



March 2023

## Signs of Spring\*



### Office of Federal Emergency Relief Programs (OFERP)

*Notes to the field*

#### **Friendly Reminder - Time and Effort**

Districts are required to maintain Time and Effort documentations under all ESSER grants for any future monitoring and audit purposes even though it is not required to submit any such documentation with the reimbursement requests. The sample of various Time and Effort documentation sheets are available on our [website](#) under *ESSER, General Information, August 20, 2021*.

#### **New - Internal Controls – Keep GEM contacts up-to-date**

OFERP has participated in reviews of our operations by the Office of the State Auditor, and we anticipate a monitoring visit from the US Department of Education in May. These reviews remind us of best and required practices to document good control over the use of the ESSER and EANS funds. To that end, OFERP is requiring that only identified application coordinators make requests to reopen applications. Please keep the contact information for both the application coordinator(s) and superintendent current. You may change the contact information in the GEM system. Include the name, email address, and district name; and remove the name of the staff member you are replacing.

**EANS Reminders:** Inventory is due. Submit Invoice(s) for items to be reimbursed. Track Staffing Funds. CRRSA EANS I and CRRSA EANS I Reallocation end on 09-30-2023.

#### **CRRSA ESSER 2 Fund Ending September 30, 2023**

Now is a good time to review ESSER 2 invoicing and aim toward closing out the funds in that program in the upcoming months. Activities for ESSER 2 must be obligated by September 30, 2023 and all invoicing activity must be completed by December 2023.

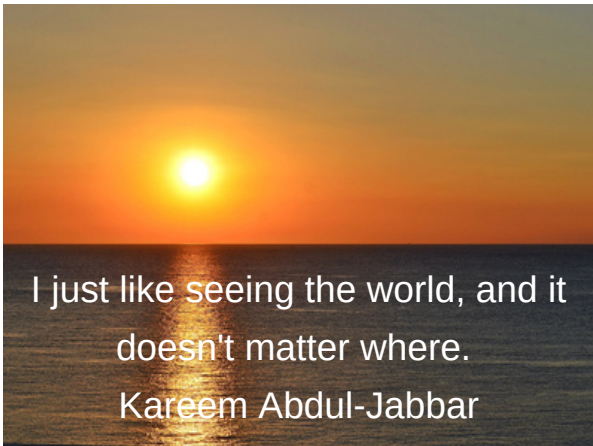
**ESSER [Dashboard](#)** - On March 17, 2023 a Priority Notice went out to Maine's SAUs announcing a Federal Emergency Relief Funding Dashboard. You may be interested in viewing the Dashboard and noting the patterns of spending state-wide and for each SAU.

### FY'22 Performance Reports

The 3rd annual Performance Report for FY '22 is active in GEM (Phase II.) FY'22's report will capture all draw-downs of all ESSER funds from July 1, 2021 through June 30, 2022. The US Department of Education is requesting specific categories of spending and the report this year will have some items, or will ask for some breakdown of uses, that were not requested in last year's report. The OFERP team anticipates that it will take time and collaboration within your SAU's leadership office to prepare the report. The report is due by April 7, 2023. We have the following resources available to SAUs:

- Blank copies ([PDF](#)) of items on the report to support collaboration in your SAU
- [Slides](#) from the March 16, 2023 Office Hour about the Performance Report
- [FAQ](#) document for FY '22 Performance Report
- [Video Recording](#) of the March 16, 2023 Office Hour
- On-going open meetings via [Zoom](#) on Wednesdays at 11am from now through April 5, 2023; Come anytime during the hour to ask questions or seek clarification.
- Opportunities for individual conversations with members of our OFERP team (contact Karen Kusiak, Monique Sullivan, or Shelly Chase-Johndro)

### \*Sure Signs of Spring in Maine



- Terri:* Robins outside the window
- Shelly:* Longer daylight and indoor softball practice
- Monique:* Roads Posted signs for heavy loads
- Maisha:* Rolling down the car windows
- Kevin:* Hockey Tryouts
- DeeDee:* Maine Maple Sunday
- Karen:* Ice cream stands open

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