



Office of Federal Emergency Relief Programs (OFERP)

Notes to the Field



Upcoming Events and Deadlines

- More about MOEquity at the 3/3 office hour
 - OFERP Office Hours are hosted the first Thursday of every month at 9 AM.
 - [Sign up for 3/3!](#)
- ESSER Performance Report Due 3/25

PROGRAM NOTES

ARP ESSER PLANS

The *Use of Funds Plan* and the *Safe Return to In-Person Instruction Plan* need to be posted on the district webpage. Friendly reminder that the two posted plans need to be:

- the most up-to-date plans,
- aligned with the ARP ESSER III application,
- reviewed frequently and revised accordingly,
- containing all the information required by the ARP Act, and
- in an understandable and uniform format.

REQUIREMENTS

The grant award notification highlights the Education General Administrative Regulations (EDGAR), 34 CFR Parts 76,77,79,81, and 85, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200, 34 CFR Part 200.6 – 200.79 requirements.

2 CFR Part 200.302 Financial Management states:

(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.

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

(6) **Written procedures to implement the requirements of § 200.305.**

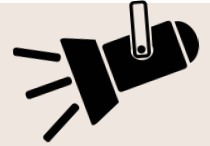
(7) **Written procedures for determining the allowability of costs** in accordance with subpart E of this part and the terms and conditions of the Federal award.

FRIENDLY REMINDER - LMS SURVEY

The Maine Department of Education is happy to have been able to provide grant funding for SAUs to purchase licenses for a Learning Management Systems (LMS). SAUs engaging in this funding received a survey via email. We are asking for data that must be reported to the Federal Government. The LMS Reporting Survey 21-22 is to be completed by each SAU that participated in the LMS funding as soon as possible.



SPOTLIGHT ON OFERP TEAM MEMBER: KAREN KUSIAK



What is your favorite thing about your career?

- I can't imagine a career other than one in education. For the most part, working in the field of education never felt like work; rather it feels like the way we should go about living our lives.

If you could live anywhere, where would it be?

- If it were possible, I'd like to live in more than one place - meaning I'd like to have or share homes in several places. I'd keep my home base in central Maine, but I'd also have a place on the Maine coast, and someplace near a major metropolitan area on the east coast, and another place on the west coast. It would be great to live for a bit outside of the United States, too.

What was the last book you read?

- I left out the southern part of the United States in my list for places to live, but the most recent book I've read is Imani Perry's *South to America: A Journey Below the Mason-Dixon to Understand the Soul of a Nation*. So, maybe I'd live in New Orleans for a bit. Perry notes that people call that city both "the most African and most European of American cities."

U.S. DEPARTMENT OF EDUCATION RESOURCES

The U.S. Department of Education has a number of resources related to the Elementary and Secondary School Emergency Relief (ESSER) funds. Below might be of interest to your School Administrative Unit (SAU):

- Use of Funds for Student Transportation - <https://oese.ed.gov/files/2021/11/FAQs-Transportation.pdf>
- Provide Incentives to Students to Get the COVID-19 Vaccination - <https://oese.ed.gov/files/2021/07/FAQ-21.pdf>
- Maintenance of Equity Requirements - https://oese.ed.gov/files/2021/12/Maintenance-of-Equity-updated-FAQs_12.29.21_Final.pdf

TIP FOR INVOICING

When attaching compliance documentation within the Federal Grant Reimbursement Portal in GEMS:

- Be sure that the PDF file size is within the limit of 5MB.
- Titles of PDF file attachments should not include any spaces (i.e. FY20AprilStudentSupport).
- The Trial Balance dates should match the billing period dates.

EQUIPMENT INVENTORY

Per the Uniformed Guidance for Grants (UGG) requirements all equipment is required to be part of the inventory records, including any technology equipment whether classified as supply or equipment. School Administrative Units (SAUs) must have a policy and procedure for tracking equipment inventory which meets federal requirements and are conducted at least annually.

OFERP TEAM

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