



Opportunity Through Education

Brian Schroeder – *Superintendent of Public Instruction*  
Chad Auer – *Deputy Superintendent of Public Instruction*

Wyoming Department of Education  
122 W. 25th St., Ste. E200  
Cheyenne, WY 82002  
307-777-7675

## MEMORANDUM NO. 2022-049

**TO:** School District Superintendents  
District Grant Managers  
District Business Managers

**FROM:** Shelley Hamel, Chief Academic Officer

**DATE:** April 25, 2022

**SUBJECT:** COVID Emergency Grants Opening of the Data Collection Process

---

# COVID EMERGENCY GRANTS OPENING OF THE DATA COLLECTION PROCESS

The U.S. Department of Education (USED) has provided guidance on requirements for states to report expenditures for the [Elementary and Secondary School Emergency Relief](#) (ESSER) and [Governor's Emergency Education Relief](#) (GEER) funds. School districts that received one or more ESSER and/or GEER awards must report annually on the uses of those funds in accordance with the grant assurances signed by the district until all funds have been liquidated. This yearly reporting process includes all ESSER grants (ESSER I/CARES, ESSER II/CRRSA, and ESSER III/ARP).

### The Process

Various data collection efforts will open in late April and continue through mid-June. Districts will be notified of collection openings, due dates, and training via email, the GMS support site, GMS announcements, and the monthly Federal Grants Updates and Office Hour meeting [notes](#).

School districts have been asked to submit a primary point of contact for communication and access to the tools the Wyoming Department of Education (WDE) will use to gather the data necessary to be reported to the Federal Government. The WDE will provide additional information about this process and distribute data collection forms to be completed by the school districts.

Note that the data required will include new fiscal, programmatic, and personnel data elements. The upcoming data collection will be based on these requirements and any additional guidance from

USED. In preparation for the data collection, grant recipients should review the requirements for each of the grants received and begin collecting all applicable data using the USED links provided above and/or visiting the [US Department of Education Stabilization Fund Portal](#) for additional information regarding the data collection process, the data dictionary, and the data collection forms.

### **Reporting Period**

The reporting period is July 1, 2020- June 30, 2021 with one exception, the CARES/ESSER I reporting period is October 1, 2020- June 30, 2021.

### **Training**

Training for the data collection is available on the GMS support website under the [Data Collection Section](#). This content is updated periodically as we receive new information. Live virtual training will be offered in May; check the monthly email for details. Districts may also request training on other topics about the ESSER grants as well via email.

---

*For more information, contact Juan-Antonio Bernabeu, Covid Funds Grant Manager, at 307-777-2531 or [juan-antonio.bernabeu@wyo.gov](mailto:juan-antonio.bernabeu@wyo.gov), or Danielle Netzer, Covid Funds Grant Manager, at 307-369-6904 or [danielle.netzer@wyo.gov](mailto:danielle.netzer@wyo.gov).*