Completing the FY 2021 ESSER Performance Report

Office of Fiscal and Data Services
Division of Educational Services
March 2, 2022
Completing the ESSER Performance Report

This PowerPoint presentation will cover the following:

1. Purpose of the report;
2. How to log on to the Electronic Web-Enabled Grant (EWEG) system;
3. Navigating EWEG and creating the report;
4. Completing the different report tabs;
5. Submitting the report;
6. Amendments to the report; and
7. Tips to prepare for future reporting.
Purpose of the ESSER Performance Report

To fulfill the annual federal reporting required of all ESSER fund grant recipients.

<table>
<thead>
<tr>
<th>This report Is:</th>
<th>This report Is Not:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Focused on the <strong>past</strong>. What your LEA did with ESSER funds from March 13, 2020 to June 30, 2021.</td>
<td>• Based on ESSER-funded programs your LEA implemented after June 30, 2021, or on programs for which your LEA had not been reimbursed by January 6, 2022.</td>
</tr>
<tr>
<td>• Based on <strong>expenditures</strong>. For this report, expenditures are paid reimbursement requests with end period expense dates between March 13, 2020 and June 30, 2021. Expenditure totals are provided in the ESSER Allocation Overview table of the report.</td>
<td>• About accountability. Your responses are not expected to fully align with your grant application(s); we can work with you to amend your application(s) if necessary. Estimates about future fund use are non-binding.</td>
</tr>
</tbody>
</table>
Purpose of the ESSER Performance Report

• As one of the only national, standardized collections of detailed local ESSER expenditure information, the ESSER Performance Report will inform policymakers, researchers, and other stakeholders for years to come in better understanding the impact of this historic investment in our public education system.

• In order to accurately report the information requested through the ESSER Performance Report, the NJDOE recommends each LEA convene a team of professionals overseen by the Chief School Administrator including but not limited to the Business Administrator, Title I or Grants Coordinator, Director of Academics, and Director of Student Services.
Accessing the ESSER Performance Report

The report is accessed via the Electronic Web-Enabled Grant (EWEG) system at: EWEG Logon Page.

On the EWEG Logon Page, enter your EWEG user ID, password, and six-digit county district code and hit the "LOGON" button. User IDs are limited to eight characters. Federal regulations require that each user have their own unique ID and password. Passwords and case sensitive. Please allow 48 hours for your permissions to become active.
Creating the ESSER Performance Report

• Select **GMS Access / Select**

• Next, use the drop down to select 2021 as the Fiscal Year

  
  ![Select Fiscal Year: 2021](image)

• Scroll down to “Available” section and click the “Create” button next to the **ESSER Performance Report**

  
  ![Performance Reports](image)

  - ESSER Performance Report
    
    Submissions due by 3/11/2022
    
    ![Create Button](image)
Navigating the ESSER Performance Report

Once the report is created, it will appear in the FY 2021 “Performance Report” section of the GMS Access / Select page. Select the “Open” button associated with the ESSER Performance Report for future edits.
Navigating the Report in EWEG, continued

- The EWEG system has a tabbed interface for navigating throughout the system.

<table>
<thead>
<tr>
<th>Overview</th>
<th>Grants</th>
<th>Details</th>
<th>Details Cont.</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESSER Performance Report</td>
<td>Definitions</td>
<td>Contact Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Throughout this presentation, we denote the tab we are discussing with a gold oval like this:

- We denote any sub-tabs that appear under that top tab using a gold rectangle, like this:
Helpful Hints for Navigating EWEG

• Do not use the browser “back” button when you are working in the EWEG system. This will cause errors and may log you out of the system. All navigation within the system can be accomplished by clicking on the different tabs.

• White cells are available for entering data; grey cells are not.

• The “Save Page” button at the bottom of each tab must be clicked before you leave that tab, or you will lose the data entered.

• The EWEG system has built-in edits that interact to verify column totals and cross-references tables, if appropriate. If totals do not correlate, you may receive an error message when you try to save, or after running a consistency check prior to submitting the report.
The overview tab includes three sub-tabs. These provide the purpose and relevant reporting periods, the definitions USED provided for this report, and LEA contact information.
You will need to enter contact information for your LEA’s ESSER fund point person at the bottom of this tab (shown above) in order to submit.

Any other changes to this tab should be made in the LEA Central Contact system. NJDOE staff use this information to contact LEA personnel.
The Grants tab includes four sub-tabs.

- The ESSER Allocation Overview sub-tab shows, for each ESSER fund and grant awarded by the NJDOE: the grant's federal category, the total amount allocated to your LEA, and the total amount expended by your LEA.

- The three other sub-tabs ask how your LEA used, and plans to use, the two federal categories of ESSER grant funds (mandatory grants and state set-aside grants).
Refer to the ESSER Allocation Overview tab to identify your LEA’s ESSER state set-aside grant funds versus your mandatory grant funds and how much was expended during the reporting period.

<table>
<thead>
<tr>
<th>ESSER Fund</th>
<th>Grant Name</th>
<th>Federal Category</th>
<th>Total Allocation</th>
<th>Total Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARES (ESSER I)</td>
<td>CARES</td>
<td>Mandatory</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>CARES (ESSER I)</td>
<td>Non-Title I CARES</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>CARES (ESSER I)</td>
<td>DREAMS Grant</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>CARES (ESSER I)</td>
<td>Learning Loss NGO</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>CARES (ESSER I)</td>
<td>Digital Divide (applicable only if the NJDOE reimbursed a portion of your grant with CARES money. The total award will reflect the amount paid out from CARES, not your total grant allocation.)</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>CRSSA (ESSER II)</td>
<td>CRSSA-ESSER II</td>
<td>Mandatory</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>CRSSA (ESSER II)</td>
<td>CR Learning Acceleration</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>CRSSA (ESSER II)</td>
<td>CR Mental Health</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>CRSSA (ESSER II)</td>
<td>CR Non-Title I</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>ARP ESSER</td>
<td>ARP ESSER</td>
<td>Mandatory</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>ARP ESSER</td>
<td>Accelerated Learning Coaching and Educator Support</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>ARP ESSER</td>
<td>Evidence-based Summer Learning and Enrichment Activities</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>ARP ESSER</td>
<td>Evidence-based Comprehensive Beyond the School Day Activities</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>ARP ESSER</td>
<td>NJTSS Mental Health Support Staffing</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
<tr>
<td>ARP ESSER</td>
<td>ARP ESSER CARES Reallocation</td>
<td>State set-aside</td>
<td>prepopulated</td>
<td>prepopulated</td>
</tr>
</tbody>
</table>
The Details tab includes five sub-tabs

- The Safe In-Person and Internet Access sub-tabs ask “Yes” or “No” questions on ESSER funds used for specific items related to maintaining safe, in-person instruction and to providing home internet access to students.

- The School Distribution sub-tab asks if your LEA allocated ESSER funds to individual schools to use as each saw fit.

- The Reengagement sub-tab asks "Yes" or "No" questions about whether and how students were reengaged, regardless of whether ESSER funds were used to carry out these efforts.

- The Staffing sub-tab asks about the hiring and retention of specific positions using ESSER funds. If your LEA cannot provide valid and reliable data this year, you can leave this page blank. It will be required next year.
The Details Cont. tab contains 12 sub-tabs.

The “Learning Recovery” tab contains seven sub-tabs that will be required starting with next year’s report. These seven are circled in blue above.

After reviewing these tabs, if your LEA used ESSER funds for the activity and has valid and reliable data to share, please select “Yes” and complete the tab in its entirety. If your LEA did not use ESSER funds to support the activity, select “No.” If your LEA used ESSER funds for these purposes but has not yet collected valid and reliable data to complete these pages, then please select “Opting out” (shown below).
The Learning Recovery sub-tab asks about how your LEA used ESSER funds on activities or interventions that respond to students’ academic, social and emotional needs and address the disproportionate impact of COVID-19 on underserved student groups.
The Activities and Interventions sub-tab and associated student group sub-tabs ask for additional details about how the activities and interventions selected in the Learning Recovery sub-tab have supported students. For example:

- How the activities and interventions responded to students’ academic, social, and emotional needs.
- Which student groups were served by the activities and interventions.
- How the activities and interventions addressed the disproportionate impact of COVID-19 on underserved student groups.
Submit Tab—Consistency Check

• Prior to submission, a consistency check must be performed by clicking the “Consistency Check” button. This highlights any remaining errors, which must be corrected prior to submission.

• Once the consistency check is successful, the report is considered locked but not submitted to the NJDOE.
Submit Tab, continued

• If revisions need to be made, the report can be unlocked by selecting the “Unlock Application” button. After unlocking the report and revising any data, a consistency check will need to be re-run to verify that the data passes the programmed edits.

• If the consistency check is successful, the “Submit to NJDOE” button should appear on the tab and needs to be clicked for the report to be considered submitted to the Department.
Amendments

• If you realize data were incorrectly entered and your report has been successfully submitted to the Department, you will need to create an amendment.

• An amendment can be created by clicking the “Amend” button on the GMS Access / Select screen in the ESSER Performance Report row.

• Once the data has been amended, a consistency check must be re-run and any errors corrected prior to submission.
Tips to Prepare for Future Reporting

Review the sub-tabs under Details, Cont. Your LEA may need to enhance its data collection systems now in order to respond accurately to these questions next year.
Tips to Prepare for Future Reporting, cont.

• USED designed a new classification structure for ESSER fund use that differs from the Uniform Minimum Chart of Accounts.

• This new classification structure is included on the Definitions tab of the ESSER Performance Report and in the Definitions section of the planning document (link in chat). It is called, “Use of Funds Detail for Prospective Reporting.”

• In order to accurately report ESSER fund use on future reports, you may need to build out your accounting system to allow you to classify current, future and past ESSER fund expenditures using this new classification structure.
Questions?

• For ESSER Performance Report and data questions, please contact the Office of Fiscal and Data Services (OFDS) at: ESSER.Report@doe.nj.gov

• 15-minute Office Hours appointments are available for additional Technical Assistance

• For EWEG or authorization questions, please contact the EWEG Help Desk at: EWEGhelp@doe.nj.gov
New Jersey Department of Education Website
nj.gov/education

Office of Fiscal and Data Services
ESSER.Report@doe.nj.gov
(609) 376-9101

Follow Us!

Facebook: @njdeptofed
Twitter: @NewJerseyDOE
Instagram: @NewJerseyDoe