ARP ESSER

Grant Manager Meeting

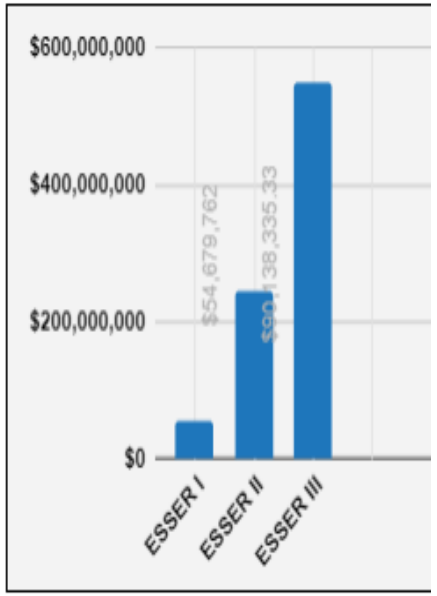
April 2022

Orange County Public Schools

Grant Manger Team Meeting

Total Funds

Funding Type	Expended Funds	Total Funds
ESSER I	$54,679,762	$55,453,118
ESSER II	$90,138,335.33	$244,651,865
ESSER III		$550,019,600



Welcome

Introductions

Purpose Of Meeting

- ESSER funding
- Grant Manager Responsibilities
  - Financial Oversight
  - Audit Documentation

ESSER Team

Purpose:

- Ensure transparency, efficiency and accountability.
- Provide oversight, approval and communication of efficacy of funds.

Questions/Support:

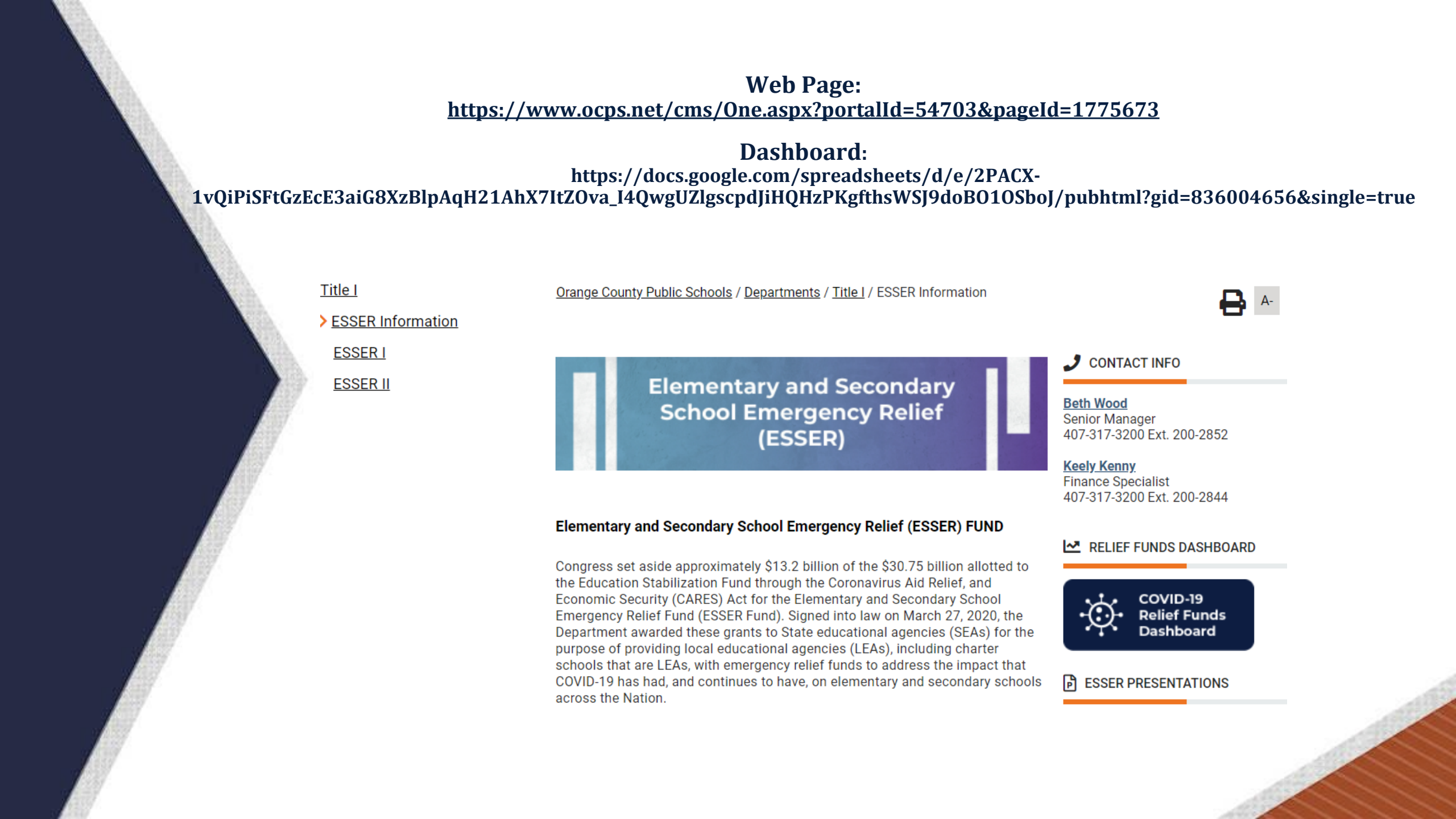
Mary (Beth) Wood X2002852

Keely Kenny X2002844

Sherrell Potter X2004577

Web Page:
https://www.ocps.net/cms/One.aspx?portalId=54703&pageId=1775673

Dashboard:
https://docs.google.com/spreadsheets/d/e/2PACX-1vQiPiSFtGzEcE3aiG8XzBlpAqH21AhX7ItZOva_I4QwgUZlgscpdJiHQHzPKgfthsWSJ9doBO1OSboJ/pubhtml?gid=836004656&single=true



Purpose of Funds

The ESSER funds under the ARP Act are provided to Local Educational Agencies (LEAs) to address the impact that the Novel Coronavirus Disease 2019 (“COVID-19”) has had, and continues to have, on elementary and secondary schools in Florida.

This includes helping school districts and other LEAs safely reopen schools, restore and maintain high quality learning environments, measure and effectively address significant learning loss and take other actions to mitigate the impact of COVID-19 on the students and families who depend on our K-12 schools.

Allowability

In accordance with the ARP Act, the allowable uses of these funds are as follows:

- 1. A LEA shall reserve **not less than 20 percent** of such funds *to address learning loss through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs*, or extended school year programs, *and ensure that such interventions respond to students' academic, social, and emotional needs* and address the disproportionate impact of the coronavirus on the student subgroups described in section 1111(b)(2)(B)(xi) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311(b)(2)(B)(xi)), students experiencing homelessness, and children and youth in foster care.

Allowability

LEAs shall use the remaining funds for any of the following:

- (A) Any activity authorized by the Elementary and Secondary Education Act of 1965.
- (B) Any activity authorized by the Individuals with Disabilities Education Act.
- (C) Any activity authorized by the Adult Education and Family Literacy Act.
- (D) Any activity authorized by the Carl D. Perkins Career and Technical Education Act of 2006.
- (E) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
- (F) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.

Allowability

- (G) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
- (H) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
- (I) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
- (J) Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.
- (K) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.

Allowability

- (L) Providing mental health services and supports, including through the implementation of evidence-based full-service community schools.
- (M) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, children with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- (N) Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by—

    (i) administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction;

Allowability

(ii) implementing evidence-based activities to meet the comprehensive needs of students;

(iii) providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment; and

(iv) tracking student attendance and improving student engagement in distance education.

- O) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.
- (P) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.

Allowability

- (Q) Developing strategies and implementing public health protocols including, to the greatest extent possible, and not inconsistent with state law, policies in line with guidance from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff.
- (R) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

Ensuring Effectiveness of Interventions

The LEA will ensure that the interventions it implements will 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 and youth in foster care, and migratory students. Interventions will be evidence based and monitored for effectiveness.

Continuous Progress Monitoring of Interventions

The district agrees to provide robust progress monitoring and requisite interventions must be extended to all students with tiered support for students who are performing below grade level and are not making adequate progress. Students who are receiving instruction through innovative teaching methods must transition to another teaching method if they fail to make adequate progress. The district agrees to provide monthly progress monitoring reports to parent/guardians for students identified as performing below grade level and/or demonstrating decline on the district's progress monitoring system.

Progress Monitoring

Timeline of implementation –

Short term (one time purchase)

Supplanting (shifting of district funds in support of COVID 19)

Supplemental (new activity) – Sustainability?

Scope of Impact -

Who is your target group?

Proposed Measures –

How will you measure success? Begin with end goal in mind.

Grant Manager Responsibilities

- Review ARP ESSER DOE approved activities and funding amount (google form and update)
- Contact Procurement to determine purchasing requirements – secure quotes, RFPs or bids
- Review Management Directive A-5 for procurement of funds
- Follow all HR guidelines for hiring and reappointment of staff – advertise positions as ESSER funded – temporary for 2 years
- Collect and maintain data necessary for district and state audits
  - Agendas, sign in sheets, purchase orders, lesson plans
- Collect and maintain data to measure effectiveness of programs
  - Student data, HR/personnel data,

Next Steps

- Complete Google sheet with Fund Manager, Learning Loss Y or N, Work Location, Supplement vs. Supplant, Scope of Impact, and Proposed Measures
- Electronically sign Grant Manager Assignment Form
- Begin implementation of ARP ESSER approved activities and begin collecting data
  - Check/run SAP HR and Budget reports monthly
    - Clear deficits

Documents to Complete

	Fund Contact	Learning Loss Y or N	Work Location	Supplemental/New or Supplanting/Shifting of Funds	Scope of Impact	Proposed Measures	Funded ESSER III Sur
Salimbene		N					Bipolar ionization - HVAC retrofit
Salimbene		N					HVAC filters 2022-23 and 2023-24
Salimbene		N					Retro-Commissioning of heating, ventila
Salimbene		N					PPE to support District Needs
Salimbene		N					Positions (2) Material Management Perso
Salimbene		N					Custodial Costs - 2022-23 2023-234
Salimbene		N					Water Bottle Filling Stations/Filters
							On Hold ESSER I
Salimbene		N					Facilities Condition Assessment
Salimbene		N					HVAC system
Salimbene		N					Classroom Carpet Replacement
Salimbene		N					Covid-19 related signage
Salimbene		N					Distribution costs of PPE

SUBJECT: ARP ESSER Grant Manager Assignment

DEPT NAME:

GRANT NUMBER:

The name and signature should be provided for all who have the administrative responsibility of authorizing monetary obligations(s) for ESSER funds, i.e. purchase requisitions via iBuy, travel, formal budget amendments, internal SAP transfers and T-card transactions.

Prior to expending funds, the grant manager will review activities and the budget as approved in the ESSER application to ensure expenses do not exceed approved amount. All grant managers will contact procurement prior to entering shopping carts at procurement@ocps.net to determine purchasing requirements. Once approved by procurement and determination has been made for Request for Proposal (RFP) or bids, funds can be expended.

NOTE: If positions are tied to this grant, you will need to be aware of and follow district payroll policies and procedures for all grant-funded positions as they are district employees. **These employees follow the same payroll, evaluation and HR guidelines as any other district employee.**

As grant manager you are required to comply with:

- Management Directive A-5 for the obligation of school board funds
- Procedures as prescribed in School Board Fiscal Management Policies (Section D)
- State and federal regulations as applicable to the specific grant program
- Office of Management and Budget – Uniform Grant Guidance (UGG) – https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html
- OCPS - Payroll Policies and Procedures

It is your responsibility to ensure that the funds entrusted to your care are effectively and efficiently used for purposes specifically approved in the ARP ESSER application. To this purpose you agree to the following assurances:

Assurance 1: Allowable Uses of Funds. The grant manager will use funds for activities allowable and approved in the ARP ESSER application.
Assurance 2: Reporting. As grant manager you will comply with all reporting requirements, and submit required reports at such time and in such manner and containing such information as FDOE may subsequently require.
Assurance 3: Audit Records. As grant manager, you will collect, maintain and make available for up to five years any records necessary for district, state or federal auditors. Records such as but not all inclusive: purchase orders, payroll records, travel documents, sign-in sheets, agendas, student data, planning logs etc.

Grant Period

March 2022 – September 30, 2024

Last day for purchase orders June 15, 2022 and 2023

Year End Processing –

SAP will close late June until early August each year

Questions/Suggestions