District of Columbia
Office of the State Superintendent of Education

# FY23 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND (ESSER) II EQUIVALENT APPLICATION GUIDE

*Guidance for Submitting FY23 ESSER Applications*

Nov. 10, 2022

# Contents

# Using the FY23 ESSER Application Guide

This guide supports local education agencies (LEAs) in completing fiscal year 2023 (FY23) ESSER II Equivalent applications.

The document includes an overview of the ESSER II Equivalent sections 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 II Equivalent 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. |
| ESSER II-CRRSA Funding Strategy Guide | Strategy guide to support LEAs in maximizing ESSER II Equivalent to mitigate, prepare for and respond to the pandemic. |

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

# FY23 Application at a Glance: ESSER II Equivalent

| Applicant: | | | | ESSER II ▼ |
|---|---|---|---|---|
| **Application Cycle:** | 2021-2022 ESSER II - 00-ESSER II<br>Original Application | | **2021-2022** 10/1/2021 - 9/30/2022 | Printer-Friendly<br>Return to the Dashboard<br>Click to Return to Menu List / Sign Out |

| OVERVIEW | CONTACT INFORMATION | FUNDING DISTRIBUTION | SPENDING PRIORITY AREAS | MITIGATING LEARNING LOSS PLAN | GEPA NARRATIVE | FACILITIES COSTS | DETAILED PLANNING EXPENDITURES |
|---|---|---|---|---|---|---|---|

| SUPPORTING DOCUMENTATION | AWARD ADMINISTRATION | ASSURANCES | SUBMIT | APPLICATION PRINT | APPLICATION HISTORY |
|---|---|---|---|---|---|

| Section | Description |
|---|---|
| **Overview** | Provides a brief description of ESSER II Equivalent. The description includes information about the purpose of ESSER II Equivalent, the grant period uses of funds, the application due date and program contact. |
| **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. |
| **Spending Priority Areas** | In alignment with USED priorities for ESSER categories that support responding to, preparing for and mitigating the impact of the pandemic. The priority areas are:<br>• Safely Reopen Schools<br>• Address Specific Needs<br>• Address Learning Loss<br>• Other Use of Funds |
| **Mitigating Learning Loss Plan** | This section details how LEAs will measure and address learning loss due to the pandemic. LEAs can use the information from their Continuous Education Plans to complete this section. |
| **GEPA Narrative** | Details how LEAs will make sure every student has access to and can participate in ESSER grant programs. Only information that applies to ESSER activities should be included in this section. |
| **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:<br>• Concept Proposal Form<br>• Additional Questions<br>• Signed Assurances |

| Section | Description |
|---|---|
| **Detailed Planning Expenditures** | Provides a detailed list of all planned expenditures for ESSER. Be sure to note the following:<br><br>• LEAs must select a Budget Code that aligns to one of the four spending priority areas;<br>• 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<br>• Cost assumptions should convey the quantity or scope (e.g., cost per unit/item) provided by an expenditure. |
| **Supporting Documentation** | This section should be completed if OSSE requests additional documentation. |
| **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 should adhere to throughout the grant program. The assurances section should be completed before submitting the application. |
| **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 II Equivalent

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.

## Mitigating Learning Loss Plan Checklist

**Applicant:**

| | |
|---|---|
| **Application:** | 2021-2022 ESSER II - 00-ESSER II |
| **Cycle:** | Original Application |

ESSER II

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

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

| OVERVIEW | CONTACT INFORMATION | FUNDING DISTRIBUTION | SPENDING PRIORITY AREAS | MITIGATING LEARNING LOSS PLAN | GEPA NARRATIVE |
|---|---|---|---|---|---|
| FACILITIES COSTS | DETAILED PLANNING EXPENDITURES | SUPPORTING DOCUMENTATION | AWARD ADMINISTRATION | ASSURANCES | SUBMIT / APPLICATION PRINT |
| APPLICATION HISTORY | | | | | |

## Overview and Purpose

The Mitigating Learning Loss Section provides details on how LEAs are measuring and addressing learning loss as a result of the pandemic. LEAs are encouraged to use responses from their approved Continuous Education Plans (CEP). Any CEP updates to the LEA's mitigating learning loss plan should be reflected in this section as well.

Before moving to the next section, ensure the following items are completed appropriately:
- Provide a brief description of the information LEAs used to measure learning loss (e.g., attendance, grades, retention data, diagnostic assessments or formative assessments, progress monitoring, teacher assessment data);
- Provide a brief description of interventions the LEA currently uses to address learning loss;
- Provide a brief description of which student subgroup(s) will participate in each intervention selected; and

- Provide a brief description of how the intervention used to mitigate learning loss will be regularly reviewed for effectiveness. This review should highlight specific subgroups that are disproportionately impacted by the pandemic (low-income students, students with disabilities, racial and ethnic groups, English learners, students experiencing homelessness, children in foster care).

# The GEPA Narrative Checklist

**Applicant:**

ESSER II ▼

**Application:** 2021-2022 ESSER II - 00-ESSER II
**Cycle:** Original Application

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

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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 | CONTACT INFORMATION | FUNDING DISTRIBUTION | SPENDING PRIORITY AREAS | MITIGATING LEARNING LOSS PLAN | GEPA NARRATIVE |
| FACILITIES COSTS | DETAILED PLANNING EXPENDITURES | SUPPORTING DOCUMENTATION | AWARD ADMINISTRATION | ASSURANCES | SUBMIT | APPLICATION PRINT |
| APPLICATION HISTORY |

## Overview and Purpose

The General Education Provisions Act (GEPA) narrative provides details 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 II Equivalent application. LEAs do not need to address anything funded by another source;

- Name the subgroups (e.g., students experiencing homelessness, English learners, students 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.

# Detailed Planning Expenditures Checklists



## Overview and Purpose

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

- Although FY23 expenditures range from Oct. 1, 2022 - Sept. 30, 2023, ESSER II Equivalent expenditures are allowable from March 13, 2020-Sept. 30, 2023;

- To make sure the appropriate budget code is chosen, please review the ESSER II Equivalent 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 category, you can reference ESSER II Equivalent Budget Codes and the ESSER II-CRRSA Funding Strategy Guide  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:* Use the ESSER II Equivalent Budget Codes to determine what types of purchases should be labeled as which 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 ESSER II Equivalent 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:
  - How the item will help the LEA prepare for/respond to the pandemic;
  - Whether the position is part time or full time; and
  - Timeframe for the position (e.g., August 2022-June 2023).

## 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 and include the vendor, if you already know it (e.g., mental health services for staff, sanitation for the building);

- *Budget Codes:* Use the ESSER II Equivalent 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;

- *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 II Equivalent 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:
    - 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 II Equivalent 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;

- *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 supports the LEA in preparing for or responding to the COVID-19 pandemic;
    - A breakdown of the total cost per item; and
    - 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 leased or rented (e.g., tents, trailer);

- *Budget Codes:* Use the ESSER II Equivalent 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:
  - Brief detail of the item that is being rented;
  - How the rental supports the LEA in preparing for or responding to the COVID-19 pandemic;
  - A breakdown of the total cost per item/month;
  - Quantity of the item/s being rented; and
  - A breakdown of the total number of months the item will be rented (e.g., 10 months—August 2022-June 2023)

## 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., stipends, travel);

- *Budget Codes:* Use the ESSER II Equivalent Budget Codes to determine what types of purchases should be labelled 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:
  - Brief detail of the item that is being purchased (e.g., stipends);
  - How the item supports the LEA in preparing for or responding to the COVID-19 pandemic;
  - A breakdown of the total cost per item/month; and
  - Quantity of the item/s being purchased.