

# FY2024 COVID Relief Application Alaska Grants Management System (GMS) Application Handbook



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## Contact DEED

For general information, or if you're unsure who to contact, please contact our generalized inbox at [DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov)

Name	Contact For	Phone	Email
Joel Roylance, Program Coordinator II	Program Compliance Program Monitoring	(907)269-7976	<a href="mailto:Joel.Roylance@alaska.gov">Joel.Roylance@alaska.gov</a>
Nicole Endsley, Program Coordinator I	Allowable Activities Application Approval	(907)419-7885	<a href="mailto:Nicole.Endsley@alaska.gov">Nicole.Endsley@alaska.gov</a>
Kristina Monson, Grants Administrator II	Fiscal Questions Reimbursement Requests	(907)465-2930	<a href="mailto:Kristina.Monson@alaska.gov">Kristina.Monson@alaska.gov</a>

## What's New For FY2024?

**FY2024 Resource**— DEED has created a resource [FY2024 COVID-19 Relief Funding Application Information & FAQs: A Guidance Document to Assist Districts in Planning for FY2024 COVID Relief Expenses](#).

**FY2024 Assurances Packet**— Districts may find the FY2024 Assurances Packet in the GMS document library, or [linked here](#).

**CARES Act Funding Expired**— Districts will no longer see ESSER I and GEER I in the application. Furthermore, ESSER II funding expires September 30, 2023, and districts will only be able to seek reimbursement for ESSER II funds during the first quarter.

**ESSER III Program Details**— Districts are no longer required to report the last update of their mitigation plan. The wording on some questions was updated to reflect ongoing planning and evaluation for FY2024.

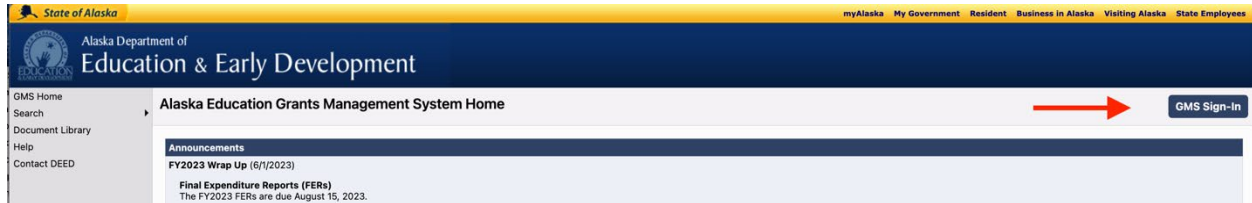
**SAM.gov Registration change**— Assurances Due to modification of 2 CFR 25.200(a) and additional guidance from USDA, DEED has determined that the requirement for full registration in SAM.gov is no longer applicable to entities not receiving federal funding directly from a federal agency. Therefore, rather than requiring proof of full SAM.gov registration, DEED will only be requiring proof that the entity receiving funding has obtained a Unique Entity Identifier (UEI) through SAM.gov as required by 2 CFR 25.300. DEED will no longer require grantees be registered on SAM.gov, although DEED will require districts have a UEI number. This also means DEED will no longer be monitor grantees for current registration and you won't see the SAM.gov expiration date on the Assurances page in GMS.

## Overview

Congress approved three major COVID-19 relief packages, the CARES Act, the CRRSA Act, and the ARP Act which include funding to support states and school districts in responding to the national pandemic. CARES Act funding expired September 30, 2022. The FY2024 COVID Relief Application will be used for districts to apply for the two remaining major relief packages, CRRSA and ARP. Once districts' FY2023 Final Expenditure Reports (FERs) are approved, any carryover funds will automatically be loaded to the districts' FY2024 COVID Relief Application.

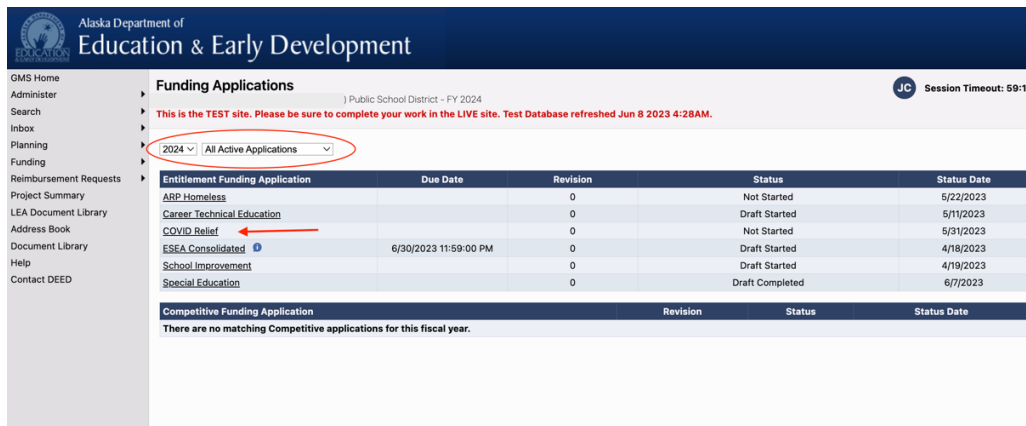
## Overview of the Grants Management System (GMS)

The Grants Management System (GMS) is the online tool the Alaska Department of Education and Early Development (DEED) uses to administer several federally funded grants. Districts will use GMS to apply for ESSER II (CRRSA Act) and ESSER III (ARP Act). To access GMS, go to [gms.education.alaska.gov](https://gms.education.alaska.gov). Each user must have a User ID set up by the district's User Access Administrator in order to enter information into the system.



## Overview of the COVID Relief Application

Once logged into GMS, to access the COVID Relief Application, locate the sidebar menu on the upper-left side. Select Funding, then Funding Application, select the Fiscal Year 2024 and All Active Applications, and then click on the COVID Relief Application.



This navigates the user to the COVID Relief Sections page. The Sections page is considered the homepage of the COVID Relief Application, as it displays the status of the application as well as links to each of the sections and pages that comprise the application.

**Education & Early Development**

GMS Home  
 Administer  
 Search  
 Reports  
 Inbox  
 Planning  
 Funding  
 Reimbursement Requests  
 Project Summary  
 LEA Document Library  
 Address Book  
 Document Library  
 Help  
 Contact DEED

**Sections**  
 Alaska Department of Education and Early Development (999) Test District - FY 2024 - COVID Relief - Rev 0  
 NE Session Timeout: 59:36  
 This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Application Status: Not Started  
 Change Status To: Draft Started

View DEED History Log  
 View Change Log

Description ( View Sections Only View All Pages )	Validation	Print Select Items
All		Print
Grantee Checklist		Print
Grantee Checklist		Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
Contacts		Print
Contacts		Print
Assurances		Print
Assurances		Print
Related Documents		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
Grant Award Report		Print
Grant Award Report		
All		Print

It is important to note that you will not see a budget section for CRRSA or ARP until money has been loaded into your application. This will not occur until after the FER for FY2023 has been processed and approved.

Description ( View Sections Only View All Pages )	Validation	Print Select Items
All	Messages	Print
Grantee Checklist		Print
Grantee Checklist		Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CRRSA Act: ESSER II	Messages	Print
Accept/Waive Indirect Cost		
Budget	Messages	Print
Budget Overview		Print
Related Documents		
ARP Act: ESSER III	Messages	Print
Accept/Waive Indirect Cost		
Budget	Messages	Print
Budget Overview		Print
Program Details		Print
Related Documents		
Contacts		Print
Contacts		Print
Assurances		Print
Assurances		Print
Related Documents		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
Grant Award Report		Print
Grant Award Report		
All	Messages	Print

More detailed application instructions for fund sources are provided later in this handbook, but below is an abbreviated description of all Sections and instructions for the entire COVID Relief Application:

- **Application Status** – Automatically records and displays the current approval level of the application.
- **Change Status To** – Indicates current options for changing the status of the application. When beginning a draft, users must select Draft Started to open the application. Additionally, this is where users indicate that their draft application is complete, and they want to submit the application to the next level of approval either within the district or to DEED.

- **Grantee Checklist** – Districts are able to read feedback from DEED on this page. If the application is returned unapproved, DEED Program Manager(s) will describe what revisions must be made in order for the application to be approvable.
- **History Log** – Automatically documents and displays key changes in application status. Additionally, allows district and DEED to create comments which are displayed here and may also be sent to users via email from the Create Comment page.
- **Allocations** – Allocations for each grant in the application, including carryover, are shown here.
- **Grants** – The COVID Relief Application includes specific sections for ESSER II (CRRSA Act) and ESSER III (ARP Act). Each grant section has the following sub-sections:
  - Accept/Waive Indirect Cost – waive or accept and apply the approved indirect rate to specific grant sub-categories of spending which are designated by purpose code.
  - Budget – enter dollar amount and narrative description of planned expenditures, categorized according to chart of account codes, and, if applicable, by purpose code.
  - Budget Overview – summary screen showing budget totals by account codes and purpose code. This screen is for viewing information only.
  - Related Documents – This will only be used as needed.
- **Assurances** – Enter the district UEI number and agree to required statements. Additionally, download the Assurances and Certification Packet, sign the appropriate pages, convert them to a PDF file, and then upload the signed document to this sub-section.

## Updating Address Book and Grant Contacts

The Address Book looks different for FY2024. Locate the sidebar menu on the upper-left side. Select Address Book.

The screenshot shows the DEED Address Book interface. On the left is a sidebar menu with options like 'SMS Home', 'Administer', 'Search', 'Reports', 'nbox', 'Planning', 'Funding', 'Reimbursement Requests', 'Project Summary', 'LEA Document Library', 'Address Book', 'Document Library', 'Help', and 'Contact DEED'. The main content area is titled 'Address Book' and includes a warning: 'This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.' Below this are several sections: 'View All District Contacts', 'LEA Funding Application Contacts' (with a table), 'LEA Role Contacts' (with a table), 'Other LEA Contacts' (with a table), and 'DEED Funding Application Contacts' (with a table).

Application	Grant	Contact Type	Contact
21st CCLC	N/A	DEED Funding Application Administrator	<a href="#">Preziosi, Courtney</a>
AKLiteracy	N/A	DEED Funding Application Administrator	<a href="#">Bailey, Brittnay</a> <a href="#">Manning, Kelly</a>
ARP Homeless	N/A	DEED Funding Application Administrator	<a href="#">Preziosi, Courtney</a>
ARP Homeless II	N/A	DEED Funding Application Administrator	<a href="#">Preziosi, Courtney</a>
Career Technical Education	N/A	DEED Funding Application Administrator	<a href="#">Billings, Brad</a>

The Address Book is automatically populated from the individual grant applications, contact page. For example, the address book may be blank until the district visits the COVID Relief Application and designates a contact on the contacts page. To see who your DEED contact is for each grant, scroll down to DEED Funding Application Contacts.

It is wise for the district to periodically update all roles for the district. Click on “View All District Contacts” at the top of the address book and examine the roles for all individuals listed. Someone with the User Access Administrator role will need to make updates. **It is imperative that the Address Book**

and Grant Contacts are kept updated so that notifications and emails are received by the correct district representative(s).

## Submission and Approval

Once the grant application has been completed by the district staff with the COVID Relief Update role, the user will mark the application as *Draft Completed*. Next, the district business manager who has been given the Fiscal Representative Role will review and either approve or return to the Grantee COVID Relief Update role. The last approval step at the district level is the Authorized Representative Approval. Once the Authorized Representative has approved the application submission, it will be submitted to DEED for review.

Application Status	Change Status To	Who Can Make this Change
Not Started	Draft (Revision) Started	Grantee COVID Relief Update
Draft (Revision) Started	Draft (Revision) Completed	Grantee COVID Relief Update
Draft Completed	Fiscal Representative Approved	Grantee Fiscal Representative
Fiscal Representative Approved	Authorized Representative Approved	Grantee Authorized Representative

In a small district where one district representative may fill several of the user roles, the application will still need to be approved by each user role before it can advance through the district and onto DEED. Even in a case as mentioned above, **DEED expects a minimum of two people to participate in the application process and be given distinct approval roles to ensure fiscal oversight and accountability.**

## DEED Review

Once the district submits the COVID Relief Application, DEED program and grants staff will review the application. DEED aims to approve or return applications within two weeks of receiving. The DEED Program Manager(s) will mark each item in the checklist as *OK* or *Needs Attention*. If any items in the funding application are marked as *Needs Attention*, the application will be returned by the DEED Program Manager to the district for revisions. This cycle will continue until the application is approvable.

The screenshot displays the DEED application review interface. On the left is a navigation sidebar with items like 'Inbox', 'Planning', 'Funding', 'Reimbursement Requests', 'Project Summary', 'LEA Document Library', 'Address Book', 'Document Library', 'Help', and 'Contact DEED'. The main content area shows the application status as 'Not Started' and the change status to 'Draft Started'. Below this, there are links for 'View DEED History Log' and 'View Change Log'. A table with columns 'Description', 'Validation', and 'Print' is shown. The 'Description' column lists various checklist items under 'Grantee Checklist', 'History Log', 'Allocations', 'Contacts', 'Assurances', 'Substantially Approved Dates', and 'Grant Award Report'. A red arrow points to the 'Grantee Checklist' item in the table.

## GMS Validation Checks

If GMS does not allow the district to submit the application, go to the Sections page, find the Validation column, click on Messages in the All row and then search the messages for any errors written in red and correct.

Alaska Department of Education & Early Development

Public School District - FY 2024 - COVID Relief - Rev 0

Session Timeout: 59:49

**Sections**

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Application Status: Not Started

Change Status To: [Draft Started](#)

[View DEED History Log](#)  
[View Change Log](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
Grantee Checklist		<a href="#">Print</a>
Grantee Checklist		<a href="#">Print</a>
History Log		<a href="#">Print</a>
History Log		<a href="#">Print</a>
Create Comment		
Allocations		<a href="#">Print</a>
Allocations		<a href="#">Print</a>
CRRSA Act: ESSER II	<a href="#">Messages</a>	<a href="#">Print</a>
Accept/Waive Indirect Cost		

## Allocations

The top half of the Allocations page shows the allocations for all COVID Relief grants in the funding application. The bottom half of the Allocations page allows the district, if desired, to move funds into the Consolidated Administration Pool (CAP). To “move” funds from a grant to the CAP, enter the amount to be moved in the appropriate cell. See the instructions for the [Consolidated Administration Pool \(CAP\)](#) below for more information about how to consolidate funds for administration.

	(1)	ESSER I (2)	GEER I (3)	ESSER II (4)	ESSER III (5)	COVID CAP	Total
Original		\$0.00	\$0.00	\$1.00	\$1.00	\$0.00	\$2.00
Incoming Carryover		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outgoing Carryover		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forfeited		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		\$0.00	\$0.00	\$1.00	\$1.00	\$0.00	\$2.00

	(1)	ESSER I (2)	GEER I (3)	ESSER II (4)	ESSER III (5)	COVID CAP	Total
From ESSER I		\$0.00				\$0.00	\$0.00
From GEER I			\$0.00			\$0.00	\$0.00
From ESSER II				\$0.00		\$0.00	\$0.00
From ESSER III					\$0.00	\$0.00	\$0.00
<b>Total</b>		\$0.00	\$0.00	\$1.00	\$1.00	\$0.00	\$2.00

## General Application Instructions

### Accept/Waive Indirect Cost (For All Grants)

Use the Accept/Waive Indirect Cost screen to apply indirect cost rates to each grant. The approved indirect rates for each district will be entered into the system by DEED.



## Budgets (For All Grants)

Budget information is entered by each account code. To match expenditures to the correct account code, see the [Alaska Department of Education and Early Development Uniform Chart of Accounts](https://education.alaska.gov/publications/chart_of_accounts.pdf) (education.alaska.gov/publications/chart\_of\_accounts.pdf)

Click on Copy 2023 Budget Item (green circled) to automatically copy over the entire, currently approved, FY2023 budget items (all of them).

Public School District - FY 2024 - COVID Relief - Rev 0 - CRRSA Act: ESSER II

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Go To ▶

Copy 2023 Budget Item | Upload Budget Data | Download Budget Data

Action	Account Code	Total
Modify	310 - Certificated Salaries	\$0.00
Modify	320 - Non-Certificated Salaries	\$0.00
Modify	360 - Employee Benefits	\$0.00
Modify	380 - Housing Allowance/Subsidy	\$0.00
Modify	390 - Transportation Allowance	\$0.00
Modify	410 - Professional & Technical	\$0.00
Modify	420 - Staff Travel	\$0.00
Modify	425 - Student Travel	\$0.00
Modify	430 - Utility Services	\$0.00
Modify	440 - Other Purchased Services	\$0.00
Modify	450 - Supplies/Materials/Media	\$0.00
Modify	490 - Other Expenses (Dues and Fees)	\$0.00
Modify	495 - Indirect	\$0.00
Modify	480 - Tuition & Stipends (Students)	\$0.00
Modify	500 - Capital Outlay	\$0.00
Modify	510 - Equipment	\$0.00
Modify	540 - Other Capital Outlay Expenses	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$1.00
	<b>Remaining</b>	\$1.00

All of the district's FY2023 budgeted items for this particular grant will automatically be added. Districts will need to manually modify each object code.

Public School District - FY 2024 - COVID Relief - Rev 0 - CRRSA Act: ESSER II

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Go To ▶

Upload Budget Data | Download Budget Data

Action	Account Code	Total
Modify	310 - Certificated Salaries	\$0.00
Modify	320 - Non-Certificated Salaries	\$0.00
Modify	360 - Employee Benefits	\$0.00
Modify	380 - Housing Allowance/Subsidy	\$0.00
Modify	390 - Transportation Allowance	\$0.00
Modify	410 - Professional & Technical	\$1,144,400.00
Modify	420 - Staff Travel	\$14,567.35
Modify	425 - Student Travel	\$0.00
Modify	430 - Utility Services	\$0.00
Modify	440 - Other Purchased Services	\$0.00
Modify	450 - Supplies/Materials/Media	\$378,598.82
Modify	490 - Other Expenses (Dues and Fees)	\$0.00
Modify	495 - Indirect	\$67,499.15
Modify	480 - Tuition & Stipends (Students)	\$0.00
Modify	500 - Capital Outlay	\$0.00
Modify	510 - Equipment	\$318,199.49
Modify	540 - Other Capital Outlay Expenses	\$0.00
	<b>Total</b>	\$1,923,264.81
	<b>Adjusted Allocation</b>	\$1.00
	<b>Remaining</b>	(\$1,923,263.81)

If the district would rather start from scratch, click on Modify in order to add, delete, or modify entries in an account code.

GMS Home  
 Administer  
 Search  
 Inbox  
 Planning  
 Funding  
 Reimbursement Requests  
 Project Summary  
 LEA Document Library  
 Address Book  
 Document Library  
 Help  
 Contact DEED

**Budget** Public School District - FY 2024 - COVID Relief - Rev 0 - CRRSA Act: ESSER II  
 This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.  
 Go To

Covt2023 Budget Item | Upload Budget Data | Download Budget Data

Action	Account Code	Total
Modify	310 - Certificated Salaries	\$0.00
Modify	320 - Non-Certificated Salaries	\$0.00
Modify	360 - Employee Benefits	\$0.00
Modify	380 - Housing Allowance/Subsidy	\$0.00
Modify	390 - Transportation Allowance	\$0.00
Modify	410 - Professional & Technical	\$0.00
Modify	420 - Staff Travel	\$0.00
Modify	425 - Student Travel	\$0.00
Modify	430 - Utility Services	\$0.00
Modify	440 - Other Purchased Services	\$0.00
Modify	450 - Supplies/Materials/Media	\$0.00
Modify	490 - Other Expenses (Dues and Fees)	\$0.00
Modify	495 - Indirect	\$0.00
Modify	480 - Tuition & Stipends (Students)	\$0.00
Modify	500 - Capital Outlay	\$0.00
Modify	510 - Equipment	\$0.00
Modify	540 - Other Capital Outlay Expenses	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$1.00
	<b>Remaining</b>	\$1.00

To enter an item, select **Add Budget Item**.

Filtering - 0 out of 14 Budget Items match selected filters [Show All / Clear All](#)

Account Code	Purpose Code	Location Code	Tags	Narrative
310 - Certificated Sal...	All	All	No Options Selected	No Options Selected

[Download Budget Data](#)

**Add Budget Item** << First < Previous Next > Last >> Items 0-0 out of 0 Items/Page: 10

Delete	Edit	Budget Item	Narrative Description
			<b>Total for filtered Budget Items:</b> \$0.00
			<b>Total for all other Budget Items:</b> \$1,923,264.81
			<b>Total for all Budget Items:</b> \$1,923,264.81
			<b>Adjusted Allocation:</b> \$1.00
			<b>Remaining:</b> (\$1,923,263.81)

[Return](#)

Budget Item	Narrative Description
Account Code: 310 - Certificated Salaries Purpose Code: BG - ESSER II Fund Authorized Activities: Select Tag Optional Sub-Code: Location Code: Quantity: 1.00 Cost: \$0.00 Budget Item Total: \$0.00	
	<b>Total for all other Budget Items:</b> \$1,923,264.81
	<b>Total for all Budget Items:</b> \$1,923,264.81
	<b>Adjusted Allocation:</b> \$1.00
	<b>Remaining:</b> (\$1,923,263.81)

[Create](#) [Cancel](#)

If desired, enter an applicable sub-code (or object code such as teacher salary within Certificated Salaries). The sub-code must be within the account code in the [Alaska Department of Education and Early Development Uniform Chart of Accounts](#).

Enter the **Quantity** and **Cost** of the item. The total will be automatically calculated. The district may choose to enter multiple items of the same unit cost or enter items individually.

Enter information in the **Narrative Description** to clearly delineate the expenses in each entry. Include enough information such as FTE of positions, locations of activities, schools served, number of people traveling, etc.

**Location Codes** - The district location code is the default location code from the drop-down. It is preferred that districts do not utilize the school location codes as COVID Relief funds are not school-level programs.

Please reference the individual sections of this handbook for information about each grant’s **purpose codes** and **budget tags**.

### Budget Overview (For All Grants)

The Budget Overview page shows the totals that have been budgeted by account code and, if utilized, purpose code. This screen is view only.

Filter by Location: All - \$1,923,264.81   
[Show Unbudgeted Categories](#)

Account Code	Purpose Code	BG - ESSER II Fund	Total
410 - Professional & Technical		1,144,400.00	1,144,400.00
420 - Staff Travel		14,567.35	14,567.35
450 - Supplies/Materials/Media		378,598.82	378,598.82
495 - Indirect		67,499.15	67,499.15
510 - Equipment		318,199.49	318,199.49
<b>Total</b>		1,923,264.81	1,923,264.81
		<b>Adjusted Allocation</b>	1.00
		<b>Remaining</b>	-1,923,263.81

# Completing the CRRSA Act Application in GMS

## CRRSA Act: Elementary and Secondary School Emergency Relief II Fund

### CRRSA Act: ESSER II Use of Funds

**CRRSA funds expire September 30, 2023. Districts will only be allowed to request first quarter reimbursements for this grant.**

Districts may spend their funds on a wide variety of activities:

1. Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) (“IDEA”), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (“the Perkins Act”), or subtitle B of title VII of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).
2. Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
3. Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.
4. Activities to address 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, including how outreach and service delivery will meet the needs of each population.
5. Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
6. Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
7. Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
8. Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the IDEA and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.
9. Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.
10. Providing mental health services and supports.
11. Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, children with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
12. Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by—
  - a. Administering and using high-quality assessments that are valid and reliable, to accurately assess students’ academic progress and assist educators in meeting students’ academic needs, including through differentiating instruction.
  - b. Implementing evidence-based activities to meet the comprehensive needs of students.

- c. Providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment.
  - d. Tracking student attendance and improving student engagement in distance education.
13. School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.
  14. Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.
  15. Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

### CRRSA Act: ESSER II Budget Purpose Code

There will be one purpose code for the ESSER II application:

- BG-ESSER II Fund

### CRRSA Act: ESSER II Available Budget Tags

Select all appropriate Tags. At least one tag must be selected. See [Adding Budget Tags](#) section of this document. Unlike purpose codes, tags are not tied to reimbursement requests. Tags are strictly for budgeting purposes and do not affect reimbursements. The available tags for ESSER II are:

Tag Names	Budget Upload Text
Elementary and Secondary Education Act	AA=ESEA
Individuals with Disabilities Education Act	AA=IDEA
Adult Education and Family Literacy Act	AA=AEFLA
Carl D. Perkins Career and Technical Education Act	AA=CTE
McKinney Vento Homeless Education Assistance Act	AA=MKV
Coordination with other agencies	AA=1
Supporting principals and other school leaders	AA=2
Addressing needs of special populations	AA=3
Developing procedures to improve district preparedness	AA=4
Training on minimizing spread of COVID-19	AA=5
Purchasing supplies to sanitize facilities	AA=6
Planning for long-term closures	AA=7
Purchasing educational technology	AA=8
Providing mental health services and supports	AA=9
Summer programming for special populations	AA=10
Addressing learning loss among students	AA=11
School facility repairs and improvement to reduce risk of virus transmission	AA=12
Improving the indoor air quality in school facilities	AA=13
Other activities to ensure continuity	AA=14

### CRRSA Act: ESSER II Related Documents

Upload documentation as needed.

## Completing the ARP Act Application in GMS

### ARP Act: Elementary and Secondary School Emergency Relief III Fund

ARP Act: ESSER III Use of Funds

ARP funds expire September 30, 2024.

Districts may spend their funds on a wide variety of activities:

1. Any activity authorized by the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Act (IDEA), Adult Education and Family Literacy Act (AEFLA), or the Carl D. Perkins Career and Technical Education Act (Perkins),
2. Coordination of LEA preparedness and response efforts to improve coordinated responses with other agencies to prevent, prepare for, and respond to coronavirus,
3. Activities to address 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,
4. Developing and implementing procedures and systems to improve LEA preparedness and response efforts,
5. Training and professional development for LEA staff on sanitation and minimizing the spread of infectious diseases,
6. Purchasing supplies to sanitize and clean LEA facilities,
7. Planning for and coordinating during long-term closures, including how to provide meals, technology for online learning, guidance on IDEA requirements, and ensuring other educational services can continue to be provided consistent with all applicable requirements,
8. Purchasing educational technology (including hardware, software, and connectivity) for students served by the LEA that aids in regular and substantive educational interactions between students and their classroom teachers, including assistance technology or adaptive equipment,
9. Providing mental health services and supports, including through the implementation of evidence-based full-service community schools,
10. Planning and implementing activities related to summer learning and supplemental afterschool programs and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care,
11. Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by—
  - a. Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction.
  - b. Implementing evidence-based activities to meet the comprehensive needs of students.
  - c. Providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment.
  - d. Tracking student attendance and improving student engagement in distance education.
12. School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.
13. Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.

14. Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff, and
15. Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

### ARP Act: ESSER III Budget Purpose Codes

Select the appropriate purpose code. Be aware that budgeting an item in a purpose code is like creating “sub-budgets” within the particular grant. There will be two purpose codes for the ESSER III application:

- ESSER III Grant
- Addressing learning loss among students (required) – the district must budget for and expend at least 20% of the entire allocation using this purpose code. There is no longer a validation warning when submitting applications, however the 20% learning loss amount must be met. DEED will manually calculate the amount budgeted in the learning loss purpose to ensure that the district spends at least 20% of the total ESSER III allocation on learning loss activities. If a district spent at least 20% of their entire allocation on learning loss in FY22 and FY23, they will not be required to use the purpose code in FY24.

**Note:** Reimbursements must be submitted by each purpose code used. The district will need to track expenses by purpose code in order to submit reimbursements requests.

### ARP Act: ESSER III Available Budget Tags

Select all appropriate Tags. At least one tag must be selected. See [Adding Budget Tags](#) section of this document. Unlike purpose codes, tags are not tied to reimbursement requests. Tags are strictly for budgeting purposes and do not affect reimbursements. The available tags for ESSER III are:

Tag Names	Budget Upload Text
Elementary and Secondary Education Act	AA=ESEA
Individuals with Disabilities Education Act	AA=IDEA
Adult Education and Family Literacy Act	AA=AEFLA
Carl D. Perkins Career and Technical Education Act	AA=CTE
Coordination with other agencies	AA=1
Addressing needs of special populations	AA=3
Developing procedures to improve district preparedness	AA=4
Training on minimizing spread of COVID-19	AA=5
Purchasing supplies to sanitize facilities	AA=6
Planning for long-term closures	AA=7
Purchasing educational technology	AA=8
Providing mental health services and supports	AA=9
Summer programming for special populations	AA=10
Addressing learning loss among students	AA=11
School facility repairs and improvement to reduce risk of virus transmission	AA=12
Improving the indoor air quality in school facilities	AA=13
Developing strategies and implementing public health protocols policies	AA=14
Other activities to ensure continuity	AA=15

## ARP Act: ESSER III Program Details

Districts may use the previous year's narrative so long as it reflects up to date information. Answer each of the questions listed on the Program Details page. Below is list of the questions, updates for FY2024 are highlighted.

### ~~Section A: District Plan for Safe Return to In-Person Instruction~~ (This section no longer required)

- ~~A.1. Describe how the district developed and updated the plan for the safe return to in-person instruction and continuity of services. Provide how the district sought public comment on updating the plan and took such comments into account. Include which stakeholders were involved in the plan update and the date the plan was last updated.~~
- ~~A.2. Provide the link to district's updated plan.~~

### Section A: Stakeholder Consultation

- A.1. Describe how, in the planning for the use of **remaining ESSER III funds in FY2024**, the district provided opportunities for input and engaged in meaningful consultation with stakeholders including, but not limited to: students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; Tribes; and other stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children and youth in foster care, migratory children, children who are incarcerated, and other underserved students. **Provide dates for consultation activities.**

### Section B: Identifying Needs

- B.1. Describe the extent of the **continued** impact of the COVID-19 pandemic on student learning and student well-being, including identifying the groups of students most impacted by the pandemic.

### Section C: Coordination of Funds

- C.1. Describe how the district will coordinate with other federal education funding (i.e., other COVID Relief funding, ESEA, IDEA, CTE, Child Nutrition).

### Section D: Use of Funds

- D.1. Describe how the funds will be used to **continue** prevention and mitigation strategies that are, to the greatest extent practicable, in line with the most recent CDC guidance, in order to continuously and safely operate schools for in-person learning.
- D.2. Describe how the district will use the funds it reserves under section 2001(e)(1) of the ARP Act (totaling not less than 20 percent of the LEA's total allocation of ESSER III funds) to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
- D.3. Describe how the district will use funds to meet students' social, emotional, and academic needs, including through summer enrichment programming and other evidence-based interventions, and how they advance equity for underserved students.
- D.4. If applicable, describe how the district will use funds to sustain and support access to early childhood education programs.



**Section F: Evaluation**

- F.1. Describe how the district will evaluate the level of implementation and effectiveness of programs funded.

**Section G: General Education Provision Act (GEPA)**

- G.1. Describe how the district will comply with the requirements of Section 427 of GEPA, 20 U.S.C 1228a. The description must include information on the steps the district proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.

## Contacts

Select from the drop-down menus the name of the district user who is the primary contact for the COVID Relief Application. Note: The individual must be a GMS user to show up in the drop down.

Additional Contacts	
Type	Contact(s)
Funding Application Contact	<input type="text"/>

## Assurances

The Assurances section describes the overall assurances that the district agrees to in accepting the federal funds under this funding application.

### Assurances

1. Insert district's Unique Entity ID (UEI) Number.
2. Complete the Suspension and Debarment section.

Save And Go To ▶

\* UEI #

#### Required

As an authorized agency that makes sub-awards that contain federal funds, 2 CFR 25.200 requires the Department of Education & Early Development (DEED) to ensure that each entity that does not have an exemption under 2 CFR 25.110, provide its Unique Entity Identifier (UEI) in each application or plan it submits to DEED.

#### Suspension and Debarment

\* As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180, Sections 180.105 and 180.110

- A. The applicant certifies that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall provide an explanation to this application.

## Related Documents

The complete packet of assurances, the **FY2024 COVID Relief Assurances and Certifications Packet**, must be completed, signed by the district's superintendent or authorized designee, scanned, and uploaded under the Required Documents section.