

## INSTRUCTION FOR COMPETING ESSER DATA COLLECTION SPRING 2023 SPRING

### District Information Section

Please update email address and phone number of person submitting the application (*since there are probably multiple people completing this collection. We need to have the name of the person who is coordinating the work.*) As you are working, please select “In Process” under the Application Status. When you are ready to submit, select “Submit to State,” and hit save.

**Important:** For changes made to **all** modules, remember to hit the Save button so that entries may be saved, and auto calculations are performed in the modules.

### CARES

**Only** House, Mosquero, Roy, MASTERS, and ACES Technical received **24303** funds. These LEAs/Charters need to check boxes and include percentages under the various categories if there are any remaining funds. Percentages need to total 100%,

**Light yellow boxes:** Total Amount Expended by Activity in CARES needs to add up to current expenditures stated in box U, Total Mandatory Subgrant Expended in Current Reporting Period. If there is a remaining balance, percentages need to be entered under the pertaining category and percentages need to total 100%.

**Dark yellow boxes:** This section is asking for more detailed program expenditures. The expenditure amounts entered are not auto calculated so you need to make sure that the total expenditures entered must match the amount in box U.

*Examples:*

*If box U is 0 dollars, then you should have 0 dollars in the light and dark yellow sections.*

*If box U displays \$1000 dollars, the light-yellow section must account for how you spent the \$1000 dollars and should equal the \$1000 in box U. For the dark yellow section, do the same process. Those expenditures must also add up to \$1000 and match box U.*

### CRRSA

**Only** House, Mosquero, Roy, MASTERS, and ACES Technical received **24303** funds. These LEAs/Charters need to check boxes and include percentages under the various categories if there are any remaining funds. Percentages need to total 100%,

**Light green boxes:** Total Amount Expended by Activity in CARES needs to add up only to current expenditures stated in box U, Total Mandatory Subgrant Expended in Current Reporting Period. If there is a remaining balance, percentages need to be entered under the pertaining category and percentages need to total 100%.

**Dark green boxes:** This section is asking for more detailed program expenditures. The expenditure amounts entered are not auto calculated so you need to make sure that the total expenditures entered must match the amount in box U. See examples above.

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### ARP

#### MODULE 1

*Only House, Mosquero, Roy, MASTERS, and ACES Technical received 24303 funds. These LEAs/Charters need to check boxes and include percentages under the various categories if there are any remaining funds. Percentages need to total 100%.*

These two modules will require expenditures that are identified as 80% expenditures (Module 1) and 20% learning loss expenditures. (Module 2).

**In Module 1--** The box labeled *Total Mandatory Subgrant Expended in Current Reporting Period*, the prepopulated dollar amount is the **total** expenditure amount for both the **80%** expenditures and the **20%** expenditures.

On this Module 1 page, enter the data for the identified **80%** expenditures in the light blue boxes. (The sum of **80%** expenditures will be auto calculated for you.)

**In Module 2—**This page requires input of expenditures addressing the **20%** learning loss set-aside that were identified in the ARP application. This sum is auto calculated in the gray box that is in the same row where the *Percentages of Use for Remaining Funds* is located.

Also place the dollar amount of the total sum of the **20%** expenditure (gray box) in the 2<sup>nd</sup> dark blue box labeled “*Total Mandatory Subgrant Amount Expended Toward Required Set-Aside to Address the Learning Loss Current Reporting Periods.*” (Located toward the top of Module 2.)

**Important:** The total sum of the **80%** expenditures from Module 1 and the total sum of the **20%** expenditures from Module 2 must equal the **Total Mandatory Subgrant Expended in Current Reporting Period** located at the top of Module 1.

The next row is asking for Percentages. If there is a remaining balance for ESSER Total Mandatory Subgrant amount (both 80% and 20% together), percentages need to be entered under the pertaining category and total percentages must equal 100%. In that same row, you will see a dark blue box titled “*The Total Amount Reserved by the LEA to Address the Impact of Learning Loss*”. Leave this box blank.

The next row, there are categories that need to be checked if your LEA implemented using the 20% set aside funds. You must also fill in the box that requires a short narrative on how these activities impacted under serve student groups.

The next two rows of dark blue boxes, please account for expenditures in these activity categories. These expenditures will be the Total ARP funds (80% & 20%). These figures should match the amount that was prepopulated in the box titled **Total Mandatory Subgrant Expended in Current Reporting Period** found in Module 1.

**Important:** *At the end of the ARP ESSER III Grant, LEA must meet their total 20% set aside as described in your ARP application.* Expenditures should match applications 80% - 20% narratives.

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### Crossacting Reporting

These modules reflect all three FY23 ESSER funds. Data included in these modules should have back-up evidence for verification in case of a federal audit.

#### Module 1

Review **all** the sections and click on the check boxes where applicable.

Total LEA FTEs are prepopulated except for the FY23 school year. Please contact your STARS coordinator to get this number and enter in the box labeled *Full Time Equivalent (FTE) positions on September 30, 2023*.

**Important:** Under the section *Total Amount Expended for Specific Staff*: The first dark maroon box requires a dollar amount and remaining light maroon boxes in that row require #FTEs which are paid for by the ESSER grant.

Under the section: *Total LEA Student Enrollment by Demographic Subgroup*—contact your STARS coordinator to obtain enrollment numbers for each subgroup. This is for K-12 enrollment only. *(Please use the 40 Day Count.)*

#### Module 2

Review all 7 categories and answer those that are applicable to your LEA/Charter for FY23. For categories that require subgroup demographic data, use the same numbers you entered for subgroup enrollment from Module 1. For the questions asking for number of Eligible Students and the number of those who participated, the participating number cannot exceed the numbers of eligible students for each subgroup.