



OCTOBER 2023

Office of Federal Emergency Relief Programs (OFERP)

Notes to the Field



Upcoming Events and Deadlines

- October 5th - OFERP Office Hours focused on Late Liquidation Extension - Replay is available [here](#)
- October 9th - Indigenous Peoples' Day
- October 31st - Happy Halloween
- November 2nd 9 a.m. - OFERP Office Hours - Register [here](#).
- December 30th - CRRSA ESSER 2 and MLEH Invoicing must be complete.



PROGRAM NOTES

INVOICING REMINDERS

- **DO NOT DELETE** any invoices once you start them. Simply make any adjustments, using the original invoice. Deleting an invoice will alter your project and fund balances.
- **DO NOT DELETE** any uploaded files. If you are asked for additional information, upload additional files, leaving the original files intact. These files will be needed in the event of an audit and also serves as a "paper trail" for the review process.
- Invoices are processed on a first in/first out basis, and we review invoices (new submissions and resubmissions) based on the date we receive them. Our invoice processing timeline is as follows:
 - 7-10 business days for OFERP initial invoice review.
 - 7-25 business days for DAFS to process invoice payment.
 - 3-10 business days for reimbursement checks to be mailed
 - Total: 17-45 business days from invoice submission to reimbursement check receipt.
- While reimbursement for subscriptions is allowed, they are only reimbursed for the period of performance of the grant. Any subscriptions that exceed that period of performance will need to be prorated through the period of performance.

Q: Can our district purchase a software add-on so that the various student data systems we use can communicate with each other in the interest of student and school safety? We'd like to purchase the add-on component with a license to use it for the next two years starting now. Will that be permitted with ARP ESSER?

A: Your ARP application will need to make a clear connection between this software purchase and student or school safety in the wake of, or while recovering from, the Covid-19 pandemic. After that case is made successfully, the district may purchase the software license but may only request reimbursement for the months that the software's license will be in use during the performance period of the APR ESSER grant. In other words, the district may use ARP ESSER to support the license's use through September 30, 2024 only. The months following September will need to be paid for with another source of funds.



Please keep this in mind when amending your ARP ESSER 3 application:

20% means 20%

SAUs are cautioned about cutting the required 20% set aside to address student loss of instructional time too closely. The ARP Act requires that 20% be spent on activities to address loss of students' instructional time. The US Department of Education, and Maine DOE, will not be able to support a district that has "come close" to 20%; rather 20% **must be met or exceeded**. Now is the time to check to be sure that your district will meet the required amount set aside for loss of instructional time, especially if your district has budgeted that set aside amount very narrowly.



What is a Late Liquidation Extension and How Does It Effect SAU's?

On October 5th, the OFERP Team Office Hour was a session devoted to answer all of your questions regarding late liquidation extension of CRRSA ESSER 2 funds. We discussed what late liquidation extension is for, as well as the requirements and process involved. You can see this informative session [here](#).



Adjustments to CRRSA ESSER 2 & MLEH Applications

REMINDER: The only requests to alter the CRRSA ESSER 2 and MLEH applications that will be permitted for Maine School Administrative Units (SAUs) 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 & MLEH Funds

The liquidation period for CRRSA ESSER 2 and MLEH funds are from October 1, 2023 to December 30, 2023. *This includes invoice review and processing.* **While the deadline for liquidation is December 30, 2023, SAUs are encouraged to submit invoices as early as possible to allow time for any necessary revisions.**

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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