



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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RYAN STEWART, Ed.L.D.
SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

June 10, 2021

MEMORANDUM

TO: Superintendents and State Charter Leaders

FROM: Katarina Sandoval, Deputy Secretary, Academic Engagement and Student Success DS
KS

RE: **Elementary and Secondary School Emergency Relief Fund Federal Subaward CRRSA Retention Stipends (24312)**

The New Mexico Public Education Department (PED) has granted its final FY20-21 subawards for funding through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act; Elementary and Secondary School Emergency Relief (ESSER II SEA Reserve) Fund (24312) for the purpose of paying Retention Stipends to eligible employees per the [CRRSA Retention Stipend Clarification Memo 3.19.2021](#). In accordance with federal regulations at 2 C.F.R. § 200.332(a), please note the following federal award identification information specific to this subaward. All local educational agencies (LEAs) receiving this subaward through PED, as listed on Exhibit A, are subrecipients of the following federal funding:

Subrecipient's name	See Exhibit A
Subrecipient's DUNS number	See Exhibit A
Federal Award Identification Number (FAIN)	S425D210023
Federal award date	01/06/2021
Subaward period of performance start and end dates	01/05/2021 – 09/30/2023
Subaward budget period start and end date	07/01/2020 – 06/30/2021

Amount of federal funds obligated by this subaward to subrecipient	See Exhibit A
Total amount of federal funds obligated to subrecipient including current financial obligation	See Exhibit A
Total amount of the federal award committed to subrecipient	See Exhibit A
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	Elementary and Secondary School Emergency Relief Fund
Federal awarding agency	United States Department of Education
Contact information for awarding official	Frank T. Brogan, Assistant Secretary 400 Maryland Ave., SW Washington, DC 20202 (202) 401-0113
CFDA number and name	84.425D Elementary and Secondary School Emergency Relief Fund
Research and development (R&D) award (Yes/No)	No
*Indirect cost rate for federal award	https://webnew.ped.state.nm.us/bureaus/administrative-services/accounting/ *Administrative costs will be capped at 2% for this award. Administrative costs include indirect recovery and any direct administrative charges.

The following requirements apply to this subaward:

- 2 C.F.R. Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards¹
- 2 C.F.R. Part 3474: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 C.F.R. Part 3485: Non-procurement Debarment and Suspension

Reporting Requirements

Please submit a BAR through OBMS for the award amount using fund code **24312** and revenue object code **44500**. Please adhere to the following timelines required for obligation, liquidation and RfR submission:

¹ The regulations at 2 C.F.R. Part 200 are located online at: http://www.ecfr.gov/cgi-bin/text-id.x?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

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- **Submit** your **BAR** and a copy of this letter including Exhibit A and the **Application** through OBMS by **June 21, 2021**.
- The FY20-21 award amounts illustrated in Exhibit A must be **expended by June 30, 2021**. This fund is not eligible for carryover.
- The funding for this award must be used specifically for paying Retention Stipends to eligible LEA employees per the [CRRSA Retention Stipend Clarification Memo 3.19.2021](#). The award is based on data the LEA reported to PED through March 29, 2021.
- A reference to this program and names and job titles of employees receiving the stipends will be required with RfR submission.
- Pursuant to NMSA 6-5-3, the **appropriate fund** shall be **encumbered prior to** the issuance of **vouchers** or **purchase orders** or the engagement of **contracts**.

Administrative Costs

Administrative costs are capped at 2% for this award. Administrative costs include indirect recovery and any direct administrative charges.

Indirect Cost Rate

As required by 2 C.F.R. § 200.332(a) (1) (xiv), PED recognizes the indirect cost rate between PED and public school districts and state charter schools as calculated by PED and located on the PED website: <https://webnew.ped.state.nm.us/bureaus/administrative-services/accounting/> However, please note for this award, LEAs may not charge more than 2% total for combined administrative costs and indirect recovery based on direct costs.

Access to Records and Financial Statements

In addition, pursuant to 2 C.F.R. § 200.332(a)(5), all subrecipients as identified in Exhibit A, attached to this subaward, must permit PED and auditors access to records and financial statements as necessary.

Closeout Procedures

- The final day to submit RFRs for FY20-21 is **July 7, 2021**.

If you have any questions regarding your CRRSA Retention Stipends federal subaward, please contact Retention.Stipends@state.nm.us. To reach the Fiscal Grants Management Bureau, please contact Susan Lucero, susan.lucero@state.nm.us, (505) 827-3848.

Enclosures (3): Exhibit A
 CRRSA Retention Stipends Application with Assurances
 Special Table showing calculations based on data submitted