

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

Friendly Reminder

Office of Federal Emergency Relief Programs
will:

- Host monthly office hours on the 1st Thursday at 9:00am of each month.
- Distribute monthly a newsletter on the 15th of each month.

ARP Homeless Children & Youth (HCY)

- 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.

Learning Management System

- 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

Purchased Services

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.

Equipment

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.

Supplies

6000 – General Supplies.

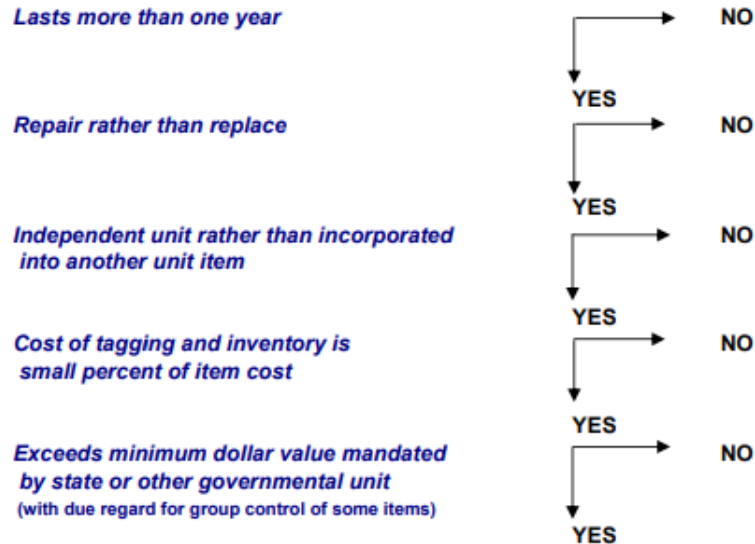
- Amounts paid for items that are consumed, are worn out, or have deteriorated through use or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

[Financial Accounting for Local School Systems in Maine: 2021 Edition](#)

Equipment vs. Supplies

CRITERIA FOR DISTINGUISHING SUPPLY ITEMS FROM EQUIPMENT ITEMS

At first "no", item is determined to be a supply, not equipment



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

Maine Department of Education
Office of Federal Emergency Relief Programs
Business Manager Guide
Office of Federal Emergency Relief Programs Team

OFFER Director	CARES and CRRSA Coordinator	GEER and EANS Coordinator	ARP Coordinator	Reimbursement Fiscal Coordinator	Procurement Analyst	Management Analyst
Shelly Chasse-Johns Shelly.Chasse@maine.gov	Karen Kosak Karen.Kosak@maine.gov	Kevin Harrington Kevin.Harrington@maine.gov	Monique Sullivan Monique.Sullivan@maine.gov	Masha Jaska Masha.Jaska@maine.gov	Barb Rancourt Barb.Rancourt@maine.gov	Rob Palmer Rob.PalmerV@maine.gov

For Items to Be Reimbursed
The Federal Grant Reimbursement System, in GEMS, is the platform for all reimbursements requires for:
 CARES ESSER I
 CRRSA EANS
 ARP ESSER II
 ARP HCY I
All Learning Management System (LMS) Subgrant invoices should be emailed to Jordan Dean (Jordan.Dean@maine.gov).

ESSER Invoice Timeline

Expenses Occur, Completed and Reimbursed by:	Invoice Maine Department of Education by:	Fund	Federal Award	CFDA #	Fund Code	Revenue Code
CARES ESSER I	September 30, 2022	October 15, 2022	CARES	S425D200004	84.425D	2605 4531
CRRSA ESSER II	September 30, 2023	October 15, 2023	CRRSA	S425D210004	84.425D	2614 4531
CRRSA EANS	September 30, 2023	October 15, 2023	CRRSA	S425R10044	84.425R	4531
ARP ESSER II	September 30, 2024	October 15, 2024	ARP	S425U21004	84.425U	2615 4531
ARP HCY I	September 30, 2024	October 15, 2024	ARP	S425W210020	84.425W	2618 4531
ARP HCY II	September 30, 2024	October 15, 2024	ARP	S425W210020	84.425W	2619 4531

Local Information
 Maine DOE's Federal Emergency Relief Programs
 CARES Act (U.S. Public Law)
 CRRSA Act (U.S. Public Law)
 CARES Act (E.O. for Maine)
 Maine's ESSER I & II (E.O.)
 U.S. DOE GEER
 U.S. DOE GEER

Funding Sources and Conditions

Funding Source	Applicable to:	Invoice Coordinator
ESSER I & II	ARP	Robert Palmer
ESSER II	ARP	Robert Palmer
ARP HCY I & II	ARP	Robert Palmer
EANS	ARP	Kevin Harrington / Barbara Rancourt / Jordan Dean

Criteria for Distinguishing Supply Items from Equipment Items
 All that "buy" item is determined to be a supply, not equipment.

Leads more than one year	YES	NO
Repair rather than replace	YES	NO
Independent and rather than incorporated into another unit/item	YES	NO
Cost of tagging and inventory is small percent of item cost	YES	NO
Essentially permanent either value mandated by state or other governmental unit with no expectation of resale	YES	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 deterioration or incorporation into a different or more complex unit or assembly.
 3. It is nonconsumable, 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.

Accounting Information				
Fund	Federal Award	CFDA #	Fund Code	Revenue Code
CARES ESSER I	S425D200004	84.425D	2605	4531
CRRSA ESSER II	S425D210004	84.425D	2614	4531
CRRSA EANS	S425R10044	84.425R		4531
ARP ESSER III	S425U21004	84.425U	2615	4531
ARP HCY I	S425W210020	84.425W	2618	4531
ARP HCY II	S425W210020	84.425W	2619	4531
LMS Subgrant			2617	4531

	Expenses Occur, Completed and Received by:	Invoice Maine Department of Education by:
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CRRSA ESSER	September 30, 2023	October 15, 2023
CRRSA EANS	September 30, 2023	October 15, 2023
ARP ESSER	September 30, 2024	October 15, 2024
ARP HCY I	September 30, 2024	October 15, 2024
ARP HCY II	September 30, 2024	October 15, 2024

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

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