

MAINE DEPARTMENT
OF EDUCATION

Federal Fiscal Office Hours May 2024

Presented by: Federal Programs Fiscal Representatives



Welcome to the Federal Fiscal Office hour for May 2024, we are glad that you could join us today. The Maine DOE Federal Fiscal Team will introduce themselves as we move through the slides.

Agenda

- Required Written Policies (2 CFR)
 - Written Travel Reimbursement Policy 200.475
 - Written Procurement Procedures 200.318 (a)
 - Written Standards of Conduct – Conflict of Interest 200.318 (c)(1)

- Written Policies and Procedures regarding Time & Effort 200.430 (June 27)
- Written Policies for Cash Management 200.302 (b)(6) & 200.305 (June 27)
- Team Updates



Written Travel Reimbursement Policy 200.475 – Tyra

Written Procurement Procedures 200.318 (a) – Tyra

Written Standards of Conduct – Conflict of Interest 200.318 (c)(1) – Tyra

Disbursement of funds



Grant / Year	Period of Performance	% of SAUs with 50%+ remaining funds from grant year
ESEA FY22	7/1/21 - 9/30/24	\$547,199.10 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 - 6/30/23	\$7.5M remaining of a 54.3M award (13.8%)
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	\$132,460,344.22 remaining of \$370,286,424.86 (35.7%) 37 SAUs with 50%+ of their allocation remaining total \$65,902,420.74



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	91%
IDEA FY23 Performance Report	July 1, 2022, to September 30, 2024 <i>Reimbursements currently paused until PRs are received.</i>	12/31/2023	85%
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	85%



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
- 200.475(d) In the absence of an acceptable, **written non-Federal entity policy** regarding travel costs, the rates and amounts established under [5 U.S.C. 5701-11](#), (“Travel and Subsistence Expenses; Mileage Allowances”), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards ([48 CFR 31.205-46\(a\)](#)).



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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).

Written Travel Reimbursement Policy

- Actual Costs
 - Reasonable and necessary 200.475(b)
 - Itemized receipts
 - Lodging, subsistence, gas, parking, etc.
 - Mileage rate
- Per Diem Costs
 - [Per Diem Travel Costs](#)
 - Set the districts per diem rates e.g.
 - Breakfast - \$12
 - Lunch - \$15
 - Dinner - \$23 or
 - Day - \$40
- Combination
 - "Up to..." = itemized receipts.



Written travel reimbursement policy can be based on actual costs, per diem, or a combination of the two. All costs need to be reasonable and necessary as indicated in 2 CFR 200.475(b). If your policy is based off of actual costs then itemized receipts for all travel costs which reimbursement is being sought are required. The policy will need to have provisions for travel costs to include but not limited to lodging, subsistence, gas, parking, etc. Policies that use strictly per diem rates should include those rates. For example, many policies state they will reimburse mileage at the current federal rate per mile. This eliminates the need to update the policy every time there is a change in the federal rate. The district may establish their per diem rates such as those shown on the slide. Some districts prefer a combination and use the phrase "up to \$12/breakfast" making itemized receipts necessary.

Procurement standards must:

- Comply with mandatory laws, statutes, and regulations, 2 CFR 200.318-200.327
- Follow good stewardship of Federal Funds



[2 CFR 200.318 General Procurement Standards](#)

When using federal funds to procure a good or service, your organization must comply with all mandatory laws, statutes, and regulations to become good stewards of Federal Funds. This regulation states that your organization is required to have policies and procedures in place to address challenges that may arise, such as a conflict of interest. These policies ensure the integrity of the procurement process. Your organization must keep records to document your policies and the history of your procurements. The Maine DOE monitors for compliance with these regulations.

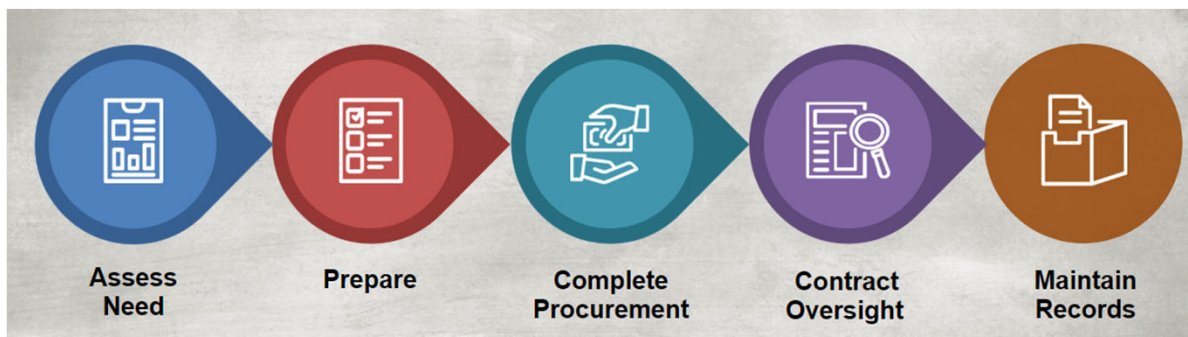
Documented procurement policies and procedures.

- Document procedures that outline how you ensure free and open competition without unfair advantages. For example, if a contractor helps your organization draft a solicitation, that contractor is not eligible to apply. [2 CFR 200.319](#)
- Methods of procurement [2 CFR 200.320](#)
 - Include thresholds for the different levels of procurement
 - Informal procurement methods – State of Maine \$10,000
 - Contracting with small and minority businesses, 2 CFR 200.321
 - Domestic Preference – supplies produced in the United States
 - Contract cost and price – what circumstances would necessitate a cost or price analysis – anything valued over \$10,000



You must maintain written policies and procedures as part of your procurement records. Document procedures that outline how you ensure free and open competition without unfair advantages. For example, if a contractor helps your organization draft a solicitation, that contractor is not eligible to apply. Methods of procurement – define the types of procurement by setting the dollar amounts and defining the levels of procurement. The uniform grant guidance defines levels of procurement in 2 CFR 200.320 as informal procurements, formal procurements, and non-competitive procurements. Informal procurement method means that the agencies may accept informal written quotes or bids for goods or services valued between \$5,001 - \$10,000. Non-Federal entities must take steps to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used whenever possible. Several strategies are required, so your organization must find the best ways to include them in their process and provide opportunities.

Procurement Process



Your organization's procurement process needs to be documented. The procurement process begins when you assess your program's needs through the application process, preparation includes the steps we discussed on the previous slide, remember you are required to ensure free and open competition, procurement priorities (small minority business, domestic preference) are used whenever possible. Determine whether or not your procurement requires quotes, solicitation, or bids. Before awarding a contract you must ensure the vendor is not part of any debarment list and is eligible to do business with the government. Excluded parties list appears at SAM.gov. Complete a procurement using the best options for your specific circumstance and award a contract. After issuing a contract, you must have contract oversight to ensure you receive the goods as described or the services are being provided as indicated in the contract. This includes monitoring the vendor's performance ensure the performance is in accordance with the terms and conditions of the contract. Finally, you document each step of the procurement process and maintain detailed records.

Written Standards of Conduct

General Procurement Standards [2 CFR 200.318\(c\)\(1\)](#)

- Conflict of Interest - No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
- Gifts and Solicitations
- Violations

MSMA – Maine School Management Association has a template for this policy known as policy DJH



The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

ESEA Federal Programs Updates

- FY 25 ESEA Application opens in Grants4ME, 6/1/24
- ESEA Office Hours 6/11/24 9:00-10:00



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**

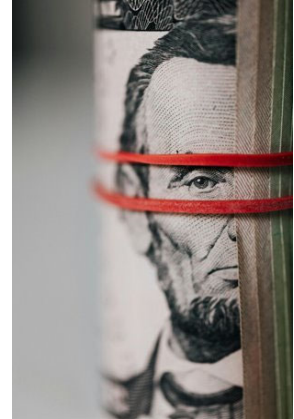


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The FY 25 ESEA application will open on June 1st, you can start drafting your application using your preliminary allocations with the caveat that final allocations will be issued on or around July 1st. The Application deadline for submission is 8/1/24. Your application must be submitted by 8/1/24 if your district is applying for pre-award costs. ESEA Office hours are held the second Tuesday of the month from 9:00-10:00, I encourage everyone to put a placeholder on their calendar for the upcoming meeting June 11th. FY 22 ESEA Funds are expiring 9/30/24 as is the FY 23 Tier III School Improvement Funds. A report run this morning, 5/30/24 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.

Federal Emergency Relief

- An incomplete FY 23 ESSER Performance Report will result in a hold on invoice submissions.
- GEMS portal for THME invoices is open!
- 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

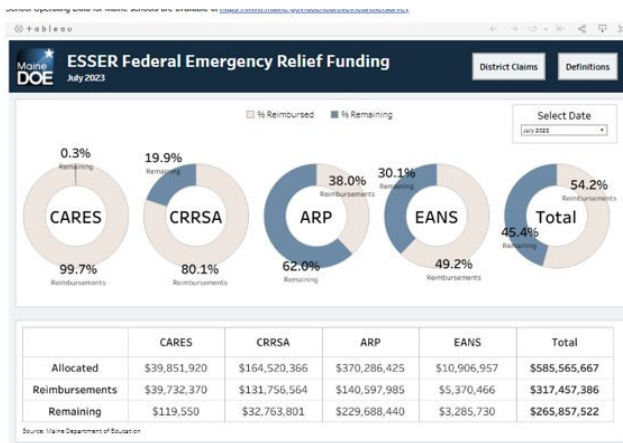


ARP ESSER III funding must be **obligated by September 30, 2024** and **invoiced by December 30, 2024** - **preferably MUCH sooner!** An obligation is the legal liability to pay immediately or at a later date. A table illustrating when a sub-recipient has made an obligation is available in [2 CFR § 76.707](#)



Federal Emergency Relief

- Check out what the Federal Emergency Relief Funds are supporting at <https://www.maine.gov/doe/ESSERdashboard>



ESSER Funding by District

July 2023

District	All Funds		Remaining	
	Allocated	Reimbursed	Allocated	Reimbursed
Total	\$585,565,667	\$317,457,386	\$265,857,522	

Join our ESSER Hour Office!
9:00am First Thursday of the month



Check out what the Federal Emergency Relief Funds are supporting at <https://www.maine.gov/doe/ESSERdashboard> and how your SAU is doing with their invoicing.

Also, don't forget to join us for our monthly office hours held the first Thursday of every month at 9:00am through June.

Child Nutrition Updates

- FY2025 Sponsor Annual Applications will be open in June for SNP.



Upcoming:

- SFSP –Summer Food Service Program that are operating in June/July/August, as a reminder, MEFS revenue codes for federal meal reimbursement are as follows:
 - SFSP Administrative – 4549
 - SFSP Operational – 4380



Sponsors that participate in the National School Lunch Program, the annual application will be open within CNPWeb in June.

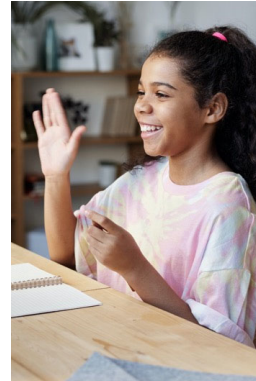
Sponsors that participate in the Summer Food Program during the months of June, July and or August, the following are the MEFS revenue codes:

SFSP Administrative 4549

SFSP Operational 4380

IDEA

FY 25 Allocations are currently being calculated.
FY 25 IDEA School-Age & IDEA Pre-School
Applications will be opening as soon as allocations
are loaded.
FY23 Invoicing- All FY 23 Funds need to be obligated by
Sept. 30, 2024.
OSSIE Fiscal Team is available to assist with
Applications, Year End Reports and Invoicing please
reach out if you need assistance.



Past Due Deadlines!

FY 23 Year End Reports are overdue! Please make sure your report is complete and approved. Future
billing/reimbursement is suspended until reports are completed.



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
- Guidance on allowable use of Perkins funds can be found on the Maine DOE CTE website: <https://www.maine.gov/doe/learning/cte/perkinsv>
- Further guidance and training for CTE directors is expected to be released in the next few months – stay tuned!



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Upcoming Deadlines –

- FY23 Final Expenditure Reports: May 31st
- FY25 grant applications due: June 30th
- FY25 LNA revisions due: as soon as possible
- Reminder to complete any remaining FY24 budget revisions by June 30th



Office of School & Student Supports

- Stronger Connections Act
- EASE Maine
- Community Schools
- LD 756



Upcoming Deadlines – Most contracts have an end date of June 30, 2024. Please plan accordingly.

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



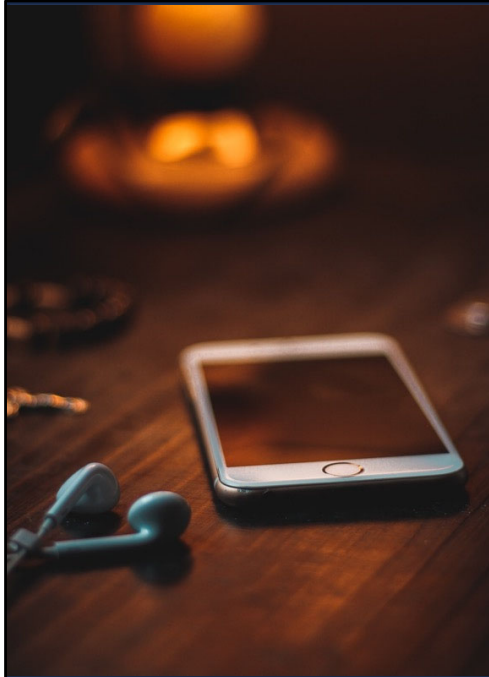
Our Team

Contacts

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

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