

# OUR MISSION: PREVENT, PREPARE, & RESPOND TO COVID 19 – AND MAINTAIN COMPLIANCE & INTEGRITY

Elementary & Secondary Emergency Relief Fund  
(ESSER) Facts for Federal Program Directors  
Presented by Tammy Bell  
Excellence Group

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## POLL

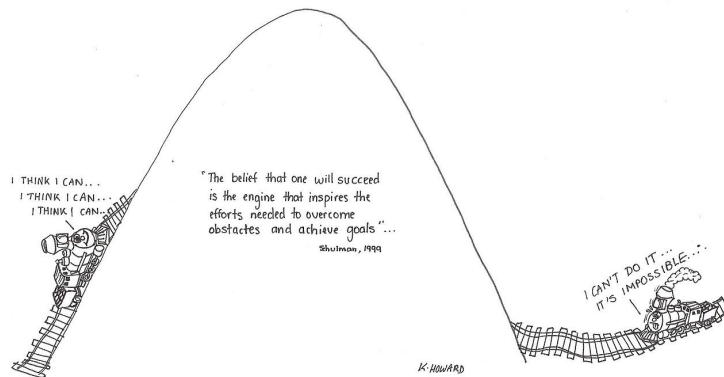
- How many of you feel like this?



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## PRE-SURVEY

- Where are you on this spectrum ?



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## PRACTICAL STEPS TO MAINTAIN COMPLIANCE

- Step 1 – Understand How Funds May Be Used
- Step 2 – Understand How Much Money LEA is Receiving
- Step 3 – Have **DOCUMENTED** Collaboration to Establish Needs List
- Step 4 – Have **DOCUMENTED** Collaboration that Prioritizes Needs/Spending
- Step 5 – Plan, Allocate, and Expend According to Steps 1 – 4
- Step 6 – Monitor Plan Implementation Monthly

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## STEP 1: ALLOWABLE USES OF FUNDS – ESSER I

- Any activity under ESEA, IDEA, the Adult Education and Family Literacy Act, Carl D. Perkins Career and Technical Education Act of 2006, or McKinney-Vento Homeless Assistance Act
- Coordination of preparedness and response efforts of the LEA with State, local, tribal and territorial public health departments, and other relevant agencies to improve responses to prevent, prepare for, and respond to coronavirus
- Provide principals and school leaders with resources to address the needs of the school
- Activities to address the unique needs of low-income students, children with disabilities, ELs, racial and ethnic minorities, homeless students, foster care youth (including outreach and service delivery)
- Develop and implement procedures and systems to improve the preparedness and response efforts of LEAs
- Training and PD for staff on sanitation and minimizing the spread of infectious diseases
- Purchasing supplies to sanitize and clean the facilities
- Planning for and coordinating long-term closures, including providing meals, technology for online learning to all students, carrying out requirements under IDEA, and ensuring other educational services can continue
- Purchasing of educational technology (hardware, software, connectivity) that aids in regular and substantive educational interaction between students and classroom instructors including low-income students and students with disabilities
- Providing mental health services and supports
- Planning and implementing summer learning and supplemental afterschool programs (addressing needs of low-income students, students with disabilities, ELs, Migrants, Homeless students and Foster Care students)
- Other activities necessary to maintain the operation of and continuity of services and continuing to employ existing staff

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## STEP 1: ALLOWABLE USES OF FUNDS – ESSER II

Allowable activities with ESSER II funds are the same as ESSER I with the addition of the following:

- Addressing learning loss
- Preparing schools for reopening
- Testing, repairing, and upgrading projects to improve air quality in school buildings

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## STEP 1: ALLOWABLE USES OF FUNDS – ESSER III

Allowable activities with ESSER III funds are the same as ESSER I and ESSER II with the expanded information for the following:

- Addressing learning loss
  - Administering and using high-quality assessments that are valid and reliable for accurate progress monitoring of student achievement, aligned teacher response to data (reteach/remediate), and appropriately guide differentiated instruction
  - Implementing EBR activities to meet the comprehensive needs of students
  - Providing information and assistance to families on how they can support students, including in a distance learning environment
  - Tracking student attendance and improving student engagement in distance education
- Preparing schools for reopening
  - Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies aligned to CDC guidance for the reopening and of schools

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## STEP 1: ALLOWABLE USES OF FUNDS – ESSER II & III CONTINUED

Additional requirements:

- ESSER II and III ~ For LEAs who use Cost Pool OR whose Federal Programs Director is paid 100% through federal funds, a “reasonable” amount must be set aside for administrative costs **IF** the FPD is administering the program.
- ESSER III ~ A minimum of 20% of LEAs funds must be reserved to address learning loss.
- ESSER II ~ No equitable services requirement
- ESSER II ~ No supplanting provision

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## STEP 2: ALLOCATION OF FUNDS — HOW MUCH?

### ESSER II

- Allocations Released to LEAs in January, 2021
- Must be Obligated by September 30, 2023
- Must be Expended by *December, 2023*



### ESSER III

- Estimates At-a-Glance Released mid-March ~  
<https://public.tableau.com/views/HR133ESSERStimulusAllocations/ESSERIII?showVizHome=n&embed=v#?>
- Must be Obligated by September 30, 2024
- Must be Expended by *December, 2024*



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## STEP 3: DEVELOPMENT OF NEEDS LIST

- Remember:
  - If it's not in writing, it did not happen!
  - Every need must prevent, prepare, or respond to the pandemic! (PPR)
- Document collaborative meetings to determine what data will be used to guide the LEAs needs.
- Document sharing of said data.
- Document sharing of allowable use of funds.
- Document method that leads to the final needs identified for the LEA.




• THIS WILL BE YOUR ANSWER FOR QUESTION 1 IN  
THE APPLICATION – PROGRAM DETAILS



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## STEP 4: PRIORITIZE NEEDS

- AGAIN, remember:
    - If it's not in writing, it did not happen!
    - Every need must prevent, prepare, or respond to the pandemic! (PPR)
  - Document follow-up collaborative meetings to determine LEAs prioritized needs.
  - Document attempts to include stakeholders.
  - Document means by which priorities were established.
  - Document open communication with stakeholders.
  - Document method that leads to the final prioritized needs for the LEA.
- 
 • THIS WILL BE YOUR ANSWER FOR QUESTION 1 IN THE APPLICATION – PROGRAM DETAILS

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## STEP 5: ALLOCATION & EXPEND

This is the actual prep/writing of your, plan followed by responsible implementation.

- ESSER II must be submitted in MCAPS by April 30, 2021.
- Know the 7 Program Detail Questions:
  - Questions 1, 2, 3, 4, 5, and 7 are a repeat from ESSER1
  - Question 6 is new – Reflect on your current LEA plan & program details
- I suggest that all members of the planning team have a documented review and discussion of the submitted and approved responses in the Program Details.
- Reminders for the Program Details:
  - All responses must be in a clear and concise narrative form.
  - Refrain from Proper Nouns: Vendor Names, Staff Names, Specific Product Names

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## STEP 5: ALLOCATION & EXPEND

CONTINUED...

Upon Approval:

- Follow Cost Principles:
  - Necessary
  - Allowable
  - Reasonable
  
- Expend per:
  - What and how it is written in your plan.
  - In a timely manner. KNOW your timelines. Cash management is a huge part of compliance.
  
- Plan ahead for the mass influx of new fixed assets. This is another huge audit finding possibility.



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## STEP 6: CONSISTENTLY MONITOR IMPLEMENTATION

### Golden Rule 101: Inspect What You Expect

Q ~ What should I inspect?

A ~ The answers submitted in the program details portion of the application and the progress tracking EBR of the goods/services purchased.

Q ~ What should my expectations be?

A ~ Fiscally – follows FPD procedures and is in compliance with state and federal regulations

~ Programmatic – Goods & services usage and fidelity reports.

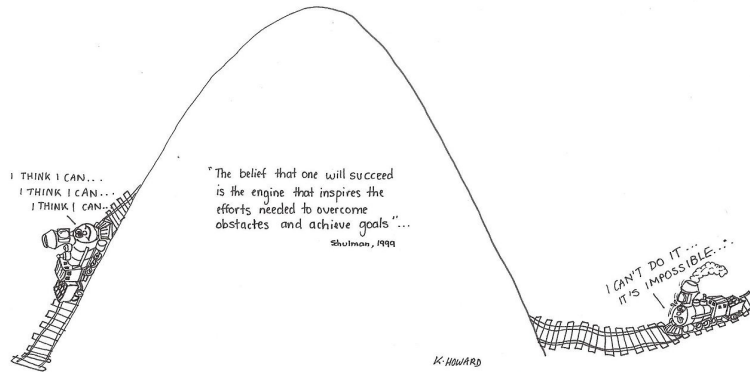
- PROCEDURES, PROCEDURES, PROCEDURES
  - Federal Programs Procedural Manual – Know it & Own it! Do not copy one that does not reflect your practice. You will be cited every time.
  - Fixed Assets Procedure – I recommend a concise, yet thorough, flow chart that is communicated through documented trainings!



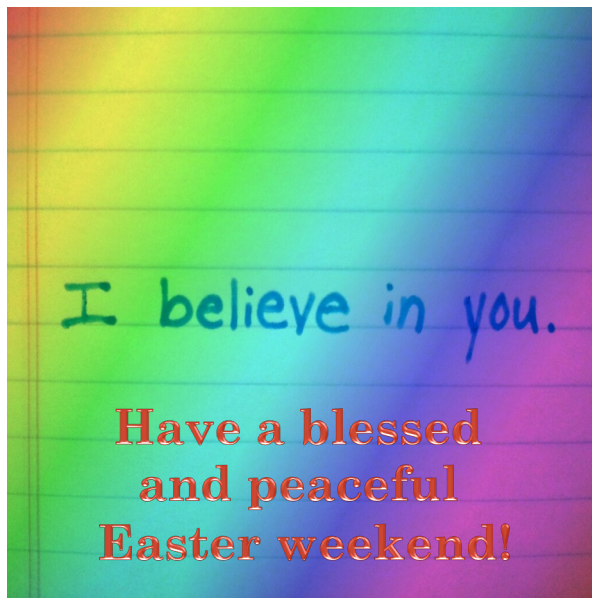
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## POST-SURVEY

- Where are you now?



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EXCELLENCE GROUP

From one federal programs director to another, thank you for all you do!

Sincerely,

*Tammy Bell*

5-31-21

*Disclaimer: This content is not intended to be the sole source of compliance for ESSER funds.*



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