



DECEMBER 2022

Office of Federal Emergency Relief Programs (OFERP)

Notes to the Field



HAPPY HOLIDAYS!

From the OFERP Team



Upcoming Events

Regular Office Hours are held the 1st Thursday of every Month at 9:00am via Zoom



CARES ESSER I Invoicing

Requests for reimbursements must be submitted prior to December 30, 2022.

News Flash:

Updated ESSER and GEER FAQs (12/7/22) is available on OFERP website

Disposition

Disposition is the process of transferring, donating, or selling supplies, equipment, and/or real property that are no longer needed for a federally funded project.

Definition of Equipment: Under 2 C.F.R. § 200.1, equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000.

Definition of Supplies: Under 2 C.F.R. § 200.1, supplies is defined as all tangible personal property that is not equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life

	Retained	Sold	Disposed
Less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation.	Subrecipients may retain or transfer equipment, supplies, or real property to be used for other federally funded programs or projects. If property is transferred, subrecipient must be entitled to compensation for its attributable percentage of the current fair market value of the property.	Subrecipients may sell equipment, supplies, or real property but must compensate* the Federal awarding agency. <small>* § 200.313 (e)(2) ... items of equipment with a current per-unit fair market value in excess of \$5,000 may be ... sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency (USED) may permit the non-Federal entity (LEA) to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less.</small>	Subrecipients may dispose of the equipment, supplies, or real property in any way it sees fit after receiving USED approval via the OFERP.
Greater than \$5,000 may be retained or sold.	If a subrecipient chooses to retain or transfer the equipment, supplies, or real property, they must inform OFERP.		

In accordance with the CFR, when the supplies, equipment or real property acquired with ESSER funding are no longer needed the steps below should be followed:

- Step 1: Request Disposition Instructions from Maine Department of Education
- Step 2: Calculate the Fair Market Value for item(s)
- Step 3: Determine the Disposition Option



DECEMBER 2022



Non-Public School Annual Inventory Form Deadline

As a reminder all Non-Public Schools participating in EANS funding must complete an annual inventory form. The form is due 1/31/2023 and must be submitted to EANSProgram.DOE@maine.gov. If an inventory form was not completed in the previous year, two Inventory forms must be completed and submitted. The MDOE EANS Inventory form can be found on the MDOE Office of Federal Emergency Relief Programs webpage (<https://www.maine.gov/doe/covid-19/fedrelief>) under the EANS General Information tab.

Updating Contact Information in GEMs

Updating Superintendent and Applicant Coordinator information is done in the application setup page of each application. For an outgoing staff member or using the login and password of the outgoing staff member, go to <https://www.4pcmaine.org/> and select Federal Grant Reimbursement System (FGRS). Log-in information must be updated in FGRS for all grants in the GEM system. All GEM notifications are sent to contacts provided in the GEM system.



Reminders for Reopening and Revising ARP ESSER III Applications

- 1) The review timeline is 2-3 weeks.
- 2) No invoices can be processed while the application is in "open" status.
- 3) All revisions must be dated and align to meaningful stakeholder consultation and SAU priorities.
- 4) The application in GEM must align to the publicly available Use of Funds Plan on the SAU's website for the duration of the ARP ESSER III grant.
- 5) The Use of Funds Plan must be accessible to the public throughout the duration of the grant's period of allowability and align to the GEM's application.
- 6) Although funds can be moved around, no previously "approved" projects can be deleted.
- 7) Throughout the grant's period of allowability, all projects must "prepare for, respond to, and/or prevent COVID 19."
- 8) All projects must be reasonable, necessary and align to an allowable use including new projects.
- 9) As we move further away from the emergency of the pandemic the tie to COVID 19 is essential.
- 10) If new projects are being proposed, check with business manager to ensure that no funds have been obligated to previously approved projects before reallocating funds to new projects.
- 11) Invoice requests must align to approved projects and any misalignment could result in an invoice or application being reopened.
- 12) 20% Reservation must remain intact.
- 13) The Return to In-Person Instruction Plan must always be accessible to the public on the SAU's website during the grant's period of allowability and must be reviewed every 6 months.

OFERP TEAM

Director of Emergency Relief

Shelly Chasse-Johndro

shelly.chassejohndro@maine.gov

CARES & CRSSA ESSER

Karen Kusiak

karen.kusiak@maine.gov

ARP ESSER

Monique Sullivan

monique.sullivan@maine.gov

GEER & EANS

Kevin Harrington

kevin.harrington@maine.gov

Federal Fiscal Coordinator

Maisha Asha

rmaisha.asha@maine.gov

Invoicing, Procurement & EANS

Rob Palmer

robert.w.palmeriv@maine.gov

Management Analyst

Deanna Roberge

deanna.roberge@maine.gov

Management Analyst

Rebecca Mitchell

rebecca.mitchell@maine.gov