

ESSER Performance Report Presentation for Maine ASBO

Friday, February 11, 2022 - 9:00am

Office of Federal Emergency Relief Programs (OFERP)

Director	APR Coordinator	CARES and CRRSA Coordinator
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Performance Report Poll

Are you tasked with completing the performance report?

- Yes
- No



ESSER Performance Report

- Due by Friday, March 25, 2022
- The projects and expenditures should reflect
 - CARES ESSER I - October 1, 2020 to June 30, 2021
 - CRRSA ESSER II – July 1, 2020 to June 30, 2021
 - ARP ESSER III – July 1, 2020 to June 30, 2021
- All invoices through June 30, 2021 should be submitted
- The ESSER Performance Report does not include:
 - CRF Funding, from the U.S. Department of Treasury or
 - ARP Homeless Children and Youth (HCY) I and HCY II

Tydings and Close Out Terms

- The 12-months Tydings period (General Education Provisions Act §421 (b(1))) has already been granted for all three packages.
- The following is the periods of allowability for the funding:

Funding	ESSER funds are available for obligation by SAUs through	Any funds not invoiced by the date below will no longer be accessible
CARES ESSER I	September 30, 2022	October 15, 2022
CRRSA ESSER II	September 30, 2023	October 15, 2023
ARP ESSER III	September 30, 2024	October 15, 2024

- CARES ESSER funds are available for obligation by SAUs through September 30, 2022, which includes the Tydings period. Any funds not invoiced by 10/15/2022 will no longer be accessible.

Supports and Resources

- [ESSER Performance Report \(blank copy\)](#)
- [Frequently Asked Questions](#)
- [Walk-in Office Hours](#) are offered to assist in the completion of the ESSER Performance Report. No appointment needed but you are required to [register](#), which will provide you with connection information for any of the walk-in office hours listed below. If you have questions, please join us on:

Mondays at 11:00am	Wednesdays at 1:00pm
February 14, 2022	
February 28, 2022	March 9, 2022
March 14, 2022	March 23, 2022

Reporting Statutory Requirements

34 CFR §76.720 State reporting requirements:

This section applies to a State's reports required under [2 CFR 200.327](#) (Financial reporting) and [2 CFR 200.328](#) (Monitoring and reporting program performance), and other reports required by the Secretary and approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995, [44 U.S.C. 3501-3520](#).

34 CFR §76.722 Subgrantee reporting requirements:

A State may require a subgrantee to submit reports in a manner and format that assists the State in complying with the requirements under [34 CFR 76.720](#) and in carrying out other responsibilities under the program.

Purpose of Reporting

- ❑ Availability of funds: funds invoiced, remaining balance
- ❑ Adherence to 2 CFR Part 200 - Cost Principles
- ❑ Expense and Reimbursement alignment with approved projects
- ❑ Expense alignment with allowable uses as required by CARES, CRSSA, and ARP statute and guidance (COVID 19 Handbooks, FAQs, and IFR)
- ❑ Expense alignment with goals and priorities
- ❑ Information to respond to inquiries from legislators, community members, and other stakeholder groups.

Example - *Legislators have asked for the number of SAUs using federal relief to upgrade school and building ventilation.*

Performance Report Poll

If you are completing the ESSER Performance Report, have you started the report?

- Yes
- No



GEM Portal



Maine Department of Education
Application Website



Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website.

School Emergency Relief Fund (ESSERF) Applications

- [ESSERF 1 Application](#)
- [ESSERF 2 Application](#)

[Maine Coronavirus Relief Fund \(CRF 2\) Applications](#)

[Emergency Assistance to Non-Public Schools Program \(EANS\)](#)

[American Rescue Plan \(ARP\) Elementary and Secondary School Emergency Relief \(ESSER\)](#)

[ESSER Performance Report](#)

[ARP Homeless Children and Youth II Budget Update](#)

[Federal Grant Reimbursement System](#)

[FY2021 IDEA Year End Report](#)

Elementary and Secondary Education Act Application*

- [FY2021 and earlier ESEA Applications](#)
- [School Year 2019-20 and earlier ESEA Performance Reports](#)

Special Education Programs under IDEA Part B

- [FY2021 and earlier Local Entitlement Applications](#)
- [FY2021 and earlier Local Entitlement Year End Reports](#)

Carl D. Perkins Career and Technical Education Act of 2006

- [FY2021 and earlier Annual Reports](#)
- [FY2021 and earlier Applications](#)

Initially this web site was developed with funding from the U.S. Department of Education, Office of Special Education Programs (OSEP), IDEA General Supervision Enhancement Grant (Contract #H84326 X020020).

Any opinions, findings, conclusions, or recommendations expressed are those of the authors and do not necessarily reflect the views of the U.S. Department of Education or any agency of the US Government.



Project management and custom programming by:
[GEM School Software, Inc.](#)

Go to:

<https://www.4pcamaine.org/>

Click on:

ESSER Performance Report

Username and Password:

Accounts for CRF 2, ESSERF, ARP and the FGERS will grant access to Performance Report

Performance Report Parts

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Part VI: Maintenance of Equity (MOEquity)

*A check mark before a link indicates that all the required information has been entered in the page.
Once all links are checked, including General Directions, you will be able to submit this performance report.*

There are five parts to the Performance Report (PR). Each part represents information needed for USDE annual report.

ESSER funds use is unique to each SAU and will be reflected in their PR.

All the information in the Performance Report Set Up page should be correct because the Performance Report Coversheet (Part I) is populated by the setup information.

Part II-COVID 19 Impact

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1. Indicate how the SAU identified students most impacted by the COVID 19 pandemic.

2. Verify the 6-month review of the **Plan for Safe Return to In-Person Instruction and Continuity of Services* and provide the publicly available URL

3. Provide the URL of the publicly available **Use of Funds Plan*

**Both plans must be continuously available to the public until 9/30/24.*

Part III-Use of Funding

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Connectivity (Part IIIa): Specify how CARES, CRRSA, and ARP funds were used to provide connectivity to students and teachers

Remote Learning (Part IIIb): Specify how ESSER (CARES, CRRSA, and ARP) funds were used to support remote learning

Evidence-Based Interventions (Part IIIc & IIIc): Specify the learning recovery and acceleration programming provided to specific student groups and school health related expenditures

**Prepopulated responses (radial buttons and checkboxes) are provided, and their use is strongly encouraged.*

Part IV-Positions and Staffing

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Part VI: Maintenance of Equity (MOEquity)

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Part 1 - Report FTE positions in 2018, 2019, 2020, 2021 for certain identified positions

Part 2 - Report the number of positions the SAU intended to hire and did hire

Part 3 - Report the number of specific positions (list is provided in PR) retained with CARES, CRRSA, and ARP funds.

**Each part is asking for different information so please read each question carefully.*

Positions and Staffing, Part 1

FTE		FTE	
Administrators (Non-clerical)	Role	Attendance officers	Responsibility
Teachers		Bilingual educators	
Educational Technicians I		English as a Second Language educators	
Educational Technicians II		Nurses and contact tracers	
Educational Technicians III		School counselors	
Staff providing support services (Non-clerical)		School psychologists	
Staff providing support services (Clerical)		Short term contractor	
Other (please specify)		Social workers	
		Special educators, related service personnel and paraprofessionals	

The counts may be different for question 1 and 2; there may not be a one-to-one correspondence between those sections of Part IV, Part 1. To illustrate, it may be that the person who is the attendance officer is hired under one of several possible categories in item 1 (e.g. administrator, ed tech, or clerical support)

Part VI-Maintenance of Equity

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[Part VI: Maintenance of Equity \(MOEquity\)](#)

More information about calculating Maintenance of Equity is available in the OFERP Office Hours (12/2/21) and Maintenance of Equity Resources located on the OFERP Website, found [here](#).

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Part V-Project Expenditures

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CARES Expenditures- Report on the status (activities conducted and invoiced expenditures) of each project from **10/1/20 to 6/30/21**.

CRRSA Expenditures- Report on the status (activities conducted and invoiced expenditures) of each project from **7/1/20 to 6/30/21**.

ARP Expenditures- Report on the status (activities conducted and invoiced expenditures) of each project from **7/1/20 to 6/30/21**.

**Invoices must be submitted for all project activities that occurred within the specified reporting periods (see above).*

Part V-Project Expenditures

	1000-2000	3000-5000	6000	7300	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Total Amount
COVID-19 Student Supports Budget	\$99,000.00	\$3,000.00	\$0.00	\$0.00	\$102,000.00
COVID-19 Student Supports Invoiced Expenditures	990.00	0.00	0.00	0.00	990.00
Remaining Balance as of October 1, 2021	\$98,010.00	\$3,000.00	\$0.00	\$0.00	\$101,010.00
COVID-19 Student Supports Activities Description					
COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support) COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support) COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support) COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support)					
COVID-19 Student Supports Activities Conducted					
not all inclusive: facilitating distance not all inclusive: facilitating distance not all inclusive: facilitating distance					
COVID-19 Staff Support Budget	\$140,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00

Invoicing through June 30, 2021 should be completed before submitting the performance report. The performance report, Federal Grant Reimbursement System and district's financial system reports should coincide.

Before Starting:

- Confirm you have a copy of the most recent application. Review projects, budgets, and expenses in CARES (ESSER I), CRSSA (ESSER II), and ARP (ESSER III) applications.
- Work with applicant coordinator to align expenses and reimbursements with project descriptions and budgets.
 - ☞ **All activities occurring between the reporting dates must be invoiced before completing the ESSER Performance Report (PR).**
 - ☞ CARES ESSER I - October 1, 2020 to June 30, 2021
 - ☞ CRRSA ESSER II – July 1, 2020 to June 30, 2021
 - ☞ ARP ESSER III – July 1, 2020 to June 30, 2021
- Suggestions:
 - Submit monthly reimbursement invoices
 - Schedule quarterly check-ins with Applicant Coordinator
 - Create a tracking document

Similar Expenditures

Similar projects and expenditures can be supported by multiple federal emergency relief packages for identical time periods.

A self-designed tracking spreadsheet might be helpful for completing this and future performance reports.

District Name:							
PROJECT / ACTIVITY	CARES		CRRSA		ARP		TOTAL
	ESSER I	Billing Period (Oct 1, 2020 -June 30, 2021)	ESSER II	Billing Period (July 1, 2020 -June 30, 2021)	ESSER III	Billing Period (July 1, 2020 -June 30, 2021)	
Ex-Contract Tracers	25,000.00	10/1/20-12/30/21	50,000.00	1/1/21-4/30/21	20,000.00	5/1/21-6/30/21	95,000.00
Ex-Summer Programming	25,000.00	7/1/20-8/30/20	5,000.00	*5/1/21-6/30/21	NA	NA	30,000.00
Ex-After School	NA	NA	10,000.00	3/1/21-4/30/21	5,000.00	5/1/21-6/30/21	15,000.00
Ex-Van Purchase	NA	NA	28,000.00	3/30/21-3/30/21	28,000.00	5/1/21-5/30/2021	56,000.00
Ex-PPE	10,000.00	7/1/20-9/30/20	5,000.00	2/1/21-2/28/21	2,000.00	6/1/21-6/30/21	17,000.00
	*Planning for summer school						-

Invoicing Instructions

CARES ESSER I

CRRSA ESSER II

Invoice submission includes:

- **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 ESSER III

Invoice submission includes:

- **Trial Balance**
- **Copies of paid receipts / 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. Family Support-6000 which means the Family support project and supplies budget category.

Invoice List Example

Invoice 1006

CATEGORY	VENDOR	ACCOUNT	DESCRIPTION	AMOUNT
Student Supports				
Supplies	Staples	2605-1100-1000-56100-950	Portfolios	157.25
	Amazon	2605-1100-1000-56100-950	DRONE parts and batteries-Science	420.96
	Discount School Supplies	2605-1100-1000-56100-950	PreK Summer Books	221.36
	Stacey McCluskey	2605-1100-1000-56100-950	Reimb. Scholastic Membership	62.98
	William Sadlier	2605-1100-1000-56100-950	Phonics & Vocabulary Student Resources	288.77
	Scholastic Book Clubs	2605-1100-1000-56100-950	Weighted Seats-3	67.50
				1218.82
Prof Serv	US Cellular	2605-1100-1000-53300-950	Hotspots monthly fee	1689.60
	US Cellular	2605-1200-1000-53300-990	Hotspots monthly fee	1689.60
				3379.2
Staff Supports				
Travel				0.00
Supplies				0.00
School Admin				
Supplies				0.00
Operations & Maintenance				
Supplies				0.00
Transportation				
Supplies				0
Food Services				
Supplies	Dennis Paper	2605-0000-3140-56000-900	Take Home & Remote Meal Packaging	43.72
				43.72
Community Service				
Equipment				0.00
Total CARES Expenses May 2021				4641.74

Processing Timeline

Please note that the timeline for reimbursements is:

- 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.

Submission

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A check mark before a link indicates that all the required information has been entered in the page. Once all links are checked, including General Directions, you will be able to submit this performance report.

No additional information is required to complete and submit the American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) Performance Report. You have met the **minimum requirements**, but you must decide if this performance report is complete. If you have not already done so, and you are ready to submit, please go the submission page and sent the electronic signature.



1st - On the **Data Entry Menu**, check to be sure that all sections have Black Checkmarks and the blue messaging at bottom of the page indicates completion.

2nd - Go to the **Submission page** and enter application coordinator's password. A red message will appear at the top of the page when the PR has been submitted. This is the same process for resubmissions.

DATA ENTRY **SUBMISSION** LOG OUT

Project Contact: James Dean, Pine RSU

Submission page for ESSER Performance Report

[View completed ESSER Performance Report:](#)
[Download ESSER Performance Report for Viewing](#)

The ESSER Performance Report has been reopened.
The ESSER Performance Report is not approved.

PERFORMANCE REPORT RE-SUBMISSION PAGE

Pine RSU's performance report for ESSER Performance Report has been revised and is ready to be re-submitted.

ESSER Performance Report Coordinator: Enter your password into the box below, then click the button that reads Re-submit Performance Report for Review.

Enter your password:
Re-submit Performance Report for Review

Q & A

Please unmute yourself or use the chat to ask questions!



ESSER Performance Report Presentation for Maine ASBO

Friday, February 11, 2022 - 9:00am

Office of Federal Emergency Relief Programs (OFERP)

Director	APR Coordinator	CARES and CRRSA Coordinator
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