OFERP Office Hours
5/5/2022

Thursday, May 5, 2022 - 9:00am
Office of Federal Emergency Relief Programs (OFERP)
OFERP Introductions

- Shelly Chasse-Johndro, Director
- Monique Sullivan, ARP Coordinator
- Karen Kusiak, CARES & CRRSA Coordinator
- Kevin Harrington, GEER/EANS Coordinator
- Maisha Asha, Fiscal Coordinator
- Robert Palmer, Procurement Analyst

Welcome to our Newest Teammates

- Deanna Roberge, Management Analyst
- Terri Beal, Contracted Invoice Reviewer
Today's Topics

- Welcome Business Managers!
- Interactive - Poll Questions

Today's topics include:
- Background Information
- Application orientation
- Invoicing and reimbursement
- Good practices
- Definitions and distinctions
Today’s Objectives

• To increase our understanding of invoice requirements for a more efficient and effective reimbursement process

• To strengthen communication between business managers and ESSER application coordinators

• To avoid the reopening, resubmitting, and unnecessary delays in the reimbursement process

• To strengthen the alignment between the programmatic and fiscal components of federal emergency relief funding
Poll Question: Why might this reimbursement request be returned to the SAU?

A. The billing period does not align to the trial balance dates.
B. The charges are equal to the funds invoiced.
C. The billing period exceeds three-months.
D. Options A and C
Poll Question: Why might this reimbursement request be returned to the SAU?

A. The funds invoiced does not match the trial balance amount.
B. The Billing Date is not included in the billing period.
C. The FGRS is seeking reimbursement for salaries, but the trial balance provides documentation for supplies.
D. Option B and C
### Poll Question: Why might this reimbursement request be returned to the SAU?

A. In the application there is narrative to support salaries, supplies, and equipment.

B. There is $70 invoiced in COVID-19 Student Supports purchased services.

C. The total amount invoiced in COVID-19 Student Supports supplies.

#### COVID-19 Student Supports

<table>
<thead>
<tr>
<th></th>
<th>1000-2000 Salaries &amp; Benefits</th>
<th>3000-5000 Purchased Services</th>
<th>6000 Supplies</th>
<th>7300 Equipment</th>
<th>8000 Other</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Student Supports</td>
<td>$165,956.66</td>
<td>$0.00</td>
<td>$3,643.58</td>
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<td>$0.00</td>
<td>$249,909.68</td>
</tr>
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<td>Previous Invoice Totals</td>
<td>$17,600.76</td>
<td>$55.00</td>
<td>$8,411.38</td>
<td>$76,625.44</td>
<td>$0.00</td>
<td>$102,692.58</td>
</tr>
<tr>
<td>Funds Invoked</td>
<td>$21,229.89</td>
<td>$70.00</td>
<td>$2,528.87</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$23,827.75</td>
</tr>
<tr>
<td>Total</td>
<td>$38,829.65</td>
<td>$125.00</td>
<td>$10,940.25</td>
<td>$76,625.44</td>
<td>$0.00</td>
<td>$126,520.34</td>
</tr>
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COVID-19 Student Supports: $123,389.34
ESSER Funds

- **Unprecedented amount** of federal emergency relief funding
  - ESSER allocations are proportionate to Title I Allocations

<table>
<thead>
<tr>
<th>Highest</th>
<th>Average</th>
<th>Lowest</th>
</tr>
</thead>
<tbody>
<tr>
<td>$31,873,646</td>
<td>$2,982,923</td>
<td>$9,705</td>
</tr>
</tbody>
</table>

- Separate Acts with **similar allowable uses**
  - Providing a level of flexibility to meet the identified needs

- **No supplemental vs supplant** provision
  - Maintenance of Effort and Maintenance of Equity

- **Short Period of Allowability**

- **Vulnerable** to fraud, waste, abuse, and mismanagement, or need transformation
Application Review

- Prepare for, preventing, and responding to the pandemic
- Allowable expense per federal statute
- Evaluated for necessity

Project and Expense

- SAU conducts the approved project
- Expense is generated and SAU processes payment

Reimbursement Request

- SAU provides documentation and seeks reimbursement for paid expense
Poll Questions:

1. Why
   Why is alignment between the ESSER application and the Federal Grant Reimbursement System important?
   A. Creates an opportunity to work toward a common goal.
   B. Invoice reviewing can be accomplished in a timely manner.
   C. Provides clear communication to stakeholders and illustrates use of funds.
   D. All the Above
   E. None of the Above

2. How
   How can the ESSER Coordinator and the Business Manager support each other to confirm alignment?
   A. Provide both roles with a copy of the application
   B. Identify project when providing paperwork for reimbursement request
   C. Submit monthly reimbursement invoices
   D. Quarterly check-in with ESSER Coordinator and Business Manager
   E. All the Above
Alignment between the ESSER Application and the Federal Grant Reimbursement System is very important. Providing a copy of the ESSER application to the business manager is very helpful since it contains both the budget and narrative summary.

**ESSER Application (Budget, Narrative Summary)**

<table>
<thead>
<tr>
<th>COVID-19 Related Costs</th>
<th>1000-2000 Salaries &amp; Benefits</th>
<th>3000-5000 Purchased Services</th>
<th>6000 Supplies</th>
<th>7300 Equipment</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Student Supports</td>
<td>$106,969.60</td>
<td>$5,119.88</td>
<td>$119.88</td>
<td>$41,000.00</td>
<td>$153,209.36</td>
</tr>
</tbody>
</table>

**Summer School**
- Salaries and Benefits (teachers) = $109,489.48
- Purchased Services (Transportation) = $1,600
- Supplies (student) = $119.88

**Technology**
- Equipment (devices) = $40,000
- Purchased Service (Jamf license) = $2,000

**Federal Grant Reimbursement System**

<table>
<thead>
<tr>
<th></th>
<th>1000-2000 Salaries &amp; Benefits</th>
<th>3000-5000 Purchased Services</th>
<th>6000 Supplies</th>
<th>7300 Equipment</th>
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</tr>
</thead>
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<td>$5,119.88</td>
<td>$119.88</td>
<td>$41,000.00</td>
<td>$153,209.36</td>
</tr>
<tr>
<td>Previous Invoice Totals</td>
<td>$40,970.36</td>
<td>$0.00</td>
<td>$2,333.20</td>
<td>$41,000.00</td>
<td>$84,303.56</td>
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<tr>
<td>Funds Invoiced</td>
<td>169,288.10</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>169,288.10</td>
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<tr>
<td>Total</td>
<td>$57,898.46</td>
<td>$0.00</td>
<td>$2,333.20</td>
<td>$41,000.00</td>
<td>$101,231.66</td>
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</tbody>
</table>

**COVID-19 Student Supports**
- $51,977.70
Invoicing Instructions

OFERP Website - CARES ESSER 1 & CRRSA ESSER 2, and APR ESSER 3

**CARES & CRRSA**

Invoice submission should include:

- **Trial Balance**
  - A detailed trial balance
  - Trial balance period must match period being invoiced
- **Invoice List (optional)**
  - It would be very helpful if, in addition to the Trial Balance, a list of invoices by Category and type (i.e. Student Supports-7300, Staff Support-3000 be provided)

**APR**

Invoice submission should include:

- **Trial Balance**
- **Copies of paid receipts / POs**
  - Receipts / POs for each expense need to be submitted. Only POs and Invoices are needed, no checks.
  - Write the Project and Category on each receipts/POs
- **Invoice List**
  - List of invoices by project and Category (i.e. Family Support-6000 which means the Family support project and the supplies budget category.)
Emergency Assistance for Non-Public School (EANS)

Grant Award Notification: Attachment D

Invoice submission includes:

- **Trial Balance**
  - A detailed trial balance
  - Trial balance period must match period being invoiced
  - Detailed Trial Balance that indicates date of purchase, supplier, and amount

- **Copies of paid receipts / Purchase Orders (POs)**
  - Receipts / POs for each expense need to be submitted. Only POs and Invoices are needed, no checks.

- **Invoice List**
  - Write the Project and Category on receipts/POs (i.e. Sanitize-6000 which means the sanitize project and the supplies budget category.)
Invoicing Practices

Requirements to attach supporting documents in the Federal Grant Reimbursement System (GEMS):
- The file needs to be converted to PDF prior to being attached
- The file size should be less than or equal to 5MB
- The file name should not contain any space or any special characters (?!@#$%^&*)
Providing a list of invoices, in addition to the trial balance, by project and category is very helpful to map invoice expenses with the trial balance. This summary sheet, example below, helps the review team to see each project, budget category and expense. (I.e. Student Support – Supplies in addition to Food Services – Supplies).

**Invoice 1006**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>VENDOR</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Supports Supplies</td>
<td>Staples</td>
<td>2605-1100-1000-56100-950</td>
<td>Portfolios</td>
<td>157.25</td>
</tr>
<tr>
<td></td>
<td>Amazon</td>
<td>2605-1100-1000-56100-950</td>
<td>DRONE parts and batteries-Science</td>
<td>420.96</td>
</tr>
<tr>
<td></td>
<td>Discount School Supplies</td>
<td>2605-1100-1000-56100-950</td>
<td>PreK Summer Books</td>
<td>221.36</td>
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<tr>
<td></td>
<td>Stacey McCluskey</td>
<td>2605-1100-1000-56100-950</td>
<td>Reimb. Scholaristic Membership</td>
<td>62.98</td>
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<tr>
<td></td>
<td>William Sadlier</td>
<td>2605-1100-1000-56100-950</td>
<td>Phonics &amp; Vocabulary Student Resources</td>
<td>288.77</td>
</tr>
<tr>
<td></td>
<td>Scholastic Book Clubs</td>
<td>2605-1100-1000-56100-950</td>
<td>Weighted Seats-3</td>
<td>67.50</td>
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<tr>
<td>Prof Serv</td>
<td>US Cellular</td>
<td>2605-1100-1000-53300-950</td>
<td>Hotspots monthly fee</td>
<td>1689.60</td>
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<tr>
<td></td>
<td>US Cellular</td>
<td>2605-1200-1000-53300-990</td>
<td>Hotspots monthly fee</td>
<td>1689.60</td>
</tr>
<tr>
<td>Transportation Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Services Supplies</td>
<td>Dennis Paper</td>
<td>2605-0000-3140-56000-900</td>
<td>Take Home &amp; Remote Meal Packaging</td>
<td>43.72</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Community Service</td>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

**Total CARES Expenses May 2021**

<table>
<thead>
<tr>
<th></th>
<th>0.00</th>
<th>4641.74</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>43.72</td>
<td></td>
</tr>
<tr>
<td></td>
<td>43.72</td>
<td></td>
</tr>
</tbody>
</table>
Providing a list of invoices, in addition to the trial balance, by project and category is very helpful to map invoice expenses with the trial balance.
Poll Question: How many months can a reimbursement request be up to?
A. One month  
B. Three months  
C. Six months  
D. Twelve months  
E. Options A and B  
F. Options B and C  
G. Options C and D  
H. All the above  
I. None of the above
Reimbursement Request

Reimbursement requests should be processed:
• **Monthly**, ideally, but cannot span more than three months

Reimbursement requests cannot:
• Span different fiscal years (July to June)
• Will not be processed with an unapproved and/or opened application

Please note that reimbursement requests:
• Should not be deleted once the invoice has been created.
Established **quarterly check-ins** allows time to discuss:

1. Discuss fiscal and programmatic changes that affect invoicing and the application.
2. Align expenses on trial balance and other documentation to projects in the invoice.
3. Determine object codes with expenses in the approved projects. (Purchased Services vs Supplies vs Equipment)
4. Discuss expenses that are needed to be budgeted in the application.
5. Identify projects that need to be adjusted based on changing needs.
Poll Question: Can the following reimbursement request be processed?

A. Yes
B. No
Down Payments and Loans

The above reimbursement request be **CAN NOT** be processed because:

- A prepayment would fall into the definition of an improper invoice because we cannot deem the property, products or services to be satisfactory.

- Not prepaying is an internal control the Office of State Controllers' utilizes to ensure that we are only paying for work that has been completed and deemed satisfactory. Having internal controls is a requirement of the Federal Uniform Guidance.
Title 5 in Maine State Statute

§1552. Definitions
As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings. [PL 1983, c. 655 (NEW).]

4. Improper invoice. "Improper invoice" means an invoice which is:
   A. Incorrectly calculated; [PL 1983, c. 655 (NEW).]
   B. Received for property, products or services that are unsatisfactory with respect to quantity or quality; or [PL 1983, c. 655 (NEW).]
   C. Received for property, products or services for which there is no request. [PL 1983, c. 655 (NEW).] [PL 1983, c. 655 (NEW).]

5. Proper invoice. "Proper invoice" means an invoice for property, products or services deemed to be satisfactory in quality and quantity, in conformance with the request of the state agency and on which the amount due has been correctly calculated.

Chapter 85 of SAAM

85.30.20 Payment of Invoices

85.30.20a Standards - In accordance with Title 5 §1553 subsections:

(2) In the event the state agency receives an improper invoice, the agency shall immediately notify the business concern in writing. This written notice shall reasonably describe why the invoice is deemed to be improper. Disputes shall be handled under section 1510-A.

...
**Poll Question:** The project in the SAU’s ESSER application has:

| 1. 100 iPads to support hybrid learning to connect teachers and students in cohorts, | 2. an online subscription to IXL software for all students in grades K-3, | 3. individual meal packages, single use utensils, and sanitize wipes for meal delivery to remote learning students, |
| 4. A reach-in refrigerator to store the increased number of individual meals and support the summer school meals, | 5. research-based curriculums that will be implemented to support all our students by mitigating learning loss, | 6. With the need for additional storage space, we will have a 20 x 22 storage shed built, |

which would be in the following budget category:
- A. Purchase Services
- B. Supplies
- C. Equipment
Purchase Service

3000 – Purchased Professional and Technical Services

• Services that by their nature can be performed only by persons or firms with specialized skills and knowledge. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Services purchased from another school administrative unit should be coded to object 5900 series.
6000 – General Supplies

- Amounts paid for items that are consumed, are worn out, or have deteriorated through use or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
7301 – Equipment

- Equipment is tangible personal property, with a useful life of one year or more, and has an acquisition cost of $5000.00 or more per unit or is considered “highly walkable”.
- “Highly walkable” items include but are not limited to computers, laptops, iPads, PDAs, audio-visual equipment, televisions, DVD players, printers, copiers, cameras, hand tools, cell phones, etc.
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| A reach-in refrigerator to store the increased number of individual meals and support the summer school meals, | research-based curriculums that will be implemented to support all our students by mitigating learning loss, | With the need for additional storage space, we will have a 20 x 22 storage shed built, |

which would be in the following budget category:

A. Purchase Services  
B. Supplies  
C. Equipment
And the Answer is:

<table>
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<th>Purchased Services</th>
<th>Supplies</th>
</tr>
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<th>Supplies</th>
<th>Purchased Services</th>
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Maine Department of Education
Supplies vs. Equipment

CRITERIA FOR DISTINGUISHING SUPPLY ITEMS FROM EQUIPMENT ITEMS

At first "no", item is determined to be a supply, not equipment

- Lasts more than one year
  - Yes → NO
  - No → Repair rather than replace

- Repair rather than replace
  - Yes → NO
  - No → Independent unit rather than incorporated into another unit item

- Independent unit rather than incorporated into another unit item
  - Yes → NO
  - No → Cost of tagging and inventory is small percent of item cost

- Cost of tagging and inventory is small percent of item cost
  - Yes → NO
  - No → Exceeds minimum dollar value mandated by state or other governmental unit (with due regard for group control of some items)

- Exceeds minimum dollar value mandated by state or other governmental unit (with due regard for group control of some items)
  - Yes → NO
  - No → "Highly walkable" items
  - Yes → EQUIPMENT**

** EQUIPMENT**

An equipment item is any instrument, machine, apparatus or set of articles that meets all of the following criteria:

1) It retains its original shape, appearance and character with use.
2) It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
3) It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit.
4) Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

https://www.maine.gov/doe/sites/maine.gov.doe/files/2020-01/supplychart%5B1%5D.pdf
Poll Question: Are you required to inventory the device (i.e. iPad, computer, camera) if it is included in the supplies budget category in the ESSER Application and the Federal Grant Reimbursement System?

A. Yes
B. No
Equipment Inventory Requirements

The SAU must have a policy/procedure for tracking equipment inventory which meets federal requirements.

2 CFR Part 200.302(b)(7)
Written procedures for determining the allowability of costs in accordance with subpart E of this part and the terms and conditions of the Federal award.

2 CFR Part 200.319(C)
The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
Equipment Inventory Requirements

- Required to inventory all device(s), equipment and supplies with a per unit cost of $100 or more and/or items that are “highly walkable” per the state’s definition.
- The procedure identified for properly inventorying property purchased must include:
  I. Unique, self-determine inventory number;
  II. Item description including make and model;
  III. Each individual model and serial number to reflect the number of items purchased;
  IV. Vendor or source of purchase;
  V. Acquisition date;
  VI. Cost per unit;
  VII. The condition of the property;
  VIII. The physical location of the property; and
  IX. Note any safeguarding measures of the property.

Each item will need to be tagged!
Poll Question: Why might this reimbursement request be returned to the SAU?

A. The billing period does not align to the trial balance dates.
B. The charges are equal to the funds invoiced.
C. The billing period exceeds three-months.
D. Options A and C
And the Answer is:

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D. Option A and C
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D. Option A and C
**Poll Question:** Why might this reimbursement request be returned to the SAU?

A. In the application there is narrative to support salaries, supplies, and equipment.

B. There is $70 invoiced in COVID-19 Student Supports purchased services.

C. The total amount invoiced in COVID-19 Student Supports supplies.

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<td>$76,625.44</td>
<td>$0.00</td>
<td>$102,692.58</td>
</tr>
<tr>
<td>Funds Invoiced</td>
<td>21228.89</td>
<td>70.00</td>
<td>2528.87</td>
<td>0.00</td>
<td>0.00</td>
<td>23827.78</td>
</tr>
<tr>
<td>Total</td>
<td>$38,829.65</td>
<td>$125.00</td>
<td>$10,940.25</td>
<td>$76,625.44</td>
<td>$0.00</td>
<td>$126,520.34</td>
</tr>
</tbody>
</table>

**COVID-19 Student Supports** $123,389.34
And the Answer is:

A. The lack of narrative for the $55 previously invoices for purchased services.

B. There is no budget in purchased services in the application, so no invoice can be processed with a reimbursement request of this budget category.

C. The total amount is over the budget amount but has not met the 10% overage threshold yet.
Reimbursement Timeline

Please note that the timeline for reimbursements is:

- 7-10 business days for OFERP initial invoice review
  - Please note this has been extended to 15-25 days due to limited staff and increased invoices

- 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.
<table>
<thead>
<tr>
<th>Fund</th>
<th>Federal Award</th>
<th>CFDA #</th>
<th>Fund Code</th>
<th>Revenue Code</th>
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<tbody>
<tr>
<td>CARES ESSER I</td>
<td>S425D200004</td>
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**Invoice Timeline**

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<th>Expenses Occur, Completed and Received by:</th>
<th>Invoice Maine Department of Education by:</th>
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Resources


- Use of Funds FAQ

- Maine's Federal Emergency Relief Programs
## Contact Information

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<tr>
<th>Emergency Relief Funds</th>
<th>APR ESSER</th>
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<tr>
<td>Shelly Chasse-Johndro</td>
<td>Monique Sullivan</td>
<td>Karen Kusiak</td>
<td>Kevin Harrington</td>
</tr>
<tr>
<td>Shelly.Chassejohndro @maine.gov</td>
<td>Monique.Sullivan @maine.gov</td>
<td>Karen.Kusiak @maine.gov</td>
<td>Kevin.Harrington @maine.gov</td>
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<tr>
<th>Federal Fiscal Coordinator</th>
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<th>Management Analyst</th>
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<tr>
<td>Maisha Asha</td>
<td>Robert Palmer</td>
<td>Deanna Roberge</td>
<td>Terri Beal</td>
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<tr>
<td>Maisha.Asha @maine.gov</td>
<td>Robert.W.PalmerIV @maine.gov</td>
<td>Deanna.Roberge @maine.gov</td>
<td>Terri.Beal @maine.gov</td>
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Please unmute yourself or use the chat to ask questions!