



**Application for Funding under the
2020 Maine Coronavirus Relief Fund (CRF)
For State Fiscal Year 2020**

DUE: October 15, 2020

GRANT AWARD NOTIFICATION

Awarding Agency: U.S. Department of Education

Award Number:

Project Description: 2020 Maine Coronavirus Relief Fund (CRF)

CFDA: 84.425D

Registration with SAM: All local educational agencies (LEAs) must register with the System for Award Management (SAM) and maintain up-to-date information

SEFA and SF-CAS: All local educational agencies (LEAs) need to provide identification of all ESF awards in their Schedule of Expenditures of Federal Awards (SEFA) and Data Collection Form (SF-SAC)

APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

To receive the eligible entity's allocation under the Coronavirus Relief Fund (CRF) #2, a Superintendent must submit to the Department an application that provides the following information:

You will find additional information about CRF on the Maine DOE CARES Act page <https://www.maine.gov/doe/covid-19/caresact>

The Maine Department of Education's Framework for Returning to Classroom Instruction can be found here: <https://www.maine.gov/doe/framework>

All elements of the CRF #2 application and reimbursement system are found within GEMS.

Applications are due to the Maine Department of Education by October 15, 2020.

- A completed application cover sheet - superintendent certification. (*Part 1 of the Application*)
- CRF Attestations, Accountability, Transparency, and Reporting and Other Assurances (Part 2 of the Application)
- A description of how the SAU intends to use the funds allocated under CRF(Part 3 of the Application)

Due to the Department of Education by October 15, 2020

**ELIGIBLE ENTITY APPLICATION FOR FUNDING
UNDER THE 2020 MAINE CORONAVIRUS RELIEF FUND (CRF)**

PART 1: APPLICATION COVER SHEET

Legal Name of Applicant	Applicant's Mailing Address:
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Pine RSU	Suite IC USA Route IA Pine Valley, ME01010
SAU Contact for CRF	
Name:	Jane Astor
Position:	Assistant Superintendent
Office:	Office of the Superintendent
Contact's Mailing Address:	USA Route IA Suite 44 Pine Valley, ME04043
Zip Code Plus 4:	01010-1011
DUNS #	1245673
Telephone:	555-555-5556
Fax:	555-555-5557
E-mail address:	support@gemschoolsoftware.com
To the best of my knowledge and belief, all of the information and data in this application are true and correct.	
Superintendent (Printed Name): Dr. Joseph Johnson Jr	Telephone: 555-555-5555
Signature of Superintendent: Certified by Electronic Signature	Date: 09/21/2020

Part 2: Maine Coronavirus Relief Fund Attestations and Reporting

I attest that these funds will be used for allowable Coronavirus Relief Fund purposes.

Yes No

I attest that the expenses we cover with Maine CRF funds will not be reimbursed by any other funding sources.

Yes No

I attest that the expenses we cover with Maine CRF funds were not previously reflected in our budget, and were caused by the COVID-19 pandemic.

Yes No

I attest that our CTE Region/SAU/School will adhere to the required Health and Safety Measures, found in the Maine Department of Education's Framework for Returning to Classroom Instruction, and listed below:

Symptom Screening Before Coming to School: Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Schools should provide information to families in their primary language to support them in conducting this check. Any person showing symptoms must report their symptoms and must not be present at school. Schools must provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences.

Physical Distancing and Facilities: Adults must maintain 6' of distance from others to the extent possible. Maintaining 3 ft distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements. 6' physical distancing is required for students while eating breakfast and lunch, as students will be unable to wear masks at that time. A "medical isolation room" must be designated for students/staff who exhibit COVID-19 symptoms during the school day. Schools should evaluate their existing ventilation capabilities and ensure that

they are maximizing their current capacity. Adequate ventilation is required for classrooms, with schools having flexibility in implementation such as using properly working ventilation systems or outdoor air exchange using fans in open window or door. Groups in any one area, room, or classroom must not exceed the Governor's gathering size limits.

Masks/Face Coverings - Adults, including educators and staff, are required to wear a mask/face covering. Students age five and above are required to wear a mask/face covering that covers their nose and mouth. (updated 7/31/20). Masks are recommended for children ages two to four, when developmentally appropriate. (Updated 7/31/20). Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with documented medical or behavioral challenges who are unable to wear masks/face coverings. (Updated 8/12/20). The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears. An exception for wearing a mask or face shield applies only to an individual participating in voluntary school sports during vigorous physical exercise. (Updated 09/09/20). Nothing in this Page 5 of 6 framework's mask/face covering requirements should be interpreted as preventing a school from making accommodations on an individualized basis as required by state or federal disabilities laws. (Updated 9/15/20)

Hand Hygiene - All students and staff in a school must receive training in proper hand hygiene. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and before and after riding school transportation (9/4/2020).

Personal Protective Equipment: Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity, when distance is not possible, or when student require physical assistance. These precautions must at a minimum include eye protection (e.g., face shield or goggles) and a mask/face covering. Classrooms and/or areas that have been used by an individual diagnosed with COVID-19 must be closed off until thorough cleaning and sanitization takes place.

Return to School after Illness: Sick staff members and students must use home isolation until they meet criteria for returning to school.

I attest that our CTE Region/SAU/School has a three-tiered plan (in-person, hybrid, remote), as described in the Maine Department of Education's Framework for Returning to Classroom Instruction.

Yes No

Part 3: A Description of how the Eligible Entity Intends to Use the Funds Allocated Under the Maine Coronavirus Relief Fund

All projects within this application must be necessary and incurred due to the public health emergency with respect to COVID-19. If an eligible entity cannot support that a cost was necessary in this regard, federal and state auditors could disallow the cost. How has the eligible entity determined its needs with respect to COVID-19?

Part 3b: Budgets for Funds Allocated Under the Maine Coronavirus Relief Fund

Complete the Budget Below:

For each project, all items must be unbudgeted for and the eligible entity must maintain

documentation that explains how the costs were determined to be necessary in response to the COVID-19 public health emergency.

Your maximum available allocation is \$198,000.00 The CRF#2 application and budget is due by October 15, you may not exceed your maximum available allocation. If additional funding becomes available, how much additional funding is needed? \$ 0.00

Total Amount to be Awarded:					\$ Pre-populated	\$198,000.00
Object Codes						
	1000-2000	3000-5000	6000	7300	8000	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Other	Total Amount
COVID-19 Related Costs						
COVID-19 Student Supports COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support)	\$45,685.00	\$2,009.00	\$150.00	\$1,050.00	\$350.00	\$49,244.00
1. Project Name: 2. Date of determination: 3. Name of person in authority at the school making the determination: 4. A description of the impact to the school from the Covid-19 public health emergency: 5. Guidelines and recommendations being implemented for which the school is incurring costs: 6. A description of the necessary response the school is taking to address the public health emergency: 7. An estimate of the costs associated with the specific determination: 8. A statement that the costs were not included in the schools recently approved budget:						
COVID-19 Staff Support (not all inclusive: admin expenses, professional development, health screeners, substitute costs)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00
1. Project Name: 2. Date of determination: 3. Name of person in authority at the school making the determination: 4. A description of the impact to the school from the Covid-19 public health emergency: 5. Guidelines and recommendations being implemented for which the school is incurring costs: 6. A description of the necessary response the school is taking to address the public health emergency: 7. An estimate of the costs associated with the specific determination: 8. A statement that the costs were not included in the schools recently approved budget:						
COVID-19 School Administration	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00
1. Project Name: 2. Date of determination: 3. Name of person in authority at the school making the determination: 4. A description of the impact to the school from the Covid-19 public health emergency: 5. Guidelines and recommendations being implemented for which the school is incurring costs: 6. A description of the necessary response the school is taking to address the public health emergency: 7. An estimate of the costs associated with the specific determination: 8. A statement that the costs were not included in the schools recently approved budget:						
COVID-19 PPE (not all inclusive: gloves, gowns, masks, shields)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00
1. Project Name: 2. Date of determination: 3. Name of person in authority at the school making the determination: 4. A description of the impact to the school from the Covid-19 public health emergency: 5. Guidelines and recommendations being implemented for which the school is incurring costs: 6. A description of the necessary response the school is taking to address the public health emergency: 7. An estimate of the costs associated with the specific determination: 8. A statement that the costs were not included in the schools recently approved budget:						
Operation Maintenance & Plant (not all inclusive: minor capital improvements, window fans, signage, short term rentals to adhere to CDC guidance)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00
1. Project Name: 2. Date of determination: 3. Name of person in authority at the school making the determination: 4. A description of the impact to the school from the Covid-19 public health emergency: 5. Guidelines and recommendations being implemented for which the school is incurring costs: 6. A description of the necessary response the school is taking to address the public health emergency: 7. An estimate of the costs associated with the specific determination: 8. A statement that the costs were not included in the schools recently approved budget:						
Function 270 COVID-19 Transportation*	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00
1. Project Name:						

2. Date of determination: 3. Name of person in authority at the school making the determination: 4. A description of the impact to the school from the Covid-19 public health emergency: 5. Guidelines and recommendations being implemented for which the school is incurring costs: 6. A description of the necessary response the school is taking to address the public health emergency: 7. An estimate of the costs associated with the specific determination: 8. A statement that the costs were not included in the schools recently approved budget:						
Function 3100 - COVID-19 Food Service (not all inclusive: child nutrition supplies, staffing)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,500.00
1. Project Name: 2. Date of determination: 3. Name of person in authority at the school making the determination: 4. A description of the impact to the school from the Covid-19 public health emergency: 5. Guidelines and recommendations being implemented for which the school is incurring costs: 6. A description of the necessary response the school is taking to address the public health emergency: 7. An estimate of the costs associated with the specific determination: 8. A statement that the costs were not included in the schools recently approved budget: If you budget funds, one determination (responses to 1-8) must be completed for each project.						
Function 3300 - COVID-19 Community Services (not all inclusive: home screening health items, communication)	\$66,744.00	\$65,512.00	\$500.00	\$500.00	\$500.00	\$133,756.00
1. Project Name: 2. Date of determination: 3. Name of person in authority at the school making the determination: 4. A description of the impact to the school from the Covid-19 public health emergency: 5. Guidelines and recommendations being implemented for which the school is incurring costs: 6. A description of the necessary response the school is taking to address the public health emergency: 7. An estimate of the costs associated with the specific determination: 8. A statement that the costs were not included in the schools recently approved budget: If you budget funds, one determination (responses to 1-8) must be completed for each project.						
Total	\$115,429.00	\$70,521.00	\$3,650.00	\$4,550.00	\$3,850.00	\$198,000.00

*Indicates that costs in this category are included as a cost for the states funding formula and will affect state funding.

Note: Actual expenditures will be reported monthly through a Web Based ESF Report and verified quarterly via MEFS (Maine Education Financial System). The Coronavirus Relief funds are to be fully obligated and expended by December 30, 2020. The funds fall under federal cash management on both the State and sub-recipient levels.

CERTIFICATION OF AGENCY DESIGNATED ADMINISTRATIVE AND FISCAL AGENT FOR THIS PROJECT

LEGAL NAME OF AGENCY Pine RSU MAILING ADDRESS (Street, City, Town, Zip Code) Suite IC USA Route IA, Pine Valley, 01010 COUNTY STATE ME NAME AND TITLE OF CONTACT PERSON Jane Astor, Assistant Superintendent	DATE MEETING WAS HELD <input type="text" value="09/21/2020"/> NAME & TITLE OF AUTHORIZED REPRESENTATIVE Dr. Joseph Johnson Jr, Superintendent TELEPHONE 555-555-5555
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B. CERTIFICATION OF PARTICIPATING AGENCY	
LEGAL NAME OF AGENCY Pine Island CSD MAILING ADDRESS (Street, City, Town, Zip Code)	DATE MEETING WAS HELD <input type="text" value="09/21/2020"/> NAME & TITLE OF AUTHORIZED REPRESENTATIVE James Dean, Superintendent

123 Pine St, Pine Island, 04558 COUNTY STATE York ME NAME AND TITLE OF CONTACT PERSON Jim Wilson Jr, Principal		TELEPHONE 123456
C. CERTIFICATION OF PARTICIPATING AGENCY		
LEGAL NAME OF AGENCY Pine Mt SAU MAILING ADDRESS (Street, City, Town, Zip Code) 456 Mountain Rd, Pine Mountain, 04055 COUNTY STATE York ME NAME AND TITLE OF CONTACT PERSON John D. Wueller, Principal		DATE MEETING WAS HELD <input type="text" value="09/21/2020"/> NAME & TITLE OF AUTHORIZED REPRESENTATIVE Sarah Dillan, Superintendent TELEPHONE 2079989885
D. CERTIFICATION OF PARTICIPATING AGENCY		
LEGAL NAME OF AGENCY Pine Valley School District MAILING ADDRESS (Street, City, Town, Zip Code) 789 Valley View, Pine Valley, 04556 COUNTY STATE York ME NAME AND TITLE OF CONTACT PERSON Jim Wilson, Principal		DATE MEETING WAS HELD <input type="text" value="09/21/2020"/> NAME & TITLE OF AUTHORIZED REPRESENTATIVE Hugh Beaumont, Superintendent TELEPHONE 2079888855

Part 4: Education Reform, Accountability, Transparency, and Reporting Assurances

The Superintendent or his/her authorized representative assures the following:

1. Any SAU receiving funding under this program will have on file with the SEA a set of assurances that meets the requirements of section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).
2. To the extent practicable, an SAU will comply with the requirements of section 427 of GEPA (20 U.S.C. 1228a) permitting students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede equal access to, or participation in, the program.
3. The SAU will maintain a data system that includes the elements described in section 15011(b) (2) of Division B of the CARES Act and submit quarterly reports to the State of Maine Department of Education in such a manner and containing such information as the Secretary of Education of the US Department of Education may require.
4. The SAU and other entities will comply with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable:

- o 34 CFR Part 76 - State Administered Programs
 - o 34 CFR Part 77 - Definitions that Apply to Department Regulations
 - o 34 CFR Part 81 - General Education Provisions Act
 - o 34 CFR Part 82 - New Restrictions on Lobbying
 - o 34 CFR Part 84 - Governmentwide Requirements for Drug-Free Workplace
 - o 34 CFR Part 97 - Protections of Human Subjects
 - o 34 CFR Part 98 - Student Rights in Research, Experimental Programs, and Testing
 - o 34 CFR Part 99 - Family Educational Rights and Privacy
 - o 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension as amended by 2 CFR Part 3485 - Nonprocurement Debarment and Suspension
 - o 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as adopted and amended as regulations of the Department in 2 CFR part 3474.
5. For each year of the program, the SAU will submit a report to the Commissioner at such time and in such manner as the Commissioner may require, that describes: the amount of funds received within the SAU; the amount spent or obligated for each project or activity; detailed information on subgrants and subgrantees.
 6. The SAU will cooperate with any evaluation of the uses of funds and the impact of funding on the progress made toward addressing the COVID-19 pandemic. Required reports on a monthly basis will include an expenditure report of actual spending data. Quarterly reports will include the following: MEFS - Financial data for each quarter is required to be uploaded to MEFS by the 15th day following the end of the quarter. The files that are required to be submitted are actual revenue and actual expenditure files, containing all transactions for general fund, special revenue funds, and school nutrition funds. Actual files must be successfully uploaded, approved by DOE and certified by the SAU.
 7. The SAU will cooperate with any State Controller and/or Department of Education Auditor examination of records under the program.
 8. The SAU will meet the reporting requirements in 20-A MRS §15689-B, subsections 7 and 7-A.
 9. The law requires LEAs to make equitable provision to non-public schools using the Title I distribution formula. CARES Act (section 18005) invokes section 1117 of ESEA. The Department has advised SAUs to follow the Section 1117 of ESEA to determine equitable shares and provide timely and meaningful consultation.

Check the box to confirm that you have read and accepted the assurances included above.

Superintendent (Printed Name): Dr. Joseph Johnson Jr	Telephone: 555-555-5555
Signature of Superintendent: Certified by Electronic Signature	Date: 09/21/2020