

MEMORANDUM

TO: Superintendents
FROM: Daniel M. French, Ed.D., Secretary of Education 
SUBJECT: Elementary and Secondary Schools Emergency Relief Fund FY 2021 Annual Performance Report
DATE: May 16, 2022

Purpose

By this memo you are notified that the Elementary and Secondary Schools Emergency Relief (ESSER) Fund Fiscal Year 2021 Annual Performance Report (APR) is now available in the [Grant Management System](#) (GMS). These reporting requirements apply to all recipients of ESSER I, II and ARP ESSER funds and are part of the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020.

The reporting window in GMS is May 16, 2022, to June 17, 2022. 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

Standard AOE Templates

In March 2022, the US Department of Education released its [final data collection form](#) for all recipients of ESSER funds (ESSER I, II and ARP ESSER). The AOE has developed a simplified data collection tool in the GMS for state fiscal year 2021 (FY 21). Most of the required data elements (fiscal, program and personnel) are new and are not currently captured through existing AOE collections.

To lessen the burden on LEAs, the AOE has pulled the required expenditure data on behalf of ESSER recipients for FY 21. Data response types that LEAs will be asked to submit include a combination of Yes/No and open-ended responses (as applicable) and some baseline data on staffing.

Next Steps and Resources

To support this data collection, the AOE has created a [summary of the GMS report](#) and an [accounting guide](#) that can be used to cross reference the survey questions regarding the use of

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ESSER funds with accounting codes. In addition, the AOE reporting team will host weekly office hours throughout the duration of the reporting period.

To ensure a timely response, all questions regarding the Annual Performance Report should be directed to [Zhana Garcia](#).