



Elementary and Secondary Schools Emergency Relief Fund (ESSERF) Data Collection: A Look Ahead

**Jerri Beth Nave, Julia Hudson, and
Michelle Harless**

Relief Funding team, Federal Programs and Oversight

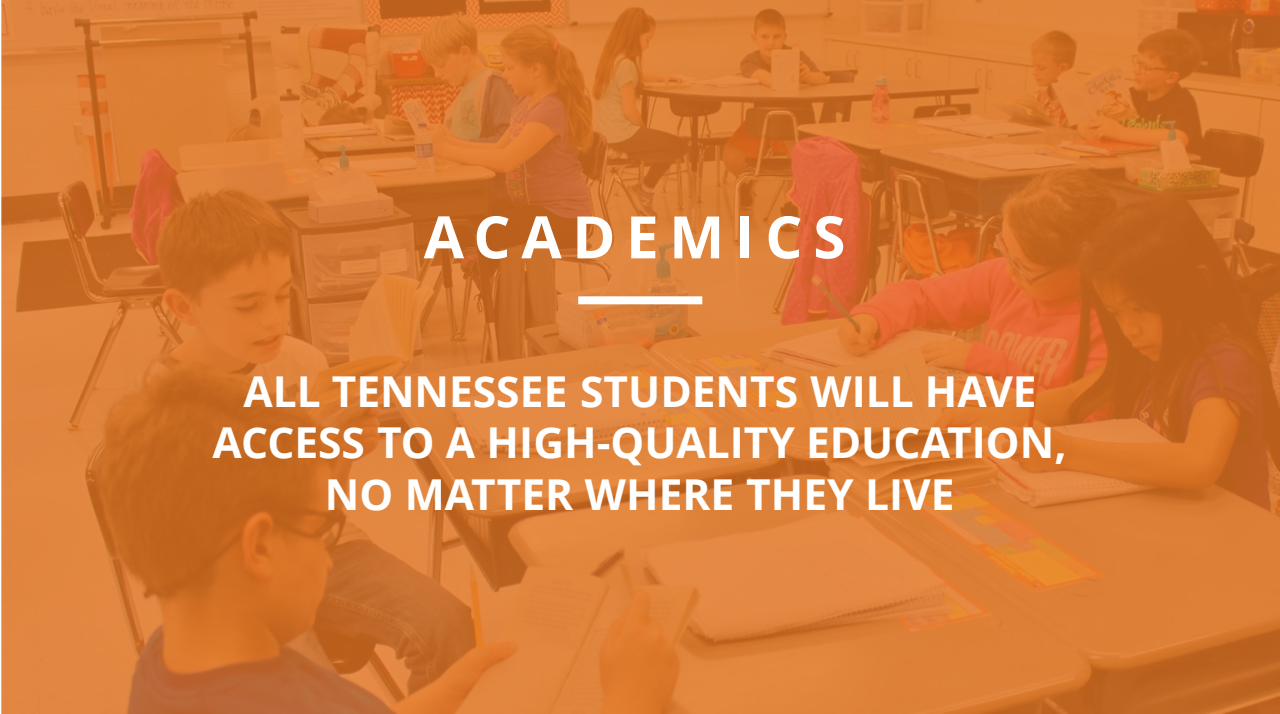
Aug. 22-24, 2023





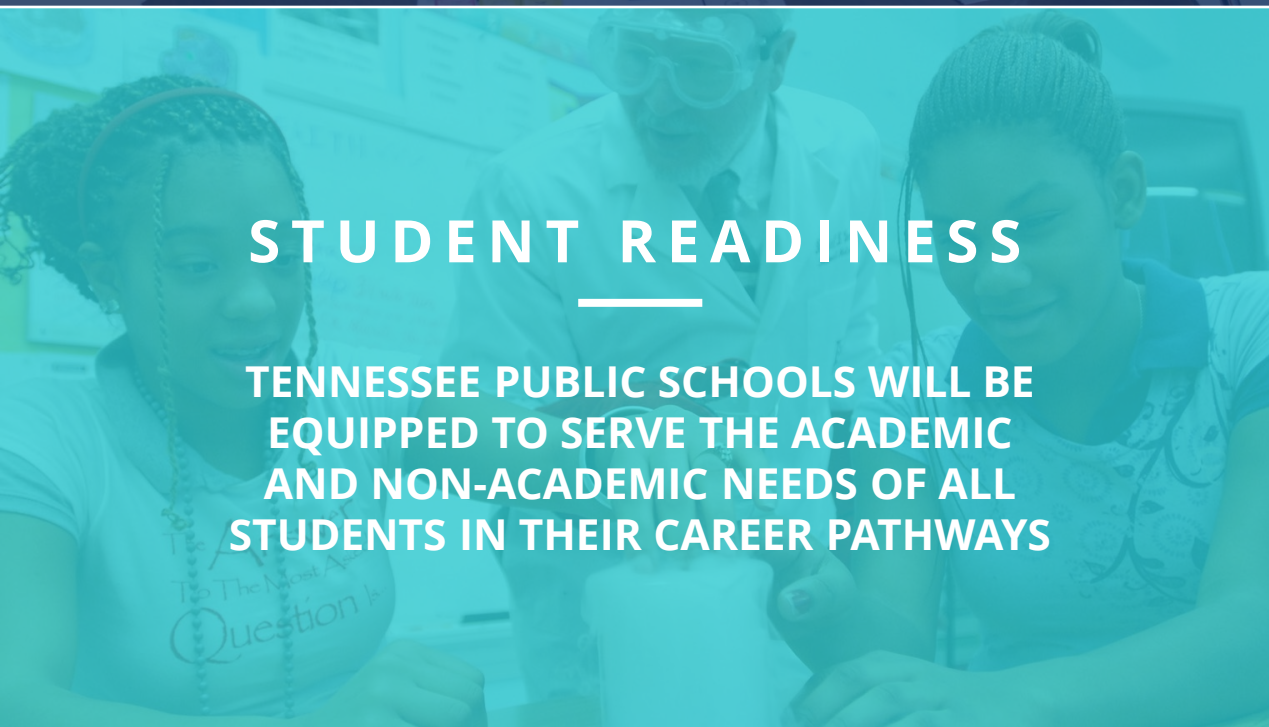
BEST FOR
ALL

We will set all students on a path to success.



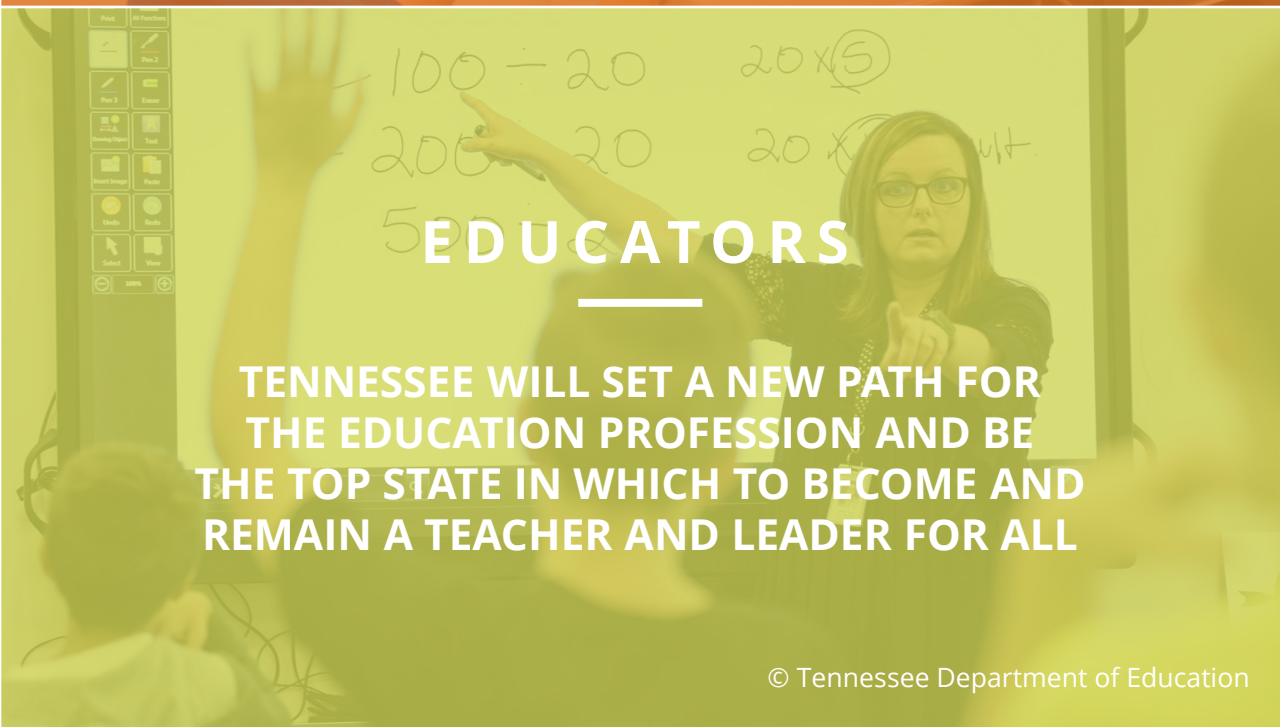
ACADEMICS

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 Review
- Common Mistakes in Data Collection
- Upcoming Changes
- Check for Understanding
- Resources & Closing



ESSERF Data Collection Review

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

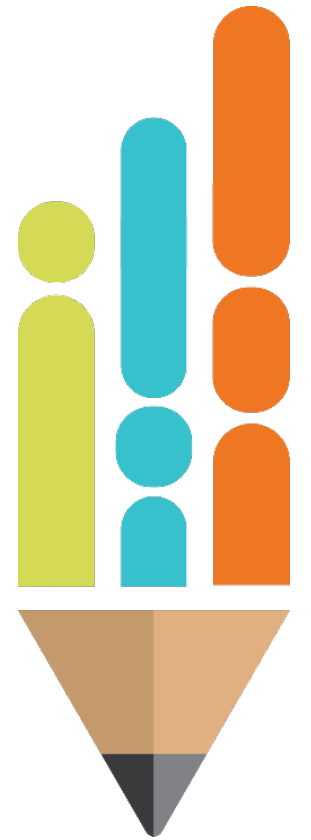
ESSER Fund	Applicable Reporting Period Fiscal Year (FY)	LEA Submission to SEA
ESSER 1.0 <i>Year 4*</i>	FY23 July 1, 2022 – June 30, 2023	Open: March 15, 2024** Close: April 17, 2024**
ESSER 2.0 <i>Year 3</i>	FY23 July 1, 2022 – June 30, 2023	Open: March 15, 2024** Close: April 17, 2024**
ESSER 3.0 <i>Year 2</i>	FY22 July 1, 2022 – June 30, 2023	Open: March 15, 2024** Close: April 17, 2024**

Note: Annual performance reports are required until all funds have been liquidated.

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

Reporting Period Reminders

- The reporting period for the upcoming spring data collection will be the state fiscal year 2023 (FY23): **July 1, 2022 – June 30, 2023.**
- Unless a question specifies differently, you will ***only*** report activities that occurred during the above dates.



Common Mistakes in Data Collection

ESSER Mandatory Subgrants to LEAs

Use of Funds Details

ARP ESSER	
Total Amount Expended by Activity	Total Amount Expended toward required set-aside to address learning loss <i>(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)</i>
\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00
\$ 67,373.21	\$ 0.00

- **Reporting ARP ESSER (ESSER 3.0) expenditures in both columns**

- Report ESSER 3.0 expenditures in only one of the ARP ESSER columns
 - Expenditures tagged to Addressing Learning Loss should only be reported in the final column.
 - All other ESSER 3.0 expenditures should be reported in column 3.



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
	<i>(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)</i>
<i>Auto-calculate from rows a-i below</i>	<i>Auto-calculate from rows a-i below</i>

Only 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 total ARP ESSER mandatory subgrant expenditures

ESSER Mandatory Subgrants to LEAs Use of Funds Details & Reserve to Address Impact of Learning Loss

- Totals from the final column of the Use of Funds Details (i.e., ARP ESSER Learning Loss Expenditures) do not match the Total Expenditures of ARP ESSER LEA Reserve from the applicable reporting period.
 - If reported accurately, totals should align.

Use of Funds Details

\$ 16,524.75

Reserve to Address Impact of Learning Loss

\$ 16,524.75 Total expenditures of ARP ESSER LEA Reserve in this reporting period:





ESSER Mandatory Subgrants to LEAs

Use of Funds Details

- Expenditures have been reported across multiple years.
 - This is likely due to an expenditure being reported in the wrong reporting period.
 - Example: An LEA reported \$25,000 in Supporting Physical Health and Safety: Personnel Services- Salaries for the reporting period of July 1, 2021- June 30, 2022 (FY22). They received reimbursement from the state on July 15, 2022, and reported this expenditure again in FY23.
 - Because the LEA did not receive reimbursement for this expenditure until FY23, this expenditure should have only been reported in FY23.
 - LEAs should review their previous report to ensure that expenditures are not being reported more than once.
 - If an LEA finds that an expenditure was reported incorrectly, they should reach out to their [relief funding coordinator](#).

Hiring and Retention of Specific Positions with ESSER 1.0, ESSER 2.0, and ESSER 3.0

- Reporting expenditure amounts for the listed positions rather than the number of positions.
 - Provide the total amount expended for the listed staff in the ***first box only***.
 - 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).



Indicate the total number of these specific positions (ex. Paraprofessionals-6, Nurses-2) supported with any of the ESSER funds for the following positions for the reporting period. Support indicates salaries and/or benefits were partially or fully paid with ESSER funds. Stipends and bonuses should not be included. (Note, ESSER refers to ESSER I, ESSER II, and ARP ESSER funds and includes both mandatory subawards and SEA Reserve awards).

Total Amount Expended for These Staff (cumulative across all ESSER funds)	Special educators and related service personnel	Paraprofessionals	Bilingual or English as a second language educators	School counselors, school psychologist, and Social Workers	Nurses	Short term contractors	Classroom educators, not covered by previous categories	Support personnel, not covered by previous categories	Administrative staff, not covered by previous categories
\$ 352,784.33					1		1	16	2

Reserve to Address the Impact of Learning Loss

- Learning loss expenditures for the reporting period are listed in the wrong box.
 - The total 20% learning loss reserve amount should be noted in the first box.
 - The 20% set-aside only applies to ESSER 3.0.
 - Expenditures tagged to learning loss in the current reporting period should be noted in the second box.
 - This amount should align with the total from column 4 in the Use of Funds Details (i.e., ARP ESSER Learning Loss expenditures).

\$ The total amount reserved by the LEA to address the impact of learning loss (*note: this value must be at least 20% of the value reported for ARP ESSER*):

\$ Total expenditures of ARP ESSER LEA Reserve in this reporting period:



Full-Time Equivalent (FTE) Positions

- Only school-level personnel have been reported.
 - These totals should include all LEA personnel, regardless of funding source.
 - E.g., school-level, central office, maintenance
 - If you believe amounts have been incorrectly reported in previous years, please reach out to your regional coordinator.

Provide the number of full-time equivalent (FTE) positions for the LEA, or non-LEA Entity as of the listed reporting dates. (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.)

NCES District ID#	Full-time equivalent (FTE) positions as of September 30, 2018	Full-time equivalent (FTE) positions as of September 30, 2019	Full-time equivalent (FTE) positions as of March 13, 2020	Full-time equivalent (FTE) positions as of September 30, 2020	Full-time equivalent (FTE) positions as of September 30, 2021*	Full-time equivalent (FTE) positions as of September 30, 2022*
	420	452	461	465	475	* 493.00



Upcoming Changes



Activities by Subpopulations

- How did the LEA use ESSER (ESSER 1.0, ESSER 2.0, and/or ESSER 3.0) funds to support learning recovery or acceleration for student groups who were disproportionately impacted by the COVID-19 pandemic?
 - For each method/intervention listed, LEAs will provide answers to the following questions:
 - Is this program available to all students?
 - If no, indicate the number of students this program serves at full capacity.
 - Total unique headcount of students that participated in the activity.
 - Indicate the number of eligible students within each listed student group, and the number of eligible students from that student group that participated in the activity.



Activities by Subpopulations

(If Yes, then) Capacity and Participation

Is this program available to all students? Y/N
 If no, indicate the number of students this program serves at full capacity: _____

Total *unique* headcount of students that participated in this activity: _____

Indicate the number of eligible students within each of the following student groups, and the number of eligible students from that student group that *participated* in this activity:

Eligible refers to students within the student group who meet eligibility criteria for participation, such as belonging to the appropriate grade for the activity.

Student Group	# Enrolled eligible Students at LEA in subgroup	# Eligible students in subgroup participating
<i>(Note, the total unique headcount does not need to equal the sum of rows a – n, as a student may be counted in multiple rows.)</i>		
a. Students with one or more disabilities		
b. Low-income students		
c. English learners		
d. Students in foster care		
e. Migratory students		

Student Group	# Enrolled eligible Students at LEA in subgroup	# Eligible students in subgroup participating
<i>(Note, the total unique headcount does not need to equal the sum of rows a – n, as a student may be counted in multiple rows.)</i>		
f. Students experiencing homelessness		
g. American Indian or Alaska Native		
h. Asian		
i. Black or African American		
j. Hispanic/Latino		
k. Native Hawaiian or Other Pacific Islander		
l. White		
m. Two or more races		
n. Other student subpopulation (Please specify): _____		

Note: This template is available in ePlan > [TDOE Resources](#) > Relief Funding > Education Stabilization Fund-ESSERF Data Collection > 2023

Total LEA Student Enrollment by Demographic Subgroup

- LEAs will indicate the total number of enrolled students by each student group.
 - Students should be counted in all student groups to which they belong.

Student Group	Count Enrolled Students at LEA
a. Students with one or more disabilities	
b. Low-income students	
c. English learners	
d. Students in foster care	
e. Migratory students	
f. Students experiencing homelessness	
g. American Indian or Alaska Native	
h. Asian	
i. Black or African American	
j. Hispanic/Latino	
k. Native Hawaiian or Other Pacific Islander	
l. White	
m. Two or more races	
n. Other student subpopulation (Please specify):	
Total Unique Headcount of Enrolled Students	
<i>(Note, the total unique headcount does not need to equal the sum of rows a – n, as a student may be counted in multiple rows.)</i>	

Use of Funds Detail for Prospective Reporting

- LEAS should use their discretion and select the most appropriate category for each expenditure.

	ESSER I (CARES Act)	ESSER II (CRRSAA)	ARP ESSER
Activities	Total Amount Expended by Activity ¹	Total Amount Expended by Activity	Total Amount Expended by Activity
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			



Use of Funds Detail for Prospective Reporting

- In addition to the *Use of Funds Detail* that LEAs have completed in previous years, LEAs will complete an additional section breaking out expenditures under the 4 main categories (i.e., Addressing Physical Health & Safety, Meeting Students'...Needs, Mental Health Supports, and Operational Continuity) into more specific activities.
 - LEAs will not separate ESSER 3.0 Learning Loss expenditures from other ESSER 3.0 expenditures in this section.
 - Expenditures should only be reported once and should total the amount expended by the LEA for each respective grant during the reporting period.



Keep in Mind...

- Additional changes may be forthcoming.
 - More information will be communicated to LEAs as it becomes available from the U.S. Department of Education (ED).
 - There is the possibility of a correction period for previously reported data.
- Changes and examples are based on the most recent information available from ED.
 - Templates are subject to change before the next data collection period.
 - Current examples and templates may be useful for LEAs as they collect information prior to the next data collection.



Check for Understanding



ESSER 3.0 expenditures should be reported in both ARP ESSER columns in the Use of Funds Details.

- True
- False



The next ESSERF Data Collection will be for expenditures in what time frame?

- A. July 1, 2023 – June 30, 2024
- B. July 1, 2022 – June 30, 2023
- C. October 1, 2022 – June 30, 2023
- D. October 1, 2023 – June 30, 2024



Expenditures should not be reported across multiple years.

- True
- False



Expenditures should only be reported toward the 20% set-aside if they were tagged and approved as Addressing Learning Loss.

- True
- False



An LEA pays for an ESSER-eligible good on June 20, 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 upcoming ESSERF report.

- True
- False



LEAs may wish to report enrolled students by subgroup for various methods or interventions.

- True
- False

Resources & Closing



Resources

ePlan > [TDOE Resources](#) > Relief Funding > Education Stabilization Fund-ESSERF Data Collection > 2023

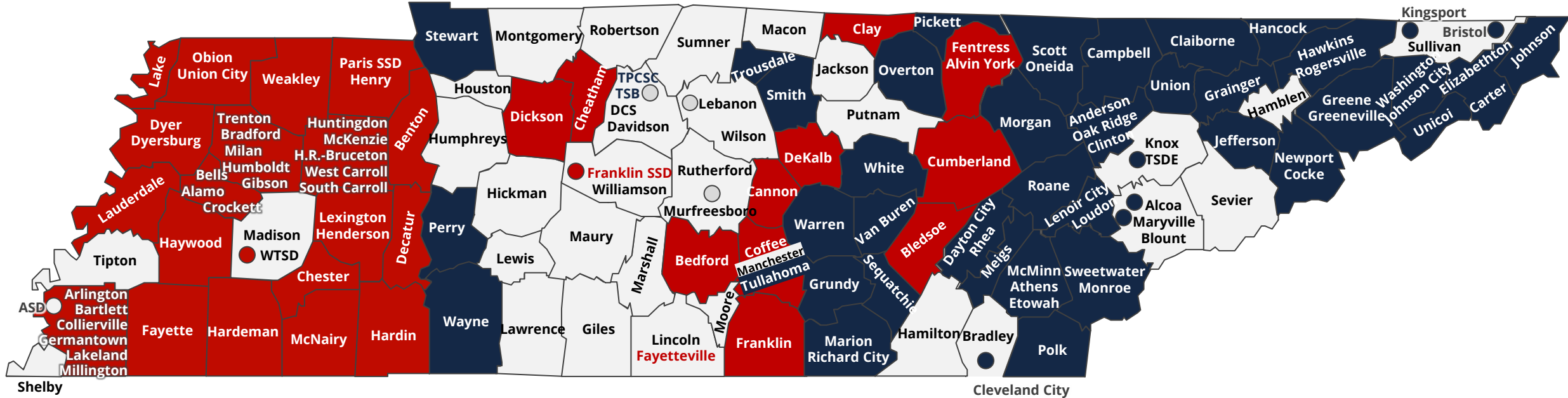
- [Appendix: Use of Funds Detail for Prospective Reporting](#)
- [Clarification of Definition of “Expenditure”](#)
- [Data Collection FAQ](#)
- [Data Reporting Timelines](#)
- [Technical User Guide](#)

Note: Resources will be updated for the upcoming data collection when more information becomes available from ED.



FPO Divisional Coordinator Map for ESSER Funds

(effective March 15, 2023)



Julia Hudson
Julia.Hudson@tn.gov

Jerri Beth Nave
Jerri.Nave@tn.gov

Michelle Harless
Michelle.Harless@tn.gov



Thank You!

Jerri Beth Nave, Ed.D.
Director of Relief Funding
Jerri.Nave@tn.gov
(423) 353-5200

Julia Hudson
West Tennessee Coordinator
of Relief Funding
Julia.Hudson@tn.gov
(615) 969-5308

Michelle Harless, Ed.D.
East Tennessee Coordinator
of Relief Funding
Michelle.Harless@tn.gov
(615) 418-4390



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>