



DECEMBER 2021

Office of Federal Emergency Relief Programs (OFERP)

Notes to the Field



ESSERF Performance Report

- Will be released by **12/20/21** on our [website](#).
- **Due January 21, 2022.**
- Expenditures should reflect October 1, 2020 - September 30, 2021 performance period.
- Technical assistance and Office Hours will be provided in the new year!

PROGRAM NOTES

REIMBURSEMENTS

- Please note that the timeline for reimbursements is:
 - 7-10 business days for OFERP initial invoice review.
 - 7-10 business days for DAFS to process invoice payment.
 - 3-10 business days for reimbursement checks to be mailed
 - Total: 17-30 business days from invoice submission to reimbursement check receipt.

EANS

- When preparing documentation to include with an invoice, please write the Object Code on each receipt.
- When an invoice is ready to send click "Post Update" prior to clicking "Submit."
- Please continue to complete invoices for reimbursement.
- The updated timesheet is found on our website [HERE](#).
- The CRRSA EANS I Office Hour is posted for your viewing on our website [HERE](#).

ARP ESSER III

- Use of Funds Plan and Plan for Safe Return to In-Person Instruction:
 - SAUS are responsible for ensuring that the URL webpage links for their Plans are active, current, and easily accessible to the public throughout the grant's period of allowability (through 09/30/2024).
 - The U.S. Department of Education is continuously conducting spot checks and notifies the Maine DOE when URLs do not work, or when documents do not exist and/or are out-of-date.
- Resubmitting Revised Applications:
 - When ARP application coordinators are resubmitting revised applications, they should enter their PIN on the submission page of the application.
 - If an opportunity to enter the PIN just above the tracking notes on the cover page of the application doesn't appear, it means that more information is needed on the data entry page.
 - When an application has been successfully submitted, a message in red at the top of the page will appear to tell the applicant that a notification has been sent to the Maine DOE.

OFFICE HOUR NOTES: DEC 2, 2021

The following were topics addressed during December 2nd's OFERP Office Hours, which focused on MOEquity:

- **Resources -**
 - Slides available [HERE](#).
 - FAQs available [HERE](#).
 - Maine ARP MoEquity Tool [HERE](#); Tool walkthrough video [HERE](#).
- **Which staff should be counted when calculating staff equity?**
 - Each LEA must include all paid staff, both instructional and non-instructional when determining whether it maintained staffing equity on an FTE basis. This would include all employees and those hired by contract who perform school-level services.
- **Are we able to download our data from NEO and upload it into the tool to automate the process?**
 - Yes, staff and student data is in NEO. The fiscal data is in MEFS, which can be accessed through NEO.
- **If we are exempt, do we need to do anything?**
 - If an LEA meets any of the exemption categories, it is exempt from maintaining equity, but it must still keep documentation of that exemption.
- **Who is receiving the emails about Office Hours, Newsletter, and specific topics like MoEquity?**
 - We send all communications through the GEMS portal, which the ARP application coordinator and the superintendent receive.

Mark your calendars: The next OFERP Office Hour is 01/06/22 and will address the Performance Report! Sign up [HERE](#).



SPOTLIGHT ON OFERP TEAM MEMBER: MAISHA ASHA

What is your role at OFERP?

Fiscal / Reimbursement Coordinator

What is your favorite snow activity?

Snowball fights with my kids

How do you like to celebrate New Year's Eve?

Watching the Times Square Ball Drop virtually



OFERP TEAM

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