



MAINE DEPARTMENT
OF EDUCATION

Federal Fiscal Office Hours June 2024

Presented by: Federal Programs Fiscal Representatives



Welcome to the Federal Fiscal Office hour for June 2024, we are glad that you could join us today. We want to inform you that we are suspending these office hours for the summer months of July and August with the intention of resuming these Federal Fiscal Office Hours in September. The Maine DOE Federal Fiscal Team will introduce themselves as we move through the slides.

Agenda

- Required Written Policies (2 CFR)
 - Fraud, Waste, and Abuse 200.113
 - Written Policies and Procedures regarding Time & Effort 200.430
 - Written Policies for Cash Management 200.302 (b)(6) & 200.305
 - Invoicing Reminders
- Team Updates

Please note, office hours will not be held in July and August but will resume in September. Enjoy your summer!

Please share with us any topics you'd like for us to address or provide guidance.



Disbursement of funds



Grant / Year	Period of Performance	Remaining funds
ESEA FY22	7/1/21 - 9/30/24	\$742,781.08 remaining of a \$66.4M award (1.1%)
ESEA FY23	7/1/22 - 9/30/24 Tydings Amendment Requested	\$5.3M remaining of a \$70.1M award (7.56%)
IDEA FY23	7/1/22-09/30/2024	\$6.1M remaining of a 54.3M award (11.2%)
Adult Education	7/1/23-6/30/24	\$1,027,182.44 remaining of \$1,472,102.60 (69.78%)
ARP ESSER III	7/1/22 to 9/30/24	\$122,839,164.44 remaining of \$370,286,424.86 (33.2%)



We draw your attention to funds that are yet to be reimbursed for each of the listed grants. We are aware that for many SAUs, these funds have been obligated and expended however, reimbursement has not yet been sought from the Department. We therefore encourage you to submit invoice reimbursements as soon as possible.

For the ESEA FY23 funds a Tydings Amendment waiver has been requested from the US DOE however this has not yet been approved. If not approved, all remaining ESEA FY23 funds will need to be obligated by 9/30/24 and invoiced by 12/30/24. Once the Department receives word from the USDOE regarding the approval or denial of the Tydings Amendment waiver, we will be sure to communicate this with Superintendents and business managers.

Performance Report Timelines



Report	Reporting Period	Due Date	Completed
ESEA FY23 Performance Report	July 1, 2022, to September 30, 2023 <i>Reimbursements currently paused until PRs are received.</i>	11/1/2023	98%
IDEA FY23 Performance Report	July 1, 2022, to September 30, 2024 <i>Reimbursements currently paused until PRs are received.</i>	12/31/2023	90%
Adult Education Quarterly Report	March 1, 2024, to June 30, 2024	07/15/2024	
ESSER FY23 Performance Report	July 1, 2022, to June 30, 2023 <i>Reimbursements currently paused until PRs are received.</i>	04/12/2024	97.4%



Please note that ALL listed reports are now past due, if not submitted.

We draw your attention to the performance report timelines and due dates. If you have not yet submitted a performance report for ESEA, IDEA, Adult Education and ESSER we strongly encourage you to work with your colleagues as these reports are all past due.

Policy vs Procedure

- **Policy** – provides rules and guidelines for decisions.
 - Responsibilities of the traveler
 - What will the traveler be reimbursed for?
- **Procedures** – detailed steps to complete specific tasks and processes.
 - Fill out preapproval travel voucher
 - Step by step process to prepare to travel
- **200.113 Mandatory disclosures.**
 - The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in appendix XII to this part are required to report certain civil, criminal, or administrative proceedings to SAM (currently FAPIIS). Failure to make required disclosures can result in any of the remedies described in [§ 200.339](#). (See also [2 CFR part 180](#), [31 U.S.C. 3321](#), and [41 U.S.C. 2313](#).)



As you can see I have defined policy and procedure to be clear most of the requirements in 2 CFR 200 are asking for one or both in written form. Maine School Management Association offers templates for these written policy and procedures requirements when administering federal funds to support expenses related to travel and procurement (contracts).

Fraud, Waste & Abuse

- Required to post annually to the SAU website
- Each recipient of a federal grant **must display, in a public place, the hotline contact information of the US Department of Education Office of the Inspector General (ED OIG) to ensure that any individual who observes, detects, or suspects improper use of taxpayer funds can report such improper use.**
- Information related to how to file a report of fraud, waste and abuse in addition to the contact information and office hours of the ED OIG must be posted by SAUs. A sample of how this could look is provided within the linked priority notice with a [template also available for use.](#)



A requirement to post how one might file a report with the US Department of Education Office of Inspector General must be posted and made available to all should one suspect improper use of taxpayer funds aka federal funds. This post must contain information related to how to file a report of fraud, waste, and abuse in addition to the contact information and office hours of the ED OIG. You can access a sample of how this could look by clicking on the link in chat.

Office of Inspector General Information



U.S. Department of Education
Office of Inspector General

Report Fraud, Waste, or Abuse to our Hotline

The OIG Hotline is available for anyone who knows of or suspects fraud, waste, abuse, mismanagement, or violations of laws and regulations involving U.S. Department of Education funds or programs. This includes allegations of suspected wrongdoing by Department employees, contractors, grantees, schools and school officials, persons in positions of trust involving Department funds or programs, collection agencies, recipients of student financial assistance, or lending institutions. If you have knowledge of any wrongdoing involving Department funds or operations, let us know!

[Click Here to Report Now](#)

<https://oighotlineportal.ed.gov/caseportal/investigations/captcha.aspx>

Contact the Hotline

The OIG encourages you to use its [online form to file your complaint](#).

You can also download the OIG Hotline Form and mail or fax it to our office. Please note that it will take longer to process your complaint if submitted by mail or fax.

U.S. Department of Education
Office of Inspector General Hotline
400 Maryland Avenue, S.W.
Washington D.C. 20202-1500
Fax: (202) 245-7047

If you need assistance, please visit our [Frequently Asked Questions page](#) or call the OIG Hotline at 1-800-MIS-USED (1-800-647-8733).

Operators are available*:

Monday and Wednesday: 9:00 a.m. – 11:00 a.m. EST

Tuesday and Thursday: 1:00 p.m. – 3:00 p.m. EST

*Except Federal holidays

- OIG Hotline at 1-800-MIS-USED (1-800-647-8733).
- Operators are available Monday and Wednesday 9-11am ET, or Tuesday and Thursday from 1-3 ET except federal holidays.
- [FAQs](#)
- [Reporting Fraud, Waste & Abuse](#)



This information on this slide can be accessed from the Maine DOE webpage.

Time and Effort –

What is time and effort reporting?

- All employees charged to federal grants must maintain time and effort reporting. It does not matter if it is IDEA funding, or Title funding, Perkins or ESSER - formula or discretionary - any employee funded with federal grants must document the time they spend working on the grant's objectives to demonstrate that the amount budgeted and claimed is accurate.
- The portion of an employee's salary and benefits paid with Federal funds should be reflective of the actual activity, NOT reflect what was budgeted.
- Time and effort reporting is required when ANY part of an individual's salary is charged to a Federal program or used as match for a Federal program.

[OMB Circulars A-21, A-87 & A-122]

Time & Effort Reporting

As per federal regulation, Time & Effort (T&E) documentation must meet the following criteria in order to be allowable:

- The employee's time must be documented in writing.
- The documentation must reflect the actual time spent by the employee on allowable activities of the federal program(s) being charged.
- The period covered by the documentation must meet compliance, PAR T&E may not exceed one-month, Semi-annual certification or a fixed schedule PAR T&E may not exceed six-months.
- The documentation must account for all of the employee's time for the period covered.
- The documentation must be signed – PAR and Fixed Schedule PAR T&E must be signed by the employee, Semi-Annual T&E must be signed by the employee, or a supervisor with first-hand knowledge of the employee's work duties and schedule.

Types of Time & Effort Certifications

Types of Time and Effort	Semi-Annual
	Personal Activity Report
	Fixed Schedule PAR
	Stipend Worksheet

Time & Effort Certification Semi-Annual

- To be used when an employee works 100% of their time on one cost objective, i.e., Local Entitlement (special education) activities.
- Employee can be paid from a combination of a Federal fund and State/Local funds provided they work 100% of their time on activities of the federal program being charged, (i.e., IDEA for special education).
- Can be signed by either employee or supervisor with first-hand knowledge of employee's work duties and schedule.



**RSU #99 MSAD #99
Time and Effort Certification
Semi-Annual**

- Identify District
- Document
- Type of T&E

Employee: Jane Doe
Position: Instructional Assistant
School: Pine Tree Elementary
CFDA #: 84.000A

- Employee Name
- Job Title
- School Name
- CFDA#

I, Jane Doe, certify that I spent 100% of my time engaged in allowable Local Entitlement activities for the period **01/01/2023** to **06/30/2023**.

Affirmation Statement &
Dates of Certification

Jane Doe

Signature

Signed by Employee or
Supervisor with First-hand
knowledge

07 / 15 / 2023

Date

Must be signed and dated
AFTER the "TO" date above.



RSU #99 MSAD #99
Time and Effort Certification
100%

- Identify District
- Document
- Type of T&E

Employee:

Name	Position
Jane Doe	Instruction Asst
Bill White	Ed Tech II
John Black	Ed Tech II

- Employee Name
- Job Title

School: Pine Tree Elementary
CFDA #: 84.000A

I, Mary Smith, certify that to the best of my knowledge the above-referenced employees spent 100% of their time engaged in allowable Local Entitlement activities for the period 01/01/2023 to 06/30/2023.

- Affirmation Statement & Dates of Certification

Mary Smith _____ 07 / 15 / 2023
Supervisors Signature Date

Certifications for multiple employees must be signed by a supervisor and dated **AFTER** the "TO" date above.



Personal Activity Report (PAR)

- To be used for employees working on multiple cost objectives.
- Must be based on after-the-fact determination of employee's actual activities (Cannot be estimated in advance).
- All of the employee's compensated time must be accounted for in the report.
- Must be prepared at least monthly and must coincide with one or more pay periods.
- Report must be signed by the employee.



PINE TREE SCHOOL DEPARTMENT PERSONNEL ACTIVITY REPORT (PAR)

- Identify School
- Type of T&E

For all Positions Funded by the federal funds

Name: Jane Doe Pay Period: 1/4/23 - 1/12/23 Position Title: Teacher

- Employee Name
- Pay Period
- Job Title

DATE	FUNDING SOURCE and # of Hrs. OF TIME IN RELATION TO 100%			DESCRIPTION OF ACTIVITIES
	TITLE IA	SPEC ED	LOCAL	
1/4/16	4	4		Worked with targeted LE students on reading; performed general reading services
1/5/16			8	Worked with targeted LE students on reading; performed class modeling of strategies for high level literacy students
1/6/16		8		Worked with targeted LE students on reading
1/7/16	8			Substitute taught Grade 4
1/8/16		4	4	Worked with targeted LE students on reading
1/11/16		8		Worked with targeted LE students and reviewed LE student progress data.
1/12/16			8	Mentored new classroom teacher on Core Reading Curriculum
ETC.	12hrs	24 hrs	20hrs	
Total	21%	43%	36%	
<i>I have performed the above duties as described.</i>				

- Date Worked
- Funding Source Charged
- # of Hours and % of total time
- A Description of the Activities Performed

Jane Doe

1/18 /23

- Signed by Employee
- Dated After the fact

Employee Signature

Date

14

14

RSU #99 Time & Effort Certification Fixed Schedule

Employee: Jane Doe
Position: Instructional Assistant
School: Pine Tree Elementary
CFDA #: 84.000A

Certification Period 01/01/2023 to 06/30/2023

Type of Schedule: _____ Daily X Weekly
 _____ Bi-Weekly _____ Other

Program or Cost Objective	Distribution of Time
Title I, Part A - Improving the Academic Achievement of the Disadvantaged	42%
IDEA, Part B - Federal Special Education	13%
State or Local	45%
TOTAL	100%

I certify that I performed work consistent with the attached schedule and as distributed in the above percentages during the Certification Period.

Jane Doe _____

2/20/2024



Employee Signature

Date

15

15

Employee: Jane Doe
Position: Instructional Assistant
School: Pine Tree Elementary

2023-2024 SCHOOL YEAR SCHEDULE
Fixed Schedule Attachment

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum	8:00-8:30 Consult with staff regarding Title I students/curriculum
8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break	8:30-8:45 Break
8:45-9:15 Special ed. support	8:45-9:15 Special ed. support	8:45-9:15 Special ed. support	8:45-9:15 Special ed. support	8:45-9:15 Special ed. support
9:15-10:00 Small group reading	9:15-10:00 Small group reading	9:15-10:00 Small group reading	9:15-10:00 Small group reading	9:15-10:00 Small group reading
10:00-10:30 Small group math	10:00-11:00 2 nd grade Title I reading/math	10:00-10:30 Small group math	10:00-11:00 2 nd grade Title I reading/math	10:00-10:30 Small group math
10:30-11:00 2 nd grade Title I reading/math	11:00-11:30 Lunch Break	10:30-11:00 2 nd grade Title I reading/math	11:00-11:30 Lunch Break	10:30-11:00 2 nd grade Title I reading/math
11:00-11:30 Lunch Break	11:00-11:30 Lunch Break	11:00-11:30 Lunch Break	11:00-11:30 Lunch Break	11:00-11:30 Lunch Break
11:30-11:45 Individual special ed. student catch-up	11:30-11:45 Individual special ed. student catch-up	11:30-11:45 Individual special ed. student catch-up	11:30-11:45 Individual special ed. student catch-up	11:30-11:45 Individual special ed. student catch-up
11:45-12:35 Small group math	11:45-12:35 Small group math	11:45-12:35 Small group math	11:45-12:35 Small group math	11:45-12:35 Small group math
12:35-1:05 Small group writing	12:35-1:05 Small group writing	12:35-1:05 Small group writing	12:35-1:05 Small group writing	12:35-1:05 Small group writing
1:05-1:20 Break	1:05-1:20 Break	1:05-1:20 Break	1:05-1:20 Break	1:05-1:20 Break
1:20-1:40 Title I prep	1:20-1:40 Title I prep	1:20-1:40 Title I prep	1:20-1:40 Title I prep	1:20-1:40 Title I prep
1:40-2:30 First grade Title I reading/math	1:40-2:30 First grade Title I reading/math	1:40-2:30 First grade Title I reading/math	1:40-2:30 First grade Title I reading/math	1:40-2:30 First grade Title I reading/math
2:30-3:30 Title I lesson planning and student learning plan follow-up	2:30-3:00 Title I lesson planning 3:00-3:30 Bus duty	2:30-3:30 Title I lesson planning and student learning plan follow-up	2:30-3:00 Title I lesson planning 3:00-3:30 Bus duty	2:30-3:30 Title I lesson planning and student learning plan follow-up



Teacher Stipend Worksheet

- Must be completed and signed by the conference/training supervisor
- The information provided is a requirement mandated by the federal government, and additional information concerning the use of federal grant monies can be found at http://www.whitehouse.gov/omb/circulars_default/

Teacher Stipend Worksheet

This report must be completed and signed by the Conference/Training Supervisor
The information provided is a requirement mandated by the federal government, and additional information concerning the use of federal grant monies can be found at <http://www.whitehouse.gov/omb/circulars/default/>.

Conference/Training Title and Date: LDA International Conference January 4-7, 2023

Teacher Name	Stipend Amount
Jane Doe	500.00
Bill White	500.00
John Black	500.00

This is to certify that, to the best of my knowledge, the above-named teachers spent 100% of their stipend time for the period 01/04/2023 to 01/07/2023, engaged in allowable Local Entitlement activities and were paid with Local Entitlement federal grant funds.

Print

Signature/Date



Signed by supervisor with firsthand knowledge of work teachers performed

Cash Management

- 200.302 Financial Management
 - Financial Management System must:
 - Identify, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - Maine DOE School Finance Accounting Handbook
 - Fund codes
 - Revenue codes
 - Object codes
 - Function codes
 - Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in [§§ 200.328](#) and [200.329](#).
 - Written procedures to implement the requirements of [§ 200.305](#).
 - Written procedures for determining the allowability of costs in accordance with [subpart E of this part](#) and the terms and conditions of the Federal award.



The non federal entity must have a financial management system that allows for identification of all Federal Awards received and expended and the Federal Programs under which they were received. The Maine DOE School Finance Accounting Handbook provides codes to identify each of these accounts. It is highly recommended that the SAU adopt these codes for reporting purposes as well. Written procedures to implement the requirements for federal payment. These written procedures will contain step by step process to receive reimbursement for allowable expenses under the federal program. Again, the finance department for your non-federal entity receiving reimbursement using federal funds needs to have written procedures for determining the allowability of costs in accordance with the uniformed grant guidance and the terms and conditions of the Federal award.

200.302(b) Financial Management

- (b) The financial management system of each non-Federal entity must provide for the following (see also [§§ 200.334](#), [200.335](#), [200.336](#), and [200.337](#)):
 - Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in [§§ 200.328](#) and [200.329](#).
 - Records that identify adequately the source and application of funds for federally-funded activities.
 - Effective control over, and accountability for, all funds, property, and other assets.
 - Comparison of expenditures with budget amounts for each Federal award.
 - Written procedures to implement the requirements of [§ 200.305](#).
 - Written procedures for determining the allowability of costs in accordance with [subpart E of this part](#) and the terms and conditions of the Federal award.



In addition, the state's and the other non-Federal entity's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. See also [§ 200.450](#).

(b) The financial management system of each non-Federal entity must provide for the following (see also [§§ 200.334](#), [200.335](#), [200.336](#), and [200.337](#)):

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in [§§ 200.328](#) and [200.329](#). If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a

pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See [§ 200.303](#).

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to implement the requirements of [§ 200.305](#).

(7) Written procedures for determining the allowability of costs in accordance with [subpart E of this part](#) and the terms and conditions of the Federal award.

2 CFR 200.305 Federal Payment

(3) Reimbursement is the preferred method when the requirements in this [paragraph \(b\)](#) cannot be met, when the Federal awarding agency sets a specific condition per [§ 200.208](#), or when the non-Federal entity requests payment by reimbursement. This method may be used on any Federal award for construction, or if the major portion of the construction project is accomplished through private market financing or Federal loans, and the Federal award constitutes a minor portion of the project. When the reimbursement method is used, the Federal awarding agency or pass-through entity must make payment within 30 calendar days after receipt of the billing, unless the Federal awarding agency or pass-through entity reasonably believes the request to be improper.



Reimbursement or federal payment is made to the SAU once the funds have been obligated, services received, travel and professional development concluded with a reimbursement request and the associated backup for the expenses during the service period. This method reduces the risk for cash on hand which is not desired.

Invoicing Reminders



Team	Invoicing timeframes	10% rule
IDEA	Invoices must be submitted at least quarterly. Subrecipients whose award exceeds \$250,000 must submit reimbursement requests monthly throughout the period of performance for the award.	Expenses cannot be requested in Grants4Me for an object code that has not been budgeted for in the application. Grants4Me will allow a request to exceed 10% of the amount budgeted for a specific object code or \$500 whichever is greater, if the request doesn't exceed the total award amount for the grant.
ESEA	Invoices must be submitted at least quarterly. Subrecipients whose award (including transferred funds) exceeds \$250,000 must submit reimbursement requests monthly throughout the period of performance for the award.	
CTE	Beginning in FY25, invoices must be submitted quarterly (at minimum).	
ESSER	Invoices should be submitted at least quarterly and can be submitted monthly	<ul style="list-style-type: none"> Expenses cannot be submitted in a budget category that does not have an associated (application) budget. An invoice can over expend in multiple categories if that overage is off-set in another category and collectively does not exceed 10% of the SAU allocation and the request is within the total award amount for the grant. ARP ESSER III invoice can over expend in a project budget category if the overage does not exceed 10% of the project (application) budget. Project balance cannot be negative.



OFFICE OF FEDERAL PROGRAMS

FEDERAL GRANT MANAGEMENT TRAINING

SAVE THE DATE
OCTOBER 22 & OCTOBER 23, 2024
JEFF'S CATERING, BREWER
IN COLLABORATION WITH:
THE BRUMAN GROUP



The Maine DOE is excited to share the BruMan group will be joining us in October for 1.5 days of professional learning. With changes to the Uniform Grant Guidance and EDGAR coming into effect on October 1, 2024, the BruMan group will share updates to requirements and regulations. Cost of the training will be FREE - materials and meals will be provided. **Registration will be required.** This is strongly recommended for business manager attendance and would be beneficial for federal program managers. More details to come, but save the date on your calendars!! Information related to the BruMan group can be found at <https://bruman.com/>

ESEA Federal Programs Updates

- New Director - Shelly Chasse-Johndro beginning 7/1/24
- ESEA Office Hours – July 9th
- FY 25 ESEA Application due date **8/1/24**
 - Application must be submitted by COB **8/1/24** to be considered for pre-award costs.
 - Do not obligate any FY 25 ESEA funds at this time.



Upcoming Deadlines

FY 22 ESEA funds will expire 9/30/24 (52 districts have \$1000 or more to expense)

FY 23 Tier III – School Improvement funds will expire 9/30/24 - **\$1,091,404 remaining of a \$2.3M award**

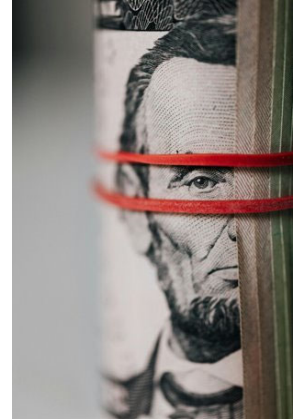
Posting the required information for Fraud, Waste, and Abuse is currently being reviewed for compliance.



The ESEA team is excited to welcome, Shelly Chasse-Johndro to the team, July 1st as the ESEA Federal Programs Director. ESEA Office Hours are the second Tuesday of every month from 9:00-10:00. You can join the office hour right from the [Maine DOE Event Calendar](#) on July 9th. The deadline for submitting the FY 25 ESEA Consolidated Funds application is 8/1/24. Your application must be submitted by close of business on 8/1/24 to be eligible for pre-award costs. Some districts have already inquired about submitting their application and we are awaiting final allocations from the Feds for the FY 25 ESEA Awards. FY 22 ESEA Funds are expiring 9/30/24 as is the FY 23 Tier III School Improvement Funds. A report run this morning, 6/27/24 revealed 52 districts with \$1,000 or more dollars to invoice for. I encourage you to check in Grants4Me and invoice as soon as possible if you think you might be one of the 52 districts. A review is taking place as we speak to ensure all SAUs receiving federal funds have posted on their website the Fraud, Waste, Abuse reporting requirements.

Federal Emergency Relief

- 9/30/2024 is the end of the Performance Period for:
 - TeachMaine (Educator Work Force)
 - Evidence-Based Literacy Grant
 - ARP ESSER funding
 - ARP HCY I and HCY II



ARP ESSER III funding must be **obligated by September 30, 2024** and **invoiced by December 30, 2024** - **preferably MUCH sooner!** An obligation is the legal liability to pay immediately or at a later date. A table illustrating when a sub-recipient has made an obligation is available in [2 CFR § 76.707](#)



Child Nutrition Updates

- Please notify our office at child.nutrition@maine.gov if you have a new Food Service Director. New Food Service Directors are invited to register for our new Director Bootcamp which will be held in August at our office in Augusta.



Upcoming:

- The Child Nutrition 2024 Annual Financial Report is due by September 1, 2024. The report is submitted in CNPWeb by the Child Nutrition filer. Business Managers are encouraged work with the Child Nutrition filer to complete the report for accuracy. Contact jodi.truman@maine.gov if you have any questions.



Child Nutrition holds a Boot Camp for New Food Service Directors in August. If your district has a new food service director, please notify our office so we can send them an invite.

IDEA

The FY25 allocations and applications are now open and available to complete for substantial approval. To start the Application, change the Status of the app to Draft Started. The app is now ready to edit. Applications are due for substantial approval by June 30th, 2024. Completed sections required for substantial approval include:

Maintenance of Effort- (Previous years' MOE will be loaded by Grants4ME soon.)

Two inputs

1. SAU's Local Budgeted amount for Special Education (Usually Article 2 of the SAU's Budget Warrant) plus any budgeted special education transportation
2. Anticipated student count for special education

Proportionate Share for Parentally Placed Students

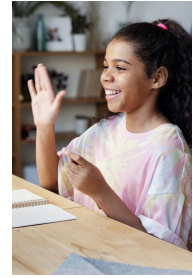
In the section the Participating School, choose from the dropdown and make sure you document the Meaningful Consultation.

1. Enter the total student count for special education, should match the same number entered in MOE and
2. The number of any parentally placed students for the coming year.

If you have Parentally Placed students, please make sure to create a project with the set aside amount required for that student(s).

Budget/Projects

Please enter a **complete purpose, description and projected outcome** in the text box for all object codes selected with budget amounts.



Once those sections are complete, change the status from Draft Started to Draft Completed. The application now requires the approval of the SAU's Fiscal Rep, once the Fiscal Rep approves, the app now requires the LEA Rep's(Superintendent) approval. It is not fully submitted to Maine DOE until the Superintendent approves. The substantial approval date is not effective until it is received at DOE.

Adult Education

AEFLA FY 25/FY 26 and IELCE funds have been awarded. Contracts are being processed with a July 1st start date.

Moving to Grants4ME as AEFLA/IELCE grant management system.



**Upcoming Deadlines - FY 24
July 15th, 2024**

Career & Technical Education

- FY25 Perkins Grant Applications are open
- FY25 CTE Industry Standards Grant – apps opening soon



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Upcoming Deadlines –

- FY23 Final Expenditure Reports: overdue!
- FY25 grant applications due: June 30th
- Reminder to complete any remaining FY24 budget revisions by June 30th



29

Maisha shares Melissa Sherwood notes:

- FY25 Perkins applications are open in G4M. Please submit them by June 30th for the CTE team to review and approve.
- TBD on when apps for the state CTE industry standards grant will open in Grants4ME. We are working on the formula. Dwight Littlefield will provide updates in the coming weeks
- Final expenditure reports for FY23 Perkins and the state grant are overdue – please complete as soon as possible
- All Perkins FY24 budget revisions are due by June 30th – funds are required to be obligated. You may spend down funds between July 1 – September 30, 2024.

Office of School & Student Supports

- Stronger Connections - kristian.fore@maine.gov
- EASE - bethany.cunningham@maine.gov
- McKinney-Vento (which includes ESSER funding, ARP-HCY, and a Preventing Homelessness Pilot) - signe.lynch@maine.gov
- Community Schools - ann.c.hanna@maine.gov
 - Community Schools still uses a hard copy invoice system (sent to Katie.Keenan@maine.gov), while the others are all in Grants4ME.



These are the 4 grants associated with the Office of School and Student Supports. Please contact the name provided for each grant with any questions or concerns.

Questions

Any questions for the team?



Team Office Hours

Team	Office Hour
Federal Emergency Relief Programs	First Thursday of the month at 9:00am
ESEA Federal Programs	Second Tuesday of the month at 9:00 am
Perkins V (CTE)	Every Tuesday 3-4pm Zoom



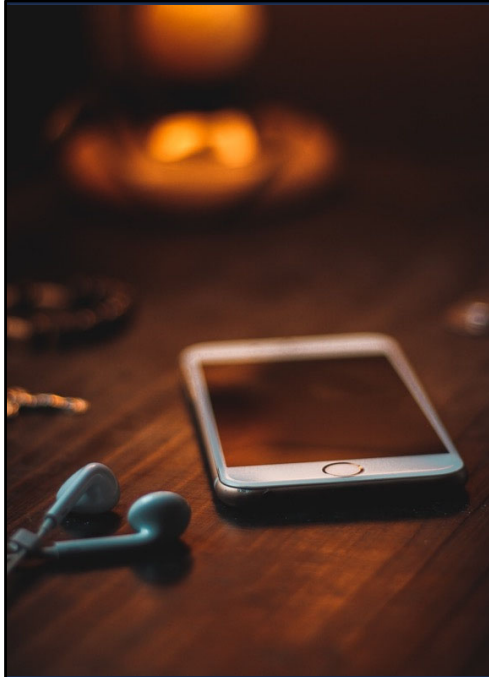
Our Team

Contacts

Please reach out to the applicable Fiscal Program leads for additional help and support.

Office	Contact	Email
Adult Education	Megan Dichter	Megan.Dichter@maine.gov
Child Nutrition	Jodi Truman	Jodi.Truman@maine.gov
ESEA Federal Programs	Tyra Corson	Tyra.corson@maine.gov
Federal Emergency Relief Programs	Maisha Asha	Maisha.Asha@maine.gov
Federal Emergency Relief Programs	Shelly Chasse-Johndro	Shelly.chasse-johndro@maine.gov
Perkins, Career & Technical Education	Melissa Sherwood	Melissa.sherwood@maine.gov
Special Services and Inclusive Education	Colene O'Neill	Colene.oneill@maine.gov





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