Office of Federal Emergency Relief Programs (OFERP)

Notes to the Field

**Program Notes**

**ESSER**
- Even with the submission of ARP ESSER III, CARES ESSER I and CRRSA ESSER II can be revised as needs shift.
- The minimum of 20% reservation to address the loss of instructional time must continue to be met in revised applications.
- OFERP may set a deadline for CARES ESSER I for management purposes, and when we do, we will provide ample notice.

**EANS CRRSA**
- GAN: You will find your Grant Award Notification (GAN) located in GEM. Reminder to review the Close Out Terms and Attachments found at the bottom of the GAN notice.
- Access GEM to obtain detailed instructions for using the Federal Grant Reimbursement System.
- It’s important to keep the Staffing Request current and notify DOE of any changes. All Staffing Requests must be submitted to the DOE and approved prior to commencement of work.
- To ensure timely payments to staff: Time Sheets must be completed, signed, and sent to EANSProgram.DOE@maine.gov by 5:00pm every Friday.

**INVOICING TIP!**
Be sure to double check your invoices against your approved applications to ensure the categories line up!

**Reimbursements**
- The 10% overage rule applies for ESSER invoices - your invoice total cannot exceed 110% of your approved budget.
- The billing period on the invoices can be monthly or up to three months, but they cannot overlap fiscal years.

**Mark Your Calendars!**
- OFERP Office Hours are hosted on the first Thursday of every month at 9 AM. Sign up for 11/04 HERE!
- Our new OFERP Newsletter will be distributed on the 15th of every month.
**SPOTLIGHT ON SCHOOLS: SURRY ELEMENTARY SCHOOL**

Surry Elementary School used CRRSA ESSER II funds to purchase a yurt, which provided extra space for distancing and allowed its 3rd graders to stay at school in-person over winter 2021. Learn more about this creative use of funds in the Ellsworth American.

Photo from Fred Cole via the Ellsworth American

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**OFFICE HOUR NOTES: OCT 7**

*The following were topics addressed during October 7th's OFERP Office Hours:*

- **Use of Funds and Return to In-Person Instruction Plans** need to be readily available to families and the general public. These two plans should be easy to read and understand, and they should be clearly identified on the SAU's website. Keep in mind that when plans are reviewed and updated, SAUs need to also update the plans on the website.

- **Construction Checklist** - The purpose of the construction checklist is to have SAUs be aware of the Federal and State requirements. Local requirements may also need to be considered. The Maine DOE understands that some of the activities regarding compliance with regulations will need to be in progress at the time of the application submission and approval.

- **Timeline for APR application approval** - SAUs were granted pre-award costs in May 2021 upon receipt of their ARP ESSER III Grant Award Notification. During the application review process, only projects that need clarifications or revisions are reopened. Although it is safe to assume that a SAU could proceed with a project that was not reopened, it is still the responsibility of the SAU to ensure that all incurred costs are in accordance with the ARP Act, IFR, and FAQs, even after the application has been approved.

*Mark your calendars: The next OFERP Office Hour is 11/04! Sign up HERE.*

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**SPOTLIGHT ON OFERP TEAM MEMBER: ROB PALMER IV**

**What is your role at OFERP?**
I review and process invoices for ESSERF I, II and soon III.

**What is your favorite activity to do in the Fall?**
I spend the majority of my time off in the fall hunting.

**What was your best Halloween costume growing up?**
I borrowed my dad’s military uniform and dressed as a soldier.