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QUESTIONS?

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Student, School and Family Support Bureau
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Visit our web site for more information and staff directory.

<https://webnew.ped.state.nm.us/bureaus/title-i/staff/>

Introduction to the CRRSA/ESSER II Application System



Before you start:

Tips for using the CRRSA/ESSER II application system

1. Internet Explorer

The CRRSA/ESSER II application is built on a Microsoft platform. The application operates optimally in Internet Explorer.

2. Save and refresh

Use the SAVE button and browser refresh button frequently .

3. Complete the modules in order

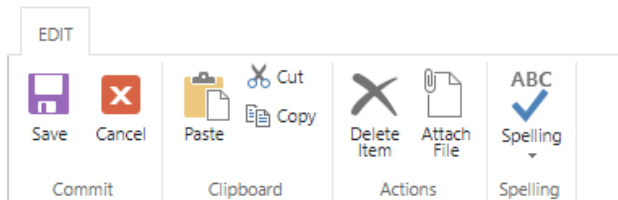
The modules build upon each other.

4. Editing modules

To open and edit the application modules, use the edit icon:



5. Toolbar



The toolbar is located at the top of each module. It can be used in addition to or in place of the **Save** and **Cancel** buttons located at the bottom of each module.

6. Username and password

Each LEA will have one username and one password. It is best if only one authorized user is accessing the application at a time. The system will save only one user's work at a time, and having multiple users in the application simultaneously will cause errors. If you need assistance with usernames and passwords for the application, please contact your SSFS Bureau representative (see [Appendix 1](#)).

CRRSA/ESSER II Application: Step 1

Entry into the application

Click here to access the CRRSA/ESSER II application:

<https://eui.ped.state.nm.us/sites/ESEAConApp/ESSER/SitePages/Home.aspx>

If you see the window shown below, select the second item in the drop-down menu, “Windows authentication.” It will then prompt you for your username and password.

Sign In

Select the credentials you want to use to logon to this SharePoint site:

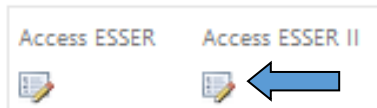
 

When prompted, log in to the application:

1. Enter your username
2. Enter your password
3. Click the “OK” button

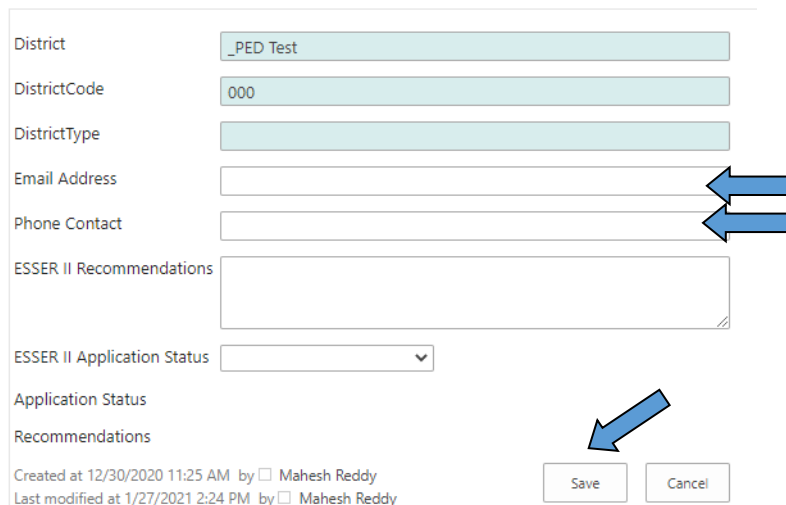
Note: If you have problems logging in or questions about usernames or passwords for the application, please contact your LEA’s SSFS Bureau representative (see [Appendix 1](#)).

After logging in, click on the edit icon under “Access ESSER II”:



In the application, enter district contact information:

1. Fill out the contact information for your LEA’s representative.
2. Then click **Save**.


A screenshot of a web application form. The form contains several input fields: 'District' (with value '_PED Test'), 'DistrictCode' (with value '000'), 'DistrictType', 'Email Address', 'Phone Contact', 'ESSER II Recommendations' (a text area), and 'ESSER II Application Status' (a dropdown menu). Below the form are 'Application Status' and 'Recommendations' labels. At the bottom, there is a footer with creation and modification dates and user names. Two blue arrows point to the 'Email Address' and 'Phone Contact' fields, and another blue arrow points to the 'Save' button.

CRRSA/ESSER II Application: Step 2

Budget Table

This table provides a running balance of funds available as the application is completed. When a module has been completed for which funds have been allocated, the total of that module will be added to the debit line, which is then subtracted from the balance.

Budget Table		
24308 ESSER II 90 % Allocation	0.00	← Total award to LEA
24308 ESSER II 90 % Debit	0.00	← Accumulated allocations
24308 ESSER II 90 % Balance	0.00	← Remaining balance
Update		



The update link functions as a refresh button. Each time you make a new entry, you can click the update button to see the current budget status. You can also use the browser refresh button to accomplish the same result.

CRRSA/ESSER II Application: Step 3

Required information

- Click on the edit icon to access the module. The six questions are identical to the Required Information portion of the CARES application.
- Check the box below the questions to indicate that the responses to the questions can be found in the LEA’s previously submitted CARES application.
- Click the “Save” button at the bottom of the required information page.

1. Provide a description of the steps the LEA will take to ensure compliance with Section 427 of the General Education Provision Act (GEPA), 20 U.S.C. 1228a. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program(s) for which you are submitting this funding request.
2. Outline the LEA’s proposed timeline for providing services and assistance to students and staff.
3. Describe how the LEA will determine its most important educational needs as a result of COVID19.
4. Explain how the LEA intends to use ESSER funds to promote remote learning. Due to the nature of the pandemic and COVID-19 itself, it is likely that we may need to continue, or return to, distance learning in the future. Please explain how your intended use of ESSR funds will support ongoing remote learning.
5. Describe how the LEA intends to assess and address student learning gaps resulting from the disruption in educational services.
6. Please describe how you will utilize CARES Act funding to target additional supports and services for your At-Risk student populations (English Learners, Students with Disabilities, Native American Students, Low Income Students, Students with high mobility, and Homeless/Foster Children).

The responses to the above required responses are located in previously submitted CARES/ESSER Application



Created at 1/25/2021 2:22 PM by
Mahesh Reddy
Last modified at 1/25/2021 2:22 PM by
Mahesh Reddy


CRRSA/ESSER II Application: Step 4

Indirect cost rate


If your LEA will not claim indirect costs for the administration of CRRSA/ESSER II:

1. Click on the "Edit" icon to access the module.
2. Click "No"
3. Click "Save."

You do not need to enter anything else in this module.


IndirectYN Yes No 

Will the District claim Indirect Costs for ESSER II Allocation Grant?

Created at 1/21/2021 1:09 PM by Mahesh Reddy
Last modified at 1/25/2021 12:18 PM by Mahesh Reddy 

If your LEA will claim indirect costs for the administration of CRRSA/ESSER II:

1. Click on the "Edit" icon to access the module.
2. Enter your fixed asset amount (equipment > \$5,000) if applicable. The amount must be either 0 or greater than \$5,000.
3. Click "Yes."
4. Click "Save."


FixedAssets 

IndirectAmount


IndirectBaseAmount

Indirect Cost D

IndirectCostRate

IndirectYN Yes No 

Will the District claim Indirect Costs for ESSER II Allocation Grant?

Created at 1/21/2021 1:09 PM by Mahesh Reddy
Last modified at 1/25/2021 12:18 PM by Mahesh Reddy 

CRRSA/ESSER II Application: Step 5

Allocate Population Grant

1. Click on the “Edit” icon to access the module.
2. Enter an amount for each funding use chosen.
3. For each amount entered, enter an explanation of how the funds will be used.
4. Click the “Save” icon on the toolbar at the top of the module.



Note: Enter information only on the lines that apply to your LEA’s intended use of CRRSA/ESSER II funds. It is not a requirement to enter information for every category listed in this module.

The screenshot shows a toolbar with the following elements from left to right:

- An 'EDIT' button with a blue arrow pointing to it.
- A 'Save' icon (floppy disk) with the label 'Save' and 'Commit' below it.
- A 'Close' icon (red X) with the label 'Close'.
- A 'Paste' icon (clipboard) with the label 'Paste'.
- A 'Copy' icon (document with plus) with the label 'Copy'.
- A 'Cut' icon (scissors) with the label 'Cut'.
- A 'Delete Item' icon (X over trash) with the label 'Delete Item' and 'Actions' below it.

The LEA can use the CRRSA ESSER II Funds for the following funding areas. Please enter the funding amount planned for each area, and in the text box on the right please provide an explanation of how these funds will be used:

Funding Use	Funding Amount	Explanation of how the amount is used
Purchasing educational technology including assistive technology or adaptive equipment	0.00	
Professional development for educators or families to support remote/distance learning activities.	0.00	
Providing mental health services and supports	0.00	
Activities that address the unique needs of low-income children	0.00	



Keep in mind the statewide priorities, which are: providing personal protective equipment for all staff and students; improving indoor air quality; accelerated instruction for all students; closing the digital divide; supporting the social and emotional needs of students, families and staff; and supporting the needs of students with disabilities and at-risk students.

CRRSA/ESSER II Application: Steps 6 & 7

Document Upload

Please ensure that you have uploaded all required associated documents before submitting your application. Blank documents are attached to the application for you to download, complete, save and upload.

Document Names	Descriptions
PED Federal Grant Equipment Approval	Required if requesting the acquisition of equipment over \$5,000 per unit.
CRRSA/ESSER II Application Assurances	Required for all LEAs. Document is available in the application under Resources.

Note: LEAs are not required to provide equitable services to non-public schools under CRRSA ESSER II.

Submitting the application

After all modules have been completed, the application is ready to be submitted.

- Click on the drop-down arrow for application status.
- Choose the “Submit to State” status.
- Click the “Save” button.
- The application has now been submitted.

ESSER II Application Status ▾

Application Status

Recommendations

Created at 4/24/2020 1:57 PM by Mahesh Reddy
Last modified at 1/14/2021 12:11 PM by Suzette Williams

Review process:

SSFS staff will review the application and communicate the need for any necessary changes.

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Albuquerque School of Excellence
 Belen Consolidated Schools
 Carrizozo Municipal Schools
 Cesar Chavez Community School
 Cobre Consolidated Schools
 Española Public Schools
 Grants-Cibola County Schools
 Hózhó Academy
 Jal Public Schools
 Jemez Mountain Public Schools
 Los Lunas Public Schools
 Loving Municipal Schools
 Monte Del Sol
 New Mexico Connections Academy
 New Mexico School for the Arts (Santa Fe)
 Rio Rancho Public Schools
 Roswell Independent Schools
 Ruidoso Municipal Schools
 Sandoval Academy of BE
 Santa Fe Public Schools
 Turquoise Trail
 Truth or Consequences Municipal Schools
 Wagon Mound Public Schools
 Walatowa High Charter School
 Zuni Public Schools

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Animas Public Schools
 Chama Valley Indep. Schools
 Clayton Public Schools
 Cloudcroft Municipal Schools
 Clovis Municipal Schools
 Corona Municipal Schools
 Cuba Independent Schools
 Deming Public Schools
 Dzil Dit Looi School of Empowerment
 Farmington Municipal Schools
 Hagerman Municipal Schools
 Hobbs Municipal Schools
 Hondo Valley Public Schools
 La Academia Dolores Huerta
 Logan Municipal Schools
 Lovington Municipal Schools
 McCurdy Charter School
 Portales Municipal Schools
 School of Dreams Academy
 Solare Collegiate Charter School
 South Valley Preparatory School
 Texico Municipal Schools
 West Las Vegas Public Schools

N&D

Clarice Cata (505) 412-8889
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Aldo Leopold Charter High School
 Alma d'arte Charter HS
 Altura Preparatory School
 Des Moines Municipal Schools
 Dora Municipal Schools
 Estancia Municipal Schools
 Explore Academy
 Floyd Municipal Schools
 Fort Sumner Municipal Schools
 Grady Municipal Schools
 Horizon Academy West
 J Paul Taylor Academy
 Las Montañas
 Lordsburg Municipal Schools
 Media Arts Collaborative Charter
 Peñasco Independent Schools
 Red River Valley Charter School
 Roots and Wings
 San Jon Municipal Schools
 Santa Rosa Consolidated Schools
 Six Directions Indigenous
 Tatum Municipal Schools
 Tierra Adentro
 Tucumcari Public Schools
 Tularosa Municipal Schools

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ABQ Collegiate Charter School
 Albuquerque Institute of Math & Science
 Amy Biehl Charter High School
 Aztec Municipal Schools
 Capitan Municipal Schools
 Carlsbad Municipal Schools
 Dexter Consolidated Schools
 Gadsden Independent Schools
 Hatch Valley Public Schools
 Lake Arthur Municipal Schools
 Maxwell Municipal Schools
 Melrose Public Schools
 Mission Achievement and Success
 Mora Independent Schools
 Moriarty Municipal Schools
 North Valley Academy
 Pecos Independent Schools
 Southwest Aeronautics Mathematics & Science
 Southwest Primary Learning Center
 Southwest Secondary Learning Center
 The ASK Academy (Rio Rancho)
 The ABQ Sign Language Academy
 The GREAT Academy
 The Montessori Elementary
 The New America School - Las Cruces

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Alamogordo Public Schools
 Artesia Public Schools
 Bloomfield Public Schools
 Central Consolidated Schools
 Cimarron Municipal Schools
 Elida Municipal Schools
 Estancia Valley Classical Academy
 Eunice Municipal Schools
 Jemez Valley Public Schools
 Las Cruces Public Schools
 Las Vegas City Public Schools
 Los Alamos Public Schools
 Magdalena Municipal Schools
 Mesa Vista Consolidated School
 Mountainair Public Schools
 Pojoaque Valley Public Schools
 Quemado Independent Schools
 Raton Public Schools
 Socorro Consolidated Schools
 Springer Municipal Schools
 Taos Municipal Schools
 Taos Academy
 Taos Integrated School for the Arts
 Taos International School
 Vaughn Municipal Schools

Gabe Baca (505) 670-8402
Gabriel.Baca2@state.nm.us

ABQ Bilingual Academy
 Gallup-McKinley County Schools
 La Tierra Montessori School
 Reserve Public Schools
 Silver Consolidated Schools
 Tierra Encantada

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21st Century Public Academy
 ACES Technical High School
 Albuquerque Public Schools
 Bernalillo Public Schools
 Dulce Independent Schools
 House Municipal Schools
 Middle College High School
 Mosquero Municipal Schools
 Questa Independent Schools
 Raices del Saber Xinachtli Community School
 Roy Municipal Schools
 The MASTERS Program