

Maine Department of Education
Coronavirus Relief Fund (CRF) Budget Document Instructions
(See Invoice Instructions on Page 2 - updated 8/4/2020)

- 1) **SAU / Agency Name** – Enter the name of the School Administrative Unit or other agency that is applying for CRF
- 2) **Billing Name** – Enter the legal name as it appears on the MDOE vendor list
- 3) **Address** – Enter the address as it appears on the MDOE vendor list
- 4) **City, State, Zip** – Enter the City, State, Zip as it appears on the MDOE vendor list
- 5) **Name of Project** – Prefilled by Maine Department of Education
- 6) **SAU / Agency Contact** – Enter the name of the individual at the SAU / Agency who will be lead for CRF
- 7) **Phone Number** – Enter the phone for the SAU / Agency Contact
- 8) **Accounting Number** – Prefilled by Maine Department of Education
- 9) **CFDA #** – Prefilled by Maine Department of Education
- 10) **Total Grant Amount** – Enter the amount of the grant not to exceed allocations provided by Maine Department of Education
- 11) **Agreement Start Date** - Prefilled by Maine Department of Education
- 12) **Agreement End Date** - Prefilled by Maine Department of Education
- 13) **Fund** - Prefilled by Maine Department of Education
- 14) **Revenue** - Prefilled by Maine Department of Education
- 15) Enter the budget for each of the following allowable category
 - a. Additional buses/vans
 - b. Facilities rentals, rentals, and/or modifications to meet CDC guidelines for spacing and environmental considerations for health and safety
 - c. Materials and supplies, including (but not limited to): signage; plexiglass dividers; communications (materials/postage/public notices/etc); medical supplies; additional cleaning and disinfecting supplies; nutrition services supplies
 - d. Equipment related to nutrition services - additional heating and refrigeration/carts/etc.
 - e. Contracted services / temp or substitute pay / additional staff hours
 - f. Professional development
 - g. Technology-related costs – including software licenses, tablets/hotspots, cellular data contracts
- 16) For each of the allowable categories in the budget provide the amount for each of the following
 - a. Salaries & Benefits
 - b. Contracted Services
 - c. Supplies
 - d. Equipment
 - e. All Other expenses
- 17) **Additional Notes** - Enter any additional information, as needed, in the additional notes section

Maine Department of Education
Coronavirus Relief Fund (CRF) Invoice Document Instructions
(updated 8/4/2020)

When submitting invoices, each invoice must be numbered starting with CFR1001 (see step 12 below). Back-up documentation (e.g. receipts, contracts) for the invoice must be provided electronically and need to include coding at the top of each document indicating the budget category (A-G) and account number (from each column). For example: backup documentation for contracted services under “additional buses and vans” submitted with your first invoice would be coded “CRF1001 A 3000-5000”.

- 1) **SAU / Agency Name** – Enter the name of the School Administrative Unit or other agency that is apply for CRF
- 2) **Billing Name** – Enter the legal name entered on the SAU / Agency vendor form filed with the Department of Administrative Financial Services
- 3) **Address** – Enter the address as it appears on the SAU / Agency vendor form
- 4) **City, State, Zip** – Enter the City, State, Zip as it appears on the SAU / Agency vendor form
- 5) **Name of Project** – Prefilled by Maine Department of Education
- 6) **SAU / Agency Contact** – Enter the name of the individual at the SAU / Agency who will be lead for CRF
- 7) **Phone Number** – Enter the phone for the SAU / Agency Contact
- 8) **Vendor Code #** - Enter the vendor code for the SAU / Agency from Department of Administrative Financial Services
- 9) **GASA** – Enter the number provided in your Grant Award Notice (GAN).
- 10) **Accounting Number** – Prefilled by Maine Department of Education
- 11) **CFDA #** – Prefilled by Maine Department of Education
- 12) **Invoice #** - All invoices should start with CRF1, then numbered starting with 001. The first invoice number should be CRF1001.
- 13) **Total Grant Amount** – Enter the amount of your request, up to the total amount of the allocation provided by Maine Department of Education.
- 14) **Agreement Start Date** - Prefilled by Maine Department of Education
- 15) **Agreement End Date** - Prefilled by Maine Department of Education
- 16) **Fund** - Prefilled by Maine Department of Education
- 17) **Revenue** - Prefilled by Maine Department of Education
- 18) **Billing Begin Date** – Enter the beginning of the date range for the current invoice

*Invoices cannot cross fiscal years.

- 19) **Billing End Date** – Enter the ending of the date range for the current invoice

*Invoices cannot cross fiscal years.

20) Filling out the Invoice for the first invoice

- a. **Category budget** – The budgeted amount will carry over from the budget tab for each category
- b. **Previous Invoiced Amount** – Leave blank for the first invoice
- c. **Funds Invoiced** - Enter the amount to be invoiced for each budget category under each type of expense (salary/benefit, contracted services, supplies, equipment, all other)
- d. **Total Amount Invoiced** – Total Amount invoiced will populate based on the budgeted amount and the amount that has been invoiced
 - i. The total amount invoiced for a budget category cannot exceed the budget for that category.

21) Filling out the Invoice for the subsequent invoices

- a. **Category budget** – The budgeted amount will carry over from the budget tab for each category
- b. **Previous Invoiced Amount** – Enter the Total Amount Invoiced from the previous invoice
- c. **Funds Invoiced** - Enter the amount to be invoiced for each budget category under each type of expense (salary/benefit, contracted services, supplies, equipment, all other)
- d. **Total Amount Invoiced** – Total Amount invoiced will populate based on the budgeted amount and the amount that has been invoiced
 - i. The total amount invoiced for a budget category cannot exceed the budget for that category.

22) Additional Notes - Enter any additional information, as needed, in the additional notes section