

## The CARES Act – Application and Assurance for ESSER Funds Instructions

The Coronavirus Aid, Relief, and Economic Security (CARES) Act – Application and Assurance for the Elementary and Secondary School Emergency Relief (ESSER) Funds, will be completed in the Tiered Monitoring System (TMS) in DESE Web Applications. Staff completing the application will need access to DESE Web Applications and the Tiered Monitoring System.

### DESE Web Applications Access

If you have not had previous access to DESE Web Applications, you will need to request access as a user before using the TMS. The LEAs User Manager will need to grant access to themselves and to the Authorized Representative for ESSER funds using the following steps:

- In User Manager, select “User Access”
- Select “Modify District User’s Access”
- Select “Edit User Access”
- Select “Tiered Monitoring” and grant access to SE\_TIEREDMON\_DISTRICT\_SUBMIT
- Once access is assigned, the User Manager may assign access to users in the TMS (see directions below)

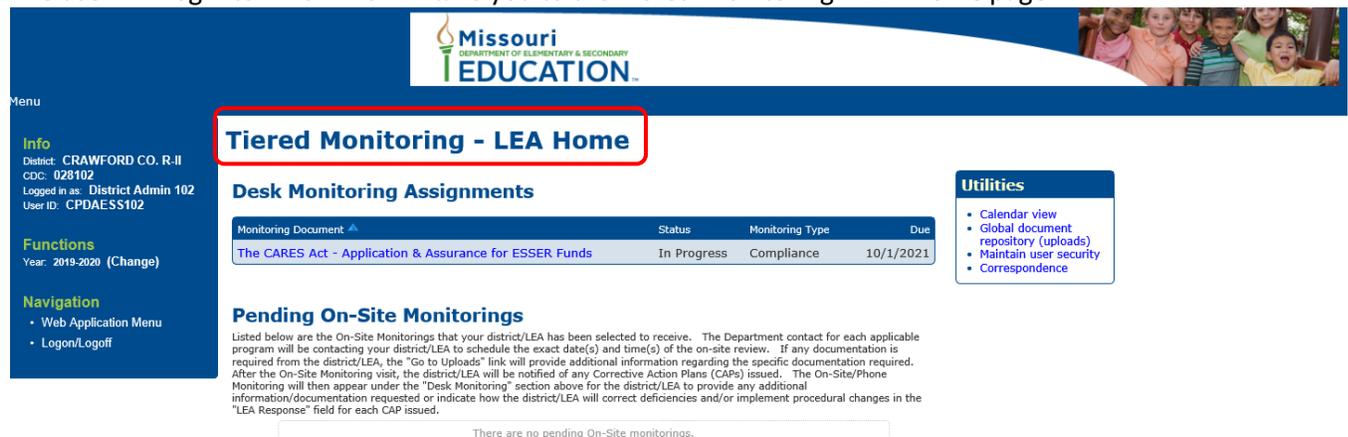
### Tiered Monitoring System Access

The LEAs User Manager will need to log into TMS from the Web Applications menu to assign themselves and the Authorized Representative for ESSER funds to access the application using the following steps:

- In the Options box on the right-hand side of the Tiered Monitoring-LEA Home page, select “Maintain User Security”
- Select “Manage Assignments” next to the individual’s name to whom you are granting access, then click the appropriate radio buttons to provide access
- Click “Save”

### Completing the Application in TMS

- 1) The user will log into TMS. This will take you to the Tiered Monitoring – LEA Home page.



**Tiered Monitoring - LEA Home**

**Desk Monitoring Assignments**

Monitoring Document	Status	Monitoring Type	Due
The CARES Act - Application & Assurance for ESSER Funds	In Progress	Compliance	10/1/2021

**Pending On-Site Monitorings**

Listed below are the On-Site Monitorings that your district/LEA has been selected to receive. The Department contact for each applicable program will be contacting your district/LEA to schedule the exact date(s) and time(s) of the on-site review. If any documentation is required from the district/LEA, the “Go to Uploads” link will provide additional information regarding the specific documentation required. After the On-Site Monitoring visit, the district/LEA will be notified of any Corrective Action Plans (CAPs) issued. The On-Site/Phone Monitoring will then appear under the “Desk Monitoring” section above for the district/LEA to provide any additional information/documentation requested or indicate how the district/LEA will correct deficiencies and/or implement procedural changes in the “LEA Response” field for each CAP issued.

There are no pending On-Site monitorings.

- 2) Under Desk Monitoring Assignments, choose “2019-2020,” then select “The CARES Act – Application & Assurance for ESSER Funds.”

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Menu

Info  
District: CRAWFORD CO. R-II  
CDC: 028102  
Logged in as: District Admin 102  
User ID: CPDAESS102

Functions  
Year: 2019-2020 (Change)

Navigation  
• Web Application Menu  
• Logon/Logoff

### Tiered Monitoring - LEA Home

#### Desk Monitoring Assignments

Monitoring Document	Status	Monitoring Type	Due
The CARES Act - Application & Assurance for ESSER Funds	In Progress	Compliance	10/1/2021

Utilities

- Calendar view
- Global document repository (uploads)
- Maintain user security
- Correspondence

#### Pending On-Site Monitorings

Listed below are the On-Site Monitorings that your district/LEA has been selected to receive. The Department contact for each applicable program will be contacting your district/LEA to schedule the exact date(s) and time(s) of the on-site review. If any documentation is required from the district/LEA, the "Go to Uploads" link will provide additional information regarding the specific documentation required. After the On-Site Monitoring visit, the district/LEA will be notified of any Corrective Action Plans (CAPs) issued. The On-Site/Phone Monitoring will then appear under the "Desk Monitoring" section above for the district/LEA to provide any additional information/documentation requested or indicate how the district/LEA will correct deficiencies and/or implement procedural changes in the "LEA Response" field for each CAP issued.

There are no pending On-Site monitorings.

- 3) Under Maintain Assignment Info, click “(edit)” and add the LEA Contact, phone number and email address. Click “Save.”

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Menu

Info  
District: THORNFIELD R-I  
CDC: 077100  
Logged in as: Kelly Kempker  
User ID: kkempker2

Functions  
Year: 2019-2020 (Change)

Navigation  
• DESE Home (Exit LEA View)  
• Web Application Menu  
• Logon/Logoff

\* LEA View - View Only \*

Tiered Monitoring - LEA Home >

### The CARES Act - Application & Assurance for ESSER Funds

#### Monitoring Assignment Summary

Document Status: **In Progress** DESE Name: Kelly Kempker and Kim Oligschlaeger  
Contact: Oligschlaeger  
Next Due Date: **10/1/2020** Phone: 5737512641  
Last Action: n/a Email: federalfinancial@dese.mo.gov

DESE Reviewed Monitoring: n/a

Closed Monitoring: n/a

PDF Generation History: [Click here](#)

#### Maintain Assignment Info:

LEA Contact: Please add a LEA contact. (edit)

- 4) Under the Document Sections, choose “Application & Assurance for CARES Act ESSER Funds.”

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Menu

Info  
District: CRAWFORD CO. R-II  
CDC: 028102  
Logged in as: District Admin 102  
User ID: CPDAESS102

Functions  
Year: 2019-2020 (Change)

Navigation  
• Web Application Menu  
• Logon/Logoff

Tiered Monitoring - LEA Home >

### The CARES Act - Application & Assurance for ESSER Funds

#### Monitoring Assignment Summary

Document Status: **In Progress** DESE Name: Kelly Kempker and Kim Oligschlaeger  
Contact: Oligschlaeger  
Next Due Date: **10/1/2021** Phone: 5737512641  
Last Action: **05/07/2020** Email: federalfinancial@dese.mo.gov

DESE Reviewed Monitoring: n/a

Closed Monitoring: n/a

PDF Generation History: [Click here](#)

#### Maintain Assignment Info:

LEA Contact: Please add a LEA contact. (edit)

#### Document Sections:

Please select the section you want to work on from these options (Note: you must click the Save button at the bottom of each page to save your data for that section and return to this page).

Section	Document Uploads	Section Due	Action
<b>Application &amp; Assurance for CARES Act ESSER Funds</b> (8 unanswered questions)	Documents (0 required) (1 optional)	10/1/2021	Answer Remaining Questions

Generate Draft

- 5) Please **read carefully** and answer “Y” (Yes), “N” (No) or “NA” (Not Applicable) for each question. For questions 3-7, you must also answer the question in the LEA Comment box.
1. LEA Assurances and Certification
  2. Assurance for Receiving Funds
  3. Uses of Funds
  4. Educational Need (must add comment to LEA Comment box)
  5. Remote Learning (must add comment to LEA Comment box)
  6. Disruption in Educational Services (must add comment to LEA Comment box)
  7. Equitable Access-GEPA 427 (must add comment to LEA Comment box)
  8. Affirmation of Consultation with Nonpublic School Officials
- Check the “Evidence Source” checkbox if you are required to submit “Affirmation of Consultation with Nonpublic School Officials” forms.

**8. Affirmation of Consultation with Nonpublic School Officials for CARE Act**

The LEA must maintain a completed copy of the “Affirmation of Consultation With Nonpublic School Officials For CARES Act” form for each nonpublic school registered with DESE through the Nonpublic Registration System.

Upload the “Affirmation of Consultation With Nonpublic School Officials For CARES Act” form can be found at <https://dese.mo.gov/quality-schools/federal-programs/nonpublic>.

- 6) After all questions are answered, select “Save” at the bottom of the page.
- 7) Return to the “The Cares Act – Application & Assurance for ESSER Funds” page by clicking the “Sections” link at the top of the page.

Menu

Info  
District: THORNFIELD R-I  
CDC: 077100  
Logged in as: District Admin 100  
User ID: CPDAESS100

Functions  
Year: 2019-2020 (Change)

Navigation  
• Web Application Menu  
• Logon/Logoff

Tiered Monitoring - LEA Home -> **Sections >**

**Desk Monitoring**

Document: **The CARES Act - Application & Assurance for ESSER Funds**  
Section: **Application & Assurance for CARES Act ESSER Funds**  
For School Year: **2019-2020**  
Section Status: **In Progress**

Regulation Links  
[CARES Act Guidance](#)

Application & Assurance for CARES Act ESSER Funds	Evidence	LEA Comments	Y	N	NA
<p><b>1. LEA Assurances and Certification.</b></p> <p>I acknowledge and agree that the failure to comply with all Assurances and Certifications in this Agreement, all relevant provisions and requirements of the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, Pub. L. No. 116-136 (March 27, 2020), or any other applicable law or regulation may result in liability under the False Claims Act, 31 U.S.C. § 3729, et seq.; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and 18 USC § 1001, as appropriate.</p>		<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>2. Assurance for Receiving Funds</b></p> <p>1. All federal and state funds granted to the subrecipient are conditioned upon the availability and appropriation of funds by the United States Congress and the Missouri General Assembly. These funds are subject to reduction or elimination by the United States Congress or Missouri General Assembly at any time, even following award and disbursement of funds. Except as otherwise provided by law, the subrecipient shall hold the Department of Elementary and Secondary Education (DESE)</p>		<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 8) If you are not uploading “Affirmation of Consultation with Nonpublic School Officials” forms at this time or are not required to upload forms, skip to Step 14. **NOTE: “Affirmation of Consultation with Nonpublic School Officials” forms do not need to be uploaded with the initial submission of this application to receive the first**

payment of 75% of funds. The remainder of the funds will be sent after all forms have been received. If uploading “Affirmation of Consultation with Nonpublic School Officials” forms, proceed with Step 9.

- 9) If you are uploading “Affirmation of Consultation with Nonpublic School Officials” forms, under “Document Section,” click the “Documents” link.

The screenshot shows the Missouri Department of Elementary & Secondary Education website. The main heading is "The CARES Act - Application & Assurance for ESSER Funds". Under "Monitoring Assignment Summary", the document status is "In Progress". The next due date is 10/1/2021, and the last action was on 05/07/2020. The DESE contact is Kelly Kempker and Kim Oligschlaeger. Below this, there are sections for "Maintain Assignment Info" and "Document Sections". The "Document Sections" table has a red box around the "Documents" link, which indicates "(0 required) (\*optional)".

Section	Document Uploads	Section Due	Action
Application & Assurance for CARES Act ESSER Funds (8 unanswered questions)	<b>Documents</b> (0 required) (*optional)	10/1/2021	Answer Remaining Questions

- 10) Under “Documents,” click the “upload file” link.

The screenshot shows the "Upload Files for Section" page. It displays the LEA Name as CRAWFORD CO. R-II and the document as "The CARES Act - Application & Assurance for ESSER Funds". Under the "Documents:" section, there is a table with one row: "Affirmation of Consultation with Nonpublic School Officials for CARES Act" with a status of "N". Below this row, there is a red box around the "upload file" link. There are also "Other documents:" and another "upload file" link at the bottom.

File Description	Required	Files
Affirmation of Consultation with Nonpublic School Officials for CARES Act	N	There are no uploads for this document.

- 11) "Browse" to find your file, enter a description of the document, then click the "Upload" button. You may upload all consultation forms at once or upload each nonpublic school separately.

### Document Upload

**Requirement:** Affirmation of Consultation with Nonpublic School Officials for CARES Act

Do you want to paste a link to an external file?

**File:**  Browse...

File Description:

Upload
Close

- 12) If the file was successfully uploaded, it will be listed under "Document uploaded."

Menu

**Info**  
 District: CRAWFORD CO. R-II  
 CDC: 028102  
 Logged in as: District Admin 102  
 User ID: CPDAESS102

**Functions**  
 Year: 2019-2020 (Change)

**Navigation**  
 • Web Application Menu  
 • Logon/Logoff

Tiered Monitoring - LEA Home > Sections >

## Upload Files for Section

**Your file has been uploaded.**

LEA Name: **CRAWFORD CO. R-II**  
 Document: **The CARES Act - Application & Assurance for ESSER Funds**  
 Section: **Application & Assurance for CARES Act ESSER Funds**  
 For School Year: **2019-2020**  
 Section Status: **In Progress**

**Documents:**

File Description	Required	Files						
Affirmation of Consultation with Nonpublic School Officials for CARES Act <a href="#">upload file</a>	N	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Document uploaded</th> <th>Comments</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <span style="border: 1px solid red; padding: 2px;">St. James School</span>  <small>(uploaded 5/7/2020 11:32:00 AM)</small> </td> <td style="text-align: center; padding: 5px;"> <a href="#">[+ add a comment]</a> </td> <td style="text-align: center; padding: 5px;"> <span style="color: red; font-weight: bold;">X</span> </td> </tr> </tbody> </table>	Document uploaded	Comments	Delete	<span style="border: 1px solid red; padding: 2px;">St. James School</span> <small>(uploaded 5/7/2020 11:32:00 AM)</small>	<a href="#">[+ add a comment]</a>	<span style="color: red; font-weight: bold;">X</span>
Document uploaded	Comments	Delete						
<span style="border: 1px solid red; padding: 2px;">St. James School</span> <small>(uploaded 5/7/2020 11:32:00 AM)</small>	<a href="#">[+ add a comment]</a>	<span style="color: red; font-weight: bold;">X</span>						

**Other documents:**

There are no other uploads for this section.  
[upload file](#)

13) Return to the “The Cares Act – Application & Assurance for ESSER Funds” page by clicking the “Sections” link at the top of the page.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Menu

Tiered Monitoring - LEA Home > **Sections >**

**Desk Monitoring**

Document: **The CARES Act - Application & Assurance for ESSER Funds**  
 Section: **Application & Assurance for CARES Act ESSER Funds**  
 For School Year: **2019-2020**  
 Section Status: **In Progress**

Regulation Links  
 CARES Act Guidance

Application & Assurance for CARES Act ESSER Funds	Evidence	LEA Comments	Y	N	NA
<p><b>1. LEA Assurances and Certification.</b></p> <p>I acknowledge and agree that the failure to comply with all Assurances and Certifications in this Agreement, all relevant provisions and requirements of the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, Pub. L. No. 116-136 (March 27, 2020), or any other applicable law or regulation may result in liability under the False Claims Act, 31 U.S.C. § 3729, et seq.; OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and 18 USC § 1001, as appropriate.</p>			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<p><b>2. Assurance for Receiving Funds</b></p> <p>1. All federal and state funds granted to the subrecipient are conditioned upon the availability and appropriation of funds by the United States Congress and the Missouri General Assembly. These funds are subject to reduction or elimination by the United States Congress or Missouri General Assembly at any time, even following award and disbursement of funds. Except as otherwise provided by law, the subrecipient shall hold the Department of Elementary and Secondary Education (DESE)</p>			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

14) Under “Document Sections,” click the “Submit” button.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Menu

Tiered Monitoring - LEA Home >

**The CARES Act - Application & Assurance for ESSER Funds**

**Monitoring Assignment Summary**

Document Status: **In Progress** DESE Name: **Kelly Kempker and Kim Oligschlaeger**  
 Next Due Date: **10/1/2021** Contact: **Oligschlaeger**  
 Last Action: **05/06/2020** Phone: **5737512641**  
 DESE Reviewed: **n/a** Email: **federalfinancial@dese.mo.gov**  
 Monitoring: **n/a**  
 Closed Monitoring: **n/a**  
 PDF Generation History: [Click here](#)

**Maintain Assignment Info:**

LEA Contact: *Please add a LEA contact. (edit)*

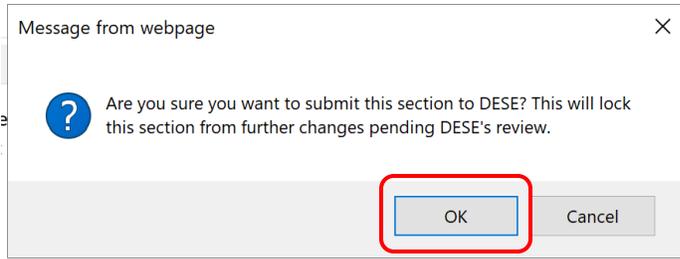
**Document Sections:**

Please select the section you want to work on from these options (Note: **you must click the Save button at the bottom of each page to save your data** for that section and return to this page).

Section	Document Uploads	Section Due	Action
Application & Assurance for CARES Act ESSER Funds (0 unanswered questions)	Documents (0 required) (1 optional)	10/1/2021	<b>Submit</b>

Generate Draft

15) In the message box, click "OK."



16) After submitting, in the yellow box at the top of the page, you will see a message that the application was submitted successfully. A PDF of your responses is also available to print.

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Menu

Tiered Monitoring - LEA Home >

**The CARES Act - Application & Assurance for ESSER Funds**

**All monitoring sections have now been submitted successfully.**  
A PDF of your responses to this monitoring is available [here](#). It is also available in the PDF Generation History for future reference.

**Monitoring Assignment Summary**

Document Status: **Submitted to DESE** DESE Name: Kelly Kempker and Kim Oligschlaeger  
Contact: Oligschlaeger  
Phone: 5737512641  
Email: federalfinancial@dese.mo.gov

Next Due Date: **10/1/2021**  
Last Action: **05/07/2020**

DESE Reviewed Monitoring: **n/a**

Closed Monitoring: **n/a**

PDF Generation [Click here](#)  
History:

**Maintain Assignment Info:**

LEA Contact: *Please add a LEA contact.*

**Document Sections:**

Please select the section you want to work on from these options (Note: **you must click the Save button at the bottom of each page to save your data** for that section and return to this page).

Section	Document Uploads	Section Due	Action
<a href="#">Application &amp; Assurance for CARES Act ESSER Funds</a> <i>(0 unanswered questions)</i>	<a href="#">Documents</a> <i>(0 required)</i> <i>(1 optional)</i>	<b>10/1/2021</b>	<input type="button" value="Submitted"/>

If you have questions, please contact:

**ESEA Finance  
(Application, Payment & General Questions)**

Kim Oligschlaeger  
Coordinator

Kelly Kempker  
Assistant Director  
Phone: 573-751-2641

[FederalFinancial@dese.mo.gov](mailto:FederalFinancial@dese.mo.gov)

**Federal Programs Staff  
(Nonpublic Questions)**

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Theresa Villmer  
State Ombudsman for Equitable Services  
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[Theresa.Villmer@dese.mo.gov](mailto:Theresa.Villmer@dese.mo.gov)