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). Backup 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.

Updated: 8/4/2020
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