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## MEMORANDUM

TO: Superintendents and Business Managers  
FROM: Daniel M. French, Ed.D., Secretary of Education  
SUBJECT: Elementary and Secondary Schools Emergency Relief Fund FY 2022 Annual Performance Report  
DATE: February 28, 2023

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### Purpose

By this memo, you are notified that the Elementary and Secondary Schools Emergency Relief (ESSER) Fund Fiscal Year 2022 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 from March 1, 2023, to April 10, 2023. 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.

### Background

In January 2023, the US Department of Education released its [final data collection form](#) for all recipients of ESSER funds (ESSER I, II and ARP ESSER). The Vermont Agency of Education has developed a simplified data collection tool in the GMS for state fiscal year 2022 (FY22). 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 and FTE data on behalf of ESSER recipients for FY 22. Data response types that LEAs will be asked to submit include a combination of Yes/No and open-ended responses (as applicable). New this year are questions related to ARP ESSER 20% Reserve expenditures, which may only apply to some LEAs in FY 22.

### 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 ESSER funds with accounting codes. In addition, the AOE reporting team will

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Contact Information: If you have questions about this document or would like additional information, please contact Jill Briggs Campbell at [jill.briggscampbell@vermont.gov](mailto:jill.briggscampbell@vermont.gov).

host weekly office hours throughout the duration of the reporting period beginning on March 9, 2023, every Thursday, from 11 a.m. - 12 p.m.

To ensure a timely response, all questions regarding the Annual Performance Report should be directed to Zhana Garcia at [zhana.garcia@partner.vermont.gov](mailto:zhana.garcia@partner.vermont.gov).