Annual CARES Act Reporting Requirements for ESSER and GEER Guidance December 2020

The U.S. Department of Education has provided guidance on annual reporting requirements for states to report expenditures for the Elementary and Secondary School Emergency Relief (ESSER) Fund and the Governor's Emergency Education Relief (GEER) Fund.

Educational organizations that received one or more ESSER and/or GEER subawards must annually report on the uses of those funds in accordance with the grant assurances signed by the organization.

Grant recipients will be responsible for providing the requested information only for the grants they have received of the following list:

- Elementary and Secondary School Emergency Relief (ESSER) Fund
- ESSER State Activity Grants including ESSER ESC Family Engagement Liaisons, Connectivity Champions to Expand Access, Health/Hygiene Training, RemotEDx Exchange, RemotEDx OCER Department Match, RemotEDx Support Squad
- Governor's Emergency Education Relief (GEER) Fund

In preparation for the data collection survey, grant recipients are encouraged to review the requirements for each of the grants received and begin collecting any applicable data. These requirements are based on current guidance from the U.S. Department of Education. The data collection survey will be based on these requirements and any additional guidance from the U.S. Department of Education.

Please note that for each grant, different information may be requested depending on the grant recipient organization type. When reviewing the requirements, please be mindful of whether the questions are applicable for the grants your organization received and your organization type.

In this data collection, expenditure data is only requested for the reporting period **March 13, 2020 – September 30, 2020**. Expenditure data for subsequent reporting periods will be collected in later surveys.

The following is a listing of the requirements by grant and organization type.

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GEER – Governors Emergency Education Relief Fund

All GEER Recipients

The following information is requested from **all** GEER recipients. Provide information applicable to the March 13, 2020 – September 30, 2020 reporting period.

1. Provide the number of full-time equivalent (FTE) positions as of the listed reporting dates. (The number of FTE positions includes all staff regardless of whether the position is funded by Federal, State, local, or other funds —including instructional and non-instructional staff and contractors—and equals the sum of the number of full-time positions plus the full-time equivalent of the number of part-time positions.)

Full-time equivalent (FTE) positions as of September 30, 2018	Full-time equivalent (FTE) positions as of September 30, 2019	Full-time equivalent (FTE) positions as of March 13, 2020	Full-time equivalent (FTE) positions on September 30, 2020

2. Provide the number of K-12 schools (public and non-public) that received GEER funds or received services paid for with GEER funds.

School Type	K-12 schools
Public Schools	
Non-public Schools	

GEER Local Education Agency (LEA) Recipients

The following information is requested from local education agencies (LEAs) that received GEER funds. Provide information applicable to the March 13, 2020 – September 30, 2020 reporting period.

1. Who is the LEA serving with these funds? (select one)
    a) Students and teachers in both Title I and non-Title I schools; or
    b) Only students and teachers in Title I schools
2. Provide the amount expended by the LEA for public schools.
3. Provide the amount expended by the LEA for equitable services for non-public school students and teachers.
4. Uses of GEER funds (select all that apply)
    a) Purchasing educational technology (including hardware, software, and connectivity), which may include assistive technology or adaptive equipment. (if selected this use of funds, provide the information requested in question 5.)
    b) Activities focused specifically to addressing the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth
    c) Providing mental health services and supports.
    d) Sanitization and minimizing the spread of infectious diseases, including cleaning supplies and staff training to address sanitization and minimizing the spread of infectious diseases.
    e) Summer learning and supplemental afterschool programs.
    f) Other (uses of funds not included above). If selected, please describe:_____
5. If selected “purchasing educational technology” as a use of GEER funds, provide the following information.
    a) Did this LEA use GEER funds to provide home internet access for any students? If yes, what types of home internet services were provided by the LEA using GEER funds? Select all that apply.

i. Mobile hotspots with paid data plans
ii. Internet connected devices with paid data plans
iii. LEA pays for the cost of home internet subscription for student
iv. LEA provides home internet access through a district-managed wireless network
v. Other; Please specify:_____

b) Among students enrolled on September 30, 2020, what proportion of students had a dedicated LEA-provided device funded by GEER for the following grade bands*? For the purposes of this survey, include desktop, laptop, and tablet computers (including Chromebooks and iPads). Do not include smartphone devices. "Elementary" is defined as "a school classified as elementary by state and local practice and composed of any span of grades not above grade 8" and "Secondary" is defined as "a school comprising any span of grades beginning with the next grade following an elementary or middle school (usually 7, 8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included."*

i. Did the LEA use GEER funds to provide dedicated learning devices to any students? – Yes or No
ii. Provide the information for the following table:

Grade level	Number of students with a dedicated device provided by the LEA	Number of students enrolled on September 30, 2020
Elementary		
Secondary		

GEER Other Education-Related Entity Recipients

The following information is requested from other education-related entities that received GEER funds. Provide information applicable to the March 13, 2020 – September 30, 2020 reporting period.

1. What was the amount of GEER funds expended by the entity?
2. Which populations of students were or will be served by the entity? (select all that apply)
   a) Pre-K
   b) K-12
   c) Post-Secondary
3. Did the funding awarded to the entity support distance-learning and remote education or provide financial support to students? (select all that apply)
   a) Supporting distance-learning and remote education
   b) Direct financial support of students (e.g., scholarships)

Elementary and Secondary School Emergency Relief (ESSER) Fund

This section refers to the funds allocated by formula through the CCIP under the name ESSER. This does not include any ESSER State Activity Grant funds which are reported in a separate section.

ESSER LEA Recipients

The following information is requested from local education agencies (LEAs) that received formula ESSER funds. Provide information applicable to the March 13, 2020 – September 30, 2020 reporting period.

1. Provide the amount expended by the LEA for public schools.
2. Provide the amount expended by the LEA for equitable services for non-public school students and teachers.
3. Provide the **amount expended** in each of the following categories. If funds were used for multiple activities, include them in the first category that applies.
   a) Purchasing educational technology (including hardware, software, and connectivity), which may include assistive technology or adaptive equipment. (if selected this use of funds, provide the information outlined in question 4.)
   b) Activities focused specifically to addressing the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth
   c) Providing mental health services and supports.
   d) Sanitization and minimizing the spread of infectious diseases, including cleaning supplies and staff training to address sanitization and minimizing the spread of infectious diseases.
   e) Summer learning and supplemental afterschool programs.
   f) Other (uses of funds not included above). If selected, please describe:_____
4. If selected "purchasing educational technology" as a use of ESSER funds, provide the following information.
   a) Did this LEA use ESSER funds to provide home internet access for any students? If yes, what types of home internet services were provided by the LEA using ESSER funds? Select all that apply.
      i. Mobile hotspots with paid data plans
      ii. Internet connected devices with paid data plans
      iii. LEA pays for the cost of home internet subscription for student
      iv. LEA provides home internet access through a district-managed wireless network
      v. Other; Please specify:_____
   b. Among students enrolled on September 30, 2020, what proportion of students had a dedicated LEA-provided device funded by ESSER for the following grade bands*? For the purposes of this survey, include desktop, laptop, and tablet computers (including Chromebooks and iPads). Do not include smartphone devices. "Elementary" is defined as "a school classified as elementary by state and local practice and composed of any span of grades not above grade 8" and "Secondary" is defined as "a school comprising any span of grades beginning with the next grade following an elementary or middle school (usually 7, 8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included."*
      i. Did the LEA use ESSER funds to provide dedicated learning devices to any students? – Yes or No
      ii. Provide the information for the following table:

Grade level	Number of students with a dedicated device provided by the LEA	Number of students enrolled on September 30, 2020
Elementary		
Secondary		

5. If the LEA used ESSER Act funds to develop, initiate and/or implement remote learning, please mark all methods used to document student participation and engagement during remote learning: (mark yes for methods used for

50% or more of the students within the grade level in the LEA). *"Elementary" is defined as "a school classified as elementary by state and local practice and composed of any span of grades not above grade 8" and "Secondary" is defined as "a school comprising any span of grades beginning with the next grade following an elementary or middle school (usually 7, 8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included."*

Grade level	Methods	Yes/No
Elementary	Submission of assignments	
	Participation in assessments	
	Tracking student logins to online learning platforms	
	Participation in individual coaching or check ins	
	Participation in email, text or other electronic communication	
	Participation in help lines or hot lines for help with remote learning.	
	Participation in synchronous online classes	
	Other	
Secondary	Submission of assignments	
	Participation in assessments	
	Tracking student logins to online learning platforms	
	Participation in individual coaching or check ins	
	Participation in email, text or other electronic communication	
	Participation in help lines or hot lines for help with remote learning.	
	Participation in synchronous online classes	
	Other	

6. Provide the number of full-time equivalent (FTE) positions as of the listed reporting dates. (The number of FTE positions includes all staff regardless of whether the position is funded by Federal, State, local, or other funds —including instructional and non-instructional staff and contractors—and equals the sum of the number of full-time positions plus the full-time equivalent of the number of part-time positions.)

Full-time equivalent (FTE) positions as of September 30, 2018	Full-time equivalent (FTE) positions as of September 30, 2019	Full-time equivalent (FTE) positions as of March 13, 2020	Full-time equivalent (FTE) positions on September 30, 2020

ESSER Fund State Activity Grants

The following information must be provided for each of the following grants. If an organization is a recipient of more than one of the following grants and has expenditures in the March 13, 2020 – September 30, 2020 reporting period, it must provide the requested information for each grant. The ESSER Fund State Activity Grants include the following: ESSER ESC Family Engagement Liaisons, Connectivity Champions to Expand Access, Health/Hygiene Training, RemotEDx Exchange, RemotEDx OCER Department Match, RemotEDx Support Squad.

All ESSER State Activity Grant Recipients

The following information is requested from **all** ESSER State Activity grant recipients. Provide information applicable to the March 13, 2020 – September 30, 2020 reporting period.

1. Provide the number of full-time equivalent (FTE) positions as of the listed reporting dates. (The number of FTE positions includes all staff regardless of whether the position is funded by Federal, State, local, or other funds —including instructional and non-instructional staff and contractors—and equals the sum of the number of full-time positions plus the full-time equivalent of the number of part-time positions.)

Full-time equivalent (FTE) positions as of September 30, 2018	Full-time equivalent (FTE) positions as of September 30, 2019	Full-time equivalent (FTE) positions as of March 13, 2020	Full-time equivalent (FTE) positions on September 30, 2020

ESSER State Activity LEA Recipients

The following information is requested from local education agencies (LEAs) that received ESSER State Activity grant funds. Provide information applicable to the March 13, 2020 – September 30, 2020 reporting period.

1. Who is the LEA serving with these funds? (select one)
    a) Students and teachers in both Title I and non-Title I schools; or
    b) Only students and teachers in Title I schools
2. Provide the amount expended by the LEA for public schools.
3. Provide the amount expended by the LEA for equitable services for non-public school students and teachers.
4. Uses of ESSER State Activity grant funds (select all that apply)
    a) Purchasing educational technology (including hardware, software, and connectivity), which may include assistive technology or adaptive equipment. (if selected this use of funds, provide the information requested in question 5.)
    b) Activities focused specifically to addressing the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth
    c) Providing mental health services and supports.
    d) Sanitization and minimizing the spread of infectious diseases, including cleaning supplies and staff training to address sanitization and minimizing the spread of infectious diseases.
    e) Summer learning and supplemental afterschool programs.
    f) Other (uses of funds not included above). If selected, please describe:_____
5. If selected “purchasing educational technology” as a use of ESSER State Activity grant funds, provide the following information.
    a. Did this LEA use ESSER State Activity grant funds to provide home internet access for any students? If yes, what types of home internet services were provided by the LEA using ESSER State Activity grant funds? Select all that apply.
        i. Mobile hotspots with paid data plans

ii. Internet connected devices with paid data plans
iii. LEA pays for the cost of home internet subscription for student
iv. LEA provides home internet access through a district-managed wireless network
v. Other; Please specify:_____

b. Among students enrolled on September 30, 2020, what proportion of students had a dedicated LEA-provided device funded by ESSER State Activity Grants for the following grade bands? *For the purposes of this survey, include desktop, laptop, and tablet computers (including Chromebooks and iPads). Do not include smartphone devices. "Elementary" is defined as "a school classified as elementary by state and local practice and composed of any span of grades not above grade 8" and "Secondary" is defined as "a school comprising any span of grades beginning with the next grade following an elementary or middle school (usually 7, 8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included."*

i. Did the LEA use ESSER State Activity funds to provide dedicated learning devices to any students? – Yes or No
ii. Provide the information for the following table:

Grade level	Number of students with a dedicated device provided by the LEA	Number of students enrolled on September 30, 2020
Elementary		
Secondary		

6. If the LEA used ESSER Act funds to develop, initiate and/or implement remote learning, please mark all methods used to document student participation and engagement during remote learning: (mark yes for methods used for 50% or more of the students within the grade level in the LEA). *"Elementary" is defined as "a school classified as elementary by state and local practice and composed of any span of grades not above grade 8" and "Secondary" is defined as "a school comprising any span of grades beginning with the next grade following an elementary or middle school (usually 7, 8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included."*

Grade level	Methods	Yes/No
Elementary	Submission of assignments	
	Participation in assessments	
	Tracking student logins to online learning platforms	
	Participation in individual coaching or check ins	
	Participation in email, text or other electronic communication	
	Participation in help lines or hot lines for help with remote learning.	
	Participation in synchronous online classes	
	Other	
Secondary	Submission of assignments	
	Participation in assessments	
	Tracking student logins to online learning platforms	
	Participation in individual coaching or check ins	
	Participation in email, text or other electronic communication	
	Participation in help lines or hot lines for help with remote learning.	
	Participation in synchronous online classes	

	Other	

ESSER State Activity Other Education-Related Entity Recipients

The following information is requested from other education-related entities that received ESSER State Activity grant funds. Provide information applicable to the March 13, 2020 – September 30, 2020 reporting period.

1. Provide the amount of ESSER State Activity grant funds expended by the entity.
2. Uses of ESSER State Activity grant funds (select all that apply)
    a) Purchasing educational technology (including hardware, software, and connectivity), which may include assistive technology or adaptive equipment. (if selected this use of funds, provide the information requested in question 3.)
    b) Activities focused specifically to addressing the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth
    c) Providing mental health services and supports.
    d) Sanitization and minimizing the spread of infectious diseases, including cleaning supplies and staff training to address sanitization and minimizing the spread of infectious diseases.
    e) Summer learning and supplemental afterschool programs.
    f) Other (uses of funds not included above). If selected, please describe:_____
3. If selected “purchasing educational technology” as a use of ESSER State Activity grant funds, provide the following information.
    a. Did this educational entity use ESSER State Activity grant funds to provide home internet access for any students? If yes, what types of home internet services were provided by the education-related entity using ESSER State Activity grant funds? Select all that apply.
        i. Mobile hotspots with paid data plans
        ii. Internet connected devices with paid data plans
        iii. LEA pays for the cost of home internet subscription for student
        iv. LEA provides home internet access through a district-managed wireless network
        v. Other; Please specify:_____