

From: [ESSER.GEER.EANS.AnnualReport](#)
To: [ESSER.GEER.EANS.AnnualReport](#)
Subject: ESSER Reporting Resources and Expectations Letter - January 31, 2024
Date: Wednesday, January 31, 2024 12:39:34 PM

Dear SEA 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) funds 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. The ESSER Fund Fiscal Year (FY) 2023 (Year 4) Annual Performance Reporting (APR) will take place in May 2024, and I am writing today to make sure you are aware that the collection form is now available on the [Grantee Help Page](#) of the U.S. Department of Education's Education Stabilization Fund Transparency Portal.

Specifically, for ESSER, the Department's reporting system will be open for submission of the FY 2023 (Year 4) APR starting **May 13, 2024, through June 6, 2024.**

Accurate SEA reporting remains essential to providing the public with timely insight into how ESSER funds have been used by your SEA and its local educational agencies (LEAs) to support students and educators in addressing the impact of COVID-19, and for helping to ensure accountability with respect to these unprecedented levels of federal investment. As was previewed and communicated during the FY 2021 (Year 2) and FY 2022 (Year 3) ESSER APR collection, there are additional reporting items that are now required in the FY 2023 (Year 4) ESSER APR collection. Consistent with reporting last year, several resources will be made available to your SEA to assist with reporting. These resources include, but are not limited to, the following:

- An updated Grantee Help Page (<https://covid-relief-data.ed.gov/grantee-help/esser>) that includes resources available to grantees to support their reporting. As additional resources are made available, they will be published on that page. Current resources and planned resources include:
 - A summary of key differences between ESSER Fiscal Year 2022 (Year 3) Reporting and ESSER Fiscal Year 2023 (Year 4) Reporting.
 - Three webinars to be held prior to the reporting submission window, providing grantees with a review of the reporting process and requirements. The January 30, webinar provided a detailed review of the ESSER intervention participation questions; a form review webinar will be held in March; and a technical webinar will be held in May. A link to a recording of the webinars will be added to the Grantee Help Page for reference.
 - Updated reporting template files for the current reporting period with prepopulated data from prior reporting to help grantees collect sub-grantee data to complete the reporting requirements. In January, blank templates were made available to assist in data gathering prior to the APR open period. In March, pre-filled templates will be provided to each SEA.
 - A data dictionary containing key information on all ESSER reporting variables, the

expected format of the data reported, and format validation rules.

- A [business rules](#) guide detailing the ESSER reporting requirements and specific systematic errors or warnings that a Grantee may encounter during the reporting process.
- The Department's ESSER Fund APR Helpdesk is currently open Monday through Friday from 9:00AM to 6:00PM EST and can be reached at ESSER.GEER.EANS.AnnualReport@ed.gov.
 - When the reporting system opens for formal APR submission on May 13, 2024, the APR Helpdesk will be staffed at higher levels to quickly respond to any technical challenges your SEA may encounter with the reporting portal.
 - The Department's ESSER Fund APR support team will be available for dedicated service and one-on-one support. Your SEA is encouraged to contact the APR Helpdesk as early as possible to work through any challenges it may be encountering. We strongly encourage SEAs to have their data prepared for submission in advance of the system opening period.

As a reminder, a State 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, please consider ways these funds could be used to address these reporting requirements.

Completeness is an important component of data quality, and a considerable challenge for many grantees in previous years of ESSER reporting. The Department cannot accept any APR that does not meet the minimum requirements in the above-referenced template file resource and summarized in an appendix to this letter.

APRs must include a minimum number of LEA-level records in order to meet an acceptable level of completeness. 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. A designated representative from your SEA is expected to certify the accuracy and completeness of its ESSER Fund FY 2023 (Year 4) APR by June 6, 2024. A subsequent reopening of the APR submission system will be provided for SEAs to resolve isolated data quality issues identified by the Department. Identified APR data quality issues will need to be resolved by your SEA in **September 2024**. The Department will notify SEAs of ESSER APR identified data quality issues during the summer. SEAs will also be able to use this time to ensure their revised APR accounts for all LEAs and all dollars awarded to them. Please be aware that this opportunity to revise APRs based on Department feedback is only available to SEAs that met the June 6, 2024, initial submission deadline.

Full compliance with ESSER reporting requirements is of the utmost importance to the Department. The Department will continue to provide you and your SEA with technical assistance and support to help meet reporting requirements and promote fiscal transparency. If your SEA is unable to meet the minimum requirements stated above and submit its APR by June 6, 2024, the Department may take action necessary to ensure compliance with ESSER reporting requirements. These actions may include placing special conditions on your SEA's grant award or initiating actions to withhold, suspend, or terminate your 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 2023 (Year 4) APR requirements, please reach out to the Department at ESSER.GEER.EANS.AnnualReport@ed.gov.

Sincerely,

Ross Santy
Chief Data Officer
U.S. Department of Education

Appendix - Listing of required report sections for ESSER FY 2023 (Year 4) reporting:

1. 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 this requirement. SEA-level data points required in this year and future years are:

- Section 1.1—State Fiscal Year
- 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-2.2e—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. 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 this requirement. 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 3a—Subgrant Awards
- Section 3.b1—Use of Funds Detail – Accounting Objects
- Section 3.b2 - Use of Funds Detail - Activities
- Section 3.b3 -3.b5—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.b8-3.b9—Reengaging Students/Reengaging Students Activities
- Section 3.b10—LEA Hiring and Retention of Specific Positions
- Section 3.c—Allocation to Schools
- Section 3.d1—Amount Reserved to Address Learning Loss
- Section 3.d2—Amount Expended from LEA Reserve
- Section 3.d3—LEA Reserve Activities or Interventions
- Section 3.d4—LEA Reserve Narrative
- Section 4.b1—LEA Interventions and Participation
- Section 4.b2—Total LEA Student Enrollment by Demographic Subgroup
- Section 4.c1—Access to Select Staff
- Section 5—Full-time Equivalent Positions