Elementary and Secondary School Emergency Relief Fund (ESSERF) Data Collection Overview

Jerri Beth Nave, Julia Hudson, and Michelle Harless | Relief Funding Team
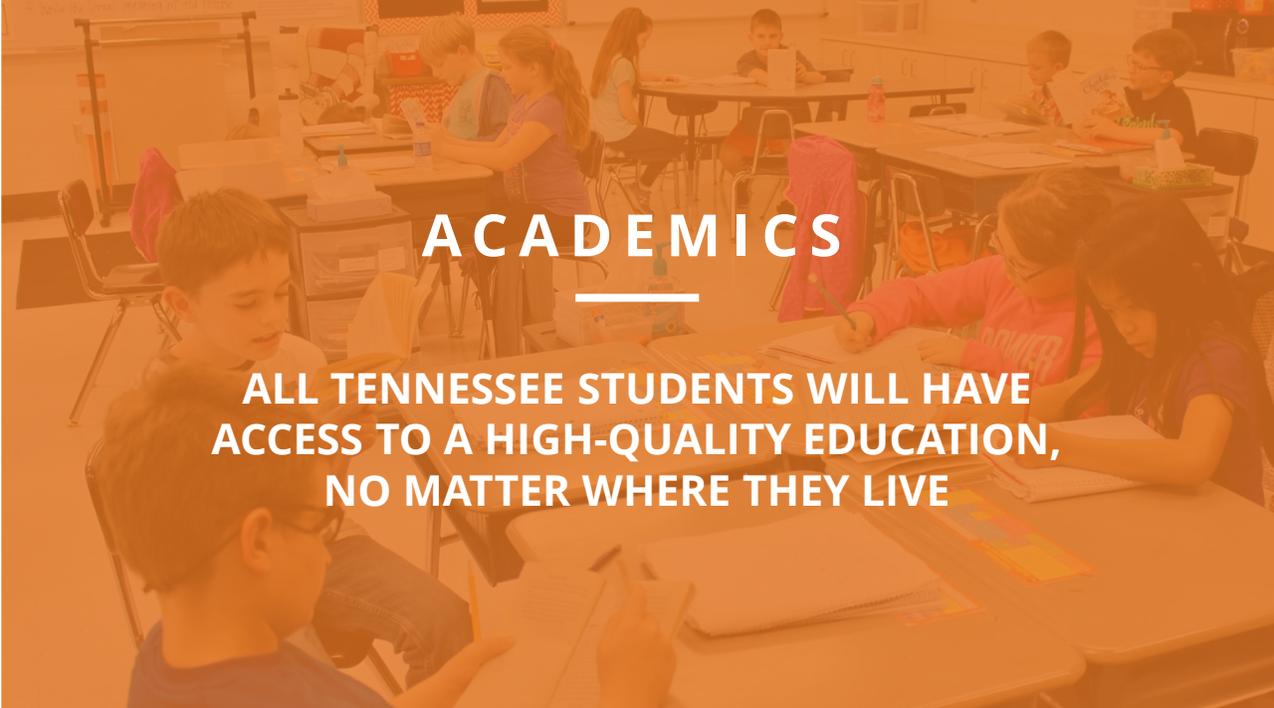
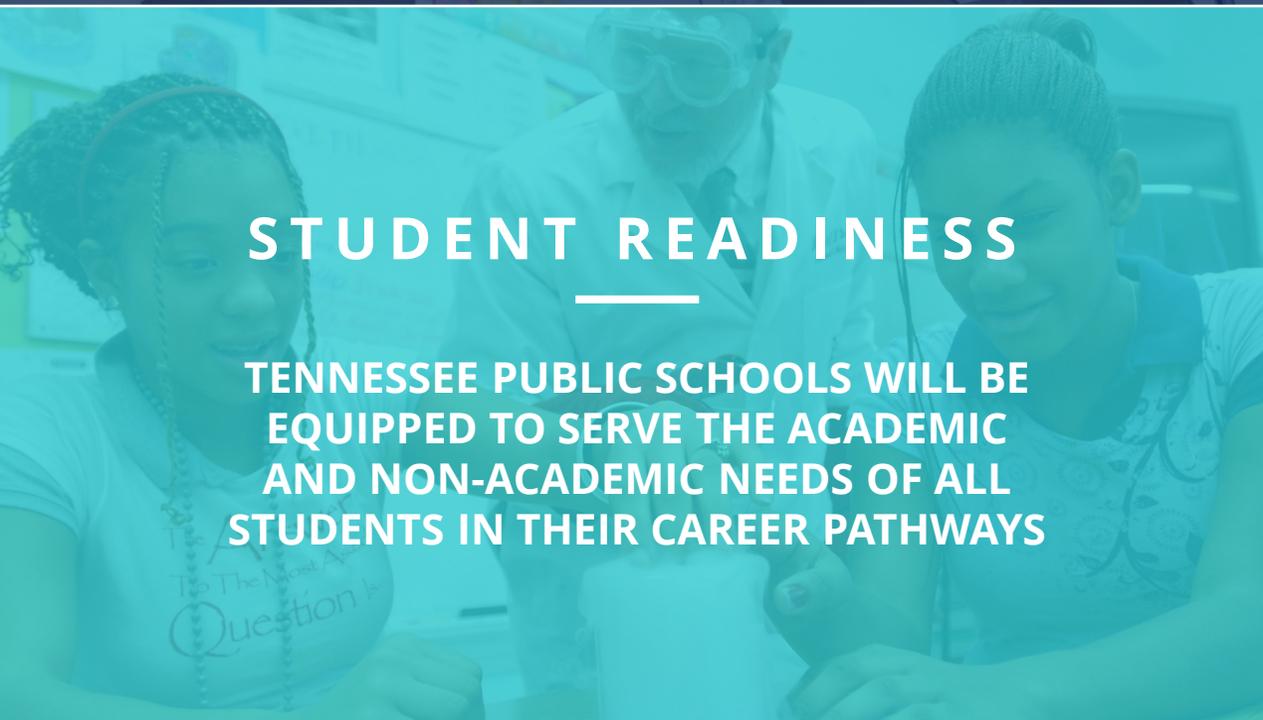**Federal Programs and Oversight**

March 2023

BEST **FOR** **ALL**
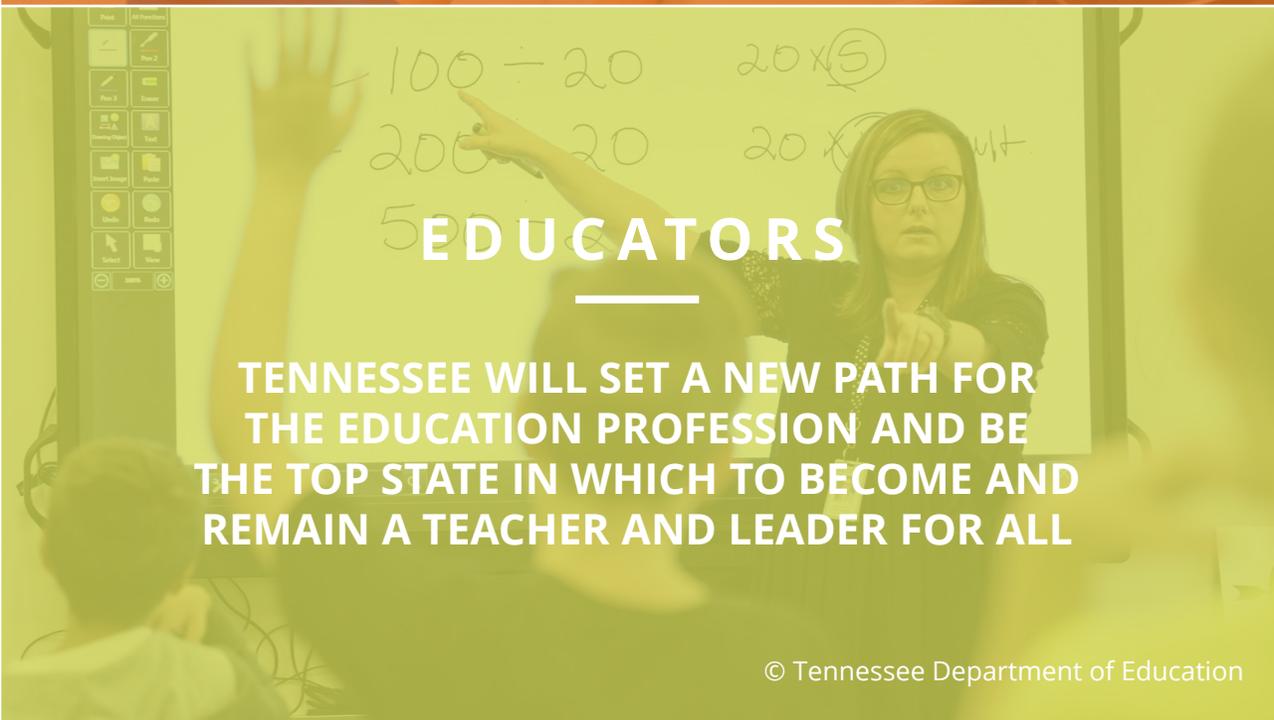We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL

Agenda

- ESSERF Data Collection Reminders
- Data Collection Walkthrough
- Check for Understanding
- Resources & Closing

ESSERF Data Collection Reminders

Why Relief Funding Reporting?

- Local educational agencies (LEAs) that received Coronavirus Aid, Relief, and Economic Security Act (CARES Act; ESSER 1.0), Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA; ESSER 2.0), and American Rescue Plan (ARP ESSER; ESSER 3.0) funds must complete the annual federal and state data reporting requirements.
  - Federal Data
  - State Data (i.e., Programming Focus)

- The annual reporting instrument must be completed based on activities in the applicable reporting periods for ESSER 1.0, ESSER 2.0, and ESSER 3.0, respectively.
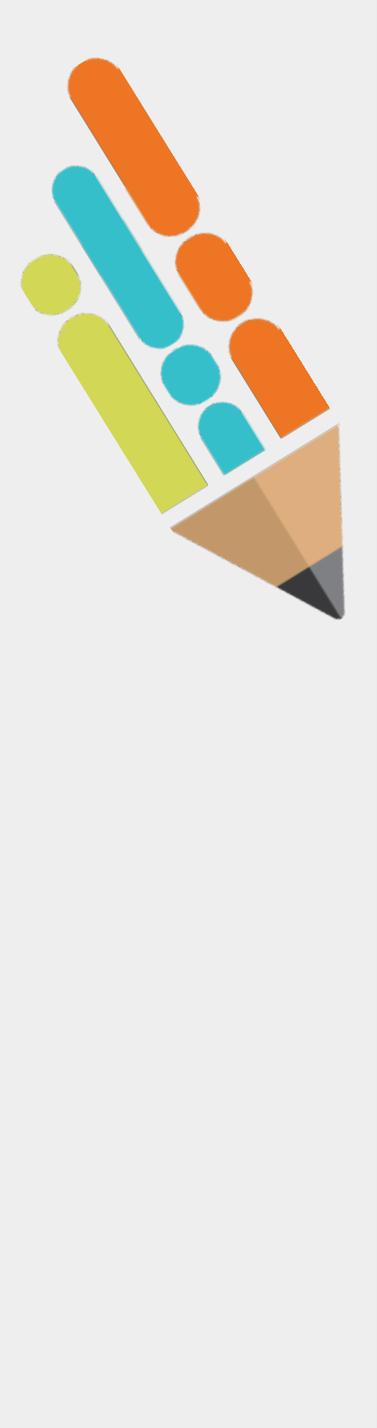
Timelines for FY23 ESSER Data Collection

ESSER Fund	Applicable Reporting Period Fiscal Year (FY)	LEA Submission to SEA
ESSER 1.0 *Year 3*	**FY22** **July 1, 2021 – June 30, 2022**	**Open: March 15, 2023** **Close: April 17, 2023***
ESSER 2.0 *Year 2*	**FY22** **July 1, 2021 – June 30, 2022**	**Open: March 15, 2023*** **Close: April 17, 2023***
ESSER 3.0 *Year 2*	**FY22** **July 1, 2021 – June 30, 2022**	**Open: March 15, 2023*** **Close: April 17, 2023***

*The opening/closing dates are projected dates and are subject to change.

Reporting Period Reminders

- The reporting period for this collection is the ***state fiscal year 2022 (FY22)***: July 1, 2021 – June 30, 2022.

- Unless a question specifies differently, you will ***only*** report activities that occurred during the above dates.
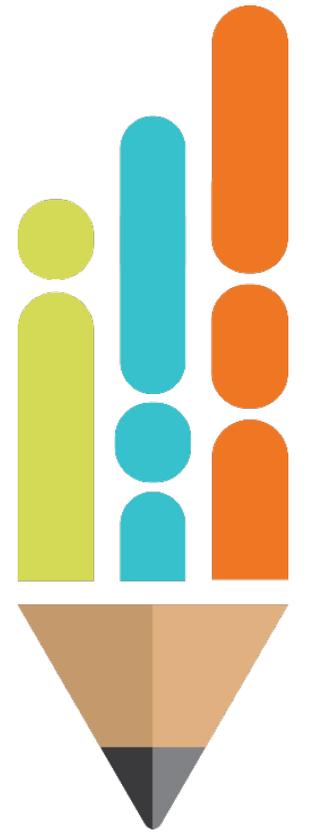
Data Collection Walkthrough

Data Collection Instrument Walkthrough

Accessing the Report

▪ Navigate to ePlan > Data and Information > 2023 > Education Stabilization Fund-ESSERF Data Collection

▪ See the **Technical User Guide** in ePlan > TDOE Resources > 6. Relief Funding > Education Stabilization Fund-ESSERF Data Collection > 2023

▪ **Due: April 17, 2023**

Sections and Pages Overview

- **Overview**
  - Cover Page
  - Definitions
  - Reporting Periods
- **Section 3, Subsection A- Mandatory Subgrants to LEAs**
  - ESSER Mandatory Subgrants to LEAs
- **Section 3, Subsection B- ESSER Mandatory Subgrants to LEAs- Use of Funds Detail**
  - ESSER Mandatory Subgrants to LEAs: Use of Funds Details
  - Planned Uses of Remaining ESSER 1.0 Funds
  - Planned Uses of Remaining ESSER 2.0 Funds
  - Planned Uses of Remaining ESSER 3.0 Funds
  - Maintaining Safe In-Person Instruction
  - ESSER Funds to Provide Internet Access
  - Re-engaging Students
  - Hiring and Retention of Specific Positions with ESSER 1.0, ESSER 2.0, and ESSER 3.0

Sections and Pages Overview

- **Section 3, Subsection C- Allocation of ESSER Resources within LEA**
  - Allocation of ESSER Resources within LEA
- **Section 3, Subsection D- ARP ESSER Mandatory Subgrants to LEAs, Reserve to Address Impact of Learning Loss**
  - Impact of Learning Loss
- **Section 4, Subsection C- Access to select staff, School Year (SY) 2021-22**
  - Access to Select Staff, SY 2021-22
- **Section 5, Subsection A- Full-Time Equivalent (FTE) Positions**
  - FTE Positions
- **Assurances**
  - Assurances
  - Paperwork Reduction Act of 1995
- **Additional Data**
  - Programming Focus
  - Identifying Students in Need of Targeted or Supplemental Support

Overview Documents

Complete all fields on the Cover Page as needed.

Section 3, Subsection A-
# ESSER Mandatory Subgrants to LEAs

- ESSER Mandatory Subgrants to LEAs
  - This information is pre-populated.

ESSER I (CARES) Total mandatory subgrant amount awarded to LEA	ESSER II (CRRSAA) Total mandatory subgrant amount awarded to LEA	ARP ESSER Total mandatory subgrant amount awarded to LEA
$784,372.33	$3,709,696.25	$8,331,450.81

Section 3, Subsection B-
ESSER Mandatory Subgrants to LEAs-
# Use of Funds Detail

- Provide the amount of LEA expenditures by ESSER subgrant fund and expenditure category for the current reporting period.
  - Expenditures should be reported only once. An expenditure is incurred by the LEA when the state education agency (SEA) makes reimbursement for that expenditure with specific funds. Users may refer to the Clarification on the Definition of Expenditures in ePlan > TDOE Resources (*see next slides*).
  - The reimbursement date determines the appropriate reporting period.
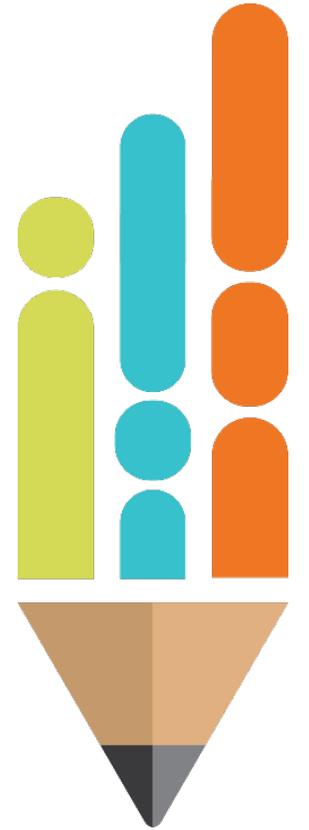
In TDOE Resources
Clarification of Definition of "Expenditure"

- The U.S. Department of Education (ED) has published clarification of the definition of **expenditure**.

- An expenditure is incurred by the LEA when the SEA makes a reimbursement for that expenditure with specific funds; the reimbursement date determines the appropriate reporting period.

- To assist LEAs in gathering and reporting the information ED is seeking, the following examples walk through how and where expenditures should be reported in ESSER reporting periods.
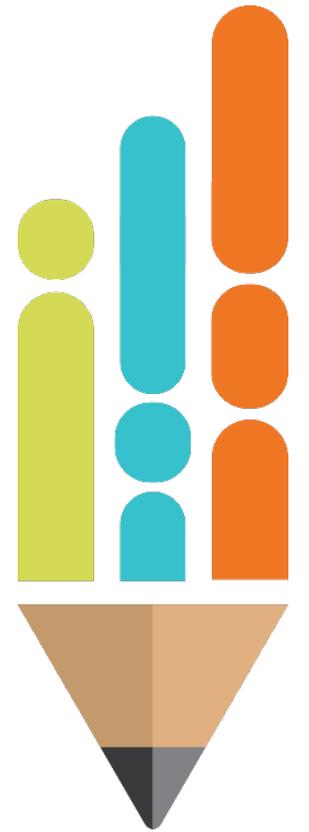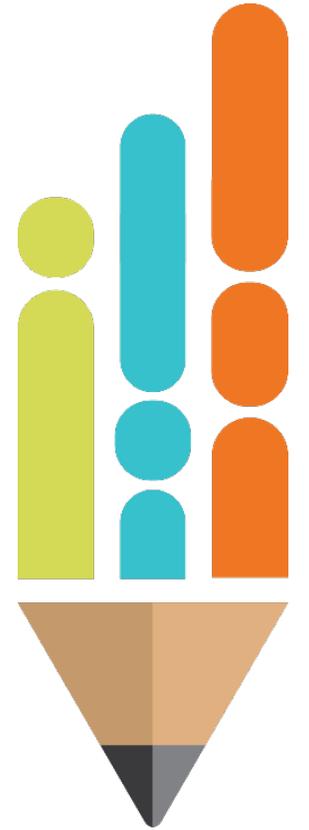
In TDOE Resources
Clarification of Definition of "Expenditure"

Example 1: An LEA pays for an ESSER-eligible good or service on May 31, 2022, and submits the expenditure to the SEA for reimbursement on June 21, 2022. The LEA receives the reimbursement from the SEA on June 29, 2022.

- **This expenditure must be included in the state FY22 Annual Performance Report (APR). The SEA reimbursed the expenditure with ESSER funds between July 1, 2021, and June 30, 2022, or state FY22.**

Example 2: An LEA pays for an ESSER-eligible good or service on June 20, 2022, and submits the expenditure to the SEA for reimbursement on July 1, 2022. The LEA receives the reimbursement from the SEA on July 10, 2022.

- **This expenditure must be included in the state FY23 APR. The SEA reimbursed the expenditure with ESSER funds between July 1, 2022, and June 30, 2023, or state FY23.**

Clarification of Definition of "Expenditure"

Example 3: An LEA pays for an ESSER-eligible good or service on Sept. 15, 2021, and submits the expenditure to the SEA for reimbursement with CARES (1.0) funds on Sept. 28, 2021. The LEA receives the reimbursement from the SEA on Oct. 15, 2021.

- **This expenditure must be included in the state FY22 APR. The SEA reimbursed the expenditure with ESSER funds between July 1, 2021, and June 30, 2022, or state FY22.**

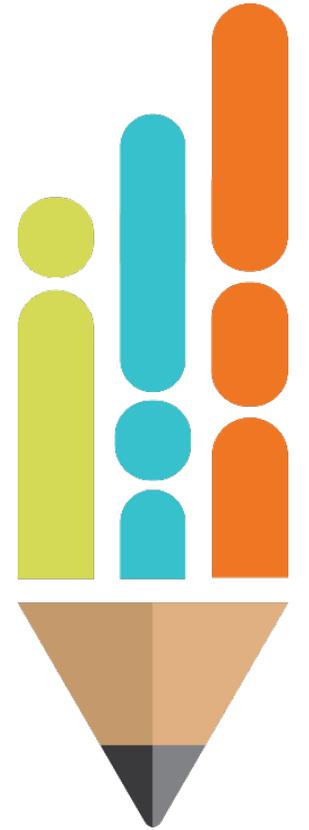**Example 4:** An LEA pays for an ESSER-eligible good or service on March 14, 2021, and submits the expenditure to the SEA for reimbursement with ESSER 2.0 funds or ESSER 3.0 funds on July 5, 2022. The LEA receives reimbursement on July 15, 2022.

- **This expenditure must be included on the state FY23 APR, as the SEA reimbursed the expenditure between July 1, 2022, and June 30, 2023, or state FY23.**
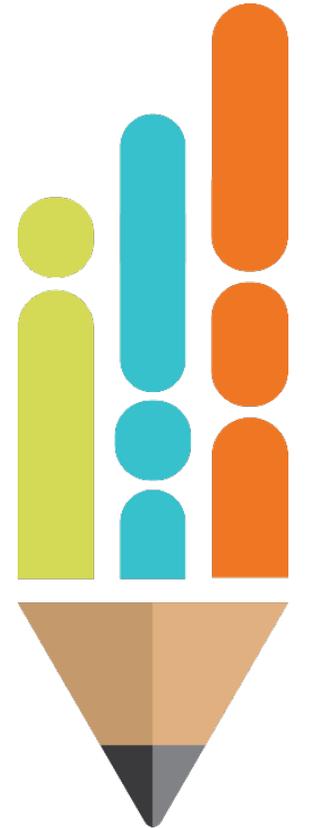
Section 3, Subsection B- ESSER Mandatory Subgrants to LEAs- Use of Funds Detail

- Users may refer to the Appendix in ePlan > TDOE Resources for examples of expenditures that should be counted within the four main expenditure categories (*see next slides*):
  - Addressing Physical Health and Safety;
  - Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports);
  - Mental Health Supports for Students and Staff; and
  - Operational Continuity and Other Allowed Uses.

Appendix: Use of Funds Detail for Prospective Reporting

Examples of Activities

- **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
    f) 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 COVID-19
    g) 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.

Appendix: Use of Funds Detail for Prospective Reporting

- **Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports**
  a) Extended learning and/or summer learning
  b) High-dosage intensive tutoring
  c) 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 SEA
  d) Universal screening, academic assessments, and intervention data systems, such as early warning systems and/or opportunities to learn data systems
  e) 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
  f) Early Childhood Programs
  g) Hardware and software
  h) Wi-Fi, broadband, or other connectivity
  i) Curriculum adoption and learning materials
  j) Core staff capacity building/training to increase instructional quality and advance equity
  k) Investments in talent pipelines for teachers and/or classified staff
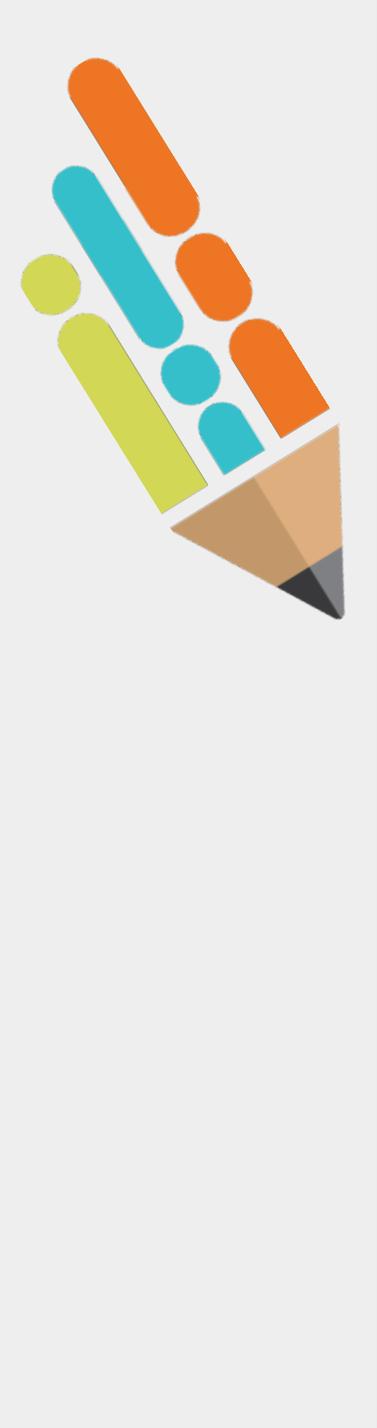
# Appendix: Use of Funds Detail for Prospective Reporting

- **Mental Health Supports for Students and Staff**
  a) Additional staffing and/or activities to assess and support social-emotional well-being, including mental health, for students, educators and/or families

- **Operational Continuity and Other Allowed Uses**
  a) Any activity not described above that is authorized by the McKinney-Vento Homeless Assistance Act
  b) Any activity not described above that is authorized by the Elementary and Secondary Education Act of 1965
  c) Any activity not described above that is authorized by the Individuals with Disabilities Education Act
  d) Any activity not described above that is authorized by the Adult Education and Family Literacy Act
  e) Any activity not described above that is authorized by the Carl D. Perkins Career and Technical Education Act of 2006
  f) 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

Section 3, Subsection B- ESSER Mandatory Subgrants to LEAs- Use of Funds Detail

- In the previous ESSERF data collection, LEAs did not report any expenditures in the final two columns (i.e., ARP ESSER) as these funds were not available during the previous reporting period.

- For FY22, LEAs should report the total amount expended by activity in ARP ESSER.

  - *Note: The final column will be used to report the total amount expended toward the required 20% set-aside to address learning loss.*

    - This amount will be exclusive of the amount reported in the preceding column. **Each expenditure should only be reported once.**
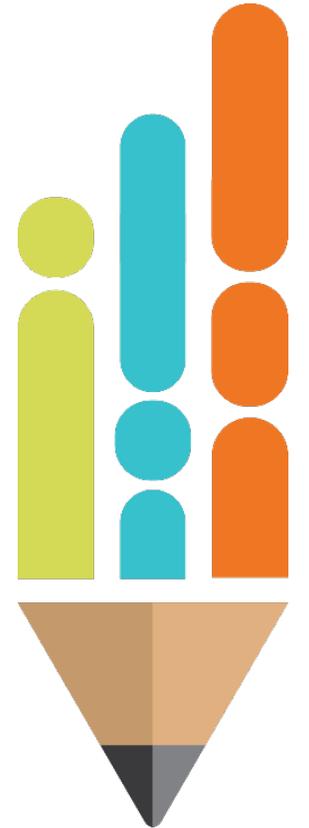
Section 3, Subsection B- ESSER Mandatory Subgrants to LEAs- Use of Funds Detail

Important! Subtract the amount expended toward the required 20 percent (set-aside) of the LEA ARP ESSER grants funds to address the academic impact of lost instructional time.

ARP ESSER	
Total Amount Expended by Activity	**Total Amount Expended toward required set-aside to address learning loss** *(this amount will be **exclusive** of the amount reported in the preceding column; report each expenditure in **only** one of the two ARP ESSER columns)*
Auto-calculate from rows a-i below	*Auto-calculate from rows a-i below*

<u>Only</u> report expenditures related to the 20 percent (set-aside) of the LEA ARP ESSER grant funds to address the academic impact of lost instructional time. Must be exclusive!

Both columns must sum to the <u>total ARP ESSER mandatory subgrant expenditures</u>

Section 3, Subsection B- ESSER Mandatory Subgrants to LEAs- Use of Funds Detail

- **Planned uses of remaining ESSER 1.0 Funds, 2.0 Funds, and 3.0 Funds:**
  - Provide the percentage of remaining funds. The pre-loaded information is based on the expenditure report as of June 30.
  - If the LEA expended all their funds before June 30, 2022, they may show zero (0) remaining. In this case, the LEA should enter zero (0) in the remaining boxes since there were no funds left to expend at the end of the reporting period.
  - **Important**: This refers to **planned** uses of remaining funds based on what was left after June 30, 2022. LEAs should look at what they have spent since the end of the reporting period and what they plan to spend in the future to determine these percentages. It is acceptable to enter zeros if the LEA did not have a plan to use funds in a specific area.
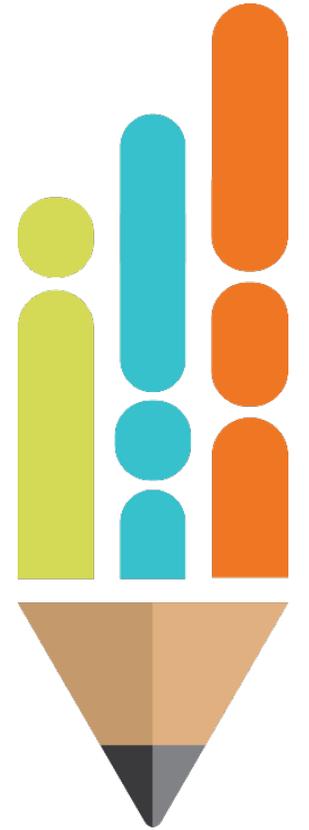
Section 3, Subsection B- ESSER Mandatory Subgrants to LEAs- Use of Funds Detail

- **Maintaining Safe In-Person Instruction**
  - Select Yes or No to indicate whether the LEA expended ESSER funds on any of the listed items to ensure safe in-person instruction.
- **ESSER Funds to Provide Internet Access**
  - Select Yes or No to indicate whether the LEA used ESSER funds to provide internet access (and the types of services).
- **Reengaging Students**
  - Select Yes or No to indicate whether the LEA sought to reengage students with poor attendance or participation and what methods (if any) were used.

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Section 3, Subsection B-
ESSER Mandatory Subgrants to LEAs-
# Use of Funds Detail

- **Hiring and Retention of Specific Positions**
  - Provide the total amount expended for the listed staff.
    - This amount is cumulative across all ESSER funds and should only include positions funded through ESSER.
    - **Stipends and bonuses should not be included.**
  - Provide the total number of the listed positions supported with ESSER funds.
    - Ex: Paraprofessionals- 6; Nurses- 4.
    - If no additional staff members were hired or retained, the LEA may enter zero (0).
  - Staff hiring would refer to new positions hired with ESSER funds in these categories.
  - Staff retention would be current staff members that have been retained but are now being supported with ESSER funds.
    - Ex. An LEA previously paid teachers out of General Purpose (GP) but now pays with ESSER funds. These positions would be included in retained.
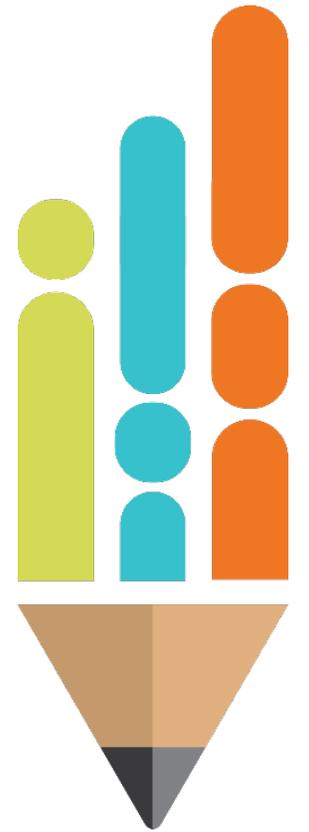
# Section 3, Subsection C- Allocation of ESSER Resources within LEA

- Allocation of ESSER Resources within the LEA
  - Select Yes or No to indicate whether the LEA allocated funds directly to schools.
    - LEAs would only select Yes if they opted to allocate funds to schools, like what is done with Title I. Most LEAs did not do this, but rather held funds at the LEA level and made spending determinations based on their needs assessment.
    - If the LEA did not allocate funds to schools, they would select No.
  - If the LEA did allocate funds to schools, they should select Yes or No to indicate whether the listed criteria were used in the allocation of funds.
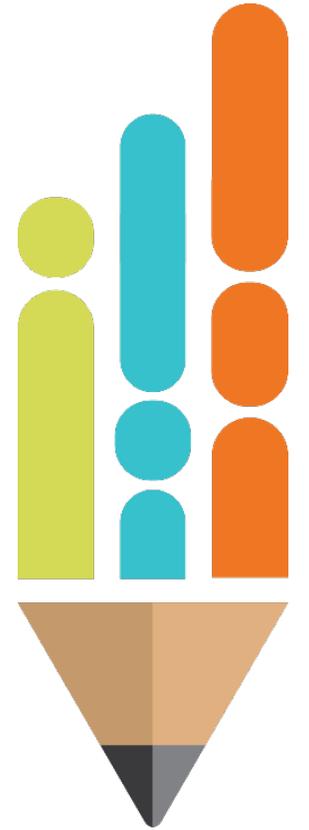
Section 3, Subsection D-
ARP ESSER Mandatory Subgrants to LEAs, Reserve to Address Impact of Learning Loss

- **Impact of Learning Loss**
  - Provide the total amount reserved by the LEA to address the impact of learning loss (at least 20% of the value reported for ARP ESSER).
  - Provide the total expenditures of ARP ESSER LEA Reserve in the current reporting period.
    - **Best Practice:** It is best practice for LEAs to have a written procedure for the documentation of tracking expenditures from ARP ESSER that are tagged as "addressing learning loss." Such a procedure will ensure compliance with the ARP ESSER 20% required learning loss set-aside.
  - Mark Yes or No to indicate which activities or interventions were implemented with ARP ESSER funds to address learning loss.
  - Provide a narrative response to the open-response question.
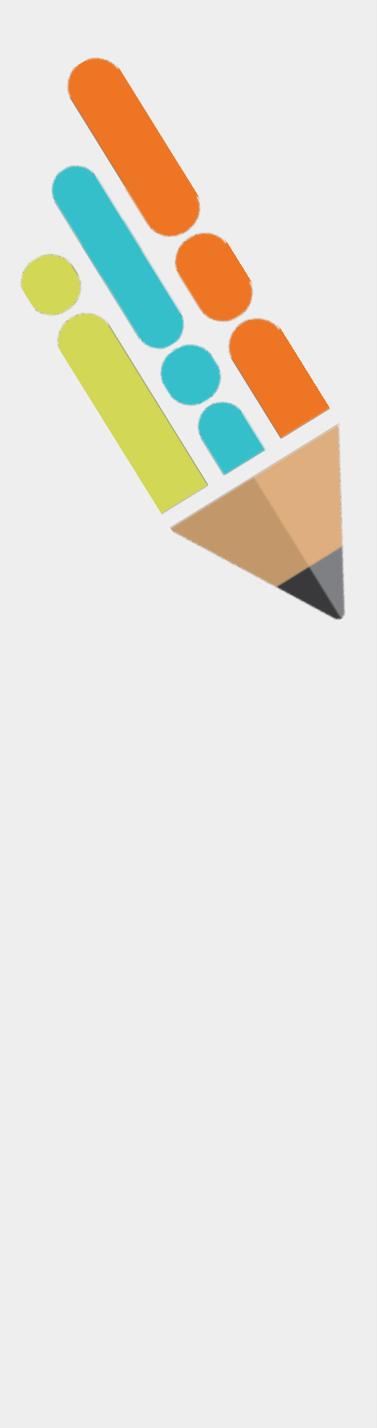
Section 4, Subsection C- Access to Select Staff, School Year (SY) 2021-22

- Access to Select Staff
  - Provide the count of Full Time Equivalent (FTE) staff assigned to serve each school in the LEA, **regardless of funding source**, as of Sept. 30, 2022.
    - For example, if one full-time nurse is shared equally by five schools within an LEA, allocate 0.2 FTE to each school served.

Section 5, Subsection A- Full-Time Equivalent (FTE) Positions

- FTE Positions
  - Provide the number of FTE positions for the LEA as of September 30 for each of the listed years.
    - The number of FTE positions includes all staff **regardless of whether the position is funded by federal, state, local, or other funds**- and equals the sum of the number of full-time positions plus the full-time equivalent of the number of part-time positions.
    - We recommend working with your human resources department, payroll, and/or finance personnel to pull a total count of employees paid on the date listed for each year.
  - ***NEW for 2023:*** *The numbers previously reported for each LEA will be pre-populated with your previous responses. You will only provide an answer for Sept. 30, 2022.*

Additional Data

- **Programming Focus**
  - Provide a response to each question based on the focus of ESSER funds to support learning recovery or acceleration. Provide short answer responses where indicated.
    - LEAs should select only the strategies or activities that ESSER funds supported during the applicable reporting period. LEAs can select N/A under any category they did not use.

- **Identifying Students in Need of Targeted or Supplemental Support**
  - Provide a response identifying the way(s) in which the LEA identified which students were most impacted by the COVID-19 pandemic. Mark all that apply.
  - Provide a short answer response describing how the LEA allocated funds to students most impacted by the COVID-19 pandemic. This may include the formula or decision-making rubric used to allocate funds across schools.
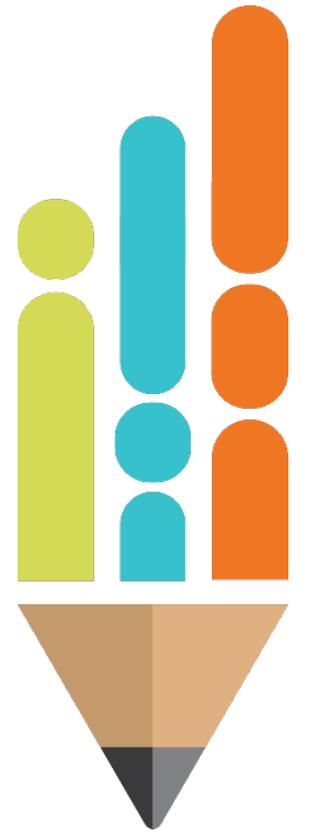
Check for Understanding

CARES Act (ESSER 1.0) funds will not be reported in the FY22 instrument.

- True
- False

The ESSERF Data Collection instrument is due no later than:

A. March 15, 2023

B. April 17, 2023

C. April 25, 2023

D. May 1, 2023

Stipends and bonuses should not be included in the Hiring and Retention section.

- True
- False

The ESSERF Data Reporting period is:

A. March 13, 2021 - June 30, 2022
B. Oct. 1, 2021 – Sept. 30, 2022
C. July 1, 2021 - June 30, 2022
D. June 30, 2021 - July 1, 2022

An LEA pays for an ESSER-eligible good on May 15, 2022, and submits the expenditure to the SEA for reimbursement on June 30, 2022. The LEA receives the reimbursement from the SEA on July 15, 2022. This should be included in the current ESSERF report.

- True
- False

Unless otherwise noted, LEAs should base their responses on which state fiscal year(s)?

A. 2021

B. 2022

C. 2023

D. 2022 and 2023

E. All of the above

Resources & Closing

Resources

ePlan > TDOE Resources > Relief Funding > Education Stabilization Fund-ESSERF Data Collection > 2023

- Appendix: Use of Funds Detail for Prospective Reporting
- Clarification of Definition of "Expenditure"
- Data Collection FAQ
- Data Reporting Timelines
- Technical User Guide

FPO Divisional Coordinator Map for ESSER Funds
(effective March 15, 2023)

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Thank You!

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Please Share your Feedback:

https://stateoftennessee.formstack.com/forms/fpo_professional_development_survey
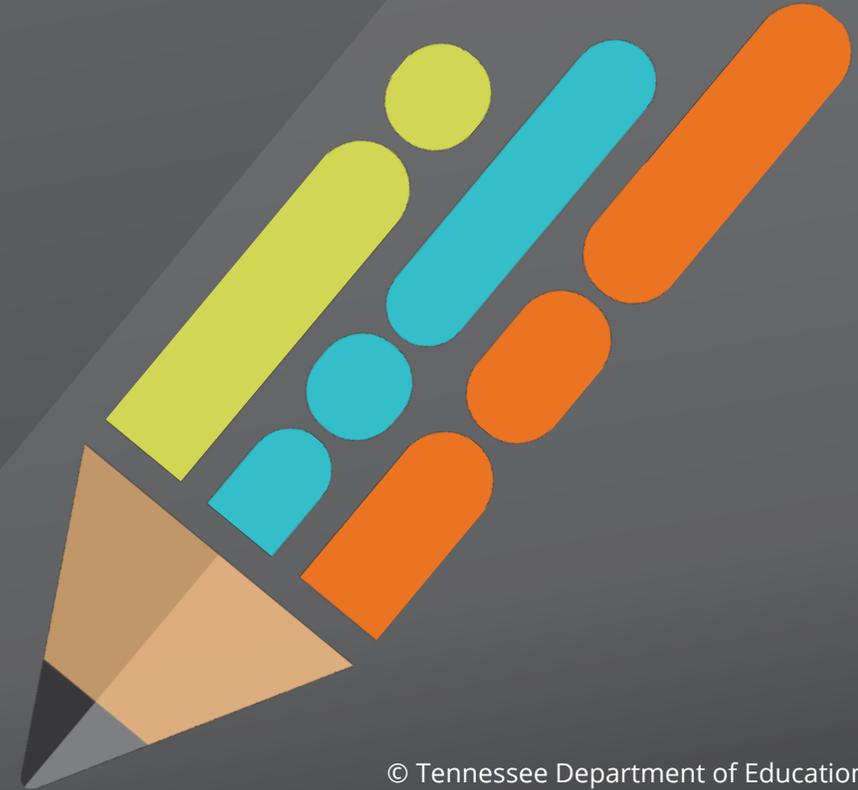
Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

http://www.comptroller.tn.gov/hotline

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