



# Elementary and Secondary School Emergency Relief Fund (ESSERF)

## GRA Drawdown Training

Federal Programs



*Supporting Schools and Students to Achieve*

SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

7/8/2020

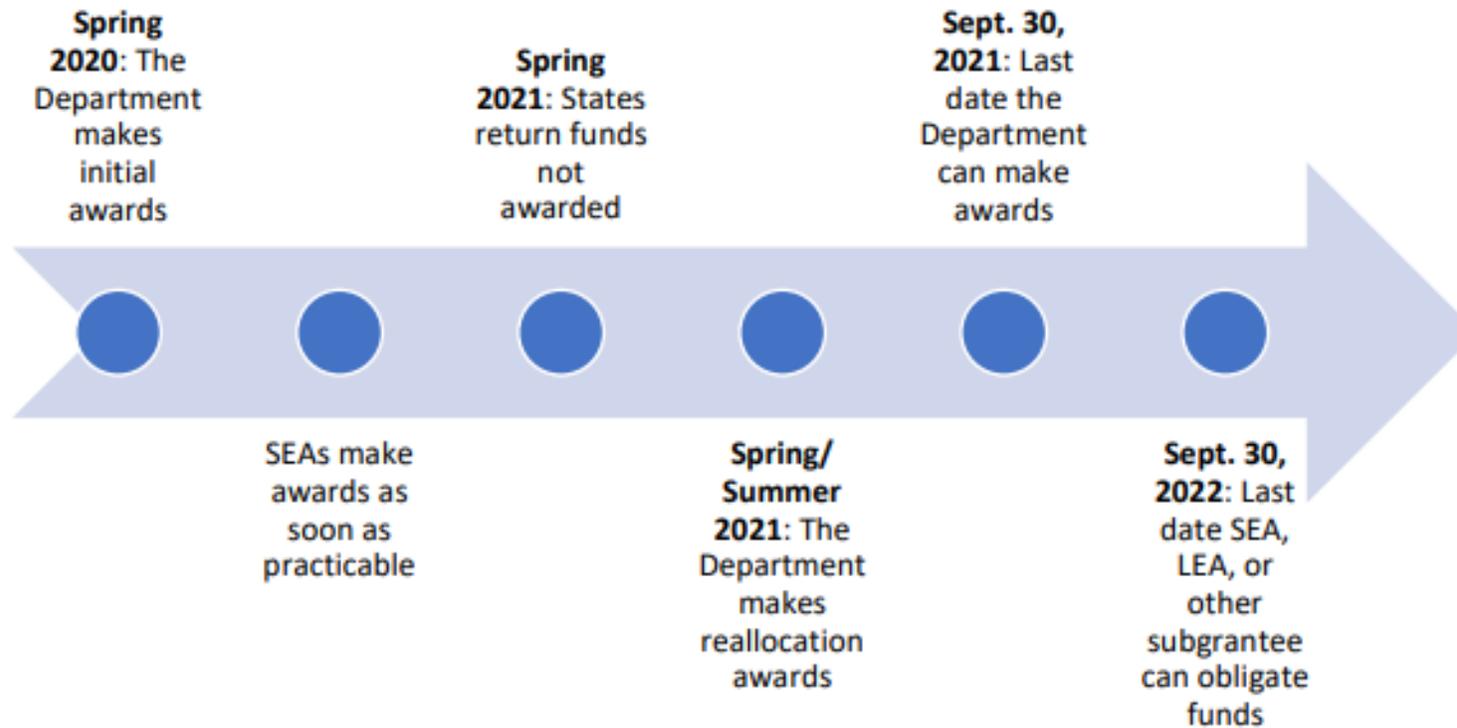
# ISDE Strategic Plan



The SDE is guided by the following:

1. Perseverance: All Idaho students persevere in life and are ready for college and careers
2. Mutually Responsible: All education stakeholders in Idaho are mutually responsible for accountability and student progress
3. Attract and Retain: Idaho attracts and retains great teachers and leaders

# ESSERF DRAWDOWN – PERFORMANCE PERIOD



ESSER funds are available for obligation by LEAs and other subrecipients through September 30, 2022, which includes the Tydings period (General Education Provisions Act §421(b)(1)).

Source: US ED



## When will funds be available?

- LEAs who have submitted an ESSERF application will have access to the ESSERF GRA immediately following the webinar and will be able to begin drawing down funds.
- LEAs who have not submitted an ESSERF application will have access to the GRA as soon as a completed application has been received.
- Please contact Lisa at [lenglish@sde.idaho.gov](mailto:lenglish@sde.idaho.gov) for questions related to the ESSERF application.
- Link to application: <https://form.jotform.com/201274345987160>

# ESSERF DRAWDOWN – USE OF FUNDS



## USE OF FUNDS BY LEAS UNDER THE ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND

Local spending options for Elementary and Secondary School Emergency Relief Funds are broad and flexible consistent with the federal government’s goal of preventing, preparing for, and responding to coronavirus. Expenditures for these funds must be necessary and reasonable.

LEAs may spend their funds on a wide variety of activities (Sec. 18003(d)):

- (1) Any activity authorized by the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Act (IDEA), the Adult Education and Family Literacy Act (AEFLA), the Carl D. Perkins Career and Technical Education Act (Perkins), or the McKinney Vento Homeless Education Assistance Act,
- (2) Coordination of LEA preparedness and response efforts to improve coordinated responses with other agencies to prevent, prepare for, and respond to coronavirus,
- (3) Providing principals and other school leaders with the resources necessary to address school needs,
- (4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth,
- (5) Developing and implementing procedures and systems to improve LEA preparedness and response efforts,
- (6) Training and professional development for LEA staff on sanitation and minimizing the spread of infectious diseases,
- (7) Purchasing supplies to sanitize and clean LEA facilities,
- (8) Planning for and coordinating during long-term closures, including how to provide meals, technology for online learning, guidance on IDEA requirements, and ensuring other educational services can continue to be provided consistent with all applicable requirements,
- (9) Purchasing educational technology (including hardware, software, and connectivity) for students served by the LEA that aids in regular and substantive educational interactions between students and their classroom teachers, including assistance technology or adaptive equipment,
- (10) Providing mental health services and supports,
- (11) Planning and implementing activities related to summer learning and supplemental afterschool programs and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care, and
- (12) Other activities that are necessary to maintain operations and continuity of services and continuing to employ existing staff.

## GRANT REIMBURSEMENT APPLICATION (GRA)

No changes to log-in process for current users

Functionality will remain the same, except for some additional reporting requirements

Reporting requirements are based on ESSERF reporting thresholds

- Less than \$150,000
- Greater than \$150,000

# GRA – Drawdown



## ESSERF FUNDING

### ➤ Grants

#### ➤ CARES ACT – ESSERF

Funding will be available Thursday, June 25<sup>th</sup>

SAM.gov Grants Reports

Sub Award Name ▲	Allocation ▼	Expended ▼	Balance ▼	R...	St...
<input checked="" type="checkbox"/> ESSERF	\$160,000.00	\$0.00	\$160,000.00	1	Active
▶ IDEA Part B	\$285,927.00	\$0.00	\$285,927.00	0	Active
▶ IDEA Part B Preschool	\$12,905.00	\$0.00	\$12,905.00	0	Active
▶ Title I-A Improving Basic Programs	\$367,035.00	\$0.00	\$367,035.00	0	Active
▶ Title I-C Education of Migratory Children	\$51,951.00	\$0.00	\$51,951.00	0	Active
▶ Title II-A Supporting Effective Instruction	\$62,774.00	\$1,765.16	\$61,008.84	1	Active
▶ Title III-A English Language Acquisition	\$37,580.00	\$2,773.63	\$34,806.37	0	Active
▶ Title IV Student Support & Academic Enrichment	\$29,461.00	\$2,086.12	\$27,374.88	0	Active
▶ Title V-B Rural Education Initiative	\$27,472.00	\$4,348.11	\$23,123.89	0	Active

1 - 9 of 9 items



EESERF allocation less than \$150,000

# GRA: < \$150,000



## ESSERF allocation less than \$150,000

- Locate ESSERF funding and submit request
  - Click “add” under request tab

The screenshot shows the "IDAHO Grant Reimbursement" web application. The user is logged in as "amccann@edu.id". The interface displays a table of sub-awards and a detailed view of a request.

Sub Award Name	Allocation	Expended	Balance	R...	St...
ESSERF	\$10,000.00	\$0.00	\$10,000.00	3	Active

R...	Expenditure Period	Amount	Status	D...	
58991	4/1/2020-4/30/2020	\$6,200.00	Submitted	6/17/2020	View

# GRA: < \$150,000 (cont.)



➤ Complete request form as you would with a traditional GRA request.

### Create Request

**ESSERF** Phone: 208-332-6989 Email: psmith@sde.idaho.gov

Request for funds received by the 1st and the 15th of the month will be paid by the 11th and 25th

Award Number	Performance Period	Expend By	Available
S425D200043	3/13/2020 - 9/30/2022	12/30/2022	\$10,000.00
Pending Requests:			\$7,850.00
Total Available:			\$2,150.00

**Expenditure Period:** (All expenditures must be obligated before the end of the awards performance period)  
Start Date [calendar] - End Date [calendar]

**Obligation Period:** (Optional)  
Obligation Start Date [calendar] - Obligation End Date [calendar]

Allowed Expense Categories	Amount
Salaries/Benefits	[input]
Purchased Services (not including Professional Development)	[input]
Supplies/Materials	[input]
Capital Objects	[input]
Indirect Cost Collection	[input]

Indirect Cost Collection	[input]
Travel	[input]
Professional Development	[input]
Transportation	[input]
Total:	

**Notes:**  
[text area]

Add Documents Save Cancel

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

I attest that I have read and agree to the above stated conditions.

Submit

# GRA: < \$150,000 (cont.)



- Required Documentation
  - Retain documentation to support your drawdown request
  - Expenditures must be allowable under the CARES act (Slide 5)
  - Stipends must be reported under the salaries/ benefits category
  
- Report expenditures in Fund 252
  
- Report revenue to 445900



## Additional Information

- LEAs currently approaching but not meeting the threshold of \$150,000, may meet this threshold after the allocation adjustment in October 2020
- After LEAs surpass the threshold, they will be required to comply with more in-depth reporting requirements
- For those LEAs impacted, the GRA will automatically require the additional reporting upon completion of a new request.

# GRA REQUESTS



To expedite review and approval by SDE staff, a reference to the appropriate category of the twelve allowable categories would be welcomed. This reference can be added to the notes section: For example:

Allowed Expense Categories	Amount
Salaries/Benefits	<input type="text"/>
Purchased Services (not including Professional Development)	<input type="text"/>
Supplies/Materials	<input type="text"/>
Capital Objects	\$15,000.00
Indirect Cost Collection	<input type="text"/>
Travel	<input type="text"/>
Professional Development	<input type="text"/>
Transportation	<input type="text"/>
Total:	\$15,000.00

**Notes:**

(9) Purchasing educational technology (including hardware, software, and connectivity) for students served by the LEA that aids in regular and substantive educational interactions between students and their classroom teachers, including assistance technology or adaptive equipment,



EESERF allocation greater than \$150,000

# GRA: > \$150,000



- Complete request form as you would with a traditional GRA request
  - Additional reporting is required

Create Request ×

**ESSERF** Manager: **Lisa English**  
Phone: **208-332-6911**  
Email: [lenglish@sde.idaho.gov](mailto:lenglish@sde.idaho.gov)

Request for funds received by the 1st and the 15th of the month will be paid by the 11th and 25th

Award Number	Performance Period	Expend By	Available
S425D200043	3/13/2020 - 9/30/2022	12/30/2022	\$160,000.00
Pending Requests:			\$87,345.00
Total Available:			<b>\$72,655.00</b>

**Expenditure Period:** (All expenditures must be obligated before the end of the awards performance period)  
Start Date  - End Date

**Obligation Period:** (Optional)  
Obligation Start Date  - Obligation End Date

Allowed Expense Categories	Amount
Salaries/Benefits	<input type="text"/>
Purchased Services (not including Professional Development)	<input type="text"/>
Supplies/Materials	<input type="text"/>

# GRA: > \$150,000 (cont.)



**Project Name:**

**Project Description:**

Number of Jobs Created or Retained (Represents the equivalent portion of a full-time position for an entire year)

**Certified FTE:**

**Non-Certified FTE:**

**Subcontracts/Subgrants**

**Subcontractor #1**

**EIN:**

**Name:**

**Amount:**

**Description of work performed:**

**Subcontractor #2**

**EIN:**

**Name:**

## Requests

- Project name and description required for all requests
- Job Data required for reimbursement of “Salaries/Benefits” expense category.
- Subcontracts/Subgrant data required for reimbursement on “Purchased Services” expense category.
  - Total must equal amount claimed under “purchased services” expense category.



## EXAMPLE

- Example: The LEA hired a custodian to increase the frequency and level of cleaning on the school property. The individual works 680 hours annually and earns \$6,800. This is a 0.327 FTE (based on 2,080 FTE work hours).
  
- $680 \text{ hrs} / 2,080 \text{ hrs} = 0.327 \text{ FTE}$

# GRA: > \$150,000 (cont.)



- Required Documentation and Request Completion
  - Retain documentation to support your drawdown request
  - Expenditures must be allowable under the CARES act (Slide 5)
  - Stipends must be reported under the salaries/ benefits category
  
- Report expenditures in Fund 252
  
- Report revenue to 445900

# GRA REQUESTS



To expedite review and approval by SDE staff, a reference to the appropriate category of the twelve allowable categories would be welcomed. This reference can be added to the notes section: For example:

Allowed Expense Categories	Amount
Salaries/Benefits	<input type="text"/>
Purchased Services (not including Professional Development)	<input type="text"/>
Supplies/Materials	<input type="text"/>
Capital Objects	\$15,000.00
Indirect Cost Collection	<input type="text"/>
Travel	<input type="text"/>
Professional Development	<input type="text"/>
Transportation	<input type="text"/>
Total:	\$15,000.00

**Notes:**

(9) Purchasing educational technology (including hardware, software, and connectivity) for students served by the LEA that aids in regular and substantive educational interactions between students and their classroom teachers, including assistance technology or adaptive equipment,



## • GRA System Issues

- Aaron McCoy, 208-332-6858, [amccoy@sde.idaho.gov](mailto:amccoy@sde.idaho.gov)
- GRA Administrators, [graadministrators@sde.idaho.gov](mailto:graadministrators@sde.idaho.gov)

## • ESSERF Funding Issues

- Lisa English, 208-332-6911, [lenglish@sde.idaho.gov](mailto:lenglish@sde.idaho.gov)
- Alexandra McCann, 208-332-6900, [amccann@sde.idaho.gov](mailto:amccann@sde.idaho.gov)

# ESSERF DRAWDOWN – USEFUL LINKS



- [State of Idaho Coronavirus Resources for Schools webpage](#)
- [ESSERF LEA Allocations List \(5/13/2020\)](#)
- [Use of Funds by LEAs Under the Elementary and Secondary School Emergency Relief Fund](#)

# Contact Us! Federal Programs Staff



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# Thanks for all you do!

## **Federal Programs Department**

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