

ESSER Fund 3.0 Planning Documents Reminders and Updates

This document contains reminders and updates on the required Elementary and Secondary School Emergency Relief (ESSER) Fund 3.0 planning documents. For additional questions beyond what is covered in this document, please contact the appropriate [divisional coordinator](#) for Relief Funding including ESSER 1.0, ESSER 2.0, and ESSER 3.0.

General ESSER Plan Information

- **UPDATE:** The LEA can choose to offer paper copies of the ESSER Planning documents as well as post the plans on the LEA's website. Remember that the LEA must post the plan as outlined in federal guidance to be in compliance.
- All ESSER plans must be in an understandable and uniform format; to the extent practicable, written in a language that parents can understand or, if not practicable, orally interpreted; and upon request by a parent who is an individual with a disability, provided in an accessible format to that parent.
- Once LEA's ESSER planning documents are approved, translations are completed the LEA must post on the LEA website.
- All posting requirements will be verified by the department's relief team to ensure all required plans: public engagement/stakeholder plan, needs assessment, health and safety plan, and the district plan are posted within 30 days of approval.
- LEAs must submit signed board approval forms into LEA Document Library by **Oct. 1, 2021**. Board approval must be gained after stakeholder engagement and plan development.

LEA Public ESSER Plan Information

- On the Cover Page and Summary Page (page 3) of the LEA Public ESSER plan, the amounts should total for all relief grants listed on the Cover Page (in the green *Total Allocation* Box). Each LEA should include the ESSER dollars received from ESSER 1.0, 2.0, and 3.0 grants. If the LEA receives other grants like the ELC Grant or ARP Homeless 2.0 please include those amounts also.
- Ensure the LEA describes how they will meet the requirements to spend 20 percent of ESSER 3.0 on direct services to students to address learning loss or indicate that they are participating in TN ALL Corps.
- For large operational and/or infrastructure projects, ensure your timeline provided for completion aligns with the period of performance for the grant.
- The LEA must respond to all questions in the document.

Needs Assessment Information

- LEAs must ensure the Academics section includes Kindergarten.
LEAs must identify three investments for academics, student readiness, educators, and foundational elements in the Summary of Key Priorities section of the document.

LEA Community Engagement Information

- Ensure the LEA used multiple models of engagement offered to stakeholders? Examples may include surveys, in-person or virtual committee meetings, town hall meetings, other inclusive engagement opportunities.
- LEAs should engage all applicable groups noted in the checklist in meaningful consultation during the crafting of the plan.
- The number of stakeholders engaged should represent the composition of students. For example, if students with disabilities make up 15 percent of students, then 10-20 percent of respondents should represent this subgroup.
- Ensure the stakeholder engagement happened prior to the development of the plan.

LEA Health and Safety Plan

- Plans must explicitly address every bullet point in Question 5 regarding district policies and strategies.
- **UPDATE:** Local health departments must be included in stakeholder consultation regarding the Plan. LEAs must include a summary of the stakeholder input, including input from the health department, in the narrative.
- Plans must explain the schools'/districts' role in contact tracing. When cases are identified, schools are expected to supply a list of identified close contacts, seating charts, and rosters to the extent those documents are maintained (for bus, classroom, lunchroom, or athletics settings, as applicable) and parental contact information to health departments.
- When this information is provided by districts, health departments are responsible for contact tracing, notifying close contacts, and providing quarantine and isolation protocols to those families.
- **UPDATE:** Plans require local board approval and public posting.
- LEAs must update the *Safe Return to In-Person Instruction and Continuity of Services Plan* at least every six months through Sept. 30, 2023, seek public input on the plan and any revisions and take such input into account. All revisions must include an explanation and rationale of why the revisions were made.
- All revisions must include an explanation and rationale, with meaningful public consultation, and in an understandable format