

Maine Department of Education - Office of Federal Emergency Relief Programs Business Manager Guide



The Office of Federal Emergency Relief Programs (OFERP) oversees all federal emergency relief funding provided to state education agencies (SEAs) due to the COVID-19 pandemic. The OFERP provides technical assistance and support to Maine’s school administrative units (SAUs) as they implement programs in their local contexts and communities. The OFERP team ensures compliance with all state and federal funding requirements and aims to strengthen evidence-based interventions statewide by supporting SAUs as they strive to meet the needs of all students in the state.

The following provides high-level information about the federal emergency relief programs:

Coronavirus Aid, Relief, and Economic Security (CARES) Act	Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act	American Rescue Plan (ARP) Act
Addresses the impact that COVID-19 has had, and continues to have, on elementary and secondary schools.	Prevent, prepare for, and respond to COVID-19 related to addressing learning loss, preparing schools for reopening, and testing, repairing, and upgrading projects to improve air quality in school buildings.	Safely reopen and sustain the safe operation of schools and address the impact of the COVID-19 pandemic. Section 2001 of the ARP Act requires SAUs to reserve at least 20% of their ARP ESSER allocation to address loss of instructional time through the implementation of evidence-based interventions. Effective strategies to address the impact of lost instructional time are further described in Volume 2 of the U.S. Department of Education’s COVID-19 Handbook .

ESSER Allowable uses: Elementary and Secondary School Emergency Relief (ESSER) funds may be used for the broad range such as:

- Activities authorized by the ESEA, IDEA, Adult Education and Family Literacy Act, Carl D. Perkins CTE Act, and McKinney-Vento Homeless Assistance Act.
- Coordinating preparedness and response efforts of SAUs to improve coordinated responses among such entities to prevent, prepare for, and respond to COVID-19.
- Providing principals and other school leaders with the resources necessary to address the needs of their individual schools.
- Addressing the unique needs of low-income students, students with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, including how outreach and service delivery will meet the needs of each population.
- Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs.
- Training and professional development for staff of the SAU on sanitation and minimizing the spread of infectious diseases.
- Purchasing supplies to sanitize and clean the facilities of the SAU, including buildings operated by such LEA.
- Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the SAU that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
- Providing mental health services and supports, including through the implementation of evidence based full-service community schools.
- Planning and implementing activities related to summer learning and enrichment and supplemental after-school programs.
- Repairing and improving school facilities to reduce risk of virus transmission and exposure to environmental health hazards

EANS Allowable Uses: A non-public school may apply to receive services and assistance from the SEA or its contractors to address educational disruptions resulting from COVID-19 for:

- Supplies to sanitize, disinfect, and clean school facilities (See D-3)
- Personal protective equipment (PPE)
- Improving ventilation systems, including windows or portable air purification systems
- Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
- Physical barriers to facilitate social distancing
- Other materials, supplies, or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
- Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
- Educational technology (including hardware, software, connectivity, assistive technology, and adaptive equipment) to assist students, educators, and other staff with remote or hybrid learning
- Redeveloping instructional plans, including curriculum development, for remote or hybrid learning, or to address learning loss
- Leasing sites or spaces to ensure safe social distancing
- Reasonable transportation costs
- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss
- Reimbursement for the expenses of any services or assistance described above that a non-public school incurred on or after March 13, 2020, except for services or assistance described in D-8. (See section 312(d)(4))

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Office of Federal Emergency Relief Programs Team

OFERP Director	CARES and CRRSA Coordinator	GEER and EANS Coordinator	ARP Coordinator	Reimbursement Fiscal Coordinator	Procurement Analyst	Management Analyst
Shelly Chasse-Johndro Shelly.ChasseJohndro@maine.gov	Karen Kusiak Karen.Kusiak@maine.gov	Kevin Harrington Kevin.Harrington@maine.gov	Monique Sullivan Monique.Sullivan@maine.gov	Maisha Asha Maisha.Asha@maine.gov		Rob Palmer Robert.W.PalmerIV@maine.gov

Platform for Reimbursement	
The Federal Grant Reimbursement System, in GEMS, is the platform for all reimbursements requests for:	
CARES ESSER I	ARP ESSER III
CRRSA ESSER II	ARP HCY I
CRRSA EANS	ARP HCY II
The Learning Management System (LMS) subgrant invoices should be emailed to Jordan Dean (Jordan.dean@maine.gov).	

Useful Resources	
Maine DOE's Federal Emergency Relief Programs	CARES Act (U.S. Public Law)
Quick Glace	CRRSA Act (U.S. Public Law)
CARES Act FAQ's for Maine	ARP Act (U.S. Public Law)
Maine's ESSER I & II FAQ's	U.S. DOE OESE

ESSER Invoice Timeline		
	Expenses Occur, Completed and Received by:	Invoice Maine Department of Education by:
CARES ESSER I	September 30, 2022	October 15, 2022
CRRSA ESSER II	September 30, 2023	October 15, 2023
CRRSA EANS	September 30, 2023	October 15, 2023
ARP ESSER III	September 30, 2024	October 15, 2024
ARP HCY I	September 30, 2024	October 15, 2024
ARP HCY II	September 30, 2024	October 15, 2024

Funding Sources and Coordinators		
Funding Sources	Application Coordinator	Invoice Coordinator
ESSER I & II	Karen Kusiak	Robert Palmer
ESSER III	Monique Sullivan	Robert Palmer
ARP HCY I & II	Amelia Lyons	Robert Palmer
EANS	Kevin Harrington	Kevin Harrington
LMS	Jordan Dean	Jordan Dean

Accounting Information				
Fund	Federal Award	CFDA #	Fund Code	Revenue Code
CARES ESSER I	S425D200004	84.425D	2605	4531
CRRSA ESSER II	S425D210004	84.425D	2614	4531
CRRSA EANS	S425R10044	84.425R		4531
ARP ESSER III	S425U21004	84.425U	2615	4531
ARP HCY I	S425W210020	84.425W	2618	4531
ARP HCY II	S425W210020	84.425W	2619	4531
LMS Subgrant			2617	4531

Period of Allowability		
Fund	Allowable Period	Application Due Date
CARES ESSER I	3/13/2020- 9/30/2022	TBA
CRRSA ESSER II	3/13/2020- 9/30/2023	TBA
CRRSA EANS	3/13/2020- 9/30/2023	04/30/2021
ARP ESSER III	3/13/2020- 9/30/2024	09/29/2021
ARP HCY I	3/13/2020- 9/30/2024	
ARP HCY II	3/13/2020- 9/30/2024	10/15/2021

Acronyms	
ARP	American Rescue Plan
CARES	Coronavirus Aid, Relief, and Economic Security
CRRSA	Coronavirus Response and Relief Supplemental Appropriations
EANS	Emergency Assistance for Non-public Schools
ESSER	Elementary and Secondary School Emergency Relief Fund
GEMS	Grants Electronic Management System
HCY	Homeless Children and Youth
LMS	Learning Management System
OFERP	Office of Federal Emergency Relief Programs

CRITERIA FOR DISTINGUISHING SUPPLY ITEMS FROM EQUIPMENT ITEMS

At first "no", item is determined to be a supply, not equipment

Lasts more than one year

Repair rather than replace

Independent unit rather than incorporated into another unit item

Cost of tagging and inventory is small percent of item cost

Exceeds minimum dollar value mandated by state or other governmental unit
(with due regard for group control of some items)

NO

YES

NO

YES

NO

YES

NO

YES

YES

NO

NO

NO

NO

NO

NO

EQUIPMENT**

**** An equipment item is any instrument, machine, apparatus or set of articles that meets all of the following criteria:**

- 1) It retains its original shape, appearance and character with use.
- 2) It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
- 3) It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit.
- 4) Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.