



CARES-ESSER Grant

FY21 Application Overview Webinar

Aug. 31, 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](#) include adjustments for new and significantly expanding public charter school adjustments

- **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)

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

*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
 - EGMS loaded with default allocation distribution:
 - 30 percent of total allocation for FY20
 - 40 percent of total allocation for FY21
 - 30 percent of total allocation for FY22
 - LEAs may change distribution of funds across fiscal years by completing this [LEA Request Form: CARES-ESSER Allocation Adjustment](#)
 - Requests submitted before Aug. 14 will already be reflected in EGMS



Grant Timeline (2/2)

- **FY21 application:** (October 1, 2020 through Sept. 30, 2021)
 - Due in the [Enterprise Grants Management System \(EGMS\)](#) Sept. 30, 2021
 - Applications will be reviewed and accepted on a rolling basis
 - LEAs are encouraged to apply by July 2021
 - LEAs are eligible to apply to FY21 even if they did not apply to FY20
- **FY20 application:** (March 13, 2020 through Sept. 30, 2020)
 - Due in [\(EGMS\)](#) Sept. 30, 2020
 - Any unspent funds budgeted for FY20 in EGMS will carry over into FY21 once close-out process is complete

LEA Request Form: CARES-ESSER Allocation Adjustment

The period of availability on your CARES-ESSER grant is March 13, 2020 through Sept. 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 will release the FY21 application in EGMS on Aug. 24 which will be for costs planned for Oct. 1, 2020 through Sept. 30, 2021.

OSSE has populated EGMS with a default allocation for FY20 of 30 percent of your LEA's total preliminary allocation. The default allocation that will be loaded into your FY21 application is 40 percent of your LEA's total allocation (unless you have already spent beyond this threshold or previously requested an update). However, this grant program is flexible. An LEA can request a different amount, higher or lower, for FY20, FY21, and/or FY22 not to exceed the LEA's total allocation by completing this form.

LEA CARES-ESSER total allocations are available on <https://osse.dc.gov/cares>.

* Required

Email address *

Your email

Please select your LEA name *

Choose



Please enter your full name and job title. Note: this form should be completed by your Head of School or by a fiscal/grant staff member that will be included in the CARES-ESSER EGMS application contact list.

Your answer

What is the FY20 CARES-ESSER allocation your LEA needs for allowable costs incurred between March 13, 2020 and Sept. 30, 2020?

Your answer _____

What is the FY21 CARES-ESSER allocation your LEA needs for allowable costs incurred between Oct. 1, 2020 and Sept. 30, 2021?

Your answer _____

What is the FY22 CARES-ESSER allocation your LEA needs for allowable costs incurred between Oct. 1, 2021 and Sept. 30, 2022?

Your answer _____

A copy of your responses will be emailed to the address you provided.

Submit



Grant Timeline: Tips

- **In EGMS, your total budget must equal your allocation to submit**
- If you know you don't need the full FY20 allocation default, completing the adjustment request will give you access to the funds you need for FY21 sooner (before FY20 closeout is complete)
- LEAs may submit multiple adjustment requests
- **EGMS Adjustment Request Dates:**
 - Requests received by Sept. 11 will be available in EGMS by Sept. 18
 - Starting Oct. 1, requests received by 1st of month will be available in EGMS by the 8th of the month



Review of Application



Application Logistics

- All applications must be submitted through EGMS. For more information about EGMS, please visit <http://egmsfe.osse.dc.gov/>
- The FY21 application is identical to the FY20 application
- This FY 20 EGMS application is for allowable costs planned for the period March 13, 2020 to Sept. 30, 2020
- This FY 21 EGMS application is for allowable costs planned for the period Oct. 1, 2020 to Sept. 30, 2021



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.



Assurances Tab - Narrative

Describe (1-2 paragraphs) how the LEA, when using CARES Act grant funds, will ensure that students, teachers, and other beneficiaries with special needs have equitable access to, and participation in, grant-funded activities. Potential barriers that can impede equal access and participation include barriers based on gender, race, color, national origin, disability, and age.

Sample Response: We will use CARES-ESSER funds to purchase computers and laptops as part of our school-wide technology upgrade. Because a significant portion of our students are from families where Spanish is the primary language spoken at home, we will provide user instructions for the computers both in Spanish and in English.



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 FY21 Allocation. The default is 40 percent of your [total Allocation](#). If you have submitted a [form](#) to change the amount, the revised FY21 Allocation will show up here once loaded.

OVERVIEW		AWARD ADMINISTRATION	ASSURANCES	CONTACT INFORMATION	FUNDING DISTRIBUTION	DETAILED PLANNING EXPENDITURES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY	Instructions
Allocations										
								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 21 (Oct. 1, 2020 – Sept. 30, 2021) 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"> DEV-Distance Learning WIFI-Distance Learning REM-Distance Learning INST-Recovery Learning ASSESS-Recovery Learning EXPA-Recovery Learning OPS-Operational Capacity SAN-Operational Capacity SWD-Special Pops & Wrap Around Supports ELL-Special Pops & Wrap Around Supports SPECPOP-Special Pops & Wrap Around Supports MENT-Special Pops & Wrap Around Supports MEALS-Special Pops & Wrap Around Supports HUTEACH-Human Capital HUSUPP-Human Capital HURCVY-Human Capital HUPD-Human Capital EQU-Other OTHER-Other 			0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>
					0.00	<input type="checkbox"/>



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"> DEV-Distance Learning WIFI-Distance Learning REM-Distance Learning INST-Recovery Learning ASSESS-Recovery Learning EXPA-Recovery Learning OPS-Operational Capacity SAN-Operational Capacity SWD-Special Pops & Wrap Around Supports ELL-Special Pops & Wrap Around Supports SPECPOP-Special Pops & Wrap Around Supports MENT-Special Pops & Wrap Around Supports MEALS-Special Pops & Wrap Around Supports HUTEACH-Human Capital HUSUPP-Human Capital HURCVY-Human Capital HUPD-Human Capital EQU-Other OTHER-Other </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 will be purchased in October 2020 and will be 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, 2021**
- **Please avoid technical issues by submitting early (recommend by July 2021)**
- Make sure to:
 - Run the “consistency check,” and
 - Lock the application
 - The submit button will be unavailable after 3 p.m. on Sept. 30, 2021



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



Application Tips (1/2)

- **Be as specific and accurate as possible with CARES Budget Codes**
 - *Other* code should primarily be used for activities allowable under other federal grant programs
 - Salaries and Benefits should generally use a Human Capital code
 - If codes used are not appropriate for the expenditure description, the application may not be approvable

- **Narrative Assurance:**
 - Should speak to items/initiatives included in Detailed Planned Expenditures
 - If the narrative talks about LEA's COVID-19 response but does not also include the work being done with the CARES Act funds, it will not be approvable



Application Tips (2/2)

- **Detailed Planned Expenditures:** Include information on the cost assumptions used to determine the budget
- Can include:
 - Number of items planned to be purchased (e.g., 400 laptops, PPE for 300 students)
 - Length of time and frequency of service (e.g., daily deep cleaning services of all common areas for first quarter)
 - Timeframe staff paid out of CARES-ESSER funds (e.g., 50 percent of salary from Oct. 1, 2020 – March 15, 2021)

We need to be able to determine that the costs are reasonable



Point of Contact:

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Q&A



| Thank you!