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
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.

Yesterday's Great News!

ESSER performance report is due by
January 21, 2022

Friday, March 25, 2022
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.
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
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:

<table>
<thead>
<tr>
<th>Mondays at 11:00am</th>
<th>Wednesdays at 1:00pm</th>
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<tbody>
<tr>
<td>January 3, 2022</td>
<td>January 12, 2022</td>
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<tr>
<td>January 17, 2022</td>
<td>January 26, 2022</td>
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<tr>
<td>January 31, 2022</td>
<td>February 9, 2022</td>
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<td>February 14, 2022</td>
<td>February 23, 2022</td>
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<tr>
<td>February 28, 2022</td>
<td>March 9, 2022</td>
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<tr>
<td>March 14, 2022</td>
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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.
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.
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:

<table>
<thead>
<tr>
<th>Funding</th>
<th>ESSER funds are available for obligation by SAUs through</th>
<th>Any funds not invoiced by the date below will no longer be accessible</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARES ESSER I</td>
<td>September 30, 2022</td>
<td>October 15, 2022</td>
</tr>
<tr>
<td>CRRSA ESSER II</td>
<td>September 30, 2023</td>
<td>October 15, 2023</td>
</tr>
<tr>
<td>ARP ESSER III</td>
<td>September 30, 2024</td>
<td>October 15, 2024</td>
</tr>
</tbody>
</table>
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).
    * CA Res ESSER I - October 1, 2020 to June 30, 2021
    * CRSSA 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.
Go to:  
https://www.4pcamaine.org/

Click on:  
ESSER Performance Report

Username and Password:  
Accounts for CRF 2, ESSERF, ARP and the FGRS will grant access to 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.
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

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 & IIIId): 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 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.
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)
**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

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.

<table>
<thead>
<tr>
<th>PROJECT / ACTIVITY</th>
<th>CARES</th>
<th>CRRSA</th>
<th>ARP</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Contract Tracers</td>
<td>25,000.00</td>
<td>50,000.00</td>
<td>20,000.00</td>
<td>95,000.00</td>
</tr>
<tr>
<td>Ex-Summer Programming</td>
<td>25,000.00</td>
<td>5,000.00</td>
<td>*5/1/21-6/30/21</td>
<td>NA</td>
</tr>
<tr>
<td>Ex-After School</td>
<td>NA</td>
<td>NA</td>
<td>5,000.00</td>
<td>15,000.00</td>
</tr>
<tr>
<td>Ex-Van Purchase</td>
<td>NA</td>
<td>NA</td>
<td>28,000.00</td>
<td>56,000.00</td>
</tr>
<tr>
<td>Ex-PPE</td>
<td>10,000.00</td>
<td>5,000.00</td>
<td>2,000.00</td>
<td>17,000.00</td>
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*Planning for summer school
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.
Submission

1st - 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.

2nd - 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.
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

<table>
<thead>
<tr>
<th>Emergency Relief Funds</th>
<th>APR ESSER</th>
<th>CARES and CRRSA ESSER, CRF</th>
<th>GEER and EANS</th>
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<td>Robert Palmer</td>
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<td>Robert.W.PalmerIV @maine.gov</td>
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