



ESSER Annual Reporting Webinar

Phase II Data Collection

Jan. 28, 2025

Agenda

- Review Phase II timeline of Elementary and Secondary School Emergency Relief Fund (ESSER) Annual Reporting for fiscal year 2024 (FY24) from **Oct. 1, 2023 – Sept. 30, 2024**
- Walk through Phase II ESSER data collection requirements
- 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 American Rescue Plan Act Elementary and Secondary School Emergency Relief Fund (ESSER III) funds during FY24 (Oct. 1, 2023-Sept. 30, 2024).
- **Please note:** This is the final reporting year for LEAs that did not apply for a liquidation extension.

ESSER Recovery Funding Reporting Timeline

We are here				
January 2025	February 2025	March 2025	April 2025	May 2025
Data Submission			Data Correction and Certification	USED Reporting Deadline
Submit Phase I Data Open: Jan. 13 Close: Jan. 24 (2-week window)	Submit Phase II Data Open: Feb. 3 Close: Feb. 21 (3-week window)	Submit Phase III Data Open: Mar. 3 Close: Mar. 21 (3-week window)	OSSE reviews all submitted data and requests corrections from LEAs, as needed. LEAs make corrections.	LEAs certify data. OSSE submits LEA ESSER reporting data to USED.



ESSER Phase II Reporting Timeline: LEA Actions

Feb. 3-21: 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.

March 3- 21: 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.

April 7-18: 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.

May 5: Certification

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





Phase II USED Reporting Requirements

ESSER Recovery Funding Phase II Reporting

FY24 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

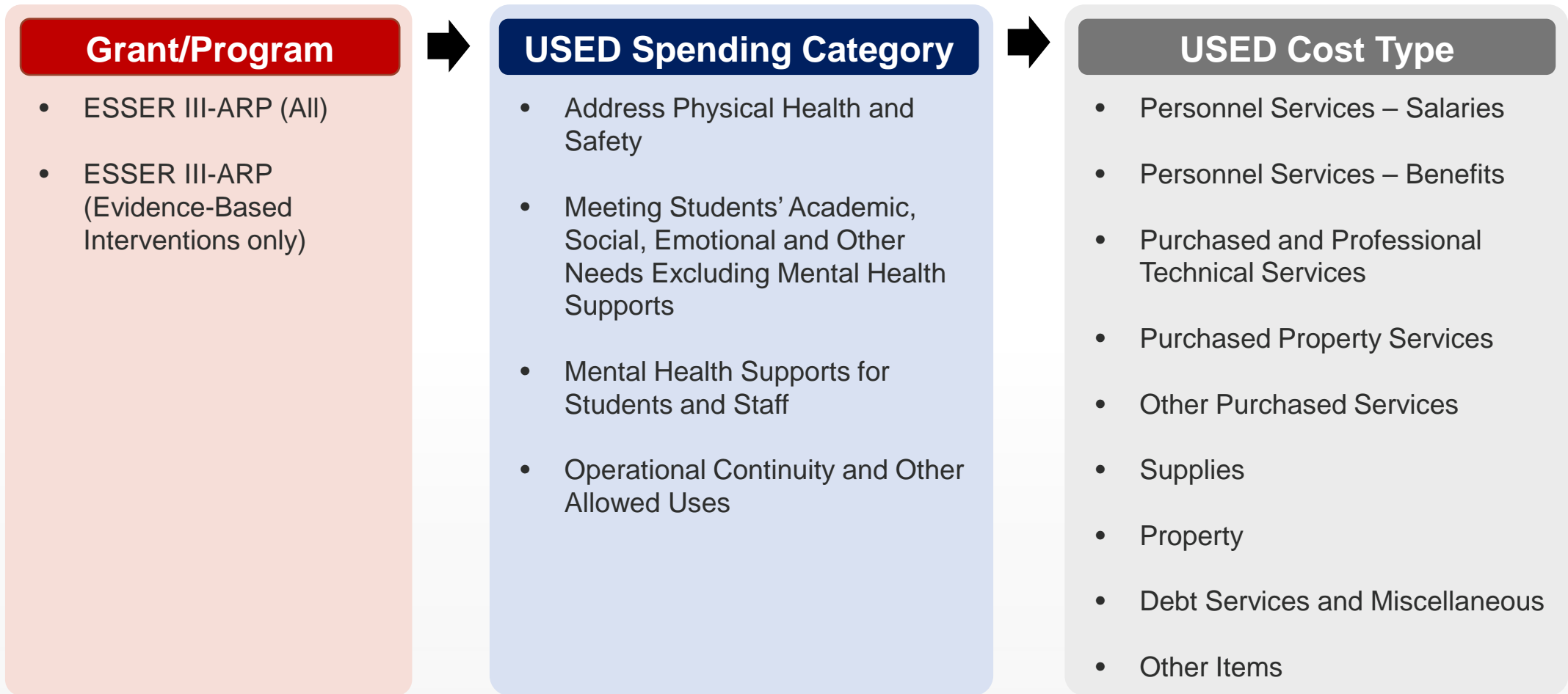
LEAs must report detailed **FY24 expenditure data for ESSER II and ESSER III** by the following:

Addressing Physical Health and Safety	<ul style="list-style-type: none">• Expenditures by Cost Type (Object)• Expenditures by Activity
Meeting Students' Academic, Social, Emotional and Other Needs (Excluding Mental Health Supports)	<ul style="list-style-type: none">• Expenditures by Cost Type (Object)• Expenditures by Activity
Mental Health Supports for Students and Staff	<ul style="list-style-type: none">• Expenditures by Cost Type (Object)• Expenditures by Activity
Operational Continuity and Other Allowed Uses	<ul style="list-style-type: none">• Expenditures by Cost Type (Object)• Expenditures by Activity
ESSER III ARP Mandatory Requirement	<ul style="list-style-type: none">• Expenditures by Activity and Intervention

Overview of Reporting Requirements

- **ESSER Expenditures by Cost Type and 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.**

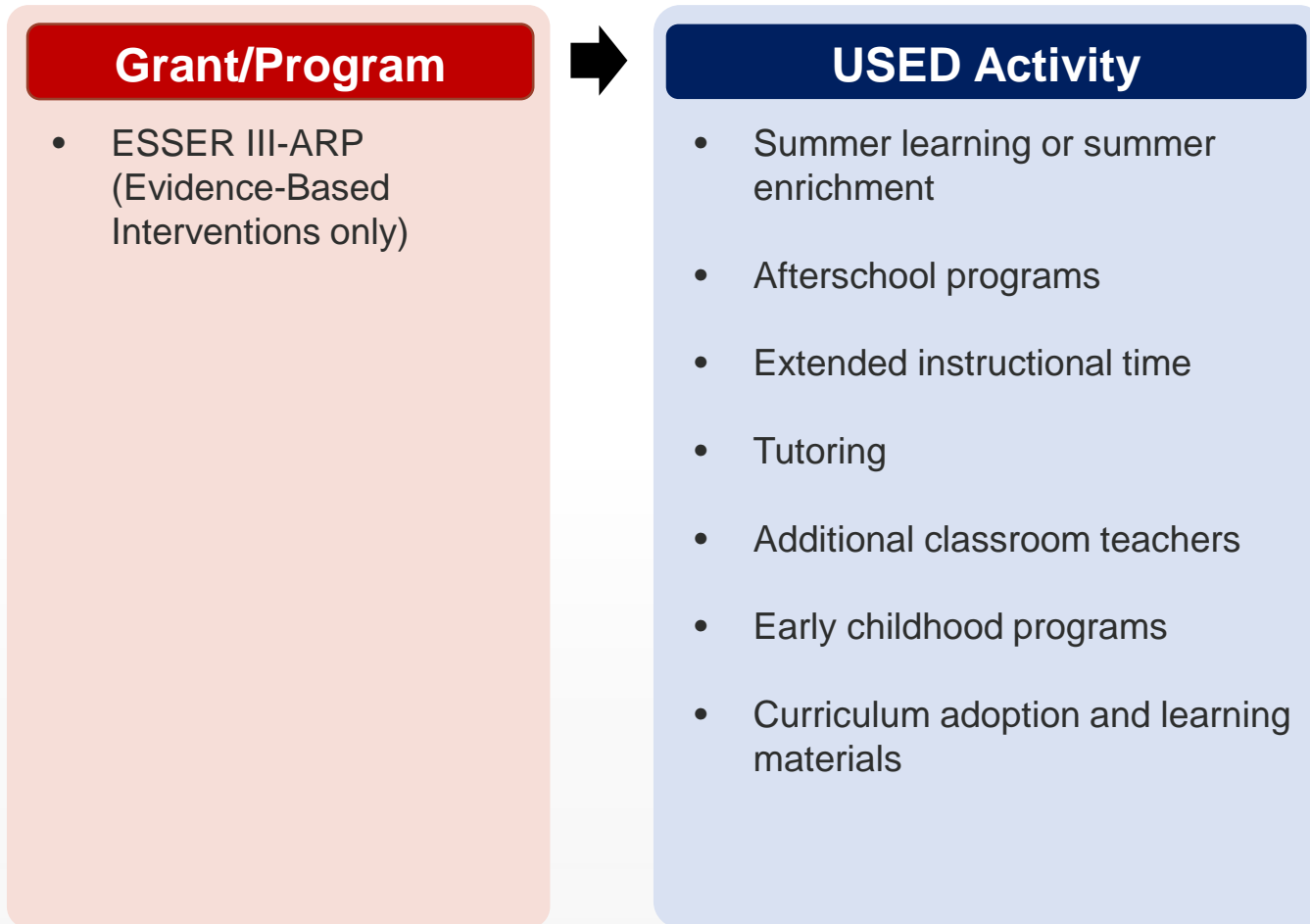
Phase II Reporting by Cost Type (Object)



Phase II Reporting by Activity



Phase II Reporting by ESSER III ARP Mandatory Requirement Activity



FY24 ESSER EGMS Expenditure Sheets in Qlik

The screenshot shows a Qlik dashboard for 'ESSER'. The top navigation bar includes 'Analyze Sheet' and 'Narrate Storytelling'. Below the header, there are tabs for 'Sheets', 'Bookmarks', and 'Stories'. A 'Create new sheet' button is visible on the right. The main area displays 'Public sheets (6)'. The sheets shown are: 'Enrollment', 'Faculty and Staff', 'CARES, ESSER II & ESSER II ...', 'CARES, ESSER II & ESSER II ...', 'ESSER III ARP - Salary and ...', and 'ESSER III ARP - All other EGMS Sper...'. A red box highlights the last two sheets, with a bracket underneath pointing to a red box labeled 'ESSER III'.

Each LEA's FY24 ESSER Expenditures are comprised of four spreadsheets:

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

Mapping the Expenditures

ESSER budget codes and budget categories do not map one to one 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
	Mental Health Supports for Students and Staff
B3 – MENT STAFF	Meeting Students’ Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
	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



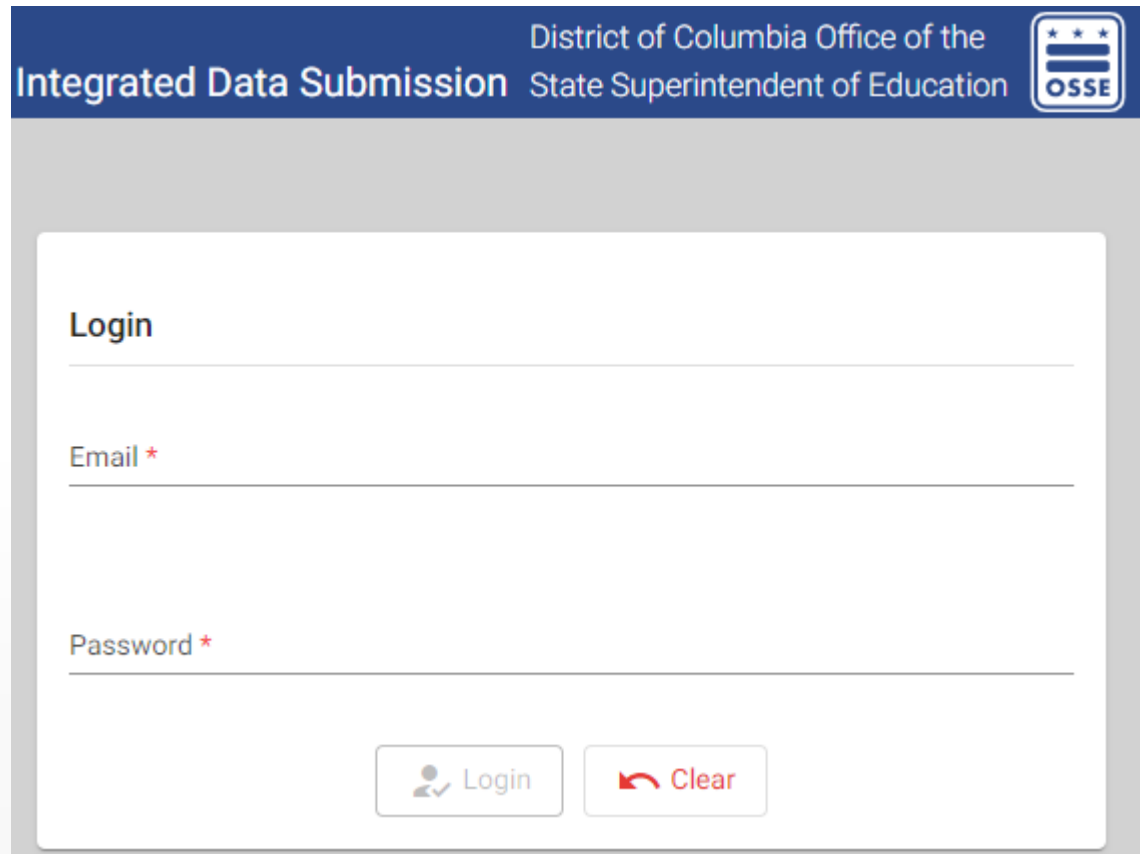



Phase II USED Reporting FY24 Expenditure Data

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





District of Columbia Office of the
Integrated Data Submission State Superintendent of Education 

Login

Email *

Password *

 Login  Clear

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.

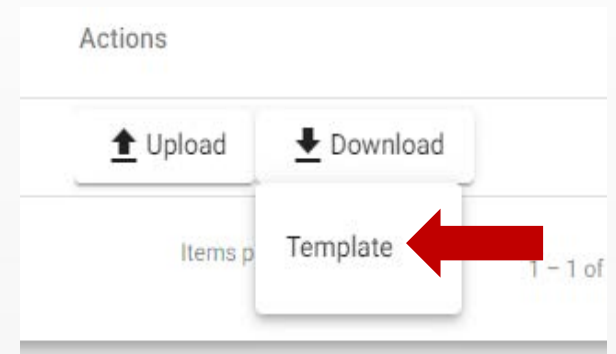
Download the Phase II Reporting Template

Entity: LEA 1 Collection: [Clear Filters](#)

Collection	Due Date	Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions
ESSER FY24 Phase II	2/21/2025						Upload Download

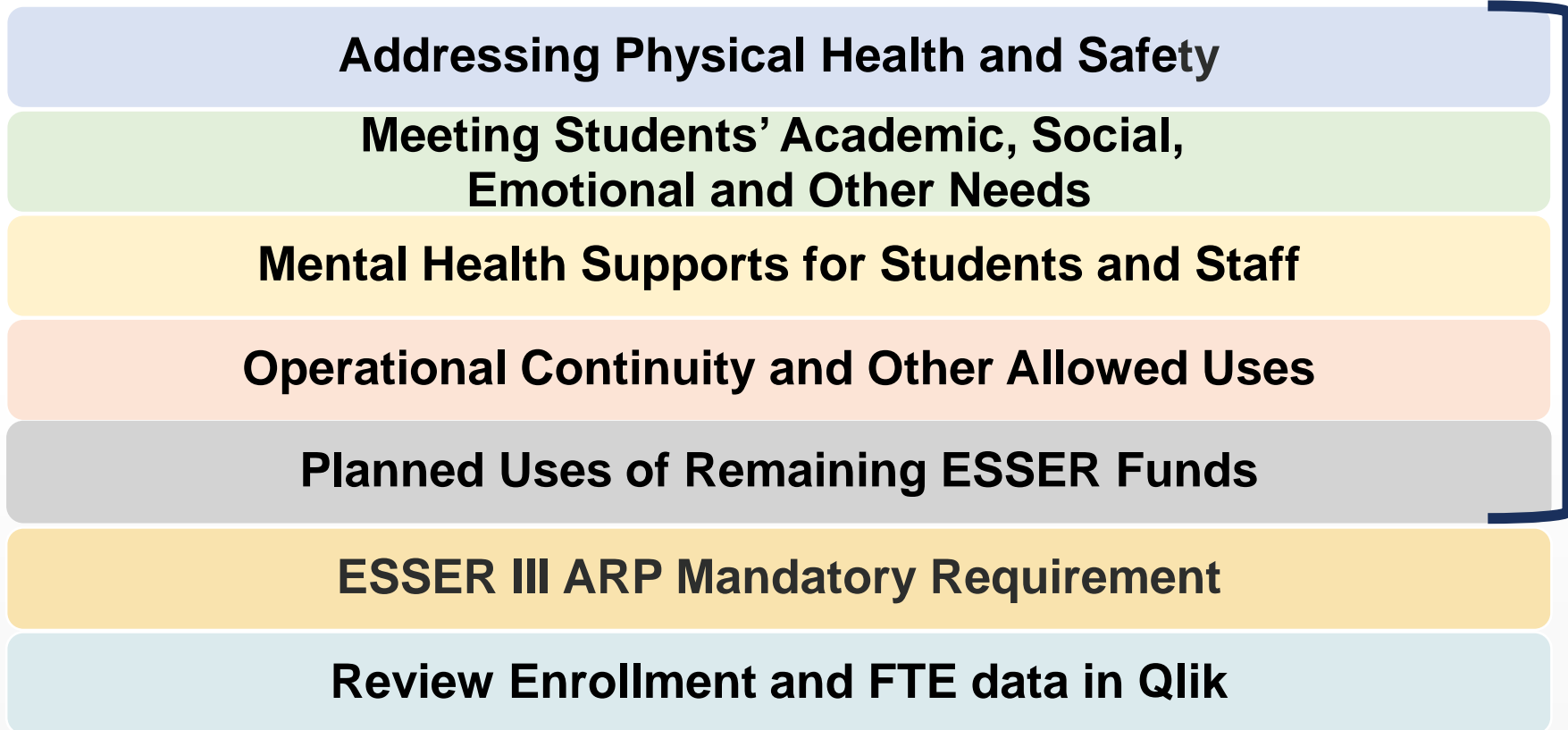
Items per page: 5 1 - 1 of 1

1. Locate the *Download* button in the **ESSER FY24 Phase II** collection row and click it.
2. Select *Template*. The **ESSER FY24 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



Totaling the Expenditures

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

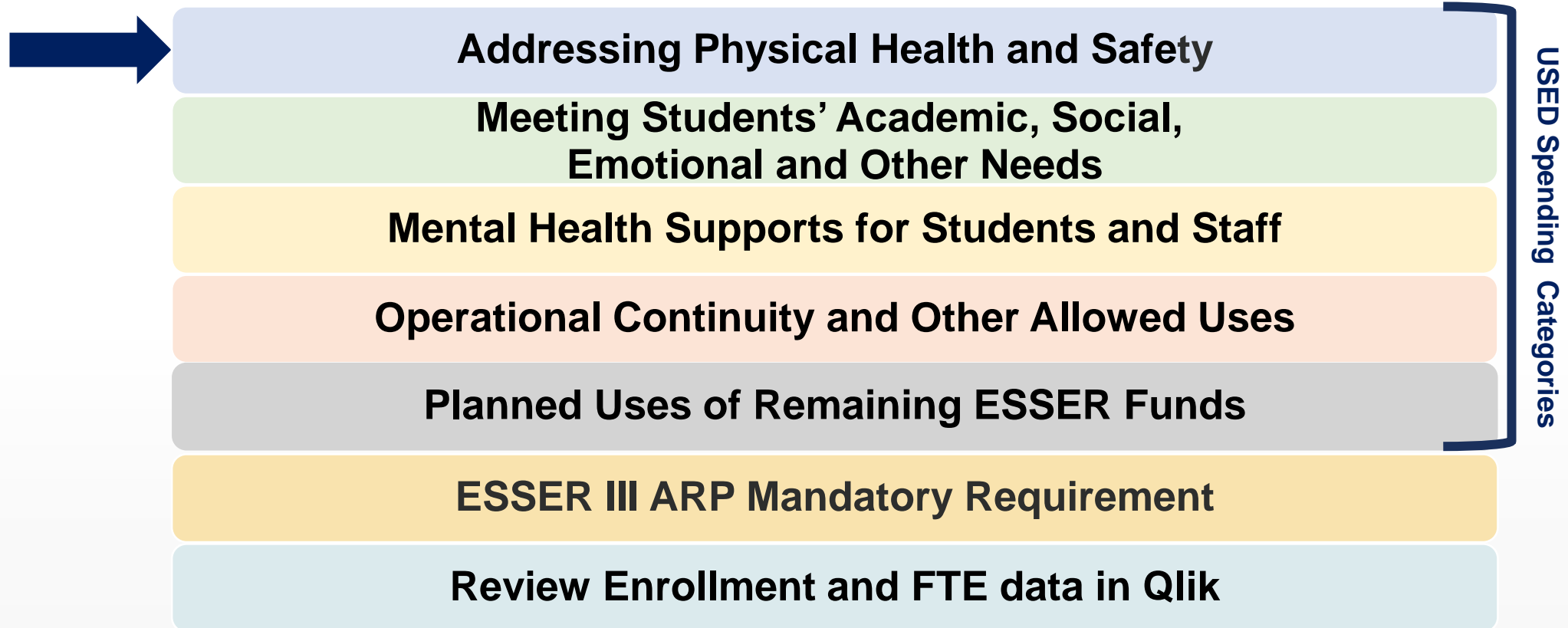
Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)									Amount Expended on Mental Health Supports for Students and Staff
j. Personnel Services – Salaries	k. Personnel Services – Benefits	l. Purchased Professional and Technical Services	m. Purchased Property Services	n. Other Purchased Services	o. Supplies	p. Property	q. Debt Service and Miscellaneous	r. Other Items	
<i>Student Needs Salaries</i>	<i>Student Needs Benefits</i>	<i>Student Needs Professional Technical Services</i>	<i>Student Needs Property Services</i>	<i>Student Needs Other Purchased Services</i>	<i>Student Needs Supplies</i>	<i>Student Needs Property</i>	<i>Student Needs Debt Service</i>	<i>Student Needs Other</i>	
Required	Required	Required	Required	Required	Required	Required	Required	Required	<auto-calc: SUM(Y:AG)>
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
									0
									0
									0

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

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

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	<i>PHS Total Expended Amt</i>	<i>Building Upgrades</i>	<i>Assistance with meals</i>	<i>Cleaning supplies</i>	<i>Temporary classroom space</i>	<i>Additional Transportation</i>
5	<Direction: SUM(E:K)>	Required	Required	Required	Required	Required
6	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
7						
8						
9						
10						

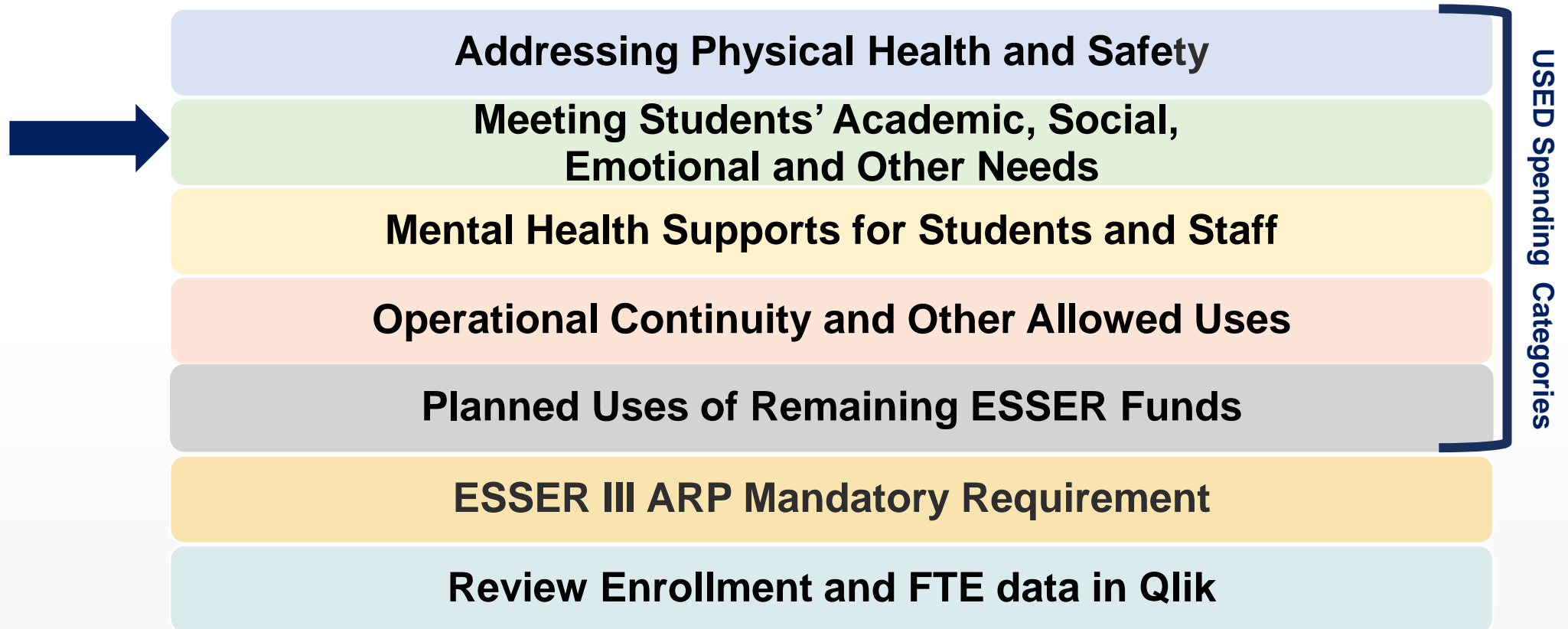
1. The *Option Set* row indicates permitted values for each cell on the sheet.
2. Refer to the four FY24 ESSER Expenditure spreadsheets to complete each section of this template.
3. Remember to separate ESSER III Expenditures related to interventions.

Addressing Physical Health and Safety by Cost Type

Addressing Physical Health and Safety					
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 Purchases
<i>Amount Expended Addressing Physical Health and Safety</i>	<i>Physical Health and Safety Salaries</i>	<i>Physical Health and Safety Benefits</i>	<i>Physical Health and Safety Professional Technical Services</i>	<i>Physical Health and Safety Property Services</i>	<i>Physical Health and Safety Other Purchases</i>
<auto-calc: SUM(E:M)>	Required	Required	Required	Required	Required
Numeric	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)	Numeric (2 decimal places)
0					
0					
0					

1. The *Option Set* row indicates permitted values for each cell on the sheet.
2. Refer to the four FY24 ESSER Expenditure spreadsheets to complete each section of this template.
3. Remember to separate ESSER III Expenditures related to interventions.

ESSER Recovery Funding Phase II Reporting



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

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

Total Amount Expended by Activity								
Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)								
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
<i>Student Needs Benefits</i>	<i>Student Needs Professional Technical Services</i>	<i>Student Needs Property Services</i>	<i>Student Needs Other Purchased Services</i>	<i>Student Needs Supplies</i>	<i>Student Needs Property</i>	<i>Student Needs Debt Service</i>	<i>Student Needs Other</i>	
Required	Required	Required	Required	Required	Required	Required	Required	<auto-calc: SUM(Y:AG)>
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
								0
								0
								0

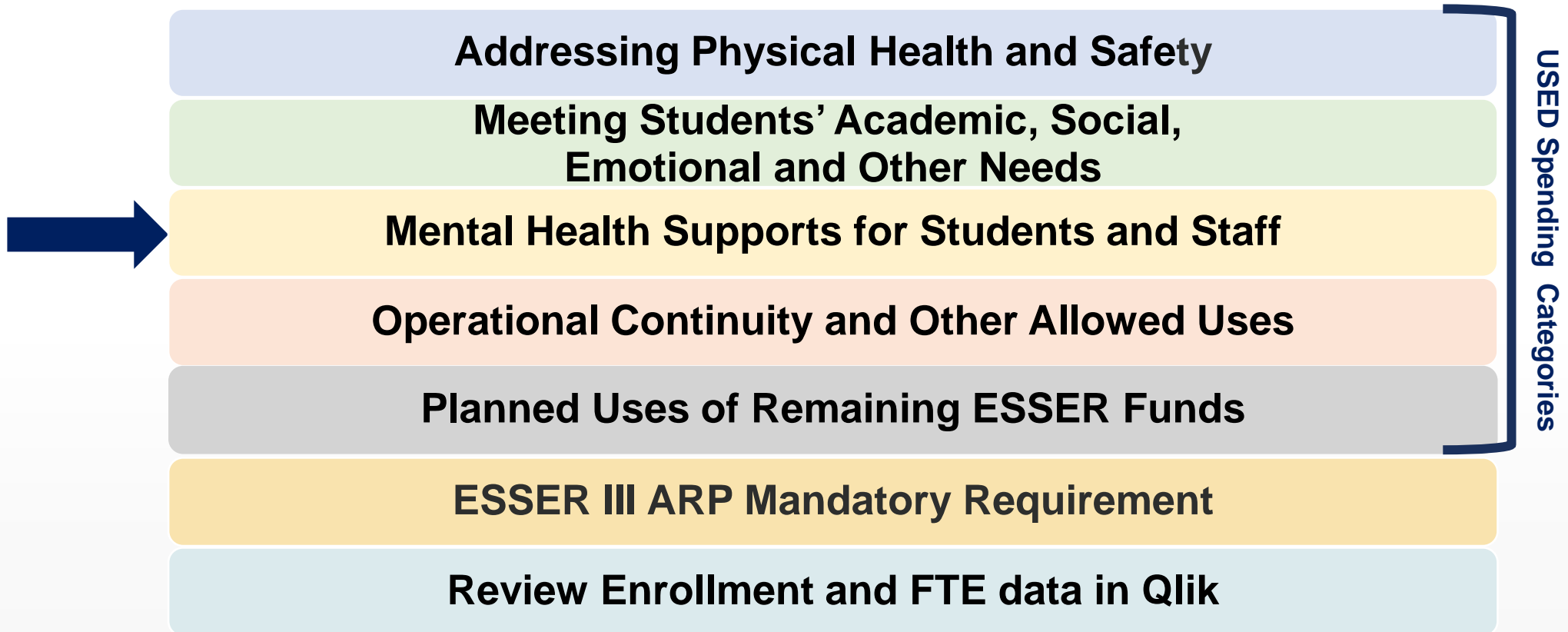
1. If no funds were expended for a cost type, enter “0.”
2. At the end of each section, the total amount expended for that spending category will be automatically calculated.

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

1	Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)					
2	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	
3						
4		<i>SN Total Expended Amt</i>	<i>Extended Learning</i>	<i>Tutoring</i>	<i>Additional Staffing</i>	<i>Universal screening</i>
5		<Direction: SUM(M:W)>	Required	Required	Required	Required
6		Numeric	Numeric	Numeric	Numeric	Numeric
7						
8						
9						
10						

1. If no funds were expended for an activity, enter "0."
2. At the end of each section, the total amount expended for that spending category will be automatically calculated.

ESSER Recovery Funding Phase II Reporting



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.

Mental Health Supports for Students and Staff by Cost Type

1									
2	Mental Health Supports for Students and Staff								
3	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
4	<i>Mental Health Support Benefits</i>	<i>Mental Health Support Professional Technical Services</i>	<i>Mental Health Support Property Services</i>	<i>Mental Health Support Other Services</i>	<i>Mental Health Support Supplies</i>	<i>Mental Health Support Property</i>	<i>Mental Health Support Debt Service</i>	<i>Mental Health Support Other</i>	
5	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)	
7									0
8									0

1. If no funds were expended for an activity, enter “0.”
2. At the end of each section, the total amount expended for that spending category will be automatically calculated.

Mental Health Supports for Students and Staff by Activity

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

1. If no funds were expended for an activity, enter “0.”
2. The total amount expended for that spending category will be automatically calculated.

Operational Continuity and Other Allowed Uses

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

Stipends (Teacher Retention)

Incentives (Teacher Vaccination)

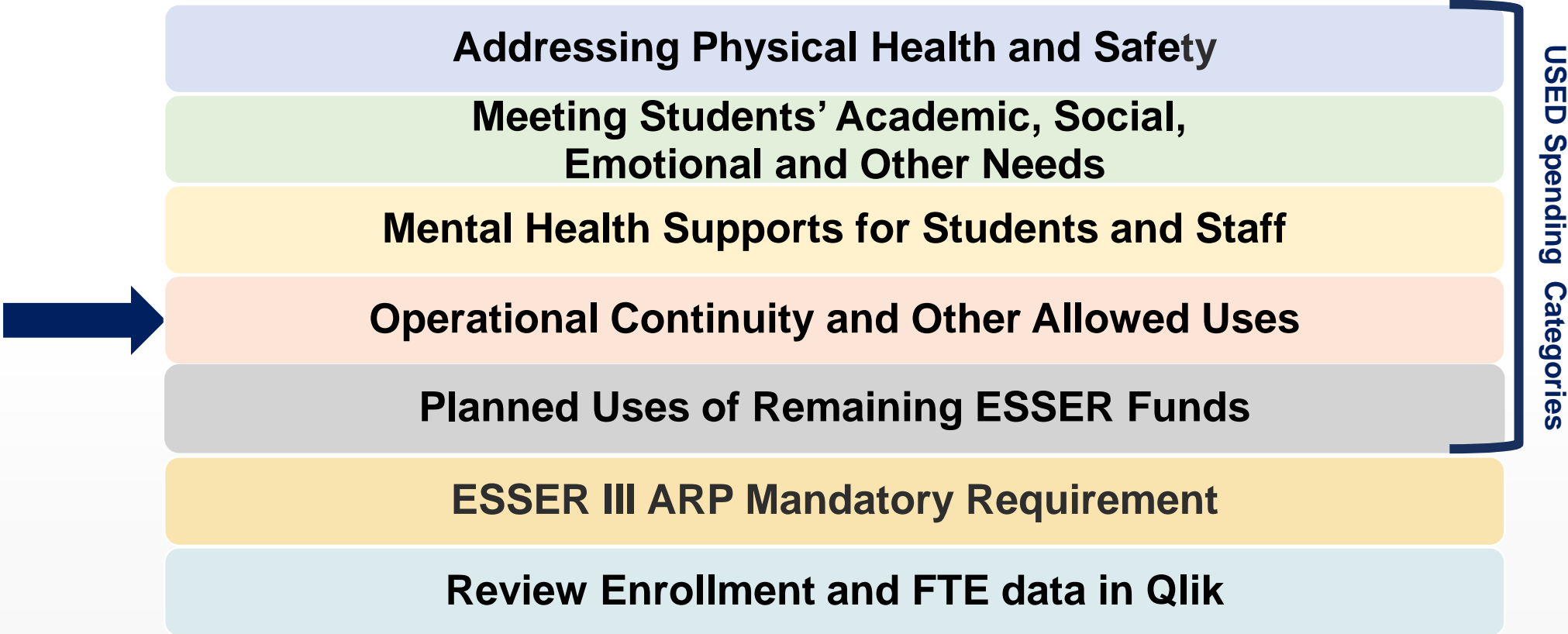
Stipends (Extended Learning Staff)

- 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



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	<i>Operational Continuity Salaries</i>	<i>Operational Continuity Benefits</i>	<i>Operational Continuity Professional Technical Services</i>	<i>Operational Continuity Property Services</i>	<i>Operational Continuity Other Purchased Services</i>	<i>Operational Continuity Supplies</i>	<i>Operational Continuity Property</i>	<i>Operational Continuity Debt Service</i>	<i>Operational Continuity Other</i>
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									
8									
9									
10									

1. If no funds were expended for an activity, enter “0.”
2. At the end of each section, the total amount expended for that spending category will be automatically calculated.

Operational Continuity and Other Allowed Uses by Activity

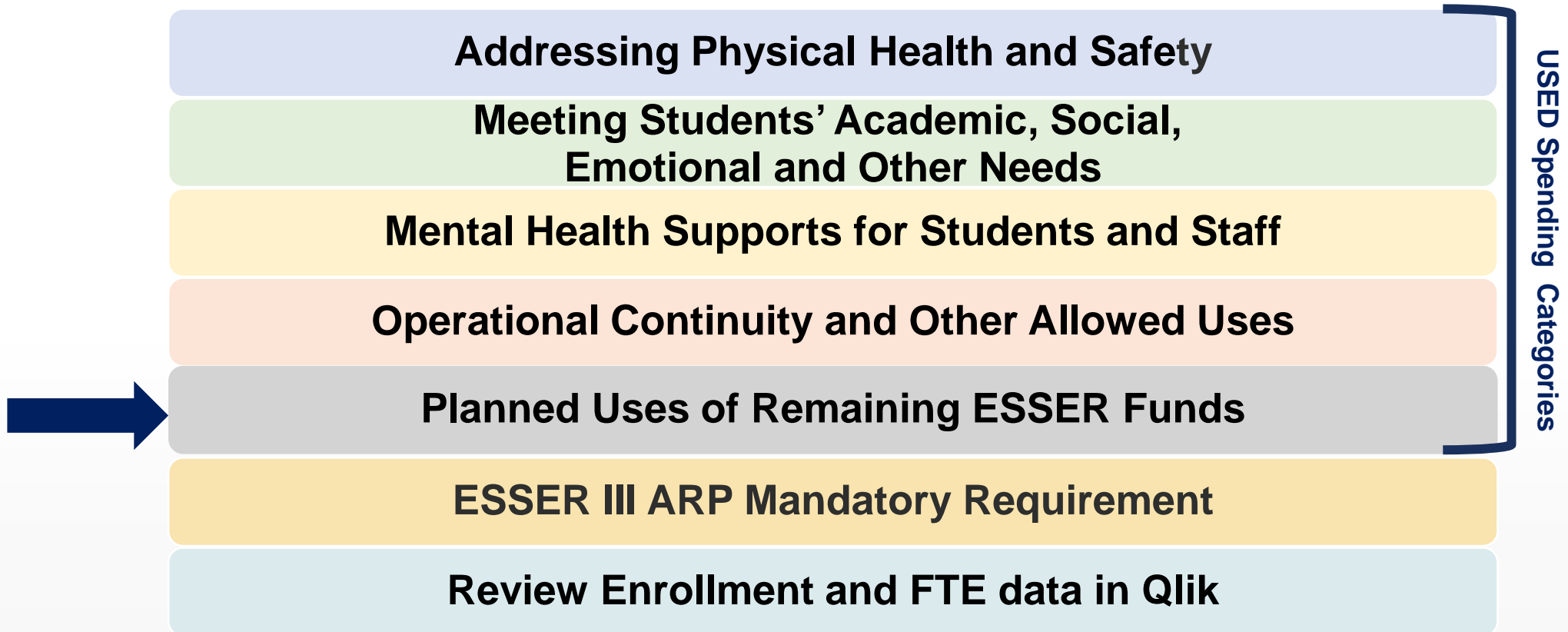
1						
2	Operational Continuity and Other Allowed Uses					
3	t. Any activity not described above that is authorized by the McKinney-Vento Homeless Assistance Act	u. Any activity not described above that is authorized by the Elementary and Secondary Education Act of 1965	v. Any activity not described 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
4	<i>McKinney-Vento Homeless Assistance</i>	<i>Additional ESEA Activities</i>	<i>Additional IDEA Activities</i>	<i>Additional AEFLA activities</i>	<i>Additional CTEA Activities</i>	<i>Other Activities</i>
5	Required	Required	Required	Required	Required	Required
6	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
7						
8						
9						
10						

1. If no funds were expended for an activity, enter "0."
2. At the end of each section, the total amount expended for that spending category will be automatically calculated.



Phase II USED Reporting Planned Use of Expenditures

ESSER Recovery Funding Phase II Reporting



Planned Uses of Remaining ESSER Funds

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%.				
% 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
Remaining Funds PHS PCT	Remaining Funds SN PCT	Remaining Funds MH PCT	Remaining Funds OC PCT	Remaining Funds NP PCT
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 for Evidence-based Interventions
Numeric	Numeric	Numeric	Numeric	Numeric

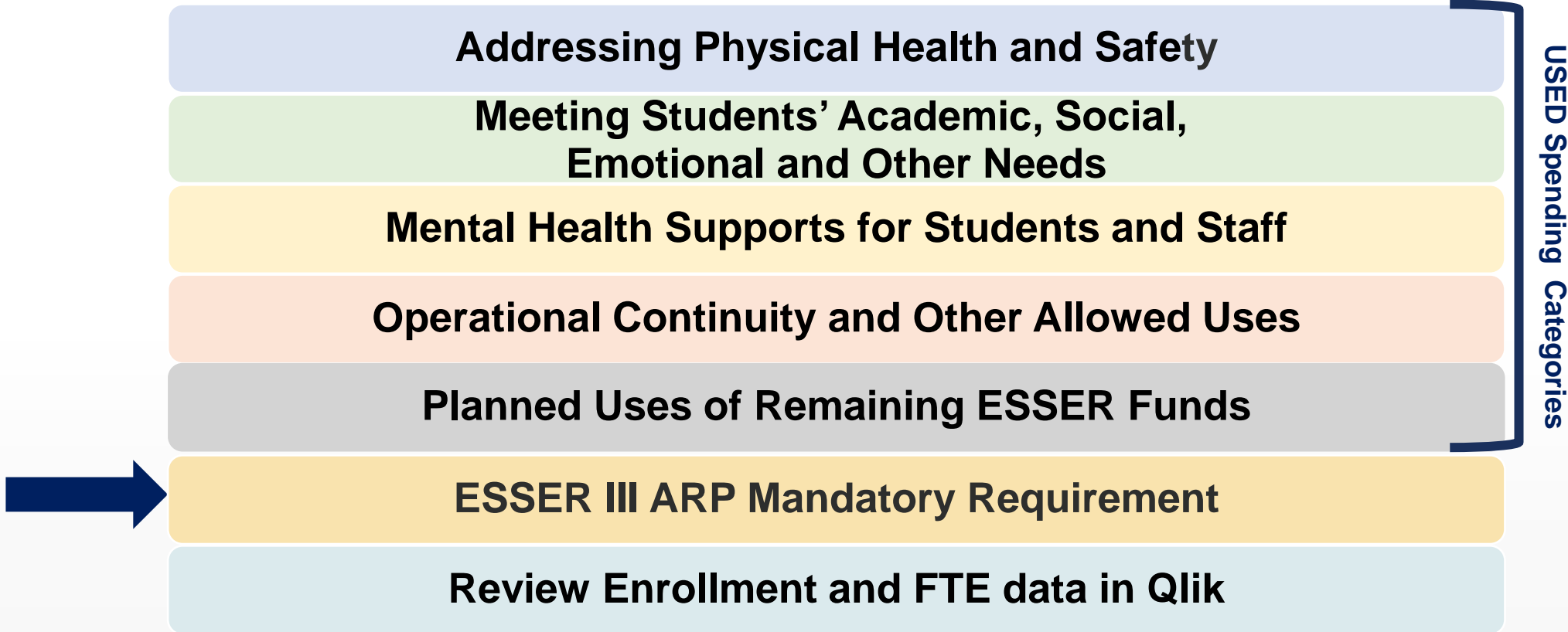
The total expenditure will be calculated automatically once all spending activity responses have been entered.

1. If your LEA did not apply for liquidation extension, please enter zeros (0) for all categories)
2. If your LEA did apply for a liquidation extension, please enter the decimal percentage of the remaining funds for each spending activity.



Phase II USED Reporting ESSER III Mandatory Requirement

ESSER Recovery Funding Phase II Reporting



ESSER III Mandatory Requirement

C	D	E	F	G	H
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


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

ESSER III Mandatory Requirement

1	Category	Impact
2	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.
3	Column Label	ESSER_IOI COVID Impact Statement
4	Required Field	Required
5	Format	Open Text (More than 10 and less than 3000 characters)
6		
7		

Upload the ESSER Reporting template

Entity: LEA 1 Collection: Collection [Clear Filters](#)

Collection	Due Date	Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions
ESSER FY21 Phase II	2/21/2024						 Upload Download

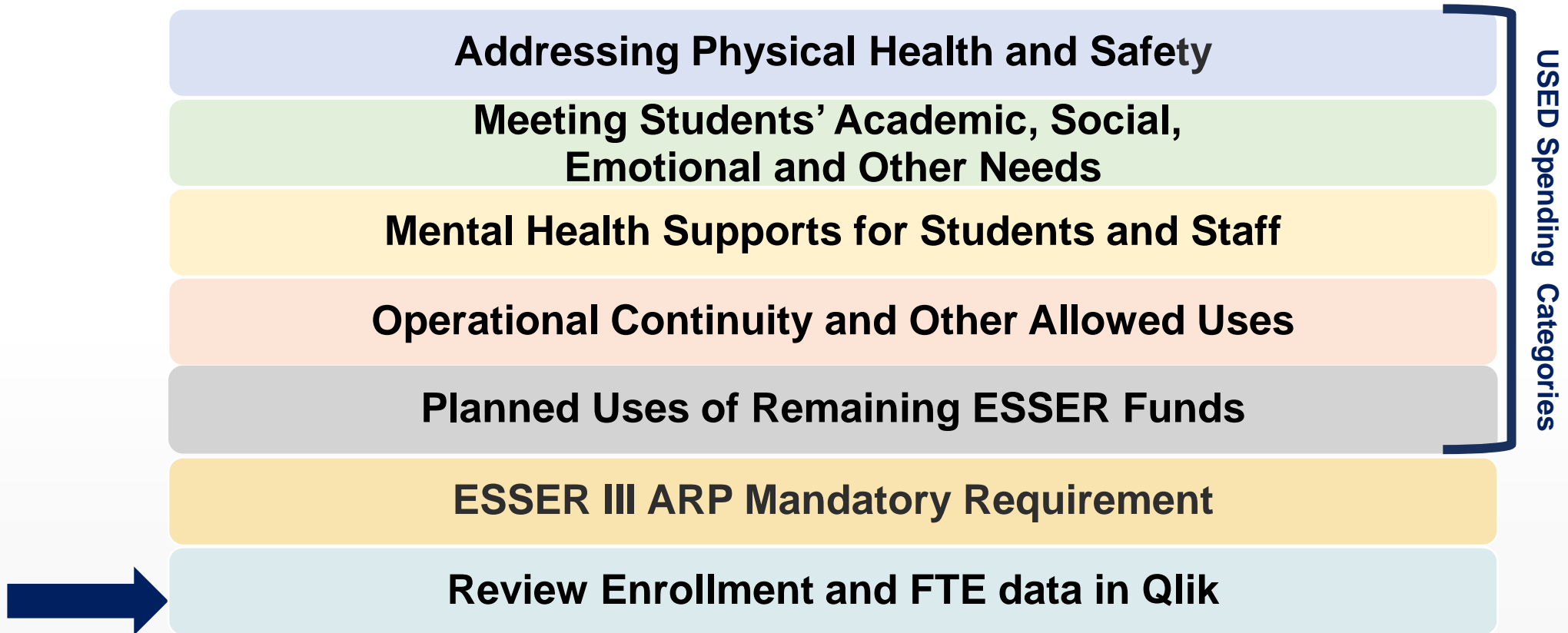
Items per page: 5 1 - 1 of 1 < >

1. Locate the *Upload* button in the **ESSER FY24 Phase II** collection row and click it.
2. Upload the **ESSER FY24 Phase II** Template workbook from your computer.

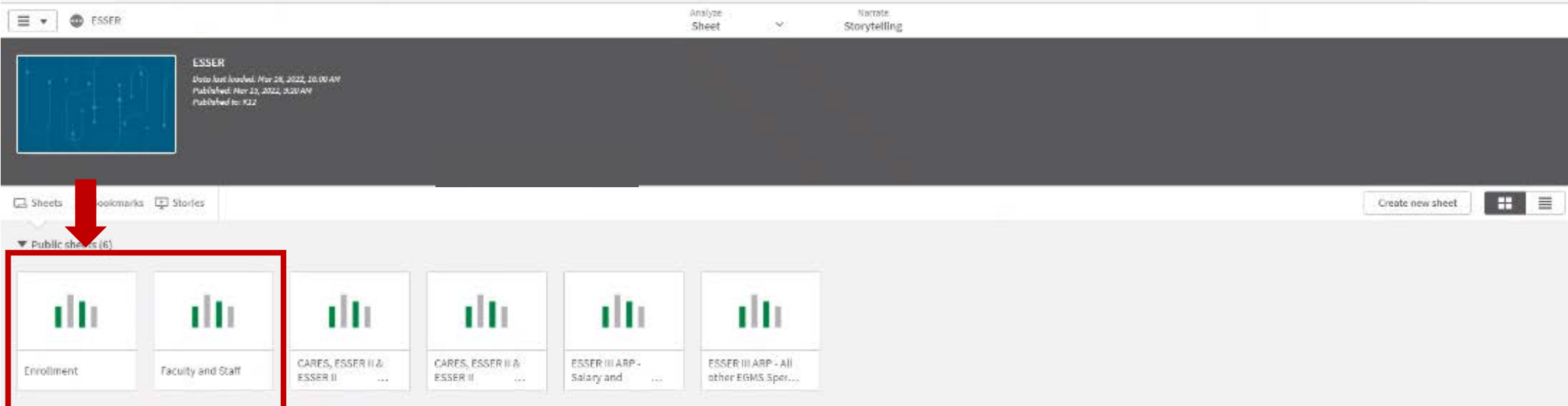


Phase II USED Reporting Student Enrollment + FTE

ESSER Recovery Funding Phase II Reporting



FY24 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.

A	B	C	D	E
OSSE Element Name	Tab	Required?	Definition	Directions
ESSER III (ARP)	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 set-aside to address learning loss).	Provide the amount of the LEA expenditures by ESSER Subgrant fund and expenditure category for the current reporting period (October 1, 2023- Sept.30, 2024). Report any expenditure ONLY ONCE. Please use the most appropriate and most specific applicable expenditure category/object for each expenditure. For ESSER grant (ESSER III-ARP) the sum of expenditures should equal the LEA's total fiscal year (October 1, 2023- Sept.30, 2024) expenditures for that ESSER grant.
ESSER III Reservations for Evidence-based Interventions	ESSER III Reservations for Evidence-based Interventions		For each category on this line, please include the total amount expended by the LEA from the ARP ESSER mandatory subgrant award toward required set-aside to address learning loss in the current reporting period. (this amount will be exclusive of the amount reported in the preceding row; report each expenditure in only one of the two ARP ESSER columns)	
			Total amount expended by the LEA from the mandatory subgrant award to address physical health and safety	Activities may include: - Building and facilities upgrades and maintenance, including



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
 - FSQ Grants Newsletter will have updates, including upcoming deadlines
 - Phase II Reporting Instructional Guide will be posted on the 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 FY24 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 <i>(depends on volume of expenditures and fluency in Excel)</i>
Review student enrollment and FTE data	Qlik Application	~ 5-10 min
Submit Phase II template and submit enrollment/FTE corrections by Feb. 21	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 18	IDS Portal	~ 30-90 minutes <i>(if errors are found, this step may require corrections to the spreadsheet)</i>
Final review of student enrollment, FTE and submitted expenditure data. Certify by May 5	Qlik Application	~ 30 minutes



Q & A



Appendix

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

Login to the Qlik Application

SLED DC STATEWIDE LONGITUDINAL EDUCATION DATA SYSTEM Log in

Email

Password

Log in

Qlik Sense

Welcome to the Qlik Sense Login

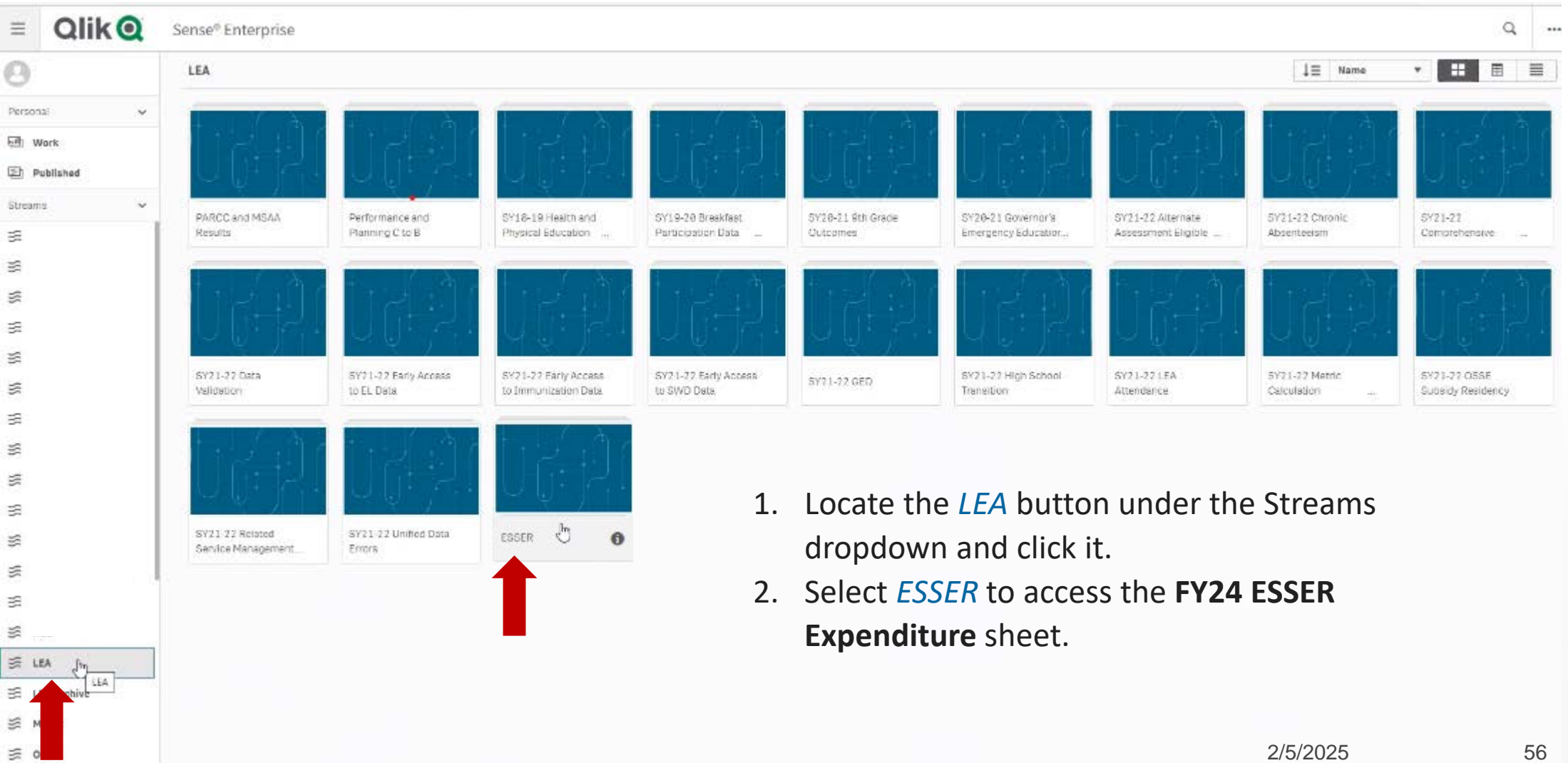
Qlik Sense Hub requires an active SLED account. If you do not have a SLED account or you are unable to access the hub with your account, please contact the OSSE Help Desk at 202-719-6500 and have your information ready so the Help Desk technicians can provide assistance.

Office of the State Superintendent of Education
1050 First Street, NE, Washington, DC 20002
sled.info@dc.gov
P. (202) 727-6436

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 FY24 ESSER Expenditure Sheets



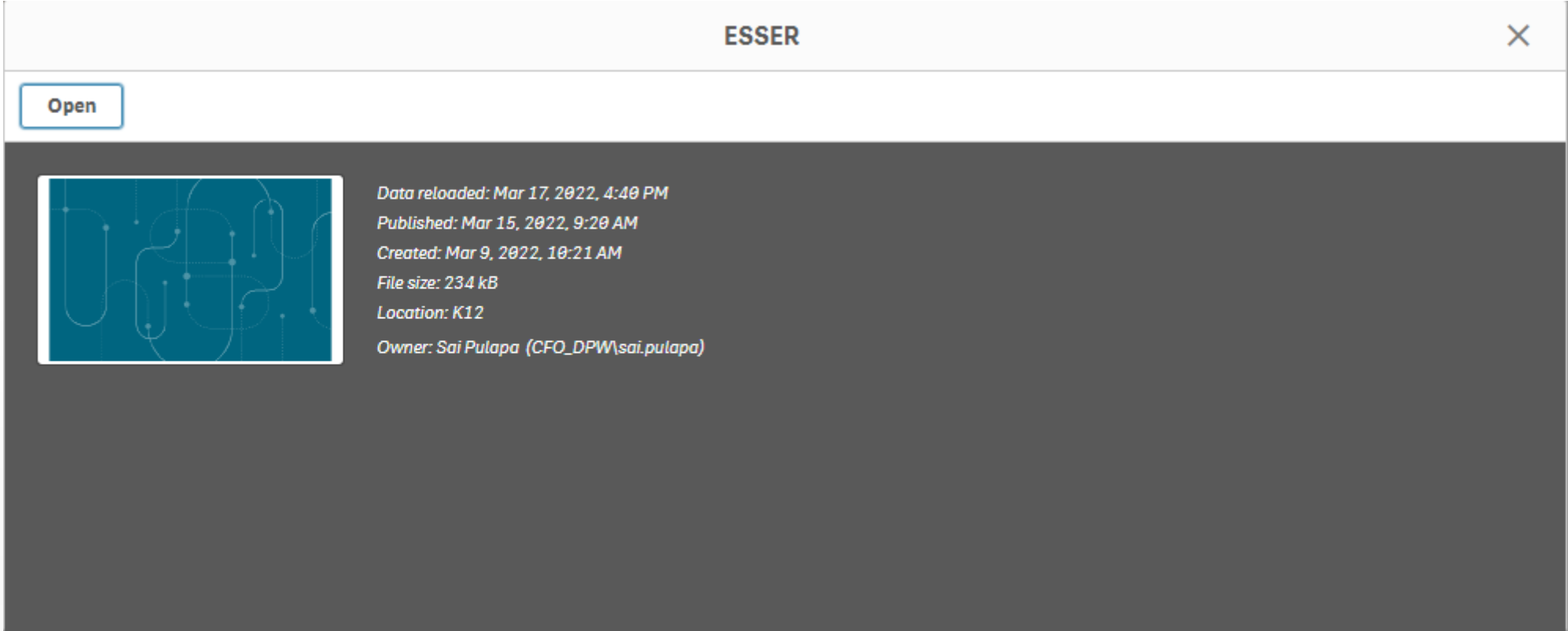
The screenshot displays the Qlik Sense Enterprise interface. On the left, the 'Streams' dropdown menu is open, showing a list of streams including 'LEA', 'Archive', 'M', and 'G'. A red arrow points to the 'LEA' stream. In the main content area, the 'LEA' stream is selected, displaying a grid of 27 data sheets. A red arrow points to the 'ESSER' sheet in the bottom row, third column. The 'ESSER' sheet is highlighted with a mouse cursor.

1. Locate the *LEA* button under the Streams dropdown and click it.
2. Select *ESSER* to access the **FY24 ESSER Expenditure** sheet.



Access the FY24 ESSER Expenditure Sheets

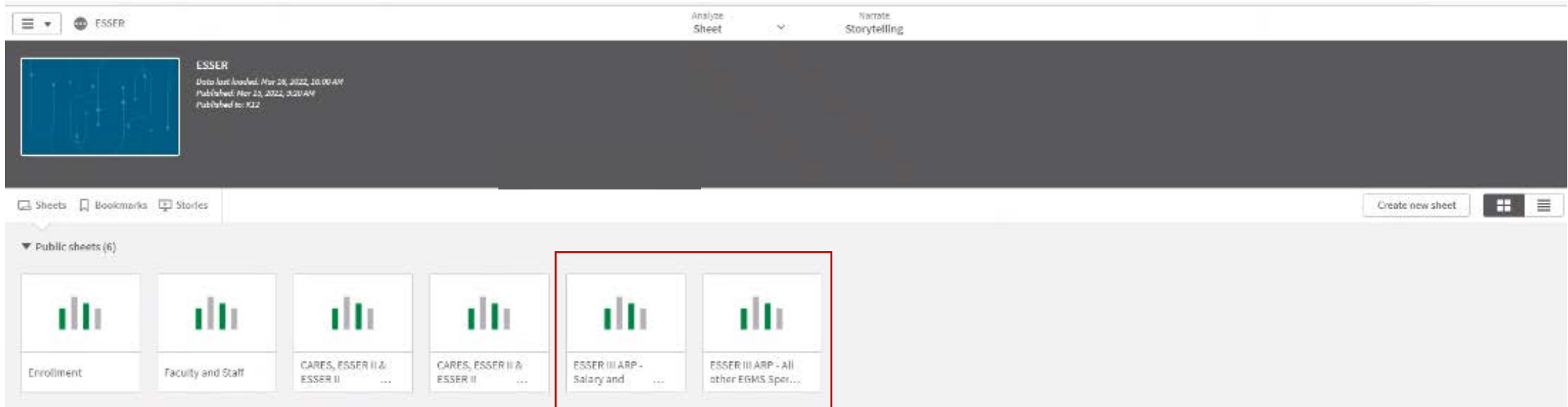
3. Click the *Open* button.



The screenshot shows a window titled "ESSER" with a close button (X) in the top right corner. On the left side of the window, there is a red arrow pointing to a button labeled "Open". Below the "Open" button, there is a teal-colored icon representing a document or spreadsheet. To the right of the icon, the following metadata is displayed:

- Data reloaded: Mar 17, 2022, 4:40 PM*
- Published: Mar 15, 2022, 9:20 AM*
- Created: Mar 9, 2022, 10:21 AM*
- File size: 234 kB*
- Location: K12*
- Owner: Sai Pulapa (CFO_DPW\sai.pulapa)*

Navigating the FY24 ESSER Expenditure Sheets



Each LEA's FY24 ESSER Expenditures are comprised of four spreadsheets:

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

Navigating the FY23 ESSER I/II Expenditure Sheets

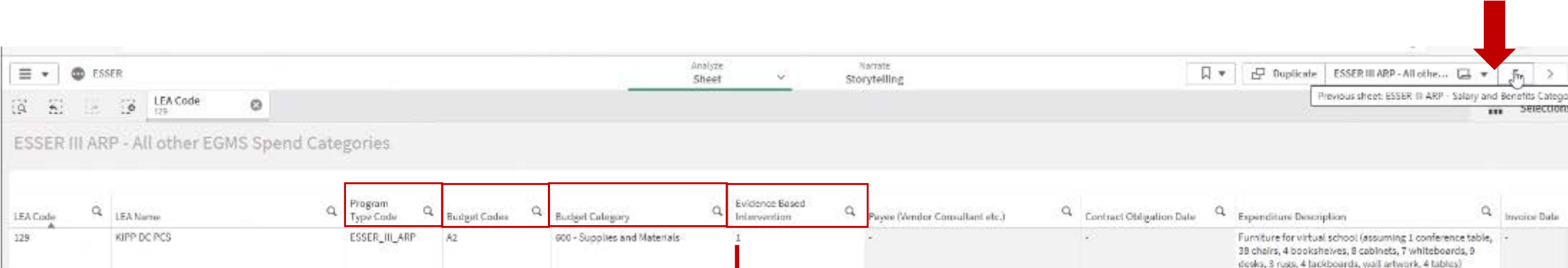
Click the left and right arrows to toggle between sheets:

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

LEA Code	LEA Name	Program Type Code	Budget Codes	Budget Category	Title/Position of Employee	Brief Description of Employee's Role	First Date Worked for Period	Last Date Worked for Period
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Director, Student Health Services	Personnel costs for the Director, Student Health Services (Carlington, Whitney), Position 102856 for PP 8-15 from 3/28/2021 through 7/17/2021.	3/28/2021	7/17/2021

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

Navigating the FY24 ESSER III Expenditure Sheets



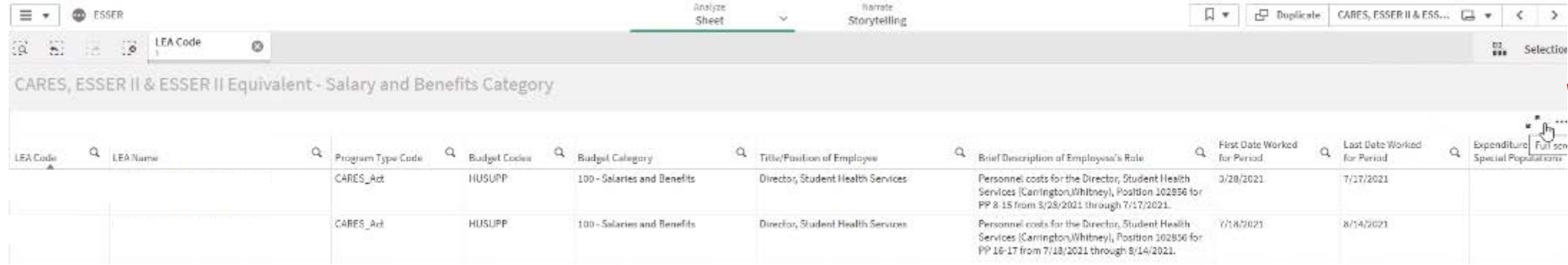
LEA Code	LEA Name	Program Type Code	Budget Codes	Budget Category	Evidence Based Intervention	Payee (Vendor Consultant etc.)	Contract Obligation Date	Expenditure Description	Invoice Date
129	KIPP DC PCS	ESSER_III_ARP	AZ	900 - Supplies and Materials	1			Furniture for virtual school (assuming 1 conference table, 38 chairs, 4 bookshelves, 8 cabinets, 7 whiteboards, 9 desks, 3 rugs, 4 tackboards, wall artwork, 4 tables)	

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.

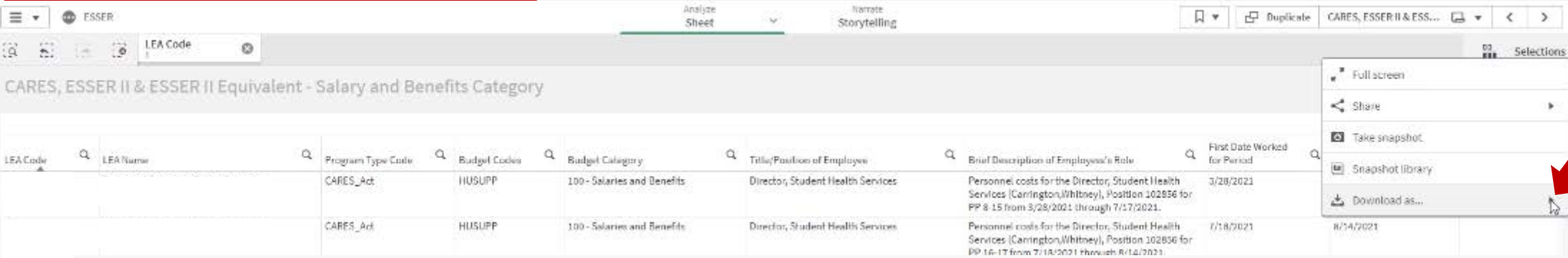
Downloading the FY24 ESSER Expenditure Sheets

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



LEA Code	LEA Name	Program Type Code	Budget Codes	Budget Category	Title/Position of Employee	Brief Description of Employee's Role	First Date Worked for Period	Last Date Worked for Period	Expenditure Special Populations
CARES_Act			HUSUPP	100 - Salaries 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.	3/28/2021	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 102856 for PP 16-17 from 7/18/2021 through 8/14/2021.	7/18/2021	8/14/2021	

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



LEA Code	LEA Name	Program Type Code	Budget Codes	Budget Category	Title/Position of Employee	Brief Description of Employee's Role	First Date Worked for Period	Last Date Worked for Period	Expenditure Special Populations
CARES_Act			HUSUPP	100 - Salaries 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.	3/28/2021		
CARES_Act			HUSUPP	100 - Salaries and Benefits	Director, Student Health Services	Personnel costs for the Director, Student Health Services (Carrington/Whitney), Position 102856 for PP 16-17 from 7/18/2021 through 8/14/2021.	7/18/2021	8/14/2021	

Downloading the FY24 ESSER Expenditure Sheets

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

The screenshot displays the ESSER interface with a table titled "CARES, ESSER II & ESSER II Equivalent - Salary and Benefits Category". The table has columns for LEA Code, LEA Name, Program Type Code, Budget Codes, Budget Category, Title/Position of Employee, Brief Description of Employee's Role, First Date Worked for Period, Last Date Worked for Period, and Expenditure for Special Populations. A red arrow points to a "Downloads" window in the top right corner, which shows a file named "3dd6a94f-194a-4872-b2a4-40a29c946..." with "Open File" and "See more" options. A dialog box in the center of the table says "Export complete" and "Your exported data is ready for download." with a link "Click here to download your data file." and a "Close" button.

LEA Code	LEA Name	Program Type Code	Budget Codes	Budget Category	Title/Position of Employee	Brief Description of Employee's Role	First Date Worked for Period	Last Date Worked for Period	Expenditure for Special Populations
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Director, Student Health Services	Personnel costs for the Director, Student Health Services (Carlington, Whitney), Position 102856 for PP 8-15 from 3/28/2021 through 7/17/2021.	3/28/2021	7/17/2021	
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Director, Student Health Services	Personnel costs for the Director, Student Health Services (Carlington, Whitney), Position 102856 for PP 16-17 from 7/18/2021 through 8/14/2021.	7/18/2021	8/14/2021	
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Specialist, Student Health Services	Personnel costs for the Specialist, Student Health Services (Murphy, Sophie), Position 100850 for PP 9-15 from 4/11/2021 through 7/17/2021. Specialist of	4/11/2021	7/17/2021	
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Specialist, Student Health Services	Personnel costs for the Specialist, Student Health Services (Murphy, Sophie), Position 102850 for PP from 7/18/2021 through 8/14/2021. Specialist	7/18/2021	8/14/2021	
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Specialist, Student Health Services	Personnel costs for supplemental staffing (i.e. 5 Assistants) that supervised CARES rooms during PP 4 from 1/31/2020 through 2/13/2021.	1/31/2021	2/13/2021	
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Specialist, Student Health Services	Personnel costs for supplemental staffing (i.e. 5 Assistants) that supervised CARES rooms during PP 4 from 1/31/2020 through 2/13/2021.	1/31/2021	2/13/2021	
		CARES_Act	HUSUPP	100 - Salaries and Benefits	Specialist, Student Health Services	Personnel costs for supplemental staffing (i.e. 5 Assistants) that supervised CARES classrooms during PP 4 from 1/31/2020 through 2/13/2021.	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.