# CLARIFICATION AND FAQS FOR FY24 ESSER REPORTING SUPPLEMENTS

**Clarification received from system support vendor for the following report pages:**

- **BOTH Non-Title I LEAs and Title I LEAs:**
  - **ESSER Total Allocated and Expended Funds:**
    - Total amount **awarded** = TOTAL Award amount for each grant
    - Total amount **expended** = TOTAL ALL Expenditures **paid** in GME fthrough June 30, 2023

- **Non-Title I LEAs**
  - **A - LEA Uses of ESSER I, II & III Funds - Use of Funds Detail – Non-Title I LEAs**
    - **Row 2001.NT (a-c)** – ESSER Total Expended Funds = Expenditures **paid** in GME from July 1, 2022 – June 30, 2023
      - *NOTE: This information has been added to this item in the ESSER report*

**A - LEA Use of ESSER I, II & III Funds - Use of Funds Detail - Non-Title I LEAs (Preview)**

Test District (000000000) Test District - FY 2024 - Global Hold(s): (2025) - Fiscal Hold(s): (2023, 2024, 2025) - ESSER Reporting - Non-Title I LEAs - Rev 0

Return

A - LEA Uses of ESSER I, II & III Funds - Use of Funds Detail

· Please provide responses related to activities and funds as they relate to **expenditures paid in GME from July 1, 2022 through June 30, 2023**.

**LEA Uses of ESSER I, II & III Funds - Use of Funds Detail - Non-Title I LEAs (3.b1)**

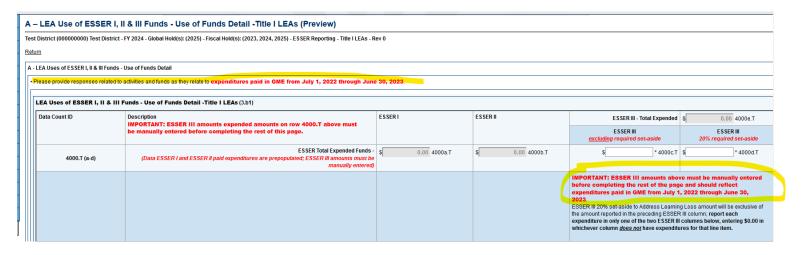| Data Count ID | Uses of ESSER Funds | ESSER I | ESSER II | ESSER III |
|---|---|---|---|---|
| 280.NT, 293.NT, 313.NT | Were funds used to Address Physical Health and Safety? | * 280.NT ○ Yes ○ No | * 293.NT ○ Yes ○ No | * 313.NT ○ Yes ○ No |
| 281.NT, 294.NT, 314.NT | Were funds used to Meet Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)? | * 281.NT ○ Yes ○ No | * 294.NT ○ Yes ○ No | * 314.NT ○ Yes ○ No |
| 282.NT, 295.NT, 315.NT | Were funds used on Mental Health Supports for Students and Staff? NOTE: 'Mental health supports' are defined as services provided by a licensed mental health professional. Services delivered by non-licensed professionals should be reported as 'Meeting Students' Academic, Social, Emotional, and Other Needs". | * 282.NT ○ Yes ○ No | * 295.NT ○ Yes ○ No | * 315.NT ○ Yes ○ No |
| 283.NT, 296.NT, 316.NT | Were funds used on Operational Continuity and Other Uses? | * 283.NT ○ Yes ○ No | * 296.NT ○ Yes ○ No | * 316.NT ○ Yes ○ No |
| 285.NT, 297.NT | *Planned Uses of Remaining Funds* | | | |
| 2000.NT (a-c) | ESSER Award Amounts | $ 0.00 2000a.NT | $ 0.00 2000b.NT | $ |
| 2001.NT (a-c) | ESSER Total Expended Funds - Expenditures paid in GME from July 1, 2022 – June 30, 2023 | $ 0.00 2001a.NT | $ 0.00 2001b.NT | $ |
| 2002.NT (a-c) | Remaining ESSER funds | $ 0.00 2002a.NT | $ 0.00 2002b.NT | $ |

- **B - LEA Use of ESSER I, II & III Funds - Use of Funds Detail/Activities - Non-Title I LEAs**
  - Instructions at the top of the page have been updated to read "Please provide responses related to activities and funds as they relate to expenditures page in GME from July 1, 2022 through June 30, 2023".

  - **Row 6000.NT, 6001.NT, 6002.NT** instructions have been updated to read "Enter Total Amount Expended for ESSER I, ESSER II, and ESSER III as shown on the **A - Use of ESSER I, II, & III Funds - Use of Funds Detail** page. *(Note – this reflects as noted above, expenditures page in GME from July 1, 2022 through June 30, 2023)*

- LEA Use of ESSER I, II & III Funds - Use of Funds Detail/Activities - Non-Title I LEAs (Preview)

st District (000000000) Test District - FY 2024 - Global Hold(s): (2025) - Fiscal Hold(s): (2023, 2024, 2025) - ESSER Reporting - Non-Title I LEAs - Rev 0

turn

- LEA Use of ESSER I, II & III Funds - Use of Funds Detail/Activities

· Please provide responses related to activities and funds as they relate to **expenditures paid in GME from July 1, 2022 through June 30, 2023** (state fiscal year FY23)

· ALL FIELDS MUST HAVE AN ENTRY. Enter "0" or "N/A" for those that do not apply:

EA Use of ESSER I, II & III Funds - Use of Funds Detail/Activities (3.b2)

| Data Count ID | Use of Funds - Expenditures Activities Detail | ESSER I Expended Amount | ESSER II Expended Amount | ESSER III Expended Amount |
|---|---|---|---|---|
| | Enter Total Amount Expended for ESSER I, ESSER II, and ESSER III as shown on the A - Use of ESSER I, II, & III Funds - Use of Funds Detail page | * $ | * $ | * $ |

- <span style="background-color:magenta">**Title I LEAs**</span>
  - **A - LEA Uses of ESSER I, II & III Funds - Use of Funds Detail – Title I LEAs**
    - Instructions at the top of the page have been updated to read "Please provide responses related to activities and funds as they relate to <span style="color:red">expenditures page in GME from July 1, 2022 through June 30, 2023</span>".
    - **Row 4000.T** for manual entry of ESSER III expenditures **paid** for both non set-aside and 20% required set aside have been updated to include "<span style="color:red">ESSER III amounts above must be manually entered before completing the rest of the page and should reflect expenditures paid in GME from July 1, 2022 through June 30, 2023</span>"

**A – LEA Use of ESSER I, II & III Funds - Use of Funds Detail -Title I LEAs (Preview)**

Test District (000000000) Test District - FY 2024 - Global Hold(s): (2025) - Fiscal Hold(s): (2023, 2024, 2025) - ESSER Reporting - Title I LEAs - Rev 0

Return

A - LEA Uses of ESSER I, II & III Funds - Use of Funds Detail

- Please provide responses related to activities and funds as they relate to <span style="color:red">expenditures paid in GME from July 1, 2022 through June 30, 2023</span>.

LEA Uses of ESSER I, II & III Funds - Use of Funds Detail -Title I LEAs (3.b1)

| Data Count ID | Description <span style="color:red">IMPORTANT: ESSER III amounts expended amounts on row 4000.T above must be manually entered before completing the rest of this page.</span> | ESSER I | ESSER II | ESSER III - Total Expended | $ | 0.00 4000e.T |
|---|---|---|---|---|---|---|
| | | | | ESSER III <br>*excluding required set-aside* | ESSER III <br>*20% required set-aside* | |
| 4000.T (a-d) | ESSER Total Expended Funds - <br>*(Data ESSER I and ESSER II paid expenditures are prepopulated; ESSER III amounts must be manually entered)* | $ 0.00 4000a.T | $ 0.00 4000b.T | $ * 4000c.T | $ * 4000d.T | |
| | | | | <span style="color:red">IMPORTANT: ESSER III amounts above must be manually entered before completing the rest of the page and should reflect expenditures paid in GME from July 1, 2022 through June 30, 2023.</span> ESSER III 20% set-aside to Address Learning Loss amount will be exclusive of the amount reported in the preceding ESSER III column; report each expenditure in only one of the two ESSER III columns below, entering $0.00 in whichever column *does not* have expenditures for that line item. | | |

  - **B - LEA Use of ESSER I, II & III Funds - Use of Funds Detail/Activities - Title I LEAs**
    - Instructions at the top of the page have been updated to read "Please provide responses related to activities and funds as they relate to <span style="color:red">expenditures page in GME from July 1, 2022 through June 30, 2023</span>".
    - **Row 6500, 6501, 6502** instructions have been updated to read "Enter Total Amount Expended for ESSER I, ESSER II, and ESSER III as shown on the <span style="color:red">**A - Use of ESSER I, II, & III Funds - Use of Funds Detail**</span> page. *(Note – this reflects as noted above, expenditures page in GME from July 1, 2022 through June 30, 2023)*

**B - LEA Use of ESSER I, II & III Funds - Use of Funds Detail/Activities - Title I LEAs (Preview)**

Test District (000000000) Test District - FY 2024 - Global Hold(s): (2025) - Fiscal Hold(s): (2023, 2024, 2025) - ESSER Reporting - Title I LEAs - Rev 0

Return

B - LEA Use of ESSER I, II & III Funds - Use of Funds Detail/Activities

- Please provide responses related to activities and funds as they relate to <span style="color:red">expenditures paid in GME from July 1, 2022 through June 30, 2023</span>.
- <span style="color:red">ALL FIELDS MUST HAVE AN ENTRY. Enter "0" for those that do not apply:</span>

LEA Use of ESSER I, II & III Funds - Use of Funds Detail/Activities (3.b2)

| Data Count ID | Use of Funds - Expenditures Activities Detail | ESSER I <br>Expended Amount | ESSER II <br>Expended Amount | ESSER III <br>Expended Amount |
|---|---|---|---|---|
| | Enter Total Amount Expended for ESSER I, ESSER II, and ESSER III as shown on the <span style="color:red">A - Use of ESSER I, II, & III Funds - Use of Funds Detail</span> page | * $ | * $ | * $ |
| | <span style="color:red">Total amount of expenditures listed by categories below must equal the Total Expended Amount for each grant as displayed above</span> | | | |
| 4500, 4525 | Amount expended on building and facilities upgrades and maintenance, including ventilation systems and new | $ * 4500 | $ * 4525 | $ * 4551 |

Below are FAQs forwarded to Grants Management by the ESSER program staff.  Please note that our responses are based on general information gathered from US Ed resources.  In many cases that information does not specify the need to drill down to the granular level, particularly on student counts, FTEs, etc.

Additional information for questions regarding activities, counts, etc. that are NOT tied to expenditures paid is also provided based on our understanding of US Ed requirements.

**For questions relating to ESSER program content or general content reporting not related to expenditures please contact your ESSER program area team.**

**1**. Total Student Enrollment by Demographic page - "Must equal sum of total counts on rows 700.NT - 713.NT"
    a. This instruction has been removed from both the Non-Title I LEA and Title I LEA reports.  If you can still see this please refresh your connection to GME and it should no longer appear.  If for any reason it is still present, please disregard.

**2**. What date are you wanting us to use for the Student Demographics?  The 100$^{th}$ day data?  Or are you seeking data from May 1, 2023, or some other date in time?
    a.  This question is represented on the report as provided from US Ed.  Our general understanding is that they are asking for high level information, anticipating that it will be rolled up and aggregated by state.  To our knowledge this is not being collected for individual entity audit purposes.  Data provided here should be entered using the method you would normally utilize provide this information for any other general reporting.

**3**. Part B, application states to add numbers from total expended for all ESSER. When those numbers are pulled, they include all years and not just FY23. Is it for all years or what's been expended from FY23?
    a.  **Clarification has been provided regarding multiple pages (see first page of this communication). Additionally, the "Use of Funds" pages have had the instructions corrected as shown below:**

   ➤ **The ESSER Total Allocated and Expended Funds page will reflect pre-populated data as follows:**
        o   Total amount **awarded** = TOTAL Award amount for each grant
        o   Total amount **expended** = Expenditures **paid** in GME from July 1, 2022 – June 30, 2023
   ➤ **Both A & B "Use of Funds.." pages:**
        o   Advise to provide responses based on Expenditures paid dates in GME for reimbursements that are **paid** from July 1, 2022 through June, 30, 2023
        o   On the "B" page, activities may have occurred prior to July 1, but the response is tied to when expenditures were reimbursed (July 1 through June 30, 2023), not when the activities or original expenditures occurred
   ➤ **NON – expenditure related pages:**
        o   For pages requiring responses for activities, demographics and other counts that DO NOT require a response inclusive of expenditures paid data, count data would be general data gathering and should reflect data for the state fiscal year of July 1, 2022 – June 30, 2023

**IMPORTANT:  Expenditures in ESSER Reporting are related to *Expenditures that were paid via reimbursement request in GME. You CANNOT use your own reports of when you actually expended the funds, but instead need to utilize the paid amounts.***

**4**. The Report on Part B- LEA use of ESSER states the dates July 1, 2022- September 30,2022.   Powerpoint and Programs Instruction sections states July 1, 2022-June 30,2023.
    a.  **See the response to #3 above**

**5.** Could please confirm if are we supposed to use July 1, 2022-June 30,2023 for the entire report?

   a. **See the response to #3 above**

   b. For activities, demographics and other counts that **DO NOT** require a response inclusive of expenditures paid data, count data would be general data gathering and should reflect data for the state fiscal year of July 1, 2022 – June 30, 2023

**6.** Powerpoint states due May 9 but Program Instructions states May 10 for submission deadline.

   **a. The submission deadline has been extended to Thursday, May 16th (11:59pm)**

**7.** Can you please clarify who should be included under bilingual educators? Is this only teachers that are teaching a second language or is it all educators who are bilingual

   a. Grants Management does not have this information and the information from US Ed is general in nature. **Please see the response for #2 above.** As with all data not related to expenditures it seems that this data is being gathered in a high level manner in order to aggregate all of it to an overall state count.

   b. **PLEASE CONTACT YOUR ESSER PROGRAM AREA TEAM FOR FURTHER INFORMATION ON THIS AREA. GRANTS MANAGEMENT CANNOT PROVIDE FURTHER GUIDANCE.**

**8.** We need further clarification on what specific job titles/descriptions you want us to include under the "Access to Select Staff" report and specifically the "Special educators and related service personnel, including paraprofessionals" section. Could you please list the job titles you want included or the job descriptions?

   a. **Please see responses to #2 and #7.** Grants Management does not have this information and the information from US Ed is general in nature. As with all data not related to expenditures it seems that this data is being gathered in a high level manner in order to aggregate all of it to an overall state count.

**9.** We are having issues when we try to enter the CTDS number for the school on the "Access to Select Staff" page. It automatically removes the zero at the beginning of the number and then adds commas. Example: we enter 070204101 and it changes it to 70,204,101.

   a. This was previously corrected. If you are still seeing it please refresh your connection to GME and try again. If for any reason this is still showing do not worry about it as we will correct this once we pull down all data once the reporting period has closed.

**10.** In the "LEA Hiring and Retention Specific Positions" section, can you confirm that we are reporting using the July 1, 2022 - June 30, 2023 date range?

   a. **Please see response to question # 5.** For activities, demographics and other counts that **DO NOT** require a response inclusive of expenditures paid data, count data would be general data gathering and should reflect data during the state fiscal year of July 1, 2022 – June 30, 2023

**11. (a)** In the "Access to Select Staff" section, are we reporting to the select staff paid for out of an ESSER fund or are we reporting all staff regardless of funding source? **(b)** Also, again can you clarify the date or date range we are required to utilize?

   a. The requirements provided by US Ed do not specify that responses are tied to staff paid our of ESSER funds, but only ask to provide the count of FTE staff assigned to serve each school in the LEA in the categories specified. It would seem to be general data gathering for the purpose of aggregating data up roll up to total counts for the state.

   b. **Please see response to question # 5.** For activities, demographics and other counts that **DO NOT** require a response inclusive of expenditures paid data, count data would be general data gathering and should reflect data for the state fiscal year of July 1, 2022 – June 30, 2023

**12.** If as an LEA we feel that the dollar amount shown as the total amount expended and reimbursed for in ESSER II that is automatically being populated by ADE, what is the suggested recourse?

    a.    **Please see response to question 3.**

    b.    IMPORTANT:  Expenditures in ESSER Reporting are related to *Expenditures that were paid via reimbursement request in GME. You CANNOT use your own reports of when you actually expended the funds, but instead need to utilize the paid amounts.*

**13.** Regarding questions on activities that also tie to expenditures related to the paid reimbursements that occur from July 1, 2022 – June 30, 2023:

    a.    The activities MAY have occurred prior to July 1, 2022 but US Ed is looking at the paid dates, not the dates of the activities.  You are being asked for activity information related to the paid expenditures, not the date the activities occurred.

    b.    For activities, demographics and other counts that **DO NOT** require a response inclusive of expenditures paid data, count data would be general data gathering and should reflect data for the state fiscal year of July 1, 2022 – June 30, 2023