

School System:	Review Dates:	Review Period:
School System Contact:	School System Contact Number:	
LDOE Team Leader:	Contact Number:	Reviewer(s):
Months for Invoices:		

ELEMENTARY AND SECONDARY SCHOOL RELIEF (ESSER II) & American Rescue Plan, ELEMENTARY AND SECONDARY SCHOOL RELIEF (ARP-ESSER III) - Section 313(d) of Coronavirus Response and Relief Supplemental Appropriations Act (CRSAA); American Rescue Plan - Esser III: 2001(e)(1) and 2001(e)(2)(A-J).

Indicator	Supporting Documentation	C	NC	N/A	Comments
1. School systems will use funds for allowable activities. (All ESSER funded activities must be reasonable, allocable, and necessary to respond to, prepare for, and prevent the spread of COVID-19.) Activities include one or more of the following: <ul style="list-style-type: none"> a. Activities authorized by ESEA, IDEA, AEFLA, the Perkins Act, and the McKinney-Vento Act b. Coordination of preparedness and response efforts c. Grants to principals for school-level needs d. Activities to address the needs of special-needs populations e. Development and implementation of preparedness and response systems f. Training and professional development on sanitization and the minimization of disease spread g. Purchasing cleaning supplies h. Planning and coordinating long-term closures i. Purchasing educational technology for students j. Providing mental health services and supports k. Planning and implementing summer-school learning and after-school programs l. Other activities necessary to maintain the operation of the school system and for continuing to employ existing staff 	<ul style="list-style-type: none"> Copy of procedures and policies developed to prepare for, respond to, or recover from COVID-19. 				
	<ul style="list-style-type: none"> Documentation to support activities and expenditures described and allocated in the approved ESSER II/III application. Should include: <ul style="list-style-type: none"> Staffing and stipend policies, payroll ledger, etc.; Copies of all invoices from two months (LDOE monitor will select); Inventory Records: <ul style="list-style-type: none"> ➤ Date of Purchase, Item, Cost, Location, Current Condition (list) Evidence of professional development (agendas, sign-in sheets, conference registration, etc.) 				
	<ul style="list-style-type: none"> Other documentation as need Unallowables: <ul style="list-style-type: none"> <i>Subsidizing executive salaries and benefits of individuals who are not employees of the school system.</i> <i>Expenditures related to state or local teacher unions or associations.</i> 				

Indicator	Supporting Documentation	C	NC	N/A	Comments
2. Safe Return Plan - School system shall develop and make publicly available on its website. [ARP-ESSER III: 2001(i)(1-3)] a. Plan must be available no later than 30 days after receiving ESSER allocation, b. School system shall seek public comment and take such comments into account in the plan, c. Plan revisions must be sought from public input at least every six months.	<ul style="list-style-type: none"> Link to published Safe Return to In-Person Instruction and Continuity of Services plan (on school system website). Plan should include: 				
	<ul style="list-style-type: none"> Description of how the school system will maintain a healthy and safety environment for all students, educators, and staff. 				
	<ul style="list-style-type: none"> Describe policies pertaining to each of the Center for Disease Control's (CDC's) safety recommendations including: <ol style="list-style-type: none"> Universal and correct wearing of masks; Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding); Handwashing and respiratory etiquette; Cleaning and maintaining healthy facilities, including improving ventilation; Contact tracing in combination with isolation and quarantine, in collaboration with the state, local, territorial, or tribal health; Diagnostic testing and screening; Efforts to provide vaccinations to school communities; Appropriate accommodations for children with disabilities with respect to health; and Safety policies; and Coordination with state and local health officials. 				
	<ul style="list-style-type: none"> Evidence of public comment period (record of comments received, agenda/minutes from meeting, etc.) 				
	<ul style="list-style-type: none"> Evidence of how public comments were incorporated into the plan (feedback, notes showing discussion, list of revisions based on comments, pre- and post- drafts of plan on website, etc.) 				

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	<ul style="list-style-type: none"> Published updates based on periodic reviews (at least every 6 months) 				
	<ul style="list-style-type: none"> Description of public comment process and review process 				
	<ul style="list-style-type: none"> Translated versions of the plan 				
3. The school system shall reserve no less than 20 percent of ESSER to address learning loss through the implementation of evidence-based interventions that respond to students' academic, social, and emotional needs and address the disproportionate impact of the coronavirus on the student subgroups (students experiencing homelessness and children and youth in foster care).[Section 1111(b)(2)(B)(xi) of ESEA [20 U.S.C. 6311(b)(2)(B)(xi)] a. summer learning or summer enrichment, extended day, b. comprehensive after school programs, or c. extended school year programs [ARP, section 8101(21) of ESEA]	<ul style="list-style-type: none"> Evidence of process and data used to identify needs as indicated in approved application and plan. (agendas, meetings notes, data, completed evaluations, PPT used to share student data, summaries of evaluation results, etc.) 				
	<ul style="list-style-type: none"> Evidence of implementation of evidence-based interventions [lesson plans (5-6), time and effort reports, summer and afterschool activity schedules, etc.) 				

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4. School systems allocating ESSER funds for remodeling, renovation, and new construction must comply with federal requirements. [Section 18003(d) of Division B of the CARES Act; 34 CFR 75.600-75.617; §200.439; §200.435; §200.439] Approved construction projects must comply with: a. Applicable Uniform guidance requirements; b. Davis-Bacon (prevailing wage) requirements; c. and Applicable LDE requirements	<ul style="list-style-type: none"> Copies of consultation with governmental agencies, architecture plans with building permits, and historic & environmental surveys 				
	<ul style="list-style-type: none"> Copies of Title & rental and insurance paperwork 				
	<ul style="list-style-type: none"> Plans for Maintenance of Operations 				
	<ul style="list-style-type: none"> Relevant RFP and solicitation documentation. 				
	<ul style="list-style-type: none"> Description of process for ensuring compliance with statutory and regulatory requirements when using ESSER funds for construction purposes. 				
	<ul style="list-style-type: none"> Copies of relevant contracts showing wage agreements. 				
	<ul style="list-style-type: none"> Written statements from contractors and accompanying documentation indicating research and compliance with prevailing wages in reference to payments of contractors and subcontractors (e.g., payment ledgers, prevailing wages scale for the area) 				