

ARP ESSER – LEA – Final FY2023 Survey User Guide

Last Updated July 11, 2024

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Survey Overview

What is the purpose of the ARP ESSER – LEA Final FY 2023 Survey?

The first purpose of the American Rescue Plan (ARP) – Elementary and Secondary School Emergency Relief (ESSER) – Local Education Agency (LEA) Final FY 2023 Survey is to make the ARP – LEA American Rescue Plan (ESSER III) application available to grantees that have unexpended funding left over from their fiscal year 2023 ESSER III project (which ended June 30, 2024). Funding was made available to be used across five different buckets: ESSER III Learning Loss State Education Agency (SEA) Set Aside, ESSER III Summer Enrichment SEA Set Aside, ESSER III After-School SEA Set Aside, ESSER III Formula 20% Learning Loss, and ESSER III Formula All Other/General Use. Funding for the buckets will be loaded into the FY 2025 project based upon data reported by the LEAs.

The second purpose of the survey is accountability. Grantees that have not spent funds pursuant to the set aside requirements may be required to submit a refund to the Illinois State Board of Education (ISBE).

Who is required to complete the ARP ESSER – LEA Final FY2023 Survey?

Any grantee that has an active FY 2023 ARP ESSER III LEA (FY23 4998-E3) project is required to complete the ARP ESSER – LEA Final FY 2023 Survey.

What is the survey due date?

The survey should be completed as soon as possible but is due no later than Friday, July 26, 2024. Timely survey submission is critical because it is a necessary piece to load your FY 2025 ARP ESSER III LEA grant project, which ends September 30, 2024. Grantees must provide ISBE -- and themselves -- sufficient time to review and correct data. The FY 2025 project will only be made available once data is correct.

How is this different from the previous ESSER data surveys I've completed?

Previous surveys administered by ISBE have required grantees to categorize expenditures through an earlier period of time; additionally, earlier surveys were used for a different purpose. For example, grantees have previously been required to categorize expenditures made through June 30, 2022, and June 30, 2023. ISBE compiled that data and submitted it to the U.S. Department of Education as required by the federal government.

The purpose of this survey is to administer the FY 2025 grant project.

Step 1: Accessing your Final FY 2023 Expenditure Report

Browse to www.isbe.net. Click “FRIS Inquiry” at the top center to access the FRIS Inquiry webpage.

Click “Project” from the top banner.

Access your individual project. Select “2023” under Project Year, enter your RCDT to identify your LEA, select “Other Federal Programs (4998)” under Program, and “E3” under Sub Project.

The grantee data displayed throughout the Step 1 instructions is only being used as an example to demonstrate how to find the data in FRIS Inquiry. The data attributable to your project will be different.



The screenshot shows the FRIS Inquiry web application interface. At the top, there is a dark blue navigation bar with the text "FRIS Inquiry" and a menu containing "Project", "Payment", and "Reports". On the right side of this bar are links for "Help", "Glossary", "Contact Us", and "Comptroller Site". Below the navigation bar is a section titled "Project Details" with a "User Guide" link and a "Full Screen" button. The main area contains a "Filters" section with four dropdown menus: "Project Year*" (set to 2023), "Entity*", "Program*" (set to Other Federal Programs (4998)), and "Sub Project*" (set to E3). A "Search" button is located to the right of the dropdowns. A note at the bottom right of the filters section states "* - Required".

Click “Search.”

Scroll down to “Expenditure.” Note that FRIS Inquiry displays “Yes” next to “Final Received.” This indicates that a final expenditure report is on file and the survey is ready to be completed. If “Final Received” displays “No,” you **MUST** submit a final expenditure report before completing the survey. Click the icon next to “Expenditure” for details.

2023
Project Year

Recipient

Other Federal Programs (4998)

07/08/2024
Last Update Date

E3
Sub Project Code

Total Approved Budget, Net Disbursed and Total Approved Expenditures

● Total Approved Budget ● Total Approved Expenditures ● Net Disbursed

Category	Amount
Total Approved Budget	\$4,600,644.00
Total Approved Expenditures	\$4,464,835.00
Net Disbursed	\$4,464,835.00

General Information		📄 Contact Info.
Project Begin Date	12/15/2022	
Project End Date	06/30/2024	
Adjustment Amount	\$0.00	
Refund Due	\$0.00	
Allotment		
Prepayment	\$0.00	
Carryover Allotment	\$4,600,644.00	
Current Year Allotment	\$0.00	
Total Available	\$4,600,644.00	
Disbursement		📄 Click icon for details
Net Disbursement	\$4,464,835.00	
Budget		📄 Click icon for details
Budget Submit Date	09/26/2023	
Budget Approved Date	10/16/2023	
Total Approved Budget	\$4,600,644.00	
Expenditure		📄 Click icon for details
Final Received	Yes	
Expenditure Submit Date	07/02/2024	
For Period Ending	06/30/2024	
Total Approved Expenditures	\$4,464,835.00	
Outstanding Obligations	\$0.00	
Total Approved Exp./Oblig	\$4,464,835.00	
Commitment Amount	\$0.00	

A copy of your final expenditure report with expenditures displayed by function and object will appear at the very top of the “Expenditure Detail” screen. All of the submitted expenditure reports for the project will be displayed on the screen. **Only reference the top expenditure report as that is the final report on file.**

The total expended must equal the amount reported in the survey. In this example, that amount is \$4,464,835. If the grand total expenditure in the survey and the total reported on the final expenditure report do not reconcile, Funding and Disbursements will contact the survey completer to resolve the discrepancy.

Project Year* 2023 Entity* Program* Other Federal Programs (4998) Sub Project* E3 * - Required Search



Expenditure Detail							
Expenditure Accounting	Salaries (100)	Employee Benefits (200)	Supplies & Materials (400)	Non-Capitalized Equipment (700)	Outstanding Obligation	Indirect Cost	Total
☐ Thru: 06/30/2024 Submit: 07/02/2024	453,210.00	65,980.00	2,838,162.00	1,107,483.00	0.00	0.00	4,464,835.00
1000 Instruction	453,210.00	65,980.00	2,838,162.00	1,107,483.00			4,464,835.00
Outstanding Obligation					0.00		0.00
Indirect Cost						0.00	0.00
Exp Split: Current FY: \$3112247.00 Next FY: \$465691.00						0.00	0.00

Data can be exported into an Excel spreadsheet by clicking on the three dots to the top right of the display box. Export a copy of the data to an Excel spreadsheet and save a copy for your records.

Project Year* 2023 Entity* Program* Other Federal Programs (4998) Sub Project* E3 * - Required Search



Expenditure Detail							
Expenditure Accounting	Salaries (100)	Employee Benefits (200)	Supplies & Materials (400)	Non-Capitalized Equipment (700)	Outstanding Obligation	Indirect Cost	Total
☐ Thru: 06/30/2024 Submit: 07/02/2024	453,210.00	65,980.00	2,838,162.00	1,107,483.00	0.00	0.00	4,464,835.00
1000 Instruction	453,210.00	65,980.00	2,838,162.00	1,107,483.00			4,464,835.00
Outstanding Obligation					0.00		0.00
Indirect Cost						0.00	0.00
Exp Split: Current FY: \$3112247.00 Next FY: \$465691.00						0.00	0.00

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by >

Step 2: How to Determine Categorization of the Expenditures in your Final FY 2023 Expenditure Report

Log into the Illinois Web Application Security module (IWAS). Browse to “ARP – LEA American Rescue Plan (ESSER III)” and click on the green “Authorized” button to access the application.

Browse to your final approved project for the 2022-23 school year. You will land on the “Overview” page.

The below screenshots and screenshots in the following pages are an example of a project submitted by a grantee. **The screenshots are only an example; your grant application pages will contain the budget unique to your LEA.**

The application has been approved. No more updates will be saved for the application.

Overview	Applicant Information	Amendments	FFATA	Program Specific	Budget Pages	PRA - ISBE Specific	GATA Pages	Assurance Pages	Submit	Application History	Page Lock Control
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Program Overview

Program:	LEA American Rescue Plan (ARP-ESSER III)
Purpose:	Under the Elementary and Secondary School Emergency Relief III ARP Fund (ESSER III), the Department awards grants to State educational agencies (SEAs) for the of providing local educational agencies (LEAs), including charter schools that are LEAs, with emergency relief funds to address the impact that Novel Coronavirus Disease (COVID-19) has had, and continues to have, on elementary and secondary schools across the nation. LEAs must provide services to students and teachers in public schools required under the American Rescue Plan Act of 2021.
Funding:	The SEA will allocate no less than 90 percent of the grant fund to eligible LEAs.
Program Type:	Federal Grant
CSFA Number:	586-62-2578
CSFA Name:	ARP – LEA American Rescue Plan (ESSER III)
Assistance Listing Number/CFDA:	84.425U
Funding Opportunity Number and Name:	2023-4998-E3
GATA:	Website Rules Legislation

Select "Program Specific" from the top ribbon and then "Use of Funds Pages." The default page is the "Loss of Learning" page.

The American Rescue Plan Act required subrecipients to set aside no less than 20% of the formula funding allocated to them to address learning loss. On this page, ISBE prepopulated each grantee's total formula funding (identified below as "ARP-ESSER III allocation") and, of that allocation, the minimum 20% that was required to be set aside.

\$846,852 ARP-ESSER III allocation

* 20% Reservation Percentage

\$169,370 that MUST be set aside to address learning loss.

Note that the \$169,370 calculated above is a part of the total formula funds awarded and **not** in addition to the total allocation.

Each grantee identified exactly how it would budget and spend funding to meet the 20% LEA Loss of Learning requirement by object. Grantees should map each expenditure on the final expenditure report back to this page to determine the grand total expended on ESSER III Formula 20% Learning Loss Set Aside (Question #5 in the ARP ESSER - LEA - Final FY 2023 Survey).

This grantee in the screenshot below identified that in order to meet the Loss of Learning requirement, it was budgeting \$119,298 on salaries (with some spending specified in FY 2023 and FY 2024), \$30,484 on associated benefits, and \$20,000 on summer school supplies.

The application has been approved. No more updates will be saved for the application.

Overview	Applicant Information	Amendments	EFATA	Program Specific	Budget Pages	PRA - ISBE Specific	GATA Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Safe Return Plan	Funds Use Plan	Use Of Funds Pages	Estimated Jobs	Subcontracting	Loss of Learning	Use of Funds	Reservations					

Loss of Learning [Instructions](#)

A. LEA Reserve Calculation
 An LEA must reserve not less than 20 percent of its total ESSER ARP allocation to address learning loss through the implementation of evidence-based interventions and ensure that such interventions respond to students' academic, social, and emotional needs and address the disproportionate impact of COVID-19 on underrepresented student subgroups.
 846852 ARP-ESSER III allocation
 169370 Minimum 20% learning loss reserve

B. Learning Loss Use of Funds
 Select at least one use of funds to address learning loss.* For each use selected, provide amounts by objects.

	Salaries	Benefits	Contractual	Supplies	Equipment	Total
<input checked="" type="checkbox"/> Summer School	38560	1500		20000		60060
<input type="checkbox"/> Summer Enrichment						0
<input type="checkbox"/> Extended Day						0
<input type="checkbox"/> Comprehensive After School Program						0
<input type="checkbox"/> Extended School Year Program						0
<input checked="" type="checkbox"/> Other - 1 (Specify) 5th Grade Teacher FY23	40111	14308				54419
<input checked="" type="checkbox"/> Other - 2 (Specify) 5th Grade Teacher FY24	40627	14676				55303
Learning Loss total funds budgeted	119298	30484	0	20000	0	169782

*Required field

Grantees should map each expenditure on the final expenditure report back to this page to determine the grand total expended on ESSER III Learning Loss SEA Set Aside (Question #1 in the ARP ESSER - LEA - Final FY 2023 Survey).

Next, click on “Program Specific,” “Use of Funds Pages,” and then the “Reservations” tab.

Click on “SEA Reserve – Summer Enrichment.”

The total made available to each LEA for SEA Reserve – Summer Enrichment is found in the bottom right corner of this page of the application. Similar to the “LEA Loss of Learning” page, each grantee identified how it would meet each set aside requirement by object. This grantee identified that it would spend \$2,183 to help offset the cost of summer field trips for students.

SEA Reserve - Summer Enrichment Instructions

Indicate how funds will be used to address the Summer Enrichment reservation requirements.* Check all that apply.

	Salary	Benefits	Contracts	Supplies	Equipment	Total
<input type="checkbox"/> Summer enrichment program run by LEA, nonprofit or community organization to address identified needs. Check all that apply.						
<input type="checkbox"/> Social emotional						
<input type="checkbox"/> Mental health						
<input type="checkbox"/> Academic needs						
<input type="checkbox"/> Transportation						
<input type="checkbox"/> Meal services						
<input type="checkbox"/> Work based program						
<input type="checkbox"/> Service learning						
<input type="checkbox"/> Summer bridge						
<input type="checkbox"/> Summer programs, particularly to address the disproportionate impact of the COVID-19 pandemic on underserved student subgroups Check all that apply.						
<input type="checkbox"/> Students from low-income families						
<input type="checkbox"/> Students of color						
<input type="checkbox"/> Children with disabilities						
<input type="checkbox"/> English learners						
<input type="checkbox"/> Migratory students						
<input type="checkbox"/> Students experiencing homelessness						
<input type="checkbox"/> Children and youth in foster care						
<input checked="" type="checkbox"/> Other (describe) Help offset the cost of summer fi				2183		2183
Total Budgeted	0	0	0	2183	0	2183

Summer Enrichment Allotment - must match total budgeted above: 2183

Grantees should map each expenditure on the final expenditure report back to this page to determine the grand total expended on ESSER III Summer Enrichment SEA Set Aside (Question #2 in the ARP ESSER - LEA - Final FY 2023 Survey).

Click on “Program Specific,” “Use of Funds Pages,” and then the “Reservations” tab.

Click on “SEA Reserve – After-School Programs.”

The total made available to each LEA for SEA Reserve – After-School Programs is found in the bottom right corner of this page of the application. Similar to the “LEA Loss of Learning” page, each grantee identified how it would meet each set aside requirement by object. This grantee identified that it would spend \$2,183 to on salaries and benefits to support after-school tutoring.

SEA Reserve - After-School Programs [Instructions](#)

Indicate how funds will be used to address the After-School Programs reservation requirements.* Check all that apply.

	Salary	Benefits	Contracts	Supplies	Equipment	Total
<input type="checkbox"/> After-school program, particularly to address the disproportionate impact of the COVID-19 pandemic on underserved student subgroups. Check all that apply.						0
<input type="checkbox"/> Students from low-income families						0
<input type="checkbox"/> Students of color						0
<input type="checkbox"/> Children with disabilities						0
<input type="checkbox"/> English learners						0
<input type="checkbox"/> Migratory students						0
<input type="checkbox"/> Students experiencing homelessness						0
<input type="checkbox"/> Children and youth in foster care						0
<input type="checkbox"/> After-school program run by LEA, nonprofit or community organization to address. Check all that apply.						0
<input type="checkbox"/> Social emotional						0
<input type="checkbox"/> Mental health						0
<input type="checkbox"/> Academic needs						0
<input checked="" type="checkbox"/> Tutoring	1800	383				2183
<input type="checkbox"/> Transportation						0
<input type="checkbox"/> Other - specify <input type="text"/>						0
Total Budgeted	1800	383	0	0	0	2183

After-School Allotment - must match total budgeted above:

*Required field

Grantees should map each expenditure on the final expenditure report back to this page to determine the grand total expended on ESSER III After-School SEA Set Aside (Question #3 in the ARP ESSER - LEA - Final FY 2023 Survey).

If you did not specifically call out an expenditure in one of the individual “Program Specific Use of Funds” pages, the expenditure should be categorized in the “All Other Expenditures” category (Question #6 in the ARP ESSER - LEA - Final FY2023 Survey). You may have previously heard this category of expenditure referred to as “General Use.”

Finally, in addition to the individual “Program Specific Use of Funds” pages, grantees identified which bucket each budget item was attributable to in the “Budget Detail” page of the application. Browse to “Budget Pages” and then the “Budget Detail” tab in the grant application. You will see in the example below that the grantee has called out, again, exactly which bucket each budget item is attributable to. This data reconciles to the individual “Program Specific Use of Funds” pages.

In this example, the grantee identified “All Other Expenditures”/”General Use” as “LEA Use of Funds.”

Overview	Applicant Information	Amendments	FFATA	Program Specific	Budget Pages	PRA - ISBE Specific	GATA Pages	Assurance Pages	Submit	Application History	Page Lock Control	Application Print	
Allotment		Indirect Cost Calculation				Allocation Calculation			Budget Detail		Budget		
Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536) Instruction													
<p>The application has been approved. No more updates will be saved for the application.</p> <p>Itemize and explain each expenditure amount that appears on the Budget Summary. Provide a complete breakdown of eligible employee benefits. Federal Funds: Please review the Instructions link for details that apply to your specific grant regarding Teachers' Retirement System (TRS). Contact your program consultant with any additional questions you may have regarding TRS contributions. Click on the "Create Additional Entries" button to enter additional information.</p> <p>Description of Function Codes and Object Codes</p>													
Function Code	Object Code	Exclude from MTDC**	Expenditure Description and Itemization	ESSER3ARP-4998 Funds	Delete Row								
1000	100	<input type="checkbox"/>	LEA Loss of Learning Summer School FY23/FY24 Salaries \$38,560 (10 staff x \$20/hour x 6 hours per day x 16 days) x 2 summers	38560	<input type="checkbox"/>								
1000	100	<input type="checkbox"/>	LEA Loss of Learning 5th Grade Teacher at Junior High FY23 - Salary - \$40,111	80738	<input type="checkbox"/>								
1000	100	<input type="checkbox"/>	SEA - Learning Loss Learning Loss Supplementing the salaries of educators and other qualified personnel to perform additional service - Salaries - including but not limited to tutoring and after school mentoring - \$20/hour	9500	<input type="checkbox"/>								
1000	100	<input type="checkbox"/>	SEA - After School Programs After-School Programs - Tutoring Districtwide - at a rate of \$25 per hour	1800	<input type="checkbox"/>								
1000	100	<input type="checkbox"/>	LEA Use of Funds Staff COVID Bonus due to increased workload - FY23/FY24 - \$500 per staff member, per year	45522	<input type="checkbox"/>								
1000	200	<input type="checkbox"/>	LEA Loss of Learning Summer School FY23/FY24 Benefits for TRS and IMRF Employees \$1500	1500	<input type="checkbox"/>								
1000	200	<input type="checkbox"/>	LEA Loss of Learning 5th Grade Teacher Benefits FY23-Benefits-\$14,308-TRS-.58%-\$232.64/ THIS .67%-\$268.74/ FTRS 10.49%-\$4,207.58/ LIF INS \$16.80/ HLT HINS-\$8,846.88/ DT INS-\$153.12/ MED \$581.60	28984	<input type="checkbox"/>								
1000	200	<input type="checkbox"/>	SEA - Learning Loss Learning Loss Supplementing the salaries of educators and other qualified personnel to perform additional services - Benefits	1412	<input type="checkbox"/>								
1000	200	<input type="checkbox"/>	SEA - After School Programs After-School Programs - Tutoring - Benefits	383	<input type="checkbox"/>								

Step 3: Survey Submission and Review – Next Steps

Accessing the Survey in IWAS

Once you have assigned the expenditures in your final FY 2023 expenditure report to the five buckets, you are ready to submit your expenditure survey.

Browse to IWAS. From the “System Listing” page, scroll down to “Surveys.” The survey title is “ARP ESSER - LEA - Final FY2023.” The administrator of your LEA has automatically been made eligible to complete this survey. If you do not see the survey, you may request access by clicking on “Want to Signup for Other Systems?” at the bottom of the “System Listing” page. Find the survey and click the “Sign Up Now” button next to it. Your administrator may then grant you access.

Completing the Survey

The first page of your survey lists the LEA you are affiliated with, as well as the corresponding RCDT code. It provides instructions on how to complete the survey. Contact the Department of Funding and Disbursements for support (at 217-782-5256).

The second page of your survey is where you input the data identifying how much of the expenditure in your final expenditure report is attributable to each bucket. The survey identifies the amounts made available in each of the SEA buckets (SEA Learning Loss, Summer Enrichment, and After-School). The survey also identifies the minimum 20% required to be set aside for learning loss from your formula funding. **Since that 20% is a minimum expectation, you may submit expenditures exceeding the amount identified, but only up to the total budgeted on the “Loss of Learning” page (see Page 8 of this document).**

You are required to enter data into the empty boxes assigned to Questions 1, 2, 3, 5, and 6. Question 4 automatically sums your answers to Questions 1 through 3. Question 7 automatically sums your answers to Questions 4, 5, and 6.

To complete page 2, the respondent must certify that the grand total amount reported (Question 7) equals the amount reported as expended in the final expenditure report. The respondent must also certify that it has not exceeded the amounts made available in Questions 1, 2, and 3.

The third and final page of the survey requires you to input your name and contact information so you may be reached if ISBE staff have any questions.

ISBE Review of the Survey

Funding and Disbursements will regularly review the survey data submitted by LEAs following survey launch. Specifically, staff are reviewing the following:

- Is the amount reported as expended in Questions 1, 2, and 3 equal to or less than the amount made available in each question?
- Is the balance of the 20% set aside equal to or less than the total formula balance?
 - Is the balance in Question 5 = or < Formula Funds Allocated MINUS Question 5 Expenditures MINUS Question 6 Expenditures?
- Does the amount reported in Question 7 equal the amount expended in the final expenditure report?

If the answer to each of the above questions is “yes,” your survey has passed validation. If the answer to any of the questions is “no,” a staff member from the Department of Funding and Disbursements will be in contact to assist you in making the necessary correction to your survey.

Next Steps Following ISBE Review

Following validation of your survey, the Department of Funding and Disbursements will work collaboratively with other agency staff to load the balance of your FY 2023 project into a new FY 2025 project. This is a manual process that takes time to complete.

Funding and Disbursements will complete FY 2025 loads regularly through July, August, and September. Please be prepared to wait up to one week following survey submission and validation for your FY 2025 application to be made available.

Once your funds have been loaded in FY 2025, your LEA administrator will be notified via an IWAS message. Other means of communication may be made depending on the circumstances, such as if staff were working directly with a respondent to ensure the survey passed validation.