

Allowable Use of ESSER Funds Check -OFF List

Select the Stakeholders Committee that determined the requested activity as a need

DLPAC

CLPAC

Other

Collect the agenda and minutes for the above committee meeting

Agenda and Minutes

Select the intent of the activity requested that aligns with ESSER Statute

Activity *prevents* the spread of COVID

Activity *prepares* for the impact of COVID

Activity *responds* to the impact of COVID

Activity addresses Social, Emotional, and, Mental Health needs

Activity addresses Academic needs

Each activity requesting ESSER funds requires an ESSER Justification Form filled by the requestor

ESSER Justification Form is completed

For Technology activities

Software Form E

Hardware Form C

Ensure the appropriate Procurement Method is completed

Purchases less than \$50K

3 quotes

Purchases more than \$50K

3 Quotes

or Bids

or RFP

RFQs for Contracted Services

and Board Approved Agenda

Form completed by _____

Note: Please upload the above documents as attachments to TEAMS when keying in the requisition.