ESSER III Application Walk Through

As you work to complete your school or district's ESSER III application, please feel free to reference this guide. Program administrators who also completed the CARES Act and ESSER II application will already be largely familiar with the application as they are both based off the same application template.

ESSER III Grant Information:
CFDA Number: 84.425U
Federal Award ID Number: S425U210013
Fund Number: 7923
Receipt Number: 4990

ESSER III Grant Application Due Date: June 25 (Please let your grant specialist know if you will need more time)
Grant Period: March 13, 2020- September 30, 2024
Encumbrance (date by which all approved activities must be completed): September 30, 2024
Liquidation/Reimbursement Deadline: December 15, 2024
Final Expenditure Report Due: December 31, 2024

Allowable Activities: Please visit the IDOE ESSER website for a comprehensive list of allowable activities along with creative spaces to encourage innovative activities, and additional resources to support implementation. The ESSER III FAQ is also available on the ESSER website.

Reminder: **ESSER III statute does not require an equitable share of ESSER III funds be provided to non-public schools. Non-public schools will access COVID-19 relief funds and supports through the EANS program directly through IDOE. Please visit the IDOE EANS website for additional information.**

Next Steps After Application: **Your IDOE federal grants specialist will review your ESSER III application. If the application is not approvable as written, any requested edits will be saved in the Messages tab for the program administrator and the application will be sent back to LEA Edit.**

ESSER III Application

You can access the ESSER III application via the Title I Application Center.

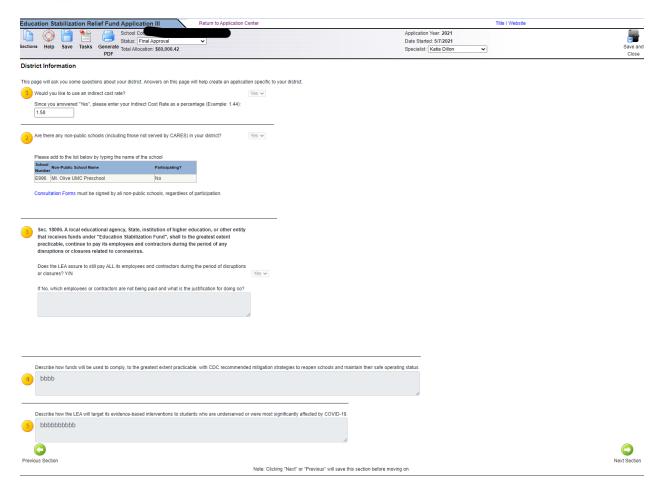**District Information Page:** Please verify all relevant district information is correct.

Please note: Some browsers may navigate to the second page of the application by default. Please be sure to navigate to the District Information Page to ensure all of the required narrative questions are addressed.

1. Verify IDOE-approved indirect cost rate. If "YES" is selected, you should enter the approved FY2021 rate. LEAs may use the restricted or unrestricted rate for ESSER III.

2. As there is no equitable share required in ESSER III, you may respond "NO" to number two and proceed to delete the non-public schools. Alternately you may leave "YES" and proceed; either option will allow you to proceed without an error.

3. Please assure that your district or school will, ***to the extent practicable***, continue to pay employees and contractors. If "NO" is selected, you will need to provide a narrative with justification.

4. **NEW:** Describe how the LEA will use ESSER III funds to comply, ***to the greatest extent practicable***, CDC-recommended mitigation strategies to reopen schools and maintain their safe operating status on the following recommendations:

    1. Universal and correct wearing of masks.
    2. Modifying facilities to allow for physical distancing.
    3. Handwashing and respiratory etiquette.
    4. Cleaning and maintaining healthy facilities, including improving ventilation.
    5. Contact tracing in combination with isolation and quarantine, in collaboration with the state, local, territorial, or tribal health departments.
    6. Diagnostic and screening testing.
    7. Efforts to provide vaccinations to school communities.
    8. Appropriate accommodations for children with disabilities with respect to health and safety policies.
    9. Coordination with state and local health officials.

5. **NEW:** Describe how the LEA will target the evidence-based interventions to students who are underserved (***such as low-income, English learners, migratory students, students experiencing homelessness, students in foster care, and students with disabilities***) or were most significantly affected by COVID-19.

Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Sections | Help | Save | Tasks | Generate PDF

School Co████████
Status: Final Approval
Total Allocation: $60,000.42

Application Year: **2021**
Date Started: **5/7/2021**
Specialist: Katie Dillon

Save and Close

District Information

This page will ask you some questions about your district. Answers on this page will help create an application specific to your district.

1 Would you like to use an indirect cost rate?   Yes ▾

Since you answered "Yes", please enter your Indirect Cost Rate as a percentage (Example: 1.44):

1.50

2 Are there any non-public schools (including those not served by CARES) in your district?   Yes ▾

Please add to the list below by typing the name of the school

School Number	Non-Public School Name	Participating?
E996	Mt. Olive UMC Preschool	No

Consultation Forms must be signed by all non-public schools, regardless of participation.

3 **Sec. 18006. A local educational agency, State, institution of higher education, or other entity that receives funds under "Education Stabilization Fund", shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to coronavirus.**

Does the LEA assure to still pay ALL its employees and contractors during the period of disruptions or closures? Y/N   Yes ▾

If No, which employees or contractors are not being paid and what is the justification for doing so?

[   ]

Describe how funds will be used to comply, to the greatest extent practicable, with CDC recommended mitigation strategies to reopen schools and maintain their safe operating status.

4 bbbb

Describe how the LEA will target its evidence-based interventions to students who are underserved or were most significantly affected by COVID-19.

5 bbbbbbbbbb

Previous Section

Next Section

Note: Clicking "Next" or "Previous" will save this section before moving on.

Contact Information Page: Please complete all required contact information for your LEA contact information.

Application Summary Page: Please verify your total allocation. The Equitable Share Transfer line should be left blank as there is no equitable share requirement in ESSER III.

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District Wide Set Aside Page: Please budget your district set asides.
- **NEW:** The 20% minimum set-aside for learning loss will auto calculate for you; you must budget at least this 20% set-aside for ESSER III approval.
- The remaining funds can be budgeted under the "District Reservation".
- **As a reminder, the Non-Public Equitable Share section below can be left as $0 as no equitable share is required.**

District Administrative Expenses Page: Staffing

Please indicate the positions that will be funded through ESSER III and indicate any split-funded positions and funding source.

Choose either Cert/Non-Cert, FTE (up to 1.0) or stipend, complete description with staff responsibilities (also to include budget lines and amounts, i.e., 22100 Salary $50,000 Benefits $10,000); for groups of staff or not yet hired, you can enter TBD in Staff Name

District Administrative Expenses Page: Budget
This will be the budget for the 80% of ESSER III funds not set-aside for learning loss (which will be budgeted on the next page). Please budget the appropriate items in the district budget. Be sure to include all requested items or activities in the budgeted total and include sufficient detail in the narrative boxes below. Be sure to provide sufficient detail for IDOE to determine the reasonableness, allowability, and necessity of the proposed activity. You may include additional documentation in the Attachments section of the Summary Page.

NEW: **Learning Loss and Accelerated Learning: Staffing**
Please indicate the positions related to addressing learning loss (such as staff for an afterschool program) that will be funded through ESSER III and indicate any split-funded positions and funding source.

Choose either Cert/Non-Cert, FTE (up to 1.0) or stipend, complete description with staff responsibilities (also to include budget lines and amounts, i.e., 22100 Salary $50,000 Benefits $10,000); for groups of staff or not yet hired, you can enter TBD in Staff Name

NEW: **Learning Loss and Accelerated Learning: Budget**
This will be the budget for the 20% of ESSER III funds set-aside for learning loss. Please budget the appropriate items in the district budget. Be sure to include all requested items or activities in the budgeted total and include sufficient detail in the narrative boxes below. Be sure to provide sufficient detail for IDOE to determine the reasonableness, allowability, and necessity of the proposed activity. You may include additional documentation in the Attachments section of the Summary Page.

<mark>**Please refer to CARES/ ESSER Budget Example for guidance on budgeting specific expenditures:** https://www.doe.in.gov/sites/default/files/grants/esser-budget-revised-52421.pdf</mark>
NEW: IDOE has received updated guidance that, per SBOA requirements, if your LEA has construction or renovation costs, you may have a breakdown between the labor, etc. that can go under "Other Purchased Services" while the actual construction or renovation costs should go under "Property".
     -If you do not have a breakdown, please default to putting the entire activity under "Property".

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District Administrative Expenses
Allocation for this Administrative Expenses: $1,000.00

Staffing | Budget

Account Number	Expenditure Account	Object Codes: 110-140 Salary	Object Codes: 211-290 Benefits	Object Codes: 311-352 Purchased Professional and Technical Services	Object Codes: 411-499 Purchased Property and Utility Services	Object Codes: 510-595 Other Purchased Services	Object Codes: 611-689 General Supplies	Object Codes: 710-748 Property	Object Codes: 810-899 Other	Object Code: 910 Transfers	Line Totals
11000	Instruction - Regular Programs	48000	0	0	0	0	1000	0	0	0	$49,000.00
12000	Instruction - Special Programs	0	0	0	0	0	0	0	0	0	$0.00
13000	Instruction - Adult/Continuing Ed Programs	0	0	0	0	0	0	0	0	0	$0.00
14000	Instruction - Summer School Programs	0	0	0	0	0	0	0	0	0	$0.00
15000	Instruction - Enrichment Programs	0	0	0	0	0	0	0	0	0	$0.00
16000	Instruction - Remediation Programs	0	0	0	0	0	0	0	0	0	$0.00
17000 - 18000	Instruction - Payments to Other Government Units	0	0	0	0	0	0	0	0	0	$0.00
21000	Support Services - Student	0	0	0	0	0	0	0	0	0	$0.00
22000	Support Services - Instruction	0	0	0	0	0	0	0	0	0	$0.00
23000 (23150 or 23290 ONLY)	Support Services - General Admin	0	0	0	0	0	0	0	0	0	$0.00
25191	Refund of Revenue	0	0	0	0	0	0	0	0	0	$0.00
26000	Operation and Maintenance	0	0	0	0	0	0	0	0	0	$0.00
27000	Student Transportation	0	0	0	0	0	0	0	0	0	$0.00
33000	Community Service Operations	0	0	0	0	0	0	0	0	0	$0.00
40000	Facilities Acquisition and Construction	0	0	0	0	0	0	0	0	0	$0.00
60000	Non-Programmed Charges	0	0	0	0	0	0	0	0	0	$0.00

Please provide an explanation as to how you will use the funds that have been allocated on the budget.

Supplies

11000: 23 iPads

Using 15 of 400 characters

Property: Technology

Using 0 of 400 characters

Property: Equipment

Using 0 of 400 characters

Other Purchase Services (Travel, Communications)

Using 0 of 400 characters

Transfer

Professional Services

Non-Public School Programs Page: This page can be left blank as no equitable share for non-public schools is required.

Total Program Budget Page: Ensure your budget accurately reflects all budgeted activities. You may enter the amount of requested indirect costs on this page.

*NOTE: some browsers may cause an error in the calculation of the indirect cost rate. If this occurs, please close the browser and reload the page. This should resolve the issue.

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Assurance Page: Ensure the application is signed by the authorized individual. Once completed, hit "Sign and Submit Application".

Education Stabilization Relief Fund Application II		Return to Application Center		Title I Website

School Co[redacted]
Status: Specialist Review

Application Year: **2021**
Date Started: **2/3/2021**
Specialist: Cole Dietrich

Sections Help Save Tasks Generate PDF — Total Allocation: **$50,000.00**

Save and Close

Application Submission - Final Check

The application has already been submitted, you will be notified when action is needed.

When an application is complete and has been reviewed, we ask you that you sign it to verify that all the information shown here is correct. This gives you a chance to review the document one last time.

Signing this application requires that you understand the following rules:

Superintendent Signature

- I CERTIFY that the information in this application is, to the best of my knowledge, true. The agency named here has authorized me, as its representative, to file this application and all amendments, and as such action is recorded in the minutes of the agency's meeting date.
- I also have reviewed the assurances and the LEA understands and will comply with all applicable assurances for federal funds.
- The LEA certifies that it will participate in all ESSER II data reporting, monitoring, and evaluation activities as requested or required by the United States Department of Education, the Indiana Department of Education (IDOE), and Indiana Code, which may include specific items related to ESSER II that requires providing a summary of the projects completed and the dollars expended for each, on-site and desktop monitoring conducted by the IDOE, required audits by the state board of accounts, annual reports, and final expenditure reporting for the use of subgrant funds.
- The LEA certifies by submitting this application that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal agency or by any department, agency or political subdivision of the State of Indiana. The term "principal" for purposes of this application means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the LEA.
- The LEA certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under the fund associated with this application and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The LEA shall immediately notify

- The School Corporation/Charter School certifies that it is currently registered in the System of Award Management (SAM https://www.sam.gov) database.
- The LEA certifies that it is in compliance with Title IX, section 9524, and that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in elementary and secondary public schools as set forth in the USDOE Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, dated February 7, 2003. See http://www2.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html.
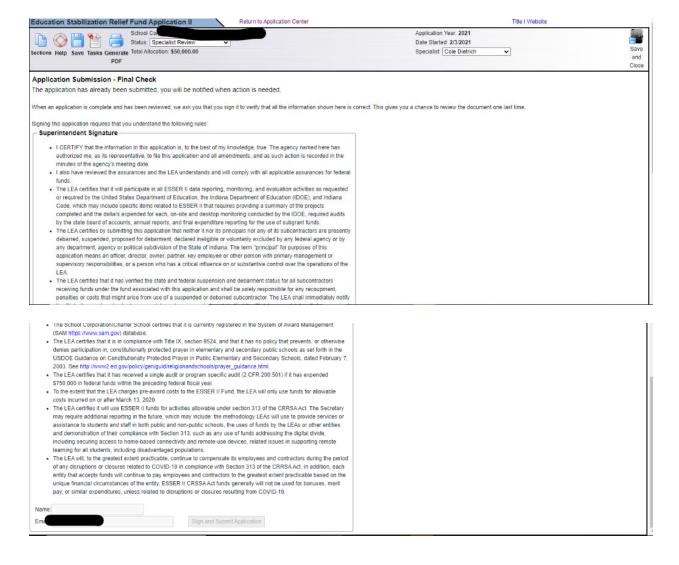- The LEA certifies that it has received a single audit or program specific audit (2 CFR 200.501) if it has expended $750,000 in federal funds within the preceding federal fiscal year.
- To the extent that the LEA charges pre-award costs to the ESSER II Fund, the LEA will only use funds for allowable costs incurred on or after March 13, 2020.
- The LEA certifies it will use ESSER II funds for activities allowable under section 313 of the CRRSA Act. The Secretary may require additional reporting in the future, which may include: the methodology LEAs will use to provide services or assistance to students and staff in both public and non-public schools, the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 313, such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations.
- The LEA will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 313 of the CRRSA Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. ESSER II CRRSA Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.

Name:
Email: [redacted]

Sign and Submit Application

Indiana Government Center North, 9th Floor • 100 N Senate Ave • Indianapolis, Indiana 46204
317-232-6610 • www.doe.in.gov

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