

From: ESSER.GEER.EANS.AnnualReport <ESSER.GEER.EANS.AnnualReport@ed.gov>
Sent: Thursday, February 2, 2023 4:34 PM
To: ESSER.GEER.EANS.AnnualReport <ESSER.GEER.EANS.AnnualReport@ed.gov>
Subject: ESSER Reporting Resources and Expectations Letter—February 2, 2023

Dear Colleagues,

Thank you for your continued efforts to support your State educational agency's (SEA's) administration of the Elementary and Secondary School Emergency Relief (ESSER) Fund made available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act; Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021; and American Rescue Plan (ARP) Act of 2021.

Following last year's successful data reporting cycle, initial collection of the ESSER Fund Fiscal Year (FY) 2022 (Year 3) Annual Performance Report (APR) will take place from **April 10 to May 4, 2023**, with a data correction period to resolve isolated data quality issues from **July 24 to August 10, 2023**. The Year 3 [collection form](#) is now available on the [Grantee Help Page](#) of the U.S. Department of Education's Education Stabilization Fund Transparency Portal.

SEA reporting provides the public with insight into how funds have been used by your SEA and its local educational agencies (LEAs) to support students and educators recovering from the impact of COVID-19 and helps ensure accountability for unprecedented levels of Federal investment. The Department will support your SEA in meeting its ESSER Fund FY 2022 (Year 3) reporting obligations. Two upcoming webinars will be announced soon by the APR Help Desk. These webinars will explain the Year 3 reporting form, process, and available resources. These and other resources include but are not limited to:

- An updated Grantee Help Page (<https://covid-relief-data.ed.gov/grantee-help/esser>) that will include resources available to grantees to support their reporting.
- A [summary](#) of updates to the collection form from ESSER FY 2021 (Year 2) reporting to ESSER FY 2022 (Year 3). For example, updates were included on the collection form to clarify the APR reporting fiscal year and highlight automatically-calculated data elements.
- Updated reporting [template files](#) for the current reporting period will be available in February, followed by SEA-tailored versions (containing prepopulated data from prior reporting) sent directly to respective SEAs.
- A [data dictionary](#) with key information on all ESSER reporting variables, expected format of the data reported, and format validation rules.
- A [business rules guide](#) detailing ESSER reporting requirements and specific data submission errors or warnings that a grantee may encounter during reporting.
- Webinars that will be recorded and posted to the Grantee Help Page for future reference.

The Department's APR Help Desk is currently open Monday through Friday from 9:00AM to 5:00PM ET (excluding federal holidays) and can be reached at ESSER.GEER.EANS.AnnualReport@ed.gov. When the reporting portal opens for formal APR submission on April 10, 2023, the APR Help Desk will be staffed at higher levels to quickly

respond to any technical challenges your SEA may encounter with the reporting portal. Your SEA is encouraged to contact the APR Help Desk as early as possible to work through any challenges it may encounter.

As a reminder, an SEA may use up to one-half of 1 percent of its total ARP ESSER allocation for administrative costs. If your SEA is concerned about its ability to meet its reporting obligations, your SEA should consider the use of these funds to meet these obligations.

Similar to last year's APR process, the Department is unable to accept any APR that does not meet the minimum requirements summarized below and included in the above-referenced template file resource.

1. Required SEA-Level Data Points. Some SEA-level data points are required. For these, no submitted data value may be blank, internally inconsistent, or otherwise logically impossible (for example, reported component parts summing to a value in excess of its associated reported total). The Department will not accept any APR that does not meet these requirements. SEA-level data points required in this year and future years are:
 - Section 2.1—Total SEA Grant
 - Section 2.2a—SEA Reserve
 - Section 2.2b—SEA Expenditures of SEA Reserve
 - Section 2.2c—Narrative regarding SEA initiatives and services
 - Section 2.2d—SEA Interventions to Address Learning Loss/Interventions & Participation
 - Section 2.3a—SEA Reserve Awards & Direct Expenditures
 - Section 2.3b—SEA: Identifying Students for Support
 - Section 2.3c—Narrative regarding allocation of ARP ESSER SEA Reserve funds

1. Required LEA-Level Data Points. Some LEA-level data points are required. For these, no submitted data value is allowed to be blank, internally inconsistent, or otherwise logically impossible. The Department will not accept any LEA-level record that does not meet these requirements. LEA-level data points required in this year and future years are:
 - Sections 2.4a through 2.6f—SEA Reserve awards to LEAs and non-LEAs; Expenditures of SEA Reserve awards; Planned uses of remaining SEA Reserve funds
 - Section 3.a—Subgrant Awards
 - Section 3.b1—Use of Funds Detail
 - Section 3.b3 through 3b5—Planned Uses of Remaining (Mandatory Subgrant) Funds
 - Section 3.b6—Maintaining Safe In-Person Instruction
 - Section 3.b7—ESSER Fund to Provide Internet Access
 - Section 3.b8 through 3.b9—Reengaging Students/Reengaging Students Activities
 - Section 3.c—Allocation to Schools
 - Section 3.d1—Amount Reserved to Address Learning Loss

- Section 3.d2—Amount Expended
 - Section 3.d3—Activities or Interventions
 - Section 3.d4—Narrative
 - Section 5—Full-time Equivalent Positions
2. Optional LEA-level Data Points. Some LEA-level data points are optional in the ESSER Fund FY 2022 (Year 3) APR, but will be required beginning in the ESSER Fund FY 2023 (Year 4) APR. For these optional data points, submitted data values are allowed to be blank. However, if an SEA chooses to report non-blank values, no submitted data value is allowed to be internally inconsistent or otherwise logically impossible. The Department will not accept any LEA-level record that does not meet these requirements. The optional LEA-level data points are:
- Section 3.b10—LEA Hiring and Retention of Specific Positions
 - Section 4.c1—Access to Select Staff
3. Minimum Number of LEA-level Records. APRs must include a minimum number of LEA-level records in order to be accepted. Specifically, an SEA must successfully submit enough LEA-level records to account for at least 98 percent of the count of its LEAs and at least 98 percent of the dollars awarded to its LEAs. The Department will not accept an APR that does not meet this requirement.

Please note, some data points are considered *preview only* for this year’s APR, which means that these data will be required to be reported beginning in the ESSER Fund FY 2023 (Year 4) APR. These questions are contained in the Appendix section of the ESSER Fund FY 2022 (Year 3) APR form, and include Section 2.2e—SEA Interventions and Participation; Section 3.b2—Use of Funds Detail; Section 4.b1—Activities by Subpopulations; and Section 4.b2—Total LEA Student Enrollment by Demographic Subgroup. Please also note, the data points contained in “Section 6—Maintenance of Equity” of the ESSER Fund FY 2021 (Year 2) collection form are also required, but will be collected outside of this APR data collection, by the Department’s Office of State and Grantee Relations (SGR). More information on this year’s Maintenance of Equity reporting requirements will be provided by SGR.

A designated representative from your SEA is expected to certify the accuracy of its ESSER Fund FY 2022 (Year 3) APR by May 4, 2023. A reopening of the APR submission system will be provided for SEAs to resolve isolated data quality issues identified by the Department. The APR data quality issues will be expected to be resolved by your SEA from **July 24 to August 10, 2023**. SEAs will also use this time to ensure their revised APR accounts for 100 percent of its LEAs and 100 percent of the dollars awarded to them. Please note this opportunity to revise APRs based on Department feedback is only available to SEAs that meet the May 4, 2023, initial submission deadline. Please note, if your SEA needs to correct or update previously reported data within the ESSER FY 2021 (Year 2) APR, the SEA will have a final opportunity to edit this APR from **July 3 to July 20, 2023**.

The Department commends its grantees for promoting fiscal transparency by meeting reporting obligations during the first two years of data collection. The data you submitted provides the public with transparency on how nearly \$200 billion in education funding are being spent to help students, schools, and educators recover from the impact of COVID-19. As with years past, the Department will continue working closely with SEAs to provide technical assistance to support SEAs in continuing to provide these critical data this year. The Department also reminds SEAs that, as with years past, the Department may initiate additional steps to ensure compliance with the above reporting requirements. As we shared last year, if an APR is not received by the deadline, these actions may include placing special conditions on the SEA's grant awards or initiating actions to withhold, suspend, or terminate remaining ESSER funds in accordance with the Department's enforcement authority in section 455 of the General Education Provisions Act.

If you have questions about your ESSER Fund FY 2022 (Year 3) APR requirements, please reach out to the Department via ESSER.GEER.EANS.AnnualReport@ed.gov.

Sincerely,

Greg Fortelny
Chief Data Officer
U.S. Department of Education