Kansas State Department of Education

ESSER Authenticated Application User's Guide

Questions? Please email esser@ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel 900 SW Jackson, Topeka, KS 66612, 785-296-3204.

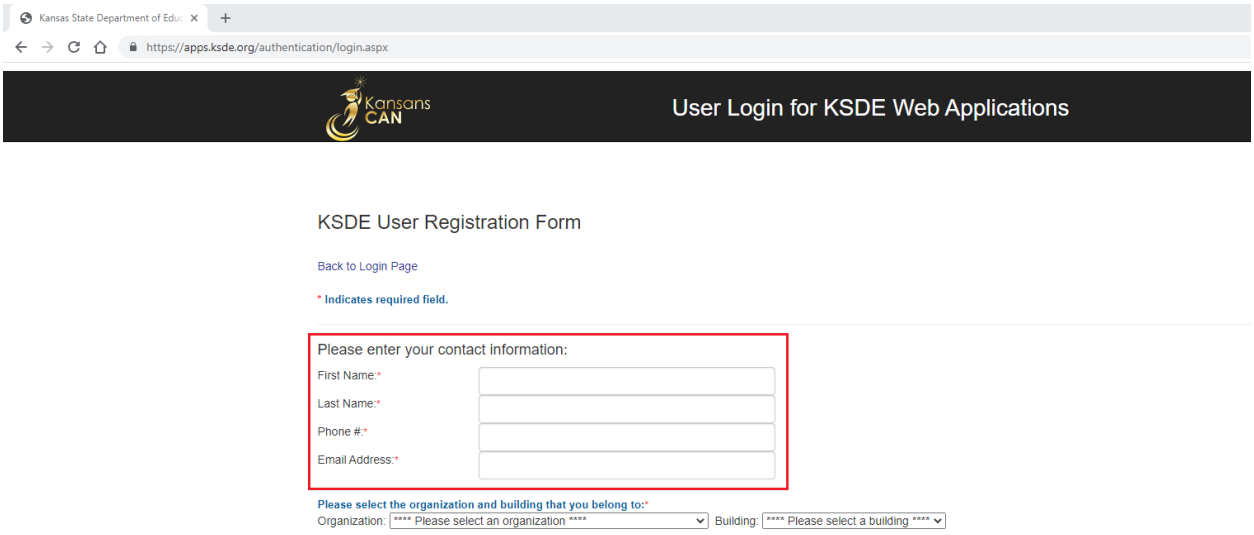
Requesting access to Authenticated Applications

For users that do not have access to any other applications in Common Authentication:

The ESSER application has two access levels for district level users, one for District Read Only access and one for District Data Entry access. If you are a user who will be completing the application and submitting line items for your district you will need to request District Data Entry access. If you are a user who is requesting access to have the ability to monitor the progress of the application and line items you will need to request District Read Only access. Follow the steps below to obtain access:

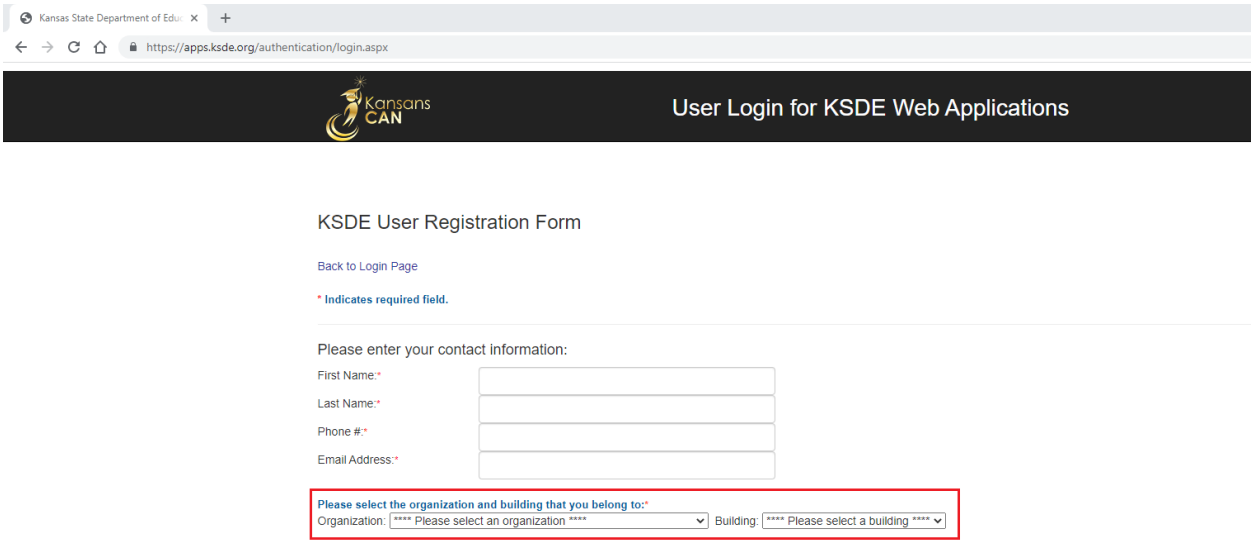
1) Go to the KSDE User Registration page at https://apps.ksde.org/Authentication/register.aspx

2) Enter your First Name, Last Name, Phone # and Email Address in the boxes provided.



3) Select your district from the Organization dropdown.

4) Select "All Buildings" from the Building dropdown (when this selection is made the window will change to display a list of applications and user access levels).



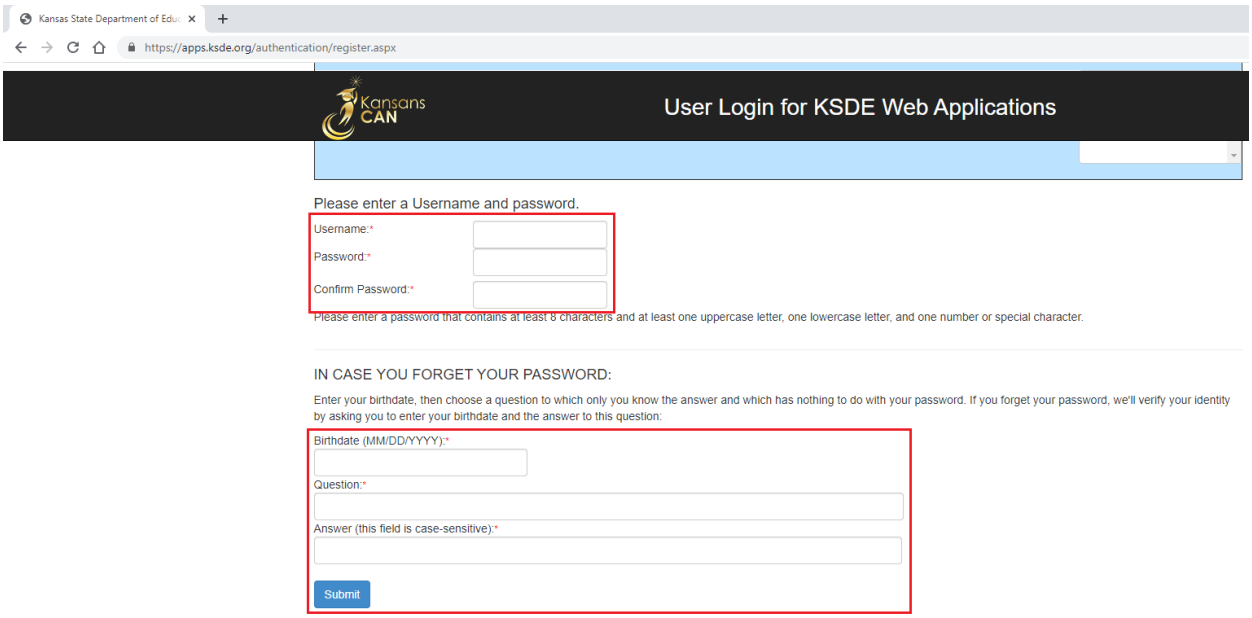
5) Scroll down the list of applications until you find "ESSER" in the Application Name column. Place a checkmark in the box next to "ESSER".

6) Select the access level you are registering for ("District Read Only" or "District Data Entry") by clicking on it in the Application Access Level box to highlight it.

7) Scroll down the page and enter your Username, Password, and Confirm Password in the boxes provided.

8) Enter a Birthdate, challenge Question and Answer in the boxes provided.

9) Click the Submit button.



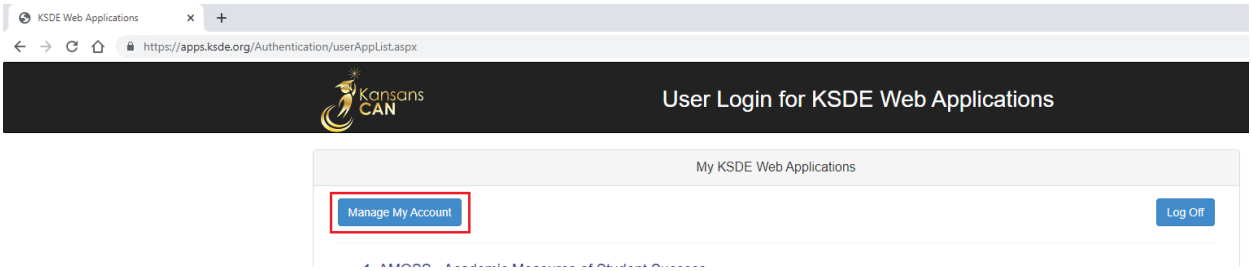
10) You will receive an e-mail notification from helpdesk@ksde.org when your access is approved.

<u>For users that have access to other applications in Common Authentication:</u>

1) Go to the KSDE User Login page at https://apps.ksde.org/Authentication/login.aspx and log in as you normally would.

2) On the Legal Notice page click the Accept button.

3) On the My KSDE Web Applications page click the Manage My Account button



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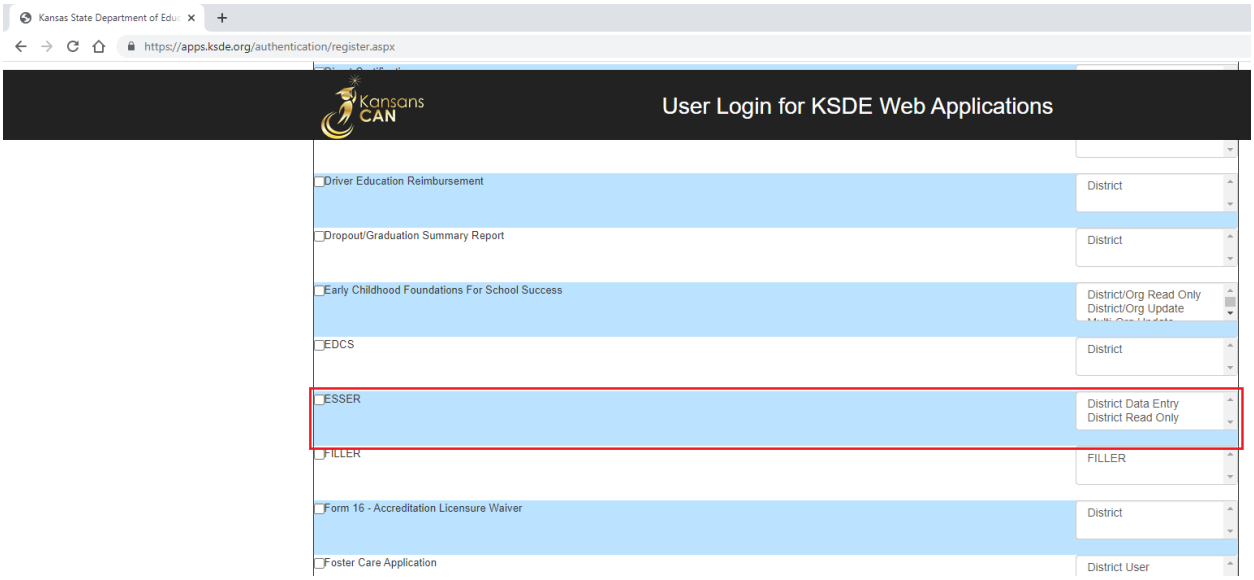
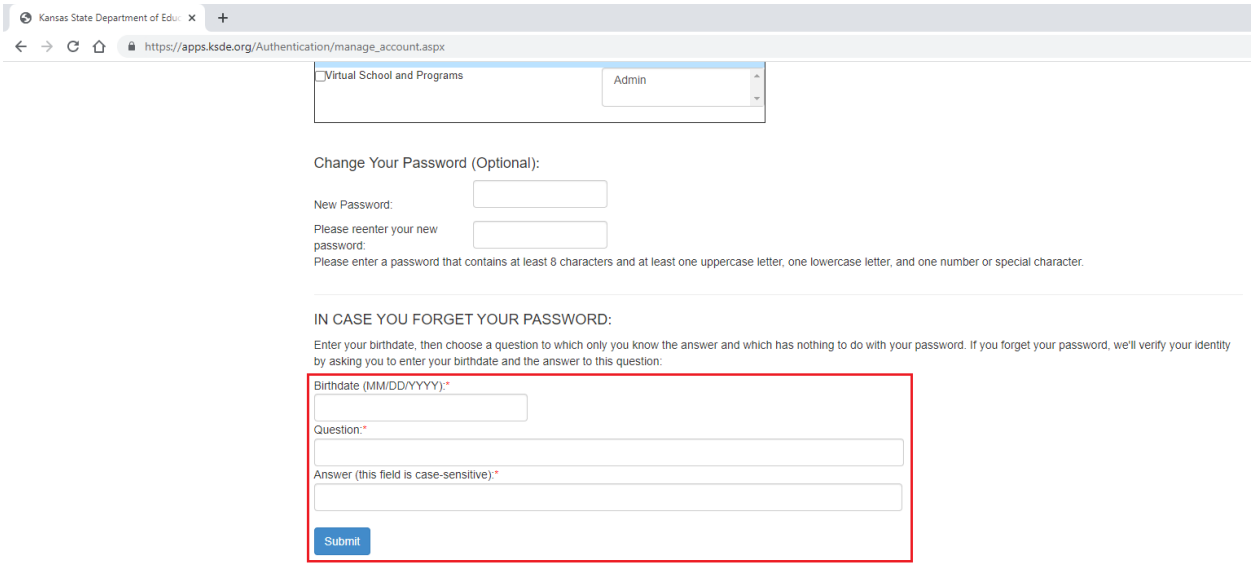


6) Scroll down the page and enter your Birthdate, challenge Question and Answer in the boxes provided.

7) Click the Submit button.

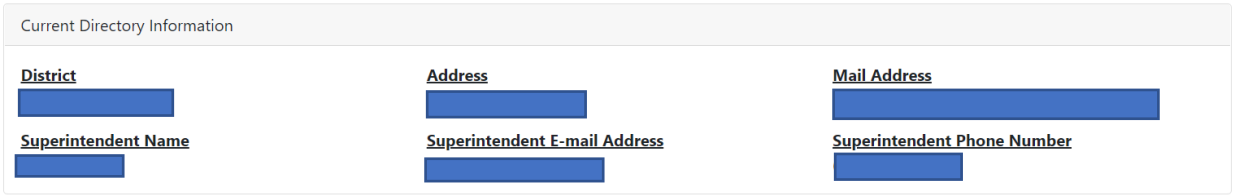


8) You will receive an e-mail notification from helpdesk@ksde.org when your access is approved.

ESSER III Application

Current Directory Information

The data in this section is populated from KSDE's Directory database and will always be the current information for the district. It will include District Number and Name, Physical Address, Mailing Address, Superintendent Name, Superintendent E-mail Address, and Superintendent Phone Number.



Authorized Representative of the District Information

The data in this section is populated by the user completing the application. With the exception of Other District Representative information all fields are required.

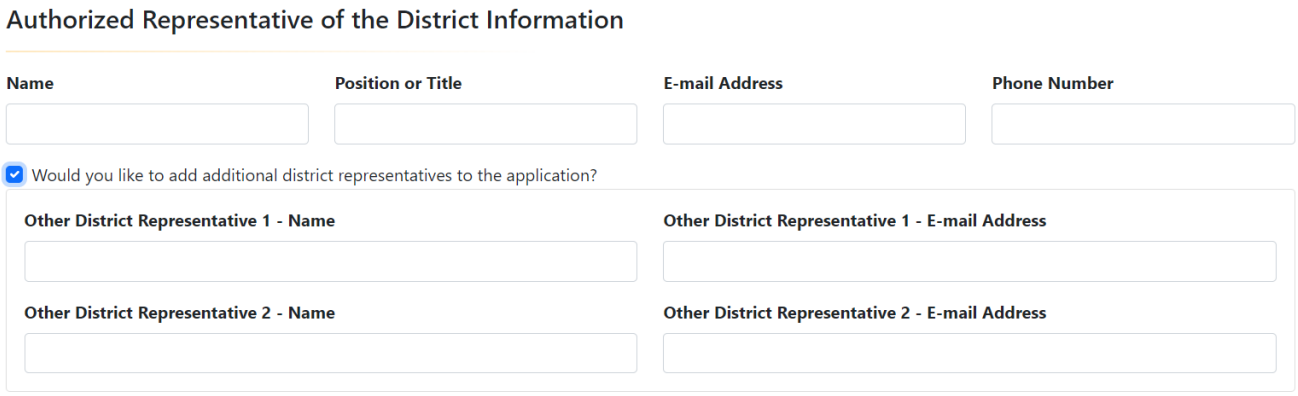
Name – The full name of the individual authorized by the district to submit the application for ESSER III funding.

Position or Title – The position name or position title of the individual authorized by the district to submit the application for ESSER III funding.

E-mail Address – The e-mail address for the individual authorized by the district to submit the application for ESSER III funding.

Phone Number – The phone number that can be used to reach the individual authorized by the district to submit the application for ESSER III funding during business hours.

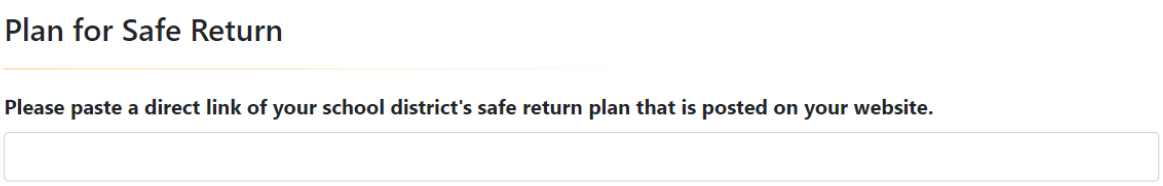
Would you like to add additional district representatives to the application? – When this box is checked a new section of the application will be displayed which will allow users to enter the name and e-mail address(es) for up to two additional representatives. The name and e-mail address for representative one is required if the "Would you like to add additional district representatives to the application?" box is checked. The name and e-mail address for representative two are optional.



Plan for Safe Return

Please paste a direct link to your school district's safe return plan that is posted on your website.

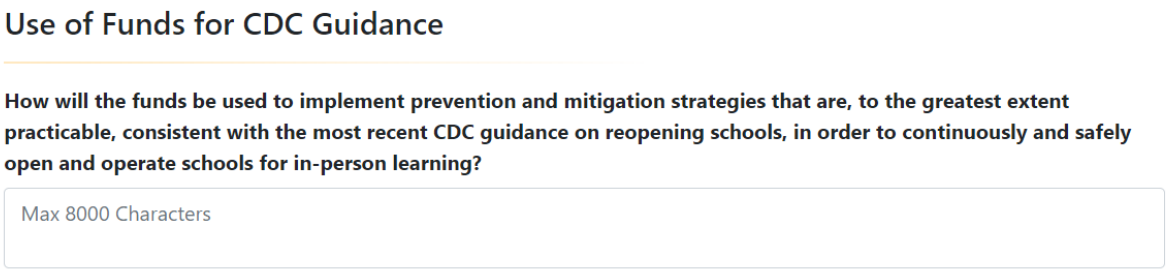
This is a required field and must contain a link that will take users directly to the safe return plan that is posted on the district's web site.



Use of Funds for CDC Guidance

How will the funds be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent CDC guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning?

This is a required field and must contain a full and complete answer to the question.



Stakeholder Engagement

Engaging in Meaningful Consultation with Stakeholders (Please describe the ways you meaningfully consulted with each group listed below as part of the development of the district ESSER III Plan)

All of the fields in this section are required and must contain full and complete explanations of what the district did to get meaningful input from each of the stakeholder groups. Those groups are:

- Students
- Families
- School and District Administrators including Special Education Administration
- Teachers, Principals, School leaders, other Educators, School Staff and their Unions
- Tribes
- Civil Rights Organization including Disability Rights Organizations
- Stakeholders representing the interests of children with disabilities, English Learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students
- Provide the public the opportunity to provide input and take such input into account

Stakeholder Engagement

Engaging in Meaningful Consultation with Stakeholders (Please describe the ways you meaningfully consulted with each group listed below as part of the development of the district ESSER III Plan)

Students

Max 8000 Characters

Families

Max 8000 Characters

School and District Administrators including Special Education Administration

Max 8000 Characters

Teachers, Principals, School leaders, other Educators, School Staff and their Unions

Max 8000 Characters

Tribes

Max 8000 Characters

Civil Rights Organization including Disability Rights Organizations

Max 8000 Characters

Stakeholders representing the interests of children with disabilities, English Learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students

Max 8000 Characters

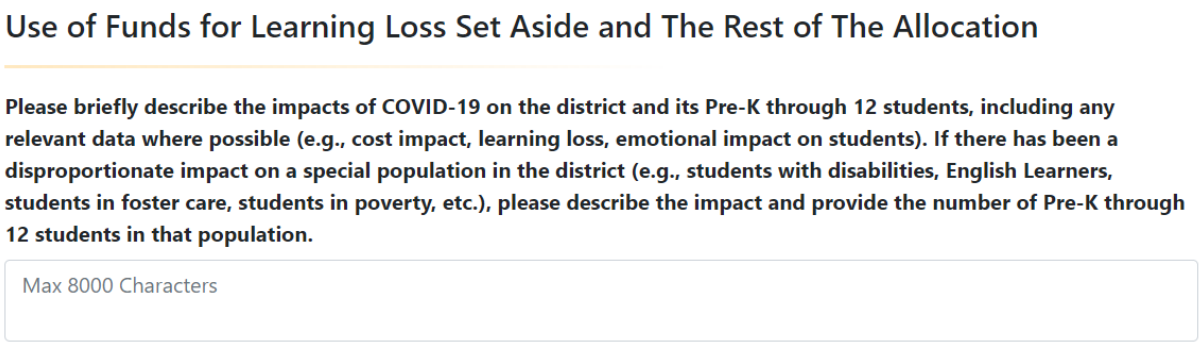
Provide the public the opportunity to provide input and take such input into account

Max 8000 Characters

Use of Funds for Learning Loss Set Aside and The Rest of The Allocation

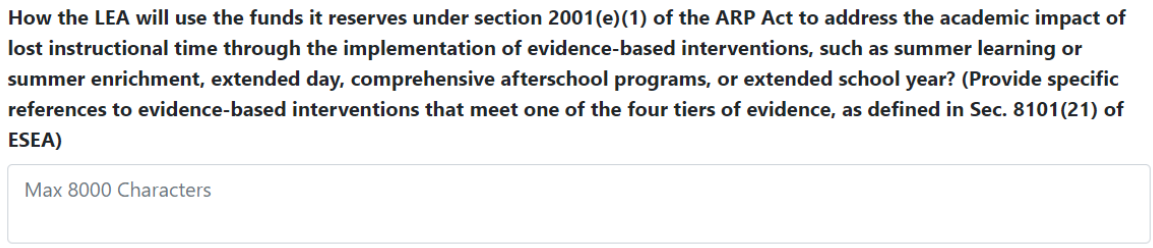
Please briefly describe the impacts of COVID-19 on the district and its Pre-K through 12 students, including any relevant data where possible (e.g., cost impact, learning loss, emotional impact on students). If there has been a disproportionate impact on a special population in the district (e.g., students with disabilities, English Learners, students in foster care, students in poverty, etc.), please describe the impact and provide the number of Pre-K through 12 students in that population.

This is a required field and must contain a full and complete answer to the question.



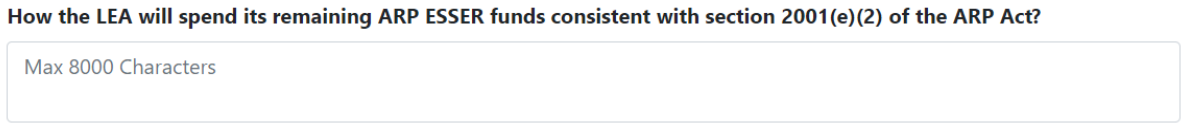
How the LEA will use the funds it reserves under section 2001(e)(1) of the ARP Act to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year? (Provide specific references to evidence-based interventions that meet one of the four tiers of evidence, as defined in Sec. 8101(21) of ESEA)

This is a required field and must contain a full and complete answer to the question.



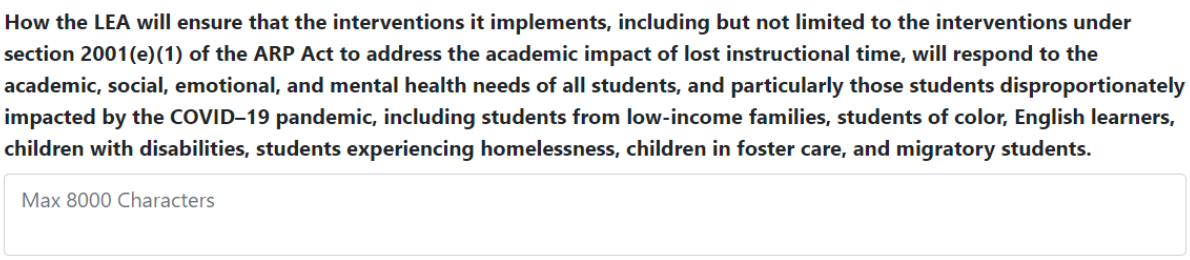
How the LEA will spend its remaining ARP ESSER funds consistent with section 2001(e)(2) of the ARP Act?

This is a required field and must contain a full and complete answer to the question.



How the LEA will ensure that the interventions it implements, including but not limited to the interventions under section 2001(e)(1) of the ARP Act to address the academic impact of lost instructional time, will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID–19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

This is a required field and must contain a full and complete answer to the question.

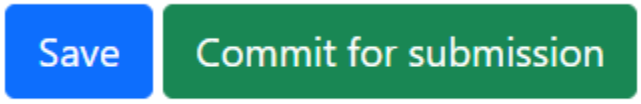


Save button

This button will save the data you have entered without submitting the application. This button should be used early and often. Please note that if you leave the application (program) with the application partially completed and do not click the Save button any data you entered since the last time you clicked Save will be lost. Also, the application (program) is designed to time users out after a period of inactivity. It will display a warning box indicating this is about to happen but if the application (program) is not your active page or your screen saver is on you may not see the message. If you are timed out by the application (program) you will lose any data you entered since the last time you clicked Save.

Commit for Submission button

When all of the data fields are filled click this button to indicate the application is ready to submit. After clicking the Commit for Submission button, you will be able to add detailed information for as many line items as the district needs.



ESSER III Line Items

Allocations

	Direct Allocation	True Up Allocation	Total Allocation
ESSER III Allocations	$ 1,143,060	$ 0	$ 1,143,060
Approved Total	$ 0	$ 0	$ 0
Amount Left	$ 1,143,060	$ 0	$ 1,143,060
In Review Total	$ 0	$ 0	$ 0
Amount Left	$ 1,143,060	$ 0	$ 1,143,060
At District Total	$ 0	$ 0	$ 0
Amount Left	$ 1,143,060	$ 0	$ 1,143,060

	20% Minimum
ESSER III Allocations	$ 228,612
Approved Total	$ 0
Amount Still Needed	$ 228,612
In Review Total	$ 0
Amount Still Needed	$ 228,612
At District Total	$ 0
Amount Still Needed	$ 228,612

Line Items

ID	Allocation Type	Learning Loss	Function Code	Object Code	Allowable Use	Total Expenditures	Status

Create New | Choose File | No file chosen | Upload Line Items

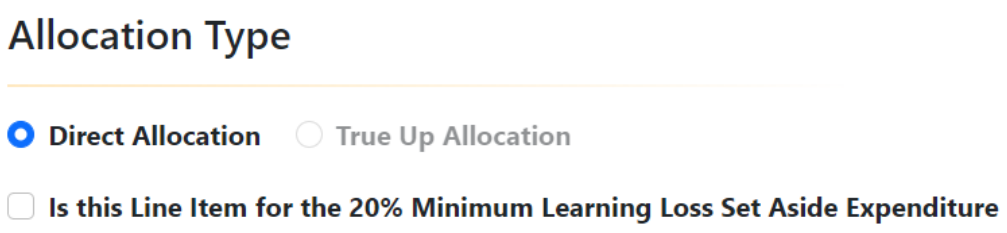
Submit Application and all Saved Line Items

Allocation Type

The user will indicate what type of allocated funds are being used for the line item by selecting the radio button next to Direct Allocation or True Up Allocation. For districts that do not have a True Up Allocation the radio button next to it will be disabled.

Is this Line Item for the 20% Minimum Learning Loss Set Aside Expenditure

The checkbox on this line should be selected if the funds used for the line item qualify as a 20% Minimum Learning Loss Set Aside Expenditure.



Account Information

Account Name – This data field will allow users to enter a local account name to assist with tracking the expenditure in their system. This is a required field.

Account Number – This data field will allow users to enter a local account number to assist with tracking the expenditure in their system. This is a required field.

Line-Item Details

Function Code – Users will select the appropriate Function Code for the line item from the dropdown menu.
Object Code – Users will select the appropriate Object Code for the line item from the dropdown menu.
Allowable Use – Users will select the appropriate Allowable Use for the line item from the dropdown menu.
Please describe the expenditures within the account and how they will address a COVID-19 need – This is a required field and must contain a full and complete answer to the question.

Budgeted Expenditures in SFY 2021

Users will enter the amount of funds from this line item that will be spent in SFY 2021. If no funds from this line item will be spent in SFY 2021 enter a zero in this field. (Note: at least one the data fields for SFY 2021, SFY 2022, SFY 2023, or SFY 2024 must be greater than zero. If no values are entered in these fields the application will indicate there is an error in the SFY 2021 data field.)

Budgeted Expenditures in SFY 2022

Users will enter the amount of funds from this line item that will be spent in SFY 2022. If no funds from this line item will be spent in SFY 2022 enter a zero in this field.

Budgeted Expenditures in SFY 2023

Users will enter the amount of funds from this line item that will be spent in SFY 2023. If no funds from this line item will be spent in SFY 2023 enter a zero in this field.

Budgeted Expenditures in SFY 2024

Users will enter the amount of funds from this line item that will be spent in SFY 2024. If no funds from this line item will be spent in SFY 2024 enter a zero in this field.

Total Expenditures

The ESSER application will populate this field by summing the Budgeted Expenditures in SFY 2021, SFY 2022, SFY 2023, and SFY 2024.

Save button

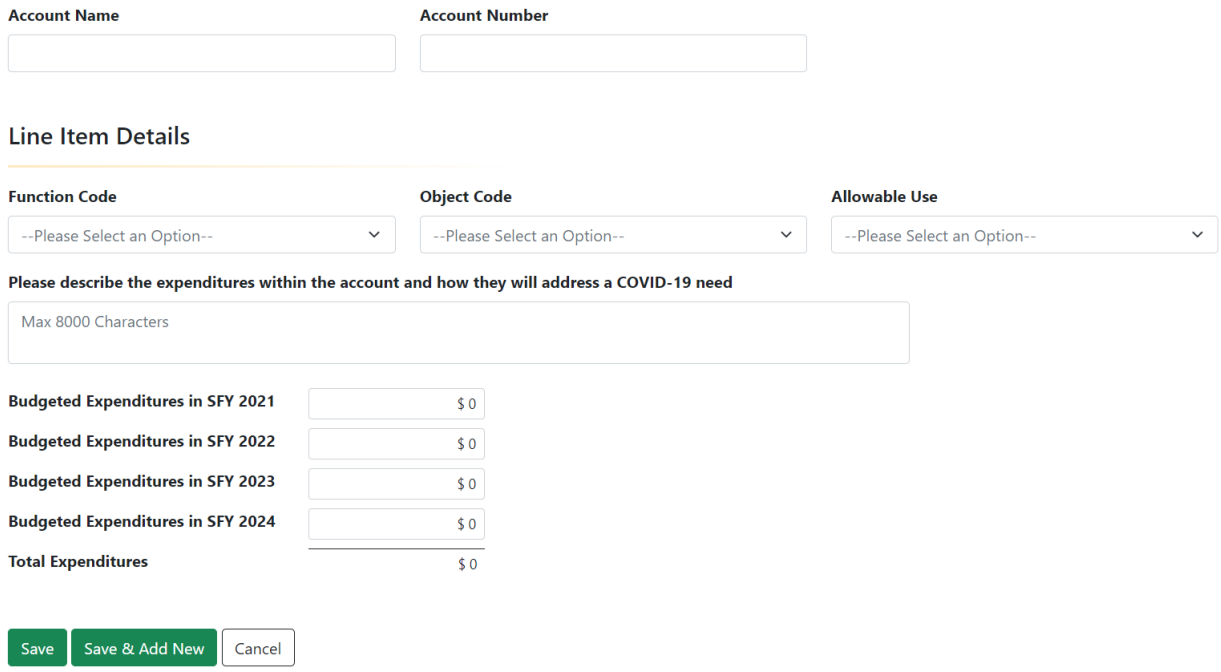
Users will click this button to save the line item and return to the ESSER III Line Items page.

Save & Add New button

Users will click this button to save the line item and create a new one.

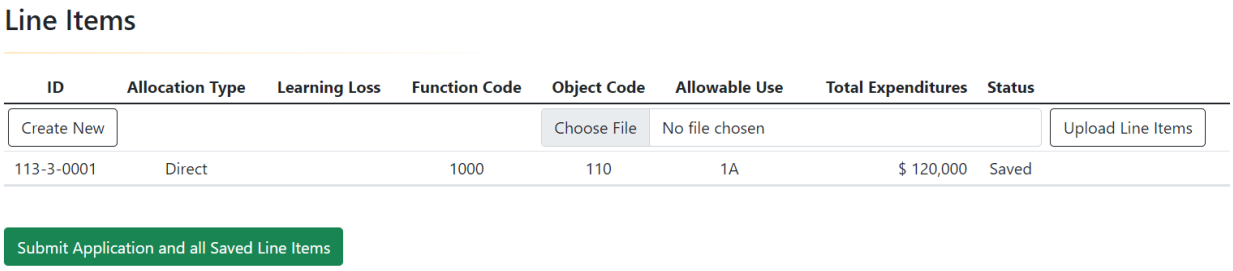
Cancel button

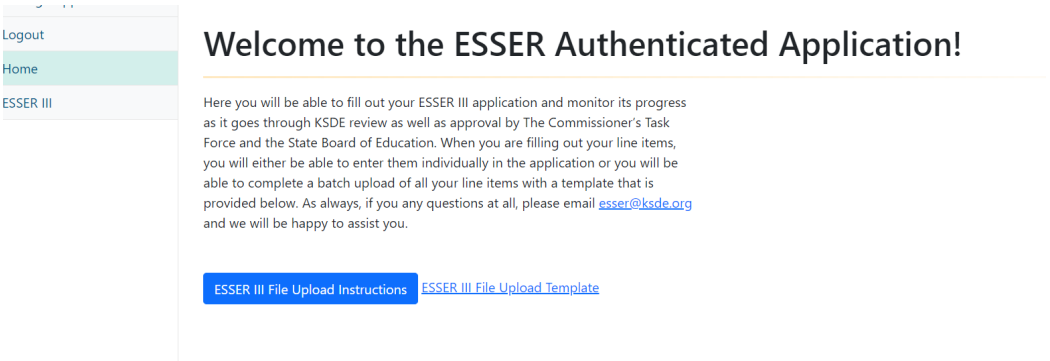
Users will click this button to cancel what was entered for the line item and return to the ESSER III Line Items page.



Submit all Saved Line Items

Users will click this button to submit all line items that have been created and saved or uploaded. Once submitted users will no longer be able to edit the line items.



File Upload for Line Items

On the Home page, you will find instructions for providing a batch upload for line items. Once you have read the instructions, you will also find the File Upload Template on the Home Page.