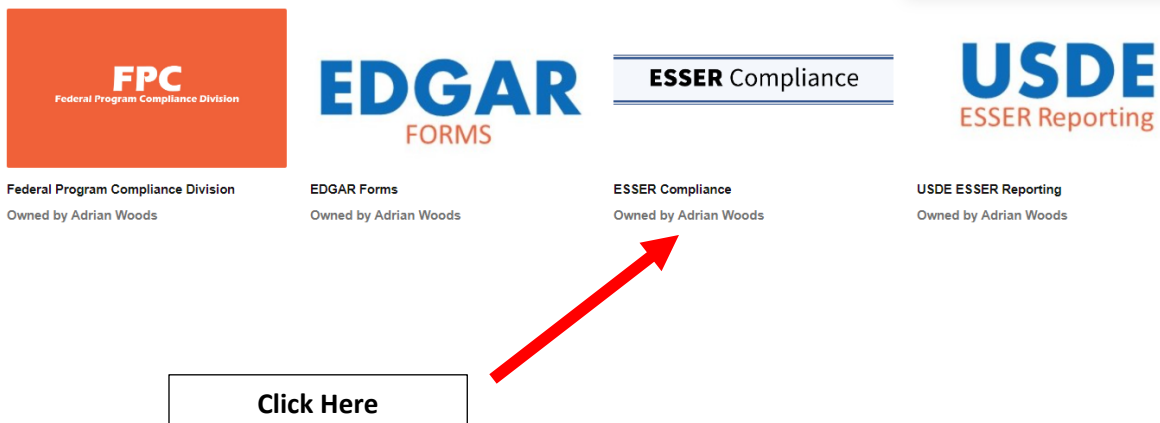


ESSER I Late Liquidation (How to Access)

Step One: Go to the ESSER Compliance WorkApp either through your WorkApp dashboard (pictured below) or the [ESSER Compliance WorkApp link](#). NOTE: You will only see applications for which you are an authorized user for your LEA. If you do not see the screen view below you must get access from an authorized user at your district before you are able to submit this request on behalf of your LEA.



Step Two: On the left-hand side you will see a link called “ESSER I Late Liquidation - Subrecipient Data Tool,” this will be where LEAs go to submit their request for the ESSER I liquidation extension:

ESSER Compliance Dashboard

ESSER Compliance

View as
LEA View

ESSER Compliance Dashboard

- ARP ESSER III LEA Plans
- Help Form
- FAQ - ESSER
- LEA CRRSA ESSER II Needs Reporting
- ESSER I Late Liquidation**

ESSER Compliance Dashboard

Description

Welcome to the ESSER Compliance Dashboard. Over time we will continue to collect all the resources and forms necessary to all things related to ESSER Compliance.

To start we have the ARP ESSER III LEA Plans link in the left hand menu. This is designed for you to update, whenever necessary, the links for the required ESSER III LEA Plans (RIPICS and Use of Funds).

Percentage of LEA's who have Recertified

44% Complete
56% Incomplete

Resources and Links

- ESSER FAQ Submission
- ESSER FAQ
- ESSER I (CARES)
- ESSER II (CRRSA)
- ESSER III (ARP)
- ESSER Side-by-Side
- Federal Register - IFR and RIPICS Plan Informati...
- ARP ESSER III Interim Final Rule Planning Requi...

How To Documents

- CRRSA ESSER II Needs Validation How To
- ARP ESSER III LINK UPDATE

Visit TEA's ESSER Webpage for More Information

Click Here

Step Three: From this view, you will see your LEA listed, click on your LEA’s name to see the details panel for the liquidation request.

Smartsheet Dynamic View

☆ **ESSER I Late Liquidation - Subrecipient Data Tool**

Filter

Click Here

LEA Name and CDN	Status	Allocation Total
Matt Lashlee ISD 987654	Not Needed (Leave this : \$100,000.00	

Step Four: For LEAs that **do not** wish to request the ESSER I liquidation extension please **LEAVE** the status field as "Not Needed (Leave this status if your district will not be requesting a liquidation extension for ESSER I." No further information is required of your district. **PLEASE DO NOT ENTER ANY ADDITIONAL INFORMATION.**

Details ×

Data

Status

Please flip the status for your LEA to "In-Progress" as you begin to complete this tool. Once you have completed your entry, please change this to "Completed".

Not Needed (Leave this status if your district will not be requesting a liquidation extension for ESSER I.) × ▾

LEA Name and CDN

Matt Lashlee ISD 987654

Instructions

INSTRUCTIONS:
For LEAs that do not wish to request the ESSER I liquidation extension please **LEAVE** the status field as "Not Needed (Leave this status if your district will not be requesting a liquidation extension for ESSER I." No further information is required of your district. **PLEASE DO NOT ENTER ANY ADDITIONAL INFORMATION.**

For LEAs that do wish to request the ESSER I liquidation extension, please change the status field to "In-Progress" to indicate to TEA that your LEA is in the progress of completing this form. Please complete the below fields, all of which are required except for the "Other Sub-Recipient Specific Data Notes". Once you have completed the form, please change the status at the top of this form to "Completed (Submit to TEA. TEA staff might be in contact to seek clarification or ask for further information (if needed)." No further action is required of your LEA after you submit the form. **NOTE:** Your LEA might be contacted to make edits or to further clarify details submitted on the ESSER I liquidation extension tool.

Allocation Total

The ESSER I amount awarded for your LEA is preloaded into this form. You cannot edit this field.



Step Five: For LEAs that **do** wish to request the ESSER I liquidation extension, please change the status field to "In-Progress" to indicate to TEA that your LEA is in the progress of completing this form. **Please complete the below fields, all of which are required except for the "Other Sub-Recipient Specific Data Notes"**. Complete these fields:

Once you have completed the form, please change the status at the top of this form to "Completed (Submit to TEA)" No further action is required of your LEA after you submit the form. NOTE: Your LEA might be contacted to make edits or to further clarify details submitted on the ESSER I liquidation extension tool.

- Amount obligated as of 09/30/2022
- Amount liquidated as of 11/30/2022
- Use of Funds (enter the type of activities needing extension)
- Justification (provide explanation/justification for types of activities listed in Use of Funds)
- Other Subrecipient Specific Data Notes (if needed, not required)

Detailed instructions for each of the required questions is in the submission form.

Details ×

Data


Status ⋮

Please flip the status for your LEA to "In-Progress" as you begin to complete this tool. Once you have completed your entry, please change this to "Completed".

Not Needed (Leave this status if your district will not be requesting a liquidation extension for ESSER I.) × ▲

Not Needed (Leave this status if your district will not be requesting a liquidation extension for ESSER I.)

Not Started

In-Progress 

Completed (Submit to TEA. TEA staff might be in contact to seek clarification or ask for further information (if needed))

Select this option, save, and complete form.

INSTRUCTIONS:
For LEAs that do not wish to request the ESSER I liquidation extension please LEAVE the status field as "Not Needed (Leave this status if your district will not be requesting a liquidation extension for ESSER I)." No further information is required of your district. PLEASE DO NOT ENTER ANY ADDITIONAL INFORMATION.
For LEAs that do wish to request the ESSER I liquidation extension, please change the status field to "In-Progress" to indicate to TEA that your LEA is in the progress of completing this form. Please complete the below fields, all of which are required except for the "Other Sub-Recipient Specific Data Notes". Once you have completed the form, please change the status at the top of this form to "Completed (Submit to TEA. TEA staff might be in contact to seek clarification or ask for further information (if needed))." No further action is required of your LEA after you submit the form. NOTE: Your LEA might be contacted to make edits or to further clarify details submitted on the ESSER I liquidation extension tool.

For More Information:

If you have any questions regarding the required data elements, please contact your ESC.

If you have any questions regarding the technical aspects of the form, please contact nick.davis@tea.texas.gov.

For answers to frequently asked questions regarding the ESSER I liquidation extension, please visit the ESSER FAQs and search for "ESR1LL-Q1".