



# CARES-ESSER Grant

## Application Overview Webinar

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June 22, 2020 | Erin Given



# Agenda

- Welcome & Introductions
- Grant Background
- Eligibility Requirements
- Allowable Activities
- Grant Timeline
- EGMS Application Review
- Q&A



# Grant Background

- **Coronavirus Aid, Relief, and Economic Security (CARES) Act:** signed into law on March 27, 2020 and provides funding to prevent, prepare for and respond to coronavirus (COVID-19) public health emergency COVID-19.
- **Educational Stabilization Fund:** includes several programs to support states, schools and institutions of higher education in their response to COVID-19.
- **Elementary and Secondary School Emergency Relief (ESSER) Fund:** includes formula funding to provide LEAs with emergency relief funds to address the impact COVID-19 has had, and continues to have, on elementary and secondary schools. Includes funding to:
  - Provide distance learning
  - Develop plans for return and recovery



# Eligibility Requirements

- **CARES-ESSER is a formula grant to LEAs:**
  - Based on the proportion of Title I, Part A (Title I-A) funds in most recent fiscal year (2019-20 school year)
  - Final allocations will be released later in the summer to include new and significantly expanding public charter school adjustments
    - May result in adjustments for all LEAs
- **Not Title I-A Funds:**
  - ESSER is its own, separate, flexible program intended to support schools' COVID-19 response
  - Title I-A requirements such as supplement not supplant do not apply to ESSER



# Allowable Uses (1/2)

- CARES-ESSER allowable uses are broad to address the impact COVID-19 has had, and continues to have, on elementary and secondary schools
- Include costs prompted by COVID-19 (e.g., sanitation supplies)
- Includes activities allowable under the following federal programs:
  - ESEA
  - IDEA
  - McKinney-Vento Homeless Education Act
  - Carl D. Perkins Act
  - Adult Education and Family Literacy Act (AEFLA)
- CARES-ESSER allowable uses can be accessed on <https://osse.dc.gov/cares>



# Allowable Uses (2/2)

<p><b>ADMINISTRATION + PROGRAM MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Administrative / indirect costs</li> <li>Cleaning supplies</li> <li>Communications for recruitment or program offerings (e.g., marketing, outreach, printing, postage)</li> <li>Data management</li> <li>Equipment, including modifications for SWD (requires OSSE prior approval)</li> <li>Printing, printing supplies</li> <li>Program accountability, evaluation, planning</li> <li>Recordkeeping</li> <li>School leader support</li> <li>Single audit costs</li> <li>Student enrollment, re-enrollment, attraction, and retention activities</li> </ul>	<p><b>CURRICULUM + INSTRUCTION</b></p> <ul style="list-style-type: none"> <li>Career and technical education displays or demonstrations</li> <li>Childcare for AEFLA grant-related activities (limited allowability)</li> <li>Curriculum development</li> <li>Early childhood education to support MKV (limited allowability)</li> <li>Excursions, extended learning opportunities related to career and technical education</li> <li>Instructor equipment, technology</li> <li>Student assessments, assessment fees</li> <li>Student certification exams</li> <li>Student learning equipment, materials, supplies</li> <li>Support for online learning (curriculum purchases, digital licenses, technology, etc.)</li> </ul>
<p><b>INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li>Building and classroom modifications, renovations for SWD (requires OSSE prior approval)</li> <li>Rental/lease costs for buildings, equipment</li> <li>Technology infrastructure</li> </ul>	<p><b>STAFFING</b></p> <ul style="list-style-type: none"> <li>Salaries, stipends, and benefits for personnel supporting grant activities, including:             <ul style="list-style-type: none"> <li>Aides, consultants, contractors, coordinators, educational interpreters, nurses, paraprofessionals, parent liaisons, professional service providers, secretaries/clerks, social workers, therapeutic service providers</li> </ul> </li> </ul>
<p><b>PROFESSIONAL DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>Coaching</li> <li>Conference expenses, registration fees, travel</li> <li>Materials and supplies</li> <li>Membership, subscription fees for business, professional, technical groups/associations (for a position, not an individual)</li> <li>Substitute teachers for staff</li> <li>Training for school personnel on suicide prevention, trauma, and related issues</li> </ul>	<p><b>STUDENT SUPPORT</b></p> <ul style="list-style-type: none"> <li>Career guidance and counseling</li> <li>Counseling</li> <li>Credit recovery</li> <li>Educational enrichment activities</li> <li>Evaluation, referral services for students experiencing homelessness</li> <li>Job coaching</li> <li>Mental health supports</li> <li>Mentoring</li> <li>Specialized instructional support</li> <li>Student transportation</li> <li>Supplemental school programs, including extended day, summer school</li> <li>Tutoring</li> </ul>
<p><b>STAKEHOLDER ENGAGEMENT</b></p> <ul style="list-style-type: none"> <li>Conferences and meetings</li> <li>Materials</li> <li>Online meeting software</li> <li>Parent/family education and training</li> <li>Transportation</li> </ul>	<p><b>STUDENTS WITH DISABILITIES</b></p> <ul style="list-style-type: none"> <li>Accessible equipment and technology</li> <li>Child find activities</li> <li>Contracted special education, related services</li> <li>Extended School Year (ESY)</li> <li>Staffing</li> </ul>

\*All costs must be consistent with both 2 CFR Part 200, Subpart E and with the grant's authorizing statute. For questions, please contact OSSE.



# Grant Timeline (1/2)

- **Period of availability:** March 13, 2020 – Sept. 30, 2022
  - LEAs have flexibility in how funds are distributed across fiscal year 2020 (FY20), FY21 and FY22
- **This application is for FY20:** (March 13, 2020 through Sept. 30, 2020)
  - EGMS default allocation is 30 percent of your LEA's total Preliminary Allocation
  - Can request a different amount, higher or lower, not to exceed the LEA's total allocation by completing this [form](#)
  - Any amount not budgeted in FY20 will be available in FY21 and FY22 (Oct. 1, 2020 – Sept. 30, 2022)
  - Any unspent funds budgeted for FY20 in EGMS will carry over into FY21



# Grant Timeline (2/2)

- **In EGMS, your total budget must equal your allocation to submit**
- [LEA Request Form: CARES-ESSER Allocation Adjustment](#)

## LEA Request Form: CARES-ESSER Allocation Adjustment

The period of availability on your CARES-ESSER grant is 3/13/2020 through 9/30/2022. LEAs have flexibility in how these funds are distributed across FY20, FY21 and FY22. Eligible LEAs may now apply in EGMS for the FY20 portion of the overall CARES-ESSER grant award (i.e., March 13, 2020 through Sept. 30, 2020).

OSSE has populated EGMS with a default allocation for FY20 of 30% of your LEA's total Preliminary Allocation. However, this grant program is flexible and an LEA may request an amount other than OSSE's 30% default be populated in EGMS for FY20. An LEA can request a different amount, higher or lower, not to exceed the LEA's total allocation by completing this form.

\* Required





# Review of Application



# Application Logistics

- All applications must be submitted through the Enterprise Grants Management System (EGMS). For more information about EGMS, please visit <http://egmsfe.osse.dc.gov/>
- This EGMS application is for allowable costs planned for the period March 13, 2020 to Sept. 30, 2020
- Applications will be reviewed and accepted on a rolling basis
- Applicants that intend to spend funds in FY20 are encouraged to submit an application by July 31, 2020



# Overview of Tabs

The EGMS application contains all of the following sections or “tabs.” We will briefly review each section:

- Overview
- Award Administration
- Assurances
- Contact Information
- Funding Distribution
- ***Detailed Planned Expenditures***
- Submit
- Application Print
- Application History

The bulk of the application is the Detailed Planned Expenditures





# Overview & Award Administration Tabs

- **Overview Tab:** Applicants should review this section to find general information about the grant
  - This section includes a detailed list of allowable uses included in the CARES Act
- **Award Administration Tab:** Applicants should review this section to find the terms and conditions of the grant

*Please note: These sections are informational; there are no fields to complete.*



# Assurances Tab

- Read through all Program-Specific Assurances.
- Check the box next to each assurance to certify that the applicant has read, understood, and will comply with the assurances.
- Note that the first assurance requires a narrative description.

**\*\*\* Make sure to click on “Save Page” \*\*\***

- Please also note: After the assurances have been submitted, the Assurances Agreement Summary tab will show the date on which the Program-Specific Assurances were submitted.



# Contact Information Tab

## **Applicants must provide contact information for:**

- LEA Executive Director
- Primary Program Contact
- Additional Program Contact
- If different than the program contacts, please also provide contact information for the person responsible for submitting the application.



# Funding Distribution Tab

- Here you will see your FY20 Allocation. The default is 30 percent of your Preliminary Allocation. If you have submitted a [form](#) to change the amount, the revised FY20 Allocation will show up here once loaded.

OVERVIEW		AWARD ADMINISTRATION		ASSURANCES		CONTACT INFORMATION		FUNDING DISTRIBUTION		DETAILED PLANNING EXPENDITURES		SUBMIT		APPLICATION PRINT		APPLICATION HISTORY	
Allocations																<a href="#">Instructions</a>	
												CARES_Act					
Current Year Funds																	
Allocation												\$1.00					
ReAllocated (+)												\$0.00					
Released (-)												\$0.00					
Total Current Year Funds												\$1.00					

- Your Detailed Planned Expenditures Budget MUST match your allocation in order to submit your application

*Please note: This section is informational; there are no fields to complete.*



# Detailed Planned Expenditures Tab (1/6)

- Complete planned CARES spending in FY 20 (March 13, 2020 – Sept. 30, 2020) for each of the five budget tabs:
  - Salaries & Benefits
  - Professional Services
  - Equipment
  - Supplies & Materials
  - Fixed Property Costs
- Each expenditure line requires a CARES Budget Code detailing the type of expense and how it is in line with allowable uses of CARES funds
  - These codes will also help facilitate reporting requirements at the state and federal level





# Detailed Planned Expenditures (2/6)

## CARES Budget Codes

Category	Type of Expense	Code
Distance Learning	Devices – Laptops, tablets, etc.	DEV
	Connectivity – Internet access, phone access	WIFI
	Distance learning supplies – Printing, tech support, translations	REM
Recovery Learning	Instructional materials – Software, curriculum	INST
	Student assessment	ASSESS
	Expanded learning opportunities – Extended school day, extended school year, tutoring	EXPA
Operational Capacity	Operations – Response and preparedness activities	OPS
	School safety and sanitation – Training, supplies, personal protective equipment	SAN
Special Pops & Wrap Around Supports	Supports for students with disabilities – Specialized instruction, related services, assistive technology, interventions, targeted supports, regression mitigation	SWD
	Supports for English learners	ELL
	Supports for other special populations – Homelessness, foster care, low-income	SPECPOP
	Mental health and trauma-informed practices	MENT
	Meals	MEALS
Human Capital	Human capital – Teachers	HUTEACH
	Human capital – Support staff	HUSUPP
	Human capital – Strategic staffing for recovery learning	HURCVY
	Human capital – Training and professional development	HUPD
Other	Nonpublic equitable services	EQU
	Other activity allowable under CARES – Activities allowable under ESEA, IDEA, McKinney-Vento, Perkins, AEFLA	OTHER

Note that the descriptions for each code are not comprehensive, and there will be cases where more than one code is appropriate. When that is the case, please choose the most specific code available.



# Detailed Planned Expenditures Tab (3/6)

## Itemized Expenditures: Salaries and Benefits

[OVERVIEW](#)
[AWARD ADMINISTRATION](#)
[ASSURANCES](#)
[CONTACT INFORMATION](#)
[FUNDING DISTRIBUTION](#)
[DETAILED PLANNING EXPENDITURES](#)
[SUBMIT](#)
[APPLICATION PRINT](#)
[APPLICATION HISTORY](#)

[BUDGET OVERVIEW](#)
[SALARIES AND BENEFITS](#)
[PROFESSIONAL SERVICES](#)
[EQUIPMENT](#)
[SUPPLIES AND MATERIALS](#)
[FIXED PROPERTY COSTS](#)
[BUDGET SUMMARY](#)

### Budget Detail By Site

Itemize and explain each expenditure amount that appears on the Budget Summary.

[Click here for a Description of Budget Codes](#)

Name of Individual	Position Title	Budget Codes	% of Staff Time Allocated to CARES Funding	Expenditure Description and Itemization	CARES_Act Funds	Delete Row
TEST	TEST	DEV-Distance Learning	.4	TEST	1.00	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>DEV-Distance Learning</li> <li>WIFI-Distance Learning</li> <li>REM-Distance Learning</li> <li>INST-Recovery Learning</li> <li>ASSESS-Recovery Learning</li> <li>EXPA-Recovery Learning</li> <li>OPS-Operational Capacity</li> <li>SAN-Operational Capacity</li> <li>SWD-Special Pops &amp; Wrap Around Supports</li> <li>ELL-Special Pops &amp; Wrap Around Supports</li> <li>SPECPOP-Special Pops &amp; Wrap Around Supports</li> <li>MENT-Special Pops &amp; Wrap Around Supports</li> <li>MEALS-Special Pops &amp; Wrap Around Supports</li> <li>HUTEACH-Human Capital</li> <li>HUSUPP-Human Capital</li> <li>HURCVY-Human Capital</li> <li>HUPD-Human Capital</li> <li>EQU-Other</li> <li>OTHER-Other</li> </ul>			0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
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					0.00	<input type="checkbox"/>
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# Detailed Planned Expenditures Tab (4/6)

## Itemized Expenditures: Non-personnel

- Professional Services, Equipment, Supplies and Materials, Fixed Property Costs

Total Allocation Available for Budgeting

To obtain additional detail lines, fill in all blank lines, and click Save Page. 10 more blank lines will then be added at the bottom.

Item(s) to be Purchased	Budget Codes	Brief Description of Purpose of Purchase	CARES_Act Funds	Delete Row
<input type="text"/>	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> <li>DEV-Distance Learning</li> <li>WIFI-Distance Learning</li> <li>REM-Distance Learning</li> <li>INST-Recovery Learning</li> <li>ASSESS-Recovery Learning</li> <li>EXPA-Recovery Learning</li> <li>OPS-Operational Capacity</li> <li>SAN-Operational Capacity</li> <li>SWD-Special Pops &amp; Wrap Around Supports</li> <li>ELL-Special Pops &amp; Wrap Around Supports</li> <li>SPECPOP-Special Pops &amp; Wrap Around Supports</li> <li>MENT-Special Pops &amp; Wrap Around Supports</li> <li>MEALS-Special Pops &amp; Wrap Around Supports</li> <li>HUTEACH-Human Capital</li> <li>HUSUPP-Human Capital</li> <li>HURCVY-Human Capital</li> <li>HUPD-Human Capital</li> <li>EQU-Other</li> <li>OTHER-Other</li> </ul> </div>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	0.00	<input type="checkbox"/>



# Detailed Planned Expenditures Tab (5/6)

## Itemized Expenditure Example

- Each itemized planned expenditure should give enough detail to clearly link to allowable uses:
  - Include what goods/services will be delivered to whom and when
  - Brief Description of Purpose section can include up to 1,000 characters
- **Example of Incomplete Entry:**
  - **Item(s) to be Purchased:** Laptops
  - **Budget Code:** DEV (Distance Learning – Laptops, tablets, etc.)
  - **Brief Description of Purpose of Purchase:** facilitate distance learning
- **Example of Complete Entry:**
  - **Item(s) to be Purchased:** 25 Laptops
  - **Budget Code:** DEV (Distance Learning – Laptops, tablets, etc.)
  - **Brief Description of Purpose of Purchase:** Our LEA purchased 25 laptop computers as part of our school-wide technology upgrade to facilitate distance learning. These computers were purchased in April 2020 and have been distributed to students without access to a computer or laptop.



# Detailed Planned Expenditures Tab (6/6)

## Budget Summary Tab

- This tab provides a summary of costs by CARES Budget Codes and budget category
- It is automatically populated with the information from the itemized expenditures tabs
- Review this tab to ensure your expenses are placed in the correct categories



# Submit Tab

- Submissions are due by 3 p.m. on **Sept. 30, 2020.**
- **Please avoid technical issues by submitting early (recommend by July 31, 2020)**
- Make sure to:
  - Run the “consistency check,” and
  - Lock the application
  - The submit button will be unavailable after 3 p.m. on Sept. 30, 2020.



# Application Print & Application History

- Application Print Tab: Available if you need a hard copy of the application.
- *Please note: EGMS generates PDFs only once per hour.*
- Application History Tab: Available to see all actions involving the application.



## Point of Contact:

Erin Given

Division of Systems and Support, K12

[OSSE.CARES@dc.gov](mailto:OSSE.CARES@dc.gov)

[Erin.Given@dc.gov](mailto:Erin.Given@dc.gov)

(202) 702-7210

For Technical Questions: EMGS Help Desk (202) 719-6500





Q&A



| Thank you!