OFERP Office Hours
11/4/21

Thursday, November 4, 2021 - 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
- Barbara Rancourt, Procurement Analyst
- Robert Palmer, Management Analyst
Today's Topics

1. Office Hours
2. ARP Homeless Children and Youth (HCY)
3. LMS Survey
4. Purchased Services, Equipment and Supplies
5. Business Manager Guide
6. Assessment for remaining projects
Office of Federal Emergency Relief Programs will:

• Host monthly office hours on the 1\textsuperscript{st} Thursday at 9:00am of each month.

• Distribute monthly a newsletter on the 15\textsuperscript{th} of each month.
ARP-HCY II funding is awarded to SAUs through a formula and the SAU (or consortium) must meet the minimum threshold of $5,000 for an award.

- Approximately 75 SAUs will receive an award

ESSER funds can be used to:

- identify homeless children and youth,
- provide homeless children and youth with wrap-around services to address the challenges of COVID-19, and
- enable homeless children and youth to attend school and fully participate in school activities.

Activities may include any expenses necessary to facilitate the identification, enrollment, retention, and educational success of homeless children and youth.
• LMS subgrant recipients who opted-in to purchase licenses for a Learning Management Systems (LMS) for their district will be receiving a survey that will need to be completed and returned to the Maine DOE.
  – Survey to be distributed via email by December 1, 2021
  – Survey to be returned by January 10, 2022
3000 – Purchased Professional and Technical Services

• Services that by their nature can be performed only by persons or firms with specialized skills and knowledge. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Services purchased from another school administrative unit should be coded to object 5900 series.
7301 – Equipment

- Expenditures for the initial, additional, and replacement items of equipment, such as machinery, furniture and fixtures, and vehicles other than those used for student transportation, that are under a school unit's capitalization threshold but group control of the item is needed and the item meets the equipment requirements delineated in the "Criteria for Distinguishing Supply Items from Equipment Items" chart on the MDOE website, save the capitalization threshold.
6000 – General Supplies.

- Amounts paid for items that are consumed, are worn out, or have deteriorated through use or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
Equipment vs. Supplies

CRITERIA FOR DISTINGUISHING SUPPLY ITEMS FROM EQUIPMENT ITEMS
At first "no", item is determined to be a supply, not equipment

1. Lasts more than one year  →  NO
2. Repair rather than replace  →  NO
3. Independent unit rather than incorporated into another unit item  →  NO
4. Cost of tagging and inventory is small percent of item cost  →  NO
5. Exceeds minimum dollar value mandated by state or other governmental unit (with due regard for group control of some items)  →  NO

**EQUIPMENT**

** An equipment item is any instrument, machine, apparatus or set of articles that meets all of the following criteria:

1) It retains its original shape, appearance and character with use.
2) It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
3) It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit.
4) Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.

https://www.maine.gov/doe/sites/maine.gov.doe/files/2020-01/supplychart%5B1%5D.pdf
Business Manager Guide

### Accounting Information

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<tr>
<th>Fund</th>
<th>Federal Award</th>
<th>CFDA #</th>
<th>Fund Code</th>
<th>Revenue Code</th>
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<td>CARES ESSER I</td>
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<td>LMS Subgrant</td>
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### Invoice Timeline

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<tr>
<th>Fund</th>
<th>Expenses Occur, Completed and Received by:</th>
<th>Invoice Maine Department of Education by:</th>
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<tbody>
<tr>
<td>CARES ESSER</td>
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<td>October 15, 2022</td>
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<tr>
<td>CRRSA ESSER</td>
<td>September 30, 2023</td>
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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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<tbody>
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