

FREQUENTLY ASKED QUESTIONS

1. **What is ESSER SENI?**

ESSER SENI is the third allocation based on Student Equity Needs Index to align with the Board resolution “Equity is Justice 2021”. The funding is from the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, Elementary and Secondary School Relief II (ESSER II). This is a federal grant.

2. **What is the difference between the ESSER SENI and the TSP SENI?**

Please refer to [the June 28th SENI Allocation memo](#) for a chart summarizing the differences between these two sources of SENI funding.

For additional guidance on the use of both ESSER and TSP SENI funds for 2021-22, please refer to the resource folder available [here](#).

Finally, for additional SENI resources, please refer to the SENI tab on the District’s LCAP website: <https://achieve.lausd.net/Page/17238>.

3. **When will schools receive the funds?**

The list of schools and amount of allocation can be accessed from the School Fiscal Services Branch’s website. Funds are now available for planning purposes.

4. **What is the funding code for ESSER SENI?**

Program Code 15583.

5. **Will unspent funds carry over to the following year?**

Yes, funds will carry over to FY 2022-23. However, schools are encouraged to fully spend the funds on or before June 30, 2022 as originally budgeted.

6. **Is a school plan required?**

Yes. The template is accessible in the TSP Plan under the new ESSER SENI tab of the SPSA platform.

7. **What should be documented in the ESSER school plan?**

Schools should document their spending plan in detail in relation to mitigation of learning loss due to COVID-19 pandemic.

8. **Who approves the ESSER SENI plan?**

The Local District Administrator or Community of Schools Administrator approves the school plan while ensuring alignment with the objectives of SENI/LCAP through the SPSA system. Schools should engage with community stakeholders regarding the use of these funds.

9. What are the allowable uses of ESSER SENI funds?

Expenditures relating to the following items are allowable from ESSER SENI.

- To address learning acceleration
- To provide mental health services and supports
- To provide summer learning and supplemental afterschool programs
- To purchase educational technology for students
- To provide information and assistance to parents and families on how they can effectively support students
- To support student attendance and to improve student connectedness
- To purchase supplies to sanitize and clean school facilities

10. Can these funds be used to purchase positions?

Yes. However, if the intent is to continue the position beyond the following fiscal year, schools should have available funds from other sources to fund and continue purchased positions.

11. Can schools transfer actual expenditures from other programs (e.g., Program 13027, General Fund School Program) to ESSER SENI?

Yes, as long as the expenditures meet the allowable uses of ESSER SENI funds and incurred within fiscal year 2021-22.

12. Are employees funded by ESSER SENI required to maintain Time and Effort documentation?

Yes, employees are required to complete the Time and Effort documentation such as Multi-funded Time Reporting, Semi-Annual Periodic Certification as deemed applicable. Refer to [BUL-2643.10](#) for guidance.

13. Are schools required to obtain quotes for purchases of supplies and instructional materials?

Yes. Since this is a federally-funded program, schools are required to obtain 3 quotes for **all** purchases over \$10,000. In the event that the purchase qualified as a non-competitive procurement, a single source justification should be provided to comply with the District's Procurement Policies and Procedures.

14. Are schools allowed to purchase equipment?

Yes. Schools are required to obtain written approval from CDE **prior** to purchasing any equipment purchases with a unit cost of \$5,000 or more. The Capital Expenditures Pre-Approval Application Form is available [here](#).

15. Who submits the pre-approval form to CDE?

Schools must complete, sign, and forward the pre-approval form to esserhelp@lausd.net. Allow 3 to 4 days for CDE's approval.

16. Are schools required to maintain inventory for purchases of supplies, equipment, and instructional materials?

Yes. Schools are required to maintain inventory for any purchase of a single item costing more than \$500. An inventory log and tag are required as well. Refer to [BUL-3508.7](#) for further details.

17. Does the “supplement not supplant” requirement apply to ESSER SENI Funds?

No. ESSER II funds do not include a local supplement, not supplant requirement. Therefore, there is no prohibition on using ESSER II funds to pay expenses previously funded by another source.

18. Is ESSER SENI subject to annual Single Audit and CDE’s Federal Program Monitoring (FPM)?

Yes. ESSER SENI is subject to these audits. Hence, close monitoring by administrators is a must. Please note that the use of ESSER SENI funds must be tracked separately from other funds.

19. Are schools supposed to keep records of all transactions funded by ESSER SENI?

Yes. Record retention is required for audit purposes. At a minimum, records must be kept for seven years from the time the grant fund expires, which for ESSER SENI is September 30, 2023. Therefore, supporting documentations should be kept until September 30, 2030. Refer to [REF-071300.0](#) for further details.

20. Who can schools contact for questions related to ESSER SENI?

For program-related questions, please contact esserhelp@lausd.net.
For fiscal-related questions, please contact the Fiscal Specialist assigned to your school.