

U.S. DEPARTMENT OF EDUCATION

Education Stabilization Fund -

Elementary and Secondary School Emergency Relief Fund (ESSER) Data Collection Tool User Guide

Release 3.0

April 2023

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1.0	January 2021	This is a new technical User Guide for the ESSER Data Collection Tool
1.1	March 2021	• Updated the CARES Act Reporting Help Desk email address for ESSER grantees • Updated the limited reopen dates • Added Section 6.0 – Uploading a LEA or Non-LEA file • Reference of "Annual Report" has been changed to "Annual Performance Report
2.0	May 2022	Updated for Year 2 Reporting
3.0	April 2023	Updated for Year 3 Reporting

PREFACE

This User Guide is intended to assist users of the Elementary and Secondary School Emergency Relief Fund (ESSER) Data Collection Tool. This guide addresses the basic mechanics of the Data Collection Tool system access and navigation for this process as well as the specific steps required to complete the ESSER Annual Performance Report.

This guide will be updated if major system modifications affect user procedures.

Data entered into the Data Collection Tool are authorized by the Elementary and Secondary School Emergency Relief Fund (ESSER) Recipient Reporting Data Collection Form (OMB Control Number 1810-0749, expires 05/31/2025).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 ATTN: Brian Fu or email ICDocketMgr@ed.gov.

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Introduction

The Elementary and Secondary School Emergency Relief (ESSER) Annual Performance Report is collected using the Education Stabilization Fund (ESF) Data Collection Tool. The Data Collection Tool is a web-based application that allows State Education Agencies (SEA) to report information that constitutes the Annual Performance Report for ESSER grantees.

This document is intended to guide users in submitting the ESSER Annual Performance Report.

Overview

The U.S. Department of Education awarded ESSER grant funds to SEAs through three different programs, CARES (ESSER I), CRRSA (ESSER II), and ARP (ARP ESSER) – ALN 84.425D for ESSER I and II and 84.425U for ARP ESSER. States determined how to disseminate funds within their state to best meet the needs of students, schools, and other educational organizations affected by COVID-19.

ESSER Annual Performance Report Important Dates

The following are the reporting periods for the current and future Annual Performance Reports:

ESSER I under Coronavirus Aid, Relief, and Economic Security (CARES) Act

Annual Report	Due Date	Applicable Reporting Period
Year 3 Annual Report	May 4, 2023	State Fiscal Year 2022*
Year 4 Annual Report	Early 2024	State Fiscal Year 2023**

Table 1 – ESSER I Performance Report Important Dates

ESSER II under Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act

Annual Report	Due Date	Applicable Reporting Period
Year 2 Annual Report	May 4, 2023	State Fiscal Year 2022
Year 3 Annual Report	Early 2024	State Fiscal Year 2023
Year 4 Annual Report	Early 2025	State Fiscal Year 2024**

* States may choose as their reporting period their state fiscal year, the federal fiscal year (October 1 – September 30), or the fiscal year aligned to the state's F33 reporting to NCES. Whatever is chosen by the state must remain the reporting period for the remainder of the grant. In this User Guide, we will refer exclusively to the *State Fiscal Year.*

Table 2 – ESSER II Performance Report Important Dates

ARP ESSER under American Rescue Plan (ARP) Act

Annual Report	Due Date	Applicable Reporting Period
Year 2 Annual Report	May 4, 2023	State Fiscal Year 2022
Year 3 Annual Report	Early 2024	State Fiscal Year 2023
Year 4 Annual Report	Early 2025	State Fiscal Year 2024
Year 5 Annual Report	Early 2026	State Fiscal Year 2025**

Table 3 – ARP ESSER Performance Report Important Dates

**Note: Annual performance reports are required until all funds have been liquidated. Given the variation in State Fiscal Year closes and the rate at which states and subgrantees expend funds, some states may be required to submit an additional annual report(s) to cover activities that occur between the close of State Fiscal Year 2023 and the end of the respective grant period for ESSER I, ESSER II, and/or ARP ESSER.

Year 3 APR Data Collection Open Period

For the CARES – Year 3 Annual Reporting period of State Fiscal Year 2022 and CRRSA/ARP ESSER – Year 2 Annual Reporting period of State Fiscal Year 2022, the Data Collection Tool will open on Monday, April 10, 2023 and close on Thursday, May 4, 2023 at 8:00 p.m. ET.

Data Collection Tool

Data Collection Tool User Roles

Types of Users

The ESSER Annual Performance Report collection through the Data Collection Tool supports the following user roles:

Editor Role: Allows State user to view, enter, and update their own State's data via the Data Collection Tool. They cannot submit the Annual Performance Report. They can view and print the Annual Performance Report.

Submitter Role: Allows State user to view, enter, update, and submit their own State's Annual Performance Report. They can view and print the Annual Performance Report. This person must be authorized to certify the completeness and accuracy of the entire submission and submit the report on behalf of the State.

Note! ESF Annual Reporting Data Collection Tool system users with *Submitter* access have access to add, update, and remove user accounts for contacts within their State. View a tutorial video and instructions document on the Grantee Help Page.

Concurrent Users

Multiple users may have access to the Data Collection Tool. If multiple users are entering data on the same page of the Annual Performance Report at the same time, only the most recent data entry updates will be captured by the system. If, however, multiple users are working on different pages within the Data Collection Tool at the same time, one user's ***save*** will not overwrite the other's. Users should coordinate internally to ensure multiple users are not saving updates to the Annual Performance Report concurrently.

Logging In and Out of the Data Collection Tool

Logging Into the Data Collection Tool

To access the Data Collection Tool login screen, go to the Education Stabilization Fund Public Transparency Portal.

Recommended Web Browser: The Data Collection Tool will work in all browsers, but for optimal performance, Google Chrome is recommended.

Select the login icon button in the top right of the page (see fig. 1).

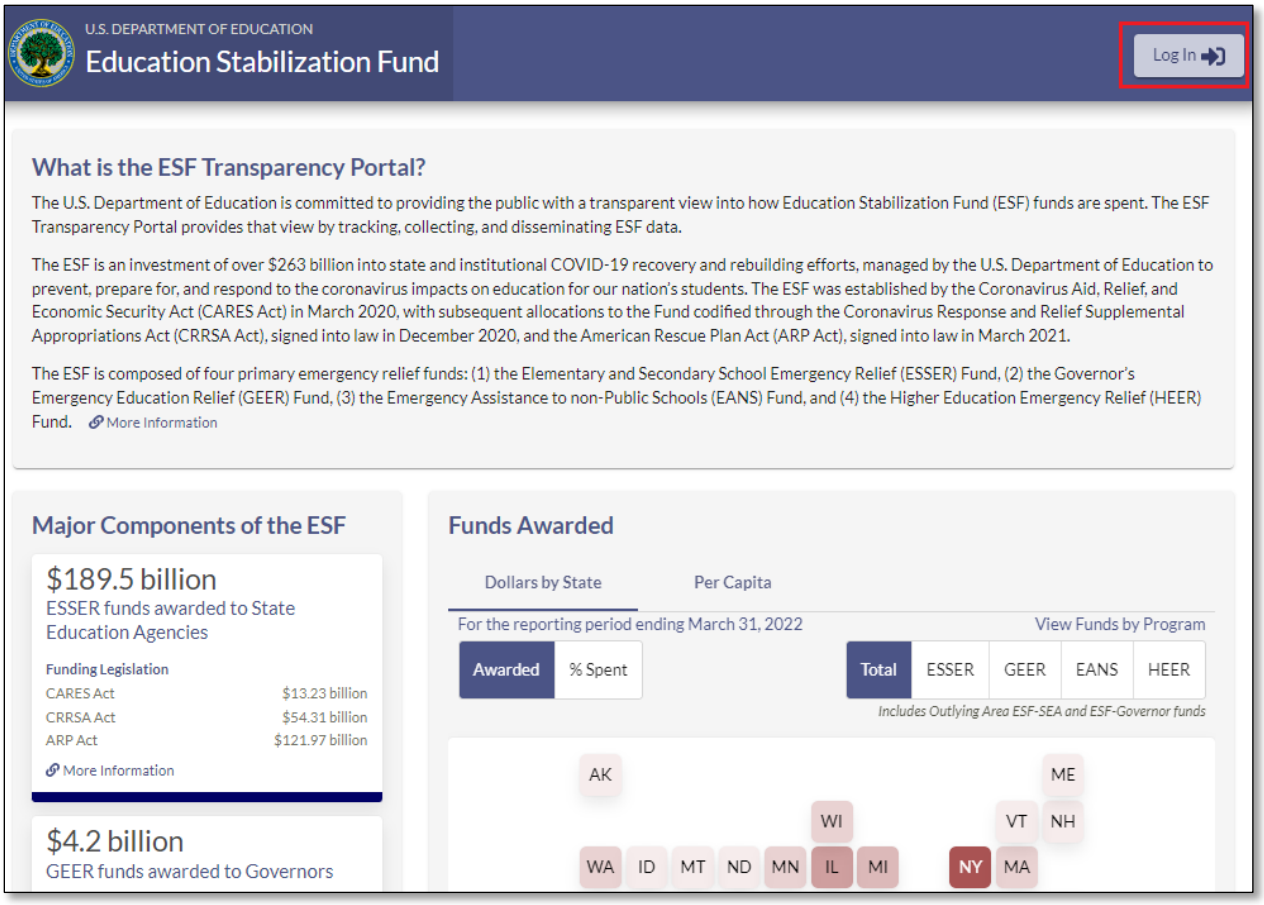


Figure 1 – Login Button on Education Stabilization Fund Public Transparency Portal

Select Login after entering your User Name (email address) and Password in the appropriate sections (see fig. 2). If you need to reset your password, go to the ***Resetting Account Password – Forgot Password*** section.

NOTE! The Data Collection Tool password is case sensitive.

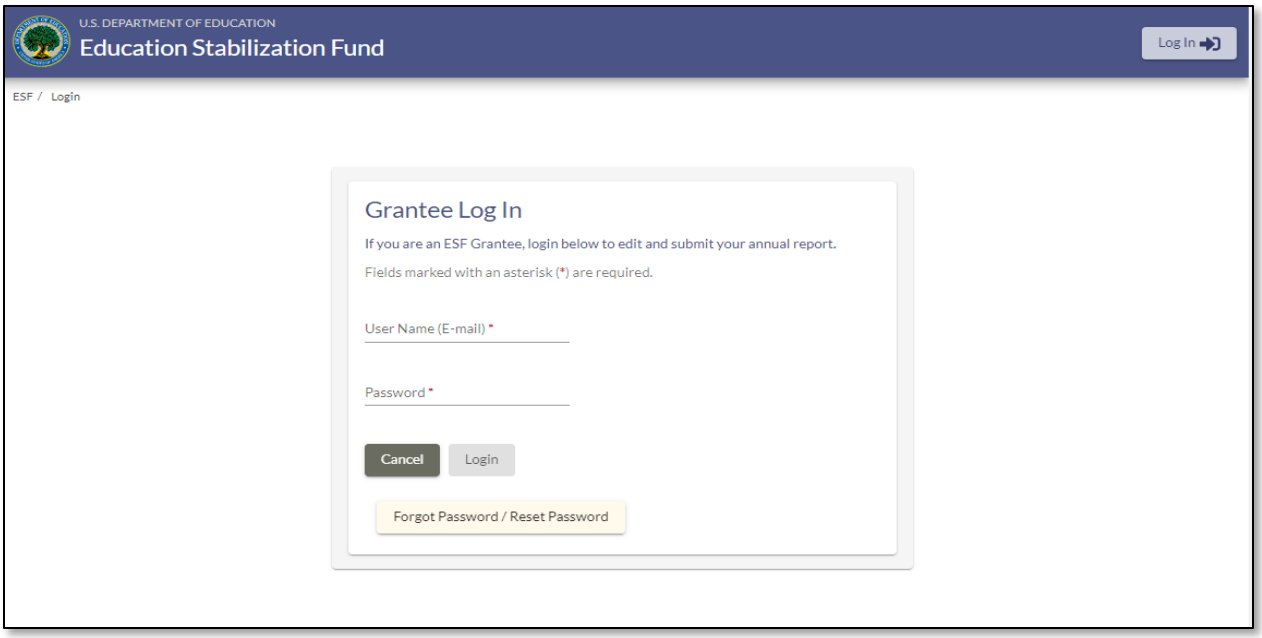


Figure 2 – Data Collection Tool Login Screen

A warning banner approved by the U.S. Department of Education will be displayed. By selecting the ***I Accept The Terms*** option, you can read and accept the Terms of Use before using the application (see fig. 3).

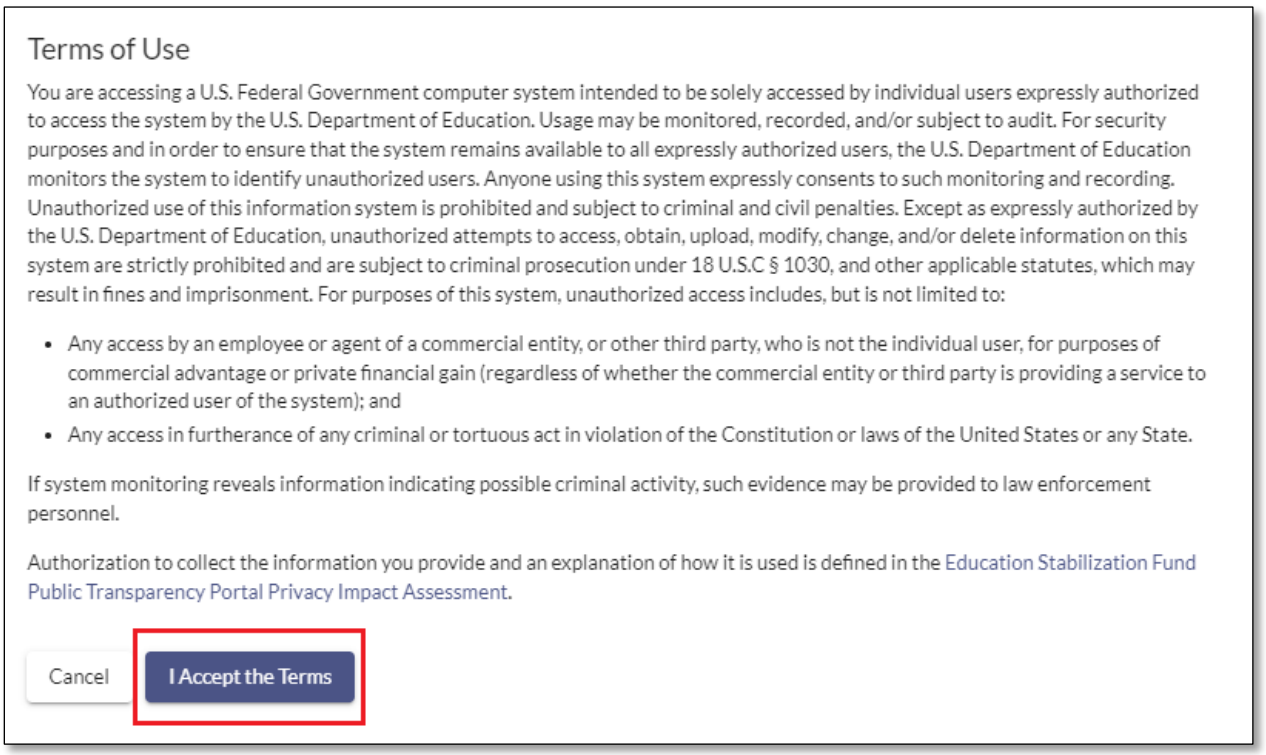


Figure 3 – Terms of Use Screen

Resetting Account Password – Forgot Password

If you are unable to log into your account, click the ***Forgot Password*** link on the login screen to reset your password (see fig. 4).

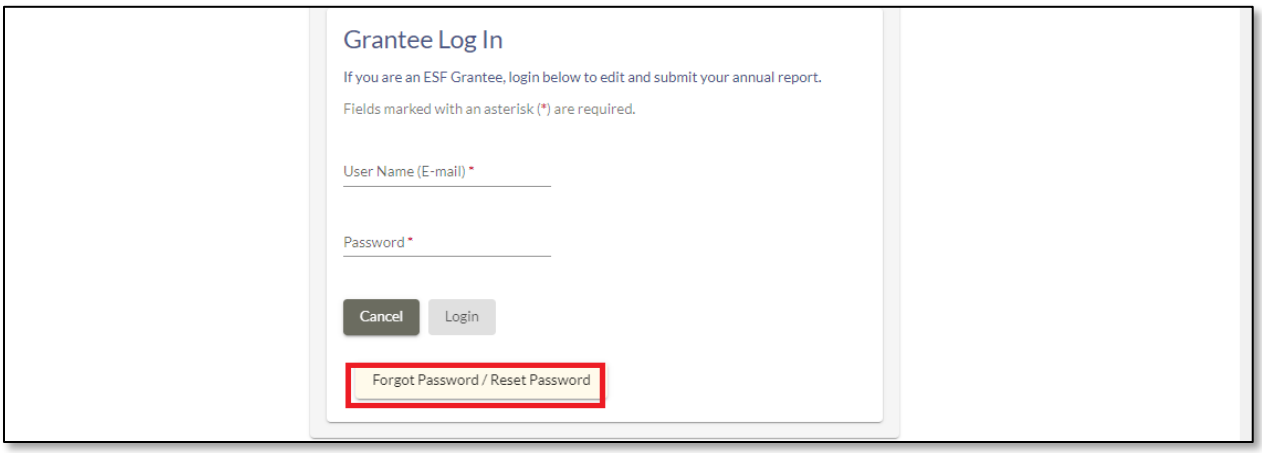


Figure 4 – Data Collection Tool Login Screen - Forgot Password Link

After clicking the link, type in your User Name and click ***Submit*** (see fig. 5)**.**

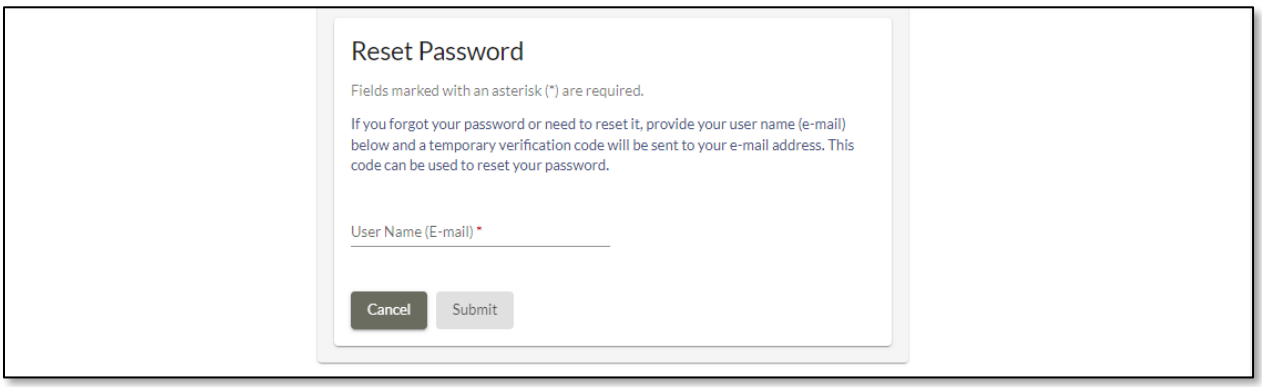


Figure 5 – Password Reset Email Initiation

An automated email containing a verification code will be sent to the user's email address linked with the Data Collection Tool account. Return to the login screen and enter the verification code, after which the user will be able to enter a new password.

NOTE! Passwords must be at least 12 characters long, contain one uppercase letter, one lowercase letter, a number, and a special character, and must not be the same as the previous password.

Resetting Account Password When Logged In

Select ***Change Password*** from the navigation dropdown menu to reset the account password after successfully logging into the Data Collection Tool.

Follow the prompts to create a new password by entering the old password (the same one used to log in initially), and create a new password by entering it twice. Select ***Save*** (see fig. 6).

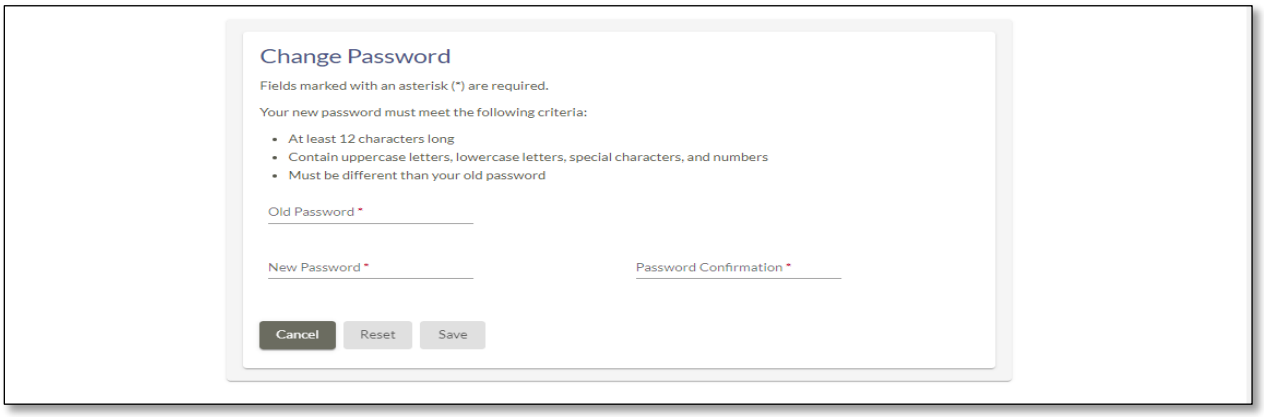


Figure 6 – Resetting Data Collection Tool Password

Viewing Account Information

Select the navigation dropdown menu to view your Data Collection Tool account information after you have logged in (see fig. 7).

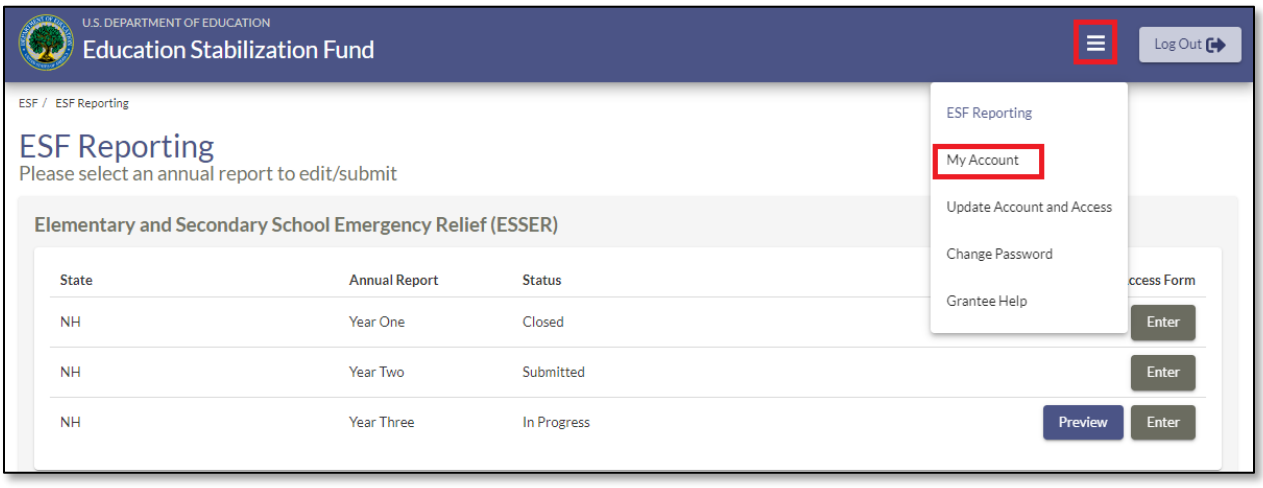


Figure 7 – Data Collection Tool Dropdown Menu

To see your User Name, Role, and the collection(s) to which you are responding, go to ***My Account*** (see fig. 8). On this page, you will also find the Helpdesk's contact information.

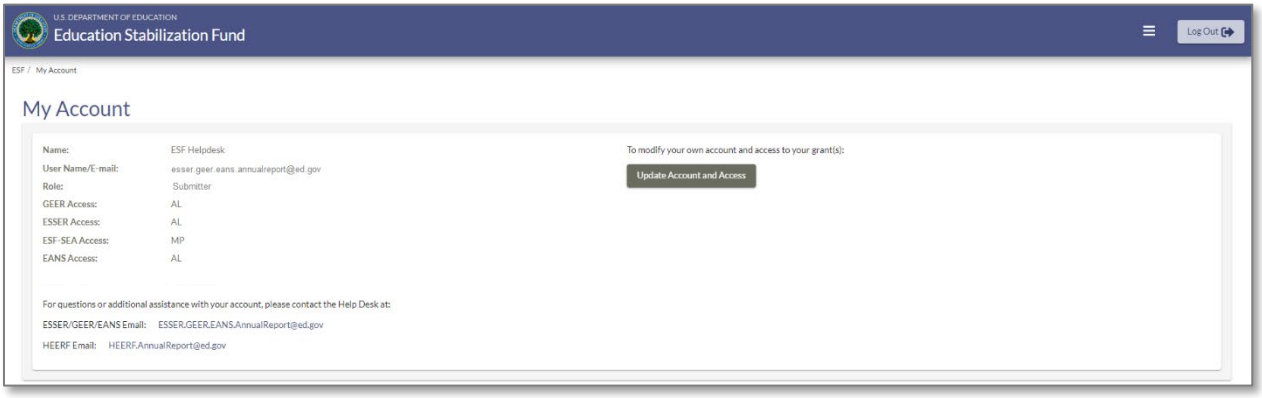


Figure 8 – Data Collection Tool - My Account

NOTE! If the information displayed in the *My Account* section is inaccurate, contact the Helpdesk for assistance.

Logging Out of the Data Collection Tool

To reduce security risks, log out of the Data Collection Tool once you have finished editing the Annual Performance Report. Before logging out, ensure all changes are saved to avoid losing work. Select the Log Out button on the top right-hand corner of the screen to log out (see fig. 9).



Figure 9 – Log Out Link

Accessing the ESSER Annual Performance Report

The ESF Reporting landing page will be displayed after logging onto the Data Collection Tool (see fig. 10).

Select ***Enter*** for the Year Three Annual Report to access the ESSER Annual Performance Report (APR).

NOTE! If you do not see your Year 3 APR as an option on the system, either select the ***Application Updated - Click here or reload page for latest version link*** at the top of the page or manually refresh your page by pressing Ctrl + F5.

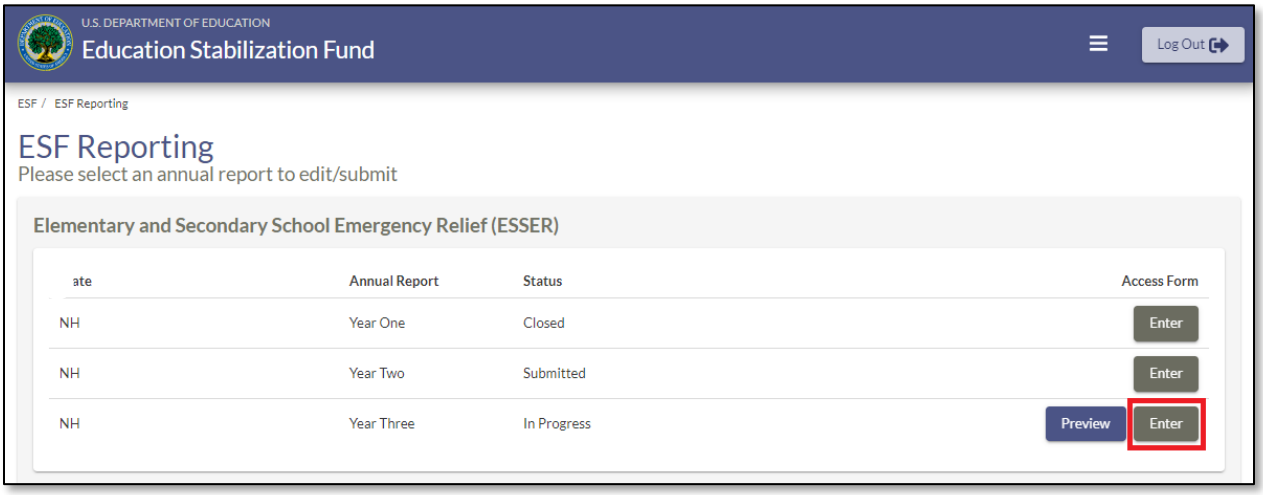


Figure 10 – ESF Reporting Landing Page

NOTE! After thirty minutes of inactivity, the system issues a warning. To avoid losing data, select a field inside the Annual Performance Report form, or select ***Continue*** when the inactivity warning message is displayed.

Data Collection Tool Features

The following functionalities are available on each page of the Data Collection Tool. Select the bar to open and close each feature:

Instructions	Provides general information for ESSER reporting
Definitions	Provides ESSER terms and their definitions as used within the ESSER reporting
Annual Reporting	Contains the annual reports and applicable reporting periods
Burden Statement	Full text of the Burden Statement

	• To open and close the burden statement, select the *Burden Statement* bar
Page Navigation	A list of sections within the report • To navigate between sections, select the desired number
Status Indicator	Shows the current status of the Annual Performance Report • Not Started: Annual Performance Report has not been started • In Progress: Annual Performance Report has been saved at least once • Submitted: Annual Performance Report has been submitted
Last Modified	Shows who last modified the report including the date and time it was modified

Table 4 – Data Collection Tool Features

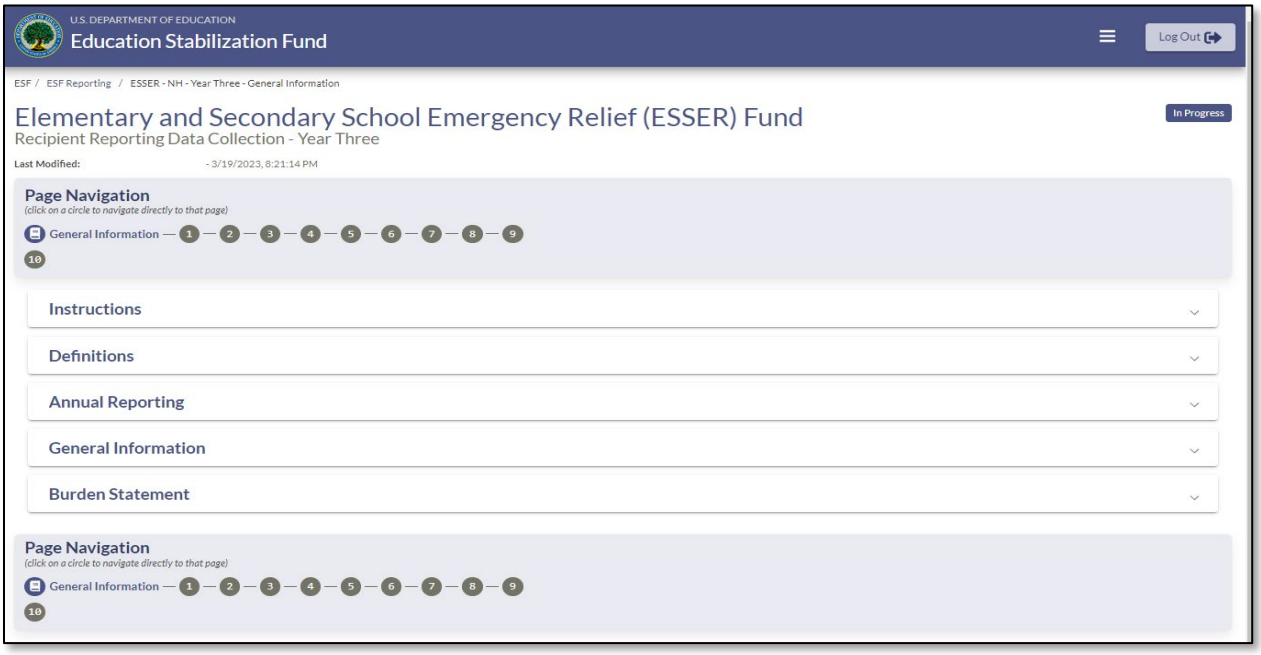


Figure 11 – Data Collection Tools Features

Navigation and Data Entry Tips

The Annual Performance Report consists of a General Information page and ten (10) numbered pages, which include the Review Page (Page 9) and the Submission Page (Page 10).

On each page you have the following buttons (see fig. 12):

Previous	Navigate to the previous page
Cancel	Exit back to the ESF Reporting Landing Page
Reset	This selection removes the responses entered on the *current* page
Save	Saves any data entered on the page, staying on the page
Save & Continue	Saves any data entered on the page and navigates you to the next page
Next	Navigates you to the next page without saving any data

Table 5 – Navigating to Sections

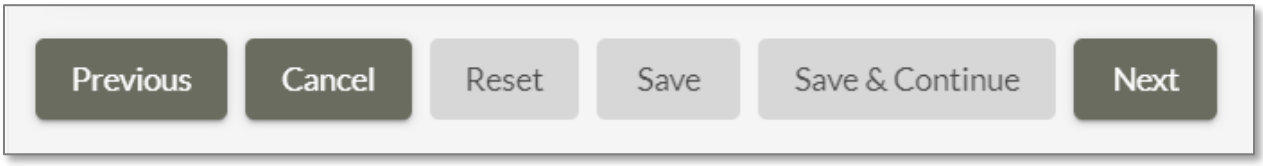


Figure 12 – Navigating to Sections

NOTE! A pop-up notice will be displayed if the ***Previous, Cancel, Reset*** *or* ***Next*** button is clicked before selecting the ***Save*** or ***Save & Continue*** button, warning the user that they are leaving the page without saving (see fig. 13).

Changes made since selecting ***Save or Save & Continue*** will be undone if the ***Leave without saving*** option is clicked. The modifications are still visible but not stored if the ***Stay*** button is selected. Make sure the ***Save*** or ***Save & Continue*** button is selected.

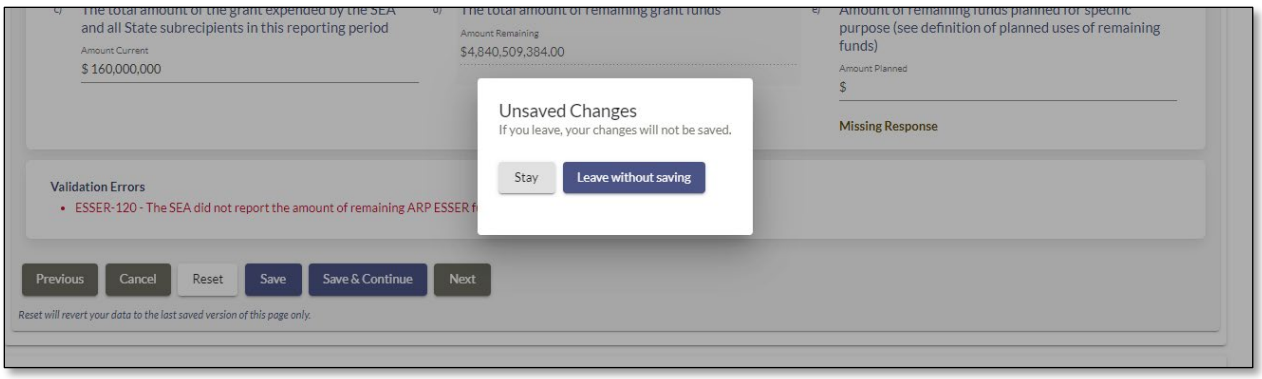


Figure 13 – Unsaved Changes Warning Message

Data Entry Response Types

Data are entered into the Annual Performance Report in the following ways:

Manual Data Entry	Data should be entered using the options available in the Data Collection Tool.
Toggle Buttons	Questions responded to by selecting the ***Yes*** or ***No*** buttons.
Prefilled Data	The system will prefill award data for the reporting period of January 1, 2022 through September 30, 2022 from the U.S. Department of Education's G5 System.
Auto-Calculated	The system will calculate the value for the data element.
Cascading Questions	Sets of questions that result in additional questions depending on the response to the previous question.

Table 6 – Data Entry Response Types

Manual Data Entry

The character limit will be displayed under the text field for sections of the Annual Performance Report that need text responses (see fig. 14). Review the text field for accuracy if you are copying and pasting chunks of data, as the content will be truncated once the character limit is reached.

NOTE! Do not spend time formatting the text parts in Word, because they will be saved as plain text with no formatting.

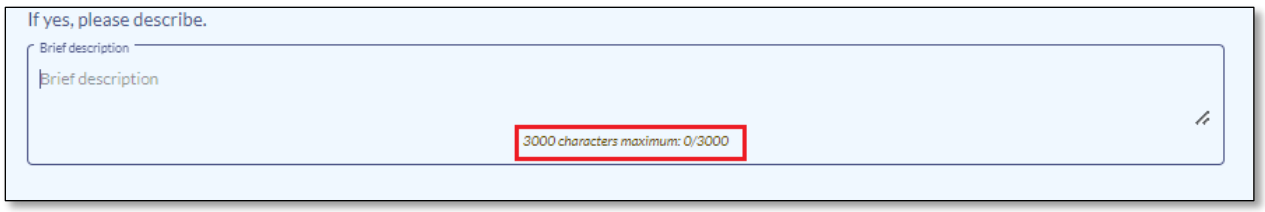


Figure 14 – Text Response

Fields that collect numbers will allow only a numerical value. *Text* cannot be entered in a number field.

Toggle Buttons

When the ***Yes*** or ***No*** buttons are selected***,*** the buttons will change from white to dark blue. Select the ***Yes*** or ***No*** option to respond (see fig. 15).

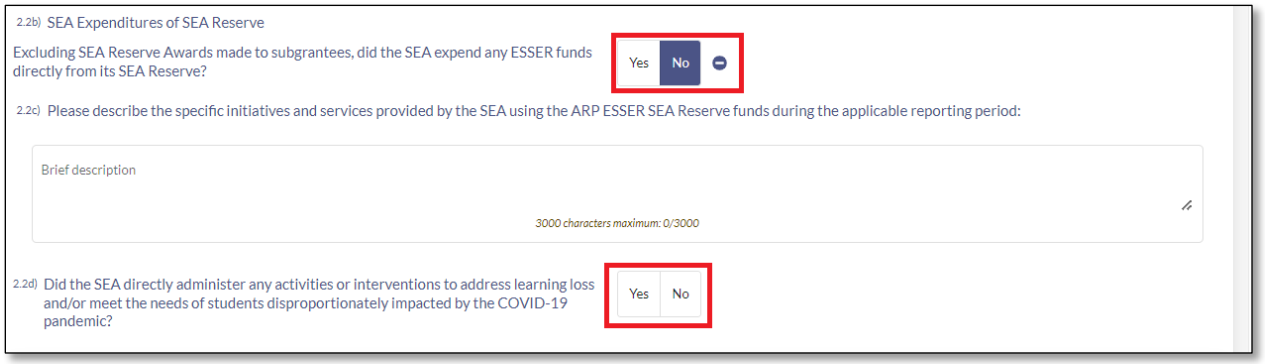


Figure 15 – Yes or No Toggle Buttons

Prefilled Data

Data are prefilled into the following pages as noted below. These data are prepopulated based on G5 and grantee-submitted data from the Year 2 data collection. The grantee can and should edit prepopulated data that are editable to ensure that it is accurate.

General Information	State, State Educational Agency, State Name, State Director, Email, and award numbers are prefilled from G5 and are non-editable. Office, Mailing Address, Telephone are also prefilled but are editable.
Page 1: Section 1: State Fiscal Year	The SEA's state fiscal year is prefilled from the fiscal year dates provided in the FY 2021 APR.

Page 1: Section 2: Overall ESSER Fund Grants for SEA	Total grant amount allocated to the SEA (non-editable) and the total amount of grant expended (editable) by the SEA for CARES, CRRSA, and ARP.
Page 4: CARES Template	Name of Entity, DUNS #, UEI (SAM)#, NCES ID #, Is this entity an LEA?, Total amount awarded to the LEA or non-LEA from the ESSER I SEA Reserve, Total ESSER I SEA Reserve Expenditures in Prior Reporting Periods , Total ESSER I Mandatory Subgrant Amount Awarded to LEA, ESSER I Mandatory Subgrant Expenditures in Prior Reporting Periods.
Page 5: CRRSA Template	Name of Entity, DUNS #, UEI (SAM)#, NCES ID #, Is this entity an LEA?, Total amount awarded to the LEA or non-LEA from the ESSER II SEA Reserve, Total ESSER II SEA Reserve Expenditures in Prior Reporting Periods, Total ESSER II Mandatory Subgrant Amount Awarded to LEA, ESSER II Mandatory Subgrant Expenditures in Prior Reporting Periods.
Page 6: ARP Template	Name of Entity, DUNS #, UEI (SAM)#, NCES ID #, Is this entity an LEA?, Learning Loss Activities Set-Aside - Awarded, Learning Loss Activities Set-Aside - Expended in Prior Reporting Periods, Summer Enrichment Set-Aside - Awarded, Summer Enrichment Set-Aside - Expended in Prior Reporting Periods, Afterschool Programs Set-Aside - Awarded, Afterschool Programs Set-Aside - Expended in Prior Reporting Periods, Other SEA Reserve Award - Awarded, Other SEA Reserve Award - Expended in Prior Reporting Periods, Total ARP ESSER Mandatory Subgrant Amount Awarded to LEA, ARP ESSER Mandatory Subgrant Expenditures in Prior Reporting Periods

	(exclusive of amount expended toward required set-aside to address learning loss), Total Mandatory Subgrant Amount Expended Toward Required Set-Aside to Address Learning Loss in Prior Reporting Periods.
Page 7: Cross-Act Template	Name of Entity, DUNS #, UEI (SAM)#, NCES ID #, Is this entity an LEA?, Full-time equivalent (FTE) positions as of September 30, 2018, Full-time equivalent (FTE) positions as of September 30, 2019, Full-time equivalent (FTE) positions as of March 13, 2020, Full-time equivalent (FTE) positions on September 30, 2020, Full-time equivalent (FTE) positions on September 30, 2021.

Table 7 – Prefilled Data

Auto-Calculated

These values will auto-calculate on the screen as the grantee enters information and cannot be edited. Auto-calculations will occur on the following pages:

Page 1: Section 2: Overall ESSER Fund Grants for SEA (CARES, CRRSA, ARP)	2.1d. The total amount of remaining grant funds

Table 8 – Auto-calculations

Cascading Questions

Cascading questions are sets of questions that result in additional questions depending on the response to the previous question (see fig. 16). These are called “skip logic” questions in the OMB-approved form.

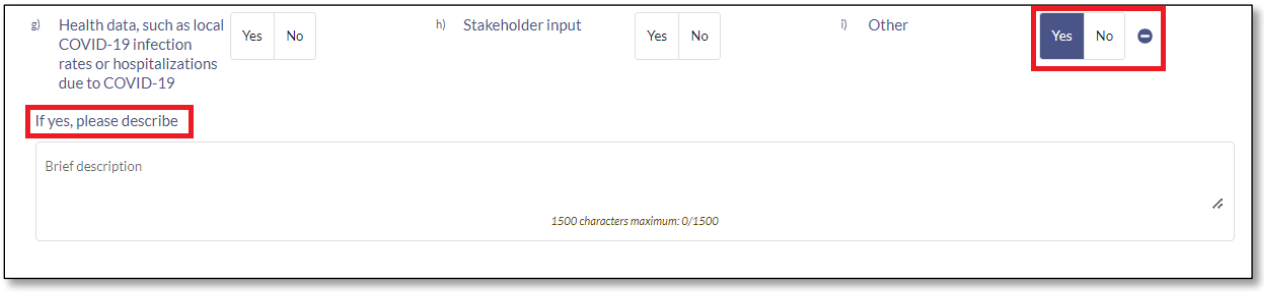


Figure 16 – Cascading Questions

Downloading Subgrantee Templates

When grantees download a template from the system, many aspects of the template will already be in the correct format needed to pass validation. Do not do any of the following to a template after downloading:

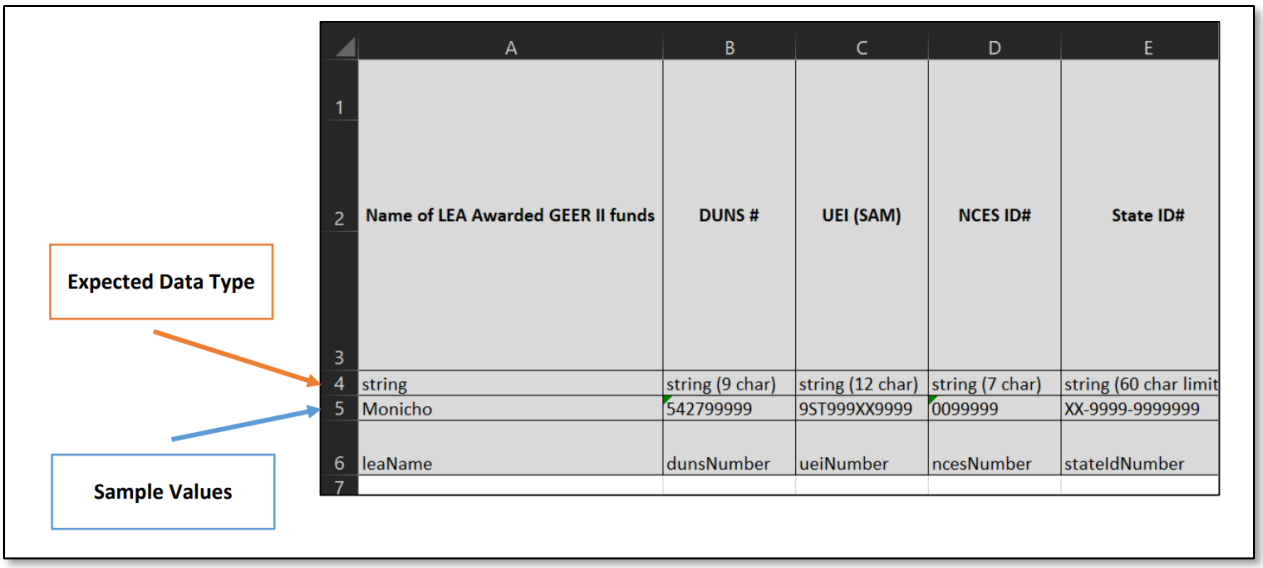
- Change the file name
- Make any changes to rows 1-6
- Add columns
- Delete columns
- Change the order of existing columns

Within each template, some fields are required for every entity that is listed. Every row of data should have a value entered for the fields listed below. Note that any completely blank rows between entities are not allowed; they will trigger a form validation error since they will appear to have missing data in a required field.

Collection	Template(s)	Required Fields (Refer to row 6 for field name)
ESSER	CARES CRRSA ARP Cross-Act	entityName, dunsNumber*, ueiNumber*, isLea
ESSER	Schools	entityName, dunsNumber, ueiNumber, schoolName*

* indicates fields that must have a unique value in each row

Grantees should start their data entry in Row 7 of each template. Rows 1-6 should remain unchanged. Any grantee data entered before row 7 will not be captured by the system and will also trigger a format validation error. When entering data into the template, grantees should pay special attention to the information provided in row 4 (expected data type) and row 5 (sample values). Data that do not meet the expected data type may trigger format validation errors when the grantee attempts to upload a template (see fig. 17).



	A	B	C	D	E
1					
2	Name of LEA Awarded GEER II funds	DUNS #	UEI (SAM)	NCES ID#	State ID#
3					
4	string	string (9 char)	string (12 char)	string (7 char)	string (60 char limit
5	Monicho	542799999	9ST999XX9999	0099999	XX-9999-9999999
6	leaName	dunsNumber	ueiNumber	ncesNumber	stateIdNumber
7					

Figure 17 – Template Rows 1-7

Data type definitions:

- **String:** Except for the fields listed below, string fields may contain any letter, number, or character (e.g. "This LEA used funds to …", etc.). Row 4 will indicate the character limit for the field. Strings should not contain carriage returns. 3
  - All **UEI Numbers** are listed as strings and must be 12 characters long, and only contain numbers 0-9 and letters A-Z.
  - All **DUNS numbers** are listed as strings and must be 9 characters long, and only contain numbers 0-9. When entering data, take care to ensure that leading 0s in DUNS numbers are not being dropped.
  - All **NCES IDs** are listed as strings and must be 7 characters long, and only contain numbers 0-9.

- **Decimal (2):** A numeric value with up to two decimal places (e.g., 65, 90.1, 30.25).
  - **Dollar** amounts will be indicated as decimal (2) fields.
  - **Percentages** will be indicated as decimal (2) fields, and should not exceed 100.

- **Decimal (1)**: A numeric value with up to one decimal place (e.g., 60, 40.5).

- **Integer:** A numeric value that must be a whole number and may not have any decimal places (e.g., 12345).

Note: No numeric value can be less than 0 (i.e., negative numbers are not permitted).

Uploading Subgrantee Templates

The Data Collection Tool provides a file upload option in lieu of adding subgrantee data manually. These instructions provide a high-level overview of the file upload process for Page 4 - CARES, Page 5 - CRRSA, Page 6 - ARP, Page 7 - Cross-Act, and Page 8 - Schools.

1. Navigate to Page 4 - CARES of the Annual Performance Report (see fig. 18).

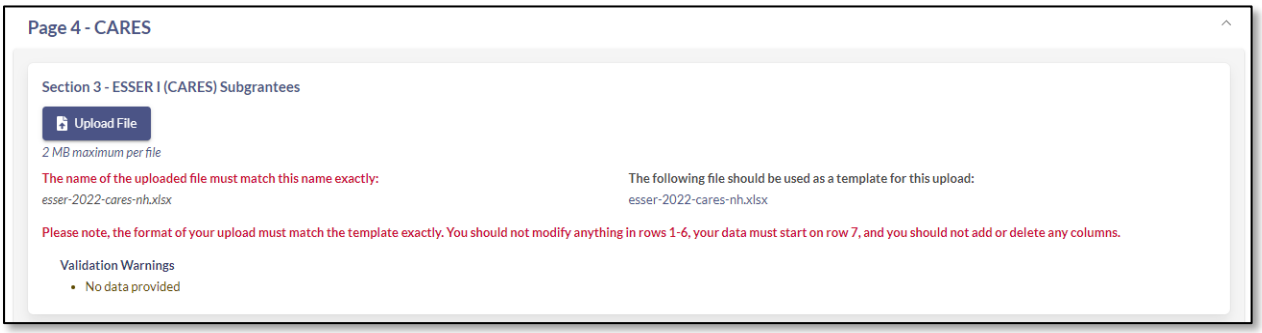


Figure 18 – Page 4 - CARES

2. In order to use the file upload option, the Excel template file provided (on the respective pages within the Data Collection Tool, from the File Checker, or from Grantee Help page) *must* be used. If you need a new copy of the *CARES* template, select the hyperlink from the page to download a copy (see fig. 19).

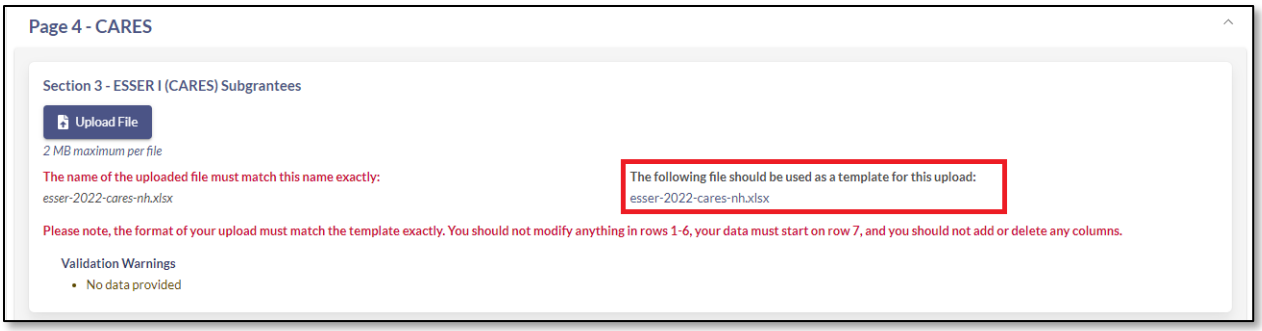


Figure 19 – Template Download

3. When you are ready to upload your completed *CARES* file, click the ***Upload File*** button (see fig. 20), then choose the completed *CARES* Excel file named ***esser-2021-cares-XX.xlsx*** from your computer.

   NOTE! XX should be replaced with the state's abbreviation.

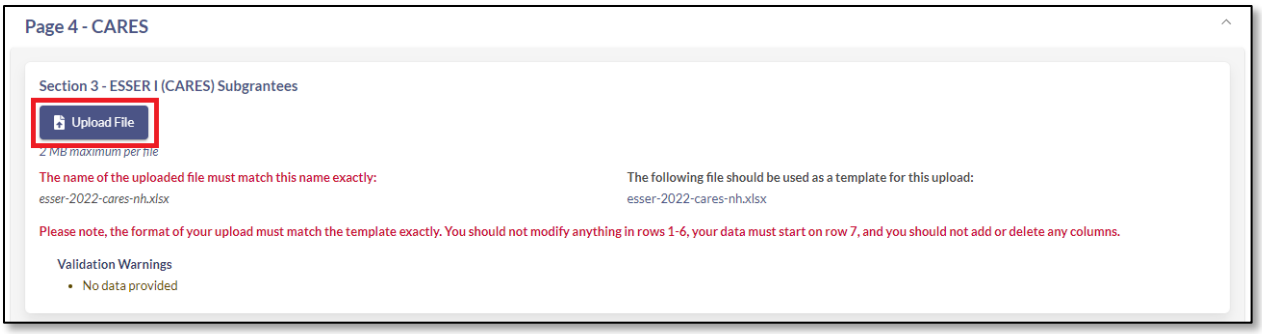


Figure 20 – Upload File Button

4. Once the file is successfully uploaded, the online screen will display the file name, status, file size, and last modified date and time (see fig. 21). The uploaded file can be removed at any time using the ***Remove*** control button.

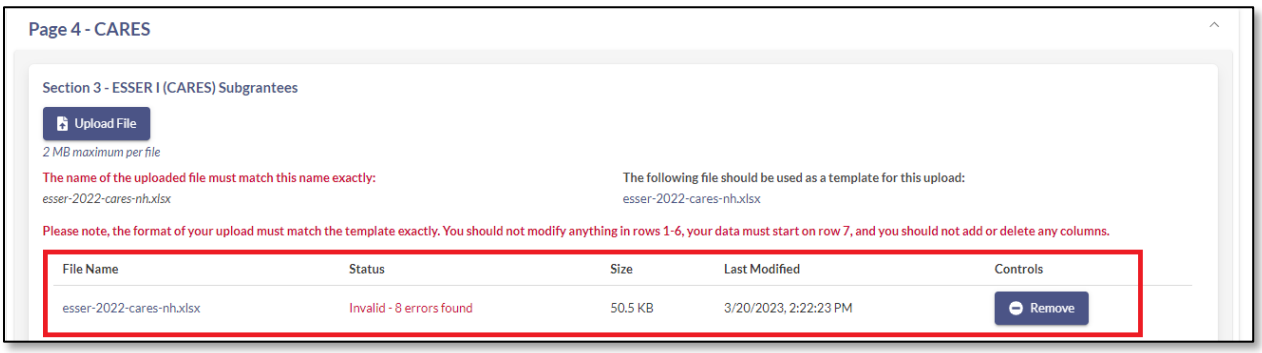


Figure 21 – Information on File Uploaded

5. Upon successful upload, templates will first undergo a series of format validation checks within the system (see fig. 22). The file must pass all format validation before the data will be evaluated for the business rules.

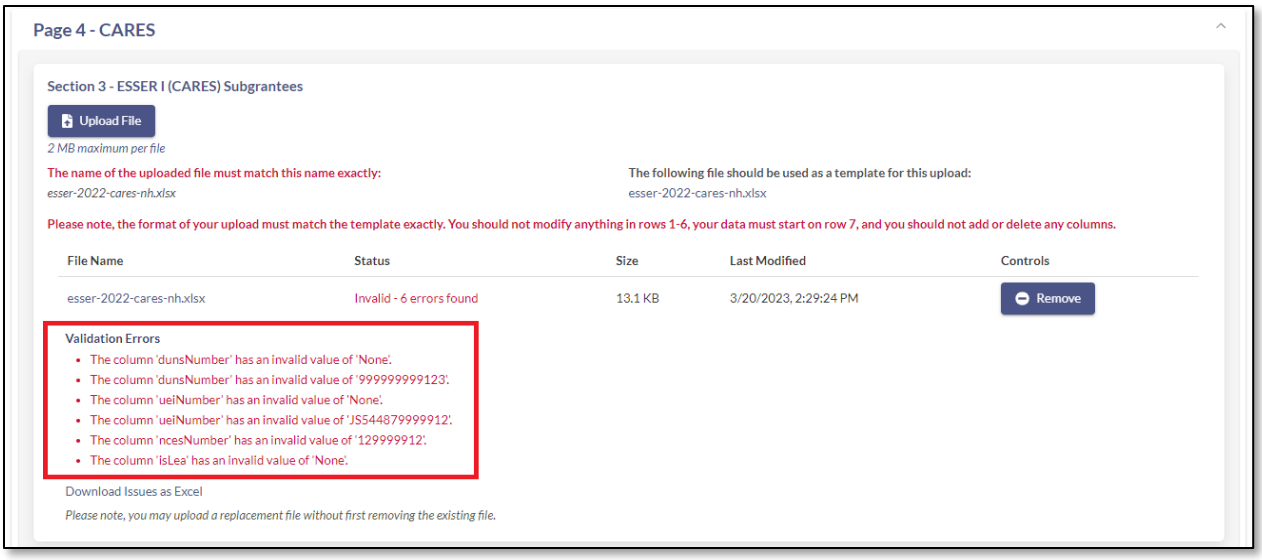


Figure 22 – Format Violation

6. After format issues (if any identified) are resolved, the business rules validations will run. Any validation errors and/or warnings that were triggered will be listed (see fig. 23). Please refer to the *ESSER Business Rules Guide* to assist with resolving business rule violations.

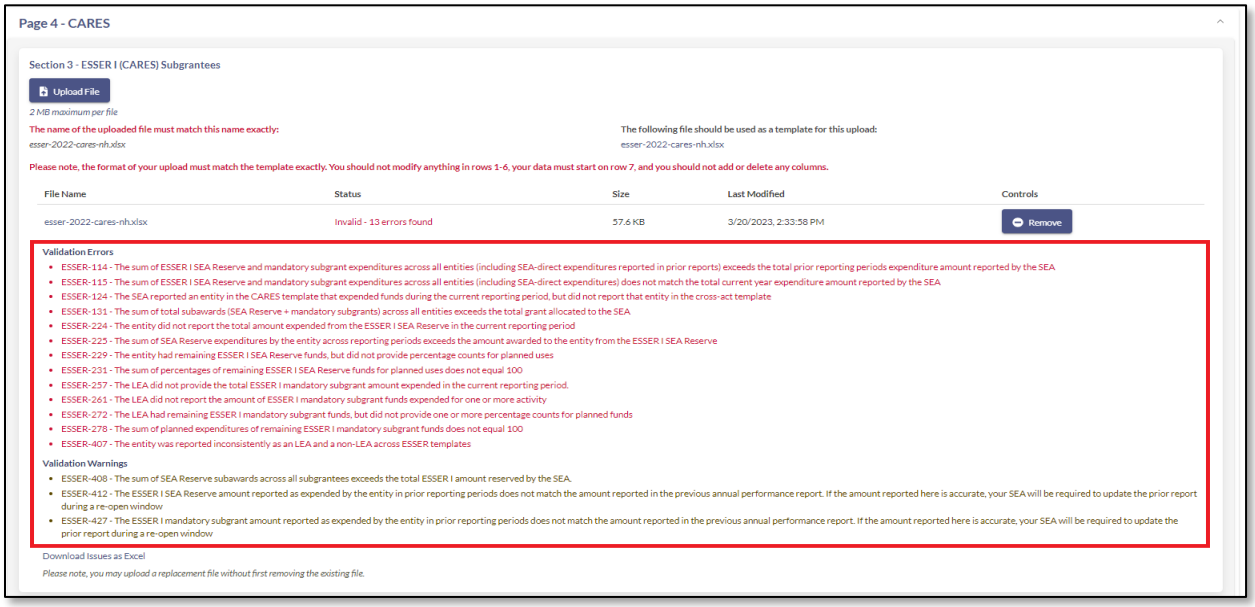


Figure 23 – Business Rule Violations

7. The file upload capability is also available for Page 5 - CRRSA, Page 6 - ARP, Page 7 - Cross-Act, and Page 8 - Schools.

Validation Errors and Warnings

Validation errors and warnings run within the data collection tool. When navigating to a new page, a message will be displayed at the bottom of the page: ***Checking Validation Status…*** (see fig. 24)



Figure 24 – Checking Validation Status

Once the check is complete, all initial errors and warnings for that section will be displayed at the bottom of the page. Validation errors are in red and must be resolved in order to submit the APR. Warnings are in brown and provide information on a potential data issue, but do not need to be resolved in order to submit the APR. As data are entered and errors and warnings are resolved, the page will continue to check the validation status and remove an error or warning if resolved.

In addition to the initial validation rules that run on each page, additional rules will run once data are entered. All rules are available in the *ESSER Business Rules Guide* located on the Grantee Help Page. Every rule is listed in the *ESSER Business Rules Guide*, along with its location on the Data Collection Tool, whether it is an Error or Warning, the Definition, Resolution, Additional Information, and Logic used. Please reference this document with any questions related to errors and warnings.

Because the templates contain multiple header rows (rows 1-6) that should not be edited, being able to sort and filter grantee-entered data based on row 6 will be useful. To do so, highlight all of column 6 (see fig. 25).

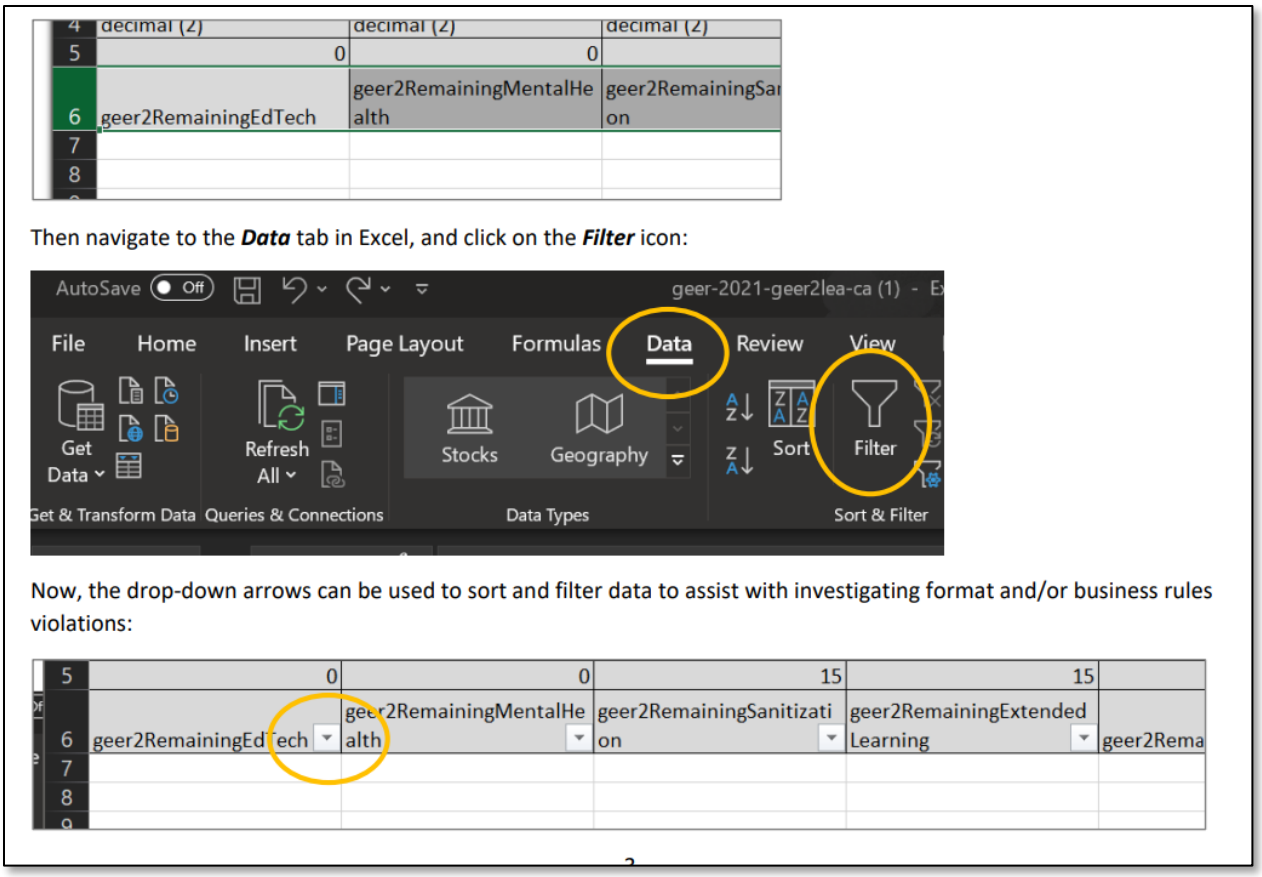


Figure 25 – Manipulating Data Within Templates

Submitting the ESSER Annual Performance Report

After all 8 pages have been completed, go to Page 9 to review all of the information supplied (see fig. 26). Select each section to expand.

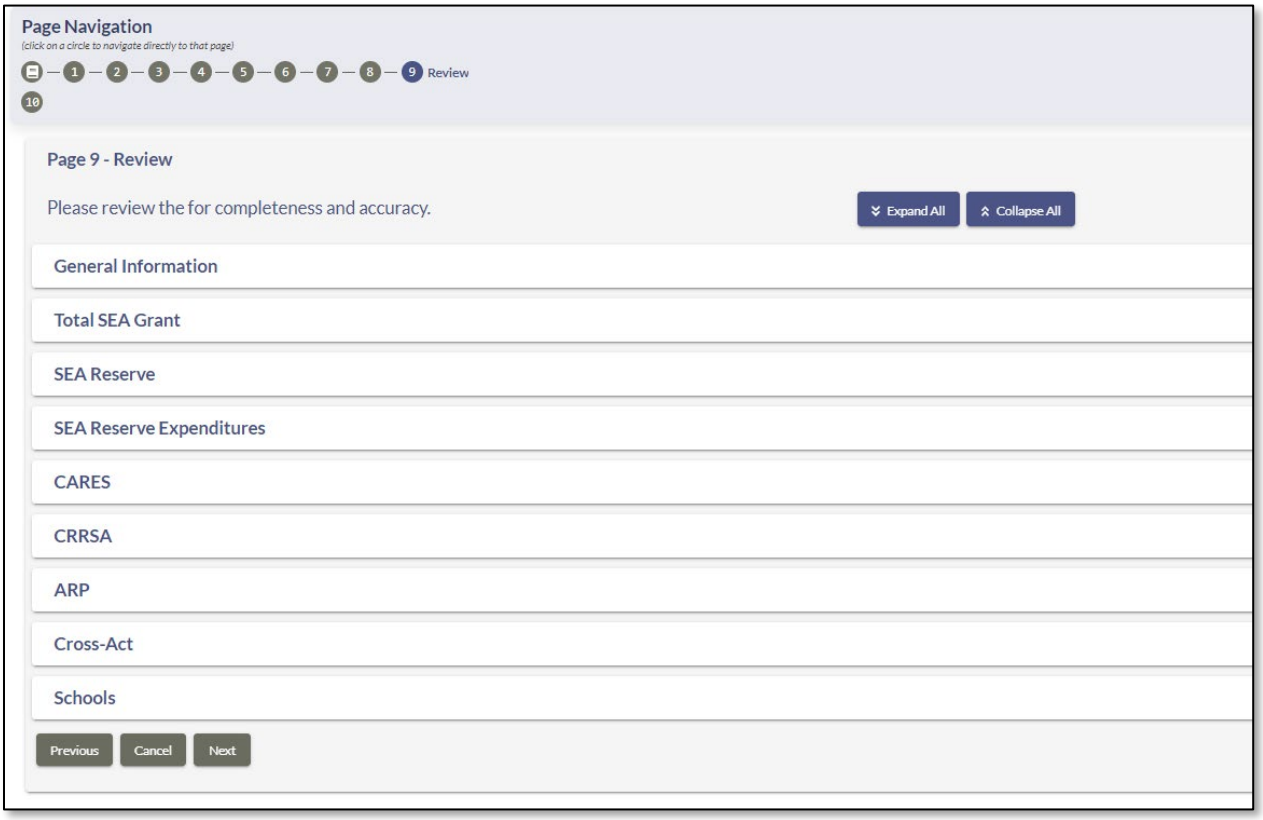


Figure 26 – Review Page

Page 10 is the ***Submission*** page and contains all unresolved Errors and Warnings (see fig. 27). Select the related page link to navigate to the page that contains the error or warning. There are rules that apply to related data elements that span across multiple pages. For those pages, the rule will be displayed on the first page with the relevant data element. Scroll to the bottom of Page 10 to download all errors and warnings as an Excel file.



Figure 27 – Submission Page

Once all errors are resolved, the ***Submit*** button will be displayed for users who are assigned the Submitter role and will have the ability to select ***Submit*** to officially submit the ESSER Annual Performance Report (see fig. 28).

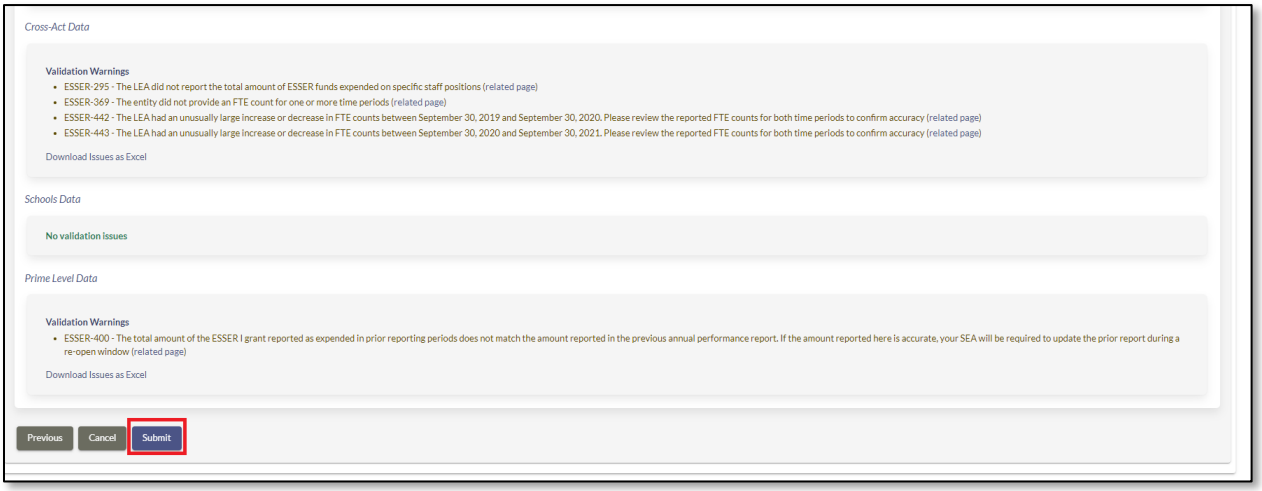


Figure 28 – Submit Button

After clicking the ***Submit*** button, the user will see a confirmation notice stating that the form will no longer be editable once it has been submitted. Users must select ***Submit*** on this window to complete the submission process (see fig. 29).

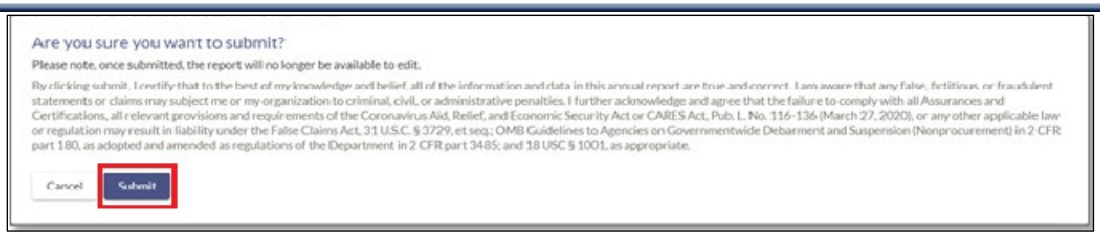


Figure 29 – Submit Confirmation Window

IMPORTANT! The ESSER Annual Performance Report may not be resubmitted. Once a submission is made within the Data Collection Tool, that submission will be marked as final. Please ensure data are accurate and complete before submission.

After clicking the ***Submit*** button on the confirmation window, the user will see a message on the Submission page that their ESSER Annual Performance Report has been successfully submitted (see fig. 30). Any warnings that still exist, will remain on the page.

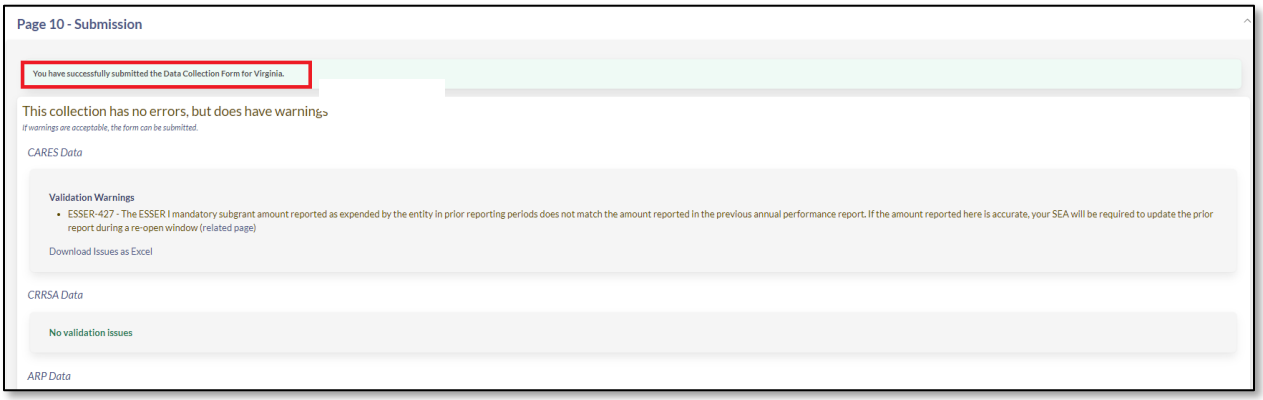


Figure 30 – Submission Message

Users can review responses but are not able to make any changes once the form has been submitted. The buttons for Reset, Save, and Save & Continue will become disabled (see fig. 31).

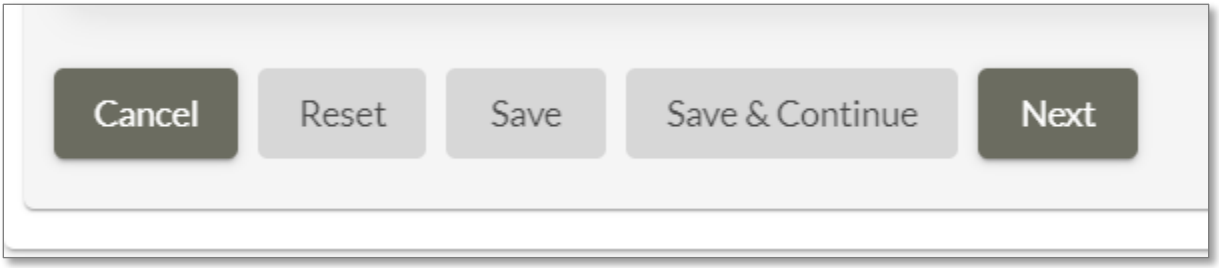


Figure 31 – Form After Submission

The status will now show **Submitted** on the ESF Reporting Landing page (see fig. 32).

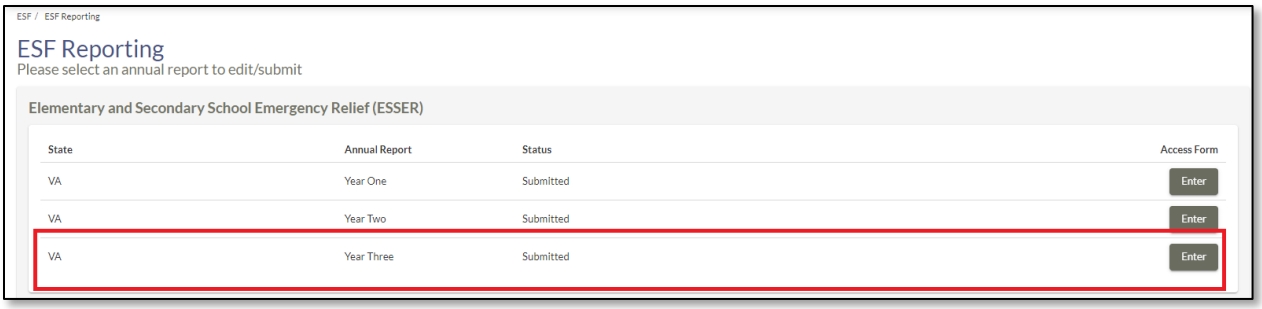


Figure 32 – ESF Reporting Landing Page Status

If users log back in to the ESSER Annual Performance Report, the top banner will show the status is **Submitted** (see fig. 33).



Figure 33 – Top Banner Status

All users associated with the ESSER Annual Performance Report will receive an email confirming their submission (see fig. 34).



Figure 34 – Email Confirmation

Exporting Submitted Data

To generate a PDF of the Annual Performance Report responses at any point during data entry, navigate to Page 9 – Review. Select ***Expand All*** to view all data. In your browser, select ***Print*** and ***Print to PDF***. Due to the size of the file, it may take a minute to generate before you can select the ***Print*** button (see fig. 35).



Figure 35 – PDF of APR

Resources and Technical Assistance

Grantee Help Page

There are several technical assistance documents located on the ESSER Grantee Help Page:

- ESSER Reporting Data Collection Form (OMB-approved Form)
- Year 3 ESSER – Data Dictionary
- Year 3 ESSER Uploads – CARES, CRRSA, ARP, Cross Act, Schools
- ESSER Year 3 Annual Performance Review Webinar
- ESSER Year 3 Form Review Webinar Q&A
- ESSER Reporting Resources and Expectation Letter
- ESSER Business Rules Guide
- File Checker Overview
- Formatting Upload Templates for APRs

Definitions and Frequently Asked Questions (FAQs) are located under the FISCAL YEAR 2022 (YEAR 3) ANNUAL PERFORMANCE REPORTING RESOURCES section (see fig. 36). Access these FAQs on a regular basis as they will be updated as the collection continues.

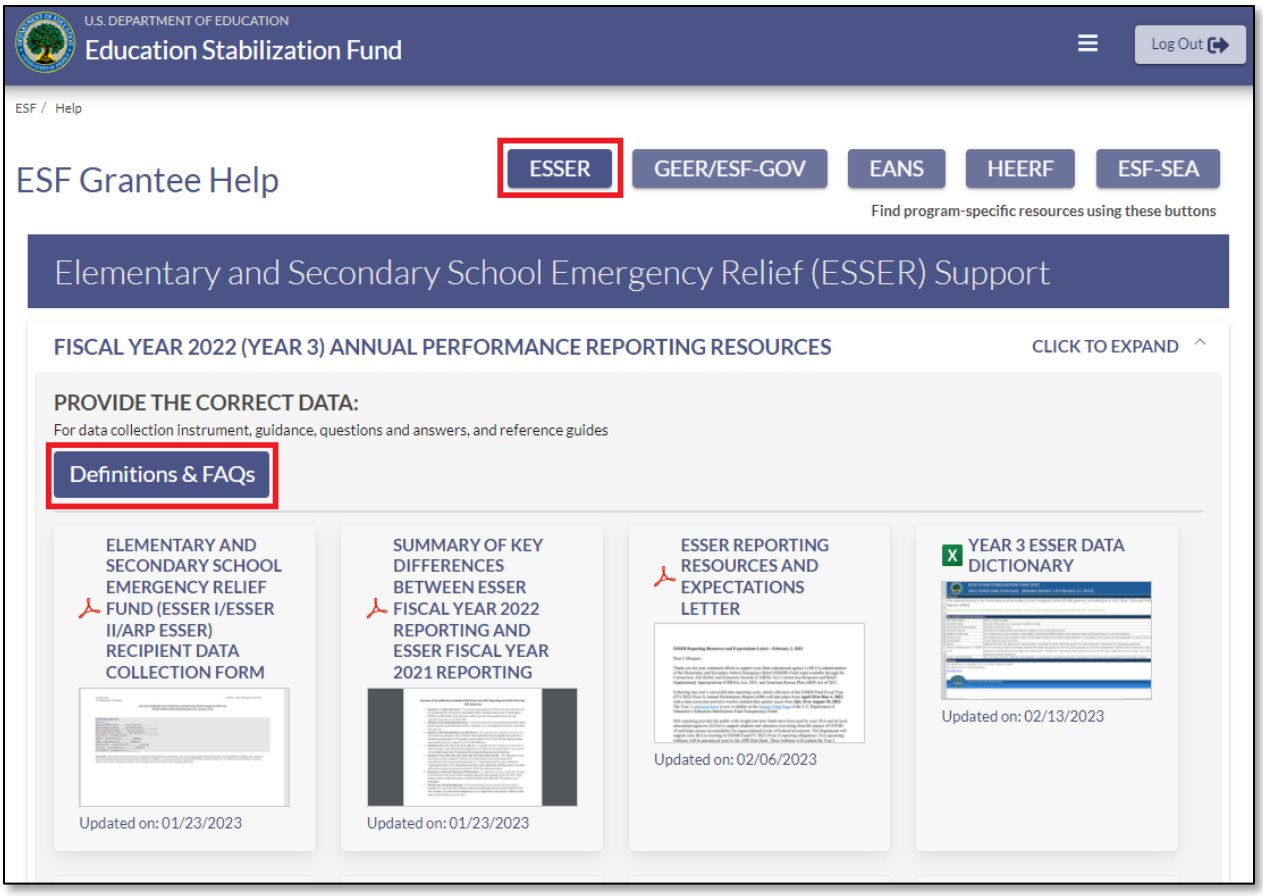


Figure 36 – Grantee Help Page

Education Stabilization Fund Reporting Helpdesk

The ESF Reporting Helpdesk is open Monday through Friday (excluding federal holidays) from 8:00 a.m. ET to 6:00 p.m. ET.

Email: ESSER.GEER.EANS.AnnualReport@ed.gov

Telephone: 1-866-890-0913

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

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