
MEMORANDUM

TO: Superintendents and Business Managers
FROM: Zoie Saunders, Secretary of Education
SUBJECT: Elementary and Secondary Schools Emergency Relief Fund FY 2024 Annual Performance
DATE: Report December 19, 2024

Purpose

By this memo you are notified that the Elementary and Secondary Schools Emergency Relief (ESSER) Fund Fiscal Year 2024 Annual Performance Report (APR) will open on December 19, 2024. These reporting requirements apply to all recipients of ESSER II and ARP ESSER funds and are part of the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020.

The reporting window is December 19, 2024, to April 18, 2025. It is essential that all LEAs submit their APR by the deadline to ensure that the Agency of Education (AOE) can meet the federal deadline for reporting.

Data Collection

This year's data collection and reporting will again be managed by our contractor, RESPEC, LLC. RESPEC will take on the role of facilitating the ESSER Annual Performance Reporting and data collection through 2026.

Reporting Requirements

Data response types in Year 5 are the same as Year 4 and include a combination of a variety of expenditure data, open-ended responses (as applicable), and student count and demographic data for specific programs. This Year 5 data collection will require the involvement of Business Managers and Superintendents, as well as program managers and building leadership to support responses for participant reporting requirements.

Next Steps and Resources



If you have questions about this document or would like additional information, please contact Jill Briggs Campbell, jill.briggscampbell@vermont.gov.

To support this data collection, RESPEC hosted a [kickoff webinar](#) on December 19 from 3pm-4pm. In addition, the AOE and RESPEC will host weekly office hours beginning in March 2025. The schedule for these office hours will be communicated at a later date.

To ensure a timely response, all questions regarding the Annual Performance Report should be directed to Jerry Lacy at jerry.lacy@partner.vermont.gov.

For questions regarding ARP ESSER, please email Kate Horton at katherine.horton@partner.vermont.gov.