

#### **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

- 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 h	nere			
January 2024	February 2024	-		May 2024
	Data Submission	ata Submission Data Correction & U Certification Final		
Submit Phase I data collection Open: Jan 15 Due: Jan 26 ( <u>2 week</u> window)	Submit Phase II data collection ( <i>updates!</i> ) Open: Feb 5 Due: Feb 16 ( <u>2 week</u> window)	Submit Phase III data collection ( <i>new!</i> ) Open: Feb 19 Due: Mar 8 ( <u>3 week</u> 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.





## Phase II USED Reporting Requirements

#### **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	<ul> <li>Expenditures by Cost Type (Object)</li> <li>Expenditures by Activity (NEW)</li> </ul>
Meeting Students' Academic, Social, Emotional and Other Needs (Excluding Mental Health Supports)	<ul> <li>Expenditures by Cost Type (Object)</li> <li>Expenditures by Activity (NEW)</li> </ul>
Mental Health Supports for Students and Staff	<ul> <li>Expenditures by Cost Type (Object)</li> <li>Expenditures by Activity (NEW)</li> </ul>
Operational Continuity and Other Allowed Uses	<ul> <li>Expenditures by Cost Type (Object)</li> <li>Expenditures by Activity (NEW)</li> </ul>
ESSER III ARP Mandatory Requirement	<ul> <li>Expenditures by Activity and Intervention (NEW)</li> </ul>



### **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

1/30/2024

• Other Items



#### FY23 ESSER EGMS Expenditure Sheets in Qlik

					Analyze Sheet ~	Narrate Storytelling	
	ESSER Usto kart konded: Mar nablahed Hor 23, 33 Published Ho: K12	Constant and a second se					
🖾 Sheets 🔲 Booicma	wks 🚡 Storfes						Create new sheet
▼ Public sheets (6)						7	
illi	dh	CARES, ESSER II.4		ESSER III ARP-	ESSER III ARP - All		Each LEA's FY23 ESSER Expenditures are comprised of four spreadsheets:
Enrollment	Faculty and Staff	ESSER II	ESSER II	Salary and	other EGMS Sper		<ul> <li>ESSER II – Salary and Benefits</li> </ul>
		ESSE	RII	ESS	γ Ser III		<ul> <li>ESSER II – All other EGMS spend categories</li> <li>ESSER III – Salary and Benefits</li> <li>ESSER III – All other EGMS spend categories</li> </ul>



## **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
	Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
B2 – MENT STUDENT	Mental Health Supports for Students and 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





## Phase II USED Reporting FY23 Expenditure Data

#### **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

tegrated Data Submission	District of Columbia Office of the State Superintendent of Education	SSE
Login		
Email *		-
Password *		
Logi	in Clear	

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

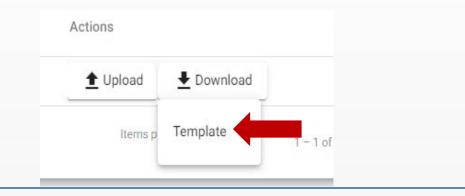
If you do not have credentials, please email <u>OSSE.ESSER@dc.gov</u> for support.



### **Download the Phase II Reporting Template**

Collection	Due Date	Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions	Ļ		
ESSER FY23 Phase II	2/16/2024						1 Upload			
							Items p	er page: 5 👻	1-1 of 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

\*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.

USED

Spending

Categorie

## **Totaling the Expenditures**

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

	Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)									
Grant Category	j. Personnel Services – Salaries	k. Personnel Services – Benefits	1. 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 or Mental Health Suppor for Students and Stat
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-cale: sum(y:ag<="" th=""></auto-cale:>
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)						1				0
ESSER III (ARP)		î I								0
I Reservations for Evidence-based Inter	entions									

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** 

\*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 upgrade	s and maintenance, including ventilation sys	tems and new construction
•	Assistance for meals with stud	lents	

- 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

1										
2		Addressing Physical Health and Safety								
3	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				
4	PHS Total Expended Amt	Building Upgrades	Assistance with meals	Cleaning supplies	Temporary classroom space	Additional Transportation				
5	<direction: sum(e:k)=""></direction:>	Required	Required	Required	Required	Required				
6	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric				
7										
8										
9										
10										

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

1							
2	Grant					Addressing Physical Hea	lth and Safety
3	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
4	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 o Other Purchased
5	Required	<auto-calc: sum(e:m)=""></auto-calc:>	Required	Required	Required	Required	Required
6	Option Set	Numeric	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decim
7	ESSER I (CARES)	0					
8	ESSER II (CRRSA)	0					
9	ESSER III (ARP)	0					
10	ESSER III Reservations for Evidence-based Interv	rentions					
11		   					
12		1					

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** 

\*ESSER III ARP Mandatory Requirement

**Review Enrollment and FTE data in Qlik** 

\* Denotes categories with new reporting requirements.

**USED** Spending

Categorie

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

Activities may include:

Afterschool/Summer Programs	Wi-Fi Hotspots	High Dosage Tutoring	Devices
<ul> <li>Extended learning and/or summer learning</li> <li>High-dosage intensive tutoring</li> <li>Additional staffing and/or activities to idem underserved student groups, including each English learners, LGBTQ+ students, migrato disproportionately impacted by the pander</li> <li>Universal screening, academic assessments data systems</li> <li>Improved coordination of services for stude coordination with partner agencies, such as</li> <li>Early childhood program</li> <li>Hardware and software</li> <li>Wi-Fi, broadband, or other connectivity</li> <li>Curriculum adoption and learning materials</li> <li>Core staff capacity building/training to increase</li> </ul>	tify and/or respond to unique stude n major racial and ethnic group, chi ry students, students experiencing nic that have been identified by the and intervention data systems, suc ents with multiple types of needs, s s the foster care services	Idren from low-income families, child homelessness, youth in foster care ar e state education agency (SEA) ch as early warning systems and/or op ouch as full-service community schools	ren with disabilities, nd other groups oportunities to learn

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

1						
2						
3	Amount Expended Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)	h. Extended learning and/or summer	Social, Emotional, and Other Needs (Exclu 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	assessments, and intervention data systems, such as early warning systems and/or opportunities to learn data systems	
4	SN Total Expended Amt	Extended Learning	Tutoring	Additional Staffing	Universal screening	
5	<direction: sum(m:w)=""></direction:>	Required	Required	Required	Required	
6	Numeric	Numeric	Numeric	Numeric	Numeric	
7						
8						
9						
10						

- 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

1				Total Amount Expended by				hy Activity	
2		Meeting Students' Acad	emic, Social, Emotional, an	d Other Needs (Excluding Mental Health Supports)					
3	k. Personnel Services – Benefits	1. 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)=""></auto-calc:>
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				1 				1	0
8									0
7 8 9 10									0
11				1				1	
12								1	
13				1				1	

- 1. All responses must be entered on lines 7-10 for the corresponding grant.
- 2. If no funds were expended for a cost type, enter "0."
- 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** 

\*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 S	taff
--	------

• 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

1				
2	Mental Health Supports	s for Students and Staff		
3	Amount Expended on Mental Health Supports for Students and Staff	<ul> <li>s. Additional staffing and/or activities to assess and support social-emotional well- being, including mental health, for students, educators and/or families</li> </ul>		
4	MH Total Expended Amt	Additional Staffing for Mental Health		
5	<direction: sum(y:y)=""></direction:>	Required		
6	Numeric	Numeric		
7				
8				
9				
10				



## Mental Health Supports for Students and Staff by Cost Type

C. Personnel Services       d. Putchased Professional and Technical Services       V. Putchased Professional and Technical Services       V. Putchased Professional Services       v. Supplies       y. Property       2. Debt Service and Miscellaneous       aa. Other Items and Other A         3       Mental Health Support Benefits       Mental Health Support Professional Technical Services       Mental Health Support Other Services       Mental Health Support Other Services       Mental Health Support Supplies       Mental Health Support Property       Mental Health Support Debt Service       Mental Health Support Other       Mental Health Support Supplies       Mental Health Support Property       Mental Health Support Debt Service       Mental Health Support Other       Mental Health Support Supplies       Mental Health Support Property       Mental Health Support Debt Service       Mental Health Support Other       Mental Health Support Supplies       Mental Health Support Property       Mental Health Support Debt Service       Mental Health Support Other       Mental Health Support Supplies       Mental Health Support Property       Mental Health Support Debt Service       Mental Health Support Other       Mental Health Support Supplies       Mental Health Support Property       Mental Health Support Debt Service       Mental Health Support Other       Mental Health Support Supplies       Mental Health Support Property       Mental Health Support Debt Service       Mental Health Support Other       Mental Health Support Supplies       Mental Health Support Property       Mental Healt			i i i i i i i i i i i i i i i i i i i				1			
2       3       4       4       4       5       Required       Numeric (2 decimal       Numeric       Numeric (2 decimal	1									
Interference       Contrasted Professional Benefits       Contrasted Professional and Technical Services       Contrasted Professional Services       Contr	2		Mental Health Supports for Students and Staff							
Mental Health Support Benefits       Professional Technical Services       Mental Health Support Other Services       Mental Health Support Supplies       Mental Health Support Property       Mental Health Support Debt Service       Mental Health Support Debt Service       Mental Health Support Other         4       Required       Numeric (2 decimal       Numeric (2 decimal <td< th=""><th>3</th><th></th><th></th><th>• •</th><th></th><th>x. Supplies</th><th>y. Property</th><th></th><th>aa. Other Items</th><th>Amount Expended of Operational Continu and Other Allowed U</th></td<>	3			• •		x. Supplies	y. Property		aa. Other Items	Amount Expended of Operational Continu and Other Allowed U
Required         SUM(A)           6         Numeric (2 decimal)         Numeric (2 decimal) <td< td=""><td>4</td><td></td><td>Professional Technical</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	4		Professional Technical							
6       Numeric (2 decimal	5	Required	Required	Required	Required	Required	Required	Required	Required	<auto-calc: SUM(AI:AQ)&gt;</auto-calc: 
8         1	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
9	7						1			0
10         11	8									0
11	_		1							0
			1							
	11		1				1 			



### **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								
	<ul> <li>Elementary and Secondary Education Act of 1965</li> </ul>								
	<ul> <li>Individuals with Disabilities Education Act</li> </ul>								
Adult Education and Family Literacy A	<ul> <li>Adult Education and Family Literacy Act</li> </ul>								
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

\*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.



## (New) Operational Continuity and Other Allowed Uses by Activity

1											
2	Operational Continuity and Other Allowed Uses										
3	t. Any activity not described above that is authorized by the McKinney-Vento Homeless Assistance Act Homeless Assistance Act		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					
4	McKinney-Vento Homeless Assistance	Additional ESEA Activities	Additional IDEA Activities	Additional AEFLA activites	Additional CTEA Activities	Other Activities					
5 Required						Required					
6 Numeric Numeric Numeric Numeric Numeric						Numeric					
7											
8											
9											
10											



### **Operational Continuity and Other Allowed Uses by Cost Type**

1										
2		Operational Continuity and Other Allowed Uses								
3	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	
4	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	
5	Required	Required	Required	Required	Required	Required	Required	Required	Required	
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 (2 decimal places)	
7					1				 	
8									1	
9										
10					1					





# 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** 

\* Denotes categories with new reporting requirements.



# Planned Uses of Remaining ESSER Funds

	Planned Uses of Remaining Funds (% of Remaining Funds)								
Grant	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	Grant Category Remaining Funds PHS 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** 

\*ESSER III ARP Mandatory Requirement

**Review Enrollment and FTE data in Qlik** 

\* Denotes categories with new reporting requirements.

### (New) ESSER III Mandatory Requirement

С	D	E	F	G	Н
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 an support social-emotional wel being (excluding mental heal 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**

1	Category	Impact
3	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.
4	Column Label	ESSER_IOI COVID Impact Statement
5	<b>Required Field</b>	Required
6	Format	Open Text (More than 10 and less than 3000 characters)
7		



### Upload the ESSER Reporting template

Collection	Due Date	Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions			
ESSER FY21 Phase II	3/21/2023							<b>↓</b> Download		
							ltems p	er page: 5 👻	1 - 1 of 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.





# Phase II USED Reporting Student Enrollment + FTE

### **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** 

\* Denotes categories with new reporting requirements.



### FY23 ESSER EGMS Expenditure Sheets in Qlik

🗏 🔹 🚳 ESSER					Analyze Sheet Y	Narrate Storytelling	
	ESSER Dato Just Joseful Ma Published Nor 23, 25 Published Nor 23, 25	y 28, 2022 28 00 AW X23 9 30 AW					
225.553945454500 a Constanting Constanting	rks 🔄 Storles						Create new sheet
Public shews (6)							
dh	dti	dti	dh	illi	dh		
Enrollment	Faculty and Staff	CARES, ESSER II & ESSER II	CARES, ESSER II & ESSER II	ESSER III ARP - Salary and	ESSER III ARP - All other EGMS Sper		

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 <u>OSSE Support Tool</u> 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.

1	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).
2				Report any expenditure ONLY ONCE. Please use the most appropriate and most specific applicable expenditure category/object for each
3	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.	expenditure. 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 Expenditure	Data Elements Descript	tions 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

Overview	4
Timeline	4
Support	5
Using the Applications	6
Logging in to Qlik	6
The Qlik Application	6
Accessing the Expenditure Sheets	7
Expenditure Pre-Work	7
Mapping the Expenditures	7
Totaling the Expenditures	9
Logging in to IDS	. 10
Downloading the Template	. 11
Completing the Template	. 12
ESSER Expenditures by Cost Type	. 12
Addressing Physical Health and Safety	. 12
Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)	. 12
Mental Health Supports for Students and Staff	. 13
Operational Continuity and Other Allowed Uses	. 13
Planned Uses of Remaining Funds	. 13
ESSER Expenditures by Activity	. 14
Addressing Physical Health and Safety	. 14
Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)	. 14
Mental Health Supports for Students and Staff	. 15
Operational Continuity and Other Allowed Uses	. 15
ESSER III Mandatory Requirement	. 15
Each red heading in this section corresponds to a spending activity on the FY23 ESSER Phase II reporting template Each section includes screenshots and directions on how to complete that section. All fields are mandatory and require a response	
Amount expended from the ARP ESSER LEA Reserve	
Impact Statement	. 16



# **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 <u>OSSE.ESSER@dc.gov</u>
  - 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 <b>Feb. 16</b>	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 <b>April 5</b>	IDS Portal	~ 30-90 minutes ( <i>if errors are found, this step may require</i> <i>corrections to the spreadsheet</i> )
Final review of student enrollment, FTE and submitted expenditure data. Certify by <b>April 15</b>	Qlik Application	~ 30 minutes









# Appendix

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

### Login to the Qlik Application

SLED DO STATEWIDE LONGITUDINAL EDUCATION DATA SYSTEM	Log in
Email Password	Qlik <sup>®</sup> Sense S
Log in	
Welcome to the Qlik Sense Login	I
Qlik Sense Hub requires an active SLED account. If you do not have a at 202-719-6500 and have your information ready so the Help Desk tec	SLED account or you are unable to access the hub with your account, please contact the OSSE Help Desk hnicians can provide assistance.
Office of the State Superintendent of Education 1050 First Street, NE, Washington, DC 20002 sled.info@dc.gov P: (202) 727-6436	SSE

1050 First Street, NE, Washington, DC 20002 sled.info@dc.gov		
sled info@dc.gov		
biod.inio@do.gov		
<u>P.:</u> (202) 727-6436		

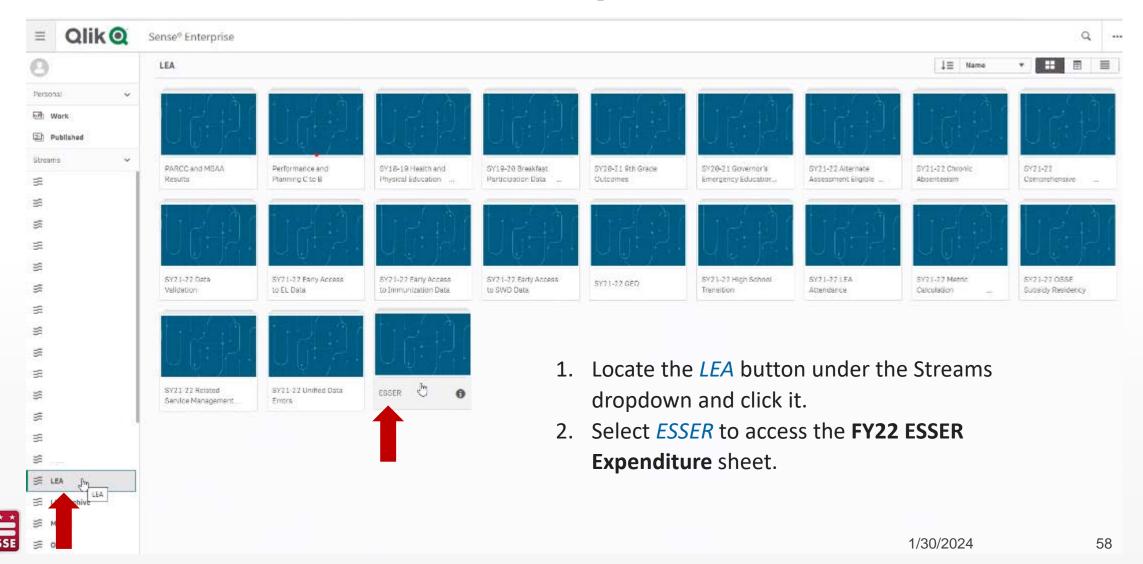
emailed to you by OSS	E if
you are registered as a	n
LEA Finance/Grant	
Manager in <u>eSchoolPL</u>	<u>US</u> .

Olik credentials were

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

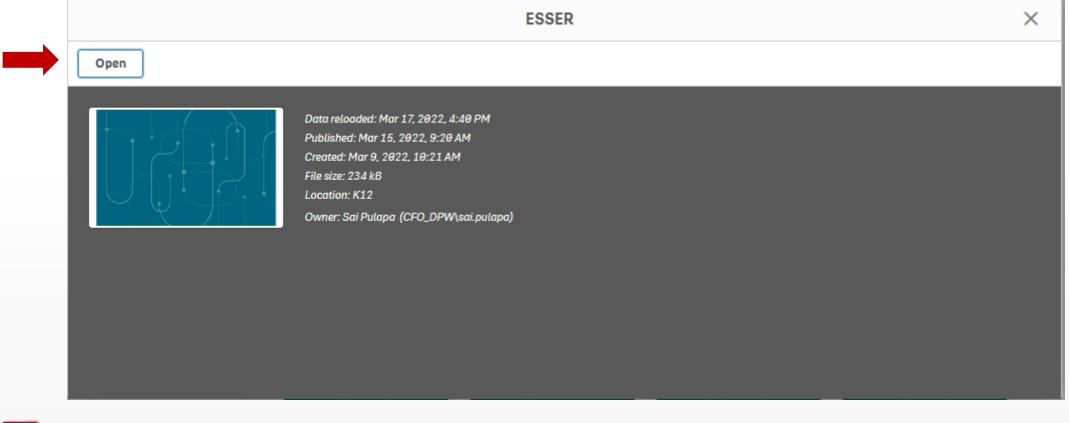


### **Access the FY23 ESSER Expenditure Sheets**



### Access the FY23 ESSER Expenditure Sheets

3. Click the *Open* button.



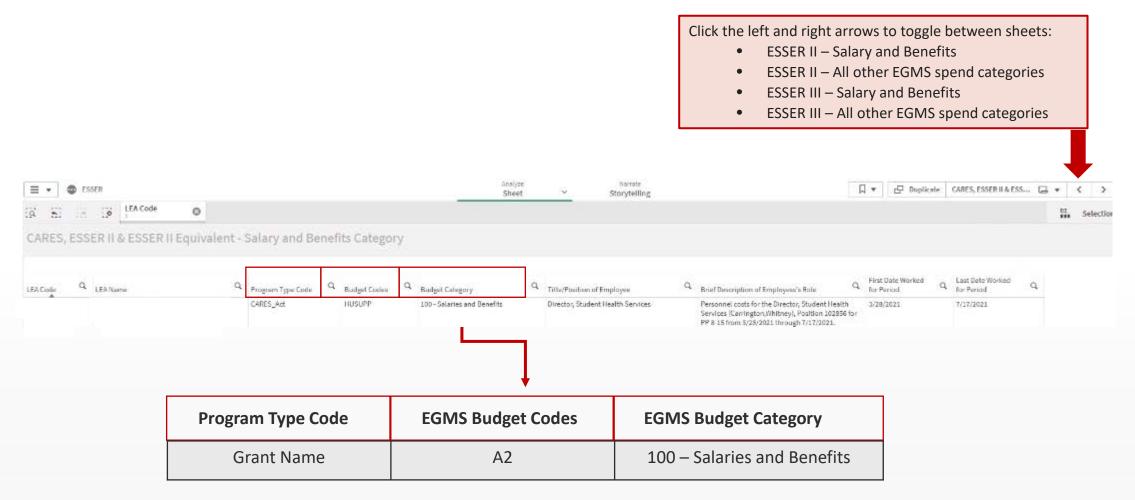


### Navigating the FY23 ESSER Expenditure Sheets

E T C ESSER	ESSER Data bard kooded. Mar Published Sc: K12 Published Sc: K12				Analyze Sheet	Storytelling
🖾 Sheets 🔲 Bookma	riks 🔄 Storfes					Create new sheet
▼ Public sheets (6)						
dh	du	ili.	dh	dh	dh	
Enrollment	Faculty and Staff	CARES, ESSER II & ESSER II	CARES, ESSER II & ESSER II	ESSER III ARP - Salary and	ESSER III ARP - All other EGMS Sper	
		ESSE	RI	ESSE	RIII	<ul> <li>Each LEA's FY23 ESSER Expenditures are comprised of four spreadsheets:</li> <li>ESSER II – Salary and Benefits</li> <li>ESSER II – All other EGMS spend categories</li> <li>ESSER III – Salary and Benefits</li> <li>ESSER III – All other EGMS spend categories</li> </ul>

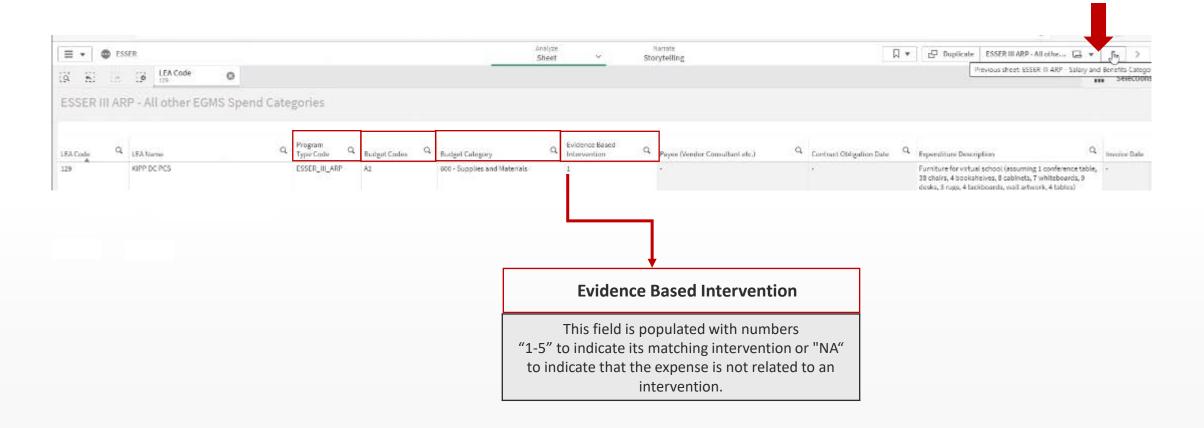


### Navigating the FY23 ESSER I/II Expenditure Sheets





### Navigating the FY23 ESSER III Expenditure Sheets





### **Downloading the FY23 ESSER Expenditure Sheets**

≡ ▼ @ ESSER					heet Y Storytelling		口 · Doplicat	* CARES, ESSER II & ESS	
A 51 18 19 LEA Code	0								Selection
CARES, ESSER II & ESSER II E	quivalent -	Salary and Be	nefits Catego	Y.					
EA Code Q LEA Name	Q	Program Type Code	Q. Budget Cooles	Q Budget Cabegory	Q. Title: Position of Employee	Q. Brief Description of Employees's Role	First Date Worked	Q Last Date Worked	Q Expenditure Full se
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Directory Student Health Services	Personnel costs for the Director, Student Health Services (Carrington,Whitney), Position 102856 to PP 8-15 from 5/28/2021 through 7/17/2021.	3/28/2021 r	7/17/2021	
		CARES_Ad	HUSUPP	100 - Salaries and Benefits	Director, Student Health Services	Personnel costs for the Director, Student Health Services (Carrington, Whitney), Position 102806 for PP 16-17 from 7/18/2021 through 8/14/2021.	7/18/2021 r	8/14/2021	
2. Click Deverte ed 4e fr									
	om the dr	<mark>opdown me</mark>	enu.	Anal She		1	↓ E Duplicate	CARES, ESSER II & ESS	
• O ESSER	om the dr	<mark>opdown me</mark>	enu.			5	고 🔹 🗗 Duplicate	CARES, ESSER II & ESS	
Si 🕒 🕄 LEA Code	0			She			) ¥   日 Duplicate	CARES, ESSER II & ESS	Selection
ESSER	0			She		1	고 🔹 🗗 Duplicate		
ESSER     ESSER     ESSER II & ESSER II Eq	o Juivalent - S	alary and Ben	efits Category	She	storytelling		First Date Worked	e <sup>#</sup> Fullscreen	53 Selection
E ▼ D ESSER 5. In IØ LEA Code ARES, ESSER II & ESSER II Eq	Q Juivalent - S	alary and Ben	efits Category	, She	et 🗡 Storytelling	Brief Description of Employees's Role     Personnei costs for the Director, Student Health		Fullscreen	53 Selection
ARES, ESSER II & ESSER II Eq	Q Juivalent - S	alary and Ben Program Type Code	efits Category ۹ Budget Codes	Q Budget Calagory	C Title/Pouloon of Employee	Q Brief Description of Employees's Role. Q	First Date Worked for Period	<ul> <li>Fullscreen</li> <li>Share</li> <li>Take snapshot.</li> </ul>	53 Selection



# **Downloading the FY23 ESSER Expenditure Sheets**

3. Click <i>Data</i> to export the	e data.			
🗮 🔹 🕲 ESSER		Analyze Harrate Sheet Y Storytelling	[	licate CABES, ESSER IJ & ESS 🗔 🔻 🔇 🗲
[] 등] 등 등 [] LEA Code	0			Selections
CARES, ESSER II & ESSER II Em	uvalent - Salary and Benefits Category			● Back     ■
and the second s	entering and an entering and going			linage
			Q First Date Worked Brief Description of Employees's Role Q First Oate Worked	PDF
LEACode Q LEAName	Q Program Type Code Q Budget Codes Q B		A DEC A DECEMBER OF A DECEMBER	Data N
	CARES_Act HUSUPP 10	Salaries and Benefits     Director, Student Health Services	Personnel costs for the Director, Student Health 3/20/2021 Services (Carrington,Whitney), Position 102856 for	Data

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

\* \* 055

EA Code Q LEA Nama	Q Program Type Code	Q Budget Codes	Q. Budget Calegory	Q Title/Position of Employee	Q, Brit	of Description of Employees's Role	First Date Work for Period	ed Q Last Date Worked for Period	Q Expenditure for Special Population
	CARES_Act	HUSUPP	100 - Salaries and Benefits	Director, Student Health Services	Ser	sonnet costs for the Director, Student Health vices (Carrington,Whitney), Position 102956 for 8-15 from 5/29/2021 (brough 7/17/2021.	3/28/2021	7/17/2021	
	CARES_AH	HUSUPP	100-Sslares and Benefits	Director, Shudent Health Services	Ser	sonnel costs for the Director, Student Health vices (Carrington,Whitney), Position 102836 for 16-17 from 7/18/2021 through 8/14/2021.	7710/2025	8/14/2021	
	CARES_Adt	HUSUPP	100 Solaries and Benefils	Specialist, Student Hoalth Services	Ser	sonnet costs for the Specialist, Student Health vices (Murphy, Sophie), Position 102850 for PP 9- from 4/11/2021 through 7/17/2021. Specialist of	4/11/3021	-7/17/2021	
	CARES_Act	HUSUPP	100 · Seleries and Benefits Export complete	Specielist, Student Health Services	Per	sonnet costs for the Specialist, Student Health tos (Rurphy, Sophio), Position 102350 for PP from 7/18/2021 Himaugh 8/14/2021, Specialist	7/18/2021	8/14/2021	
	CARES_Act	HUSUPP	10 Your exported data is read	dy for download.		nnel costs for supplemental staffing (i.e. S'Assistants) that supervised CARES rooms during PP 4 from 1/31/2020 through	1/31/2023	2/13/2021	
	CARES_Ad	HUSUPP	to <u>Click here to download yo</u>	our data file.		most craits for supplemental staffing (i.e. 5 Assistants) that supervised CARES rooms during PP 4 from 1/31/2020 through	1/31/9625	2/13/2021	
	CARES_Act	HUSUPP	10		Close	nnet costs for supplemental staffing (i.e. S Animtants) that supervised CABES stooms during PP 4 from 1/31/2020 through	1/31/2021	2/13/2021	
	CARES_Act	HUSUPP	100 - Salaries and Benefits	Supplemental Staffing	CAR	sonne: costs for supplemental staffing ().e. RES Assistants) that supervised CARES around during PP 4 from 1/31/2020 through	L/31/2021	2/13/2021	
	CARES_AR	HUSUPP	100 - Salaries and Benefits	Supplemental Staffing		sonnel costs for supplemental staffing (i.e. RES Assistants) that supervised CARES	2/14/2021	1/30/2024	6

# **Downloading the FY23 ESSER Expenditure Sheets**

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

1	ESSER			analyz Shee			Downloads	2-6224-402290946 🕞 👖	\$ < >
IX     <							See more Open file	Selections	
LEA Code	LEA Norme	Q Program Type Cuale	Q. Budget Cooless Q	L Budget Calegory	Q. Title/Poulose of Employee	Q Bolef Description of Employees's Bole Q	First Date Worked	Q. Last Date Worked Q.	Expenditure for Special Populations
		CARES_Act	HUSUPP	100 - Salartes and Benefits	Director, Student Health Services	Personnel costs for the Director, Student Health Services (Carrington,Whitney), Position 102856 for PP 8.15 from 3/28/2021 through 7/17/2021.	3/20/2021	7/17/2021	
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Director, Student Health Services	Personnel costs for the Director, Student Health Services (Carrington,Whitney), Position 102836 for PP 16-17 from 7/18/2021 through 8/14/2021.	7/18/2021	8/14/2021	
		CARES_Act	HUSUPP	100 - Solaries and Benefits	Specialist, Student Hoalth Services	Personnel costs for the Specialist, Student Health Services (Murphy, Sophie), Position 102850 for PP 9- 15 from 4/13/2021 through 7/17/2021, Specialist of	4/11/2021	7/17/2021	
		CARES_Act	HUSUPP	100- Salaries and Benefits Export complete	Specialist, Student Health Services	Personnel costs for the Specialist, Student Health oss (Murphy, Soprie), Position 102850 for PP from 7/58/2021 (Incurgh R/14/2021, Specialm	7/18/2021	8/14/2021	
		CARES_Act	HUSUPP	10 Your exported data is re-	ady for download.	nnel costs for supplemental staffing (Le. S'Assistants) that supervised CARES norms during PP 4 from 1/31/2020 through	1/31/2021	3/13/2023	
		CARES_AL	HUSUPP	fo Click here to download	ecur data file.	med coals for supplemental staffing (c.s. 5 Assistants) that supervised CARES coms during PP 4 from 1/31/2020 through	1/31/2021	9/13/2021	
		CARES_Act	HUSUPP	10		Close Amotorial that supervised CARES Classification PP 4 from 1/31/2020 through	1/31/2021	2/13/2021	

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.