



AUGUST 2023

Office of Federal Emergency Relief Programs (OFERP)

Notes to the Field



Upcoming Events and Deadlines

- September 4th - Labor Day
- September 7th 9 a.m. - OFERP Office Hours - Register [here](#).
- September 20th - Last date to request to alter CRRSA ESSER 2 applications.
- September 30th - CRRSA ESSER 2:
 - Funds must be obligated
 - See additional information below.
- December 30th - ESSER 2 Invoicing must be complete.



PROGRAM NOTES



Adjustments to CRRSA ESSER 2 Applications

Maine School Administrative Units (SAUs) will have until September 20, 2023 to make requests to alter the CRRSA ESSER 2 applications. After that date, the only changes to applications that will be permitted are ones that are accompanied by a request from the OFERP invoice team to revise the application to align with allowable spending or a submitted invoice.

Liquidating ESSER 2 Funds

The liquidation period for CRRSA ESSER 2 is from October 1, 2023 to December 30, 2023. To ensure timing processing of invoices, SAUs are encouraged to submit invoices no later than December 1, 2023.

New ESSER Application Coordinator?

This time of year many SAUs have new personnel who will be assuming responsibility for the ESSER grants. To change the name of the application or invoicing coordinator, see directions available [here](#). Additionally, you can contact the GEM support email for personalized service: support@gemschoolsoftware.com

OBLIGATION

§ 76.707 When obligations are made. The following table shows when a State or a subgrantee makes obligations for various kinds of property and services.

If the obligation is for—	The obligation is made—
(a) Acquisition of real or personal property	On the date on which the State or subgrantee makes a binding written commitment to acquire the property.
(b) Personal services by an employee of the State or subgrantee	When the services are performed.
(c) Personal services by a contractor who is not an employee of the State or subgrantee	On the date on which the State or subgrantee makes a binding written commitment to obtain the services.
(d) Performance of work other than personal services	On the date on which the State or subgrantee makes a binding written commitment to obtain the work.
(e) Public utility services	When the State or subgrantee receives the services.
(f) Travel	When the travel is taken.
(g) Rental of real or personal property	When the State or subgrantee uses the property.
(h) A pre-agreement cost that was properly approved by the Secretary under the cost principles in <u>2 CFR part 200, Subpart E—Cost Principles</u>	On the first day of the grant or subgrant performance period.

Title 34 —Education Subtitle A —Office of the Secretary, Department of Education Part 76 —State-Administered Programs Subpart G

Liquidation of the funds may continue after 9/30/23 for properly obligated expenses through December 2023.

REIMBURSEMENT REMINDERS

- Prepayments are not allowed, except for subscriptions. Any services covering multiple years, such as warranties, maintenance plans, and software licenses must be prorated and can only be charged to Federal funds for the cost during a grant's period of allowability.
- Reimbursement requests cannot overlap fiscal years.
- If invoices are not submitted every quarter (1-3 months at a time), the SAU is out of compliance.
- Summer accrual payments are charges for work that has been done, but not yet invoiced or paid out. SAUs can only seek reimbursement for summer accrual payments after the employee has received the payment.

EQUIPMENT INVENTORY REMINDER



Q. Do I have to label the van our district purchased with ESSER funds? A. **Yes!**

Maine School Administrative Units may know quite well that they are required to label curricular materials and technological devices that are bought with federal funds whether the funds are from IDEA, ESEA, or ESSER. However, vans, busses, snow removal equipment, playground equipment, new classroom spaces, and similar equipment items also need to be labeled as federal purchases. These items must also be listed in an inventory. See [CFR, Title 2, 200.313](#) for requirements regarding property records:

(d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.
- (5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. [CFR, Title 2, 200.313](#)

Share your Good News!



Maine DOE Seeking to Highlight ESSER Federal Emergency Relief Funding Projects

The Maine Department of Education (DOE) is looking to share stories of school administrative units (SAUs) using Federal Emergency Relief Funding to positively impact their students and school communities.

The Maine DOE is administering a questionnaire to collect information about these projects in order to create stories that will be shared broadly through the Maine DOE communication efforts. Sharing good news about the use of Elementary and Secondary School Emergency Relief (ESSER) funding increases transparency and visibility, giving the public insight into the purpose and impact of these funds.

Find the questionnaire here: [Federal Emergency Relief Funds Highlights](#)

If you have any further questions or need clarification, reach out to Maine Department of Education Communications and Outreach Coordinator Rachel Paling at rachel.paling@maine.gov.

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