ARP-ESSER III Application Training I

Thursday, July 14, 2021 - 9:00am
Office of Federal Emergency Relief Programs (OFERP)
OFERP Introductions

Please take a moment to share your name, title, email address, and school community in the chat.

– Shelly Chasse-Johndro, Director
– Monique Sullivan, ARP Coordinator
– Karen Kusiak, CARES & CRRSA Coordinator
– Nicole Denis, Fiscal Coordinator
-To implement prevention and mitigation strategies (aligned with CDC guidance to greatest extent practicable)

-To address the academic impacts of lost instructional time through **evidence-based interventions** that respond to the **academic, social, emotional, and mental health needs** of all students and particularly **underserved student groups**
ARP ESSER Application (Use of Funds Plan)

– ARP Data Collection Survey, (5/19/21)
– Part 1 certify terms, conditions and assurances (5/24/21)

– Part 2 of the ARP ESSER Application (9/29/21)
  • Cover sheet and Assurances
  • Identify and describe SAU Overall Priorities and Consultation
  • Provide information related to the SAU Plan for Safe Return to In-Person Instruction and Continuity of Services
  • Select evidence-based intervention(s) that will be used as part of the required 20% Reservation to Address the Academic Impact of Lost Instructional Time
  • Develop project(s) to utilize the Remaining ARP ESSER Funds
Log in to [https://www.4pcamaine.org](https://www.4pcamaine.org)
Use the login and password you use to access ESEA, CRF 2, ESSERF or FGRS.
Application Set Up

Elementary and Secondary School
Emergency Relief (ESSER) APPLICATION

DATA ENTRY    SUBMISSION    TECHNICAL DIRECTIONS    LOG OUT

Contact person: James Dean, Pine RSU

Welcome to the American Rescue Plan (ESSER) Application
Pine RSU’s Data Entry Menu

ARP GRANT AWARD NOTIFICATION (GAN)

✓ General Directions

✓ Application Setup

Application Coversheet and Assurances

SAU Overall Priorities and Consultation

SAU Plan for Safe Return to In-Person Instruction and Continuity of Services

Reservation to Address the Academic Impact of Lost Instructional Time
Create a Project to Address the of Lost Instructional Time

Remaining ARP ESSER Funds
Create a Project for Remaining ARP ESSER Funds

Budget Summary for Funds Allocated Under ARP ESSER III

A check mark before a link indicates that all required information has been entered in the page.
Be sure the superintendent information is accurate, as this determines who will receive the certification page to submit the application.

This page must be filled out completely. If you leave a field blank, a warning message at the bottom of the page will appear and the page will not be able to be submit.

Click Save Site Information before leaving the page.
Welcome to the American Rescue Plan (ESSER) Application
Pine RSU’s Data Entry Menu

General Directions

Application Setup

Application Coversheet and Assurances

SAU Overall Priorities and Consultation

SAU Plan for Safe Return to In-Person Instruction and Continuity of Services

Reservation to Address the Academic Impact of Lost Instructional Time
  Create a Project to Address the Loss of Instructional Time

Remaining ARP ESSER Funds
  Create a Project for Remaining ARP ESSER Funds

Budget Summary for Funds Allocated Under ARP ESSER III

A check mark before a link indicates that all required information has been entered in the page.
Cover Sheet and Signature

- This information is auto-populated from the setup page. If there is incorrect information here, please return to the Application Setup page to make corrections.
- The Signature of the Superintendent and Date will be filled in once the application has been certified and submitted.

<table>
<thead>
<tr>
<th>DATA ENTRY</th>
<th>SUBMISSION</th>
<th>TECHNICAL DIRECTIONS</th>
<th>LOG OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person: James Dean, Pine RSU</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL ADMINISTRATIVE UNIT American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) APPLICATION**

**PART 2: APPLICATION COVER SHEET**

<table>
<thead>
<tr>
<th>Legal Name of Applicant:</th>
<th>Applicant’s Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pine RSU</td>
<td>Suite IC USA Route IA</td>
</tr>
<tr>
<td></td>
<td>Pine Valley, ME 12345</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAU Contact for the Education Stabilization Fund (CFDA No. 84.245U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: James Dean</td>
</tr>
<tr>
<td>Position: Assistant Superintendent</td>
</tr>
<tr>
<td>Office: Office of the Superintendent</td>
</tr>
<tr>
<td>Contact’s Mailing Address:</td>
</tr>
<tr>
<td>USA Route IA Suite 44 Pine Valley, ME12345</td>
</tr>
<tr>
<td>Zip Code Plus 4: 01010-1011</td>
</tr>
<tr>
<td>DUNS #: 1245573</td>
</tr>
<tr>
<td>Telephone: 555-555-5555</td>
</tr>
<tr>
<td>Fax: 555-555-5557</td>
</tr>
<tr>
<td>E-mail address: <a href="mailto:support@jmschoolsoftware.com">support@jmschoolsoftware.com</a></td>
</tr>
</tbody>
</table>

To the best of my knowledge and belief, all of the information and data in this application are true and correct.

<table>
<thead>
<tr>
<th>Superintendent (Printed Name): Dr. Joseph Johnson Jr</th>
<th>Telephone: 555-555-5555</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Superintendent: Not Certified by Electronic Signature</td>
<td>Date: 00/00/0000</td>
</tr>
</tbody>
</table>

Save Coversheet
Assurances and Certifications

The Superintendent or their authorized representative assures the following:

- The SAU acknowledges and agrees/certifies acknowledges and agrees that failure to comply with all assurances and certifications in this application, all relevant provisions and requirements of the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) funds under section 2001 of the ARP (March 11, 2021), or any other applicable law or regulation may result in liability under the False Claims Act, 31 U.S.C. § 3729, et seq., OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR Part 180, as adopted and amended as regulations of the Department in 2 CFR Part 3488, and 18 U.S.C. § 1001, as appropriate, and other enforcement actions.

- The SAU acknowledges and agrees/certifies that Part 1 of the ARP ESSER application has been successfully submitted and approved.

- The SAU will reserve at least 20 percent of its total ARP ESSER funds to address the lost instructional time through the implementation of evidence-based interventions and ensure that those interventions such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, extended school year programs, or other evidence-based interventions respond to students’ academic, social, and emotional needs and address the disproportionate impact of COVID-19 on student subgroups (each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children in foster care).

Note: The SAU is responsible for keeping all documentation and evidence of checked assurances from Part 1 and Part 2 of the ARP ESSER Application.

Check the assurances and certifications then click Save Coversheet.
Welcome to the American Rescue Plan (ESSER) Application
Pine RSU’s Data Entry Menu

ARP GRANT AWARD NOTIFICATION (GAN)

✓ General Directions
✓ Application Setup
Application Coversheet and Assurances

SAU Overall Priorities and Consultation

SAU Plan for Safe Return to In-Person Instruction and Continuity of Services
Reservation to Address the Academic Impact of Lost Instructional Time
Create a Project to Address the of Lost Instructional Time

Remaining ARP ESSER Funds
Create a Project for Remaining ARP ESSER Funds

Budget Summary for Funds Allocated Under ARP ESSER III

A check mark before a link indicates that all required information has been entered in the page.
Meaningful Consultation and Public Comment

Under the Interim Final Rule (IFR), the SAU must engage in meaningful consultation with stakeholders and give the public an opportunity to provide input in the development of its ARP ESSER Application.

1. Check the boxes below to attest that meaningful consultation was conducted with:
   - [ ] students
   - [ ] families
   - [ ] school and district administrators (including special education administrators)
   - [ ] teachers, principals, school leaders, other educators, school staff and their unions

1.a. Additionally, an SAU must engage in meaningful consultation with each of the following, to the extent present in or served by the SAU:
   - [ ] tribes
   - [ ] civil rights organizations (including disability rights organizations)

   and stakeholders representing the interests of:
   - [ ] children with disabilities,
   - [ ] English learners,
   - [ ] children experiencing homelessness,
   - [ ] children in foster care,
   - [ ] migratory students,
   - [ ] children who are incarcerated, and
   - [ ] other underserved students

2. Describe how the SAU provided the public the opportunity to provide input in the development of the SAU’s ARP ESSER Application and how such input was taken into account during the development of the ARP ESSER Application:

Note: SAU must keep evidence of meaningful consultation with stakeholders and opportunities for public comment
Priorities, Data Source, & Stakeholders

SAU Overall Priorities and Consultation

Provide the top 2 or 3 SAU priorities as a result of or in response to the COVID-19 pandemic. Please illustrate the data source(s) utilized and stakeholders that determined the most critical and/or widespread needs experienced by students, staff, community members and educational personnel.

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Data Source</th>
<th>Stakeholder Group(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Data sources should provide measurable data (i.e. performance reports) for allowable uses.
- Stakeholders should align with school community demographics including vulnerable student groups and those disproportionately impacted by the COVID 19 pandemic.
Plan for Safe Return to In-Person Instruction

Welcome to the American Rescue Plan (ESSER) Application
Pine RSU’s Data Entry Menu

- General Directions
- Application Setup
- Application Coversheet and Assurances
- SAU Overall Priorities and Consultation
- SAU Plan for Safe Return to In-Person Instruction and Continuity of Services

Reservation to Address the Academic Impact of Lost Instructional Time
Create a Project to Address the of Lost Instructional Time

Remaining ARP ESSER Funds
Create a Project for Remaining ARP ESSER Funds

Budget Summary for Funds Allocated Under ARP ESSER III

A check mark before a link indicates that all required information has been entered in the page.
Plan for Safe Return to In-Person Instruction

Note: SAU must keep evidence of meaningful consultation with stakeholders and opportunities for public comment.

SAU Plan for Safe Return to In-Person Instruction and Continuity of Services

In Section 2001(i) of the ARP Act, the Safe Return to In-Person Instruction is described and indicates that an SAU must:

- Develop and make publicly available on the SAU’s website a plan for safe return to in-person instruction and continuity of services.
- Before making the plan for safe return to in-person instruction and continuity of services, the SAU will seek public comment and take such comments into account in the development of the plan.
- If the SAU developed a plan that collected public input and is posted on the SAU’s website, then the SAU would be in compliance with Section 2001(1). In addition, Appendix B of the interim Final Rule (IFR) requires that an SAU regularly, but no less frequently than every six months, review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services.

By checking the boxes and responding to the questions below, the Superintendent or their authorized representative is attesting the SAU is aware of the requirements in the APR Act and IFR related to the safe return to in-person instruction and continuity of services.

1. Provide the website Link of the publicly available Plan for Safe Return to In-Person Instruction and Continuity of Services:

2. Describe the process of obtaining public comment(s):

3. The SAU Plan is required by the IFR to be reviewed and revised, no less frequently than every six months.

☐ Checking the box confirms the SAU Plan has been reviewed and revised in the last 6 months

4. Describe the review and revision process confirmed in question 3:

5. Check the boxes below to attest that the plan describes the requirements stated:

☐ (i) how it will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:
    A. Universal and correct wearing of masks.
    B. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).
    C. Handwashing and respiratory etiquette.
    D. Cleaning and maintaining healthy facilities, including improving ventilation.
    E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.
    F. Diagnostic and screening testing.
    G. Efforts to provide vaccinations to school communities.
    H. Appropriate accommodations for children with disabilities with respect to health and safety policies.
    I. Coordination with State and local health officials.

☐ (ii) how it will ensure continuity of services, including but not limited to services to address students’ academic needs and students’ and staff social, emotional, mental health, and other needs, which may include student health and food services.
Reservation to Address Impact of Lost Instructional Time
(20% Reservation Project)

Welcome to the American Rescue Plan (ESSER) Application
Pine RSU's Data Entry Menu

ARP GRANT AWARD NOTIFICATION (GAN)

General Directions

Application Setup

Application Coversheet and Assurances

SAU Overall Priorities and Consultation

SAU Plan for Safe Return to In-Person Instruction and Continuity of Services

Reservation to Address the Academic Impact of Lost Instructional Time
Create a Project to Address the of Lost Instructional Time

Remaining ARP ESSER Funds
Create a Project for Remaining ARP ESSER Funds

Budget Summary for Funds Allocated Under ARP ESSER III

A check mark before a link indicates that all required information has been entered in the page.
Selection of 20% Reservation Project (s)

Using projects on auto-populated list will aid in approval and reporting requirements.

A list of allowable evidence-based interventions is provided.

“Other” is for evidence-based interventions that are not already listed here (refer to U.S. Dept. of Education’s COVID 19 Handbook for other allowable evidence-based interventions).
1. Auto-populated

2a. Only check those grade levels that apply.
   *Example: Credit Recovery typically applies to only grades 9th to 12th*

2.b Only check those student subgroups that apply
   *Refer back to 2nd bullet on slide 13*

3. Funds may be spread out over multiple years

4. Assess impact of intervention on student progress
Enter budget amounts without commas or periods into the correct object codes.

Projects can be deleted if needed.

Budget tracking will show at the bottom of each project page.

Make sure to SAVE project before moving to the next project.
Remaining ARP ESSER Funds (after 20% Reservation)

Welcome to the American Rescue Plan (ESSER) Application
Pine RSU's Data Entry Menu

ARP GRANT AWARD NOTIFICATION (GAN)

- General Directions
- Application Setup
- Application Coversheet and Assurances
- SAU Overall Priorities and Consultation
- SAU Plan for Safe Return to In-Person Instruction and Continuity of Services
- Reservation to Address the Academic Impact of Lost Instructional Time
  - Create a Project to Address the Impact of Lost Instructional Time
- Remaining ARP ESSER Funds
  - Create a Project for Remaining ARP ESSER Funds
- Budget Summary for Funds Allocated Under ARP ESSER III

A check mark before a link indicates that all required information has been entered in the page.
Chose the most appropriate allowable use for project. Projects should be focused and not a compilation of activities, purchases, and services.

Project should all be related to the same allowable use, if not a new project should be created.

*Example: Installing Ventilation System in Elementary School; Allowable use is “improving indoor air quality”. Credit Recovery or Summer Programming would be separate projects*

“Other” is for allowable uses that are not already listed here, not as a method to combine all uses into one project.
1. Unique Title
2. Auto-populated
3. Funds may be spread out over multiple years

4. List products and/or services to be procured and estimated cost as a result of this project:

5. Project Budget

5. Enter budget amounts without commas or periods into the correct object codes
Welcome to the American Rescue Plan (ESSER) Application
Pine RSU's Data Entry Menu

ARP GRANT AWARD NOTIFICATION (GAN)

- General Directions
- Application Setup
- Application Coversheet and Assurances
- SAU Overall Priorities and Consultation
- SAU Plan for Safe Return to In-Person Instruction and Continuity of Services
- Reservation to Address the Academic Impact of Lost Instructional Time
  Create a Project to Address the of Lost Instructional Time
- Remaining ARP ESSER Funds
  Create a Project for Remaining ARP ESSER Funds

Budget Summary for Funds Allocated Under ARP ESSER III

A check mark before a link indicates that all required information has been entered in the page.
Budget Summary Chart

Project and object code amounts are auto-populated from project pages.

If the total of budgets does not meet the Cumulative Federal Award Amount you will see a warning message.

Budget Summary for ARP ESSERF 3 Funds

<table>
<thead>
<tr>
<th></th>
<th>1000-2000</th>
<th>3000-5000</th>
<th>6000</th>
<th>7000</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation Projects</td>
<td>Salaries &amp; Benefits</td>
<td>Purchased Services</td>
<td>Supplies</td>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Credit recovery</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total of Reservation Projects</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Ventilation</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Total of Additional Projects</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>Total of all Project Budgets</td>
<td>$1,000,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,000,000.00</td>
</tr>
</tbody>
</table>

Note: Actual expenditures will be reported monthly through a Web Based ESF Report and verified quarterly via MEFS (Maine Education Financial System). ARP ESSER 3 funds are to be fully obligated and expended by September 30, 2023, excluding a 12 month Tydings Amendment. The funds fall under federal cash management on both the State and sub-recipient levels.

The total of reservation project budgets ($0.00) is less than the required set-aside ($112,000.11). The difference is ($112,000.11). This application cannot be submitted.

The total of budgets ($1,000,000.00) is not equal to the allocation ($560,000.56). The difference is ($439,999.44). This application cannot be submitted.
Once each page of the application is complete, you will see a checkmark next to each page on the Data Entry Menu, as well as a notification indicating that you can now submit the application.

Click SUBMISSION on the blue menu bar when you are ready to submit the application.
Click on Download ARP ESSER 3 Application for Viewing to see the print formatted version of the application.

Check to be sure the Superintendent’s email address is correct. If it is not, return to Data Entry and go to Application Setup to make any changes.

Click Email Electronic Signature to send the certification email to the Superintendent. The Superintendent will be given instructions to log in and certify/submit the application.
Resources and Contact Information

- **ARP-ESSER Application Instructions**
- **ARP Law**
- **US ED APR ESSER**
- **ARP ESSER Interim Final Rule**
- **Use of Funds FAQ Document**
- **Maine's Federal Emergency Relief Programs**

<table>
<thead>
<tr>
<th>Shelly Chasse-Johndro</th>
<th>Monique Sullivan</th>
<th>Karen Kusiak</th>
<th>Nicole Denis</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Shelly.chassejohndro@maine.gov">Shelly.chassejohndro@maine.gov</a></td>
<td><a href="mailto:Monique.sullivan@maine.gov">Monique.sullivan@maine.gov</a></td>
<td><a href="mailto:Karen.kusiak@maine.gov">Karen.kusiak@maine.gov</a></td>
<td><a href="mailto:Nicole.L.denis@maine.gov">Nicole.L.denis@maine.gov</a></td>
</tr>
</tbody>
</table>