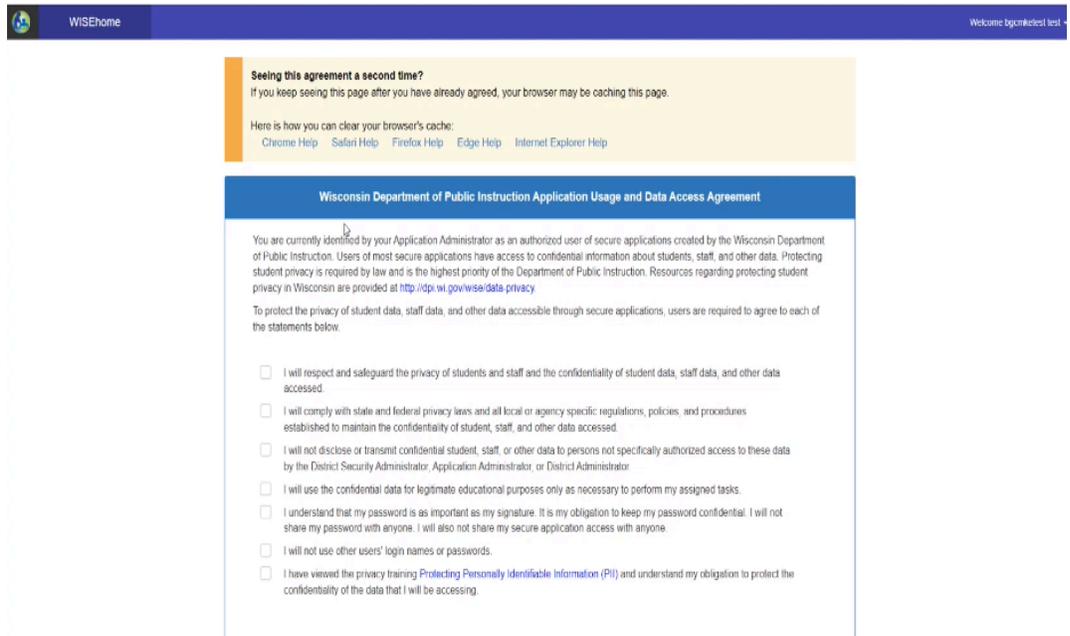# Start Guide for ESSER III Summer School Time Grant

The guidance below is provided to assist local educational agencies (LEAs) in planning and preparing for the ESSER III Summer School grant application process in WISEgrants. This guidance is not to be construed as legal advice. An LEA should consult with its own legal counsel in this process. Any questions regarding this guidance should be directed to [*essergrants@dpi.wi.gov*](mailto:essergrants@dpi.wi.gov).

Getting Started

1. **Log into [WISEgrants](#) using your WAMS ID and password**
   If this is your first time logging into WISEgrants, you will be redirected to WISEhome to complete the Wisconsin Department of Public Instruction Application Usage and Data Access Agreement. Then, you can log into WISEgrants.
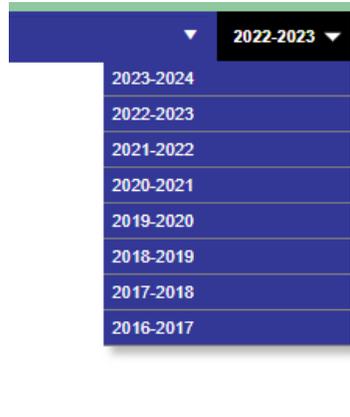
2. **When you log into WISEgrants, make sure you are in the 2022-2023 grant year.**
   The grant year is in the blue menu bar in the top right hand side of the screen. The WISEgrants system defaults to the current grant year, so users need to switch back to 2022-2023 to view the grant.

3. **Assign Authorizer and User Access for all individuals who need to access the grant.**
   Agency Administrators can assign user roles for all members of their agency. This includes assigning an authorizer and choosing who can access the budget and claiming screen.

   WISEgrants Administrators who have "Maintain User" rights can assign the "Authorizations" role to individuals who have been given access to WISEgrants through WISEsecure. The individual with "Maintain User" rights can see these menu items:
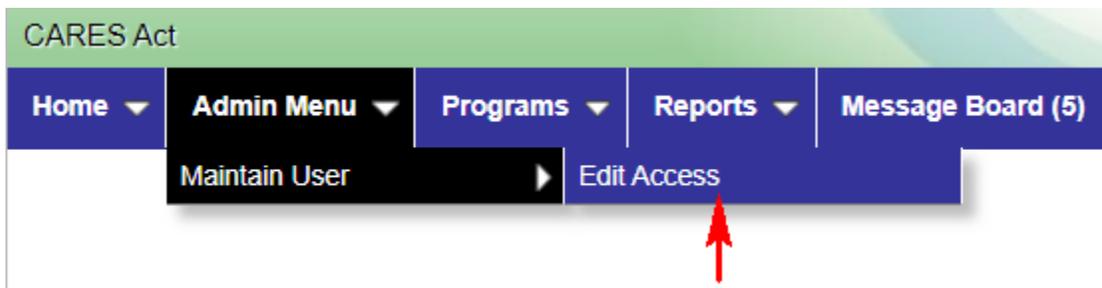
   On the Edit Access page, the WISEgrants Administrator would edit the User by clicking on the hyperlinked name for the user you wish to edit access for.

Edit Access

User Information ▼

User Name: ▓▓▓▓▓▓

Role: WISEgrants User

Agency Name: ▓▓▓▓▓▓▓▓▓▓

Back	Assign View Access to All Grants	Save

Global - Access Items ▼

☐ Auditor - State & Single Audits
☐ **Authorizations**

Act - Access Items ▲

Grant - Access Items ▼

Grant	Application/Budgeting Area	Claiming Area
ARPA		
☑ Out-of-School Time Grant (ARPA)	⦿ Edit ◯ View	⦿ Edit ◯ View

Back	Assign View Access to All Grants	Save

4. **An Agency Authorizer (called "District Authorizer" in WISEgrants) must digitally sign the General Education Provisions Act (GEPA) Assurances**. A user that is authorized by the agency to sign off on documents on behalf of the agency must login to WISEgrants, navigate to the blue menu bar across the top, select Authorizations > Assurances. On the Authorizations screen, select "Authorize Document" next to the GEPA Assurances. Review the assurances to ensure the agency will comply with the assurances. Select "Click to Add Digital Signature" to sign the assurances.

   For additional information, see the [Certifications & Assurances for Federal Grants](#) technical assistance document.

5. **To access the grant in 2022-2023, on the blue menu bar select Programs – ARPA – Summer School Grant (ARPA)**
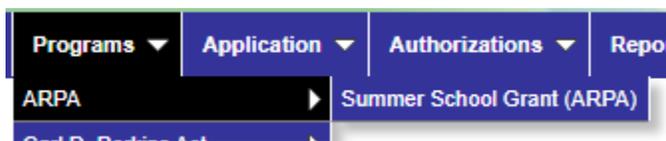
6. **Select Grant Contacts by selecting Application – Grant Contacts**
Select the WISEgrants users who should be receiving communication about the grant. Use the drop down menu to select a Grant Coordinator and a Fiscal Contact, then click "Save".

7. **Select a Fund Management Option by selecting Application – Select Fund Management**
There are two options for this grant: manage own funds or surrender funds to DPI. Unless your organization wants to refuse the funds, please select "Manage Own Funds". Then, click "Submit Selection."
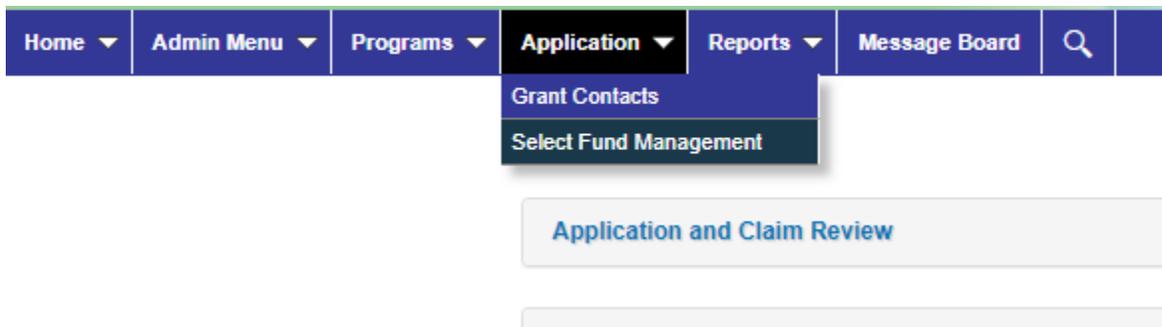
8. **Set up your notifications to make sure you are receiving notifications about the WISEgrants Message Board, budgets, and claims.**

   From the blue menu, select Home – User: [Your Name] – Notifications. Scroll down to Grant – Notifications box. Find the Evidence-Based After School grant, and check the corresponding Budget and Claim boxes to be sure you receive these notifications. Select "Save Changes" in the bottom right corner of the box. More information about setting up contacts and notifications can be found in the WISEgrants Administrator Role Changes and Notifications Management for All Users technical assistance guide.

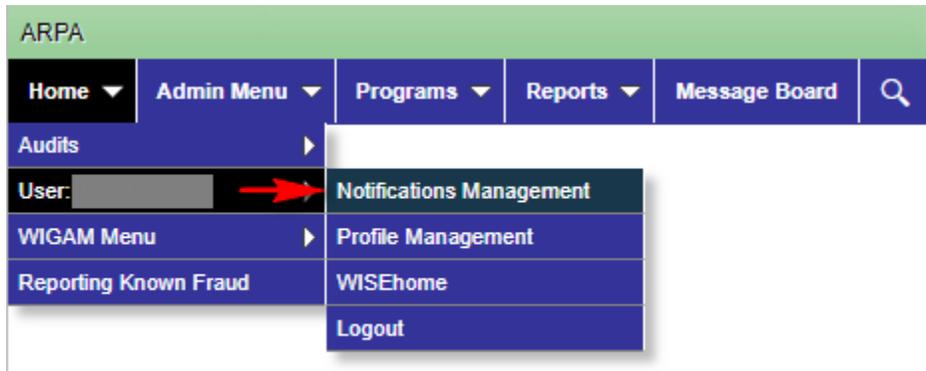| Act	Grant	Budgeting ☑	Claiming ☑
ARPA	ARP Homeless Children and Youth I	☑	☑
ARPA	ARP Homeless Children and Youth II	☑	☑
ARPA	ARPA - IDEA Flow-through	☑	☑
ARPA	ARPA - IDEA Preschool	☑	☑
ARPA	ARPA LSTA	☑	☑
ARPA	Early Literacy Audit (ARPA)	☑	☑
ARPA	EBIS Grant	☑	☑
ARPA	Elementary and Secondary School Emergency Relief Fund III	☑	☑
ARPA	Evidence-Based After School Grant (ARPA)	☑	☑
ARPA	Leadership in Literacy Institute (ARPA)	☑	☑
ARPA	LETRS Reimbursement (ARPA)	☑	☑
ARPA	Literacy Instruction - Training Expansion of Evidence-based Practices (ARPA)	☑	☑
ARPA	Out-of-School Time Grant (ARPA)	☑	☑
ARPA	Summer School Grant (ARPA)	☑	☑

Submitting a Budget

9. **To navigate to the budget screen, select Application – Budget – General Education or Community Service**

   There are two sub budgets available for this grant: General Education and Community Service. You are free to use either, but for costs directly involving students and student programs we suggest using General Education.
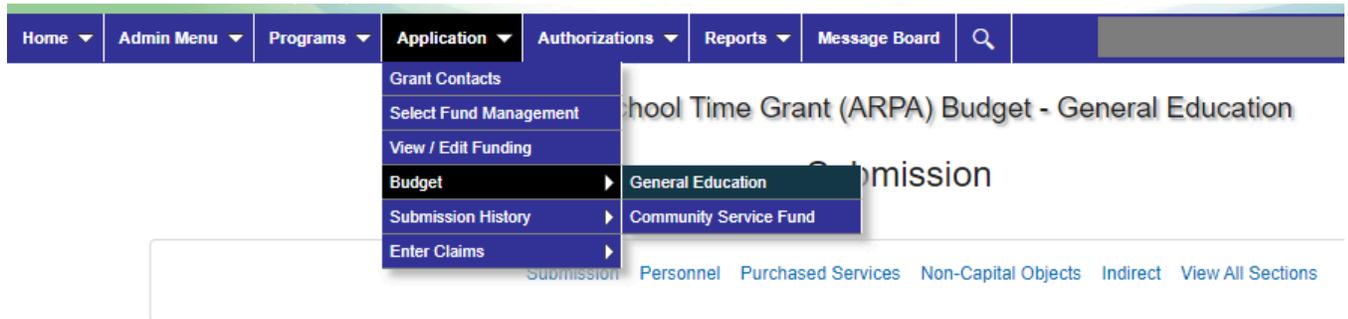
10. **Select a budget section to begin entering budget items**

    At the top of the budget screen, there are 5 different budget sections. Click the section you would like to start entering line items in. The budget sections are as follows:
    - Personnel - this includes all staff positions within the organization
    - Purchased Services - this includes all contracts (including contracted staff who are not employees of the organization) and subscription services
    - Non-Capital Objects - this includes general supplies, cleaning supplies, technology equipment, and other goods
    - Other Objects - this includes field trip dues
    - Indirect - costs indirectly related to the grant. More information about indirect cost recovery can be found in the Using Federal Grant Funds to Recover 'Indirect Costs' technical assistance guide

11. **Enter Budget Items**

    Once a budget section is selected, you can begin entering budget items. There are two ways to work on finding budget combinations to enter. You can enter the combination manually, starting with the top selection "Program Type" and working your way down. As you make selections, the other options will start to filter to WUFAR combinations that are available. Items with a red circle containing a white arrow indicate the field is required. Other fields are optional, though we strongly encourage the use of the "Detailed Description" field to provide more information about the budgeted expense.

Another way to enter budget items is to use the Search for Budget Combinations tool. The Search for Budget Combinations Tool technical assistance guide provides a great overview on using this tool to find the right budget combination.

The WUFAR Combinations by Grant Report technical assistance document provides guidance on how to see which WUFAR codes are available for this grant. If there is a WUFAR code you need that is not available, you can request its addition by filling out a help ticket.

12. Submit your budget

Once you are done entering budget items, click "Submission" on the top panel next to the budget sections. Scroll the bottom of the screen, to the "Budget Submission" Section. If there are any validation errors or missing tasks, an error message will show in red (example below), with the steps to correct it. Once all validations are addressed, you will be able to submit your budget.

If an organization's WISEgrants Authorizer has not yet done so, please digitally sign the GEPA Assurances form on the Authorizations screen by clicking the "Authorizations screen" link. (See step #3 above)

13. Budget Revisions

Please do not enter $1 or $0 place holders for line items. Organizations can enter as many budget revisions as necessary to close out the grant and do not need to budget for the full amount right away if they are not ready.

14. Budget Approval

After you submit the budget, it gets sent over to DPI staff for approval. The DPI staff member responsible for reviewing your budget, along with their contact information, can be found under the grant contacts tab.

DPI staff will review your budget, and can take one of three actions:

1. Approve: DPI staff approve your budget, and you are able to claim on those line items
2. Return: DPI staff will provide a specific series of actions requested of the agency in order to receive budget approval. For example, a budget line item may be incorrectly aligned to a WUFAR object-function combination, a cost may not be allowed on the ESSER Summer School grant, or a cost may not appropriately align with your budget. The agency will then take the actions requested by DPI to resubmit the budget for review.
3. Under DPI Review: DPI staff will require a response from the agency in order to take one of the above actions on the budget. For example, if the agency did not provide a detailed description of a line item and it is unclear what the agency is trying to budget, DPI may require the agency to provide additional information before approving or returning the budget for revisions.

The agency will be notified by an automated WISEgrants email message when DPI takes one of the above actions. Be sure the agency staff has turned on notifications as described earlier in this document.

Submitting a Claim

15. Navigate to the claims screen

To begin preparing your claim, navigate to the Summer School Grant Claims Screen by going to Application – Enter Claims – General Education (or Community Service if you are claiming in in that sub budget)

If you cannot see the Application option on the blue menu bar, make sure you are on the Summer School Grant Screen, but going to Programs – ARPA – Summer School Grant (ARPA)
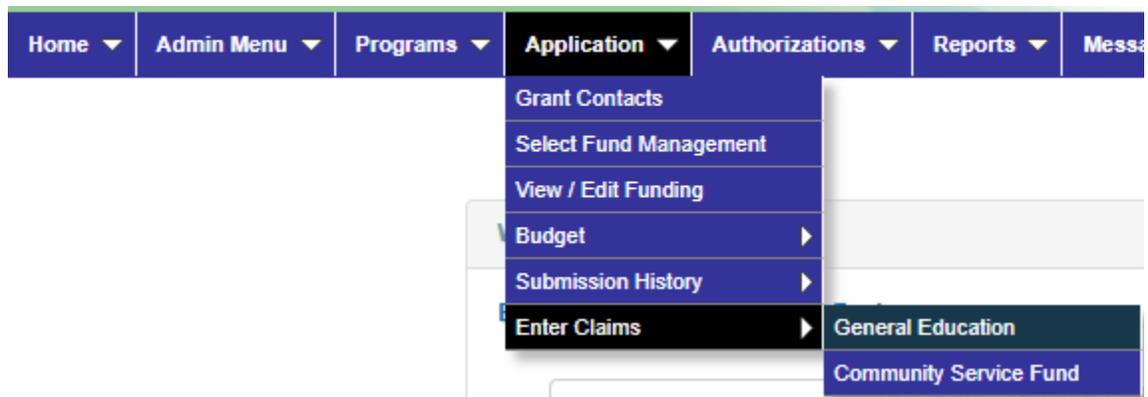
16. Prepare your claim

See the Submitting a Claim in WISEgrants technical assistance for a detailed walkthrough of WISEgrants claiming functionality.

Resources
WISEgrants Technical Assistance Webpage
WISEgrants Help Ticket
Submitting a Claim in WISEgrants
Using WUFAR Combinations by Grant Report
Using the Search for Budget Combinations Tool

ESSER Office Hours:
- Tuesdays 9:00 am - 9:50 am
- Thursdays 1:00 pm - 1:50 pm
- Click here to join the meeting during the times listed above
- ESSER Office Hour Notes Document

Send any ESSER-related questions to essergrants@dpi.wi.gov or to your agency's DPI grant contact in WISEgrants.