

# OFERP Office Hours 1/06/2022

**Thursday, January 6, 2022 - 9:00am**  
**Office of Federal Emergency Relief Programs (OFERP)**

# OFERP Introductions

- Shelly Chasse-Johndro, Director
- Monique Sullivan, ARP Coordinator
- Karen Kusiak, CARES & CRRSA Coordinator
- Kevin Harrington, GEER/EANS Coordinator
- Maisha Asha, Fiscal Coordinator
- Robert Palmer, Management Analyst

# Yesterday's **Great** News!

The U.S. Department of Education has delayed the annual performance data collection for the Elementary and Secondary School Emergency Relief (ESSER) Fund, which has allowed the **Maine Department of Education** to delay the ESSER performance report.

**ESSER performance report is due by**  
~~January 21, 2022~~ **Friday, March 25, 2022**

# Yesterday's News!

Annual Reporting Periods - This report should be completed based on activities in each **State's Fiscal Year 2021** for ESSER I, ESSER II and ARP ESSER, respectively. States whose fiscal year starts prior to October 1 should report only on ESSER I activities from October 1, 2020 through the end of the State Fiscal Year 2021.

**ESSER I** under the Coronavirus Aid, Relief, and Economic Security (CARES) Act \*Reports due to the U. S. Dept. of Educ.

Annual Report	Due Date	Applicable Reporting Period
Second Annual Report	February 10, 2022	October 1, 2020- September 30, 2021
Third Annual Report	February 9, 2023	October 1, 2021- September 30, 2022

**ESSER II** under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act

Annual Report	Due Date	Applicable Reporting Period
First Annual Report	February 10, 2022	December 21, 2020 - September 30, 2021
Second Annual Report	February 9, 2023	October 1, 2021- September 30, 2022
Third Annual Report	February 8, 2024	October 1, 2022- September 30, 2023

**ARP ESSER** under the American Rescue Plan (ARP)

Annual Report	Due Date	Applicable Reporting Period
First Annual Report	February 10, 2022	October 1, 2020- September 30, 2021
Second Annual Report	February 9, 2023	October 1, 2021- September 30, 2022
Third Annual Report	February 8, 2024	October 1, 2022- September 30, 2023

**ESSER I** under the Coronavirus Aid, Relief, and Economic Security (CARES) Act

Annual Report	Applicable Reporting Period
Second Annual Report	October 1, 2020 - End of State Fiscal Year 2021
Third Annual Report	State Fiscal Year 2022
Fourth Annual Report	State Fiscal Year 2023*

**ESSER II** under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act

Annual Report	Applicable Reporting Period
First Annual Report	State Fiscal Year 2021
Second Annual Report	State Fiscal Year 2022
Third Annual Report	State Fiscal Year 2023
Fourth Annual Report	State Fiscal Year 2024*

**ARP ESSER** under the American Rescue Plan (ARP) Act

Annual Report	Applicable Reporting Period
First Annual Report	State Fiscal Year 2021
Second Annual Report	State Fiscal Year 2022
Third Annual Report	State Fiscal Year 2023
Fourth Annual Report	State Fiscal Year 2024
Fifth Annual Report	State Fiscal Year 2025*

# Reporting Period

The projects and expenditures should reflect

**CARES ESSER I - October 1, 2020 to June 30, 2021**

**CRRSA ESSER II – July 1, 2020 to June 30, 2021**

**ARP ESSER III – July 1, 2020 to June 30, 2021**

# Supports and Resources

- A downloadable blank copy of the [ESSER Performance Report](#) (2020-2021) can be accessed from our website
- [Instructions for Using the Federal Grant Reimbursement System](#) can be accessed from 4pcamaine.org
- Upon request, one-on-one technical assistance can be provided by the OFERP Team
- Frequently Asked Questions (in development)
- Walk-in Office Hours

# Walk-in Office Hours

OFERP is hosting walk-in office hours to assist in the completion of the ESSER Performance Report. If you have questions, please feel free to join us on:

<b>Mondays at 11:00am</b>	<b>Wednesdays at 1:00pm</b>
January 3, 2022	January 12, 2022
January 17, 2022	January 26, 2022
January 31, 2022	February 9, 2022
February 14, 2022	February 23, 2022
February 28, 2022	March 9, 2022
March 14, 2022	March 23, 2022

No appointment needed but you are required to [register](#), which will provide you with connection information for any of the walk-in office hours listed above.

# Reporting Statutory Requirements

## **34 CFR §76.720 State reporting requirements:**

This section applies to a State's reports required under [2 CFR 200.327](#) (Financial reporting) and [2 CFR 200.328](#) (Monitoring and reporting program performance), and other reports required by the Secretary and approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995, [44 U.S.C. 3501-3520](#).

## **34 CFR §76.722 Subgrantee reporting requirements:**

A State may require a subgrantee to submit reports in a manner and format that assists the State in complying with the requirements under [34 CFR 76.720](#) and in carrying out other responsibilities under the program.



# Purpose of Reporting

- ❑ Availability of funds: funds invoiced, remaining balance
- ❑ Adherence to 2 CFR Part 200 - Cost Principles
- ❑ Expense and Reimbursement alignment with approved projects
- ❑ Expense alignment with allowable uses as required by CARES, CRSSA, and ARP statute and guidance (COVID 19 Handbooks, FAQs, and IFR)
- ❑ Expense alignment with goals and priorities
- ❑ Information to respond to inquiries from legislators, community members, and other stakeholder groups.

**Example** - *Legislators have asked for the number of SAUs using federal relief to upgrade school and building ventilation.*

# Please Note:

- ❑ The performance report relates to CARES, CRRSA and APR **Elementary and Secondary Education Emergency Relief (ESSER)**, this does not include:
  - ❑ CRF Funding, which was from the U.S. Department of Treasury or
  - ❑ ARP Homeless Children and Youth (HCY) funding
- ❑ The 12-months Tydings period (General Education Provisions Act §421(b)(1)) has already been granted for all three funding packages. The following is the periods of allowability for the funding:

Funding	ESSER funds are available for obligation by SAUs through	Any funds not invoiced by the date below will no longer be accessible
CARES ESSER I	September 30, 2022	October 15, 2022
CRRSA ESSER II	September 30, 2023	October 15, 2023
ARP ESSER III	September 30, 2024	October 15, 2024

# Before Starting:

- ❑ Review projects, budgets, and expenses in CARES (ESSER I), CRSSA (ESSER II), and ARP (ESSER III) applications.
  
- ❑ Work with Business manager to align expenses and reimbursements with project descriptions and budgets.
  - ☞ All activities occurring between the reporting dates must be invoiced before completing this Performance Report (PR).
    - ☞ **CARES ESSER I - October 1, 2020 to June 30, 2021**
    - ☞ **CRRSA ESSER II – July 1, 2020 to June 30, 2021**
    - ☞ **ARP ESSER III – July 1, 2020 to June 30, 2021**
  
- ❑ Make sure that everyone has access to information needed to complete the Performance Report.
  
- ❑ Review the broad reporting categories to determine the best method to gather the information needed to complete the PR.

# GEM Portal



Maine Department of Education  
Application Website



Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website.

School Emergency Relief Fund (ESSERF) Applications

- [ESSERF 1 Application](#)
- [ESSERF 2 Application](#)

[Maine Coronavirus Relief Fund \(CRF 2\) Applications](#)

[Emergency Assistance to Non-Public Schools Program \(EANS\)](#)

[American Rescue Plan \(ARP\) Elementary and Secondary School Emergency Relief \(ESSER\)](#)

[ESSER Performance Report](#)

[ARP Homeless Children and Youth II Budget Update](#)

[Federal Grant Reimbursement System](#)

[FY2021 IDEA Year End Report](#)

Elementary and Secondary Education Act Application\*

- [FY2021 and earlier ESEA Applications](#)
- [School Year 2019-20 and earlier ESEA Performance Reports](#)

Special Education Programs under IDEA Part B

- [FY2021 and earlier Local Entitlement Applications](#)
- [FY2021 and earlier Local Entitlement Year End Reports](#)

Carl D. Perkins Career and Technical Education Act of 2006

- [FY2021 and earlier Annual Reports](#)
- [FY2021 and earlier Applications](#)

Initially this web site was developed with funding from the U.S. Department of Education, Office of Special Education Programs (OSEP), IDEA General Supervision Enhancement Grant (Contract #H84326 X020020).

Any opinions, findings, conclusions, or recommendations expressed are those of the authors and do not necessarily reflect the views of the U.S. Department of Education or any agency of the US Government.



Project management and custom programming by:  
[GEM School Software, Inc.](#)

**Go to:**

<https://www.4pcamaine.org/>

**Click on:**

ESSER Performance Report

**Username and Password:**

Accounts for CRF 2, ESSERF, ARP and the FGERS will grant access to Performance Report

# Start: Data Entry Menu

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Contact person: James Dean, Pine RSU

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Pine RSU's Data Entry Menu

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**Part VI: Maintenance of Equity (MOEquity)**

*A check mark before a link indicates that all the required information has been entered in the page.  
Once all links are checked, including General Directions, you will be able to submit this performance report.*

There are five parts to the Performance Report (PR). Each part represents information needed for USDE annual report.

ESSER funds use is unique to each SAU and will be reflected in their PR.

Make sure that all the information in the Performance Report Set Up page is correct because the Performance Report Coversheet (Part I) is populated by the setup information.

# Part II-COVID 19 Impact

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1. Indicate how the SAU identified students most impacted by the COVID 19 pandemic.

2. Verify the 6-month review of the *\*Plan for Safe Return to In-Person Instruction and Continuity of Services* and provide the publicly available URL

3. Provide the URL of the publicly available *\*Use of Funds Plan*

*\*Both plans must be continuously available to the public until 9/30/24.*

# Part III-Use of Funding

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**Part VI: Maintenance of Equity (MOEquity)**

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**Connectivity (Part IIIa):** Specify how CARES, CRRSA, and ARP funds were used to provide connectivity to students and teachers

**Remote Learning (Part IIIb):** Specify how ESSER (CARES, CRRSA, and ARP) funds were used to support remote learning

**Evidence-Based Interventions (Part IIIc & IIIc):** Specify the learning recovery and acceleration programming provided to specific student groups and school health related expenditures

*\*Prepopulated responses (radial buttons and checkboxes) are provided, and their use is strongly encouraged.*

# Part IV-Positions and Staffing

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**Part VI: Maintenance of Equity (MOEquity)**

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**Part 1** - Report FTE positions in 2018, 2019, 2020, 2021 for certain identified positions

**Part 2** - Report the number of positions the SAU intended to hire and did hire

**Part 3** - Report the number of specific positions (list is provided in PR) retained with CARES, CRRSA, and ARP funds.

*\*Each part is asking for different information so please read each question carefully.*



# Positions and Staffing, Part 1

FTE as of September 30,	
Administrators (Non-clerical)	<b>Role</b>
Teachers	
Educational Technicians I	
Educational Technicians II	
Educational Technicians III	
Staff providing support services (Non-clerical)	
Staff providing support services (Clerical)	
Other (please specify)	

FTE as of September 30,	
Attendance officers	<b>Responsibility</b>
Bilingual educators	
English as a Second Language educators	
Nurses and contact tracers	
School counselors	
School psychologists	
Short term contractor	
Social workers	
Special educators, related service personnel and paraprofessionals	

The counts may be different for question 1 and 2; there may not be a one-to-one correspondence between those sections of Part IV, Part 1. To illustrate, it may be that the person who is the attendance officer is hired under one of several possible categories in item 1 (e.g. administrator, ed tech, or clerical support)

# Part V-Project Expenditures

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**CARES Expenditures-** Report on the status (activities conducted and invoiced expenditures) of each project from 10/1/20 to **6/30/21**.

**CRRSA Expenditures-** Report on the status (activities conducted and invoiced expenditures) of each project from **7/1/20 to 6/30/21**.

**ARP Expenditures-** Report on the status (activities conducted and invoiced expenditures) of each project from **7/1/20 to 6/30/21**.

*\*Invoices must be submitted for all project activities that occurred within the specified reporting periods (see above).*

# Part V-Project Expenditures

	1000-2000	3000-5000	6000	7300	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Total Amount
COVID-19 Student Supports Budget	\$99,000.00	\$3,000.00	\$0.00	\$0.00	\$102,000.00
COVID-19 Student Supports Invoiced Expenditures	990.00	0.00	0.00	0.00	990.00
Remaining Balance as of October 1, 2021	\$98,010.00	\$3,000.00	\$0.00	\$0.00	\$101,010.00
<b>COVID-19 Student Supports Activities Description</b>					
COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support) COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support) COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support) COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support)					
<b>COVID-19 Student Supports Activities Conducted</b>					
not all inclusive: facilitating distance not all inclusive: facilitating distance not all inclusive: facilitating distance					
COVID-19 Staff Support Budget	\$140,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00

**Invoicing through June 30, 2021** should be completed before submitting the performance report. The performance report, Federal Grant Reimbursement System and district's financial system reports should coincide.

# Similar Expenditures

Similar projects and expenditures can be supported by multiple federal emergency relief packages for identical time periods.

A self-designed tracking spreadsheet might be helpful for completing this and future performance reports.

District Name:							
PROJECT / ACTIVITY	CARES		CRRSA		ARP		TOTAL
	ESSER I	Billing Period (Oct 1, 2020 -June 30, 2021)	ESSER II	Billing Period (July 1, 2020 -June 30, 2021)	ESSER III	Billing Period (July 1, 2020 -June 30, 2021)	
Ex-Contract Tracers	25,000.00	10/1/20-12/30/21	50,000.00	1/1/21-4/30/21	20,000.00	5/1/21-6/30/21	95,000.00
Ex-Summer Programming	25,000.00	7/1/20-8/30/20	5,000.00	*5/1/21-6/30/21	NA	NA	30,000.00
Ex-After School	NA	NA	10,000.00	3/1/21-4/30/21	5,000.00	5/1/21-6/30/21	15,000.00
Ex-Van Purchase	NA	NA	28,000.00	3/30/21-3/30/21	28,000.00	5/1/21-5/30/2021	56,000.00
Ex-PPE	10,000.00	7/1/20-9/30/20	5,000.00	2/1/21-2/28/21	2,000.00	6/1/21-6/30/21	17,000.00
	*Planning for summer school						-

# Part VI-Maintenance of Equity

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**[Part VI: Maintenance of Equity \(MOEquity\)](#)**

More information about calculating Maintenance of Equity is available in the OFERP Office Hours (12/2/21) and Maintenance of Equity Resources located on the OFERP Website, found [here](#).

*A check mark before a link indicates that all the required information has been entered in the page. Once all links are checked, including General Directions, you will be able to submit this performance report.*

# Submission

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A check mark before a link indicates that all the required information has been entered in the page. Once all links are checked, including General Directions, you will be able to submit this performance report.

No additional information is required to complete and submit the American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) Performance Report. You have met the **minimum requirements**, but you must decide if this performance report is complete. If you have not already done so, and you are ready to submit, please go the submission page and send the electronic signature.



**1<sup>st</sup>** - On the **Data Entry Menu**, check to be sure that all sections have Black Checkmarks and the blue messaging at bottom of the page indicates completion.

**2<sup>nd</sup>** - Go to the **Submission page** and enter application coordinator's password. A red message will appear at the top of the page when the PR has been submitted. This is the same process for resubmissions.

DATA ENTRY **SUBMISSION** LOG OUT

Project Contact: James Dean, Pine RSU

**Submission page** for ESSER Performance Report

[View completed ESSER Performance Report:](#)  
[Download ESSER Performance Report for Viewing](#)

The ESSER Performance Report has been reopened.  
The ESSER Performance Report is not approved.

PERFORMANCE REPORT RE-SUBMISSION PAGE

Pine RSU's performance report for ESSER Performance Report has been revised and is ready to be re-submitted.

ESSER Performance Report Coordinator: Enter your password into the box below, then click the button that reads Re-submit Performance Report for Review.

Enter your password:   
Re-submit Performance Report for Review

# Q & A

Please unmute yourself or use the chat to ask questions!



# Resources

- [ARP-ESSER Application Instructions](#)
- [Return to School Roadmap](#)
- [ARP Law](#)
- [ARP ESSER Interim Final Rule](#)
- [US ED APR ESSER](#)
- [Use of Funds FAQ](#)
- [Maine's Federal Emergency Relief Programs](#)



# Contact Information

Emergency Relief Funds	APR ESSER	CARES and CRRSA ESSER, CRF	GEER and EANS
Shelly Chasse-Johndro	Monique Sullivan	Karen Kusiak	Kevin Harrington
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