

Utah ESSER 60-Day Report

State Program Representative:	Sarah Young, Director of Strategic Initiatives, Utah State Board of Education sarah.young@schools.utah.gov
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Budget for SEA Reserve

1. Please use ED Form 524 to submit the requested budget for your SEA Reserve. The form can be found here: <https://www2.ed.gov/fund/grant/apply/appforms/ed524.pdf>. While the ED Form 524 is typically used for discretionary grants, we are using this form since it provides a clear and simple format for the SEA Reserve reporting.

Please see attached Utah ESSER 60-Day Report Budget.pdf.

2. In general, please note that for ESSER program, Parts 74, 75, 85 and 86 of the Education Department General Administrative Regulations generally do not apply. Please refer to the Certification and Assurances document for a complete list of applicable regulations.

3. Please complete Sections A and C of the ED 524 form. Do not complete Section B. See below for clarifications on Sections A and C.

- a. **Section A: i. Please complete the Section A table. Please only complete Column (a) for the one-year time period beginning on the date of your award (e.g., 4/23/2020 – 4/23/2021). After one year, a SEA must return to the Department any funds that it did not reserve for administration (up to 1% of its total ESSER award) or that have not been otherwise awarded.**

- i. **Please respond to all budget categories.**

Please see attached Utah ESSER 60-Day Report Budget.pdf.

Supplies: PPE for K-12 Education: \$2,075,000.00

Contractual: LEA BASE funding: \$780,720.00

Other: \$3,926,458.00 not currently awarded by the Utah State Board of Education. There are pending votes on several additional proposed projects.

- ii. **For the category of “Other,” please include other direct costs not covered under budget categories 1-7.**

- iii. **Under the Indirect Cost information, only complete 1, 2, and 4. Do not complete 3, 5 or 6.**

Please see attached ICP Agreement Utah.pdf.

- b. **Section C (Budget Narrative), for each budget category in Section A, please provide a justification, a detailed description of allowable, reasonable and necessary costs, and address the following items:**

Supplies: Personal Protective Equipment for K-12 Education: \$2,075,000.00

USBE staff have identified the procurement of personal protective equipment (PPE) as a statewide need for K-12 education in Utah. This is based on a strain on the supply chain creating a challenge for LEAs to be able to use local procurement to gain access to necessary supplies. USBE Director of Purchasing Zac Christensen conducted preliminary discussions with Utah State Purchasing to determine opportunities for procurement of PPE that are not available to the general public. Additionally, State Superintendent Dr. Sydnee Dickson gathered input from the Superintendent's COVID-19 council and other community members. This use case was approved by the Utah State Board of Education in a public meeting on Thursday, June 4, 2020. The procurement includes:

1. 600 thermometers – The Utah State Board of Education conducted a survey to the field and found that approximately 50% of our schools do not have an appropriate thermometer for non-contact temperature screening.
2. 50,000 disposable masks – The Utah State Board of Education is working collaboratively with other state entities to procure reusable masks for approved use cases. However, it is noted that students who may exhibit symptoms at school will need to have access to a disposable mask. This procurement is specific to secondary students, as they are adult sized masks, and will provide an initial stock for schools to have upon opening.
3. Sanitizing Wipes – These have become exceptionally hard to find. Utah State Purchasing is looking to make the purchase of several million wipes in the next couple of weeks and USBE could join in the purchase. We are attempting to secure 5 wipe containers per FTE for K-12 education (190,000 canisters).
4. Hand Sanitizer Stands, Bottles, and Refills - For the hand sanitizers/ stations, the supply chain is limited at this time, especially for hand sanitizer stands for public use. The Utah State Board of Education has issued an RFP to procure two hand sanitizer stands and 5 refills per stand to each school site in K-12. (2,270 free standing hand sanitizer station with 11,350 refills)
5. Face Shields and Medical Gowns – These would be made available to nurses or other first responders engaging with symptomatic students. Additionally, for teachers who need to be in close proximity to students for educational services.

Contractual: LEA BASE funding: \$780,720

The Utah State Board of Education approved the creation of a \$21,194.31 base funding level for all Utah local education agencies on Thursday, June 25, 2020 from the state ESSER reserve to address LEAs that received no funds or less than the base amount. Impacts of COVID-19 has been experienced by all schools. Please see the attached file for additional details in column G: CARES Act Relief Funds – ESSER Title IA and SEA Reserve distributions to LEAs 6-26-20.pdf

Other: Yet to be budgeted: \$3,926,458.00

The “Other” amount represents the remaining state reserve that is not currently awarded by the Utah State Board of Education. There are pending votes on several additional proposed projects.

- i. The use of funds for Administrative Costs. Please tell us if you are reserving funds for administrative costs and the total amount. Please describe how these funds will be used consistent with the budget categories from the Section A Table.**

The Utah State Board of Education is in the process of posting a job position for an executive administrative assistant to lead the analysis of reimbursement requests for Utah K-12 CARES awards. This individual will review reimbursement requests with required documentation in the Utah Grants Management system for compliance with the approved local education agency plan and allowable expenses as outlined. This position will be time-limited to the period of the K-12 CARES award. The Utah State Board of Education will report on the total salary and benefits costs once this individual is hired.

- ii. The clarification of the category, “Other.” Please clearly identify funds used for subgrants and other items of cost in this category.**

Other: Yet to be budgeted: \$3,926,458.00

The “Other” amount represents the remaining state reserve that is not currently budgeted by the Utah State Board of Education. There are pending votes on several additional proposed projects for the SEA reserve.

- iii. The description of Large Covered Funds. Please provide a detailed list of activities and/or projects that are budgeted for more than \$150,000.**

The Utah State Board of Education has authorized the use of up to \$2,075,000.00 for the procurement of personal protective equipment (PPE) for Utah K-12 education. This use case was approved by the Utah

State Board of Education in a public meeting on Thursday, June 4, 2020. This item is described in more detail in our response to 3b.

The Utah State Board of Education authorized the use of \$780,720 to create a \$21,194.31 base funding level for all Utah local education agencies on Thursday, June 25, 2020 from the state ESSER reserve to address LEAs that received no funds or less than the base amount. Impacts of COVID-19 has been experienced by all schools. Please see the attached file for additional details in column G: CARES Act Relief Funds – ESSER Title IA and SEA Reserve distributions to LEAs 6-26-20.pdf

Internal Control and Subrecipient Monitoring Plan

Please refer to the Attachment T of your Grant Award Notification for clarifications on providing your Internal Control and Subrecipient Monitoring Plan.

In the application process for ESSER, USBE will review the LEAs' narrative and budget attachment in Utah Grants Management System. USBE utilizes a two-step review process, one educational expert does the primary review of the LEA applications. Our ESSER program director is conducting the second review of all the applications for final recommendation of award. Once applications are approved by the program leaders, they are reviewed by two separate financial experts at USBE before they are approved.

When reimbursement requests are sent in by the LEAs, the USBE federal program expert reviews them first and requests any documentation/back-up that is needed. Upon approval, the request is then reviewed by our ESSER program director. Upon the second approval, they are then sent to USBE internal accounting to be reviewed by two separate financial experts before funds are released.

Additionally, Utah LEAs that receive federal funds are also reviewed on an annual basis through the Desktop Monitoring Instrument which has questions related to equitable services. A portion of the LEAs are selected each year to have onsite reviews.

Utah is currently developing a reporting mechanism for LEAs to report the funding used for equitable services. This tool will be utilized across GEER and ESSER grant awards for coherence.