

## NMPED CRRSA Retention Stipend Program (24312) FAQ

What guidance has been issued regarding this program?

- [CRRSA Retention Stipends Award Memo](#)
- [CRRSA Retention Stipends Application and Assurances](#)
- [24312 FY21 CRRSA SEA Reserve Retention Stipends FINAL Award Exhibit A](#)
- [24312 FY21 CRRSA SEA Reserve Retention Stipends FINAL Award Special Table](#)
- [CRRSA Retention Stipend Clarification Memo 3.19.2021](#)

Where do I submit the application, and how do I establish budget authority?

- Submit your initial budget BAR and Assurances/Application through OBMS by June 21, 2021. The application will not be in SharePoint.

Some employees may be eligible to receive two \$100 stipends per the wording in the guidance memo. In such cases, may the LEA pay and document one stipend in the amount of \$200?

- Yes.

In some state-authorized charter schools, the state charter leader/head administrator/executive director is the same person who bears the title “principal.” In such instances, would this person be eligible for the Retention Stipend?

- No.

Is there a minimum number of hours an eligible employee must have worked pursuant to the eligibility criteria that states “at least 50% of their paid hours or more?”

- No.

Earlier guidance referenced a requirement for employees to sign an intent to return in order to be eligible for this stipend? Is this requirement still in effect?

- No, a signed intent to return document is not required for eligibility.

When we do the RfR for this funding, will we get reimbursed for the benefits (ERB, MC, FICA, MC, etc...) too?

- These funds must be liquidated by June 30, 2021. The final day to submit RFRs for FY20-21 is July 7, 2021,

- Administrative costs will be capped at 2% for this award. Administrative costs include indirect recovery and any direct administrative charges. LEAs will not be reimbursed for ERB, MC, FICA, MC, etc...

Will there be carryover with these funds?

- There is no carryover with these funds.

Please clarify who is eligible for this stipend. The memo states that this is for “NM Public School employees have worked hard to maintain safe and healthy school and have continued providing educational services despite continuous or intermittent school closures for lengthy periods of time due to COVID-19.” Does this mean that it is only for instructional staff? Does this apply to nutrition and custodial staff as well? Are contractors eligible?

- This program is not limited to teachers. All employees who meet the eligibility requirements, excluding the exceptions listed in the Clarification Memo, are eligible.
- Only current employees are eligible for this program.
- Contractors are not eligible.
- Superintendents, Charter School Head Administrators, and cabinet level officials are not eligible for the stipends. The list of those not eligible includes associate or assistant superintendents and executive directors. Also not eligible are chief financial officers, chief information officers, chief operations officers and business managers and others at the executive level. Principals and assistant principals who are not also charter school leaders/head administrators/directors are eligible.

Could we spend our retention stipend money for teachers who were required to teach two and three cohorts of students as a REMOTE learning stipend? They were required to learn how to teach in a virtual world, so they had to learn a whole new skill set. The language on this application indicates that people who worked IN PERSON are the only people to receive this award....when we were under an order to work from home.

- The teachers described would not be eligible for this program.
- An LEA may use CARES Act/CRRSA funds to fund hazard pay for its employees provided that the LEA indicates this use of funds in its CARES Act ESSER (24301) or CRRSA ESSER II (24308) SharePoint application and provides the documentation described below. Applications may be amended to indicate this use of funds.
- If the LEA uses 24301 or 24308 funds for this purpose, the LEA will need to include, with its Request for Reimbursement (RfR), documentation of an approval process for hazard pay that will pass scrutiny in the event of a federal or state

audit about the use of CARES Act/CRRSA funds. We believe the following document (or something substantially similar) would suffice: a board resolution approving the hazard pay or board meeting notes reflecting a board vote approving a recommendation from the superintendent, charter school leader, HR Director, or other leadership, that the LEA is providing hazard pay for staff. The documentation should include qualifying dates of service and a description of how the hazard pay is related to disruptions or closures resulting from COVID-19.

Are the retention stipend programs of PED and certain LEAs still valid after an inquiry into APS' employee bonus program by the Office of the State Auditor?

- Yes under either of the following two conditions:
  - The retention stipend is paid out of CARES Act, CRRSA or ARP Act funds; or
  - The retention stipend is paid for prospective, not retrospective work.

What information will LEAs be required to submit with the request for reimbursement?

- A reference to this program and names and job titles of employees receiving the stipends will be required for approval of requests for reimbursement.