



NOVEMBER 2023

# Office of Federal Emergency Relief Programs (OFERP)

Notes to the Field



## Upcoming Events and Deadlines

- November 10th - State offices closed in observance of Veteran's Day
- Wednesdays in November 11 a.m. CRRSA Invoicing Q & A - No agenda - Register [here](#).
- November 23rd Happy Thanksgiving! State offices are closed Nov. 23-24.
- November 30th 10 a.m. - **NEW** Office Hours for Business Managers - Register [here](#).
- December 7th 9 a.m. - OFERP Office Hours - Register [here](#).
- December 30th - CRRSA ESSER 2 and MLEH Invoicing must be complete.

## PROGRAM NOTES



### SOMETHING TO THINK ABOUT

The Office of Federal Emergency Relief Programs encourages you to be thinking about how effective your ESSER funded programs and services, particularly the 20% set-aside to address learning loss, are on students. The following are questions that might get you started:

- **WHO** of the student subgroup that were disproportionately impacted by the COVID-19 pandemic are being targeted with the ESSER funded programs and services?
- **WHAT** impact is the ESSER funded programs and services having on student outcomes and learning loss and was it the intended impact?
- **WHEN** were changes to the ESSER funded programs and services and where they made for continuous improvement?
- **WHERE** is the evidence to support the findings and how can the evidence be clearly articulated that is understandable, accessible, and relevant?
- **WHY** was this intervention selected and how does it connect to the student needs that were identified in the SAUs strategic plan?

### CRRSA Invoicing - No agenda, Open Office Hours

Also, please share with your business managers that OFERP has started CRRSA Invoicing - No agenda, Open Office Hours. These weekly no agenda, walk-in invoicing office hours are design to assist in the completion of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Elementary and Secondary School Emergency Relief (ESSER) invoicing but we will take any fiscal questions. If you have questions, please feel free to join us at any time between 11:00am to 12:00pm on Wednesdays starting November 1, 2023 through December 13, 2023. The CRRSA Invoicing - No agenda, Open Office Hour will not be hosted on November 22, 2023. No appointment needed but you are required to register [here](#), which will provide you with connection information for any of the CRRSA Invoicing office hours listed above.

### NEW OFFICE HOURS

Join us on the last Thursday of every month at 10 a.m. as the DOE fiscal teams collaborate to bring you informative sessions and provide a common place for you to get your questions answered, regardless of the Federal funding source.

The first session will be held on Thursday, November 30th and you can register [here](#). We hope to see you there!



### SUBRECIPIENT MONITORING

The Maine Department of Education (DOE) is responsible for the oversight and monitoring of programs and activities carried out under ESSER, CARES, CRRSA, and ARP. The subrecipient monitoring process is comprised of the risk assessment, self-assessment, desk audit, and onsite/virtual review.

- Phase 1 - Risk Assessment - done for all SAU's - nearly complete.
- Phase 2 - Self Assessment - required for all High Risk SAU's - beginning December 2023
- Phase 3 - Desk Audit - required for all High Risk SAU's - beginning January 2024
- Phase 4 - Corrective Action Plan - required for High Risk SAU's with findings - beginning March 2024
- Phase 5 - Onsite/Virtual Review - required for selected High Risk SAU's - beginning April 2024

### What is a Late Liquidation Extension and How Does It Effect SAU's?

On October 5th, the OFERP Team Office Hour was a session devoted to answer all of your questions regarding late liquidation extension of CRRSA ESSER 2 funds. We discussed what late liquidation extension is for, as well as the requirements and process involved. You can see this informative session [here](#).

### Adjustments to CRRSA ESSER 2 & MLEH Applications

REMINDER: The only requests to alter the CRRSA ESSER 2 and MLEH applications that will be permitted for Maine School Administrative Units (SAUs) are ones that are accompanied by a request from the OFERP invoice team to revise the application to align with allowable spending or a submitted invoice.

### Liquidating ESSER 2 & MLEH Funds

The liquidation period for CRRSA ESSER 2 and MLEH funds are from October 1, 2023 to December 30, 2023. *This includes invoice review and processing.* **While the deadline for liquidation is December 30, 2023, SAUs are encouraged to submit invoices as early as possible to allow time for any necessary revisions.**

### Share your Good News!



Maine DOE Seeking to Highlight ESSER Federal Emergency Relief Funding Projects

The Maine Department of Education (DOE) is looking to share stories of school administrative units (SAUs) using Federal Emergency Relief Funding to positively impact their students and school communities.

The Maine DOE is administering a questionnaire to collect information about these projects in order to create stories that will be shared broadly through the Maine DOE communication efforts. Sharing good news about the use of Elementary and Secondary School Emergency Relief (ESSER) funding increases transparency and visibility, giving the public insight into the purpose and impact of these funds.

Find the questionnaire here: [Federal Emergency Relief Funds Highlights](#)

If you have any further questions or need clarification, reach out to Maine Department of Education Communications and Outreach Coordinator Rachel Paling at [rachel.paling@maine.gov](mailto:rachel.paling@maine.gov).

## OFERP TEAM



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