

Introduction & Overview

US Department of Education

Annual ESSER Report

ND Public School Districts – Data Collection

April 23, 2024

Objectives

- Review the following:
 - ESSER funding background and overall reporting requirements
 - Long-range and immediate report timelines
 - Data collection technical overview
 - Data collection content overview
- Report Details By Survey Segment
 - Logging in & Getting Started
 - ESSER I & II
 - ESSER III
 - Combined ESSER Funded Activities
 - Staffing Reports
 - Program Participation by Subgroup

Background: Between April 2020 and March 2021, North Dakota Department of Public Instruction on behalf of the students of North Dakota accepted \$474.5 million through the ESSER Education Stabilization Funds

Name	ND Allocation	Date Awarded	Deadline to Spend
CARES – ESSER I	\$33.3 million	April 2020	September 30, 2022
CRRSA – ESSER II	\$135.9 million	December 2020	September 30, 2023
ARP – ESSER III	\$305.3 million	March 2021	September 30, 2024

ARP- ESSER III Late Liquidation Clarification- All funds **MUST** be **OBLIGATED** by **September 30, 2024**. It is possible to apply for an extended liquidation period to pay out funds obligated BEFORE September 30, 2024.

No NEW obligations are allowed after September 30, 2024

ESSER Annual Reporting Requirements

US Education Department (USED)

- Annual Expenditures Report- NDDPI & School Districts
- Continuity of Learning Plans- School Districts
 - Posted and updated every 6 months
- Maintenance of Equity- NDDPI & School Districts
 - All but one ND district exempt from Maintenance of Equity
- Approved ESSER 3 Applications- School Districts

North Dakota State Legislative

- HB 1013- 2 Learning Loss Reports

Long-range Timeline



2020 - 2021 Annual Reporting	Due Date	
ESSER I - 2 nd Annual Report ESSER II & III - 1st Annual Report	June, 2022	ESSER I- October 1, 2020- June 30, 2021 ESSER II & III – 1 st expend date – June 20, 2021



2021 - 2022 Annual Reporting	Due Date	
ESSER I - 3 rd Annual Report ESSER II & III – 2nd Annual Report	Spring 2023	July 1, 2021 - June 30, 2022



2022 – 2023 Annual Report	Due Date	Applicable Reporting Period
ESSER I- Final Report (If needed) ESSER II & III- 3rd Annual	Spring 2024	July 1, 2022- June 30, 2023



2023 – 2024 Annual Report	Due Date	Applicable Reporting Period
ESSER II – Final Report ESSER III- 4 th Annual	Spring 2025	July 1, 2023- June 30, 2024



2024 – 2025 Annual Report	Due Date	Applicable Reporting Period
ESSER III- Final Report	Spring 2026	July 1, 2024- June 30, 2025



FY23 USED Annual Report Timeline

April 23, 2024: USED Annual District Report link emailed to district ESSER representatives

May 14, 2024: District reports due to the NDDPI

May 1– May 27, 2024: NDDPI staff review reports and request clarifications

June 3, 2024: State report due to USED

Mid-June – July: USED Data Correction Window

Fiscal Year 2023 ESSER Reporting

Overview

Technical Overview

- Email link sent to one district representative
 - Please forward to all relevant district persons
 - Email link allows for saving and continuing the survey at a later time or by a different person.
 - Data is saved when “Next” is clicked on each page
- Pre-filled data points (Please do NOT edit)
 - Award Data
 - Previous report expenditures
 - Remaining funds as of July 1, 2022
 - Previously reported staffing
- Soft requirement for questions
- Integrated skip logic (non- consecutive questions & pages)
- Review opportunity before submission

Content Overview

Fiscal Data (7/1/2022 – 6/30/2023)

- Data on total amounts expended, disaggregated by ESSER accounting categories, **and specific activities** within each grant and funding source.
- **Dollar amounts spent toward specific Learning Loss interventions** and plans for future fund allocations by activity type.

Personnel Data (September 30, 2022)

- Total count of all FTEs regardless of their funding source.
- **Count of FTEs categorized by specific positions and by school.**

Program Data (2022- 2023 School Year)

- Generalized statements regarding programs and initiatives supported through ESSER funds.
- **Detailed student enrollment district-wide by subgroup**
- **Detailed enrollment and participation by sub-group for ESSER funded Learning Loss interventions**


NDDPI Review & Approval Process

1. Upon submission NDDPI will review the report for completion, content accuracy, and alignment with USED final data request.
2. Report lead will receive an email communication either:
 - a. Confirming completion and a copy of the report that can be saved and shared with constituents
 - b. Requesting additional information, revisions or clarifications

Fiscal Year 2023 ESSER Reporting


Support Resources

Online Resources



**ESSER I, II, III
FUNDING
APPLICATIONS &
ALLOCATIONS**

Applications & Allocations



**ESSER I, II, III FUND
ALLOWABILITY &
REIMBURSEMENT**

Allowability & Reimbursement




**ESSER I, II, III
REPORTING &
MONITORING**

Reporting & Monitoring



EANS I FUNDING
Emergency Assistance for
Nonpublic Schools

EANS I Funding



EANS II FUNDING
ARP Emergency Assistance for
Nonpublic Schools

EANS II Funding



**TEACHER
INNOVATION
GRANTS**

Teacher Innovation Grants

- ✓ Recordings of USED Annual Report Micro-training videos
- ✓ Appendix A
- ✓ PowerPoint
- ✓ FAQ & Tips

<https://www.nd.gov/dpi/familiescommunity/covid-19-funding>

Essential Definitions

Appendix A- ESSER Annual Report –Definitions

General Definitions	
State Education Association (SEA)	NDDPI
Local Education Association (LEA)	Public School District
Allocation	Amount of funds awarded
Expenditure	Claims reimbursed through WebGrants with a Paid Date that falls during the current reporting period.
Mandatory District Grants	Mandatory grants allocated to all Title I qualified districts from ESSER I, II, and ARP (ESSER III) funds.
State Discretionary Grants	Additional grants awarded to districts based on state priority funds and competitive grant opportunities. For example: Default grants provided to Title I non-eligible districts from ESSER I, ESSER II, and ARP (ESSER III) funds. Also ChoiceReady, Food Service Innovation, and other grants awarded through application processes from ESSER I, ESSER II, and ARP (ESSER III)
ESSER I – Discretionary Grants Include-	NDDPI Standard ESSER Grant to non-eligible Title I school districts, Early Childhood Special Education Grants, Special Education Standard Grants
ESSER II – Discretionary Grants Include-	NDDPI Standard ESSER Grant to non-eligible Title I school districts, Adult Ed-Integrated Education and Training (IET) Competitive Grant, 21st CCLC, School Board Training-2022, EmpowerU, Emotional Intelligence, Food Service Innovation, LEA Family Engagement, NDPCBL Scale-2023, Teacher Innovation Grant 2022 Q2
ESSER III – Discretionary Grants Include-	NDDPI Standard ESSER Grant to non-eligible Title I school districts, North Dakota Systemwide Literacy Improvement, Academic Summer Enrichment Camp Grant, Teacher Innovation Grant Round 1- 6, Out of School Time Grants

Essential Definitions are also included in key areas of the survey in detailed support videos, and on the Covid-19 Funding website.

NDDPI Hosted: Online Collaborative Worktime

- **Friday, April 26, 2024**
11:00 am – 1:00 pm CT
 - **Wednesday, May 1, 2024**
7:30 – 8:45 am CT
 - **Tuesday, May 7, 2024**
4:45 – 6:45 pm CT
 - **Wednesday, May 9, 2024**
11:45 am – 12:45 pm CT
 - **Monday, May 13, 2024**
4:45 – 6:45 pm CT
- Intended to serve as an opportunity for you to work on completing your report.
 - No prepared presentation and no recording
 - FAQ document will be published following the workshop.
 - **Do NOT feel obligated to attend** If you appreciate collaborative work time with colleagues, the time is available.

To join the Microsoft Teams Meeting use codes on page 1 of survey or Email abutterworth@nd.gov for direct meeting links.

Email & Phone Support

The following sources will be available to support districts completing the FY23 ESSER Annual Report.

- **Emailed question will be answered within 24 hours –**
abutterworth@nd.gov

- ESSER Support Line Monitored for General & Technical questions-

Voicemails will be returned within 48 hours.

Additional Support Videos:



- [Introduction & Overview](#)

- [ESSER I & II](#)

(Survey pages 2- 16)

- [ESSER III](#)

(Survey pages 17- 25)

- [Combined ESSER Funded Activities](#)

(Survey page 26-30)

- [Program Participation by Subgroup](#)

(Survey Pages 31 - 38)

ESSER I & II

US Department of Education

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Survey Pages 2-16

What's New

All mandatory grant expenditures are reported twice.

Addressing Physical Health and Safety *

100 - Personnel Services -- S

200 - Personnel Services -- B

300 - Purchased Professional

400 - Purchased

Addressing Physical Health and Safety

Previously reported amount= \$ *

500 - Other I

a. Building and facilities upgrades and maintenance, including ventilation systems and new construction

600 - Supplies

b. Assistance with meals for students

700 - Proper

c. Cleaning and/or sanitization supplies

800 - Other I

d. Temporary classroom space to support social distancing

900 - Other I

e. Temporary or additional transportation services to support social distancing to and from school

Total : 0.00

f. Capacity-building to improve disaster preparedness and response efforts, including coordination with State, local, Tribal, and territorial public health departments, and other relevant agencies to improve coordinated responses to prevent, prepare for, and respond to COVID-19

g. Other health protocols not listed above and aligned to guidance from the Centers for Disease Control and Prevention (CDC) such as: vaccines for staff and/or students, COVID-19 testing for staff and/or students, contact-tracing, masks

Total : 0.00

Essential Definitions & Clarifications

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Essential Definitions & Clarifications

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ESSER III – Discretionary Grants Include-	NDDPI Standard ESSER Grant to non-eligible Title I school districts, North Dakota Systemwide Literacy Improvement, Academic Summer Enrichment Camp Grant, Teacher Innovation Grant Round 1- 6, Out of School Time Grants

Essential Definitions & Clarifications

Planned Use of Funds	Remaining funds that have been earmarked or budgeted for specific purposes are considered “Planned Uses” of Remaining Funds. The Department acknowledges these plans may change; please provide the most current information regarding budgeted or earmarked uses of remaining funds.
Mental Health Supports	Services provided by licensed mental health professionals
Social-emotional Support	Supports and supplies provided to students through any means that are not, licensed mental health professionals

Tips & Tricks

- Do NOT update any auto-filled answers.
 - These answers are loaded from USDE and NDDPI previous reports. **If** there is an error, contact NDDPI to initiate a review & correction.
- The **ONLY** expenditures reported on THIS report have Paid Dates on WebGrants that occurred between (July 1, 2022 & June 2023)
- Please report all amounts to the \$.01. No rounding for this report
- Utilize validation checkpoints to ensure key numbers are accurate otherwise your report will have to be returned and revised

Tips & Tricks

Utilize WebGrants to determine expenditures

Grant List Genera **Claims** Annual Approp Capita Corres Contra Additi ESSER

Claims (Request for Funds) [Notes \(1\)](#) [+ Add Claim](#)

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
10170 - 001	Reimbursement	Withdrawn	07/01/2020	06/30/2021			-
10170 - 014	Reimbursement	Submitted	01/01/2024	03/31/2024	04/11/2024		\$741,842.78
10170 - 013	Reimbursement	Paid	10/01/2023	12/31/2023	01/31/2024	02/13/2024	\$2,849,664.29
10170 - 012	Reimbursement	Paid	07/01/2023	09/30/2023	10/30/2023	11/14/2023	\$3,768,966.19
10170 - 011	Reimbursement	Paid	05/01/2023	06/30/2023	07/31/2023	08/10/2023	\$1,927,710.97
10170 - 010	Reimbursement	Paid	03/01/2023	04/30/2023	05/10/2023	06/06/2023	\$773,620.78
10170 - 009	Reimbursement	Paid	01/01/2023	02/28/2023	03/15/2023	03/28/2023	\$762,785.17
10170 - 008	Reimbursement	Paid	11/01/2022	12/31/2022	01/18/2023	02/07/2023	\$692,949.79

Only expenditures highlighted in yellow will be reported in this report

Tips & Tricks

- Report any expenditure **ONLY ONCE** in the detailed expenditure tables. Choose the most appropriate and most specific applicable expenditure category/object for each expenditure.

Addressing Physical Health and Safety *

<input type="text" value="0.00"/>	100 - Personnel Services -- S		
<input type="text" value="0.00"/>	200 - Personnel Services -- B		
<input type="text" value="0.00"/>	300 - Purchased Professional		
Addressing Physical Health and Safety			
<input type="text" value="0.00"/>	400 - Purchased	Previously reported amount= \$ *	
<input type="text" value="0.00"/>	500 - Other I	<input type="text" value="0.00"/>	a. Building and facilities upgrades and maintenance, including ventilation systems and new construction
<input type="text" value="0.00"/>	600 - Supplies	<input type="text" value="0.00"/>	b. Assistance with meals for students
<input type="text" value="0.00"/>	700 - Proper	<input type="text" value="0.00"/>	c. Cleaning and/or sanitization supplies
<input type="text" value="0.00"/>	800 - Other I	<input type="text" value="0.00"/>	d. Temporary classroom space to support social distancing
<input type="text" value="0.00"/>	900 - Other I	<input type="text" value="0.00"/>	e. Temporary or additional transportation services to support social distancing to and from school
Total = 0.00		<input type="text" value="0.00"/>	f. Capacity-building to improve disaster preparedness and response efforts, including coordination with local, Tribal, and territorial public health departments, and other relevant agencies to improve coordinated responses to prevent, prepare for, and respond to COVID-19
		<input type="text" value="0.00"/>	g. Other health protocols not listed above and aligned to guidance from the Centers for Disease Control and Prevention (CDC) such as: vaccines for staff and/or students, COVID-19 testing for staff and/or students, contact-tracing, masks

Additional Support Videos:



- [Introduction & Overview](#)

- [ESSER I & II](#)

(Survey pages 2- 16)

- [ESSER III](#)

(Survey pages 17- 25)

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(Survey page 26-30)

- [Program Participation by Subgroup](#)

(Survey Pages 31 - 38)

ESSER III

US Department of Education

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Survey Pages 17-25

What's New

Question 50- Looking Ahead

50. Does the district plan to liquidate all the remaining ESSER III mandatory grant funds prior to 12/30/2024? Or will the district need to request a late liquidation extension?

Please note: All expenditures (or commitments/contracts) for ESSER III funds must be finalized by 9/30/2024. Only pre-committed funds will be eligible to be claimed after 9/30/2024. **No** new expenditures (commitments or contracts) can be executed after 9/20/2024; for example, paying district employees for any additional services provided after 9/30/2024 is **NOT** allowed.

- All ESSER III mandatory grant funds will be expended by 9/30/2024 and claimed by 12/30/2024
- All ESSER III mandatory grant funds will be committed by 9/30/2024 and the district will need to request a late liquidation extension to pay for prior contracts that will not be claimed prior to 12/30/2024.
- Some ESSER III mandatory grant funds will not be used and reallocation should be discussed.
- I am not sure

What's New

Question 52: Districts must provide funding amounts expended for specific Learning Loss interventions.

- Report any expenditure **ONLY ONCE** in the detailed expenditure tables. Choose the most appropriate and most specific intervention category for each expenditure.

- Ensure the category total Equals the previously Reported amount in green area

Total Learning Loss Expenditures for current reporting period: \$ *

0.00	Summer learning or summer enrichment
0.00	Afterschool programs
0.00	Extended instructional time (school day, school week, or school year)
0.00	Tutoring

Tips & Tricks

In addition to the tips & tricks mentioned in the ESSER I & II segment also take notice of the following:

Learning Loss = Figure B

**Non-Learning Loss = Figure A
– Figure B**

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period
110 - Salaries of Regular Employees- Certified Personnel Total		A								B
Total	\$0.00	\$335,164.06	\$1,464,840.32	\$1,800,004.38	(\$1,800,004.38)	\$0.00	\$1,800,004.38	(\$1,800,004.38)	\$0.00	\$221,421.39

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Combined ESSER Funded Activities & Staffing Reports US Department of Education Annual ESSER Report

ND Public School Districts – Data Collection

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Survey Pages 26-30

What's New

Question 59: Reporting of FTEs for special positions funded by ESSER across the district

Special educators and related service personnel (FTE)

Paraprofessionals (FTE)

Bilingual or English as a second language educators (FTE)

School counselors, school psychologists and/or social workers (FTE)

Nurses (FTE)

Short term contractors (FTE)

Classroom educators, not covered by previous categories (FTE)

Support personnel, not covered by previous categories (FTE)

Administrative staff, not covered by previous categories (FTE)

What's New

Question 60: Reporting of FTE staff by school & *regardless of funding source.*

- **ALL** district schools must be listed (if more space is needed attach a xls or xlsx file)

ALL school in the district must be listed.

	School Name	Special educators and related service personnel, including paraprofessionals (FTE)	Bilingual educators or English as a second language educators (FTE)	School counselors, social workers, or school psychologists (FTE)	Nurses (FTE)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Essential Definitions & Clarifications

Special educators and related service personnel	Special education teachers, paraprofessionals, and personnel employed and contracted to provide related services for children with disabilities including but not limited to Audiologists, Speech-language pathologists, Interpreters, Psychologists, and Social workers.
Paraprofessionals	Staff members assigned to assist a teacher with routine activities associated with teaching, i.e., activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking.
Bilingual or English as a second language educators	Teachers that provide ESL instruction or bilingual education. Other non-teaching positions should not be included in this count.
School counselors, school psychologists and/or social workers	School counselors are defined as professional staff assigned specific duties and school time for: counseling students and parents, addressing learning problems, evaluating students' abilities and assisting students in career and personal development. School psychologists are defined as Professional staff member who provides direct and indirect support, including prevention and intervention, to evaluate and address student's intellectual development, academic success, social-emotional learning, and mental and behavioral health.
Nurses	Staff that are credentialed to provide nursing services. For example, registered nurses (RNs), licensed practical nurses (LPNs), and certified nursing assistants (CNAs) should be considered "Nurses".

Essential Definitions & Clarifications

Short term contractors	Any non-permanent staff with a limited and specified employment duration. Examples of short-term contractors may include but are not limited to cleaning personnel contracted to disinfect schools during a school year that are not permanent employees of the LEA and mental health personnel contracted to provide services during a summer break that are not permanent employees of the LEA.
Classroom educators, not covered by previous categories	Teachers or other staff that provide classroom instruction that are not covered by previous categories.
Support personnel, not covered by previous categories	All other support staff not reported in instructional or student support including but not limited to plant and equipment maintenance, bus drivers, security, and food service workers.
Administrative staff, not covered by previous categories	Staff members providing direct support to LEA administrators, business office support, data processing, secretarial and other clerical staff; staff implementing software solutions and staff providing hardware and software maintenance and data user support.

Tips & Tricks

NOTE: ESSER refers to ESSER I, ESSER II, ESSER III and State Discretionary grant funds

Question 56: Refers ONLY to HOME INTERNET purchased WITH ESSER funds

Question 57: Refers to ANY actions taken to reengage students REGARDLESS of whether or not funded by ESSER

Question 58: *Usually* False for North Dakota districts. Answer true ONLY if the district office allocated some portion of ESSER funds **directly** to individual schools, **allowing the school administrators to independently determine the spending**

Additional Support Videos:



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Program Participation & Student Enrollment US Department of Education Annual ESSER Report

ND Public School Districts – Data Collection

April 23, 2024

Survey Page 31 - 38

What's New

Question 62: Detailed Student Enrollment

- Students should be counted in all student groups to which they belong. Therefore, the total unique headcount may be different than the total number of students listed.

What's New

Page 32- 38: Detailed program participation for ***ESSER-funded*** learning loss interventions. See each section for details and examples.

- Report participation information for activities that were either fully or partially funded with ESSER funds
- Report participation information for **activities that occurred within the reporting period (FY23)**, regardless of when ESSER expenditures took place
- Report student counts in the "Other student subpopulation" category only if the provided programs targeted specific student groups that are not included in the list of Student Profile categories

Essential Definitions & Clarifications

Evidence-based summer learning or summer enrichment programs	Evidence-based interventions and/or enrichment programs that support accelerated learning in the core curriculum based on the state’s challenging academic standards during the summer months.
Evidence-based afterschool programs	Voluntary programs that assist students in meeting the challenging State academic standards by providing students with academic enrichment activities and other activities during non-school hours or periods when school is not in session (not including summer months). If the program occurs during summer months, report the associated data under “summer learning or summer enrichment programs” instead.
Extended instructional time	Use of a longer school day, week, or year schedule to significantly increase the total number of school hours to include additional time for a) instruction in core academic subjects including English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography; and/or b) instruction in other subjects and enrichment in activities that contribute to a well-rounded education. Participation is considered mandatory.

Essential Definitions & Clarifications

High-dosage tutoring	Voluntary intensive tutoring aligned with an evidence-based core curriculum and led by highly trained tutors or certified teachers that occurs one-to-one or in very small groups at least 3 days per week on a sustained basis to help students accelerate their learning in the core curriculum based on the State's challenging academic standards.
Full-service community school	The term “full-service community school” means a public elementary school or secondary school that participates in a community-based effort to coordinate and integrate educational, developmental, family, health, and other comprehensive services through community-based organizations and public and private partnerships; and provides access to such services in school to students, families, and the community, such as access during the school year (including before- and after-school hours and weekends), as well as during the summer.
Educational technology	Mobile technology devices such as tablets and laptops; providing off-campus access to reliable, high-speed internet for students and teachers through the purchase of internet-connected devices/equipment, mobile hotspots, wireless service plans, or installation of Community Wi-Fi Hotspots, especially in underserved communities; teleconferencing applications or programs; software/online/virtual programs, screen capture/recording software, online/virtual cultural curriculum/programs, online/virtual tutoring curriculum/programs, learning management systems; technology accessories, such as headphones, speakers, laptop cameras; and assistive technology devices, such as dedicated communication devices and applications for text-to-speech, graphic organizers, or word prediction.

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