

OFERP Training

11/03/2022

Thursday, November 3, 2022 – 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
- Kevin Harrington, GEER/EANS Coordinator
- Maisha Asha, Fiscal Coordinator
- Robert Palmer, Procurement Analyst
- Deanna Roberge, Management Analyst
- Rebecca Mitchell, Management Analyst
- Terri Beal, Contracted Invoice Reviewer

Today's Topics and Objectives

Today's **topics** include:

- Reopening of ARP ESSER III applications
- Stakeholder Consultation vs Public Comment
- Subscriptions, licenses, and warranties
- MoEquity for non-excepted SAUs

Today's **objective**:

- Participants will be able to use ESSER funds effectively and in alignment with federal requirements

Office Hours

The Office of Federal Emergency Relief Programs (OFERP) hosts a monthly office hour on the **1st Thursday of every month at 9:00am.**

[Registration Link](#)

Newsletters

The Office of Federal Emergency Relief Programs (OFERP) publishes monthly newsletters.

OFERP Newsletters

Emergency Relief Timeline

	Funds obligated by:	Submit reimbursement requests to Maine DOE by:
CARES ESSER I	September 30, 2022	December 30, 2022
CRRSA ESSER II	September 30, 2023	December 30, 2023
ARP ESSER III	September 30, 2024	December 30, 2024

CARES ESSER I is in the Liquidation Period

2 CFR § 200.343(b) Liquidation

The drawing down and expenditure of funds by grantee for obligations incurred during the grant's legal obligation period. Timely liquidation occurs during the legal obligation period on and through the first 120 days after the final day of that period or an extension of the period by U.S. Department of Education.

Updating GEMS Contacts

Updating a GEM Login and Password

This refers to logins for the Federal Grant Reimbursement System, ESSER, EANS, ARP and CRF.

If you do not have access to the outgoing staff member's login, email support@gemschoolsoftware.com with your name, email address, district name and the name of the staff member you are replacing.

Federal Grant Reimbursement System

Click ACCOUNT on the blue menu bar at the top of the page.



A small window will appear. Here you can change the Account Name and Account Email. Check the box next to Change Login/Password and click Post Update.

***Be sure to write down the new login and password before logging out.**

A screenshot of a web form titled "Pine RSU Grant Reimbursement Account Maintenance". The form has two sections. The first section is "Information for account you logged in with:" and contains fields for Account Name (Account Manager), Account Email (a redacted email address), Account Login (a redacted login), and Password (a redacted password). There is a checkbox for "Change Login/Password" which is checked. The second section is "Information for other Pine RSU Grant Reimbursement Accounts:" and contains fields for Account Name (Gary Seekins) and Account Email (support@gemschoolsoftware.com). A "Post Update" button is at the bottom. Red arrows point to the Account Name and Account Email fields in the first section, and to the "Change Login/Password" checkbox and the Account Email field in the second section.

You can update the email address on other accounts in your district here. This will not update their name or login info.

New logins will be the beginning of your email address and passwords are computer generated.

ESSER Application

- U.S. Department of Education suggest a four-part framework for analyzing ESSER spending:
 - Is the use of funds intended to **prevent, prepare for, or respond to the COVID-19 pandemic**, including its impact on the social, emotional, mental health, and academic needs of student?
 - Does the use of funds fall under one of the **authorized used** of funds?
 - Is the use of funds permissible under the **Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards** (Uniform Guidance, 2 CFR Part 200)? In particular, is it necessary and reasonable for the performance of the ESSER award?
 - Is the spending aligned with **meaningful stakeholder consultation and SAU priorities?**

Reopening ARP ESSER III applications

Reminders:

1. The review timeline is 2-3 weeks
2. No invoices can be processed while the application is in “open” status
3. All revisions must align to meaningful stakeholder consultation and SAU priorities
4. The application in GEM must align to the publicly available Use of Funds plan on the SAU's website for the duration of the ARP ESSER III grant.
5. The Use of Funds plan must be accessible to the public throughout the duration of the grant's period of allowability and align to the GEM's application.
6. Although funds can be moved to other projects, no previously “approved” project can be deleted.
7. Throughout the grant's period of allowability, all projects must “prepare for, respond to, and/or prevent COVID 19”
8. All projects must be reasonable, necessary and align to an allowable use
9. As we move further away from the emergency of the pandemic the tie to COVID 19 is essential.
10. It is recommended that SAUs budget more than 20% Reservation to avoid being out of compliance with the statutory requirement.
11. The Return to In-Person Instruction plan must be accessible to the public on the SAU's website throughout the duration of the grant's period of allowability and must be reviewed every 6 months.

Consultation vs. Public Comment

Meaningful Stakeholder Consultation	Public Comment
Stakeholder groups defined in ARP statute and IFR	Not defined in ARP statute;
Required Stakeholder groups-students, families, school and district administrators (including special education administrators), teachers, principal, school leaders, other educators, school staff, and their unions	School board meeting public comment opportunities may not include all required stakeholder groups
Additional stakeholder groups that represent the school community	All pertinent stakeholder groups may not be invited to participate in public comment opportunities
Revisions made to ARP ESSER III application, must align with the meaningful stakeholder consultation	See local school board policies and state statute
*SAU is responsible for maintaining documentation; Subject to FOAA requests	See Above

Subscriptions, licenses, and Warranties

- Any services covering multiple fiscal years, such as warranties, maintenance plans, and software subscriptions, must be prorated and can only be charged to Federal funds for the cost amount during a **grant's period of allowability**.
 - *Please note that ESSER is a multi-year grant*
- Invoice billing periods **cannot span over multiple fiscal years**.

Subscriptions, licenses, and Warranties

Guidelines-

- Costs for licenses/subscriptions are included in the receipts in various ways and whether it requires to be prorated or not, will depend on how it is presented in the receipt.
- If it is a license that is included in the purchase price - not itemized out with the length of the license, it doesn't need to be prorated. It can be approved as part of the chrome book/product purchased.
- If not bound by time (ie. 2- or 3-year subscription) the payment can be processed as long as it is requested as Purchased Services. The reason for this is because there is no concrete time to align the proration to.
- For perpetual license, if you do not need to return the devices at the end of the ESSER program, you don't have to prorate the perpetual license. If, however, a new version of the software comes out before the ESSER program is over, you would need to prorate that cost should you decide to purchase it.

Budget vs. Expenses

- Reimbursement request should match with the approved application.
- Expense category in the reimbursement request should also match with the category it is posted under.
- Example-

Expenditure/Other Uses				
Account Code	Account Description	Debit	Credit	Total
2614-0000-2130-1590-010	Stipends Paid-Other	\$500.00		\$500.00
2614-0000-2130-2090-010	Employee Benefits for Other Employees	\$25.15		\$25.15
2614-0000-2130-2090-300	Employee Benefits for Other Employees	\$15.90		\$15.90
2614-0000-2130-2390-010	Retirement Contributions for Other Employees	\$51.00		\$51.00
2614-0000-2500-7351-900	Technology Software	\$50.00		\$50.00
2614-0000-2700-7301-900	TRANSPORTATION GARAGE EQUIPMENT	\$5,569.00		\$5,569.00
Sub Total		\$6,211.05		\$6,211.05
b Total		\$6,510.86	\$6,510.86	\$0.00
and Total		\$6,510.86	\$6,510.86	\$0.00

Maintenance of Equity (MOEquity)

*Superintendents, Applicant Coordinators and Business Managers of SAUs non-excepted received a data form that needs to be completed by **November 23, 2022**. The information gathered from this form will be compiled and published on the OFERP's website by December 31, 2022.*

List of non-excepted SAUs FY'22:

Auburn Public Schools	RSU 10	RSU 52
Augusta Public Schools	RSU 13	RSU 54
Bangor Public Schools	RSU 14	RSU 60
Gorham Public Schools	RSU 15	RSU 61
Lewiston Public Schools	RSU 16	RSU 71
Portland Public Schools	RSU 17	RSU 75
RSU 1	RSU 18	RSU 78
RSU 2	RSU 21	Saco Public Schools
RSU 3	RSU 22	Sanford Public Schools
RSU 5	RSU 38	Scarborough Public Schools
RSU 6	RSU 40	Westbrook Public Schools
RSU 9	RSU 49	

Transparency about MoEquity

SAUs are encouraged to make MoEquity data and information publicly available on their websites to ensure that parents, families, local communities, and other educational stakeholders are aware of how SAUs are maintaining equity for their high poverty schools.

See MoEquity FAQ Q34 p. 23

Each LEA should consider making publicly available data and information such as:

1. Which schools are identified as high-poverty schools in the LEA and demographic information for each such school compared to the entire LEA;
2. The per-pupil amount of funding for each high-poverty school in the LEA in FYs 2021, 2022 and 2023;
3. The per-pupil amount of funding in the aggregate for all schools in the LEA in FYs 2021, 2022 and 2023;
4. The per-pupil number of FTEs for each high-poverty school in the LEA in FYs 2021, 2022 and 2023;
5. The per-pupil number of FTEs in the aggregate for all schools in the LEA in FYs 2021, 2022 and 2023; and
6. Whether the LEA did not maintain equity for any high-poverty school in FY 2022 or 2023.

Resources

- ESSER Page: <https://oese.ed.gov/offices/education-stabilization-fund/elementary-secondary-school-emergency-relief-fund/>
- EANS Page: <https://oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/>
- [Use of Funds FAQ](#)
- [Maine's Federal Emergency Relief Programs](#)

Contact Information

Emergency Relief Funds	APR ESSER	CARES and CRRSA ESSER, CRF	GEER and EANS
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Federal Fiscal Coordinator	Procurement Analyst	Management Analyst	Management Analyst	Contracted Invoice Reviewer
Maisha Asha	Robert Palmer	Deanna Roberge	Rebecca Mitchell	Terri Beal
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Q & A

Please unmute yourself or use the chat to ask questions!

