

CRRSA ESSER II Application  
**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**



School Administrative Unit Application  
for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021

DATA ENTRY SUBMISSION TECHNICAL DIRECTIONS LOG OUT

You are logged in as: Jane Astor, Pine RSU

Welcome to the Application for ESSERF 2 funds  
Pine RSU's Data Entry Menu

✓[General Directions](#)

✓[Application Setup](#)

✓[Part 1: Application Coversheet](#)

✓[Part 2: General Guidance for Budget Options](#)

✓[Part 3a: A Description of How the SAU Intends to Use the Funds Allocated Under ESSERF 2](#)

✓[Part 3b: Budgets for Funds Allocated Under ESSERF 2](#)

✓[Part 4: Education Reform, Accountability, Transparency, Attestations, and Reporting Assurances](#)

✓[Part 5: Cooperative Certification and Verification](#)

A check mark before a link indicated that required information has been entered in the page. Additional information is required to complete and submit the application for ESSERF 2.

**All of the linkS are checked. You are able to submit the application for ESSERF 2. To complete this step, click on the SUBMISSION link in the menubar.**

*\*Please note that this "application" document was created from the test site with placeholder text.*

**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**

[DATA ENTRY](#) [SUBMISSION](#) [TECHNICAL DIRECTIONS](#) [LOG OUT](#)

You are logged in as: [Jane Astor, Pine RSU](#)

## APPLICATION INSTRUCTIONS

### GENERAL INSTRUCTIONS

To receive the School Administrative Unit (SAU)'s allocation under the Elementary and Secondary School Emergency Relief Fund 2 (ESSERF 2) program, a Superintendent must submit to the Department an application that provides the following information:

- A completed application cover sheet (Part 1 of the Application)
- General Guidance for Budget Options (Part 2 of the Application)
- A description of how the SAU intends to use the funds allocated under the ESSERF 2 for FY 2021 and funds carried over from FY 2021 for use in FY 2021 (Part 3 of the Application)
- Education Reform, Certifications, Accountability, Transparency, and Reporting and Other Assurances (Part 4 of the Application)
- In the narrative for each category, please list out the specific items that will be purchased.

### TECHNICAL INSTRUCTIONS

This is a short list of instructions. For detailed directions click the "TECHNICAL DIRECTIONS" link in the menubar.

- Follow the sequence of the main menu as you work on the application;
- A check mark (✓) before a link indicates that required information has been entered in the page. However you must determine that it is complete and correct;
- When entering funds in budgets, do not use dollar signs and/or commas;
- Once all links have a check mark (✓) you will be able to submit this application.
- To return to the Main Menu from any page, click on "Data Entry" link in the menubar.
- In the narrative for each category, please list out the items that will be purchased.

[To Application Setup »](#)

**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**

DATA ENTRY SUBMISSION TECHNICAL DIRECTIONS LOG OUT

You are logged in as: Jane Astor, Pine RSU

**ESSERF 2 Application Setup Page**

LEA: Pine RSU

Allocation: \$568,738.24

Superintendent:   
Telephone:   
Email:

Do you intend to apply for Elementary and Secondary School Emergency Relief Fund 2 For FY 2021?

Yes  No

If you do not intend to apply, no additional information is required. Click "Submission" in the menubar and submit and certify this application.

---

Please update and complete the follow contact information.

LEA Address:   
    
LEA Contact:   
Contact's Position:   
Contact's Office:   
Contact's Address:   
    
Contact's Telephone:   
Contact's Fax:   
Contact's Email:   
Zip Code plus 4:   
DUNS Number:

---

**Save Site Information**

**[To Part 1: Application Coversheet »](#)**

**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**

DATA ENTRY SUBMISSION TECHNICAL DIRECTIONS LOG OUT

You are logged in as: Jane Astor, Pine RSU

**SCHOOL ADMINISTRATIVE UNIT ELEMENTARY AND SECONDARY SCHOOL  
EMERGENCY RELIEF FUND 2 (ESSERF 2) APPLICATION**

**PART 1: APPLICATION COVER SHEET**

<b>Legal Name of Applicant:</b> Pine RSU	<b>Applicant's Mailing Address:</b> Suite IC USA Route IA Pine Valley, ME 04043
<b>SAU Contact for the Education Stabilization Fund (CFDA No. 84.245D)</b> <b>Name:</b> Jane Astor <b>Position:</b> Assistant Superintendent <b>Office:</b> Office of the Superintendent <b>Contact's Mailing Address:</b> USA Route IA Suite 44 Pine Valley, ME 04043 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.	
<b>Superintendent (Printed Name):</b> Dr. Joseph Johnson	<b>Telephone:</b> 555-555-5555
<b>Signature of Superintendent:</b> Certified by Electronic Signature	<b>Date:</b> 01/26/2021

[To Part 2: General Guidance for Budget Options »](#)

**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**

DATA ENTRY SUBMISSION TECHNICAL DIRECTIONS LOG OUT

You are logged in as: Jane Astor, Pine RSU

## Part 2: General Guidance for Budget Options

- Allocations to SAUs are based on the proportion of Title I, Part A funds each SAU received in the most recent fiscal year. (Sec. 18003(c))
- SAUs are not required to allocate ESSERF 2 funds to schools.
- SAUs may spend their funds on:
  - Any activity authorized with allowable uses including the following Federal programs: Adult Education and Family Literacy Act, Elementary and Secondary Education Act (ESEA), Individuals with Disabilities Education Act (IDEA), Perkins (CTE), McKinney-Vento Homeless Assistance Act, and any of the following:
    - Coordination of preparedness and response efforts
    - Providing principals and other school leaders with resources to address individual school needs
    - Activities to address the unique needs of low-income children, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including outreach and service delivery
    - Procedures and systems to improve SAU preparedness and response efforts
    - Training and professional development for SAU staff on sanitation and minimizing the spread of infectious disease
    - Purchasing supplies to sanitize and clean SAU facilities
    - Planning for and coordinating during long-term closures, including how to provide meals, technology for online learning, guidance for carrying out IDEA requirements, and providing educational services consistent with applicable requirements
    - Purchasing educational technology (including hardware, software and connectivity) for the SAU's students
    - Providing mental health services and supports
    - Planning and implementing summer learning and supplemental afterschool programs
    - Other activities necessary to maintain LEA operations and services and employ existing SAU staff (Sec. 18003(d))
- While ESSERF 2 allocations are determined by the proportionality of the Title I funding formula, these funds are not Title I funds. For example, ESSER 2 funds:
  - Are not governed by Title I spending rules (like supplement not supplant and/or rank and distribution),
  - Will not count towards Title I carryover limitations,
  - Are not limited to Title I eligible schools or students, and
  - Will have an accounting number different from the Title I accounting number.
- ESSERF 2 funds are also not "replacement funds."
  - These funds must be spent on allowable activities and districts are encouraged to make one-time and/or sustainable investments to address challenges incurred because of COVID-19.
  - Not all SAUs will receive funds.
  - SAUs will have until September 30, 2023 to encumber ESSER funds.
  - Any approved COVID-19 ESSERF 2 project expense, which was encumbered on or after March 13, 2020 and served to address specific challenges brought on by COVID-19, is eligible for reimbursement.
  - ESSER II funds must be tracked separately from ESSER I funds.

**Part 3a: A Description of How the SAU Intends to Use the Funds Allocated Under ESSERF 2 »**

**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**

DATA ENTRY SUBMISSION TECHNICAL DIRECTIONS LOG OUT

You are logged in as: Jane Astor, Pine RSU

**Part 3a: A Description of how the SAU Intends to Use the Funds Allocated Under ESSERF 2**

**1. How has your school district determined its most important needs as a result of COVID-19? Describe the extent to which the LEA intends to use ESSER 2 funds to promote remote learning and addressing student learning gaps. Please provide a brief (1 paragraph) summary.**

test - This is how the LEA will use the funds. Hire an additional teacher. Purchase high quality trade books for students in sufficient numbers so that they do not have to share copies. Laptop computers and equipment for students. Custodial services.

**2. What is your district's proposed timeline for providing services and assistance to students and staff (1 paragraph)?**

This is our proposed timeline for providing services and assistance to students and staff. March 13, 2020 to June 30, 2022.

**3. How many positions will be maintained and created as a result of receiving ESSER 2 funding in the following categories?**

- Transportation:
- Healthcare:
- School Safety:
- Instructional Staff:
- Child Nutrition:
- Support Staff:

**4. Describe any part-time temporary positions created or maintained with ESSER II funds.**

There will be no part-time or temporary positions because the additional custodial services are hired by contract.

Save Descriptions

Part 3b: Budgets for Funds Allocated Under ESSERF 2 »

CRRSA ESSER II Application  
**School Administrative Unit Application for Funding under the  
 Elementary and Secondary School Emergency Relief Fund 2  
 For State Fiscal Year 2021**

DATA ENTRY SUBMISSION TECHNICAL DIRECTIONS LOG OUT

You are logged in as: Jane Astor, Pine RSU

**Budget for ESSERF 2 Funds**

**Complete the Budget Below:**  
 For each project, all budgeted items must be listed 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 funds are is \$568,738.24

Allocation:	\$ Pre-populated				\$568,738.24
Object Codes					
	1000-2000	3000-5000	6000	7300	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Total Amount
<b>COVID-19 Related Costs</b>					
COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support)	99000.00	3000.00	0.00	0.00	102000.00
Districts should categorize costs by project. One determination (responses to 1-8) must be completed for each project. If you have more than one project within a given category, please copy and paste 1-8 and complete this chart for each additional project.					
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 Staff Support (not all inclusive: admin expenses, professional development, health screeners, substitute costs)	446688.24	0.00	0.00	0.00	446688.24
Districts should categorize costs by project. One determination (responses to 1-8) must be completed for each project. If you have more than one project within a given category, please copy and paste 1-8 and complete this chart for each additional project.					
COVID-19 Staff Support (not all inclusive: admin expenses, professional development, health screeners, substitute costs)					
COVID-19 Staff Support (not all inclusive: admin expenses, professional development, health screeners, substitute costs)					
COVID-19 Staff Support (not all inclusive: admin expenses, professional development, health screeners, substitute costs)					
COVID-19 School Administration	900.00	0.00	0.00	0.00	900.00
Districts should categorize costs by project. One determination (responses to 1-8) must be completed for each project. If you have more than one project within a given category, please copy and paste 1-8 and complete this chart for each additional project.					
COVID-19 School Administration					
COVID-19 School Administration					
COVID-19 School Administration					

\*Please note that this "application" document was created from the test site with placeholder text.

**School Administrative Unit Application for Funding under the Elementary and Secondary School Emergency Relief Fund 2 For State Fiscal Year 2021**

COVID-19 PPE (not all inclusive: gloves, gowns, masks, shields)	0.00	0.00	0.00	10000.00	10000.00
Districts should categorize costs by project. One determination (responses to 1-8) must be completed for each project. If you have more than one project within a given category, please copy and paste 1-8 and complete this chart for each additional project.					
COVID-19 PPE COVID-19 PPE COVID-19 PPE COVID-19 PPE					
Operation Maintenance & Plant (not all inclusive: minor capital improvements, window fans, signage, short term rentals to adhere to CDC guidance)	50.00	0.00	0.00	0.00	50.00
Districts should categorize costs by project. One determination (responses to 1-8) must be completed for each project. If you have more than one project within a given category, please copy and paste 1-8 and complete this chart for each additional project.					
Operation Maintenance & Plant (not all inclusive: minor capital improvements, window fans, signage, short term rentals to adhere to CDC guidance) Operation Maintenance & Plant (not all inclusive: minor capital improvements, window fans, signage, short term rentals to adhere to CDC guidance)					
Function 2700 COVID-19 Transportation*	1500.00	0.00	0.00	0.00	1500.00
Districts should categorize costs by project. One determination (responses to 1-8) must be completed for each project. If you have more than one project within a given category, please copy and paste 1-8 and complete this chart for each additional project.					
lkvjhwoeifuapoiguvr avaergab fdtr					
Function 3100 - COVID-19 Food Service (not all inclusive: child nutrition supplies, staffing)	880.00	0.00	0.00	0.00	880.00
Districts should categorize costs by project. One determination (responses to 1-8) must be completed for each project. If you have more than one project within a given category, please copy and paste 1-8 and complete this chart for each additional project.					
Function 3100 - COVID-19 Food Service Function 3100 - COVID-19 Food Service Function 3100 - COVID-19 Food Service					
Function 3300 - COVID-19 Community Services (not all inclusive: home screening health items, communication)	990.00	0.00	5730.00	0.00	6720.00
Districts should categorize costs by project. One determination (responses to 1-8) must be completed for each project. If you have more than one project within a given category, please copy and paste 1-8 and complete this chart for each additional project.					
unction 3300 - COVID-19 Community Services (not all inclusive: home screening health items, communication) unction 3300 - COVID-19 Community Services (not all inclusive: home screening health items, communication)					
<b>Total</b>	<b>\$550,008.24</b>	<b>\$3,000.00</b>	<b>\$5,730.00</b>	<b>\$10,000.00</b>	<b>\$568,738.24</b>

\*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). ESSER 2 funds are to be fully obligated and expended by September 30, 2023. The funds fall under federal cash management on both the State and sub-recipient levels.**

**Save Budgets**

\*Please note that this "application" document was created from the test site with placeholder text.



**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**

DATA ENTRY SUBMISSION TECHNICAL DIRECTIONS LOG OUT

You are logged in as: Jane Astor, Pine RSU

**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.

**School Administrative Unit Application for Funding under the Elementary and Secondary School Emergency Relief Fund 2 For State Fiscal Year 2021**

- 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 MRSA §15689-B, subsections 7 and 7-A.
- 9. Maintenance of Effort (MOE) Attestation

ESSER & ESSER II do not have MOE requirements themselves, but other federal programs (IDEA & Title I) do have MOE requirements that may face impacts if costs are moved from the general fund to a federal fund.

IDEA requires that a SAU expend the same amount of local and state funding for special education and related services as it expended in the previous fiscal year. No flexibilities or waivers to MOE requirements have been granted to date.

ESEA MOE requires SAUs to spend 90% of the previous year's aggregate or per pupil expenditure less categories such as debt service and capital outlay. If 90% is not maintained, then ESEA funding is reduced by the difference in actual percentage reached as compared to the 90% level. For FY23 ESEA allocations, the expenditures from school year 19-20 and 20-21 will be compared.

In submitting this application, our SAU attests that we have reviewed potential challenges to MOE requirements for IDEA and ESEA.

Yes  No

10. Facility Repairs and Improvements Attestation

Repairs and improvement to enable operation of schools such that risk of virus transmission is reduced, exposure to environmental health hazards is minimized, and to support student health, are allowable. Construction contracts using laborers paid for by federal education funds, which include ESSER II funds, for contracts over \$2,000 must meet all Davis-Bacon prevailing wage requirements and contract language for all contractors or subcontractors must contain the minimum wages to be paid to various classes of laborers and mechanics employed under the contract.

In submitting this application, our SAU attests that we are aware of requirements of contract language for approved repairs and improvement supported by ESSER II funds.

Yes  No

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

Superintendent (Printed Name): Dr. Joseph Johnson	Telephone: 555-555-5555
Signature of Superintendent: Certified by Electronic Signature	Date: 01/26/2021

Save Attestations

[Return to the Data Entry Menu](#)

t.

**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**

DATA ENTRY SUBMISSION TECHNICAL DIRECTIONS LOG OUT

You are logged in as: Jane Astor, Pine RSU

**CERTIFICATION OF AGENCY DESIGNATED ADMINISTRATIVE  
AND FISCAL AGENT FOR THIS PROJECT**

LEGAL NAME OF AGENCY <b>Pine RSU</b> MAILING ADDRESS (Street, City, Town, Zip Code) <b>Suite IC USA Route IA, Pine Valley, 04043</b> COUNTY STATE <b>Washington ME</b> NAME AND TITLE OF CONTACT PERSON <b>Jane Astor, Assistant Superintendent</b>	DATE MEETING WAS HELD <input type="text" value="09/21/2020"/> NAME & TITLE OF AUTHORIZED REPRESENTATIVE <b>Dr. Joseph Johnson, Superintendent</b> TELEPHONE 555-555-5555
<b>B. CERTIFICATION OF PARTICIPATING AGENCY</b>	
LEGAL NAME OF AGENCY <b>Pine Island CSD</b> MAILING ADDRESS (Street, City, Town, Zip Code) <b>123 Pine St, Pine Island, 04558</b> COUNTY STATE <b>York ME</b> NAME AND TITLE OF CONTACT PERSON <b>Jim Wilson Jr, Principal</b>	DATE MEETING WAS HELD <input type="text" value="3/17/2021"/> NAME & TITLE OF AUTHORIZED REPRESENTATIVE <b>James Dean, Superintendent</b> TELEPHONE 123456
<b>C. CERTIFICATION OF PARTICIPATING AGENCY</b>	
LEGAL NAME OF AGENCY <b>Pine Mt SAU</b> MAILING ADDRESS (Street, City, Town, Zip Code) <b>456 Mountain Rd, Pine Mountain, 04055</b> COUNTY STATE <b>York ME</b> NAME AND TITLE OF CONTACT PERSON <b>John D. Wueller, Principal</b>	DATE MEETING WAS HELD <input type="text" value="3/17/2021"/> NAME & TITLE OF AUTHORIZED REPRESENTATIVE <b>Sarah Dillan, Superintendent</b> TELEPHONE 2079989885

*\*Please note that this "application" document was created from the test site with placeholder text.*

CRRSA ESSER II Application  
**School Administrative Unit Application for Funding under the  
Elementary and Secondary School Emergency Relief Fund 2  
For State Fiscal Year 2021**

D. CERTIFICATION OF PARTICIPATING AGENCY	
LEGAL NAME OF AGENCY <b>Pine Valley School District</b>	DATE MEETING WAS HELD <input type="text" value="3/17/2021"/>
MAILING ADDRESS (Street, City, Town, Zip Code) <b>789 Valley View, Pine Valley, 04556</b>	NAME & TITLE OF AUTHORIZED REPRESENTATIVE <b>Hugh Beaumont, Superintendent</b>
COUNTY STATE <b>York ME</b>	TELEPHONE <b>2079888855</b>
NAME AND TITLE OF CONTACT PERSON <b>Jim Wilson, Principal</b>	

[Return to the Data Entry Menu](#)

[DATA ENTRY](#) [SUBMISSION](#) [TECHINICAL DIRECTIONS](#) [LOG OUT](#)

[Project Contact: Jane Astor, Pine RSU](#)

### Application for ESSERF 2 funds Submission page

View completed Application for ESSERF 2 Funds: [Download ESSERF 2 Application for Viewing](#)

#### APPLICATION RE-SUBMISSION PAGE

**Pine RSU's application for Elementary and Secondary School Emergency Relief Fund 2 (ESSERF 2) has been revised and is ready to be re-submitted.**

ESSERF 2 Application Coordinator: Enter your password into the box below, then click the button that reads Re-submit Application for Review.

Enter your password:

*\*Please note that this "application" document was created from the test site with placeholder text.*