



MAINE DEPARTMENT
OF EDUCATION

Federal Fiscal Office Hours September 2024

Presented by: Federal Programs Fiscal Representatives





Agenda

- Reminders
- ESSER Reservations
- Upcoming PL:
 - Bruman Training – October 22-23, 2024, Brewer
 - MEASBO training November 8, 2024
- Team Specific Updates

Please share with us any topics you'd like for us to address or provide guidance.



Friendly Reminders

- Time & Effort
 - References to outdated statute should be removed from documentation
 - Is based upon time worked not budgeted salary 200.430 (i)
 - Components of time and effort documentation
 - Identify School or District where work is taking place
 - Name of staff member
 - Cost objective
 - Certify 100% of time worked
 - Period not to exceed 6 months
- Policy Review: Bring your policies to the Bruman Training (Oct 2024) to learn more about potential gaps and missing information
 - Written Travel Reimbursement Policy 2 CFR 200.475
 - Written Procurement Procedures 2 CFR 200.318 - 200.327
 - Written Procurement Standards – Staff Conflict of Interest 2 CFR 200.318(c)
 - Written Equipment Policy and Procedures – 2 CFR 200.439
- Invoice, Invoice, Invoice!
 - Multiple grant years open with expiring timelines

Reminder when Obligating Expiring Funds

If the obligation is for—	The obligation is made—
(a) Acquisition of real or personal property	On the date on which the State or subgrantee makes a binding written commitment to acquire the property.
(b) Personal services by an employee of the State or subgrantee	When the services are performed.
(c) Personal services by a contractor who is not an employee of the State or subgrantee	On the date on which the State or subgrantee makes a binding written commitment to obtain the services.
(d) Performance of work other than personal services	On the date on which the State or subgrantee makes a binding written commitment to obtain the work.
(e) Public utility services	When the State or subgrantee receives the services.
(f) Travel	When the travel is taken.
(g) Rental of real or personal property	When the State or subgrantee uses the property.
(h) A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E—Cost Principles	On the first day of the grant or subgrant performance period.

- For grants approaching close out - deadline to obligate is 9/30
- Obligation cannot be for contracted services beyond the 9/30 deadline to utilize funds
- Adult Education timelines differ – please reach out to Megan Dichter for more information.

[2 CFR § 76.707](#)

Disbursement of funds



Grant / Year	Period of Performance	Remaining funds
ESEA FY22	7/1/21 - 9/30/24	\$393,272.52 remaining of a \$68.9M award (<1%)
Tier III School Improvement FY23	9/1/22 - 9/30/24	\$817,565.19 remaining of a \$2.3M award (36%)
IDEA FY23	7/1/22-09/30/2024	\$3.2M remaining of a 54.3M award (5.8%)
Adult Education	7/1/24-6/30/25	First invoices due by 10/31/24
ARP ESSER III	7/1/22 to 9/30/24	\$78,591,688.92 remaining of \$370,286,424.86 (21.2%)

Performance Report Timelines



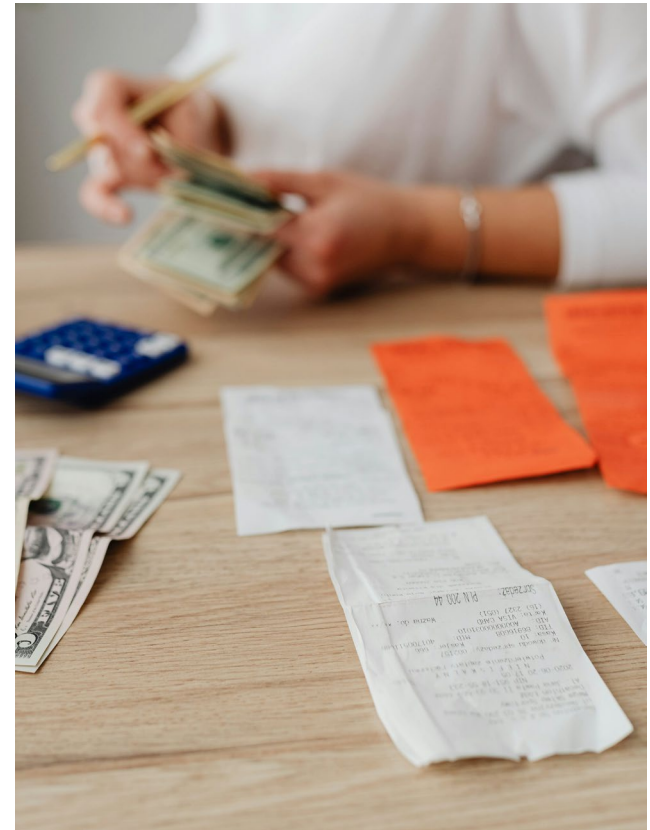
Report	Reporting Period	Due Date
ESEA FY24 Performance Report	July 1, 2023, to September 30, 2024	11/1/2024
FY 24 Title I Summer Reallocation Grant	May 1, 2024 – September 30, 2024	10/30/24
IDEA FY23 Year End Report	July 1, 2022, to September 30, 2024 <i>Reimbursements currently paused until YERs are received.</i>	12/31/2023 10/30/2024
IDEA FY24 Year End Report	July 1, 2023, to September 30, 2024	
Adult Education Quarterly Report	July 1, 2024, to September 30, 2024	10/31/2024

ESSER Reservations

The Maine Department of Education (Maine DOE) allocated almost \$16 million of State reservation funding to support the Teach Maine, Evidence-Based Literacy, Pre-K expansion and the Summer Learning and Enrichment projects.

Funding	Remaining	% Remaining
TeachMaine	\$984,459.54	34.5%
Evidence-Based Literacy Grant	\$4,952,861.57	52.7%
PreK Expansion Grant	\$435,939.43	79.6%
Summer Learning and Enrichment (invoices due by 9/30)	\$2,179,683.88	75%

Grant Award Notification (GAN) states the invoicing timeline and requirements, but we encourage SAUs to invoice as soon as possible.





OFFICE OF FEDERAL PROGRAMS

FEDERAL GRANT MANAGEMENT TRAINING

SAVE THE DATE
OCTOBER 22 & OCTOBER 23, 2024
JEFF'S CATERING, BREWER
IN COLLABORATION WITH:
THE BRUMAN GROUP



[Register here](#)

ESEA Federal Programs Updates

- **FY 25 Grant Award Notice (GAN)** changes
 - SAUs with an award greater than **\$250,000** are required to invoice monthly
- **FY 24 Performance Report**
 - Opens early October 2024
 - Report expenses through 9/30/24
 - Invoicing must be up to date
 - FY 22 Close Out Report



Upcoming Deadlines

FY 22 ESEA funds period of performance ends 9/30/24

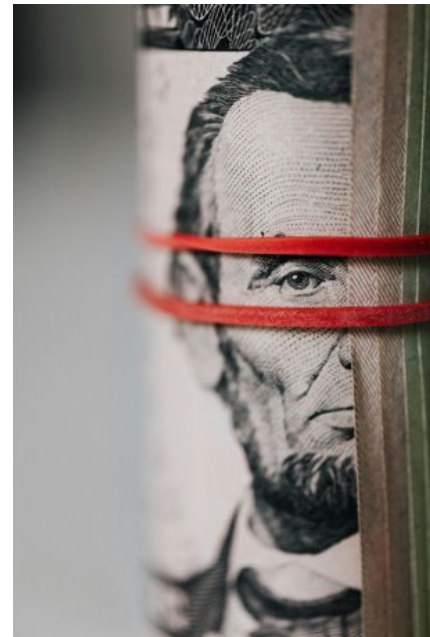
FY 23 Tier III School Improvement end 9/30/24

FY 24 Performance Report Opens early October and is due 11/1/24

FY 25 Fall Monitoring 1st submission of evidence due 10/1/24

Federal Emergency Relief

- 9/30/2024 is the end of the Performance Period for:
 - Evidence-Based Literacy Grant
 - ARP ESSER funding
 - ARP HCY I and HCY II



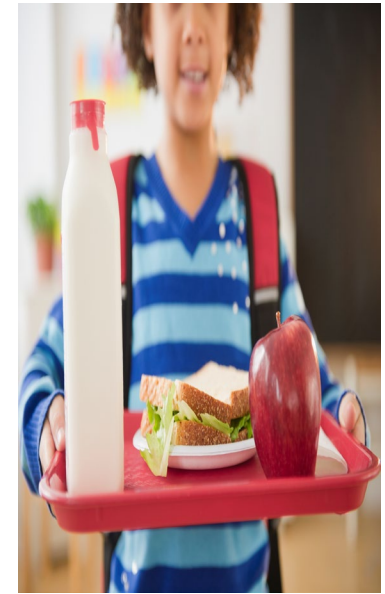
ARP ESSER III funding must be **obligated by September 30, 2024**, and **invoiced by December 30, 2024** - **preferably MUCH sooner!** An obligation is the legal liability to pay immediately or at a later date. A table illustrating when a sub-recipient has made an obligation is available in [2 CFR § 76.707](#)

Child Nutrition Updates

MEFS Revenue Codes for Child Nutrition Funds are located on the Child Nutrition Website [Financial Information | Department of Education \(maine.gov\)](https://www.maine.gov/education/child-nutrition)

Please make sure you are coding correctly. Federal and State of Maine reimbursement must be separated when reporting.

Please confirm your UEI number in Sam.gov is listed as, 'Active Registration'.



Upcoming:

- 17 Districts have not completed the Child Nutrition Annual Financial Report. The Business Office and the Child Nutrition Office should be working together to complete the report. Final deadline is October 1st.

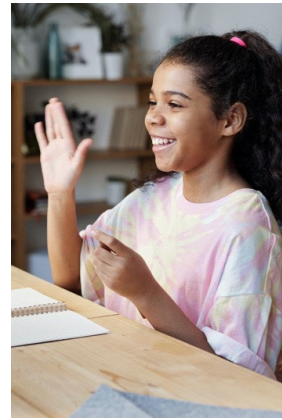
IDEA

Upcoming Deadlines

FY 24 Year End Reports are due October 30, 2024, for the period 07/01/2023-06/30/2024- Sections A & B (MOE & Excess Cost) will not be available until a majority of SAUs have uploaded their 4th Qtr financials and they have been migrated. The rest of the report can be completed and submitted. If SAUs are not meeting MOE/Excess Cost, Maine DOE will send word and work with the SAU to enter allowable exceptions.

FY 25 IDEA Applications due for full approval 09/15/2024

FY 24 Fall Monitoring Cohort list 1st submission of evidence due 09/23/2024, 2nd submission of evidence due 10/11/2024, 3rd submission of evidence is due 11/04/2024. SAUs being fiscally monitored were notified. Please reach out if you have any questions.



Adult Education

All AEFLA and IELCE grants are now in Grants4ME system and fiscal agents have access.

- 10/31/24 invoices will be submitted via Grants4ME system.



Upcoming Deadlines – 10/31/24

Career & Technical Education

Industry Standards Grant

- We are continuing to review FY25 applications on a rolling basis. You may not begin spending down funds until your application has been approved.

Weekly Office Hours

- Melissa Sherwood, Perkins Grant Manager, holds office hours every Tuesday 3-3:30p on Teams



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Upcoming Deadlines –

- September 30th: FY25 Industry Standards Grant and Middle School Grant application due
- September 30th: Last day to spend down FY24 Perkins and Industry Standards Grant funds
- November 30th: Last day to submit invoices for reimbursement under FY24 Perkins and Industry Standards Grant

Office of School & Student Supports

- EASE Year 3 amendments have begun for Year 3 funding on 1/1/25
 - 'Audit Ready' Improvements
 - Budget Tables/Better Category Definitions
 - Travel Policies
 - Personnel/Benefits Documentation
- EASE New Scholarship Grant this fall
 - 3 Universities ~ \$170,000
 - Supports students currently enrolled in MH programs
 - Currently in workflow – funding available ASAP



- **Stronger Connections – Year 1 reporting corrections/finalized on 10/2/2024**
- **SCG – ECHO – Begins 10/2/2024 and runs monthly through school year**

Questions

Any questions for the team?



Team Office Hours

Team	Office Hour
Federal Emergency Relief Programs	First Thursday of the month at 9:00am
ESEA Federal Programs	Second Tuesday of the month at 9:00 am
Perkins V (CTE)	Every Tuesday 3-3:30pm on Teams
Office of Special Services & Inclusive Education (OSSIE)	More information coming soon.
CTE	Every Tuesday 3-3:30 on Teams

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
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Federal Emergency Relief Programs	Maisha Asha	Maisha.Asha@maine.gov
Federal Emergency Relief Programs	Shelly Chasse-Johndro	Shelly.chasse-johndro@maine.gov
Perkins, Career & Technical Education	Melissa Sherwood	Melissa.sherwood@maine.gov
Special Services and Inclusive Education	Colene O'Neill	Colene.oneill@maine.gov

Contacts

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

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