District of Columbia
Office of the State Superintendent of Education

FY22 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND (ESSER) III-ARP APPLICATION

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 the fiscal year 2022 (FY22) ESSER III-ARP applications.

The document includes an overview of the ESSER III-ARP 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.
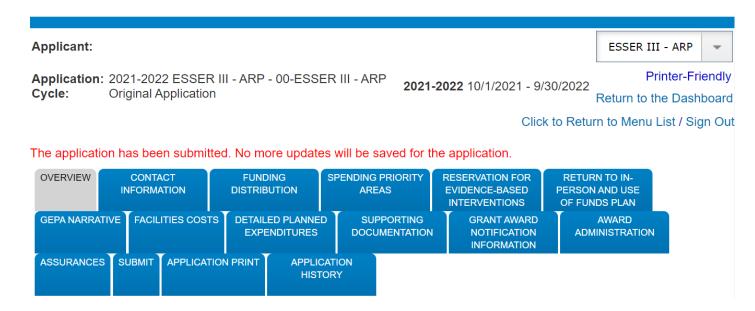
LEAs are encouraged to contact their ESSER grant manager to review applications before submitting in EGMS.

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 III-ARP 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 III-ARP Funding Strategy Guide	Strategy guide to support LEAs in maximizing ESSER III-ARP to mitigate, prepare for, respond to the pandemic.
Continuous Education Plans (CEP)	Plans describing how LEAs will support safe reopening, student and staff well-being, and accelerated learning for all students.

Please contact OSSE.ESSER@dc.gov or your ESSER grant manager if you have any questions that are not addressed in this document.
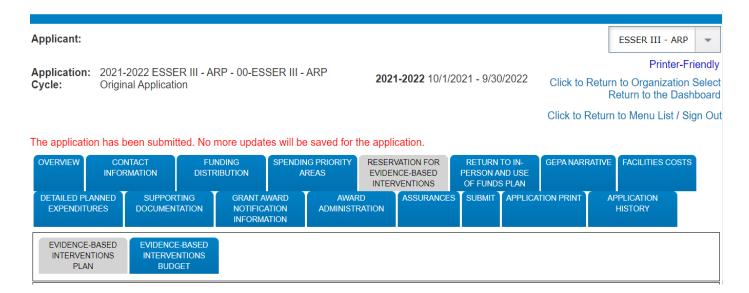
FY22 Application at a Glance: ESSER III-ARP

Applicant:

ESSER III - ARP ▼

Application: 2021-2022 ESSER III - ARP - 00-ESSER III - ARP   **2021-2022** 10/1/2021 - 9/30/2022
Cycle: Original Application

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	CONTACT INFORMATION	FUNDING DISTRIBUTION	SPENDING PRIORITY AREAS	RESERVATION FOR EVIDENCE-BASED INTERVENTIONS	RETURN TO IN-PERSON AND USE OF FUNDS PLAN
GEPA NARRATIVE	FACILITIES COSTS	DETAILED PLANNED EXPENDITURES	SUPPORTING DOCUMENTATION	GRANT AWARD NOTIFICATION INFORMATION	AWARD ADMINISTRATION
ASSURANCES	SUBMIT	APPLICATION PRINT	APPLICATION HISTORY		

Section	Description
Overview	Provides a brief description of ESSER III-ARP. The description includes information about the purpose of ESSER III-ARP, 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: - Safely Reopen Schools - Address Specific Needs - Address Learning Loss - Other Use of Funds
Reservation for Evidence-Based Interventions	This section details how LEAs will use at least 20 percent of funds to address learning loss through the implementation of evidence-based interventions and ensure that those interventions respond to students' social, emotional, and academic needs and address the disproportionate impact of coronavirus (COVID-19) on underrepresented student subgroups. LEAs must upload their ESSER III-ARP Application Evidence-Based Intervention Form in this section.
Return to In Person and Use of Funds Plan	This section details how LEAs that receive ESSER III-ARP funds are required to make publicly available on their website a plan that addresses how the LEA will ensure the safe return to in-person instruction and continuity of services

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Section	Description
	(through the CEP) and a plan for how the LEA intends to use ESSER III-ARP funds. Please note that CEPs must be updated every six months until Sept. 30, 2023.
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 Planned 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 the four spending priority areas. • 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. • Cost assumptions should include the quantity or scope of service for an expenditure (e.g., length of contract, cost per unit).
Supporting Documentation	This section should be completed if OSSE requests additional documentation.
Grant Award Notification Information	LEAs must upload their final ESSER III-ARP Grants Award Notification (GAN) received Sept. 7, 2021, in this section. Please email OSSE.ESSER@dc.gov if you require a copy of the GAN.
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.
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 III-ARP

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.

Reservation for Evidence-Based Interventions Checklist

Overview and Purpose

In this section, upload a completed ESSER III-ARP EGMS Application Evidence-Based Interventions form. Five templates are provided are in this form. Complete as many templates as appropriate. The intervention number in the form must align with the Evidence-Based Intervention in EGMS under Detailed Planned Expenditures.

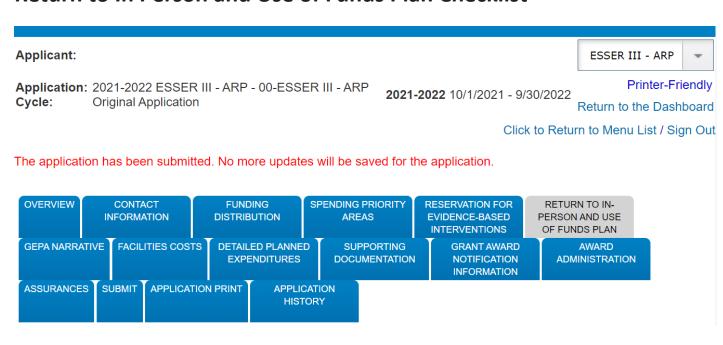Use the checklist below to determine if you have answered each question sufficiently for an approvable application:

> Question 1:
> ☐ Specifically name the intervention that will be used
>
> ☐ Write a brief (two to three sentences) explanation on how the intervention will be implemented. Answer the following questions in your explanation:
> > o Which/how many students will receive the intervention?

- o Who will be responsible for implementing/running the intervention?
- o How frequently will students receive the intervention?

Question 2:
☐ Place a check in the box by the underrepresented subgroup(s) the intervention supports.

Question 3:
☐ Ensure that the tier represents the tier of the evidence listed in Question 4.

Question 4:
☐ Include a link to the research study which supports the efficacy of the intervention named in Question 1, OR

☐ A description of an evaluation of the LEAs' past data that demonstrates the efficacy of the intervention

Question 5:
☐ Describe the quantitative and or qualitative data that will be used to evaluate the efficacy of the intervention

☐ List the SMART goals that will be used to define success

Return to In Person and Use of Funds Plan Checklist

Applicant:

| ESSER III - ARP ▼ |

Application 2021-2022 ESSER III - ARP - 00-ESSER III - ARP
Cycle: Original Application

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

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| OVERVIEW | CONTACT INFORMATION | FUNDING DISTRIBUTION | SPENDING PRIORITY AREAS | RESERVATION FOR EVIDENCE-BASED INTERVENTIONS | RETURN TO IN-PERSON AND USE OF FUNDS PLAN |

| GEPA NARRATIVE | FACILITIES COSTS | DETAILED PLANNED EXPENDITURES | SUPPORTING DOCUMENTATION | GRANT AWARD NOTIFICATION INFORMATION | AWARD ADMINISTRATION |

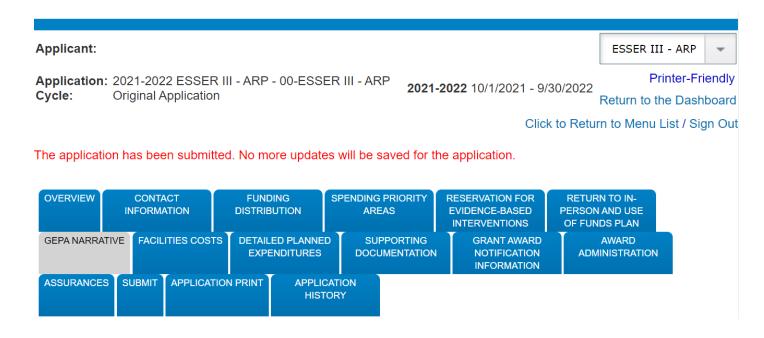| ASSURANCES | SUBMIT | APPLICATION PRINT | APPLICATION HISTORY |

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Overview and Purpose

As a requirement of receiving ESSER III-ARP funds, LEAs were required to submit a 2021-22 Continuous Education Plan (CEP). LEAs must also update their 2021-22 school year CEP every six months, at a minimum, between the date of publication and Sept. 30, 2023, and engage stakeholders in the update process. This section is where LEAs must demonstrate compliance with this requirement.

Question 1:
- ☐ Include the links for the 2021-22 CEP that go directly to the LEA's website where the CEP is posted (not to the CEP document itself)

- ☐ Links are clearly labeled on the website

Question 2:
- ☐ Date of 2021-22 CEP update should be clearly marked on the website or in the CEP itself (e.g., an "as of" date) (remember: Include the date when the 2021-22 CEP was most recently updated in the textbox).

Question 3:
- ☐ Describe the LEA's process, including timeline, for engaging meaningful consultation with stakeholders

- ☐ Identify the stakeholder groups with which the LEA engaged in meaningful consultation

- ☐ Discuss whether the stakeholders decided to update the CEP

- ☐ Include how the outcomes of the meaningful consultation were incorporated into the most recent CEP update.

GEPA Narrative Checklist

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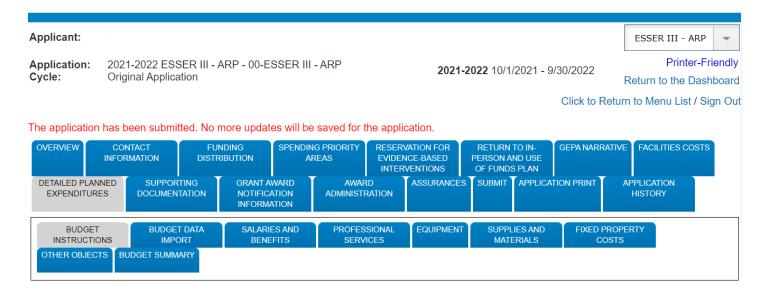| OVERVIEW	CONTACT INFORMATION	FUNDING DISTRIBUTION	SPENDING PRIORITY AREAS	RESERVATION FOR EVIDENCE-BASED INTERVENTIONS	RETURN TO IN-PERSON AND USE OF FUNDS PLAN
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Overview and Purpose

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 III-ARP 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.

☐ 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.

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Detailed Planned Expenditures Checklists

Applicant:

Application: 2021-2022 ESSER III - ARP - 00-ESSER III - ARP
Cycle: Original Application

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

ESSER III - ARP

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| 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 III-ARP funds. For each line item in the budget, please note the following:

- Although FY22 expenditures range from Oct. 1, 2021-Sept. 30, 2022, ESSER III-ARP expenditures are allowable from March 13, 2020-Sept. 30, 2024.

- To make sure the appropriate budget code is chosen, please review the ESSER III-ARP Budget Categories and Examples of Possible Costs 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.

- 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 below in which category, you can reference the ESSER III-ARP Budget Codes or the ESSER III-ARP Budget Categories and Examples of Possible Costs.

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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:* Position title as it will appear on salary records;

☐ *Budget Codes:* Use the ESSER III-ARP Budget Codes to determine what types of purchases should be labeled as which budget codes. If your item is not included in the document, please contact your ESSER grant manager;

☐ *Percent of Staff Time Allocated: Write* the proportion of the staff person's time spent doing the role described in the "Expenditure Description and Itemization" column as a percentage. This allocation of the employee's time should match the Time and Effort Certification documentation, which will be reviewed if you are selected for monitoring; 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 the 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 and include the vendor, if you already know it (e.g., mental health services for staff, sanitation for the building)

☐ *Budget Codes:* Use ESSER III-ARP Budget Codes to determine what types of purchases should be labeled as which budget codes. If your item is not included in the document, 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 services that are being purchased,

o   How the service supports the LEA in preparing for or responding to the coronavirus (COVID-19) pandemic,

o   The timeframe of the professional service (e.g., eight-month contract),

o   A breakdown of the total cost (e.g., monthly cost, cost per session),

o   Whether the service is for students or staff (e.g., tutoring, professional development), and

o   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*: Name the item that will be purchased (e.g., standalone air filter);

☐   *Budget Codes:* Use the ESSER III-ARP Budget Codes to determine what types of purchases should be labeled as which budget codes. If your item is not included in the document, 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,

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,

o   Quantity of the item(s) being purchased, and

o   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*: Name the item that will be purchased (e.g., PPE, hand sanitizer);

☐   *Budget Codes:* Use the ESSER III-ARP Budget Codes to determine what types of purchases should be labeled as which budget codes. If your item is not included in the document, 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,
- 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 is being leased or rented (e.g., tents, trailer);

☐ *Budget Codes:* Use the ESSER III-ARP Budget Codes to determine what types of purchases should be labeled as which budget codes. If your item is not included in the document, 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, e.g., stipends, that did not fit in the other categories);

☐ *Budget Codes:* Use the ESSER III-ARP Budget Codes to determine what types of purchases should be labeled as which budget codes. If your item is not included in the document, 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/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.