

Elementary and Secondary School Emergency Relief (ESSER) Funding Status Report for Non-LEA Entities Instructions

March 2022



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**

333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov



Commonwealth of Pennsylvania

Tom Wolf, Governor

Department of Education

Noe Ortega, Secretary

Office of Administration

Hannah Barrick, Deputy Secretary

Data Quality Office

David Ream, Director

Bureau of Budget and Fiscal Management

Jessica Sites, Director

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:

Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
Voice Telephone: (717) 783-5446

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:

Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 5th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education
Office of Administration
333 Market Street, 10th Floor, Harrisburg, PA 17126-0333
(717) 783-6788
www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Table of Contents

Introduction	1
Section 1 – Non-LEA Entity Information	2
1.1 Non-LEA Entity Information	2
Section 2 – SEA Reserve Allocations to Non-LEA Entities	2
2.6a ARP ESSER SEA Reserve Awards to Non-LEA Entities	2
2.6b ARP ESSER SEA Reserve Awards to Non-LEA Entities– Other Use	2
2.6c Planned Uses of Remaining ARP ESSER SEA Reserve Awards to Non-LEA Entities— Other Use.....	5
Section 5 – Number of FTE Positions	5
5.a Total number of FTE positions as of the listed reporting dates.....	5
Definitions	6

Introduction

Entities that provide educational programs to neglected, delinquent, and at-risk youth (Non-LEA Entities) are required to complete this data reporting requirement for all Elementary and Secondary Schools Emergency Relief (ESSER) Funds they receive pursuant to the American Rescue Plan (ARP) Act and Act 24 of 2021.

Non-LEA Entities should only include in this report expenditures of ARP ESSER funds.

Do not include data regarding the use of Governor’s Emergency Education Relief (GEER) Funds, Emergency Assistance to Nonpublic Schools (EANS) Funds, ARP Individuals with Disabilities Education Act (IDEA) Funds, ARP Homeless Children and Youth (ARP-HCY) Funds, and/or any other Federal, State, or local COVID-related relief funds.

The data submitted by Non-LEA Entities will then be compiled and submitted to the U.S. Department of Education (USDE) as part of the State Educational Agency (SEA) required reporting.

Non-LEA Entities should complete the report based on activities in each Non-LEA Entity’s Fiscal Year 2021 for ARP ESSER.

ARP ESSER Reporting Timeline

Annual Report	Applicable Reporting Period	Deadline for LEA	Deadline for PDE
Year 1 Annual Report	July 1, 2020 through June 30, 2021	April 29, 2022	May 2022
Year 2 Annual Report	July 1, 2021 through June 30, 2022	October 2022	November 2022
Year 3 Annual Report	July 1, 2022 through June 30, 2023	October 2023	November 2023
Year 4 Annual Report	July 1, 2023 through June 30, 2024	October 2024	November 2024
Year 5 Annual Report	July 1, 2024 through September 30, 2024	October 2025	November 2025

The ESSER Funding Status Report will be an Excel Reporting Tool extract and will contain several sections with multiple parts to each section. The sections are as follows, further information for each section, directly follows this introduction.

Section 1 – Non-LEA Entity Information

Section 2 – ESSER SEA Reserve Allocations to Non-LEA Entities

Section 3 – Number of FTE Positions

Please complete the report, save it, and return it to ra-edarpesser@pa.gov by **April 29, 2022**.

Please refer questions to ra-edarpesser@pa.gov.

Section 1 – Non-LEA Entity Information

1.1 Non-LEA Entity Information

Please complete the section completely to identify the Non-LEA Entity.

Section 2 – SEA Reserve Allocations to Non-LEA Entities

The Pennsylvania General Assembly allocated ARP ESSER funds to certain Non-LEA Entities through Act 24 of 2021 (Act 24). These ARP ESSER funds were part of the ESSER SEA Reserve Allocation.

Act 24 defines how the ARP ESSER SEA Reserve Allocations were distributed. See Table 1 for the ESSER SEA Reserve Allocations to Non-LEA Entities for ARP ESSER. Note that Non-LEA Entities did not receive ESSER funds under any other Federal or State law.

Table 1: SEA Reserve Allocations to Non-LEA Entities

	ARP ESSER SEA Reserve II (2.5% set-aside)
Total Allocation	\$19.9 million for programs for delinquent, neglected, and at-risk youth
Agency, process	PDE, eGrants
Eligible LEAs	Programs for delinquent, neglected, and at-risk youth
Link to LEA Allocations	LEA Allocations
Timeline for Use of Funds	March 13, 2020 through September 30, 2024

A Non-LEA Entity will use this section to report the total awards and expenditures, along with allowable uses, of the ESSER SEA Reserve Allocations under ARP ESSER. Carefully review Table 1 and the link to the allocation amounts to ensure that your Non-LEA Entity is including the appropriate ESSER SEA Reserve Allocation in the report.

2.6a ARP ESSER SEA Reserve Awards to Non-LEA Entities

Enter the total amount awarded and expended by the Non-LEA Entity from the ARP ESSER SEA Reserve Allocations (see Table 1). The total amount awarded will be for the entire period of the grant; the amount expended is for this reporting period only.

Indicate the total amount designated or expended for learning loss, afterschool programs, and summer enrichment (as appropriate).

2.6b ARP ESSER SEA Reserve Awards to Non-LEA Entities– Other Use

From 2.6d, enter the amount for “Other Uses” that was awarded and expended during this reporting period.

Select Y or N for how the “Other Uses” awarded under Act 24 were used, if expended during this reporting period.

Table 2 includes examples of expenditures that fall into each of the identified activity categories. Please reference Table 2 when categorizing expenditures during the reporting period.

For expenditures not defined below, please use your best judgment to categorize the expenditure in the most relevant activity category.

Table 2: Examples of ESSER Expenditures by Category

Addressing Physical Health and Safety	Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)	Mental Health Supports for Students and Staff	Operational Continuity and Other Allowed Uses
Building and facilities upgrades and maintenance, including ventilation systems and new construction	Extended learning and/or summer learning	Additional staffing and/or activities to assess and support social-emotional well-being, including mental health, for students, educators and/or families	Any activity not described above that is authorized by the McKinney-Vento Homeless Assistance Act
Assistance with meals for students	High-dosage intensive tutoring		Any activity not described above that is authorized by the Elementary and Secondary Education Act of 1965
Cleaning and/or sanitization supplies	Additional staffing and/or activities to identify and/or respond to unique student needs and/or provide targeted support for underserved student groups, including each major racial and ethnic group, children from low-income families, children with disabilities, English learners, LGBTQ+ students, migratory students, students experiencing homelessness, youth in foster care, and other groups disproportionately impacted by the pandemic that have been identified by the SEA		Any activity not described above that is authorized by the Individuals with Disabilities Education Act
Temporary classroom space to support social distancing	Universal screening, academic assessments, and intervention data systems, such as early warning systems and/or opportunities to learn data systems		Any activity not described above that is authorized by the Adult Education and Family Literacy Act

Addressing Physical Health and Safety	Meeting Students' Academic, Social, Emotional, and Other Needs (Excluding Mental Health Supports)	Mental Health Supports for Students and Staff	Operational Continuity and Other Allowed Uses
Temporary or additional transportation services to support social distancing to and from school	Improved coordination of services for students with multiple types of needs, such as full-service community schools or improved coordination with partner agencies, such as the foster care services		Any activity not described above that is authorized by the Carl D. Perkins Career and Technical Education Act of 2006
Capacity-building to improve disaster preparedness and response efforts, including coordination with State, local, Tribal, and territorial public health departments, and other relevant agencies to improve coordinated responses to prevent, prepare for, and respond to COVID-19	Early Childhood Programs		Other activities not described above 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
Other health protocols not listed above and aligned to guidance from the Centers for Disease Control and Prevention (CDC) such as: vaccines for staff and/or students, COVID-19 testing for staff and/or students, contact tracing, masks	Hardware and software		
	Wi-Fi, broadband, or other connectivity		
	Curriculum adoption and learning materials		
	Core staff capacity building / training to increase instructional quality and advance equity		
	Investments in talent pipelines for teachers and/or classified staff		

2.6c Planned Uses of Remaining ARP ESSER SEA Reserve Awards to Non-LEA Entities— Other Use

Indicate the planned uses of any ARP ESSER SEA Reserve Award funds that have not been expended during this reporting period.

Indicate the percentage of the remaining funds for each planned expenditure activity listed. Please refer to Table 2 for examples of expenditures in each of the listed activity categories.

Section 5 – Number of FTE Positions

This section outlines the number of full-time equivalent (FTE) Positions in the Non-LEA Entity no matter the funding source.

5.a Total number of FTE positions as of the listed reporting dates

Provide the number of FTE positions for the Non-LEA Entity 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, and equals the sum of the number of full-time positions plus the FTE of the number of part-time positions.

Definitions

The following definitions are provided for the purposes of this reporting activity.

ARP - American Rescue Plan Act of 2021

ARP ESSER - Elementary and Secondary School Emergency Relief fund authorized under section 2001 of the American Rescue Plan Act of 2021

Awarded - An SEA awards funds when it makes a subgrant to an LEA or, in the case of the SEA Reserve, when it enters into a subgrant or contract with a subrecipient.

CARES - Coronavirus Aid, Relief, and Economic Security Act

CRRSA - Coronavirus Response and Relief Supplemental Appropriations

ESSER I - Elementary and Secondary School Emergency Relief fund authorized under Section 18003 of Division B of the Coronavirus Aid Relief, and Economic Security (CARES) Act

ESSER II - Elementary and Secondary School Emergency Relief fund authorized under Section 313 of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act

Evidence-based - The ARP Act defines the term “evidence-based” as having the meaning in section 8101(21) of the ESEA. Accordingly, “evidence-based” includes several tiers of evidence. Specifically, “evidence-based,” when used with respect to an SEA, LEA, or school activity, means an activity, strategy, or intervention that:

- Demonstrates a statistically significant effect on improving student outcomes or other relevant outcomes based on—
 - Strong evidence from at least one well-designed and well-implemented experimental study (“tier 1”);
 - Moderate evidence from at least one well-designed and well-implemented quasi experimental study (“tier 2”); or
 - Promising evidence from at least one well-designed and well-implemented correlational study with statistical controls for selection bias (“tier 3”); or
- Demonstrates a rationale based on high-quality research findings or positive evaluation that such activity, strategy, or intervention is likely to improve student outcomes or other relevant outcomes and includes ongoing efforts to examine the effects of such activity, strategy, or intervention (“tier 4”).

Given the novel context created by the COVID-19 pandemic, an activity need not have generated such evidence during the COVID-19 pandemic to be considered evidence-based.

Expended - The actual spending of money; an outlay. For purposes of this reporting, reimbursements that are made in the current reporting period that reimburse expenditures made prior to the start of the reporting period and on or after March 13, 2020, are considered “expenditures” for this reporting period.

DUNS# - A [DUNS number](#) is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

Full-Service Community School - The term “full-service community school” means a public elementary school or secondary school that—participates in a community-based effort to coordinate and integrate educational, developmental, family, health, and other comprehensive services through community-based organizations and public and private partnerships; and provides access to such services in school to students,

families, and the community, such as access during the school year (including before- and after-school hours and weekends), as well as during the summer.

G5 - U.S. Department of Education's grant management and payment system

Planned Uses of Funds - Remaining funds that have been earmarked or budgeted for specific purposes are considered "Planned Uses" of Remaining Funds. The Department acknowledges these plans may change; please provide the State's most current information regarding budgeted or earmarked uses of remaining funds.

Qualified Educator - For the purposes of this document "qualified" means an educator has met all requirements to earn a state license or certification in the area they are assigned to teach (and does not include substitute or provisional license or certification).

Remaining Funds - The balance remaining after all expenditures through the end of the reporting period have been subtracted from the total award

SEA - State Educational Agency

SEA Reserve funds - An SEA may reserve 10% or less of its ESSER I and II grants (the "SEA Reserve"), to address emergency needs as determined by the SEA resulting from COVID-19, which may be addressed through the use of subgrants or contracts, and up to half of 1% of its total ESSER I and II award for administrative costs, which must come from the SEA reserve. An SEA must reserve at least 7% of its ARP ESSER award for mandatory set-asides for evidence-based interventions, as described below, and up to 3% for emergency needs as determined by the SEA (the "SEA Reserve"). An SEA may also reserve up to half of 1% of its total ARP ESSER award for administrative costs, which must come from the 3% for emergency needs.

State - The 50 States, the District of Columbia, and the Commonwealth of Puerto Rico