



GEER and ESSER Application and Budgeting Steps

Deadlines

Recipients who will use funds for SFY20 expenditures must submit an application by **September 30, 2020**.

Recipients who will **not** use funds for SFY20 expenditures but **will use funds for expenditures between July 1, 2020 and December 31, 2020**, must submit an application by **January 31, 2021**.

Recipients who will **only use funds for expenditures from January 1, 2021 or later** must submit an application by **May 1, 2021**.

Step 1: Accept funds and complete initial application

Every recipient must accept funds before they can apply.

Every recipient must submit initial application materials in Grant Management within SERVS for State Fiscal Year 2020 (SFY20), the first year in which the state was awarded the grants. **This requirement includes recipients who will only use funds for expenses incurred after SFY20.**

The initial application materials are:

- A grant application narrative (in Word format)
- A budget worksheet (in Excel format)
- If applicable, a nonpublic participation summary (in either Word or PDF format)

[Slides describing the process](#) of accessing and downloading these applications are available.

Step 2: SFY20 budget

Any recipient who **will only use funds for expenses in SFY21 or later** is **exempt from creating an SFY20 budget**.

For recipients who **will use funds for SFY20 expenditures**, [slides describing the process](#) of SFY20 budget creation are available.

Step 3: SFY21 application

All recipients using funds for SFY21 expenditures must **either**:

- Upload the document currently available in Grant Management in SERVS to SFY21
- Upload the same documents from SFY20 to SFY21 in Grant Management in SERVS

Recipients that **use all of their funds for SFY20** are **exempt from completing an SFY21 application**.

Step 4: SFY21 budget

The slides describing the SFY20 budgeting process apply to the SFY21 budgeting process as well.

Recipients that **use all of their funds for SFY20** are **exempt from completing an SFY21 budget**.