# ESSER II Application

User's Guide

KANSAS STATE DEPARTMENT OF EDUCATION

*Kansas leads the world in the success of each student.*

## MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## VISION

Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

## SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212
(785) 296-3203
www.ksde.org

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*jporter@ksde.org*

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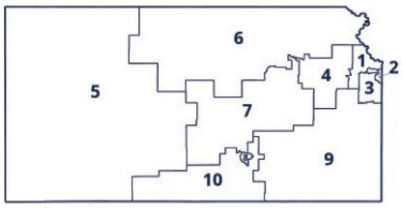


DISTRICT 2

Melanie Haas
*mhaas@ksde.org*

DISTRICT 3

Michelle Dombrosky
*mdombrosky@ksde.org*

DISTRICT 4

Ann E. Mah
*amah@ksde.org*

DISTRICT 5

Jean Clifford
*jclifford@ksde.org*

**LEGISLATIVE LIAISON**
DISTRICT 6

Dr. Deena Horst
*dhorst@ksde.org*

**LEGISLATIVE LIAISON**
DISTRICT 7

Ben Jones
*bjones@ksde.org*

DISTRICT 8

Betty Arnold
*barnold@ksde.org*

DISTRICT 10

Jim McNiece
*jmcniece@ksde.org*

Kansans CAN
*Kansas leads the world in the success of each student.*

# KANSAS STATE DEPARTMENT OF EDUCATION

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JAN. 2021

# Revision History

| Date | Reason of Change | Edited By |
|---|---|---|
| | | |

# Related Documents

| Document Title | Document Location | Comments |
|---|---|---|
| Kansas CommonApp | https://commonapp.grantplatform.com/ | Application Website |
| ESSER II Application Template (Excel) | Title Services website → Federal Disaster and Pandemic Relief → ESSER II Application Template (Excel) – within ESSER II section under Application Information | Report of expenditures intended to be paid with ESSER II funds. |
| ESSER II Application (Word) | Title Services website → Federal Disaster and Pandemic Relief → ESSER II Application (Word) – within ESSER II section under Application Information | Draft of questions that you will be required to answer when submitting application via Kansas CommonApp. |
| ESSER II Application FAQ (Word) | Title Services website → Federal Disaster and Pandemic Relief → ESSER II Application FAQ (Word) – within ESSER II section under Application Information | Frequently Asked Questions for ESSER II Application |
| District Allocations (PDF) | Title Services website → Federal Disaster and Pandemic Relief → District Allocations (PDF) – within ESSER II section under Allocations | Amount of ESSER II grant allocated to each District |
| ESSER II 15 Authorized Uses (PDF) | Title Services website → Federal Disaster and Pandemic Relief → ESSER II 15 Authorized Uses (PDF) – within ESSER II section under Information | Authorized Uses of ESSER II funds |
| ESSER II Application & ESSER I Reporting Webinar (mp4) | Title Services website → Federal Disaster and Pandemic Relief → ESSER II Application & ESSER I Reporting Webinar (mp4) – within ESSER II section under Webinar | Webinar over ESSER II Application & ESSER I Reporting from 3/24/2021. |
| Kansas Accounting Handbook (PDF) | School Finance website → Guidelines & Manuals → Accounting Handbook – within Guidelines section | Lists all Functions, Sub-Functions and Object Codes. |

ESSER II Application

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ESSER II Application

# Introduction

Craig Neuenswander

Deputy Commissioner
Division of Fiscal & Administrative Services
Kansas State Department of Education
craign@ksde.org

The Kansas State Department of Education (KSDE) has developed this application to gather the information necessary to ensure ESSER II plan compliance with state and federal law and report on the use of ESSER II funding. Please complete all required questions in the application form as well as the application template. The window for application submission will begin March 24, 2021 and all applications will be reviewed by the Commissioner's Task Force in recorded, public meetings. Therefore, all information entered in the application is subject to public disclosure.

# Access & Submission

1. Go to KSDE's Federal Disaster and Pandemic Relief page and scroll down to the ESSER II section.
2. Click on ESSER II Application Template (Excel) to download and save.
    a. See guidance below on filling out this template.
    b. Once you have the template filled out Save.

> Tip: Save frequently while working on the document so you don't lose your work.

3. Go to Kansas CommonApp (https://commonapp.grantplatform.com/) to submit application.
    - See steps on how to submit application on the ESSER II Application & ESSER I Reporting Webinar (mp4) starting at the 7:20 mark through 9:50 mark and continuing at the 29:50 mark through the 34:45 mark (after the ESSER I reporting presentation).
    - Save and upload the completed ESSER II Application Template (Excel) file within the application on the Kansas CommonApp site (https://commonapp.grantplatform.com/).
4. Once submitted, the application will go through the following process:
    a. KSDE Screening & Review Process

> Note: You may be contacted by KSDE with questions during this process.

        i. Initial Screening: ensures application has been completed & submitted correctly and that the requests are compliant with federal and state laws.
        ii. Application Review: Assesses direct relationship to COVID-related need and potential impact of requested investments.

    b. Commissioner's Task Force Determinations
        i. Individual Request Determination: For LEA requests that KSDE deferred to the Task Force.
        ii. Recommendations:
            - Approve Plan (excluding rejected requests where applicable)
                - These will then go to the State Board of Education for approval.
            - Send plan back to LEA with suggested revisions for resubmission.

> Note: ESSER II funds will be unavailable to draw down until an application for the district has been submitted and approved by the State Board of Education.

# ESSER II Application Template

A completed ESSER II Application Template (Excel) file will be uploaded within your ESSER II application you submit via the Kansas CommonApp website (https://commonapp.grantplatform.com/). You will fill out the yellow cells within the file and the rest will calculate for you. The following will give guidance on filling out each of the following tabs within this file:

- Instructions & Totals
- ESSER II Direct Allocation
- ESSER II KSDE per Student Alloc
  - This tab is only applicable to districts as based on a statewide per student funding threshold. If you do not have allocations in cell C8 on this tab, you will leave this tab blank.

Note: Please do NOT submit a different template with your expenditures as it will not be accepted.

## Instructions & Totals

This tab has instructions on filling out the template as well as expenditure totals separated out by the 16 allowable uses, which will populate as you enter data on the other two tabs as applicable (ESSER II Direct Allocation - all USDs & ESSER II KSDE per Student Alloc - select USDs).

The only cells you will enter on this page is the District Number (number only – ie. USD 501 = 501), Plan Start Month (MM/YYYY format) and Plan End Month (MM/YYYY format).

The first month you can use as a Plan Start Month is 03/2020 and the last month you can use as the Plan End Month is 09/2023.

| | | |
|---|---|---|
| **District Number:** | | *Please include digits only (e.g., 501)* |
| **District Name:** | | |
| **Plan Start:** | | *Format: MM/YYYY* |
| **Plan End:** | | *Please include the last month covered by the plan* |

| | AUTOPOPULATED BASED ON SUBSEQUENT TABS | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | BUDGETED EXPENDITURES | | | | ELIGIBLE EXPENDITURES (FOR REVIEW PURPOSES ONLY) | | | |
| **ESSER Allowable uses** | **ESSER II Direct district allocation** | **ESSER II SPED** Not included in this application round | **ESSER II KSDE Per Student Allocation** | **Total Budgeted Expenditures** | **ESSER II Direct district allocation** | **ESSER II SPED** Not included in this application round | **ESSER II KSDE Per Student Allocation** | **Total Eligible Budgeted Expenditures** |
| 1. Any activity authorized by ESEA, IDEA, AEFLA, Perkins, or McKinney-Vento | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 2. Coordination of COVID-19 preparedness and response efforts | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 3. Providing principals and other school leaders with resources to address individual school needs | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 4. Activities to address the unique needs of low-income children, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including outreach and service delivery | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 5. Procedures and systems to improve LEA preparedness and response efforts | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 6. Training and professional development for LEA staff on sanitation and minimizing the spread of infectious disease | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 7. Purchasing supplies to sanitize and clean LEA and school facilities | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| 8. Planning for and coordinating during long-term closures, including on how to provide meals | | | | | | | | |

# ESSER II Direct Allocation

This tab is where expenditures the district plans to use their allocated ESSER II funds for will be entered. You may use the USD Budget or the Kansas Accounting Handbook to reference Functions, Sub-Functions and Object Codes as needed.

Cell C8: shows the districts total ESSER II allocation as posted in the District Allocations (PDF) document on KSDE's Federal Disaster and Pandemic Relief website within the ESSER II section under Allocations.

Cell C9: totals all of the expenditures entered on this form (sum of column O).

Cell C10: sum of all expenditures the reviewer deems eligible to be expensed with ESSER II funds. This should be $0 when you submit with your application.

Columns Q through S: used by the KSDE reviewer only to review each line of expenses entered.

The following table gives guidance on each column of the Budgeted Expenditures section. See the example below the table on how to list specific items.

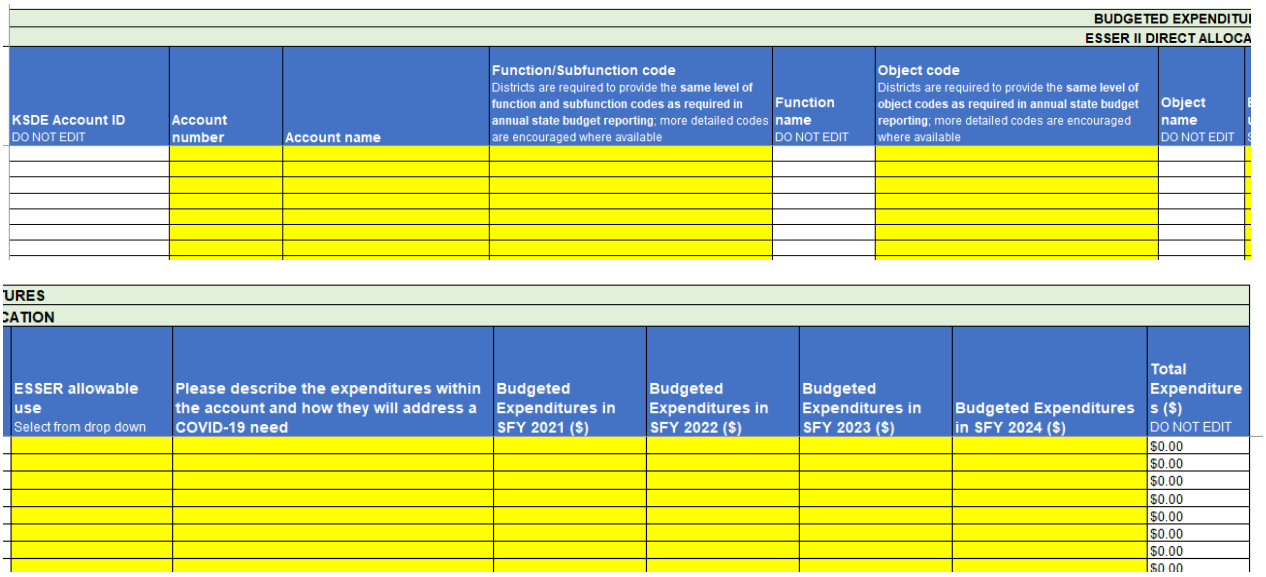
| | Column Heading | Guidance |
|---|---|---|
| C | Account Number | This will be the account number the district assigns to each ESSER II funds within your accounting system. |
| D | Account Name | This will be the account name the district assigns to each ESSER II funds within your accounting system. |
| E | Function/Sub-Function Code | Refer to the USD Budget or page 18 of the Kansas Accounting Handbook to reference Functions and Sub-Functions. **Use expenditure Functions or Sub-Functions from Code 07 (Federal Funds).* |
| F | Function Name | This will populate based off of a valid Function or Sub-Function entered in column E. If blank, the Function or Sub-Function entered in column E is not valid. |
| G | Object Code | Refer to the USD Budget or page 41 of the Kansas Accounting Handbook to reference Object Codes. **Use expenditure Functions or Sub-Functions from Code 07 (Federal Funds).* |
| H | Object Name | This will populate based off of a valid Object Code entered in column G. If blank, the Object Code entered in column G is not valid. |
| I | ESSER Allowable Use | Choose one of the 16 different uses available for ESSER Funds. **For more information on the types of uses, please see the ESSER II 15 Authorized Uses (PDF) document.* |

| | Column Heading | Guidance |
|---|---|---|
| J | Description of Expenditures and how they address COVID-19 needs | Enter a short description of how the specific expenditure will address COVID-19 needs. |
| K | Budgeted Expenditures in SFY 2021 | Enter in the amount you plan to expense with ESSER II funds for the specific Function/Sub-Function and Object Code for FY2021 (2020-2021 school year). |
| L | Budgeted Expenditures in SFY 2022 | Enter in the amount you plan to expense with ESSER II funds for the specific Function/Sub-Function and Object Code for FY2022 (2021-2022 school year). |
| M | Budgeted Expenditures in SFY 2023 | Enter in the amount you plan to expense with ESSER II funds for the specific Function/Sub-Function and Object Code for FY2023 (2022-2023 school year). |
| N | Budgeted Expenditures in SFY 2024 | Enter in the amount you plan to expense with ESSER II funds for the specific Function/Sub-Function and Object Code for FY2024 (2023-2024 school year).<br>*Note: All ESSER II funds must be spent by 9-30-2023. Therefore, expenditures for FY2021 must be expensed from 7-1-2023 through 9-30-2023.* |
| O | Total Expenditures | This will auto-calculate the total of all expenditures for the specific Function/Sub-Function and Object Code of the row (columns K through N). |

Note: Do ***NOT*** list the same Function/Sub-Function, Object Code & ESSER Allowable Use combo more than once.

Example: Expenditures for extra cleaning supplies (bleach, hand sanitizer, etc.) and PPE (masks, gowns, gloves, etc.) may be entered on one row as follows:

Function/Sub-Function = 2100 Student Support Services
Object Code = 600 Supplies
ESSER Allowable Use = 7. Purchasing supplies to sanitize and clean LEA and school facilities
Description of Expenditures = PPE for 400 students and staff to reduce spread of COVID.



| BUDGETED EXPENDITU | | | | | | | |
|---|---|---|---|---|---|---|---|
| ESSER II DIRECT ALLOCA | | | | | | | |
| KSDE Account ID<br>DO NOT EDIT | Account number | Account name | Function/Subfunction code<br>Districts are required to provide the **same level of function and subfunction codes as required in annual state budget reporting**; more detailed codes are encouraged where available | Function name<br>DO NOT EDIT | Object code<br>Districts are required to provide the **same level of object codes as required in annual state budget reporting**; more detailed codes are encouraged where available | Object name<br>DO NOT EDIT | |
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| URES<br>CATION | | | | | | |
|---|---|---|---|---|---|---|
| ESSER allowable use<br>Select from drop down | Please describe the expenditures within the account and how they will address a COVID-19 need | Budgeted Expenditures in SFY 2021 ($) | Budgeted Expenditures in SFY 2022 ($) | Budgeted Expenditures in SFY 2023 ($) | Budgeted Expenditures in SFY 2024 ($) | Total Expenditures ($)<br>DO NOT EDIT |
| | | | | | | $0.00 |
| | | | | | | $0.00 |
| | | | | | | $0.00 |
| | | | | | | $0.00 |
| | | | | | | $0.00 |
| | | | | | | $0.00 |
| | | | | | | $0.00 |
| | | | | | | $0.00 |

# ESSER II KSDE per Student Alloc

This tab is only applicable to districts as based on a statewide per student funding threshold. If you do not have allocations in cell C8 on this tab, you will leave this tab blank. If you do have allocations in cell C8, then please use the same guidance as given for the ESSER II Direct Allocation tab above, for this tab.

The following districts are eligible to use this tab:

- USD 203 Piper-Kansas City
- USD 207 Ft Leavenworth
- USD 229 Blue Valley
- USD 230 Spring Hill
- USD 231 Gardner Edgerton
- USD 232 De Soto
- USD 233 Olathe
- USD 265 Goddard
- USD 266 Maize
- USD 267 Renwick
- USD 268 Cheney
- USD 306 Southeast Of Saline
- USD 323 Rock Creek
- USD 372 Silver Lake
- USD 381 Spearville
- USD 385 Andover
- USD 416 Louisburg
- USD 432 Victoria
- USD 449 Easton
- USD 458 Basehor-Linwood

# Contacts

| | | |
|---|---|---|
| Doug Boline, Assistant Director of Title Services | (785) 296-2600 | dboline@ksde.org |
| Tate Toedman, Assistant Director of Title Services | (785) 296-6714 | ttoedman@ksde.org |
| Dean Zajic, Coordinator of Title Services | (785) 296-2425 | dzajic@ksde.org |

For the quickest response, email ESSER@ksde.org.

For more information, contact:

Title Services
(785) 291-3097
ESSER@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.org