Elementary and Secondary School Emergency Relief II
Step by Step Application Process

Equity ● Quality ● Collaboration ● Community
Elementary and Secondary School Emergency Relief II (ESSER II)

**Purpose:** Under the Elementary and Secondary School Emergency Relief Fund II (ESSER II), the department awards grants to State Education Agencies for the purpose of providing Local Education Agencies (LEAs), including charter schools that are LEAs, with emergency relief funds to address the impact that Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on elementary and secondary schools across the nation.

**Legislation:** Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), section 313

Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Sections 18001, 18003, 18005 – 18008

**Fact Sheet:** Final ESSER II Fact Sheet
ESSER II

- The ESSER II Fund is under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, Public Law 116-260, enacted on December 27, 2020.
- ESSER II is available March 13, 2020, through September 30, 2023.
- ESSER II funds can be used in the same way as ESSER I funds (CARES Act) with the addition of addressing learning loss; preparing schools for reopening; and testing, repairing, and upgrading projects to improve air quality in school buildings.
IWAS Access
Getting Started-IWAS
Getting Started-IWAS
Getting Started-IWAS

This program allows you to have multiple projects. Would you like to create a new project for the current year?

- Yes

Project Title: Emergency Relief
Allotment Amount: $977,648

Create New Project

Click to view LEA Dashboard
Select an application from the list(s) below and press one of the following buttons:

- Review Checklist
- Print All
- Review Checklist, Print All

This Organization has not created any Applications

Project Title: CARES Test
Allotment Amount: $9,999

Create New Project
ESSER II Application
# Overview

**Program Overview**

| Program: | Elementary and Secondary School Emergency Relief II (ESSER II) Grant |
| Purpose: | Under the Elementary and Secondary School Emergency Relief II Fund (ESSER II), the Department awards grants to State educational agencies (SEAs) for the purpose of providing local educational agencies (LEAs), including charter schools that are LEAs, with emergency relief funds to address the impact that Novel Coronavirus Disease 2019 (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 as required under the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) act, 2021. |
| Funding: | The SEA will allocate no less than 90 percent of the grant fund to eligible LEAs. |
| Program Type: | Federal Grant |
| CSFA Number: | 986-62-2402 |
| CSFA Name: | Elementary and Secondary School Relief Grant |
| CFDA Number: | 84.425D |
| Funding Opportunity Number and Name: | 2021-4993-xx |
| GATA Requirements: | Website, Rules, Legislation |
| 2 CFR Guidance: | Code of Federal Regulations/Title 2 - Grants and Agreements |
| Instructions: | Click here for a PDF of instructions for the entire application |
| Legislation: | Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Sections 18001, 18003, 18005 – 18008 |
| Due Date: | As soon as possible, and no later than June 30, 2021 |
| Amendment Due Date: | Prior to obligation of funds and not later than 30 calendar days prior to the ending date of the program |
| Grant Period: | March 13, 2020 - September 30, 2022 |
| Begin Date: | July 1, 2020 or the receipt date of a substantially approvable application, whichever is later |
| End Date: | September 30, 2021 |
| Expenditure Reports: | Quarterly cumulative expenditure reports and a final completion report are required. |
| Program Reports: | Periodic performance reports are required. |
| Fiscal Information: | Fiscal Policy and Procedures, Requirements for Accounting, Budgeting, Financial Reporting, and Auditing |

[Click here for a PDF of instructions for the entire application](https://www.gpo.gov/app/cfr/pdf/2 CFR Guidance)
General Education Provisions Act (GEPA)

The district strives to improve the performance of all teachers and students. Gender, race, national origin, disability, or age will not affect equal access to and participation in program activities. The district has board policies in place to address any discrepancy in providing equitable participation.
Amendments Page

Amendments

This page must be completed for every amendment. If this is an initial application, you must still respond to the first question, save the page and continue completing your application.

Is this an Original application or Amended application? *

- Original Application
- Amended Application

Grant Changes

Provide a brief description of the changes as well as the function/object codes which have been amended in this submission. (Limited to 1,500 characters)

(0 of 1500 maximum characters used)

*Required field
Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (31 U.S.C. 6102; P.L. 109-282, as amended by section 6202(a) of P.L. 110-252) requires a Prime Awardee, such as a State agency, to report an award of $25,000 or more made to a subrecipient as of October 1, 2010 [also see 2 CFR part 170]).

To fulfill reporting requirements, provide a brief but succinct description of how the funding received will support the activities and actions to meet the purpose and goals of the Federal grant. If there are multiple funding actions, provide a description for each funding action."

Example of project description: Funds will be used for any activity/authorized under the Elementary and Secondary School Emergency Relief II Fund of the CRSSA, Section 313, to prevent, prepare for, and respond to the coronavirus threat.

Project Description (do not use the & symbol):
(0 of 255 maximum characters used)

Agency’s Annual Gross Revenues*:

- Yes
- No

In the previous fiscal year, this organization (including parent organizations, all branches, and all affiliates worldwide) received (a) 80 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements;

AND

(b) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements.

Select the Yes button ONLY if both (a) and (b) are true.
Program Specific
Use of Funds-Public

A. LEAs may use funds for any purposes listed in section 18003(d) of the CARES Act. Respond to the questions below, and complete the table with specific fund uses.

1. Describe how the applicant will determine its most important educational needs as a result of COVID19."

2. Describe how the applicant intends to assess and address student learning gaps resulting from the disruption in educational services."

3. Provide the proposed timeline for providing services and assistance to students and staff in both public and nonpublic schools."

4. Describe the extent to which the applicant intends to use ESSER funds to promote remote learning. If funds will NOT be used to promote remote learning, enter NA."

5. Describe how the applicant will address the needs of students who require devices and connectivity in order to access remote learning. If funds will NOT be used for this purpose, enter NA."

6. Describe briefly the program(s) to be carried out with these funds. This description and the detailed amounts below should be consistent with the Budget Detail page."
Program Specific
Use of Funds-Public

8. Digital Divide
The use of funds by LEAs or other entities in compliance with Section 18003(d) includes activities that address the digital divide. Such activities include securing access to home-based connectivity and remote-use devices and related issues in supporting remote learning for all students, including disadvantaged populations.

Indicate how ESSER funds will be used to combat the digital divide across Illinois by selecting one or more of the following (check all that apply):*

☐ Remote-use devices acquisition and distribution
☐ Home-based connectivity acquisition
☐ Support remote learning for all students, including disadvantaged populations
☐ Other related issues in supporting remote learning (describe below)

☐ Not Applicable - Funds will be used for purposes other than combatting the digital divide
# Program Specific Use of Funds - Public

C. Select one or more allowable uses of funds listed below. Provide amount(s) to be budgeted in each category. Total should be consistent with the Budget Detail page.°

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Salary</th>
<th>Benefits</th>
<th>Contract Actual</th>
<th>Supplies</th>
<th>Equipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Any activity authorized in ESSA 320A Parent or McKinney-Vento, All Education and Family Literacy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Coordination of preparedness and response with local units of government</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Providing district with resources to address the needs of their schools</td>
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<tr>
<td>4</td>
<td>Activities to address the unique needs of:</td>
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<tr>
<td></td>
<td>Low-income children or students</td>
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<td></td>
<td>English Learners</td>
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<td></td>
<td>Children with disabilities</td>
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<td></td>
<td>Racial and ethnic minorities</td>
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<tr>
<td></td>
<td>Homeless</td>
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<td></td>
<td>Foster care youth</td>
<td></td>
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<tr>
<td>5</td>
<td>Developing and implementing procedures for preparedness and response efforts</td>
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<tr>
<td>6</td>
<td>Training and professional development on sanitation</td>
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</tr>
<tr>
<td>7</td>
<td>Supplies for sanitation</td>
<td></td>
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<tr>
<td>8</td>
<td>Planning for and coordinating long-term outcomes including providing:</td>
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<tr>
<td></td>
<td>Meals</td>
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<tr>
<td>9</td>
<td>Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>10</td>
<td>Equipment for carrying out IDEA</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other educational services</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>Indirect cost amount (should match the indirect costs claimed on the Budget Detail page)</td>
<td></td>
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</tr>
</tbody>
</table>

Totals By Column (Public Share):

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Equitable Share for Participating Nonpublic Schools

For ease in completing this page, the results of both nonpublic equitable share calculations from the prior page are below:

- Equity
  - Current Year Allocation
  - Lower nonpublic equitable share based on enrollment
  - Public school share

- Lower Income
  - Current Year Allocation
  - Lower nonpublic equitable share based on low-income students
  - Public school share

Current Year Allocation, including any equivalency nonpublic share: [www]
Program Specific Estimated Jobs

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Number</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrators (nonclerical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Teacher Aides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Support Staff (clerical/nonclerical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Maintenance/Custodial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Food Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Support Services, i.e. Counseling/Guidance, Speech, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Other (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Other #2 (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals: 0 | 0.00
Program Specific Subcontracting

<table>
<thead>
<tr>
<th>Use of Funds - Public</th>
<th>Use of Funds - Nonpublic</th>
<th>Estimated Jobs</th>
<th>Subcontracting</th>
</tr>
</thead>
</table>

**Subcontracting Requirements**

No subcontracting is allowed under this project, except as set forth in the Grant Agreement. If subcontracting is allowed, then all project responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant. All subcontracting must be documented and must have the prior written approval of the State Superintendent of Education. Approval of subcontracts shall be subject to the same criteria as are applied to the original proposal/application. The following information is required if any subcontracting is to be utilized:

a. Name(s) and address(es) of subcontractor(s);
b. Need and purpose for subcontracting;
c. Measurable and time-specific services to be provided;
d. Associated costs (i.e., amounts to be paid under subcontracts); and
e. Projected number of participants to be served.

The applicant may not assign, convey or transfer its rights to the grant award without the prior written consent of the Illinois State Board of Education.

**Indicate whether the applicant will subcontract funds.**

- [ ] Yes - provide required information below
- [ ] No - save the page and proceed to the next page

Instructions
Program Specific Subcontracting

Subcontract 1
Subcontractor Last Name
Subcontractor First Name
Street Address
City
State
Zip + 4
Need/purpose for subcontracting
Measurable and time-specific services to be provided
Amount to be paid for subcontract
Number to be served

Check here to add another subcontract
## Budget Pages

<table>
<thead>
<tr>
<th>Allotment</th>
<th>ESERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year Allotment</td>
<td>$9,999</td>
</tr>
<tr>
<td>Reallotted Funds (+)</td>
<td>$9,999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Multi-District</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer In (+)</td>
<td>0</td>
</tr>
<tr>
<td>Transfer Out (-)</td>
<td>0</td>
</tr>
</tbody>
</table>

**ADJUSTED SUB TOTAL**: $9,999

**TOTAL AVAILABLE**: $0,999

ESERS
Budget Pages: Indirect Cost Calculation

Indirect Cost Calculation

A. Rates to be Used for Calculating Indirect Costs
   1. If the program is mandated to use a RESTRICTED rate, these rates will be loaded:
      a. LEAs - rates calculated from the Annual Financial Report
      b. ROEs, ISC, EPEs, charter schools, university lab schools, special education joint agreements that are separate legal entities - the statewide average rate of 4.07%
      c. Special education joint agreements and EPEs administered by a school district - the district's calculated rate
      d. Colleges and universities - 8%
      e. Net-for-profit and community organizations - 8%
   2. If the program allows an UNRESTRICTED rate, these rates will be loaded:
      a. LEAs - rates calculated from the Annual Financial Report
      b. ROEs, ISC, EPEs, charter schools, university lab schools, special education joint agreements that are separate legal entities - the statewide average rate of 19.76%
      c. Special education joint agreements and EPEs administered by a school district - the district's calculated rate
      d. Colleges and universities - 8%
      e. Net-for-profit and community organizations - as selected by the entity; options are 0%, 10% de minimis, or negotiated rate

B. Basis for Calculating Indirect Costs
   1. If RESTRICTED rates are used, the Modified Total Direct Cost (MTDC) will be used as the direct cost base.
   2. If UNRESTRICTED rates are used, the MTDC will be used as the direct cost base for:
      a. LEAs
      b. ROEs, ISC, EPEs, charter schools, university lab schools, special education joint agreements that are separate legal entities - the statewide average rate
      c. Special education joint agreements and EPEs administered by a school district
      d. Colleges and universities
      e. For-profit, net-for-profit or community organizations taking the de minimis rate of 10%
   3. If UNRESTRICTED rates are used, for-profit and not-for-profit community organizations that have a Federal/GOMB negotiated rate may apply their indirect cost rate to a direct cost base other than MTDC, if approved.

The indirect cost rate for this program is: UNRESTRICTED

C. Identify the type of organization applying below. For types (a) through (d), the rate displays on the Budget Detail page and automatically calculates the maximum allowable amount. For type (e), additional questions will appear and must be completed before completing the Budget Detail page.
   (a) LEAs
   (b) ROEs, ISC, EPEs, charter schools, university lab schools, special education joint agreements that are separate legal entities - the statewide average rate
   (c) Special education joint agreements administered by a school district
   (d) Colleges and universities
   (e) For-profit/net-for-profit or community organizations using:
      - a de minimis rate of 10%, or
      - a rate of 0%, or
      - a Federal/GOMB negotiated rate
Budget Pages

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

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 teacher’s retirement. 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.

**Description of Function Codes and Object Codes**

<table>
<thead>
<tr>
<th>Function Code</th>
<th>Object Code</th>
<th>Exclude from MIDC**</th>
<th>Expenditure Description and Itemization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>400</td>
<td>Yes</td>
<td>4000</td>
</tr>
<tr>
<td>3000</td>
<td>500</td>
<td>Yes</td>
<td>5000</td>
</tr>
</tbody>
</table>

**Total Allotment:** 9999

**Total Direct Costs**
- Less Functions 2530 and 4000, Capital Outlay Costs, Contract amounts over $25,000
- Modified Total Direct Costs
- Indirect Cost Rate
- Maximum Indirect Cost
- Indirect Cost

**Grand Total:** 9999

**Allotment Remaining:** 0

**NOTE: READ BEFORE IMPORTING** - Data Import Instructions

Choose File: No File Chosen
Upload/Validate File
Program Risk Assessment,
Grant Accountability Transparency Act,
& Assurance Pages
Submit

Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application.

Application was created on: 5/8/2020

Assurances
District Data Entry
Business Manager
District Administrator
ISBE Program Administrator #1
ISBE Program Administrator #2
Substantially Approvable

- **Reasonable**: Consistent with prudent business practice and comparable current market value;

- **Necessary**: Required to carry out the intent and purpose of the program; and

- **Allocable**: Chargeable or assignable in accordance with relative benefits received. In addition, costs must be aligned with generally accepted accounting principles and adequately documented and budgeted within the grant.
Page Lock Control
# Review Checklist

## Review Checklist for CARES Emergency Relief Grant

**Approval Status**
- The application is approved on the condition that any issues noted below are addressed through an amendment in a timely manner.
- The application is being returned for changes. See checklist items below.
- The application is fully approved.

**General Comments, if applicable:**

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Contact Information

Illinois State Board of Education
Title Grants Administration Department
100 N. First Street
Springfield, Illinois 62777
(217) 785-1969
illinoiscares@isbe.net
thank you!