# ESSER III Data Gathering Office Hours

**April/May 2022**

**Hosted by:**

**Josh Halsey and Cynthia Stinson**

# About this office hour

Designed to be a place for school districts, educational service district and charter school personnel to engage directly with ODE staff regarding the Elementary and Secondary School Emergency Relief (ESSER) Fund Spring 2022 data gathering request.

Information discussed and shared during these office hours will be sent to all registrants by Friday, April 29th.

- Some questions will be answered in real-time while others may require further research.

- Questions will be captured in this PowerPoint for posterity and transparency purposes.

# Reminders

- District updated Continuity of Services plan was due March 30, 2022. If your district has not submitted their updated plan, please do so.

- Revised Integrated Planning Tools will be due May 6, 2022. Please include any current changes. Future changes will be reported in next year's submission.

- Data for the federal ESSER Performance Report is due May 6, 2022.

- USED has not provided a date for next year's ESSER Performance Report. ODE hopes that the report will be due around this same time next year. Please note that ODE anticipates reporting requirements to include disaggregated student participation data.

- Next office hour is May 4, 2022, from 2 PM to 3 PM.

# Questions & Responses from 04/13/22

**Q: What date should be used in identifying the percentage (%) of remaining funds?**
A: Districts, charter schools and ESDs may report the percentage (%) remaining as of the day of reporting or on the end of the reporting period (6/30/2021), their choice.

**Q: I submitted some claims on 9/21 (after current reporting period) however the transactions belong to the period we are reporting on. What period do I include those expenses in? And when I am looking at reporting the percentage of funds remaining, do I count those transactions in the current reporting period or the following period?**
A: Focus on activities not the paperwork. If in question, report funds based on the expenditure date rather than the claim date.

**Q: In ODE's data collection form the last question for each section is the percentage of funds remaining for activity. Does 0 count the percentage of funds remaining if no funds were requested or if all funds have been spent?**
A: Yes.

**Q: What category are we supposed to put our indirect costs in?**
A: Operational uses should be the default category.

# Questions & Responses from 04/13/22

**Q: Will there be updated guidance on how charter schools report? Do their expenditures and percentage remaining add into our report overall?**
A: Yes. District-sponsored charter schools' information should be included in the district's response. Districts need to work with charter schools directly. The district is the grantee and charter schools are treated like any other school in the district.

**Q: If our district is doing the data reporting, do we, as a charter school, have to do ours individually?**
A: Only state-sponsored charter schools are reporting independently. Again, district-sponsored charter schools should provide their information to their district and the district combines the charter information in their responses.

**Q: When will information from this Office Hour be available?**
A: Answers to the questions discussed today and the slides will be sent to office hour registrants by close of business this coming Friday (Friday, April 29th for today's office hour registrants).

**Q: Do we need to post our updated ESSER Integrated Planning Tool (IPT) to our district website when we send it to ODE even though our district budget is not posted until June?**
A: Districts need to post their updated ESSER IPT to their website once the district's budget is finalized.

**Q: Can I get a link to the data collection report?**
A: To access the data collection report, please use the following link: https://www.oregon.gov/ode/schools-and-districts/grants/Pages/ESSER-Data-Collection.aspx?utm_medium=email&utm_source=govdelivery

# Questions & Responses from 04/13/22

**Q: How do we report FTE equivalency?**
A: Report FTE to the 10th decimal point. For example, 1 position at 1.0 FTE plus 2 positions at 0.75 FTE would be reported as 2.5 FTE. ODE can provide districts FTE data that was reported last year at their request (we will include this information when following up via email with today's questions/answers and slides) and it can be found on this page of the ODE site: https://www.oregon.gov/ode/schools-and-districts/grants/Pages/ESSER-Data-Collection.aspx

**Q: If you funded a position out of ESSER II and now it is funded out of ESSER III, how does that get recorded?**
A: This report is asking for positions rather than funding source, so report the position.

**Q: Did districts also submit this report last year? Also, can districts build on last year's submission?**
A: Districts did submit a report last year, however this year's US Educational Department report structure has changed dramatically. Districts can build from last year's submission as long as they recognize how different this year's reporting expectations are.

**Q: What are the expectations for districts for sharing this report with their board? Does it need to be an information item at a school board meeting?**
A: This report does not require board approval. Data will be reported to federal partners and data will be publicly available through them.

# Questions & Responses from 04/20/22

**Q: What is the latest update on the ESSER III Integrated Planning Tool?**
A: US Department of Education (USED) guidance regarding the use and reporting of ESSER III funds continues to emerge and become clearer. The Oregon Department of Education (ODE) has updated its District Guide this spring to align with current USED guidance. ODE is requesting that districts update their Integrated Planning Tool (IPT) by May 6, 2022, to reflect their current plans about recovery efforts and federal expenditures. Please continue to keep activities within the scope of allowable costs and seek ODE approval for capital projects in excess of $5000. Another updated IPT will be due again next year.

**Q: Can you send this slide deck via email rather than just putting it in the chat?**
A: Yes, ODE will provide an updated deck by Friday, April 29, 2022.

**Q: How do I view my district's previous IPT?**
A: Districts can access and download their IPT at: https://www.oregon.gov/ode/schools-and-districts/grants/Pages/ESSER-Data-Collection.aspx?utm_medium=email&utm_source=govdelivery. Please note that files contained within the above link are read only. To update an IPT, an individual must save the document to their desktop. Once the file is saved to the desktop, changes can be made. Please follow the instructions in the District Guide to upload the revised IPT: https://www.oregon.gov/ode/schools-and-districts/grants/Documents/CARES%20Act/ESSER%20III/ESSER%20III%20District%20Plan%20Guide.pdf

# Questions & Responses from 04/20/22

**Q: How many districts already submitted their new IPT? Have any of these been approved?**
A: To date we have 71 of 197 district IPTs, 7 of 19 ESD IPTs, and 1 of the 4 state-sponsored charter school. The process of reviewing submissions will begin after May 6th. If ODE has questions about a district submission, then ODE will follow up with districts directly.

**Q: Our COO or Superintendent may have already submitted our Continuity Plan. How can I find the plan?**
A: For information about the Safe Return to In-Person Instruction and Continuity of Services Plan contact the RSSL team: Kati Mosely, ODECOVID19@ode.oregon.gov.

**Q: Is the Safe Return to In-Person Instruction and Continuity of Services Plan the only thing that goes on our public website?**
A: No, the current Integrated Planning Tool needs to be posted to districts' websites.

**Q: When submitting the federal ESSER data around pandemic safety measures, is it appropriate to include activities that ESSER funds were not directly expended on?**
A: Yes, please indicate all pandemic safety measures undertaken if ESSER funds were spent on related activities.

# Questions & Responses from 04/20/22

**Q: Where can I find more information on the 'Emergency Plan' that is required to be on our website?**
A: Your district's Emergency Plan is likely located within other disease prevention plans. More information can be found at "Update to Safe Return to In-Person Instruction
& Continuity of Service Plan": https://content.govdelivery.com/accounts/ORED/bulletins/3068fa8.

**Q: How often is the ODE FAQ document around ESSER updated?**
A: FAQ Document is updated in real time. The same link will work as questions develop over time:
https://www.oregon.gov/ode/schools-and-districts/grants/Documents/CARES%20Act/Data%20Collection/ESSER%20Data%20Collection%20FAQs%204.15.22.pdf

**Q: What do we need to submit if we are planning to spend funds on capital expenditures?**
A: If you are planning capital expenditure projects (projects that will have more than 1 year in useful life or require funds over $5000), please be sure to check for the Capital Expenditure Expense Process: https://www.oregon.gov/ode/schools-and-districts/grants/Documents/CARES%20Act/ESSER%20II/ESSER%20Capital%20Expenditures%20Approval%20Form%201.11.22.xlsx

# Questions & Responses from 04/27/22

**Q: How does ESSER funding apply to a charter school that is not a Title I school?**
A: Title I designations were used, in part, to determine a school district's ESSER allocation only. Districts are not required to only allocate to Title I qualifying schools and may allocate ESSER funds as they determine, including allocating funds to district-sponsored charter schools.

**Q: How does ESSER data collection apply to district-sponsored charter schools (regardless of Title I status)?**
A: Districts are expected to include all their district-sponsored charter school data in their overall district report, whether or not funds were allocated to the school. One option is for the sponsoring district to provide the charter school the list of data collection questions and request that the charter school provide the district their data.

**Q: Do I include my district charter FTE with my district FTE?**
A: Yes, please include their FTE with the district FTE in the reporting.

**Q: If we did not allocate funds to our district charter school, do we include their FTE?**
A: Yes, because the desire is to report the number of FTE in the district.

# Questions & Responses from 04/27/22

**Q: How many districts have submitted their data collection so far?**
A: As of April 27, 2022: Districts: 91, ESDs: 9, State Sponsored Charters: 3

**Q: How are "remaining funds" defined in the data collection? For the full grant or for what is remaining after 2021?**
A: ESSER III funds were awarded after this current reporting period so answer the remaining funds questions for 100% of your ESSER III funds and remaining ESSER I and II funds.

**Q: When considering remaining funds, do we use updated allocations or initial ones?**
A: Use final, updated allocations.

**Q: Should Tier II items be included in the Integrated Planning Tool (IPT)?**
A: Your IPT signals to ODE what your district's current plans are regarding use of ESSER III funds. These programs (ESSER I, II, and III) do not work like other federal grants where the planning tools is a budget that a district would be held accountable to; instead, these programs are designed to provide districts flexibility to respond to the needs of their community as they emerge. As a result, ODE expect district plans to shift and adjustment throughout the life span of the programs.

# ODE ESSER III Personnel

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