ESSER Annual Reporting Webinar
Phase II Data Collection

Jan. 30, 2024| Megan Williams

Agenda

- Review Phase II timeline of Elementary and Secondary School Emergency Relief Fund (ESSER) Annual Reporting for fiscal year 2023 (FY23) from **Oct. 1, 2022 – Sept. 30, 2023**

- Walk through Phase II ESSER data collection requirements

  - **Two new requirements: ESSER Expenditures by Activity and ESSER III Mandatory Requirement Expenditures by Activity**

- Review the Phase II Reporting Template

- Provide a list of resources local education agencies (LEAs) can access while completing the data collection

Background: ESSER Recovery Funding

$540 million
total funding available to LEAs through

ESSER I-CARES	ESSER II-CRRSA	ESSER III-ARP

- As a condition of receiving ESSER funds, the Office of the State Superintendent of Education (OSSE) and LEAs are required to complete annual reporting to the United States Department of Education (USED).

- This webinar is focused on reporting for LEAs that received The Coronavirus Response and Relief Supplemental Appropriations Act Elementary and Secondary School Emergency Relief Fund (ESSER-II), or The American Rescue Plan Act Elementary and Secondary School Emergency Relief Fund (ESSER III) funds during FY23 (Oct. 1, 2022-Sept. 30, 2023).

ESSER Recovery Funding Reporting Timeline

We are here

January 2024	February 2024	March 2024	April 2024	May 2024
Data Submission			**Data Correction & Certification**	**USED Final Deadline**
Submit Phase I data collection Open: Jan 15 Due: Jan 26 (2 week window)	Submit Phase II data collection (*updates!*) Open: Feb 5 Due: Feb 16 (2 week window)	Submit Phase III data collection (*new!*) Open: Feb 19 Due: Mar 8 (3 week window)	OSSE reviews all submitted data and requests corrections, as needed LEAs make corrections and certify data	OSSE submits LEA ESSER reporting data to USED

ESSER Phase II Reporting Timeline: LEA Actions

Feb. 5-16: **Phase II Data Collection Window**

- Download Enterprise Grants Management System (EGMS) reimbursement data from Qlik app and Phase II template from Integrated Data System (IDS) Portal.
- Use EGMS data from Qlik and other LEA data sources to complete Phase II template.
- Upload completed Phase II template into IDS Portal.

Feb. 19-March 8: **Phase III Data Collection Window**

- Download the Phase III template from IDS.
- Complete the Phase III template using staffing (FTEs) and student-level evidence-based intervention data.
- Upload completed Phase III template into the IDS Portal.

March 25-April 5: **Data Correction Window**

- Look out for email from OSSE grants specialists for any questions related to data submission.
- LEAs make changes to data based on OSSE grant specialists' feedback.
- LEA final review by re-uploading an amended Phase I, Phase II and/or Phase III template in the IDS Portal, as needed.
- LEA completes final review of all data.

April 15: **Certification**

- LEA leaders must certify the data by 5 p.m.

ESSER Recovery Funding Phase II Reporting

FY23 Expenditure Data by USED Expenditure Category

(OSSE to provide EGMS Reimbursement data)

Student Enrollment and FTE Data

(*on file at OSSE*)

Planned Uses of Remaining ESSER Funds

(*estimate percentages across the four spending categories for ESSER III only*)

ESSER Recovery Funding Phase II Reporting

LEAs must report detailed **FY23 expenditure data for ESSER II and ESSER III** by the following:

Addressing Physical Health and Safety	• Expenditures by Cost Type (Object) • Expenditures by Activity **(NEW)**
Meeting Students' Academic, Social, Emotional and Other Needs (Excluding Mental Health Supports)	• Expenditures by Cost Type (Object) • Expenditures by Activity **(NEW)**
Mental Health Supports for Students and Staff	• Expenditures by Cost Type (Object) • Expenditures by Activity **(NEW)**
Operational Continuity and Other Allowed Uses	• Expenditures by Cost Type (Object) • Expenditures by Activity **(NEW)**
ESSER III ARP Mandatory Requirement	• Expenditures by Activity and Intervention **(NEW)**

Overview of New Reporting Requirements

- **ESSER Expenditures by Activity**

  - LEAs must report ESSER expenditures not only by cost type (e.g., salaries and benefits, purchased property services, supplies) but also by specific activity.

  - Examples of these activities include cleaning and/or sanitization supplies, tutoring, curriculum, etc.

  - Expenditures by cost type and expenditures by activity capture information about the same subgrant expenditures and therefore, the sum of ESSER expenditures across cost types must equal the sum across activities for each spending category.

    - For example, total expenditures for Physical Health and Safety for ESSER III across cost types must equal the total expenditures for Physical Health and Safety for ESSER III across activities.

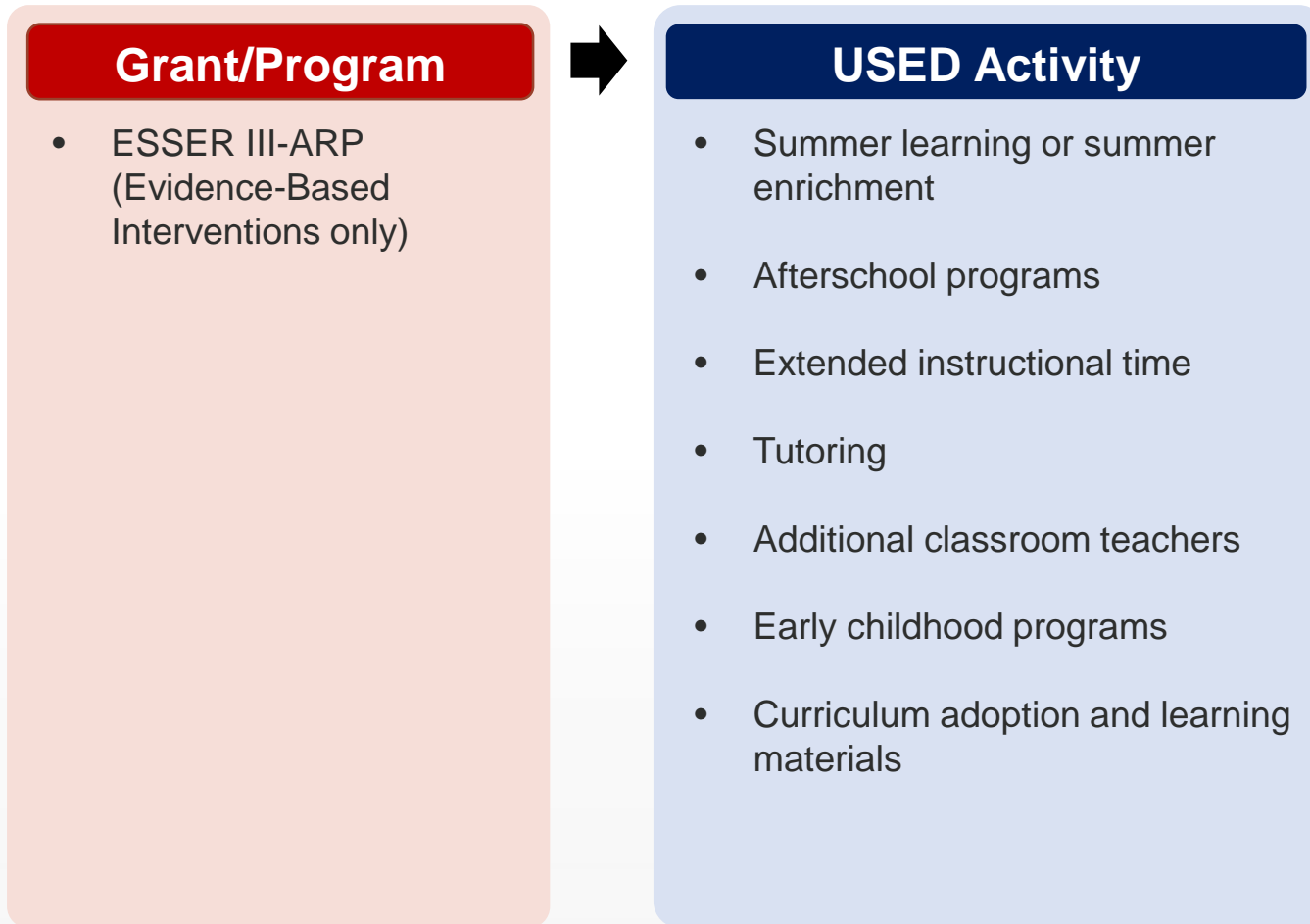 - **Report each expenditure only once.**

Overview of New Reporting Requirements

- **ESSER III Mandatory Requirement Expenditures by Activity**

  - In FY23 ESSER Reporting, LEAs must report expenditures for activities and interventions mandated by ESSER III for evidence-based interventions

  - Data collection for this reporting category was included during Phase I of FY22 ESSER Reporting. However, in the previous data collection, LEAs were only required to provide true/false responses.

(New) Phase II Reporting by Activity

Grant/Program

- ESSER II-CRRSA
- ESSER III-ARP (All)
- ESSER III-ARP (Evidence-Based Interventions only)

USED Spending Category

- Address Physical Health and Safety
- Meeting Students' Academic, Social, Emotional and Other Needs Excluding Mental Health Supports
- Mental Health Supports for Students and Staff
- Operational Continuity and Other Allowed Uses

USED Activity

- Building and facilities upgrades and maintenance, including ventilation systems and new construction
- Cleaning and/or sanitization supplies
- Extended learning and/or summer learning
- Tutoring
- Hardware and software
- Curriculum adoption and learning materials

(New) Phase II Reporting by ESSER III ARP Mandatory Requirement Activity

Grant/Program

- ESSER III-ARP (Evidence-Based Interventions only)

USED Activity

- Summer learning or summer enrichment

- Afterschool programs

- Extended instructional time

- Tutoring

- Additional classroom teachers

- Early childhood programs

- Curriculum adoption and learning materials

Phase II Reporting by Cost Type (Object)

Grant/Program

- ESSER II-CRRSA

- ESSER III-ARP (All)

- ESSER III-ARP (Evidence-Based Interventions only)

USED Spending Category

- Address Physical Health and Safety

- Meeting Students' Academic, Social, Emotional and Other Needs Excluding Mental Health Supports

- Mental Health Supports for Students and Staff

- Operational Continuity and Other Allowed Uses

USED Cost Type

- Personnel Services – Salaries

- Personnel Services – Benefits

- Purchased and Professional Technical Services

- Purchased Property Services

- Other Purchased Services

- Supplies

- Property

- Debt Services and Miscellaneous

- Other Items

FY23 ESSER EGMS Expenditure Sheets in Qlik

ESSER II

ESSER III

Each LEA's FY23 ESSER Expenditures are comprised of four spreadsheets:
- ESSER II – Salary and Benefits
- ESSER II – All other EGMS spend categories
- ESSER III – Salary and Benefits
- ESSER III – All other EGMS spend categories

Mapping the Expenditures

ESSER budget codes and budget categories do not map 1 to 1 to the categories required for USED reporting. OSSE has created mapping tables that LEAs can use as a starting point to organize their expenditures.

EGMS ESSER II-CRRSA and ESSER III-ARP Budget Codes	USED Spending Category
A1 – AIR QUAL	Addressing Physical Health and Safety
A2 – UPGRADE	Addressing Physical Health and Safety
A3 – SUPP STAFF OPS	Addressing Physical Health and Safety
A4 – TEST	Addressing Physical Health and Safety
A5 – SAFE SUPPLIES	Addressing Physical Health and Safety
A6 – SAN SERVICES	Addressing Physical Health and Safety
A7 – HEALTH CONSULT	Addressing Physical Health and Safety
A8 – REOPEN OTHER	Addressing Physical Health and Safety
B1 – PHYS HEALTH AND SUPP	Addressing Physical Health and Safety
B2 – MENT STUDENT	Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
B2 – MENT STUDENT	Mental Health Supports for Students and Staff
B3 – MENT STAFF	Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
B3 – MENT STAFF	Mental Health Supports for Students and Staff
B4 – DEVICES	Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
B5 – INTERNET	Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
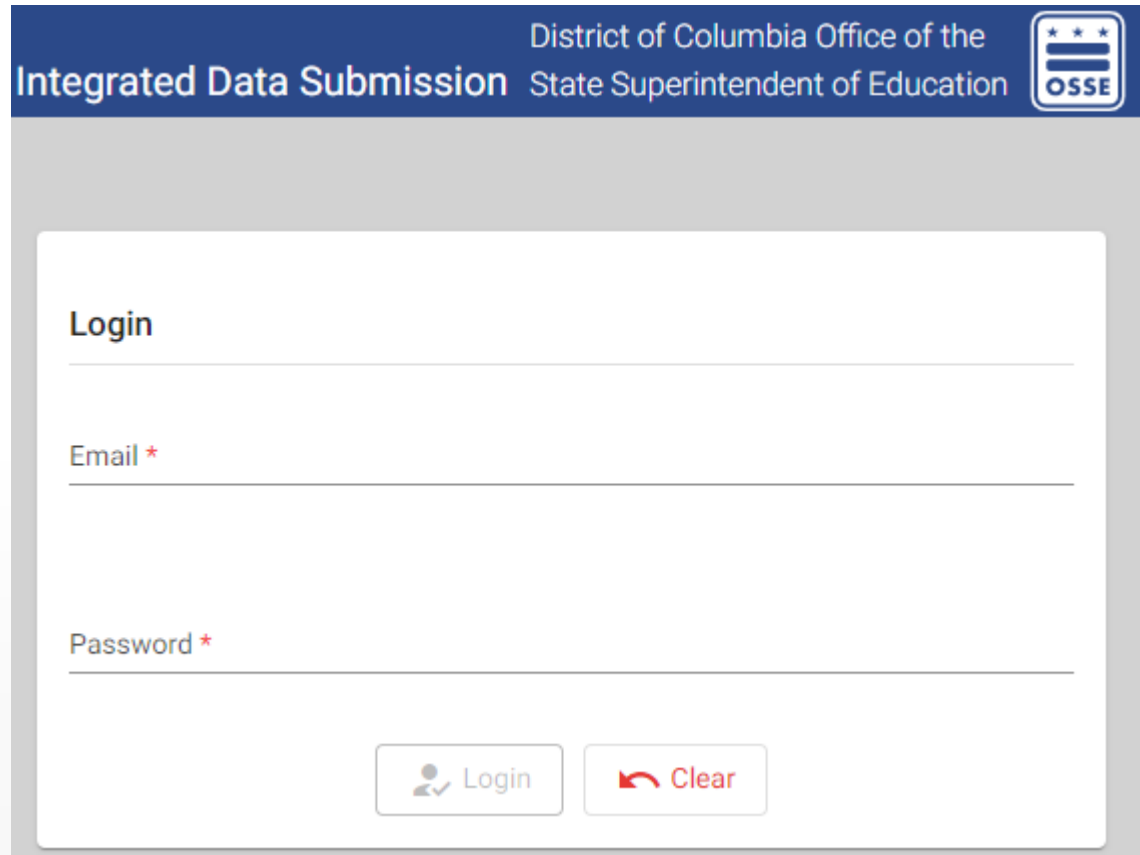
ESSER Recovery Funding Phase II Reporting: LEA Actions

1. Download Phase II reporting template from the IDS Portal and familiarize yourself with the template.

2. Download the ESSER data sheets from the Qlik app in Excel spreadsheets.

3. Use the Instructional Guide directions to crosswalk the EGMS reimbursement data to USED's spending categories, cost types, and activities.

4. Sum EGMS data in the Excel spreadsheets into the required USED categories.

Log In to the IDS Portal

Your IDS credentials were emailed to you by OSSE if you are registered as an LEA Finance/Grant Manager in eSchoolPLUS.

If you do not have credentials, please email OSSE.ESSER@dc.gov for support.

Download the Phase II Reporting Template

1. Locate the *Download* button in the **ESSER FY23 Phase II** collection row and click it.
2. Select *Template*. The **ESSER FY23 Phase II** Template workbook will download to your computer.
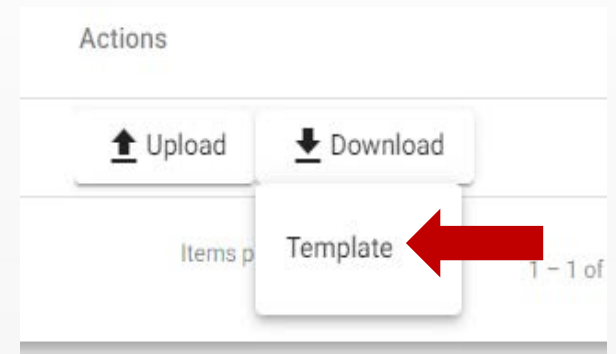
ESSER Recovery Funding Phase II Reporting

TODAY: LEAs will understand Phase II ESSER data collection requirements

USED Spending Categories

- ***Addressing Physical Health and Safety**
- ***Meeting Students' Academic, Social, Emotional and Other Needs**
- ***Mental Health Supports for Students and Staff**
- ***Operational Continuity and Other Allowed Uses**
- **Planned Uses of Remaining ESSER Funds**

- ***ESSER III ARP Mandatory Requirement**
- **Review Enrollment and FTE data in Qlik**
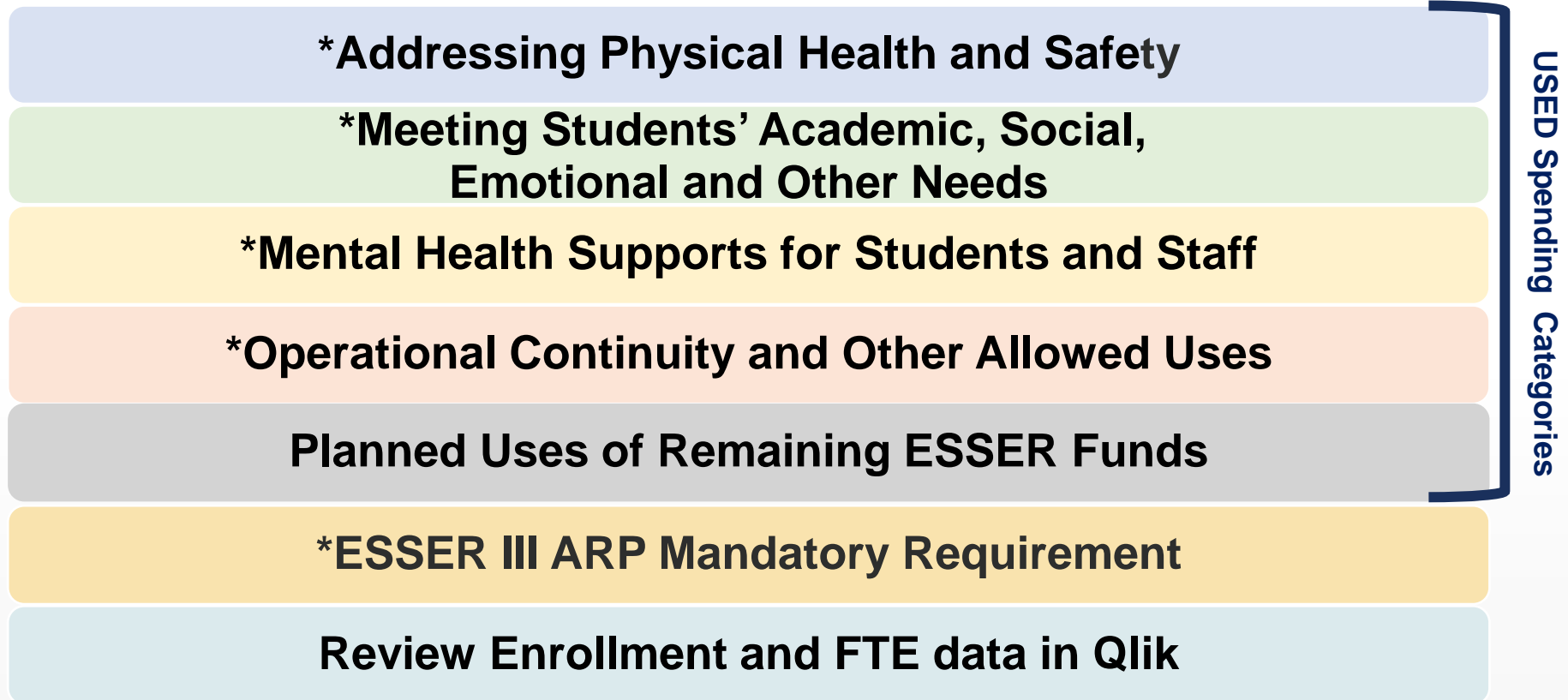
* Denotes categories with new reporting requirements.

Totaling the Expenditures

Once all expenditures have been mapped, LEAs must total the expenditures by **cost type** per **grant** for each **spending activity**.

Grant Category	j. Personnel Services – Salaries	k. Personnel Services – Benefits	l. Purchased Professional and Technical Services	m. Purchased Property Services	n. Other Purchased Services	o. Supplies	p. Property	q. Debt Service and Miscellaneous	r. Other Items	Amount Expended on Mental Health Supports for Students and Staff
					Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)					
Grant Category	Student Needs Salaries	Student Needs Benefits	Student Needs Professional Technical Services	Student Needs Property Services	Student Needs Other Purchased Services	Student Needs Supplies	Student Needs Property	Student Needs Debt Service	Student Needs Other	
Required	Required	Required	Required	Required	Required	Required	Required	Required	Required	<auto-calc: SUM(Y:AG)>
Option Set	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric
ESSER I (CARES)										0
ESSER II (CRRSA)										0
ESSER III (ARP)										0
ESSER III Reservations for Evidence-based Interventions										

The total amount of ESSER II funds expended on supplies for meeting student needs

Repeat this step for each spending activity.

ESSER Recovery Funding Phase II Reporting

*Addressing Physical Health and Safety

*Meeting Students' Academic, Social, Emotional and Other Needs

*Mental Health Supports for Students and Staff

*Operational Continuity and Other Allowed Uses

Planned Uses of Remaining ESSER Funds

USED Spending Categories

*ESSER III ARP Mandatory Requirement

Review Enrollment and FTE data in Qlik
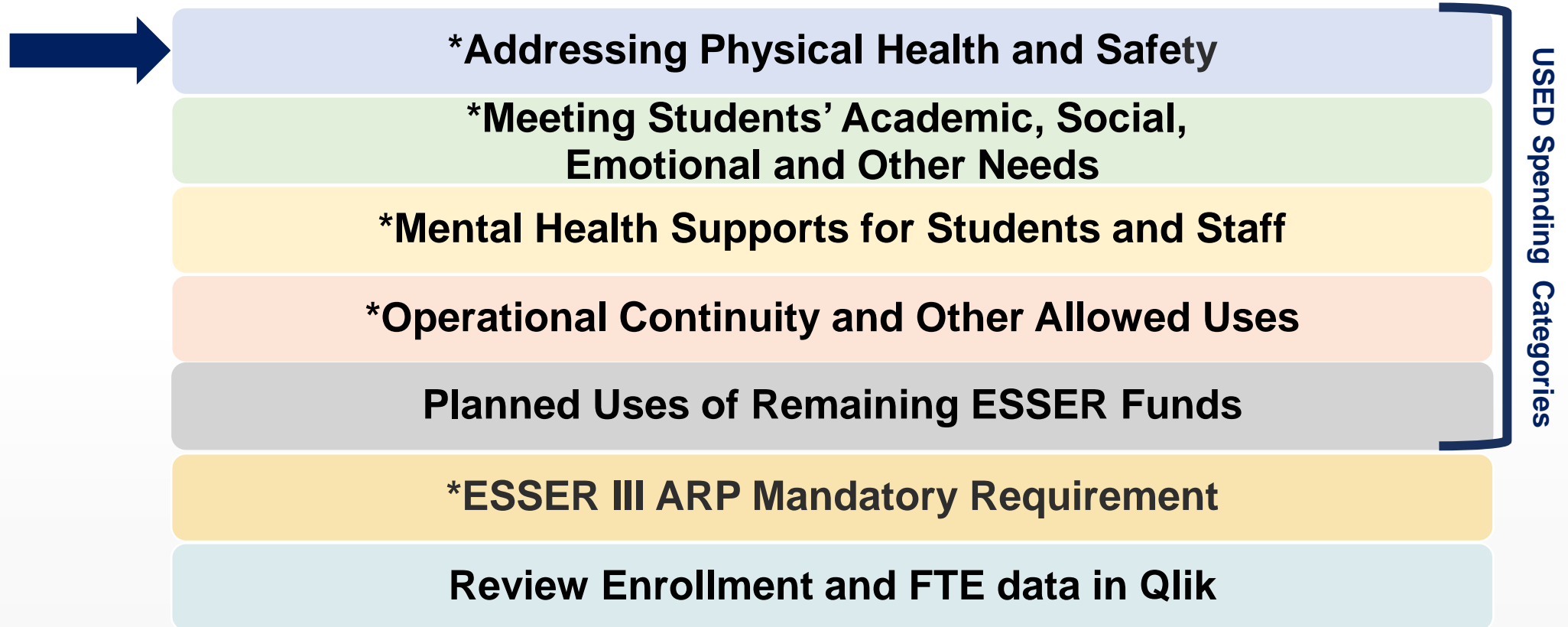
* Denotes categories with new reporting requirements.

Addressing Physical Health and Safety

Activities may include:

Air Filters/Purifiers	PPE	Cleaning Services

- Building and facilities upgrades and maintenance, including ventilation systems and new construction
- Assistance for meals with students
- Cleaning and/or sanitization supplies
- Temporary classroom space to support social distancing
- Temporary or additional transportation services to support social distancing to and from school
- Capacity-building to improve disaster preparedness and response efforts, including coordination with state, local, tribal and territorial public health departments, and other relevant agencies to improve coordinated responses to prevent, prepare for and respond to coronavirus (COVID-19)
- Other health protocols not listed above and aligned to guidance from the Centers for Disease Control and Prevention (CDC) such as:
  - vaccines for staff and/or students, COVID-19
  - testing for staff and/or students, contact tracing, masks

(New) Addressing Physical Health and Safety by Activity

	Amount Expended Addressing Physical Health and Safety	a. Building and facilities upgrades and maintenance, including ventilation systems and new construction	b. Assistance with meals for students	c. Cleaning and/or sanitization supplies	d. Temporary classroom space to support social distancing	e. Temporary or additional transportation services to support social distancing to and from school
	PHS Total Expended Amt	*Building Upgrades*	*Assistance with meals*	*Cleaning supplies*	*Temporary classroom space*	*Additional Transportation*
	<Direction: SUM(E:K)>	Required	Required	Required	Required	Required
	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric

1. The *Option Set* row indicates permitted values for each cell on the sheet.
2. Refer to the four FY23 ESSER Expenditure spreadsheets to complete each section of this template.
3. Remember to separate ESSER III Expenditures related to interventions on lines 9 and 10.

Addressing Physical Health and Safety by Cost Type

	Grant					
					Addressing Physical Health and Safety	
	Grant Category	Amount Expended Addressing Physical Health and Safety	a. Personnel Services – Salaries	b. Personnel Services – Benefits	c. Purchased Professional and Technical Services	d. Purchased Property Services	e. Other Purchase
	Grant Category	*Amount Expended Addressing Physical Health and Safety*	*Physical Health and Safety Salaries*	*Physical Health and Safety Benefits*	*Physical Health and Safety Professional Technical Services*	*Physical Health and Safety Property Services*	*Physical Health Other Purchased*
	Required	<auto-calc: SUM(E:M)>	Required	Required	Required	Required	Required
	Option Set	Numeric	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decim
	ESSER I (CARES)	0					
	ESSER II (CRRSA)	0					
	ESSER III (ARP)	0					
	ESSER III Reservations for Evidence-based Interventions						

1. The *Option Set* row indicates permitted values for each cell on the sheet.
2. Refer to the four FY23 ESSER Expenditure spreadsheets to complete each section of this template.
3. Remember to separate ESSER III Expenditures related to interventions on lines 9 and 10.

ESSER Recovery Funding Phase II Reporting

*Addressing Physical Health and Safety

*Meeting Students' Academic, Social, Emotional and Other Needs

*Mental Health Supports for Students and Staff

*Operational Continuity and Other Allowed Uses

Planned Uses of Remaining ESSER Funds

USED Spending Categories

*ESSER III ARP Mandatory Requirement

Review Enrollment and FTE data in Qlik
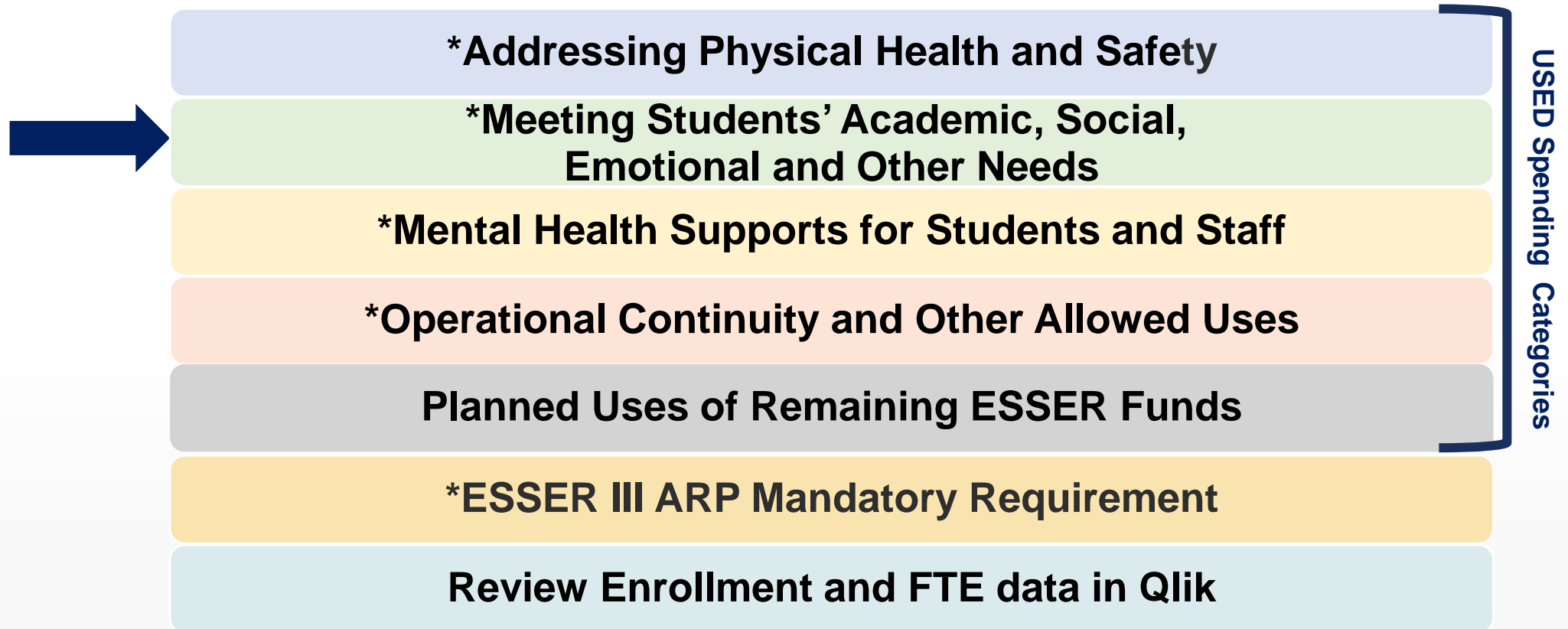
* Denotes categories with new reporting requirements.

Meeting Students' Academic, Social, Emotional and Other Needs

Activities may include:

Afterschool/Summer Programs	Wi-Fi Hotspots	High Dosage Tutoring	Devices

- Extended learning and/or summer learning
- High-dosage intensive tutoring
- Additional staffing and/or activities to identify and/or respond to unique student needs and/or provide targeted support for underserved student groups, including each major racial and ethnic group, children from low-income families, children with disabilities, English learners, LGBTQ+ students, migratory students, students experiencing homelessness, youth in foster care and other groups disproportionately impacted by the pandemic that have been identified by the state education agency (SEA)
- Universal screening, academic assessments and intervention data systems, such as early warning systems and/or opportunities to learn data systems
- Improved coordination of services for students with multiple types of needs, such as full-service community schools or improved coordination with partner agencies, such as the foster care services
- Early childhood program
- Hardware and software
- Wi-Fi, broadband, or other connectivity
- Curriculum adoption and learning materials
- Core staff capacity building/training to increase instructional quality and advance equity
- Investments in talent pipelines for teachers and/or classified staff

(New) Meeting Students' Academic, Social, Emotional and Other Needs by Activity

	Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)			
Amount Expended Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)	h. Extended learning and/or summer learning	i. Tutoring	j. Additional staffing and/or activities to identify and/or respond to unique student needs and/or provide targeted support for underserved student groups, including each major racial and ethnic group, children from low-income families, children with disabilities, English learners, LGBTQ+ students, migratory students, students experiencing homelessness, youth in foster care, and other groups disproportionately impacted by the pandemic	k. Universal screening, academic assessments, and intervention data systems, such as early warning systems and/or opportunities to learn data systems
SN Total Expended Amt	*Extended Learning*	*Tutoring*	*Additional Staffing*	*Universal screening*
\<Direction: SUM(M:W)\>	Required	Required	Required	Required
Numeric	Numeric	Numeric	Numeric	Numeric

1. All responses must be entered on lines 7-10 for the corresponding grant.
2. If no funds were expended for an activity, enter "0."
3. At the end of each section, the total amount expended for that spending category will be automatically calculated.

Meeting Students' Academic, Social, Emotional and Other Needs by Cost Type

									Total Amount Expended by Activity	
1										
2		Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)									
3	k. Personnel Services – Benefits	l. Purchased Professional and Technical Services	m. Purchased Property Services	n. Other Purchased Services	o. Supplies	p. Property	q. Debt Service and Miscellaneous	r. Other Items		Amount Expended on Mental Health Supports for Students and Staff
4	*Student Needs Benefits*	*Student Needs Professional Technical Services*	*Student Needs Property Services*	*Student Needs Other Purchased Services*	*Student Needs Supplies*	*Student Needs Property*	*Student Needs Debt Service*	*Student Needs Other*		
5	Required	Required	Required	Required	Required	Required	Required	Required		<auto-calc: SUM(Y:AG)>
6	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal		Numeric
7										0
8										0
9										0
10										
11										
12										
13										

1. All responses must be entered on lines 7-10 for the corresponding grant.
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3. At the end of each section, the total amount expended for that spending category will be automatically calculated.

ESSER Recovery Funding Phase II Reporting

*Addressing Physical Health and Safety

*Meeting Students' Academic, Social, Emotional and Other Needs

*Mental Health Supports for Students and Staff

*Operational Continuity and Other Allowed Uses

Planned Uses of Remaining ESSER Funds

USED Spending Categories

*ESSER III ARP Mandatory Requirement

Review Enrollment and FTE data in Qlik
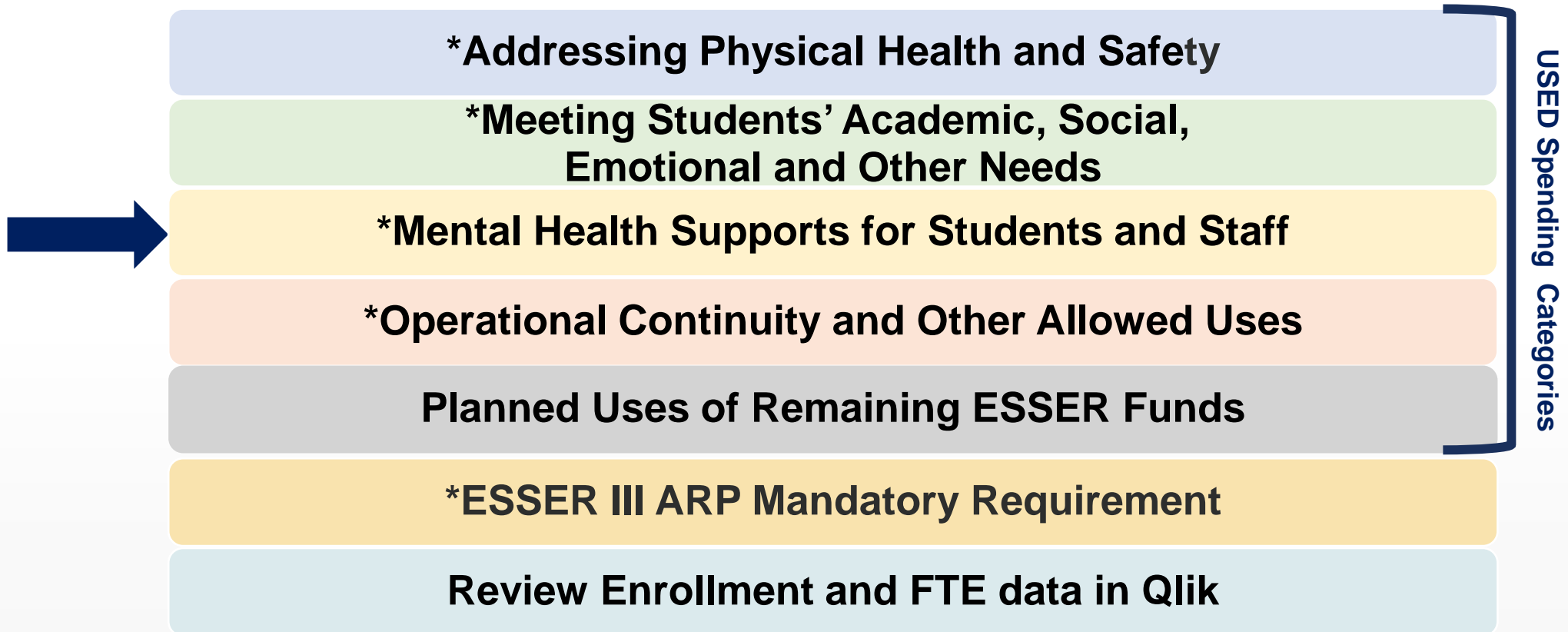
* Denotes categories with new reporting requirements.

Mental Health Supports for Students and Staff

Activities may include:

| Mental Health Professional Services | Licensed Counselor/Social Worker | Mindfulness App for Staff |

- Additional staffing and/or activities to assess and support social-emotional well-being, including mental health, for students, educators and/or families

Please note: Mental health supports are differentiated from social-emotional supports in that they are provided by a licensed mental health professional.

(New) Mental Health Supports for Students and Staff by Activity

	Mental Health Supports for Students and Staff	
	Amount Expended on Mental Health Supports for Students and Staff	s. Additional staffing and/or activities to assess and support social-emotional well-being, including mental health, for students, educators and/or families
4	*MH Total Expended Amt*	*Additional Staffing for Mental Health*
5	**<Direction: SUM(Y:Y)>**	Required
6	Numeric	Numeric
7		
8		
9		
10		

Mental Health Supports for Students and Staff by Cost Type

	t. Personnel Services – Benefits	u. Purchased Professional and Technical Services	v. Purchased Property Services	w. Other Purchased Services	x. Supplies	y. Property	z. Debt Service and Miscellaneous	aa. Other Items	Amount Expended on Operational Continuity and Other Allowed Uses
	Mental Health Support Benefits	*Mental Health Support Professional Technical Services*	*Mental Health Support Property Services*	*Mental Health Support Other Services*	*Mental Health Support Supplies*	*Mental Health Support Property*	*Mental Health Support Debt Service*	*Mental Health Support Other*	
5	Required	Required	Required	Required	Required	Required	Required	Required	<auto-calc: SUM(AI:AQ)>
6	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric
7									0
8									0
9									0
10									
11									
12									

Operational Continuity and Other Allowed Uses

Activities may include any costs not described above that are authorized by:

Stipends (Teacher Retention)	Incentives (Teacher Vaccination)	Stipends (Extended Learning Staff)

- McKinney-Vento Homeless Assistance Act
- Elementary and Secondary Education Act of 1965
- Individuals with Disabilities Education Act
- Adult Education and Family Literacy Act
- Carl D. Perkins Career and Technical Education Act of 2006
OR
- Other activities *not described above* that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA

ESSER Recovery Funding Phase II Reporting

*Addressing Physical Health and Safety

*Meeting Students' Academic, Social, Emotional and Other Needs

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Planned Uses of Remaining ESSER Funds

USED Spending Categories

*ESSER III ARP Mandatory Requirement

Review Enrollment and FTE data in Qlik
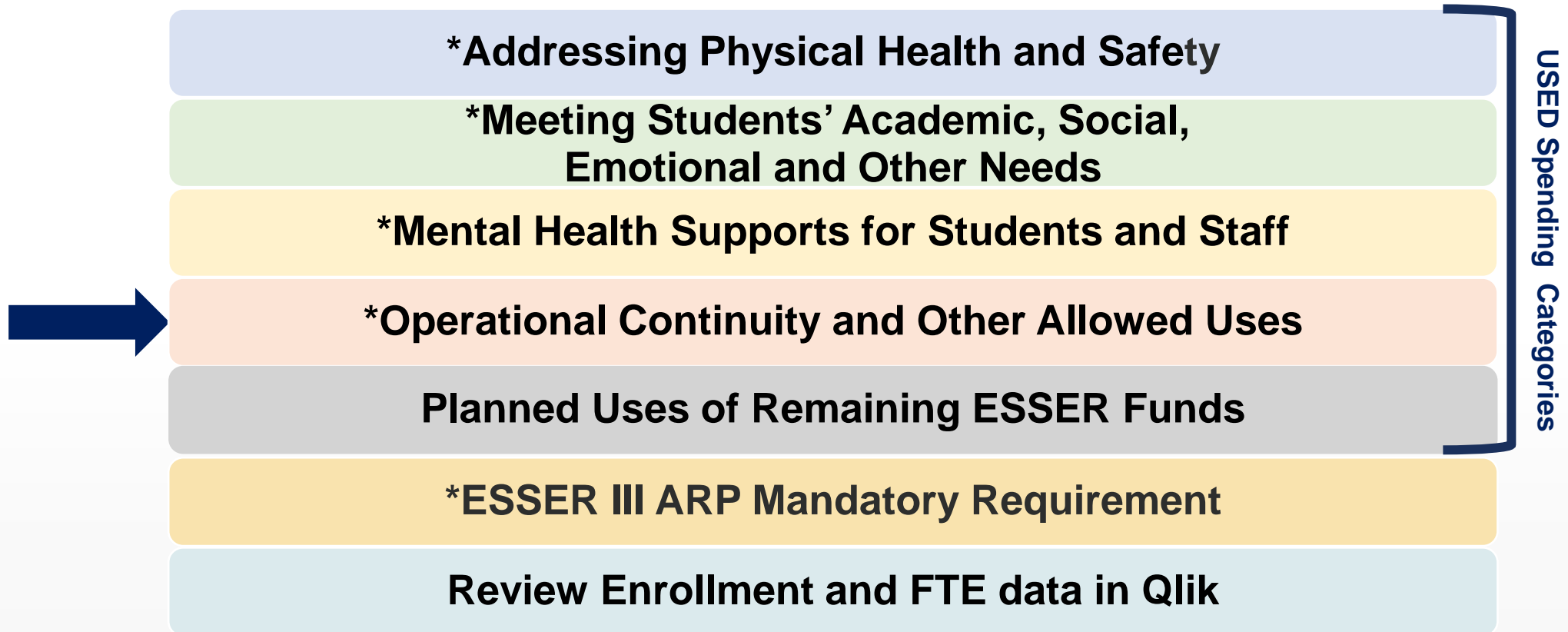
* Denotes categories with new reporting requirements.

(New) Operational Continuity and Other Allowed Uses by Activity

	t. Any activity not described above that is authorized by the McKinney-Vento Homeless Assistance Act	u. Any activity not described above that is authorized by the Elementary and Secondary Education Act of 1965	v. Any activity not described above that is authorized by the Individuals with Disabilities Education Act	w. Any activity not described above that is authorized by the Adult Education and Family Literacy Act	x. Any activity not described above that is authorized by the Carl D. Perkins Career and Technical Education Act of 2006	y. Other activities not described above that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency
	McKinney-Vento Homeless Assistance	Additional ESEA Activities	Additional IDEA Activities	Additional AEFLA activites	Additional CTEA Activities	Other Activities
	Required	Required	Required	Required	Required	Required
	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric

Operational Continuity and Other Allowed Uses by Cost Type

	Operational Continuity and Other Allowed Uses								
	bb. Personnel Services – Salaries	cc. Personnel Services – Benefits	dd. Purchased Professional and Technical Services	ee. Purchased Property Services	ff. Other Purchased Services	gg. Supplies	hh. Property	ii. Debt Service and Miscellaneous	jj. Other Items
	Operational Continuity Salaries	*Operational Continuity Benefits*	*Operational Continuity Professional Technical Services*	*Operational Continuity Property Services*	*Operational Continuity Other Purchased Services*	*Operational Continuity Supplies*	*Operational Continuity Property*	*Operational Continuity Debt Service*	*Operational Continuity Other*
	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal	Numeric (2 decimal places)

Phase II USED Reporting
Planned Use of Expenditures

ESSER Recovery Funding Phase II Reporting

*Addressing Physical Health and Safety

*Meeting Students' Academic, Social, Emotional and Other Needs

*Mental Health Supports for Students and Staff

*Operational Continuity and Other Allowed Uses

Planned Uses of Remaining ESSER Funds

*ESSER III ARP Mandatory Requirement

Review Enrollment and FTE data in Qlik

USED Spending Categories
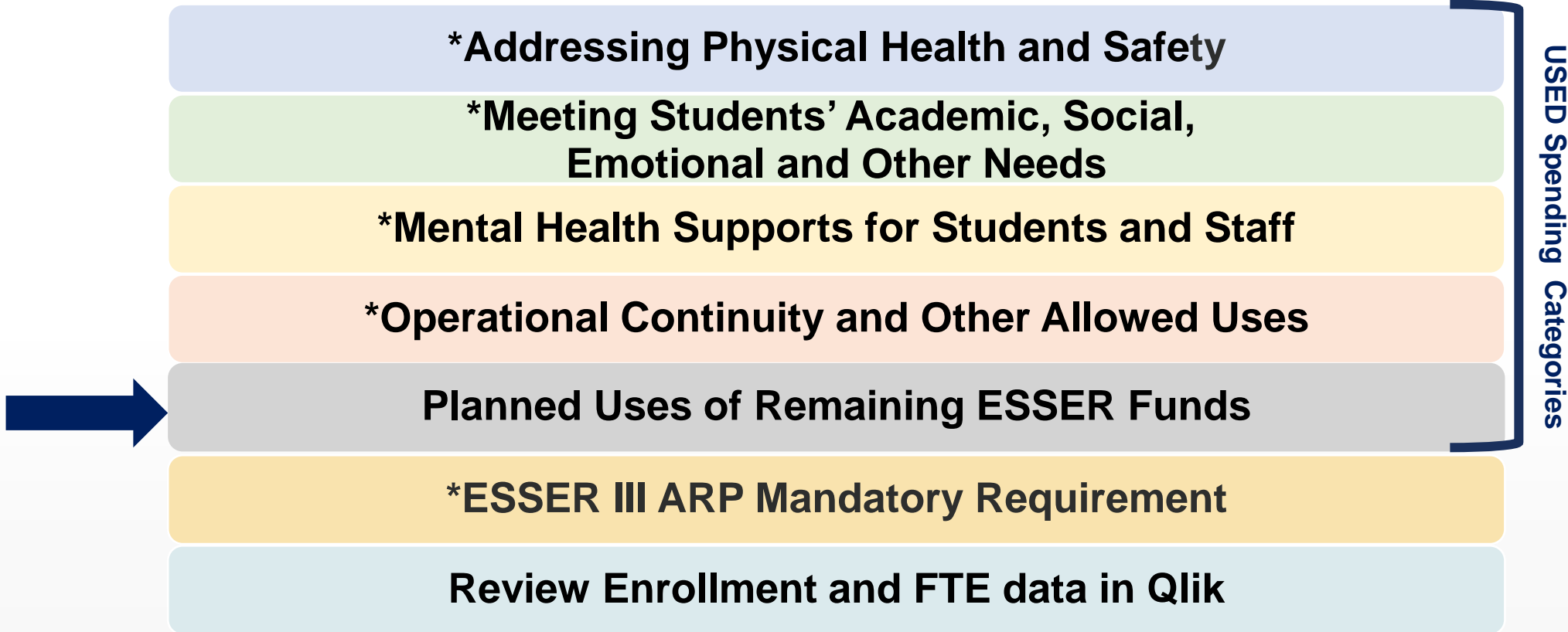
* Denotes categories with new reporting requirements.

Planned Uses of Remaining ESSER Funds

Grant	Planned Uses of Remaining Funds (% of Remaining Funds)				
	Note: If your LEA has spent down all funds on a grant, enter 0% for each field for that row. Otherwise, all categories must sum to 100%.				
Grant Category	% Remaining Funds Planned for Addressing Physical Health and Safety	% Remaining Funds Planned for Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)	% Remaining Funds Planned for Mental Health Supports for Students and Staff	% Remaining Funds Planned for Operational Continuity and Other Uses	% Remaining Funds Not Yet Planned for Specific Use
Grant Category	Remaining Funds PHS PCT	Remaining Funds SN PCT	Remaining Funds MH PCT	Remaining Funds OC PCT	Remaining Funds NP PCT
Required	Required for all categories except ESSER III Reservations for Evidence-based Interventions	Required for all categories except ESSER III Reservations for Evidence-based Interventions	Required for all categories except ESSER III Reservations for Evidence-based Interventions	Required for all categories except ESSER III Reservations for Evidence-based Interventions	Required for all categories except ESSER III Reservations Evidence-based Interventions
Option Set	Numeric	Numeric	Numeric	Numeric	Numeric
ESSER I (CARES)					
ESSER II (CRRSA)					
ESSER III (ARP)					
ESSER III Reservations for Evidence-based Interventions					

Once all spending activity responses have been entered, the total expenditure will calculate automatically.
1. For ESSER III ARP please allocate a decimal percentage of the remaining funds to each spending activity.
2. Only answer for ESSER III (row 9).
3. The total must equal 100.

Phase II USED Reporting
ESSER III Mandatory Requirement

ESSER Recovery Funding Phase II Reporting

*Addressing Physical Health and Safety

*Meeting Students' Academic, Social, Emotional and Other Needs

*Mental Health Supports for Students and Staff

*Operational Continuity and Other Allowed Uses

Planned Uses of Remaining ESSER Funds

USED Spending Categories

➤ *ESSER III ARP Mandatory Requirement

Review Enrollment and FTE data in Qlik
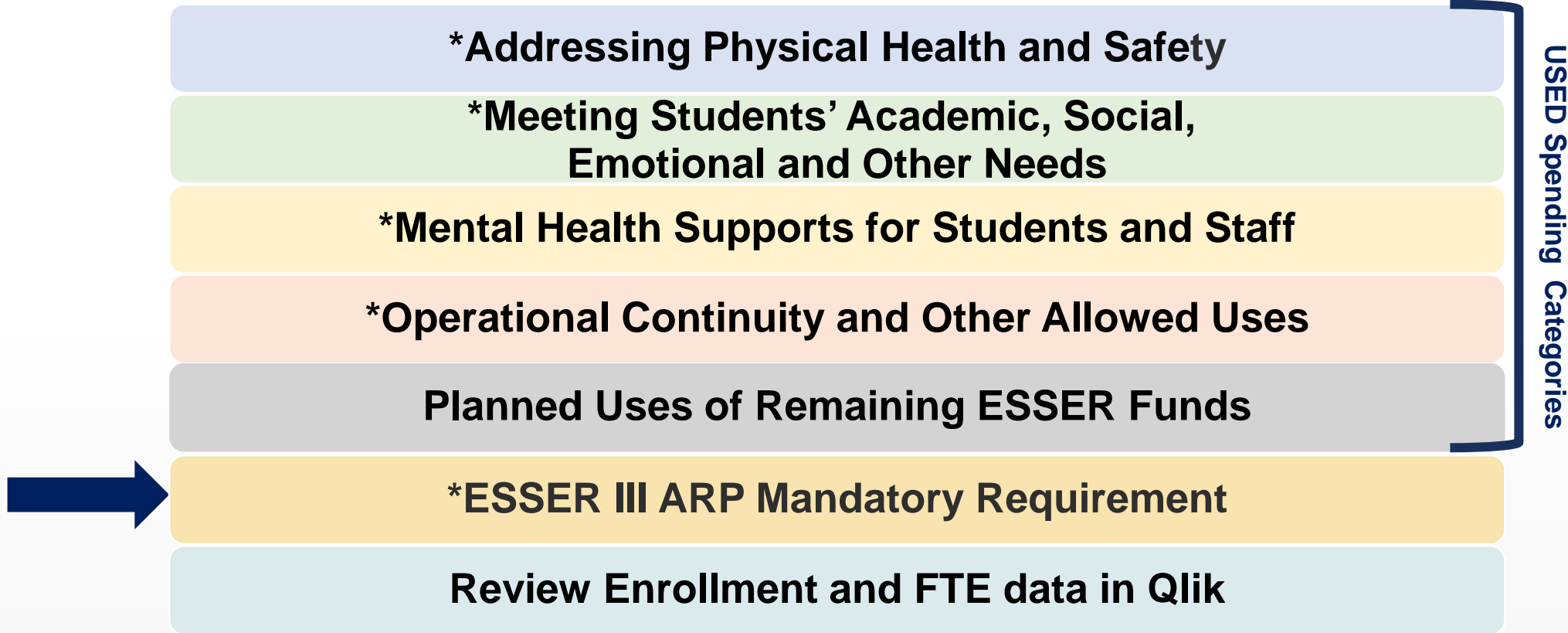
* Denotes categories with new reporting requirements.

(New) ESSER III Mandatory Requirement

a. Summer learning or summer enrichment	b. Afterschool programs	c. Extended instructional time (school day, school week, or school year)	d. Tutoring	e. Additional classroom teachers	f. Other additional staffing and/or activities to assess and support social-emotional well being (excluding mental health supports), for students, educators and/or families
Summer Learning	After School Programs	Extended Instruction Time	Tutoring	Additional Teacher	Additional Staffing
Required	Required	Required	Required	Required	Required
Numeric	Numeric	Numeric	Numeric	Numeric	Numeric

Only complete the ESSER III ARP Mandatory tab using expenditures marked as evidence-based interventions in your EGMS application and Qlik expenditures data.

ESSER III Mandatory Requirement

Category	Impact
Element	Please describe how the selected activities or interventions that the LEA implemented to satisfy the LEA's mandatory 20% set-aside requirements for ESSER III-ARP funds respond to students' academic, social, and emotional needs. Please describe how these activities or interventions address the disproportionate impact of COVID-19 on each listed underserved student groups, including each major racial and ethnic group, children from low-income families, children with disabilities, English learners, migratory students, students experiencing homelessness, youth in foster care, and other groups disproportionately impacted by the pandemic that have been identified by the SEA.
Column Label	ESSER_IOI COVID Impact Statement
Required Field	Required
Format	Open Text (More than 10 and less than 3000 characters)

Upload the ESSER Reporting template

1. Locate the *Upload* button in the **ESSER FY23 Phase II** collection row and click it.
2. Upload the **ESSER FY23 Phase II** Template workbook from your computer.

ESSER Recovery Funding Phase II Reporting

*Addressing Physical Health and Safety

*Meeting Students' Academic, Social, Emotional and Other Needs

*Mental Health Supports for Students and Staff

*Operational Continuity and Other Allowed Uses

Planned Uses of Remaining ESSER Funds

USED Spending Categories

*ESSER III ARP Mandatory Requirement

Review Enrollment and FTE data in Qlik

* Denotes categories with new reporting requirements.

FY23 ESSER EGMS Expenditure Sheets in Qlik
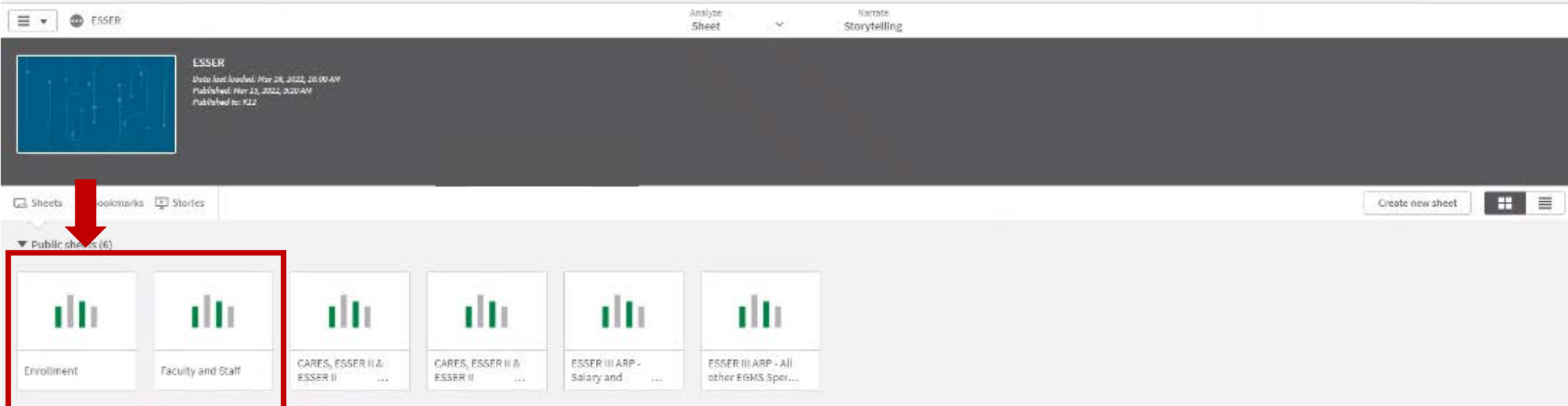
Enrollment and FTE data is from data that LEAs have previously submitted and certified. Please review to ensure that it matches the previously certified data.

The numbers in the Enrollment and Faculty and Staff sheets should reconcile to the certified data that the LEA has previously submitted to OSSE. If they do not match the previously certified data, *you must submit a ticket via the OSSE Support Tool to* have the data in Qlik updated.

Phase II USED Reporting Supports and Resources

Data Elements Definitions

OSSE has included detailed descriptions of each field on the final tab of the template.

Tab	Required?	Definition	Directions
ESSER I (CARES)		For each category on this line, please include the total amount expended by the LEA from the ESSER I mandatory subgrant award in the current reporting period and planned uses of the remaining funds.	Provide the amount of the LEA expenditures by ESSER Subgrant fund and expenditure category for the current reporting period (October 1, 2020 - September 30, 2021). Report any expenditure ONLY ONCE. Please use the most appropriate and most specific applicable expenditure category/object for each expenditure.
ESSER II (CRRSA)		For each category on this line, please include the total amount expended by the LEA from the ESSER II mandatory subgrant award in the current reporting period and planned uses of the remaining funds.	For each ESSER grant (ESSER I-CARES, ESSER II-CRRSA, ESSER III-ARP) the sum of expenditures should equal the LEA's total fiscal year (October 1, 2020- September 30, 2021) expenditures for that ESSER grant.
ESSER III (ARP)		For each category on this line, please include the total amount expended by the LEA from the ARP ESSER mandatory subgrant award in the current reporting period and planned uses of the remaining funds (not including the amount expended toward required	

FY21 ESSER Expenditures | **Data Elements Descriptions** | Option Values | +

Access the Instructional Guide

District of Columbia
Office of the State Superintendent of Education

FY23 USED
ESSER REPORTING

Phase II – LEA Instructional Guide

ESSER Reporting Integrated Data Submission User Guide – Phase II

Table of Contents

ESSER Reporting Support

- **Reducing burden:** OSSE will pre-populate as much as possible

- **Communication and training:**

  - Webinar to provide instructions on completing Phase II reporting data collection

  - K12 Grants Newsletter will have updates, including upcoming deadlines

  - Phase II Integrated Data Submission User Guide posted on ESSER website

  - **Answering questions:**

  - Submit questions to OSSE.ESSER@dc.gov

  - **Certifying data**

  - OSSE to release instructional guide specific to certifying data

Phase II USED Reporting Next Steps

ESSER Reporting Process – Phase II Next Steps

Action	Location	Estimated Time
Download the instructional guide (forthcoming)	OSSE Recovery Funding Website	< 5 minutes
Download FY23 ESSER expenditure data from Qlik and compile other LEA data sources, as needed	Qlik Application	~ 1 hour
Mapping the expenditures	Download, Print, Filter	~ 5 to 10 hours *(depends on volume of expenditures and fluency in Excel)*
Review student enrollment and FTE data	Qlik Application	~ 5-10 min
Submit Phase II template and submit enrollment/FTE corrections by **Feb. 16**	IDS Portal (submit expenditure data) OSSE Support Tool (correct enrollment/FTE data)	~ 30-90 minutes
If needed, resubmit IDS template to resolve OSSE change requests by **April 5**	IDS Portal	~ 30-90 minutes *(if errors are found, this step may require corrections to the spreadsheet)*
Final review of student enrollment, FTE and submitted expenditure data. Certify by **April 15**	Qlik Application	~ 30 minutes

Q & A

Appendix

Step by Step: Downloading Your EGMS Reimbursement Data from the Qlik App

Login to the Qlik Application

Qlik credentials were emailed to you by OSSE if you are registered as an LEA Finance/Grant Manager in eSchoolPLUS.

If you do not have credentials, please email OSSE.ESSER@dc.gov for support.

Access the FY23 ESSER Expenditure Sheets

1. Locate the *LEA* button under the Streams dropdown and click it.
2. Select *ESSER* to access the **FY22 ESSER Expenditure** sheet.

Access the FY23 ESSER Expenditure Sheets

3. Click the *Open* button.

Navigating the FY23 ESSER Expenditure Sheets

Each LEA's FY23 ESSER Expenditures are comprised of four spreadsheets:

- ESSER II – Salary and Benefits
- ESSER II – All other EGMS spend categories
- ESSER III – Salary and Benefits
- ESSER III – All other EGMS spend categories

Navigating the FY23 ESSER I/II Expenditure Sheets

Click the left and right arrows to toggle between sheets:
- ESSER II – Salary and Benefits
- ESSER II – All other EGMS spend categories
- ESSER III – Salary and Benefits
- ESSER III – All other EGMS spend categories

Program Type Code	EGMS Budget Codes	EGMS Budget Category
Grant Name	A2	100 – Salaries and Benefits

Navigating the FY23 ESSER III Expenditure Sheets
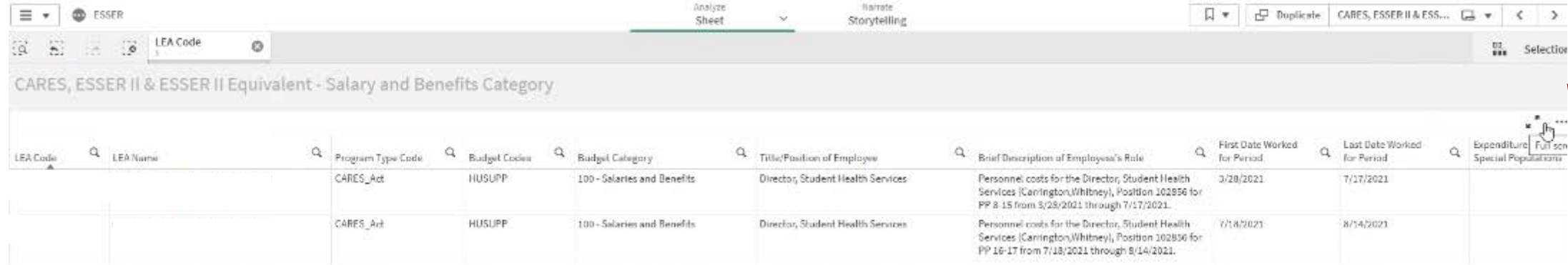
Evidence Based Intervention

This field is populated with numbers "1-5" to indicate its matching intervention or "NA" to indicate that the expense is not related to an intervention.
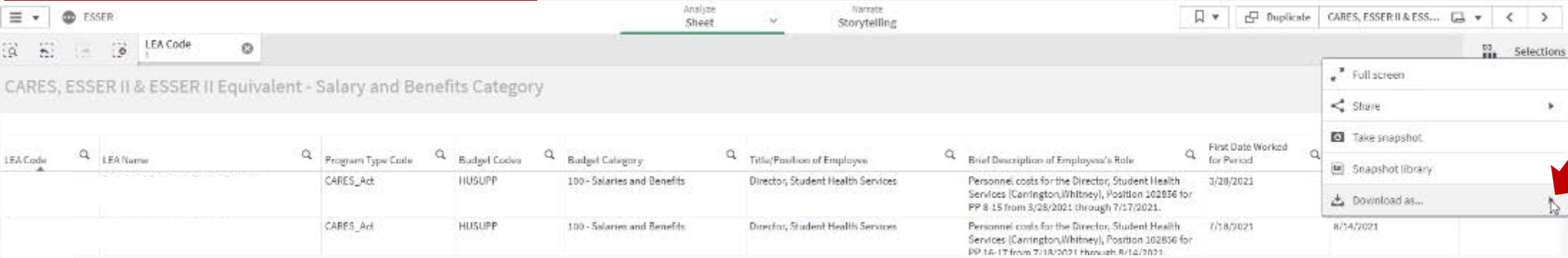
Downloading the FY23 ESSER Expenditure Sheets

1. Click the three dots in the top right corner. A dropdown menu will appear.

2. Click *Download As* from the dropdown menu.

Downloading the FY23 ESSER Expenditure Sheets

3. Click *Data* to export the data.

4. Within seconds the screen below will pop up. Click the hyperlink to download the selected sheet.

Downloading the FY23 ESSER Expenditure Sheets

5. Click *Open File* to save the first sheet onto your computer.

6. Click the right/left arrow to go to the next sheet and repeat **Steps 1 -5**, until all four sheets have been downloaded to your computer.