

# Start Guide for ESSER III Summer School Time Grant

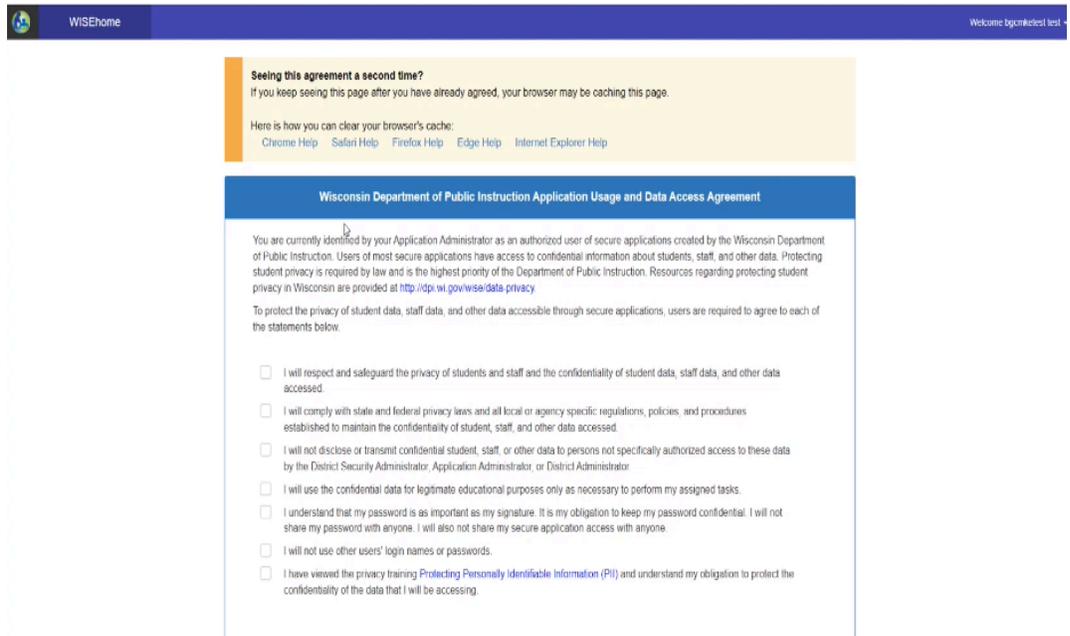
The guidance below is provided to assist local educational agencies (LEAs) in planning and preparing for the ESSER III Summer School grant application process in WISEgrants. This guidance is not to be construed as legal advice. An LEA should consult with its own legal counsel in this process. Any questions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

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## 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.

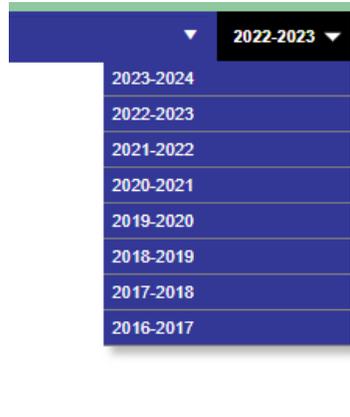


The screenshot shows the WISEhome interface. At the top, there is a blue header with the WISEhome logo on the left and a user name 'Welcome bpcniketest test' on the right. Below the header, there is a yellow box with the text: 'Seeing this agreement a second time? If you keep seeing this page after you have already agreed, your browser may be caching this page. Here is how you can clear your browser's cache: Chrome Help Safari Help Firefox Help Edge Help Internet Explorer Help'. Below this, there is a blue box with the title 'Wisconsin Department of Public Instruction Application Usage and Data Access Agreement'. The main content area contains the following text: 'You are currently identified by your Application Administrator as an authorized user of secure applications created by the Wisconsin Department of Public Instruction. Users of most secure applications have access to confidential information about students, staff, and other data. Protecting student privacy is required by law and is the highest priority of the Department of Public Instruction. Resources regarding protecting student privacy in Wisconsin are provided at <http://dpi.wi.gov/wise/data-privacy>. To protect the privacy of student data, staff data, and other data accessible through secure applications, users are required to agree to each of the statements below.' Below this text is a list of seven statements, each with an unchecked checkbox:
 

- I will respect and safeguard the privacy of students and staff and the confidentiality of student data, staff data, and other data accessed.
- I will comply with state and federal privacy laws and all local or agency specific regulations, policies, and procedures established to maintain the confidentiality of student, staff, and other data accessed.
- I will not disclose or transmit confidential student, staff, or other data to persons not specifically authorized access to these data by the District Security Administrator, Application Administrator, or District Administrator.
- I will use the confidential data for legitimate educational purposes only as necessary to perform my assigned tasks.
- I understand that my password is as important as my signature. It is my obligation to keep my password confidential. I will not share my password with anyone. I will also not share my secure application access with anyone.
- I will not use other users' login names or passwords.
- I have viewed the privacy training [Protecting Personally Identifiable Information \(PII\)](#) and understand my obligation to protect the confidentiality of the data that I will be accessing.

2. **When you log into WISEgrants, make sure you are in the 2022-2023 grant year.**

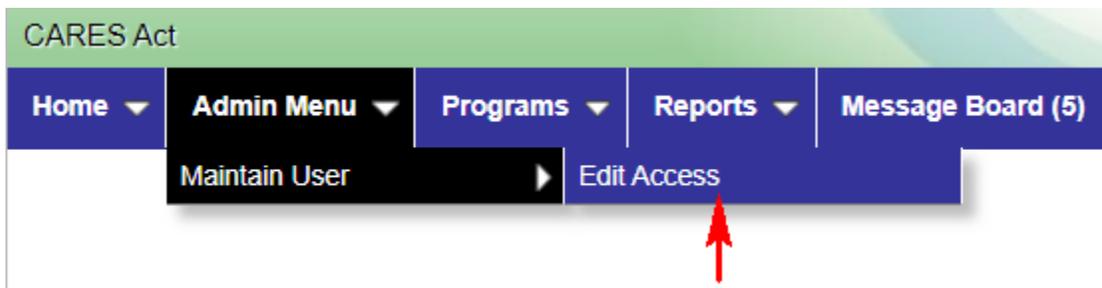
The grant year is in the blue menu bar in the top right hand side of the screen. The WISEgrants system defaults to the current grant year, so users need to switch back to 2022-2023 to view the grant.



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
<b>ARPA</b>		
<input checked="" type="checkbox"/> Out-of-School Time Grant (ARPA)	<input checked="" type="radio"/> Edit <input type="radio"/> View	<input checked="" type="radio"/> Edit <input type="radio"/> View

Back
Assign View Access to All Grants
Save

- 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.

Documents To Be Authorized

Drag a column header and drop it here to group by that column

Act	Grant	Document Name	Parent Document	
		GEPA Assurances	GEPA Certifications and Assurances	Authorize Document



 Wisconsin Information System for Education  
**Federal Grants Portal**

District Authorization

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Wisconsin Department of Public Instruction  
**GENERAL EDUCATION PROVISIONS ACT**  
**ASSURANCES AND CERTIFICATION**  
 PI-1091 (Revised 12/2018)  
 20 USC 1221b

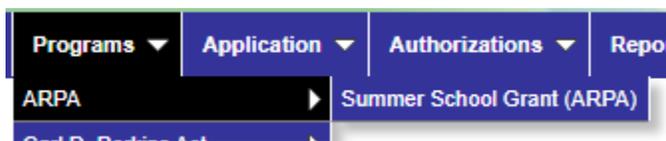
The document below must be 'digitally signed' by an individual assigned as a district authorizer. To view authorization button, scroll to the bottom of the window.

I. LOCAL EDUCATIONAL AGENCY IDENTIFICATION	
Name of Local Educational Agency	LEA Code
II. ASSURANCES	
(1) The grantee will administer the programs in accordance with all applicable statutes, regulations, program plans, and applications. (2) The control of funds provided to the grantee under the programs, and title to property acquired with those funds, will be in a public agency and a public agency will administer those funds and property. (3) The grantee will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency. (4) The grantee will make reports to the Wisconsin Department of Public Instruction (WDPI) and to the Secretary of the U. S. Department of Education (the Secretary) as may reasonably be necessary to enable the WDPI and the Secretary to perform their duties, and the grantee will maintain such records, including the records required under 20 U.S.C. §1232(f), and provide access to those records, as the WDPI or the Secretary deem necessary to perform their duties.	(7) In the case of any project involving construction – (A) the project is not inconsistent with overall state plans for the construction of school facilities, and (B) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under section 794 of title 29, in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities. (8) The grantee has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. (9) None of the funds expended under any applicable program will be used for construction of school facilities.

GEPA Assurances

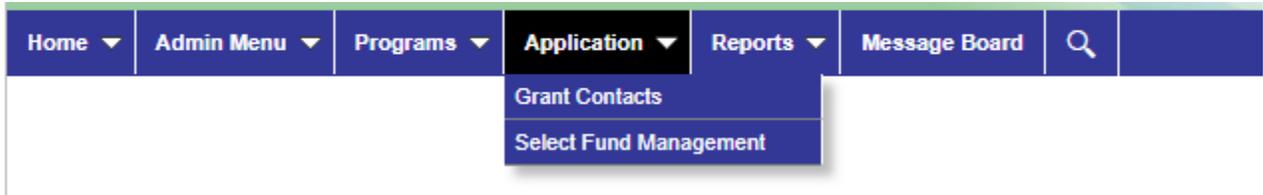
Click to Add Digital Signature

- 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”.



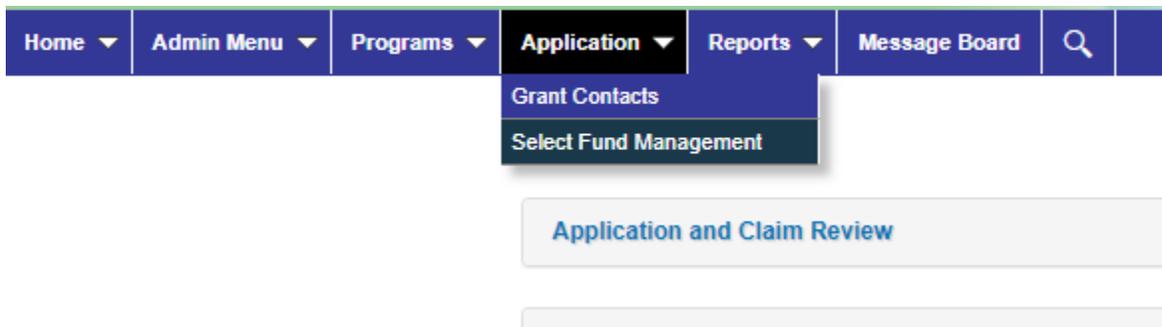
LEA Contacts

Grant Coordinator:

Fiscal Contact:

**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.”



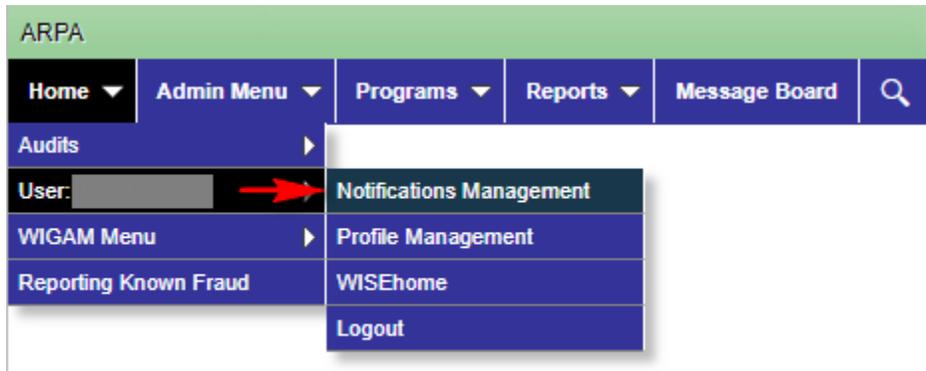
Select one of the following methods to manage your Out-of-School Time Grant (ARPA) funds:

Manage Own Funds

Surrender Funds to DPI

**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](#).



**Grant - Notifications**

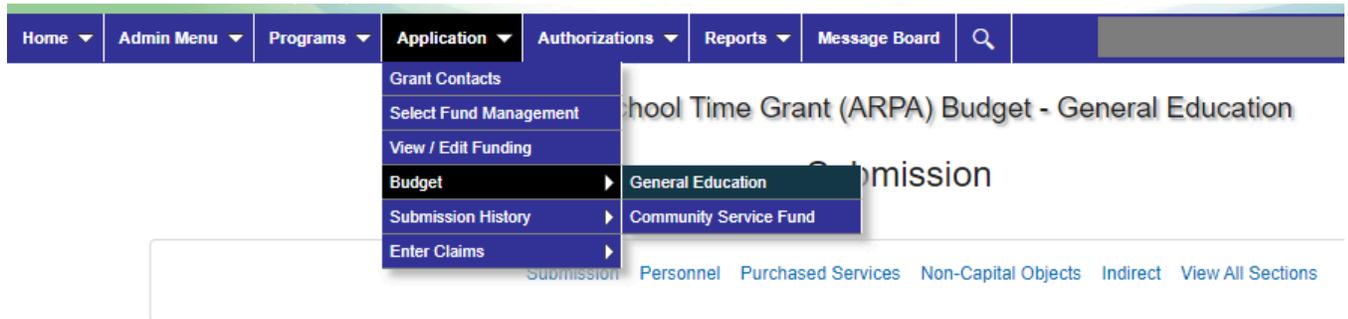
Drag a column header and drop it here to group by that column

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

## 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](#)

Summer School Grant (ARPA) Budget - General Education  
Submission



### 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.

**Search for Budget Combinations** ▼

Instructions:

1. Type a term into the search bar below.
2. The search tool will display a list of all WUFAR combinations containing the specified term(s).
3. Select the desired WUFAR combination from the list.
4. If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

Search for Budget Combinations ▼

Program Type	Purchase Item	Purchase Item Detail	Position Label	Area Label	Function	Object
Summer School	Private Vendor Contract	Program Delivery	null	null	160000 - Co-Curricular Activit...	310 - Personal Services
Summer School	Private Vendor Contract	Staffing	School Social Worker	No Description Beyond Position	212200 - School Social Work	310 - Personal Services
Summer School	Private Vendor Contract	Staffing	School Counselor	No Description Beyond Position	213200 - Licensed School Co...	310 - Personal Services
Summer School	Private Vendor Contract	Staffing	School Psychologist	No Description Beyond Position	215200 - School Psychology	310 - Personal Services
Summer School	Private Vendor Contract	Mental Health Assessments a...	null	null	215900 - Other Psychology	310 - Personal Services
Summer School	Private Vendor Contract	Outreach and Mental Health ...	null	null	219000 - Other Pupil Services	310 - Personal Services

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

**Purchased Services** ▼

Program Type: Summer School ▼ ⓧ

Type of Purchase: Private Vendor Contract ▼ ⓧ

Function: 221900 - Other Improvement of Instruction ▼ ⓧ

Amount: \$0.00 ⓧ

Vendor:

Detailed Description:

Objective: Select an Objective... ▼ ⓧ

Purchase Detail: Addressing Educational Delivery ▼ ⓧ

Object: 310 - Personal Services ▼ ⓧ

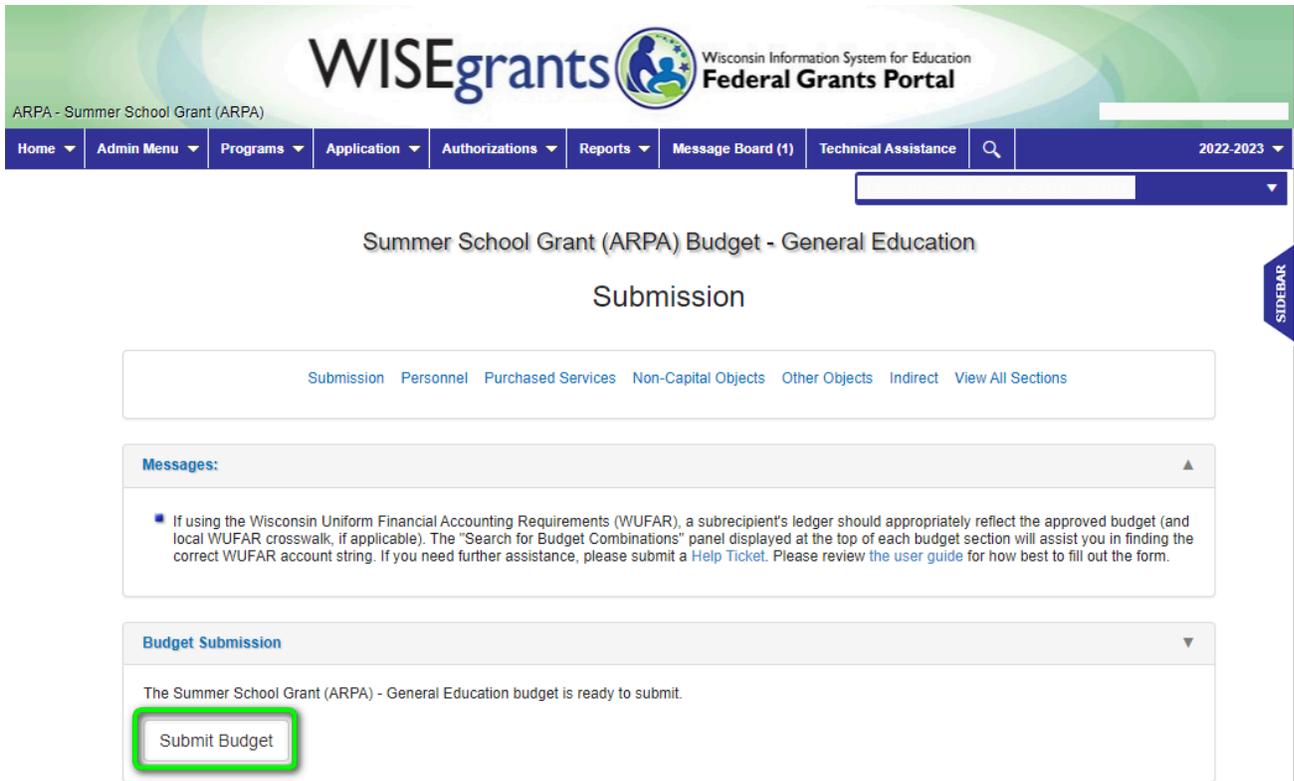
General Ledger Account:

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)

**In order to submit the Out-of-School Time Grant (ARPA) - Community Service Fund budget, complete the tasks identified here:** ▼

- The GEPA Assurances form has not been digitally signed by your District Authorizer. Contact your District Authorizer and have them digitally sign the GEPA Assurances form on the [Authorizations screen](#).



ARPA - Summer School Grant (ARPA)

Home Admin Menu Programs Application Authorizations Reports Message Board (1) Technical Assistance 2022-2023

## Summer School Grant (ARPA) Budget - General Education Submission

[Submission](#) [Personnel](#) [Purchased Services](#) [Non-Capital Objects](#) [Other Objects](#) [Indirect](#) [View All Sections](#)

**Messages:**

- If using the Wisconsin Uniform Financial Accounting Requirements (WUFAR), a subrecipient's ledger should appropriately reflect the approved budget (and local WUFAR crosswalk, if applicable). The "Search for Budget Combinations" panel displayed at the top of each budget section will assist you in finding the correct WUFAR account string. If you need further assistance, please submit a [Help Ticket](#). Please review the [user guide](#) for how best to fill out the form.

**Budget Submission**

The Summer School Grant (ARPA) - General Education budget is ready to submit.

[Submit Budget](#)

### 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.

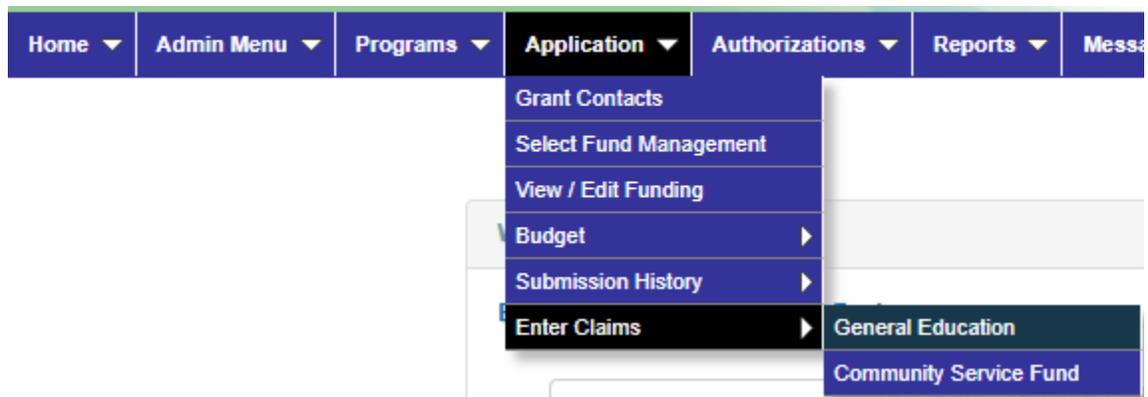
The agency will be notified by an automated WISEgrants email message when DPI takes one of the above actions. Be sure the agency staff has turned on notifications as described earlier in this document.

## 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 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](mailto:essergrants@dpi.wi.gov) or to your agency's DPI grant contact in WISEgrants.