

# ESSER Application

Elementary and Secondary School Emergency Relief

June 10, 2020



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

**Quentin Ransburg**

Executive Director  
Office of Federal Programs

## VISION

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## MISSION

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1

**ALL**

Students  
Proficient  
and Showing  
Growth in  
All Assessed  
Areas



2

**EVERY**

Student  
Graduates  
from High  
School and  
is Ready for  
College and  
Career



3

**EVERY**

Child Has  
Access to  
a High-  
Quality Early  
Childhood  
Program



4

**EVERY**

School Has  
Effective  
Teachers and  
Leaders



5

**EVERY**

Community  
Effectively  
Uses a  
World-Class  
Data System  
to Improve  
Student  
Outcomes



6

**EVERY**

School and  
District is  
Rated “C”  
or Higher



# Agenda

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- ESSER Overview
- ESSER Roles in MCAPS
- ESSER Funding Application
- Questions



# ESSER

## Overview

The Mississippi Department of Education (MDE) has received questions regarding the various funding opportunities available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Within the CARES Act, the USDE received funding for the **Elementary and Secondary School Emergency Relief (ESSER) Fund** and the **Governor's Emergency Education Relief (GEER) Fund**. Also, the CARES Act provides the **Coronavirus Relief Fund** to the State of Mississippi. Each of these programs has unique requirements and allowable costs

# ESSER: Overview

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- The MDE is responsible for the administration of ESSER Funds.
- ESSER funds are available for obligations by LEAs on **March 13, 2020 through September 30, 2022**, which includes the Tydings period (General Education Provisions Act §421(b)(1)).

# ESSER: Overview

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The ESSER Fund FAQs were released on May 8, 2020 have been provided for your use. ESSER has been assigned Fund Number 2590 and Revenue Function 4477. Also, this grant's CFDA Number is 84.425D.

# ESSER

## MCAPS Roles

# LEA User Roles for the ESSER Application

Each funding application has roles associated with it. In order to work in the ESSER Application, a user will need to have one of the roles below:

- LEA Elementary and Secondary School Emergency Relief Director
- LEA Business Manager
- LEA Superintendent

# User Access Administrator


Each LEA has a User Access Administrator who is responsible for managing the users in their LEA:

- Creating New User
- Modifying Existing Users



# Modifying an Existing User

- Search for existing user by Last Name or Email address.

MCAPS Home	<b>User Access</b> <hr/> <a href="#">Create User</a> <b>Search Users</b>  Last Name: <input type="text"/>  Email Address: <input type="text"/>  Role: <input type="text" value=""/>  Organization Name: <input type="text" value="Begins With"/> <input type="text"/>  Organization Number: <input type="text"/>  <input type="button" value="Search"/> <input type="button" value="Reset"/>
Administer ▶	
Search ▶	
Reports	
Inbox ▶	
MDE Document Library	
Help	
Contact MDE	
 <b>MCAPS Sign Out</b>	

**ESSER Test Site**  
Session Timeout  
**00:59:03**

# Modifying an Existing User

- Click Administer Roles icon for the desired record

**User Access**

[Create User](#)

**Search Users**

Last Name:



Email Address:

Role:

Organization Name:

Organization Number:

There are 1 matching record(s). Displaying 1 through 1.

Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles	User History
<input type="text" value="k12.ms.us"/>	<input type="text"/>	<input type="text"/>	<a href="#">Reset Password</a>			<a href="#">View</a>








# Modifying an Existing User

- All assigned user roles are populated
- Add new or delete existing roles for this user

## Administer Roles

[Return to User Access](#)

[Create Role](#)

Roles			
Email Address	Organization	Role	Delete
[REDACTED]@k12.ms.us	[REDACTED] PUBLIC SCHOOL DIST	LEA Consolidated Update	
[REDACTED]@k12.ms.us	[REDACTED] PUBLIC SCHOOL DIST	LEA Data View	
[REDACTED]@k12.ms.us	[REDACTED] PUBLIC SCHOOL DIST	LEA Federal Programs Director	
[REDACTED]@k12.ms.us	[REDACTED] PUBLIC SCHOOL DIST	LEA Plan Data Entry	
[REDACTED]@k12.ms.us	[REDACTED] PUBLIC SCHOOL DIST	LEA Plan Reviewer	
[REDACTED]@k12.ms.us	[REDACTED] PUBLIC SCHOOL DIST	LEA School Improvement, 1003(a) Director	
[REDACTED]@k12.ms.us	[REDACTED] PUBLIC SCHOOL DIST	LEA School Plan Reviewer	

# Assigning the ESSER Application Role

- Click on “Create Role”
- Assign role
- Click “Create”

**Create Role**

Email Address: [REDACTED] k12.ms.us

Organization: LEA: [REDACTED] School: ALL

Role: 0 Option(s) selected.

[Select All](#) / [Deselect All](#)

- ☐ LEA 21st Century Community Learning Centers Director
- ☐ LEA 21st Century Community Learning Centers Update
- ☐ LEA Business Manager
- ☐ LEA Elementary and Secondary School Emergency Relief Director
- ☐ LEA Elementary and Secondary School Emergency Relief Update
- ☐ LEA McKinney-Vento Homeless Assistance Director
- ☐ LEA McKinney-Vento Homeless Assistance Update
- ☐ LEA School Improvement, 1003(a) Update
- ☐ LEA Special Education Director
- ☐ LEA Special Education Update

# Segregation of Duties

- The funding application user cannot approve the application more than once
- Segregation of duties ensures proper internal controls

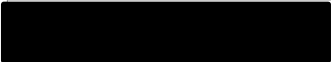
# ESSER Funding Application

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# ESSER Funding Application

- MCAPS Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Funding ▶
- Requests for Funds
- Project Summary
- LEA Document Library
- Address Book
- MDE Document Library
- Help
- Contact MDE
- MCAPS Sign Out

## Funding Applications



Public District - FY 2020

2020 ▾

All Active Applications ▾



Select 2020

Entitlement Funding Application	Revision	Status	Status Date
<u>Consolidated</u>	1	MDE Consolidated Director Approved	5/31/2020
<u>Elementary and Secondary School Emergency Relief</u>	0	Draft Started	6/1/2020
<u>School Improvement, 1003(a)</u>	0	LEA Business Manager Budget Returned Not Approved	5/18/2020
<u>Special Education</u>	1	Revision Started	12/17/2019



Competitive Funding Application	Revision	Status	Status Date
There are no matching Competitive applications for this fiscal year.			

# ESSER: Sections

Aisha McGee shared a file with:

## Sections

Public District - FY 2020 - Elementary and Secondary School Emergency Relief - Rev 0

Application Status: **Draft Started**

Change Status To: [LEA Elementary and Secondary School Emergency Relief Director Draft Completed](#)

[View MDE History Log](#)

[View Change Log](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

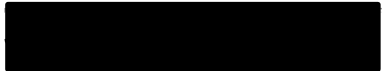
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation	Print Select Items
All		<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
<a href="#">History Log</a>			<a href="#">Print</a>
<a href="#">Create Comment</a>			
<input type="checkbox"/> Allocations			<a href="#">Print</a>
<a href="#">Allocations</a>			<a href="#">Print</a>
<input type="checkbox"/> Contacts			<a href="#">Print</a>
<a href="#">Contacts</a>			<a href="#">Print</a>
<input type="checkbox"/> Elementary and Secondary School Emergency Relief		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Non-Public Equitable Share</a>			<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>			<a href="#">Print</a>
<a href="#">Program Details</a>			<a href="#">Print</a>
<a href="#">Personnel Details</a>			<a href="#">Print</a>
<a href="#">Related Documents</a>			<a href="#">Print</a>
<a href="#">Assurances</a>			<a href="#">Print</a>
All		<a href="#">Messages</a>	<a href="#">Print</a>

Application must be in “Draft Started” mode in order to begin working in the application



# ESSER: Allocations

## Allocations



Public District - FY 2020 - Elementary and Secondary School Emergency Relief - Rev 0 - Allocations

Go To ▶

	(1)	ESSER	Total
Original		\$1,768,492.00	\$1,768,492.00
Reallocated		\$0.00	\$0.00
Additional		\$0.00	\$0.00
Released		\$0.00	\$0.00
Forfeited		\$0.00	\$0.00
Total		\$1,768,492.00	\$1,768,492.00

Go To ▶

# Equitable Service to Non-Public Schools

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Consultation must be provided to non-public schools, ensuring the provision of equitable services

- The LEA maintains control of funds, materials, equipment and property purchased
- An equitable services plan and budget must be developed addressing the needs of non-public schools

# ESSER: Non-Public Equitable Share

## Non-Public Equitable Share

Public District - FY 2020 - Elementary and Secondary School Emergency Relief - Rev 0 - Elementary and Secondary School Emergency

Save And Go To ▶

Select if LEA has **NO** private schools in its attendance area

☐ District does not have any private schools.

Non-Participating Private Schools	
Non-Participating Private Schools	Status
<div> Select...</div>	<div>Select...</div>
<a href="#">Add Row</a>	

OR

Select non-participating private school and status (Not participating or Refused Consultation)

✓ Select...  
Contacted - Not Participating  
Contacted - Refused Consultation

# ESSER: Non-Public Equitable Share

LEAs should reference the FY20 Title I, School Eligibility Page, Column I for the “Public School Count”

Participating Private Schools		
	District Public School Enrollment Method	Title I Low Income Method
<b>A. Number of Students</b>		
A.1. Public School Count	Input Title I Low Income Enrollment Number	* <input type="text"/>
A.2. Participating Private School Count	<input type="text" value="0"/>	<input type="text" value="0"/>
A.3. Total (A.1. + A.2.)	<input type="text" value="0"/>	<input type="text" value="0"/>

# ESSER: Non-Public Equitable Share

K-12 Public Enrollment	Non-Public Attendance Area	All Students (K-12 Public Enrollment + Non-public Attendance Area)	Poverty Factor	Public Count	A
E	F	G	H	I	
776	47	823	FRPL (Free and Reduced Lunch) ⬆	372	
809	38	847	FRPL (Free and Reduced Lunch) ⬆	368	
911	54	965	FRPL (Free and Reduced Lunch) ⬆	430	
449	33	482	FRPL (Free and Reduced Lunch) ⬆	252	
836	68	904	FRPL (Free and Reduced Lunch) ⬆	435	
400	33	433	FRPL (Free and Reduced Lunch) ⬆	195	
1127	92	1219	FRPL (Free and Reduced Lunch) ⬆	459	
5308	365	5673		2511	

**LEA must use data from the FY20 Title I School Eligibility Page Total Enrollment – Column I for “Title I Low Income Method”**

# ESSER: Non-Public Equitable Share

FY20 Title I School Eligibility Page - Column I

Participating Private Schools		
	District Public School Enrollment Method	Title I Low Income Method
A. Number of Students		
A.1. Public School Count	* <input type="text"/>	* <input type="text" value="2,511"/>
A.2. Participating Private School Count	<input type="text"/>	<input type="text" value="0"/>
A.3. Total (A.1. + A.2.)	<input type="text"/>	<input type="text" value="2,511"/>
B. Grant Allocation		
B.1. Title I Grant Allocation	<input type="text"/>	<input type="text"/>

# ESSER: Non-Public Equitable Share

Select Participating In-District Private Schools






Enter Private School LOW INCOME Enrollment

Participating Private Schools				
		District Public School Enrollment Method	Title I Low Income Method	
<hr style="border-top: 1px dashed red;"/>				
E. Participating Private School Allocations				
Participating In-District Private Schools	Count	Allocation	Count	Allocation
<div><div></div><div>Select...</div></div>	<div></div>	\$ <div>0.00</div>	<div></div>	\$ <div>0.00</div>
<a href="#">Add Row</a>				
Participating Out-of-District Private Schools	Count	Allocation	Count	Allocation
<div><div></div><div>Select...</div></div>	<div></div>	\$ <div>0.00</div>	<div></div>	\$ <div>0.00</div>
<a href="#">Add Row</a>				
Totals	<div>0</div>	\$ <div>0.00</div>	<div>0</div>	\$ <div>0.00</div>

Select Participating Out-of-District Private Schools

Enter Private School LOW INCOME Enrollment

# ESSER: Non-Public Equitable Share

E. Participating Private School Allocations				
Participating In-District Private Schools	Count	Allocation	Count	Allocation
 <div></div>		\$	18	\$ 11,860.20
 <div></div>		\$	12	\$ 7,906.80
 <div></div>		\$	112	\$ 73,796.80
 <div></div>		\$	29	\$ 19,108.10
Add Row				
Participating Out-of-District Private Schools	Count	Allocation	Count	Allocation
 <div></div>		\$	2	\$ 1,317.80
Add Row				
Totals		\$	173	\$ 113,989.70



# ESSER: Non-Public Equitable Share

E. Participating Private School Allocations

Participating In-District Private Schools	Count	Allocation	Count	Allocation
<div><div></div></div>		\$	18	\$ 11,860.20
<div><div></div></div>		\$	12	\$ 7,906.80
<div><div></div></div>		\$	112	\$ 73,796.80
<div><div></div></div>		\$	29	\$ 19,108.10
Add Row				
Participating Out-of-District Private Schools	Count	Allocation	Count	Allocation
<div><div></div></div>		\$	2	\$ 1,317.80
Add Row				
Totals		\$	173	\$ 113,989.70

	District Public School Enrollment Method	Title I Low Income Method
A. Number of Students		
A.1. Public School Count	* <div></div>	* <div>2,511</div>
A.2. Participating Private School Count	<div></div>	<div>173</div>





# ESSER: Non-Public Equitable Share

## Participating Private Schools

	District Public School Enrollment Method	Title I Low Income Method
<b>A. Number of Students</b>		
A.1. Public School Count	* <input type="text"/>	* <input type="text" value="2,511"/>
A.2. Participating Private School Count	<input type="text"/>	<input type="text" value="173"/>
A.3. Total (A.1. + A.2.)	<input type="text"/>	<input type="text" value="2,684"/>
<b>B. Grant Allocation</b>		
B.1. Total Grant Allocation	\$ <input type="text"/>	\$ <input type="text" value="1,768,492.00"/>
<b>C. Per Pupil Rate</b>		
C.1. Allocation Per Pupil (B.1. / A.3.)	\$ <input type="text"/>	\$ <input type="text" value="658.90"/>
<b>D. Equitable Services</b>		
D.1 Required Reservation (A.2. x C.1.)	\$ <input type="text"/>	\$ <input type="text" value="113,989.70"/>

# ESSER: Reservation of Non-Public Equitable Share

LEAs must budget equitable services in Function 1295 reflecting the amount calculated under “Title I Low Income Method” for each participating private school (location)

Participating Private Schools					
		District Public School Enrollment Method		Title I Low Income Method	
E. Participating Private School Allocations					
Participating In-District Private Schools		Count	Allocation	Count	Allocation
	<div></div>		\$	18	\$ 11,860.20
	<div></div>		\$	12	\$ 7,906.80
	<div></div>		\$	112	\$ 73,796.80
	<div></div>		\$	29	\$ 19,108.10
Add Row					

# ESSER: Budget

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- After determining the non-public equitable service, the remaining amount must be budgeted
- The LEA has the flexibility to determine the amount that should be budgeted by location

## Budget

**Public District - FY 2020 - Elementary and Secondary School Emergency Relief - Rev 0 - Elementary and Secondary School Emergency Relief**

Go To ▶


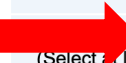
Indirect Cost	
Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	0.00%
Maximum Allowed for Indirect Cost	\$0.00

### Budget by Object Code

Action	Function Code	Total
<a href="#">Modify</a>	1105 - Pre-Kindergarten Programs	\$0.00
<a href="#">Modify</a>	1110 - Kindergarten Programs	\$0.00
<a href="#">Modify</a>	1120 - Elementary Programs	\$0.00
<a href="#">Modify</a>	1130 - Middle-Junior High Programs	\$0.00
<a href="#">Modify</a>	1140 - High School Programs	\$0.00
<a href="#">Modify</a>	1142 - Career & Technical Education Programs	\$0.00
<a href="#">Modify</a>	1190-1199 - Other Regular Programs	\$0.00
<a href="#">Modify</a>	1210 - Gifted Education Programs	\$0.00
<a href="#">Modify</a>	1225 - Private School Placement	\$0.00
<a href="#">Modify</a>	1230 - Alternative School Programs	\$0.00

# ESSER: Budget Tags

Budget tags are required (Use of Funds); **one** tag per budgeted item

Budget Detail		Narrative Description	
Function Code:	1120 - Elementary Programs		
Object Code:	100-199 - Employee Salaries	-webkit-stan... S...	
Use of Funds:	<div>Select Tag ESEA Program IDEA Program Perkins Program McKinney-Vento Program</div>		
Location Code:	Coordination of preparedness and response efforts to COVID-19		
Quantity:	Providing principals and other school leaders with resources to address individual school needs		
Cost:	Activities to address unique needs of low-income, IDEA, EL, racial/ethnic minorities, homeless, and foster care students, including outreach and Procedures and systems to improve LEA preparedness and response efforts		
Budget Detail Total:	Training and professional development for LEA staff on sanitation and minimizing the spread of infectious disease		
	Purchasing supplies to sanitize and clean LEA facilities		
	Plan and coordinate during long-term closures, including how to provide meals, online learning tech, guidance for carrying out IDEA requirements, and Purchasing educational technology (including hardware, software and connectivity) for the LEA's students		\$0.00
	Providing mental health services and supports		\$0.00
	Planning and implementing summer learning and supplemental afterschool programs		
	Other activities necessary to maintain LEA operations and services and employ existing LEA staff		,768,492.00

## Answer all questions

1. Please describe how your LEA identified the most important educational needs resulting from COVID-19?
2. Please share your LEA's proposed timeline for providing services and assistance to students and staff in both public and non-public schools.

# ESSER: Program Details

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3. Describe the extent to which your LEA intends to use ESSER funds to promote remote learning.
4. How will your LEA assess and address student learning gaps resulting from the disruption in educational services?



## ESSER: Program Details

5. Describe how your LEA will ensure that all eligible students, teachers, and other program beneficiaries have an equal opportunity to participate in any project or activity carried out under the ESSER program. (20 U.S.C. §1228(a)(1))
6. Describe how your LEA will promote the expectations of meeting high standards to students, teachers, and other beneficiaries. (20 U.S.C. §1228(a)(2))

# ESSER: Program Details

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## Reminder:

- All responses must be in a clear and concise narrative form
- Refrain from identifying any vendors or specific products
- MCAPS is a public-facing platform

# ESSER: Personnel Details

- Personnel Details School-Based
  - School Level Personnel Only (school location)
  - Personnel Headcount\*, FTE, and location must match budget
- Districtwide Instruction
  - Districtwide Personnel ONLY (district location)
  - Personnel Headcount\*, FTE, and location must match budget

# ESSER: Personnel Details

- Districtwide Administration
  - Administration Personnel ONLY (administration of grant)
  - Personnel Headcount\*, FTE, and location must match budget

**\*Headcounts are always WHOLE numbers**

Upload revision form when submitting a revision

Check Assurance box

# ESSER: EDGAR Requirements

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LEAs must follow the Uniform Administrative Requirements, Cost Principal, and Audit Requirements for Federal Awards (UGG).

# ESSER: Questions





## Quentin Ransburg

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**mdek12.org**

