



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



February 18, 2021

Dear Superintendents,

As discussed during the February 2, 2021, webinar on the application for the second round of Elementary and Secondary Schools Education Relief (ESSER II) funds, districts will be required to complete a needs assessment to inform the strategies you plan to implement to address the impacts of COVID-19 on your school community. To assist in your planning, our partners at the Connecticut Association of Public School Superintendents (CAPSS) have developed the attached needs assessment template for your use.

Using the attached needs assessment, **or any other tool that will identify your district's needs for planning purposes**, be prepared to answer the following for each state-level priority when completing the ESSER II application:

1. What did your needs assessment reveal, pertaining to this priority?
2. How will your strategies for this priority address those needs?

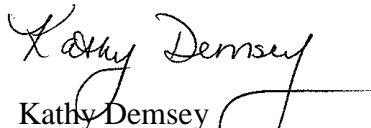
In addition, you should be prepared to provide further detail on each strategy you plan to implement:

1. What is the strategy? How do you envision its implementation?
2. When will this strategy be implemented?
3. Who is the person(s) coordinating implementation and monitoring?
4. How will you know this strategy is impactful? Identify the indicators/evidence of progress.

As a reminder, the state-level priorities can be found [here](#). When completing your application, your budget should align to each of the strategies you've identified for implementation. Please keep in mind how you can leverage other federal or state resources to support the implementation of your plan. We anticipate that the ESSER II application will be available in the Electronic Grants Management System (eGMS) prior to March 1, 2021. **The deadline to submit your application in eGMS will be one month from the date the system opens.**

We are hopeful that this additional detail provided will enhance your planning process as you await the launch of the eGMS application. Please know both the department and CAPSS are available for support and technical assistance as you complete your application.

Sincerely,


Kathy Demsey
Chief Financial Officer