District of Columbia
Office of the State Superintendent of Education

FY 22 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND (ESSER) I-CARES APPLICATION GUIDANCE

Guidance for Submitting FY22 ESSER Applications

March 22, 2022

Contents

Using the FY22 ESSER Application Guide

This guide supports local education agencies (LEAs) in completing fiscal year 2022 (FY22) ESSER I-CARES applications.

The document includes an overview of the ESSER I-CARES section in the Enterprise Grants Management System (EGMS). It also includes checklists for each section that aim to reduce the number of applications that are returned for changes.

LEAs can use the Table of Contents to search for select information or search by key terms. Each section in the Table of Contents is hyperlinked to the section in the document below. LEAs can also search for key terms by selecting "Ctrl+F" on their keyboard to use the find function.

LEAs are encouraged to contact their ESSER grant manager to review applications before submitting in EGMS.

Additional resources that you can refer to to assist you with completing your application are:

Resource	Description
ESSER Allowable Uses	One-page description of allowable activities under ESSER.
ESSER I-CARES Budget Codes	Document designed to support LEAs in categorizing costs when planning ESSER activities. The codes will be used to complete the EGMS Detailed Planned Expenditures tab.
Continuous Education Plans	Plans describing how LEAs will support safe reopening, student and staff well-being, and accelerated learning for all students. This includes offering distance learning under limited circumstances, including for students with medical certifications.

Please contact OSSE.ESSER@dc.gov or your ESSER grant manager if you have any questions that are not addressed in this document.

FY22 Application at a Glance: ESSER I-CARES

Applicant:

Coronavirus Aid Relief and Economic Security Act ▾		

Application Cycle: 2021-2022 CARES Act - 00- CARES Act Original Application

2021-2022 10/1/2021 - 9/30/2022

Printer-Friendly

Return to the Dashboard

Click to Return to Menu List / Sign Out

OVERVIEW	AWARD ADMINISTRATION	ASSURANCES	CONTACT INFORMATION	FUNDING DISTRIBUTION	GEPA NARRATIVE	FACILITIES COST

DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY

Section	Description
Overview	Provides a brief description of ESSER I-CARES. The description includes information about the purpose of ESSER I-CARES, the grant period uses of funds, the application due date, and program contact.
Award Administration	Provides key details (including monitoring information and terms and conditions) that LEAs must adhere to throughout the grant program.
Assurances	Includes programmatic assurances that LEAs must adhere to before submitting the application.
Contact Information	Provides details for the main contact person(s) for the ESSER grant program.
Funding Distribution	LEAs can find allocation information here. This includes current and prior year funds.
General Education Provisions Act (GEPA) Narrative	Details how LEAs will make sure every student has access to and can participate in ESSER grant programs.
Facilities Costs	This section should be completed if the LEA intends to use ESSER to acquire, alter, remodel, repair, renovate or extend school facilities and their construction proposal has been approved by OSSE. LEAs should upload all relevant construction documents including: • Concept Proposal Form • Additional Questions • Signed Assurances
Detailed Planning Expenditures	Provides a detailed list of all planned expenditures for ESSER. Be sure to note the following: • LEAs must select a Budget Code that aligns to one of ESSER I-CARES Budget Codes.

Section	Description
	• Write a description of the purpose of the purchase. Be sure to include how the purchase will help the LEA prepare for, respond to, and mitigate the impact of the pandemic; and • Cost assumptions should convey the quantity or scope of service provided by an expenditure. Examples include the cost per session, number of sessions, and cost per unit.
Supporting Documentation	This section should be completed if OSSE requests additional documentation.
Submit	Section where LEAs can click button to submit the application.
Application Print	Provides LEAs the option to print the application.
Application History	Provides details on the status of the application.

Checklists: ESSER I-CARES

These checklists support LEAs in completing the ESSER application while minimizing the likelihood that the application will be returned for changes. LEAs are encouraged to ensure all items on the checklist are addressed before moving to the next section.

The GEPA Narrative Checklist

Applicant:	Coronavirus Aid Relief and Economic Security Act ▾

Application Cycle: 2021-2022 CARES Act - 00- CARES Act Original Application   **2021-2022** 10/1/2021 - 9/30/2022

Printer-Friendly
Return to the Dashboard
Click to Return to Menu List / Sign Out

The application has been submitted. No more updates will be saved for the application.

OVERVIEW	AWARD ADMINISTRATION	ASSURANCES	CONTACT INFORMATION	FUNDING DISTRIBUTION	GEPA NARRATIVE	FACILITIES COST
DETAILED PLANNING EXPENDITURES	SUPPORTING DOCUMENTATION	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY		

Overview and Purpose

The General Education Provisions Act (GEPA) narrative provides detail on how LEAs ensure equitable access to and participation in federal programs. It highlights how LEAs address the special needs of students, teachers and stakeholders. When completing this section, you must include the following:

☐ Address how all students will be able to access all programs, activities, interventions and/or resources listed in this ESSER I-CARES application. LEAs do not need to address anything funded by another source;

☐ Name the subgroups (e.g., students experiencing homelessness, English learners, people with disabilities) that will be ensured equitable access to and participation in grant funded activities. For example, if LEAs are sending flyers to families about a high-dosage tutoring after-school program, please include how the LEA will make sure families of English learners have access to and can participate in the program; and

☐ Describe the strategies that the LEA will use to remove barriers. For example, if after-school tutoring is offered and transportation is a barrier for students, describe how you will provide transportation to remove the barrier.

March 22, 2022

Detailed Planning Expenditures Checklists

| Applicant: | | | | Coronavirus Aid Relief and Economic Security Act | ▼ |

| Application: Cycle: | 2021-2022 CARES Act - 00-CARES Act Original Application | **2021-2022** 10/1/2021 - 9/30/2022 | Printer-Friendly Return to the Dashboard Click to Return to Menu List / Sign Out |

The application has been submitted. No more updates will be saved for the application.

| OVERVIEW | AWARD ADMINISTRATION | ASSURANCES | CONTACT INFORMATION | FUNDING DISTRIBUTION | GEPA NARRATIVE | FACILITIES COST |

| DETAILED PLANNING EXPENDITURES | SUPPORTING DOCUMENTATION | SUBMIT | APPLICATION PRINT | APPLICATION HISTORY |

| BUDGET INSTRUCTIONS | BUDGET DATA IMPORT | SALARIES AND BENEFITS | PROFESSIONAL SERVICES | EQUIPMENT | SUPPLIES AND MATERIALS |

| FIXED PROPERTY COSTS | OTHER OBJECTS | BUDGET SUMMARY |

Overview and Purpose

The Detailed Planning Expenditures tabs provide a detailed list of all planned expenditures for ESSER I-CARES funds. For each line item in the budget, please note the following:

- Although FY22 expenditures range from Oct. 1, 2021-Sept. 30, 2022, ESSER I-CARES expenditures are allowable from March 13, 2020-Sept. 30, 2022;

- To make sure the appropriate budget code is chosen, please review the ESSER I-CARES Budget Codes chart before completing the budget tabs;

- Write a description of the purpose of the purchase and budget breakdowns in the "Brief Description of Purpose of Purchase" column. Budget breakdowns, or cost assumptions, should convey the quantity or scope of service provided by an expenditure. This could include the quantity of items being purchased, the number of months covered by a salary, the number and/or grade level of students being served, or the duration of a contract; and

- The Detailed Planned Expenditures section is where you detail the budget for your grant. There are six main categories within the "Detailed Planned Expenditures" tab: Salaries and Benefits, Professional Services, Equipment, Supplies and Materials, Fixed Property Costs, and Other Objects. To determine which types of items belong in which

March 22, 2022

category, you can reference ESSER I-CARES Budget Codes and the ESSER Allowable Uses documents. documents.

The sub-sections below describe the type of information and details you need to include in each line item of your budget.

Detailed Planning Expenditures- Salaries and Benefits (100)

Before moving to the next section, ensure the following items are completed appropriately:

☐ *Name of Individual:* If an individual has been hired, include the name. If the individual has not been identified, write TBA or TBD;

☐ *Position Title:* Include the position title as it will appear on salary records;

☐ *Budget Codes:* The budget code must align to the codes in the ESSER I-CARES Budget Codes. If the position does not fall into one of the categories in the budget codes, please contact your ESSER grant manager;

☐ *Percent of Staff Time Allocated to CARES Funding:* The proportion of the staff person's time spent doing the role described in the approved budget for the funded program. (This is most commonly 100 or 50.) This allocation of the employee's time should match the Time and Effort Certification documentation to support the expenditure; and

☐ *Expenditure Description and Itemization:* There should be a clear description of the item and its purpose. Additionally, the following information should be included in the description:
   o   How the item will help LEA prepare for/respond to the pandemic,
   o   Whether the position is part time or full time, and
   o   Timeframe for the position (e.g., August 2021-June 2022).

Detailed Planning Expenditures- Professional Services (300)

Before moving to the next section, ensure the following items are completed appropriately:

☐ *Items to be Purchased*: Describe the item that will be purchased (e.g., mental health services for staff);

☐ *Budget Codes:* Use the ESSER I-CARES Budget Codes to determine what types of purchases should be labeled as which budget codes. If the service does not fall into one of the categories in the budget codes, please contact your ESSER grant manager; and

☐ *Brief Description of Purpose of Purchase:* There should be a clear description of the item and its purpose. Additionally, the following information should be included in the description:
- How the item will help the LEA prepare for/respond to the pandemic,
- The timeframe of the professional service (e.g., eight-month contract),
- A breakdown of the total cost (e.g., monthly cost, cost per session),
- Whether the service is for students or staff (e.g., tutoring, professional development), and
- The estimated number of students/staff that will be served.

Detailed Planning Expenditures- Equipment (500)

Before moving to the next section, ensure the following items are completed appropriately:

☐ *Items to be Purchased*: Describe the item that will be purchased (e.g., standalone air filter);

☐ *Budget Codes:* Use the ESSER I-CARES Budget Codes to determine what types of purchases should be labelled as which budget codes. If the item does not fall into one of the categories in the budget codes, please contact your ESSER grant manager; and

☐ *Brief Description of Purpose of Purchase:* There should be a clear description of the item and its purpose. Additionally, the following information should be included in the description:

- Brief detail of the item that is being purchased,
- How the item supports the LEA in preparing for or responding to the COVID-19 pandemic,
- A breakdown of the total cost per item,
- Quantity of the item/s being purchased, and
- The timeframe that the item will be used (if applicable) (e.g., July 2021-June 2023).

Detailed Planning Expenditures- Supplies and Materials (600)

Before moving to the next section, ensure the following items are completed appropriately:

☐ *Items to be Purchased*: Describe the item that will be purchased (e.g., PPE, hand sanitizer);

☐ *Budget Codes:* Use the ESSER I-CARES Budget Codes to determine what types of purchases should be labeled as which budget codes. If the item does not fall into one of the categories in the budget codes, please contact your ESSER grant manager; and

☐ *Brief Description of Purpose of Purchase:* There should be a clear description of the item and its purpose. Additionally, the following information should be included in the description:

- o How the item supports the LEA in preparing for or responding to the COVID-19 pandemic,
- o A breakdown of the total cost per item, and
- o Quantity of the item/s being purchased.

Detailed Planning Expenditures- Fixed Property Costs (700)

Before moving to the next section, ensure the following items are completed appropriately:

☐ *Items to be Purchased:* Describe the item that will be purchased (e.g., tents, trailer);

☐ *Budget Codes:* Use the ESSER I-CARES Budget Codes to determine what types of purchases should be labeled as which budget codes. If the item does not fall into one of the categories in the budget codes, please contact your ESSER grant manager; and

☐ *Brief Description of Purpose of Purchase:* There should be a clear description of the item and its purpose. Additionally, the following information should be included in the description:

- o Brief detail of the item that is being rented,
- o How the rental supports the LEA in preparing for or responding to the COVID-19 pandemic,
- o A breakdown of the total cost per item/month,
- o Quantity of the item(s) being rented, and
- o A breakdown of the total number of months the item will be rented (e.g., 10 months—August 2021-June 2022).

Detailed Planning Expenditures- Other Objects (800)

Before moving to the next section, ensure the following items are completed appropriately:

☐ *Items to be Purchased:* Describe the item that will be purchased (e.g., carryover or any other item, stipends, that did not fit in the other categories);

☐ *Budget Codes:* Use the ESSER I-CARES Budget Codes to determine what types of purchases should be labeled as which budget codes. If the service does not fall into one of the categories in the budget codes, please contact your ESSER grant manager; and

☐ *Brief Description of Purpose of Purchase:* There should be a clear description of the item and its purpose. Additionally, the following information should be included in the description:
  o Brief detail of the item that is being purchased (e.g. carryover or stipends),
  o How the item supports the LEA in preparing for or responding to the COVID-19 pandemic,
  o A breakdown of the total cost per item/month,
  o Quantity of the item/s being purchased, and
  o If this section is being used to indicate carryover, just write "carryover." Be sure to write carryover in the Spending Priority Areas >>Other Use of Funds textbox as well