

From: [ESSER.GEER.EANS.AnnualReport](#)
To: [ESSER.GEER.EANS.AnnualReport](#)
Subject: Two Weeks Left to Submit ESSER Fiscal Year 2022 (Year 3) APR!
Date: Wednesday, April 19, 2023 4:24:31 PM

Greetings,

As a reminder, the Elementary and Secondary School Emergency Relief (ESSER) Fiscal Year 2022 (Year 3) Annual Performance Report (APR) data collection will close on **Thursday, May 4, 2023**, and your State has not yet started. A submission of the APR is required by May 4, 2023. Late submissions will not be accepted, and deadline extensions will not be granted.

TIP! If you do not see your ESSER Fiscal Year 2022 (Year 3) APR once logged into the [ESF Data Collection Tool](#), manually refresh your page by selecting Ctrl + F5 or select the *Application Updated - Click here or reload page for latest version* link at the top of the page, if available.

Reminder: Business rules will be applied against your data and all errors must be resolved prior to submission. Please log in as soon as possible to allow sufficient time to resolve any errors you may encounter to successfully complete the reporting requirement.

You may access the [Business Rules Guide](#) to assist with resolving errors and warnings. The *Submit* button will only appear once all errors have been resolved and will only appear to Submitter account holders.

All five upload templates require **Unique Entity Identifiers** and DUNS numbers. The Unique Entity Identifier (UEI) Fact Sheet is available on the main ESF Grantee Help Page: <https://covid-relief-data.ed.gov/grantee-help>. Your State should collect and/or obtain all needed UEIs as soon as possible.

Access the following [Grantee Help Page](#) resources under *Fiscal Year 2022 (Year 3) Annual Performance Reporting Resources* to help you submit your ESSER APR:

- OMB Form and Annotated Form
- Summary of Key Differences between ESSER FY 2022 and FY 2021 Reporting
- Data Dictionary
- Blank upload templates
- Form Review Webinar video and slides (including Q&A document)
- Reporting Checklist
- Business Rules Guide
- Technical Webinar video and slides
- User Guide
- [Definitions and FAQs](#)

Thank you,

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