

Janette

# Agenda

- General Updates & Reminders
  - Draw down of funds
  - Changes to liquidation dates
  - Reminder July office hour date and time

- Team specific Updates

Q & A

## Funding Balances



Grant / Year	Period of Performance	Remaining funds
<b>ESEA</b> FY23 <b>ESEA</b> FY24 <b>ESEA</b> FY25	7/1/22 - 9/30/25 7/1/23 - 9/30/25 7/1/24 - 9/30/26	\$796,298.07(1%) \$6,640,796.78 (9%) \$45,690,135.49 (68%)  <i>*as of April 30, 2025</i>
<b>IDEA</b> FY24 \$57.8 FY25 \$57.2	7/1/23-09/30/25 7/1/24-09/30/26	\$9.5 Million remaining (16%) \$45.2 Million remaining (79%)
<b>Adult Education</b>	7/1/24-6/30/25	\$834,460.26 remaining (4.11.25)



We draw your attention to funds that are yet to be reimbursed for each of the listed grants. We are aware that for many SAUs, these funds have been obligated and expended however, reimbursement has not yet been sought from the Department. We therefore encourage you to submit invoice reimbursements as soon as possible.

## Timely Draw down of funds

- What is timely drawdown? The efficient and effective process of accessing and using federal grant funds within the allotted timeframe and according to grant guidelines.
  - **Key Terms**
    - **Period of Performance:** The time during which the grant recipient can incur new obligations to carry out the work, services, and purchase items approved in the application.
    - **Obligation:** The legal commitment to spend funds through signed contracts, purchasing agreements, invoices.
    - **Expenditure:** The actual spending of funds.
    - **Closeout/Liquidation:** The final stage of the grant process where the recipient submits final requests and reports.

## Timely draw down of funds

- Requirements to ensure compliance with award parameters SEE 34 CFR §300.201 - 300.213 FOR FEDERAL REGULATIONS GOVERNING THESE FUNDS
- As a general rule, subrecipients whose award is less than \$250,000 must submit reimbursement requests via the Department's online grant management system at least once per quarter, with billing periods ending on 9/30/20xx, 12/31/20xx, 3/31/20xx, and 6/30/20xx.
- Subrecipients whose award (including transferred funds) exceeds \$250,000 in value must instead submit reimbursement requests on a **monthly** basis throughout the period of performance for the award.

### Reimbursement requests

- All invoices submitted for reimbursement in Grants4Me must be accompanied by a detailed expenditure report (trial balance). This report should only reflect the service period being billed on the invoice. Other documentation as required by the grant, i.e., Time & Effort, invoices, contracts, etc.
- Please keep in mind the turnaround time for payment of an approvable reimbursement request is approximately 30 days.



## Liquidation of funds

- [Updated February 27, 2025](#)
- These changes are reflected in [2 CFR 200.344](#)
  - 90 days for SAU liquidation
  - 30 days for SEA liquidation
- At minimum, **quarterly** invoicing
  - See grant coordinator
  - Submit invoices no later than **December 1** for sufficient time for process and approve.

Federal Funding Stream	Obligation Date	Former Close-Out Date	**Revised Close-Out Date** All invoices must be submitted to Maine DOE by this date.
CTE (Perkins)	June 30	December 30	<b>December 15</b> Any funds not invoiced by this date will no longer be available.
ESEA Federal Programs	September 30		
McKinney-Vento	September 30		
Adult Education	September 30		
IDEA	September 30		
ARP ESSER III	September 30		
ARP Homeless Children and Youth (HCY)	September 30		



The DOE continues to request that invoices are submitted regularly, on a quarterly basis at the minimum. Each federal program may have additional guidance regarding frequency of invoicing based upon allocation amount. You'll note we recently changed the end date for liquidation to 12/15 grants closing out. This date change was to ensure timely processing. Although SAUs have until Dec. 15 to submit invoices, we strongly encourage SAUs to submit their invoices for closing grants by December 1. This allows DOE and DAFS sufficient time to communicate with you regarding required information and approve the reimbursement request for payment.



## Business Manager Bootcamp – August 5th & 6th

Designed for new and returning business managers

- Time and effort
- Allowability
- Obligation & Period of Performance
- Grants4ME navigation and use
- Monitoring & Audits
- Grant coordination
- What are some other helpful topics?



## Office Hours

Remaining office hours

- July 24, 2025, at 10 am

This session will be:

- recorded and posted to the [Office of Federal Program's website](#)
- Shared with MEASBO for distribution







## Invoices - Supporting Documentation

# Invoicing Reminders

- Detailed expenditure reports for the service period
- Tuition Reimbursement
  - Invoice with details
    - Course taken
    - Dates of course taken
- Professional Development Conference
  - Travel
    - Airfare, hotel, and meal receipts (if applicable)
    - Written travel reimbursement policy
  - Registration
    - Name of conference, where, when, who



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When grant managers approve your application for funds by ensuring these funds are being used for allowable expenses, they are assuming and trusting the SAU to have all required policies and procedures in place to manage the funds. This allows for timely submission of invoices and mitigates the risk for delays in payments. Once the Maine DOE receives an invoice in approvable form we have up to 30 days to issue payment, what does approvable form mean? All required documentation is uploaded with the request, all expenses are reasonable and necessary and align with a project in the application for funds. A detailed expenditure report is necessary when requesting reimbursement in Grants4Me. There is a difference between a detailed report and a summary report. The service period inputted on the request page in Grants4Me must match the dates on the expenditure report. If your SAU is requesting reimbursement for tuition or classwork additional backup is required to prove the classes have been completed, and the promise for tuition reimbursement (obligation) falls within the period of performance (this is generally a reimbursement voucher request that the student fills out for the SAU). Professional development is reimbursed after the completion of travel and attendance for the conference. Again, additional backup is required for all reimbursement requests for travel to include but not limited to: reimbursement voucher for the staff member, receipts for transportation, meals ( the only exception is if meals are reimbursed per diem), airfare, etc. Registration fees must include a receipt that states the attendee's name, dates of conference, where the conference is to be held.

## Invoicing Reminders Continued

- Accrued salaries – wages earned but not yet paid out
  - Cannot be paid with current year funds
  - Wages earned during summer programming (Title IA Reallocated) cannot be accrued, they should be paid out when earned.
- Invoicing monthly
  - Required for a receiver of more than \$250,000



As you get ready to close your books for FY 25 and will accrue salaries so that staff can continue to be paid through the summer, please remember reimbursement must be made with funds that already exist and not future funding. FY 26 funds cannot support summer accruals for the school year 2024-2025. If your SAU is running a summer program and you have teachers and ed techs employed doing the work they need to be paid as they complete the work. These salaries and benefits are not to be accrued. If your SAU is a receiver \$250,000 dollars or more for any federal grant you must invoice monthly.



## Adult Education



## Adult Education

- AEFLA and IELCE funds now being processed through Grants4ME grant management system.
- Maine College and Career Access (MCCA) will move to Grants4ME on July 1<sup>st</sup>, 2025
- Most of the MJRP contracts (Strengthening Maine's Workforce, College and Career Success Coordinators) have been extended to June 30<sup>th</sup>, 2026. However, there will be a rolling closure depending on funding- some ending June 30, 2025.



### Deadlines - FY 25

April 30<sup>th</sup>, 2025: AEFLA/IELCE, MCCA and MJRP invoices due

August 15<sup>th</sup>, 2025- AEFLA/IELCE, MCCA and MJRP invoices due

Please direct questions to [Megan.Dichter@maine.gov](mailto:Megan.Dichter@maine.gov)





## Career and Technical Education

# Career & Technical Education

## Active Grants & Periods of Performance

- FY25 Perkins (7/1/24-9/30/25)
- FY25 Perkins Reserve (7/1/24-9/30/25)
- FY25 Industry Standards (7/1/24-9/30/25)
- \$2.7M MJRP Equipment Funding (7/1/24-6/30/25)

## Reminders

- Submit invoices in Grants4ME for expenses incurred through the end of Q4 (6/30/2025); aim for 100% spend down of grants.
- Final day for FY25 Perkins budget revisions: 6/30/2025.
- More information on FY26 Perkins and Industry Standards grants coming soon.
- Office hours every Tuesday 3-3:30 on Teams – all are welcome.



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Emily.

Active Grants and periods of performance – read slide

- Reach out to Melissa Sherwood with any questions

Reminders – read slide

- Invoices for all active grants need to follow quarterly submission schedule
- Continue to submit budget revisions thru the end of June
- FY26 grant allocations will be announced as soon as the feds release state estimates





## Child Nutrition





## Child Nutrition

### Updates:

- Districts starting CEP in F2026, an email notification is needed by June 30, 2025. Email: [david.hartley@maine.gov](mailto:david.hartley@maine.gov)
- Summer Food Service Program applications are open in CNPWeb. Questions on qualification for the program, please contact [Kaitlin.Fayle@maine.gov](mailto:Kaitlin.Fayle@maine.gov)
- Child Nutrition Revenue account – Any interest earned on school nutrition funds must accrue to the school nutrition fund balance. This is stated in 7 CFR 210.2. MEFS Revenue #1900



### Looking Ahead:

- Upcoming Annual Financial Report – Webinar on May 22nd @ 1:30pm. [Webinar Registration - Zoom](#)



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Districts starting CEP from school year 2026, superintendents must send an email to David Hartley by June 30, 2025. This is a hard deadline.

Applications are now open in CNPweb for the Summer Food Service Program. There must have an approved application before meals can be served.

Any interest earned for your School Nutrition Program must accrue to the school nutrition account fund balance. The MEFS # is 1900 for this revenue

As the school year is coming to the end, the Annual Financial report for Child Nutrition will be coming as well. I will be having a webinar on the report if you have any questions or concerns you would like me to address in the webinar please email me and I will include them in the presentation. As always, the webinar will be recorded.



## ESEA Federal Programs



# ESEA Federal Programs

## SAU Business Office personal might be asked to assist with:

- FY 24 Performance Report (PR) was due 11/1
  - Long overdue and if incomplete will pause review and approval of invoices
  - Invoicing through 9/30/24 must be completed before the PR can be submitted
  - FY22 must be closed out
- FY 25 Winter Monitoring is open for submissions
  - Initial Submissions Due 2/21
  - SEA review 2/24-3/21
  - LEA Resubmits 3/24-4/7
  - SEA reviews 4/7-4/30



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Are you a business manager wondering why your FY24 invoice hasn't been paid? Check your application for FY24 funds and make sure the performance report has been completed and submitted for approval. FY24 invoices that have a service period beginning 10/1/24 and beyond will not be approved for payment until the FY24 Performance Report is approved. FY 24 ESEA Performance Report was due on 11/1 all expenses through 9/30/24 should be reported and invoiced and the FY 22 ESEA Consolidated grant needs to be closed out as well before PR is approved. FY 25 Winter Monitoring is open for submissions, however the deadline for initial submissions is 2/21 which is also the date in which the ESEA team will begin their review of the initial submissions. 1/1 - 2/21 - LEA submit items  
2/24 - 3/21 - SEA Reviews  
3/24 - 4/7 - LEA Resubmits  
4/7 - 4/30 - SEA reviews

## Performance Report Requirements

- Communicate, Communicate, Communicate
- Grants4Me – PR is embedded in the application
- ESEA Coordinator reports progress toward achieving measurable goals and completed projects
- Expenses from the Substantial Approval Date through 9/30/24 must be reported by the Lea Fiscal Representative or the ESEA Coordinator
- FY 22 ESEA Consolidated Grant Application must be closed out
  - This will require a Lea Fiscal Representative or ESEA Coordinator to report final expenditure under Performance Report Summary Page



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Successful administration of federal funds requires communication between the business office (manager) and the ESEA Coordinator and/or school principals. This communication should be ongoing throughout the year. We recommend that a minimum of quarterly meetings occur to make sure the business office and Coordinator/s are all on the same page. Business managers need to make sure invoicing is up to date so that the ESEA Performance Report can be submitted timely. Again, invoicing for expenses through 9/30 is essential to allowing for reporting expenses on the performance report. These figures can be submitted in Grants4Me either by the ESEA Coordinator or LEA Fiscal Representative. e reach out to either the ESEA Management Analyst or the SAU's Regional Program Manager with any questions.



**Office of Special Services and Inclusive Education**



# OSSIE Fiscal Teams Updates

- Budgeting for FY 26. Our team will not have any indications of allocations until probably early June. Applications will open early June with or without final allocations to allow for substantial approval completion.
- Fiscal Monitoring season is in full swing. Thank you for meeting with our team and making time in your busy schedules for our visits.
- Please check in Grants4ME to assure all Applications and year end reports are completed and approved. Invoicing will be affected if applications are in revision status or not approved.
- Common billing errors:

Expenditures	<a href="#">Return to Invoice Sections</a>
The aggregate of reported expenditures in excess of approved budget (\$105,351.82) may not exceed 10% of the total budget amount of \$966,834.48, or \$96,683.45.	

Example: The aggregate of reported expenditures in excess of approved budget (\$105,351.82) may not exceed 10% of the total budget amount of \$966,834.48, or \$96,683.45.

If this occurs a revision will have to be made to the application budget(s) moving funds. You cannot move more that what has already been expended. The application will need to be submitted and approved before the updates will show in the invoicing sections.



## Reminders and Updates

As the current school year nears its end, the fiscal team would like to remind you of some key dates and deadlines.

### EF-S-04

- All districts are asked to submit monthly EF-S-04 invoices by the 15<sup>th</sup> of the month for the prior month's expenses. Please make a note that funding for FY25 state agency client reimbursements will close on September 30, 2025. Therefore, **all EF-S-04s for FY25 (services provided July 1, 2024 – June 30, 2025) must be submitted to the Maine Department of Education for payment no later than September 30, 2025.**

### IDEA

- FY 24 IDEA funds expire on 09/30/2025. We are asking all districts to please be mindful of obligating those funds prior to the 09/30/2025 end of performance. All invoices must be submitted for reimbursement by December 15<sup>th</sup>. Any funds not invoiced by this date will no longer be accessible. This deadline can not be extended, and those funds will be forfeited.
- In order to complete the FY 25 Year End Report which will open in July 2025, all FY 25 IDEA funds need to be invoiced through June 30, 2025. The Year End Report only reports those funds expended from the FY25 IDEA Grant from July 1, 2024-June 30, 2025.



## Questions

Any questions for the team?





# Team Office Hours

Team	Office Hour
ESEA Federal Programs	<a href="#">Second Tuesday of the month at 9:00 am</a>
Perkins V (CTE)	Every Tuesday 3-3:30pm on <a href="#">Teams</a>
Office of Special Services & Inclusive Education (OSSIE)	More information coming soon.
Federal Fiscal Office Hours	April 24, 2025; July 24,2025; October 23,2025

Our Team

## Contacts

Please reach out to the applicable Fiscal Program leads for additional help and support.

Office	Contact	Email
Adult Education	Megan Dichter	Megan.Dichter@maine.gov
Child Nutrition	Jodi Truman	Jodi.Truman@maine.gov
ESEA Federal Programs	Tyra Corson	Tyra.corson@maine.gov
Federal Emergency Relief Programs	Maisha Asha	Maisha.Asha@maine.gov
ESEA / Federal Emergency Relief Programs	Shelly Chasse-Johndro	Shelly.chassejohndro@maine.gov
Perkins, Career & Technical Education	Melissa Sherwood	Melissa.sherwood@maine.gov
Special Services and Inclusive Education	Colene O'Neill	Colene.oneill@maine.gov



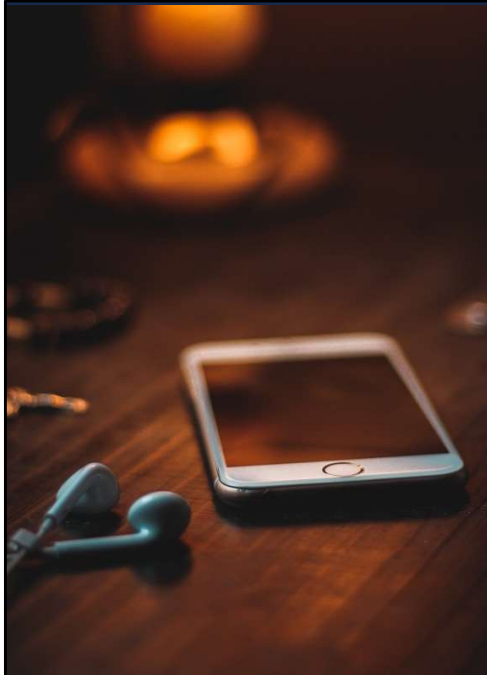
Our Team

## Contacts

Please reach out to the applicable Program/Fiscal leads for additional help and support.

Office	Contact	Email
Office of School and Student Supports – Stronger Connections	Kristian Fore	<a href="mailto:Kristian.Fore@maine.gov">Kristian.Fore@maine.gov</a>
Office of School & Student Supports – Community Schools	Ann Hanna	<a href="mailto:Ann.C.Hanna@maine.gov">Ann.C.Hanna@maine.gov</a>
Office of School & Student Supports – McKinney Vento	Signe Lynch	<a href="mailto:Signe.Lynch@maine.gov">Signe.Lynch@maine.gov</a>
Office of School & Student Supports – EASE Maine	Bethany Cunningham	<a href="mailto:Bethany.Cunningham@maine.gov">Bethany.Cunningham@maine.gov</a>





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