



# FY23 Elementary and Secondary School Emergency Relief (ESSER) 2.0 and 3.0 Funding Applications Updates

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*Division of Federal Programs and Oversight*

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# BEST FOR ALL

We will set all students on a path to success.

## ACADEMICS

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

## STUDENT READINESS

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

## EDUCATORS

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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

- Pre-Approval Updates
- What's New:
  - ESSER 2.0 Funding Application
  - ESSER 3.0 Funding Application
- Key Reminders and Best Practices
- Check for Understanding
- Resources



# Norms and Expectations

- Take calls and necessary phone communications outside of the session room.
- Remain engaged.
- Visit a team member at the registration table if you have questions about the conference.
- All session slide decks are available in ePlan > TDOE Resources > Federal Programs and Oversight (FPO) > Federal Programs Professional Development > 2022 ESSA/ESSER Conference.



# Pre-Approval Updates



# Locating Pre-Approvals

- ESSER 2.0 and 3.0 pre-approvals remain located in ePlan > Data and Information > 2021 > ESSER Pre-Approval Request.



ePlan Home
Administer ▶
Search ▶
Reports
Inbox ▶
Planning ▶
Monitoring ▶
Funding ▶
Data and Information
Reimbursement Requests ▶
Project Summary
LEA Document Library

2021 ▼	Active ▼
<b>Data and Information</b>	
<a href="#">Comparability</a>	
<a href="#">Continuous Learning Plan</a>	
<a href="#">CSH Coordinated School Health</a>	
<a href="#">ESSER Pre-Approval Request</a>	
<a href="#">ESSER Report</a>	
<a href="#">Homeless Immunization Report</a>	
<a href="#">LEA Interscholastic Athletics Certification</a>	
<a href="#">Non-Public School Survey</a>	
<a href="#">Prayer Certification</a>	

<b>Description</b> ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
<input type="checkbox"/>	History Log
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/>	ESSER Pre-Approval Request
	<a href="#">ESSER 2.0 Pre-Approval Request</a>
	<a href="#">ESSER 3.0 Pre-Approval Request</a>
	<a href="#">Assurances</a>

# Pre-Approval Updates



- Important information regarding revisions and the removal of old information is now included in the Expenditure Details section.
  - **When making revisions, it is best practice to note revisions by stating, “Revision” and include the date.**
  - Example: Funds will be used for school facility repairs (replacement of leaky roof) at Smith High School and Smith Middle School to improve the overall environment of our facilities, reduce the risk of virus transmission and improve overall air quality. **Revision- 7.10.22:** Due to increased materials costs, the local education agency (LEA) is increasing the budget for this project from \$800,000 to \$925,000.
  - **Rather than deleting projects from the pre-approval, LEAs should note the project is no longer being funded and include the date.**
    - Example: Funds will be used to replace HVAC units at Smith High School, Smith Middle School, and Smith Elementary School to improve air quality and reduce virus transmission. **Revision- 7.10.22:** The LEA is no longer funding this project with ESSER funds. These funds will be moved to the roofing project due to increased materials costs.

# Pre-Approval Revisions

- If a pre-approval is denied or returned for revisions, please ensure that any revisions are also noted in the funding application.
  - Example: An LEA is told to remove an item in the pre-approval but does not remove it in the funding application.
- If revisions are made to the funding application that may require pre-approval, please revise the pre-approval and resubmit it as soon as possible for timely review and approval.
  - Example: An LEA updates the funding application to purchase additional trailers but does not submit a revised pre-approval.





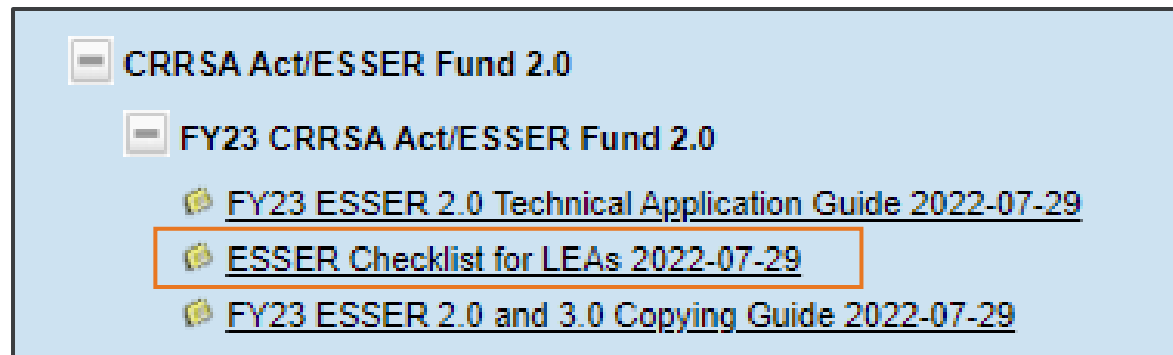
# Pre-Approval Submission Reminders



- Clear alignment to the purpose of ESSER funds
  - Necessary to prevent, prepare for, and respond to COVID-19
  - Description of the anticipated benefits of the purchase/project
    - How many students will be impacted, the main objectives of the project, etc.
- Timeline
  - Able to be completed within the time constraints of the grant
  - Include proposed timeline in pre-approval
- Cost
- Justification
  - **If seeking pre-approval for the non-competitive bid process**
- Align initiatives in the funding application with pre-approval language.
- All responsible parties review and submit.
  - LEA Elementary and Secondary School Emergency Relief (ESSER) Director
  - LEA Authorized Representative

# Pre-Approval Resources

- LEAs can now access guidance regarding when to request a pre-approval directly from the pre-approval page in ePlan.
- **New resource for LEAs:** The Relief Team has created an [easy-to-use checklist](#) for LEAs to reference when updating pre-approvals and funding applications.



# Let's Practice!

- How could the LEA improve their revision?
  - **Original Pre-Approval:** Jones County Schools is requesting pre-approval to add a new wing at a Jones Elementary to alleviate overcrowded classrooms and promote social distancing. This will provide eight additional classrooms and two restrooms, impacting approximately 160 students and eight teachers. This project is scheduled to begin in January 2022 and will be finished no later than December 2022 with a total cost of \$1,200,000.
  - **Revised Pre-Approval:** Jones County Schools is requesting pre-approval to add a new wing at a Jones Elementary to alleviate overcrowded classrooms and promote social distancing. This will provide eight additional classrooms and two restrooms, impacting approximately 160 students and eight teachers. This project is scheduled to begin in January 2022 and will be finished no later than June 2023 with a total cost of \$1,300,000.



# Pre-Approval Revision Example

- Jones County Schools is requesting pre-approval to add a new wing at a Jones Elementary to alleviate overcrowded classrooms and promote social distancing. This will provide eight additional classrooms and two restrooms, impacting approximately 160 students and eight teachers. This project is scheduled to begin in January 2022 and will be finished no later than December 2022 with a total cost of \$1,200,000. **Revision- 8.28.2022 - Due to the increased cost of supplies and timeline adjustments with the contractor, we need to increase our budget to \$1,300,000 and extend the timeline to July 2023.**



# What's New?

## ESSER 2.0 Funding Application



# ESSER 2.0 Updates

- LEAs will now enter their **DUNS and UEI numbers** on the cover page of each funding application.
- LEAs now have additional easy-to-access resources located at the bottom of each page of the funding application.
  - [ESSER 2.0 Technical User Guide](#)
  - [USED Use of Funds Appendix](#)
  - [ESSER Checklist for LEAs](#)

LEA ID#	<input type="text"/>
LEA Official Address	
Street	<input type="text"/>
Phone	<input type="text"/>
Director of Schools	
Name	<input type="text"/>
ESSER 2.0 Point of Contact	
Name	<input type="text"/>
DUNS Number	<input type="text"/>
UEI Number	<input type="text"/>

# ESSERF and TN ALL Corps



- USED ESSERF Report Alignment
  - To assist LEAs in required reporting for USED, **optional budget tags** referencing the four main spending buckets in the ESSERF reporting tool have been added.
    - Addressing Physical Health and Safety
    - Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
    - Mental Health Supports for Students and Staff
    - Operational Continuity and Other Allowed Uses
- TN ALL Corps
  - **All line items associated with TN ALL Corps must be tagged with the optional program code, "TN ALL Corps".**

# ESSER 2.0 Updates to Instructions



- Instructions have been updated in the following sections:
  - Spending Plan
    - All activities from the LEA’s budget should be reflected in the spending plan.
  - Personnel Details- (Systemwide)
    - Personnel for grant administration already included on the Program Details page should not be included here. Stipends are not to be included in the Personnel Details pages.
  - Personnel Details- (Regular School Year: K–12 School Level)
    - Stipends are not to be included in the Personnel Details pages.
  - Personnel Details- (Summer School: K–12 School Level)
    - Stipends are not to be included in the Personnel Details pages.
    - This page has also been updated to match the Regular School Year Chart.



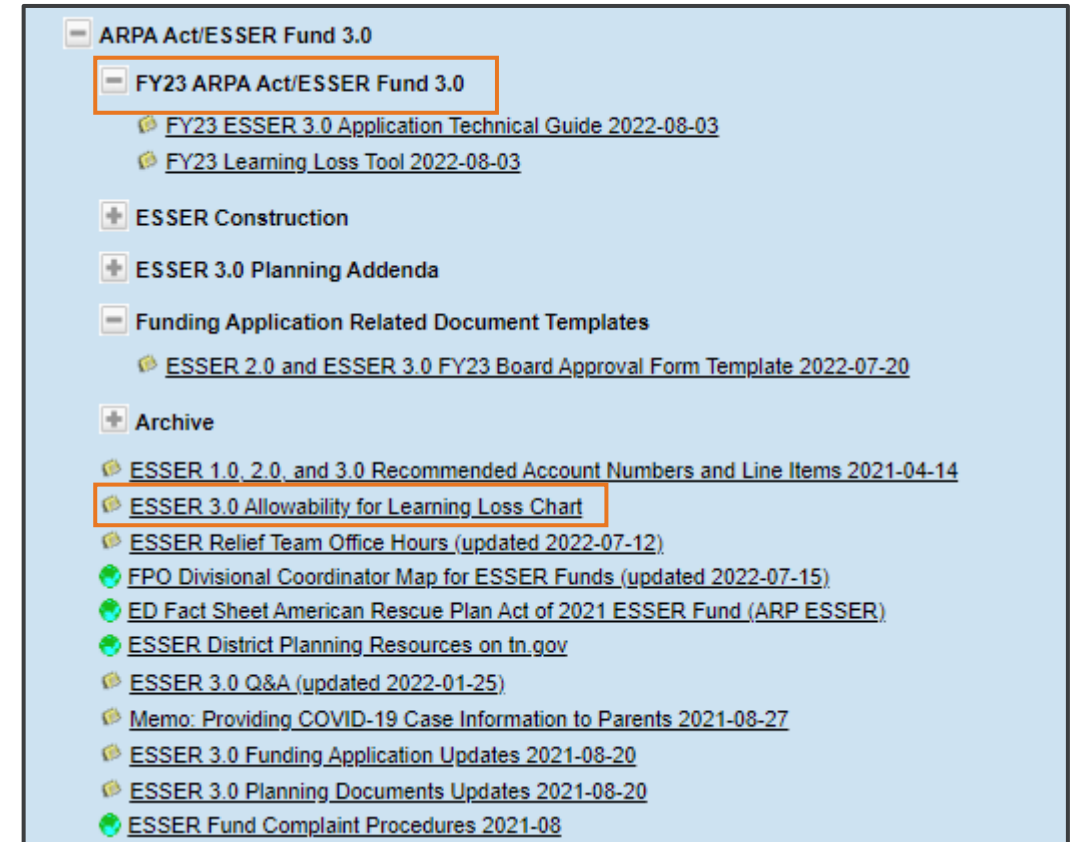
# What's New?

## ESSER 3.0 Funding Application



# ESSER 3.0 Updates

- All updates referenced in ESSER 2.0 are also reflected in the ESSER 3.0 funding application.
- ESSER 3.0 resources also include the [Learning Loss Allowability Chart](#) to guide LEAs as they determine what initiatives and expenditures are allowed in ESSER 3.0 to meet the required 20% set-aside for learning loss.



# ESSER 3.0 Learning Loss Set-Aside

- LEAs are required to allocate a minimum of **20% of their total ESSER 3.0 allocation** to learning loss.
- **FY23 Update: LEAs will provide the total amount expended toward Learning Loss in FY22 in the Spending Plan.**
  - Required 20% of total allocation will be pre-loaded.
  - LEAs will provide the amount expended toward Learning Loss in FY22.
  - The required amount remaining for Learning Loss will be auto-calculated.
  - **LEAs must check the assurance stating the amount expended for Learning Loss in FY22 is correct, and documentation is available at the local level for monitoring and oversight.**



# ESSER 3.0 Learning Loss Set-Aside



All activities from the LEA's budget should be reflected in the spending plan.

\* The LEA assures the amount listed **below** in the box as *expended on Address Learning Loss in FY22* is correct and documentation is available at the local level for monitoring and oversight.

After analyzing and repurposing other funding sources, justify the spending plan for the American Rescue Plan Act (ARPA) funds aligned with the needs and the comprehensive LEA-level plan. For each of the applicable focus areas below, verify the amount, and explain how each focus area addresses the needs. The amounts should not exceed the LEA's allocation.

## 1. Addressing Learning Loss: Coordinators, Summer, Supplemental After School, and Tutoring

**Learning Loss Calculation** (LEAs must spend a minimum of 20%, across the life of the grant, on Addressing Learning Loss)

	Original Allocation
\$ <input type="text" value="0.00"/>	20% to be expended on <u>Addressing Learning Loss</u> .
* \$ <input type="text"/>	How much was expended on Addressing Learning Loss in <u>FY22</u> ?
\$ <input type="text" value="0.00"/>	The remaining minimum amount based on the LEA original allocation minus the amount expended on Addressing Learning Loss in FY22.

# Determining ESSER 3.0 Learning Loss Expenditures



- The amount expended in FY22 to address learning loss must be calculated and entered in the spending plan section of the ARP ESSER / ESSER 3.0 funding application to determine the appropriate amount remaining to be budgeted and expended in FY23.
- LEAs should refer to the [FY23 Learning Loss Tool](#) for specific directions regarding how to calculate this amount.
- LEAs are also encouraged to attend weekly ESSER office hours for additional assistance in this process.
  - [Relief Team ESSER Office Hours](#)

# Key Reminders and Best Practices



# Copying Information from FY22



- Navigate to the FY23 funding application
  - Click “Draft Started”
  - Go to the Budget section
  - Click, “Copy 2022 Budget Detail” which carries forward the budget information from the last approved FY22 application.
- Once it is copied forward, you may adjust, remove, etc. as needed.
- Additional sections of the application will not copy forward
  - Navigate to FY22 application and copy information to paste in FY23 for each section, or
  - Choose print function in FY22 application from which to use PDF file to copy information to paste in FY23

Go To 

Indirect Cost	
Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	10.52%
Maximum Allowed for Indirect Cost	\$0.00

[Copy 2022 Budget Detail](#) | [Upload Budget Data](#) | [Download Budget Data](#)

# Key Reminders

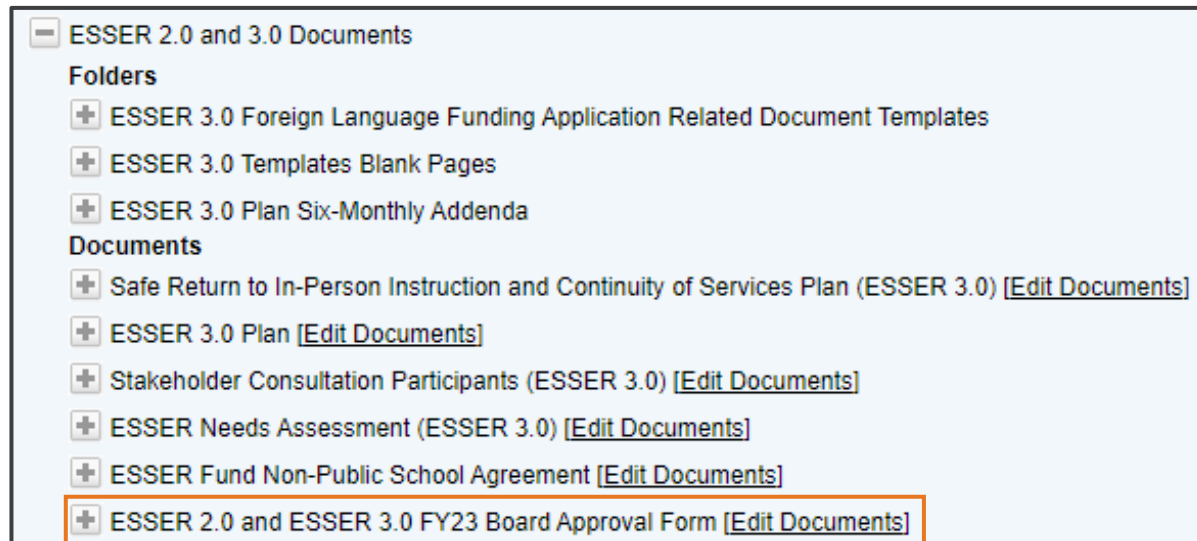
- Use the recommended line items.
  - [ESSER 1.0, 2.0, and 3.0 Recommended Accounts and Line Items](#)
- LEAs should ensure all sections of the funding application are aligned.
  - Pre-approvals and funding applications should also be clearly aligned.
  - The language should mirror.
- If returned to the LEA for revisions, read and attend to all requested changes in the checklist.
- Pre-approvals and funding applications **must be submitted as LEA Authorized Representative Approved** before the relief team will be notified.





# Key Reminders

- LEAs are required to submit a board approval form for their FY23 ESSER 2.0 and 3.0 funding applications.
- Board approval forms must be uploaded to ePlan > LEA Document Library > 2023 > ESSER 2.0 and 3.0 Documents > ESSER 2.0 and ESSER 3.0 FY23 Board Approval Form.
- Board approval forms are due no later than December 1, 2022.



# Bonus vs. Stipend

- Bonuses and stipends are allowable expenses in both ESSER 2.0 and 3.0.
  - Stipends: extra work for extra pay; can be one-time or ongoing
  - Bonuses: compensation that employees receive as a “pat on the back”.
- Bonuses should be in 188 while stipends fit best in 189, or the normal pay line item for the employee.
  - Example: A teacher stipend could be in 71100-116 or 71100-189, or a bus driver stipend from 72710-146 or 72710-189.
- **Note: Bonuses and stipends should be budgeted in the same account code from where the employee is paid.**
  - Example: Bonuses for cafeteria personnel would go in 73100-188.



# Bonus vs. Stipend

- Stipends: Documentation for time and effort is required.
- Bonuses: The employee is not performing any additional work to receive the payment.
  - Example: Signing bonus for new teachers, retention bonus, payment in lieu of a raise
- LEAs should ensure correct benefits are budgeted for stipends and bonuses.
  - Check with local finance to determine the benefits for your LEA.



# Let's Practice!

- **Bonus** or **stipend**? You decide!
  - Discuss with a neighbor and determine if this is a bonus or a stipend based on the narrative below.

An LEA wants to provide a one-time 3% bonus/stipend to all certified and non-certified staff for additional duties and responsibilities related to the work done in response to disruptions and long-term closures due to COVID-19. Faculty and staff have worked additional hours, prepared and taught virtual lessons, provided technical support to students and families during remote learning, and completed additional cleaning responsibilities and numerous other duties outside of their job description. They want to thank their faculty and staff for their hard work, dedication, and resilience during this time.



# Best Practices

- When revising funding applications and/or pre-approvals, **it is best practice to note all revisions (i.e., Revision- 8.31.22).**
  - This allows for a faster turnaround in the review and approval process.
- Provide detailed descriptions for clarity.
  - To determine federal cost principles: reasonable, necessary, allocable
- When adding items that may need pre-approval, ensure pre-approval has been submitted to speed up the process.
- Reach out to a regional coordinator with questions or for technical assistance.



# Check for Understanding





# **If a pre-approved expenditure increases in cost, the LEA must:**

- A. Update the amount in the funding application
- B. Update the amount in the pre-approval
- C. Leave the funding application and pre-approval as is
- D. Email the relief funding coordinator to let them know
- E. Both A and B



**LEAs participating in TN ALL Corps may wish to include the optional “TN ALL Corps” program code.**

- True
- False





# **Board approval forms are due:**

- A. Nov. 1, 2022
- B. Dec. 1, 2022
- C. Sept. 15, 2022
- D. Board approval forms are not due in FY23.



**Personnel pages from FY22 can be copied into the FY23 funding application.**

- True
- False



# What is the correct line item for bonuses?

- A. The normal pay line-item for the employee
- B. 188
- C. 189
- D. Any of the above

# Resources



# Resources

- [ePlan > TDOE Resources > Relief Funding](#)
- [Department ESSER Webpage](#)
- [Weekly office hours](#) take place Wednesday mornings
  - 9 – 10 a.m. CT / 10 – 11 a.m. ET
- [Relief Funding Coordinator Map](#)
- [ESSER Checklist for LEAs](#)
- [FY23 ESSER 2.0 and 3.0 Copying Instructions](#)
- [ESSER 2.0 Technical Guide](#)
- [ESSER 3.0 Technical Guide](#)
- [FY23 Learning Loss Tool](#)





# Relief Funding Contacts

- **Julia Hudson**

- [Julia.Hudson@tn.gov](mailto:Julia.Hudson@tn.gov)

- West TN
    - Middle TN LEAs-York, Bedford, Bledsoe, Cannon, Cheatham, Clay, Coffee, Cumberland, DeKalb, Dickson, Fayetteville City, Fentress, Franklin Co., Franklin SSD, Overton, Perry, Pickett, Smith, Stewart, TSB, Trousdale, Tullahoma City, Van Buren, Warren, Wayne, White, and TN Public Charter

- **Jerri Nave**

- [Jerri.Nave@tn.gov](mailto:Jerri.Nave@tn.gov)

- Top 20
    - East TN
    - Middle TN LEAs-Giles, Hickman, Houston, Humphreys, Jackson, Lawrence, Lebanon SS, Lewis, Lincoln, Macon, Manchester City, Marshall, Moore, Murfreesboro City





**Questions?**



# Thank you!



# 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>**

# Please Share your Feedback:

[https://stateoftennessee.formstack.com/forms/fy23\\_esser\\_2\\_0\\_and\\_3\\_0\\_funding\\_application\\_updates\\_feedback](https://stateoftennessee.formstack.com/forms/fy23_esser_2_0_and_3_0_funding_application_updates_feedback)

