

CARES ESSER I Application

**School Administrative Unit Application for Funding under the
Elementary and Secondary School Emergency Relief Fund
For State Fiscal Year 2020**

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APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

To receive the School Administrative Unit (SAU)'s allocation under the Elementary and Secondary School Emergency Relief Fund (ESSERF) program, a Superintendent must submit to the Department an application that provides the following information:

- A completed application cover sheet. (Part 1 of the Application)
- General Guidance for Budget Options (Part 2 of the Application)
- A description of how the SAU intends to use the funds allocated under the ESSERF for FY 2020 and funds carried over from FY 2020 for use in FY 2021 (Part 3 of the Application)
- Education Reform, Certifications, Accountability, Transparency, and Reporting and Other Assurances (Part 4 of the Application)

TECHNICAL INSTRUCTIONS

This is a short list of instructions. For detailed directions click the "TECHNICAL DIRECTIONS" link in the menubar.

- Follow the sequence of the main menu as you work on the application;
- A check mark (✓) before a link indicates that required information has been entered in the page. However you must determine that it is complete and correct;
- When entering funds in budgets, do not use dollar signs and/or commas;
- Once all links have a check mark (✓) you will be able to submit this application.
- To return to the Main Menu from any page, click on "Data Entry" link in the menubar.

[To Part 1: Application Coversheet »](#)

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ESSERF Application Setup Page

LEA: Pine RSU

Allocation: \$68,738.24

Superintendent:
Telephone:
Email:

Do you intend to apply for Elementary and Secondary School Emergency Relief Fund For FY 2020?
 Yes No

If you do not intend to apply, no additional information is required. Click "Submission" in the menu bar and submit and certify this application.

Please update and complete the following contact information.

LEA Address:

LEA Contact:
Contact's Position:
Contact's Office:
Contact's Address:

Contact's Telephone:
Contact's Fax:
Contact's Email:
Zip Code plus 4:
DUNS Number:

[To Part 1: Application Coversheet »](#)

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Part 2: General Guidance for Budget Options

- Allocations to SAUs are based on the proportion of Title I, Part A funds each SAU received in the most recent fiscal year. (Sec. 18003(c))
- SAUs are not required to allocate ESSERF funds to schools.
- SAUs may spend their funds on:
 - Any activity authorized with allowable uses including the following Federal programs: Adult Education and Family Literacy Act, Elementary and Secondary Education Act (ESEA), Individuals with Disabilities Education Act (IDEA), Perkins (CTE), McKinney-Vento Homeless Assistance Act, and any of the following:
 - Coordination of preparedness and response efforts
 - Providing principals and other school leaders with resources to address individual school needs
 - Activities to address the unique needs of low-income children, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including outreach and service delivery
 - Procedures and systems to improve SAU preparedness and response efforts
 - Training and professional development for SAU staff on sanitation and minimizing the spread of infectious disease
 - Purchasing supplies to sanitize and clean SAU facilities
 - Planning for and coordinating during long-term closures, including how to provide meals, technology for online learning, guidance for carrying out IDEA requirements, and providing educational services consistent with applicable requirements
 - Purchasing educational technology (including hardware, software and connectivity) for the SAU's students
 - Providing mental health services and supports
 - Planning and implementing summer learning and supplemental afterschool programs
 - Other activities necessary to maintain LEA operations and services and employ existing SAU staff (Sec. 18003(d))
- While ESSERF allocations are determined by the proportionality of the Title I funding formula, these funds are not Title I funds. For example, ESSERF funds:
 - Are not governed by Title I spending rules (like supplement not supplant and/or rank and distribution),
 - Will not count towards Title I carryover limitations,
 - Are not limited to Title I eligible schools or students, and
 - Will have an accounting number different from the Title I accounting number.
- ESSERF funds are also not "replacement funds."
 - These funds must be spent on allowable activities and districts are encouraged to make one-time and/or sustainable investments to address challenges incurred because of COVID-19.
 - Not all SAUs will receive funds.
 - SAUs will have until September 30, 2021 to encumber ESSER funds.
 - Any approved COVID-19 ESSERF project expense, which was encumbered on or after March 13, 2020 and served to address specific challenges brought on by COVID-19, is eligible for reimbursement.

Part 3a: A Description of How the SAU Intends to Use the Funds Allocated Under ESSERF »

**School Administrative Unit Application for Funding under the
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Part 3a: A Description of how the SAU Intends to Use the Funds Allocated Under ESSERF

1. How has your school district determined its most important needs as a result of COVID-19? Describe the extent to which the LEA intends to use ESSER funds to promote remote learning and addressing student learning gaps. Please provide a brief (1 paragraph) summary.

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2. What is your district's proposed timeline for providing services and assistance to students and staff at public and non-public schools (1 paragraph)?

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Save Descriptions

Part 3b: Budgets for Funds Allocated Under ESSERF »

School Administrative Unit Application for Funding under the Elementary and Secondary School Emergency Relief Fund For State Fiscal Year 2020

Part 3b: Budgets for Funds Allocated Under ESSERF

School Administrative Unit Name: Pine RSU

Coronavirus Aid, Relief, and Economic Security (CARES) Act & Education Stabilization Fund Spending Guidance

- [Elementary & Secondary Education Act \(ESEA\)](#)
- [IDEA Allowable Costs](#)
- [Perkins V Federal Program Spending](#)
- [McKinney-Vento Homeless Assistance](#)
- [Adult Education and Family Literacy Act](#)
- [Title I Part C Migrant Education](#)

Total Amount to be Awarded:				\$ Pre-populated	\$68,738.24	
Object Codes						
	1000-2000	3000-5000	6000	7300	8000	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Other	Total Amount
Instruction						
Regular Instruction	32080.00	0.00	0.00	60.00	0.00	32140.00
Brief Description to include project details and timeline (4-5 sentences)	Regular Instruction Regular Instruction Regular Instruction Regular Instruction					

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Special Education	* <input type="text" value="18.00"/>	** <input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="18.00"/>
Brief Description to include project details and timeline (4-5 sentences)	Special Education Special Education Special Education Special Education					
Career & Technical Education	** <input type="text" value="20.00"/>	** <input type="text" value="10.00"/>	** <input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="30.00"/>
Brief Description to include project details and timeline (4-5 sentences)	Career & Technical Education Career & Technical Education Career & Technical Education Career & Technical Education					
Non-regular Programming (including McKinney-Vento Homeless Assistance Act)	** <input type="text" value="20.00"/>	** <input type="text" value="10.00"/>	** <input type="text" value="600.00"/>	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text" value="640.00"/>
Brief Description to include project details and timeline (4-5 sentences)	Non-regular Programming (including McKinney-Vento Homeless Assistance Act) Non-regular Programming (including McKinney-Vento Homeless Assistance Act) Non-regular Programming (including McKinney-Vento Homeless Assistance Act)					
Adult Education	<input type="text" value="50.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="98.00"/>	<input type="text" value="148.00"/>
Brief Description to include project details and timeline (4-5 sentences)	Adult Education Adult Education Adult Education Adult Education					

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COVID-19 Related Costs						
COVID-19 Student Supports	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="34880.61"/>	<input type="text" value="34880.61"/>
Brief Description to include project details and timeline (4-5 sentences)	COVID-19 Student Supports COVID-19 Student Supports COVID-19 Student Supports					
COVID-19 Staff Support	<input type="text" value="80.00"/>	<input type="text" value="70.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="150.00"/>
Brief Description to include project details and timeline (4-5 sentences)	COVID-19 Staff Support COVID-19 Staff Support COVID-19 Staff Support COVID-19 Staff Support					
COVID-19 School Administration	<input type="text" value="90.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="90.00"/>
Brief Description to include project details and timeline (4-5 sentences)	COVID-19 School Administration COVID-19 School Administration COVID-19 School Administration					
COVID-19 Central Services	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="100.00"/>
Brief Description to include project details and timeline (4-5 sentences)	COVID-19 Central Services COVID-19 Central Services COVID-19 Central Services					
COVID-19 Operation Maintenance & Plant	<input type="text" value="0.00"/>	<input type="text" value="151.63"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="151.63"/>
Brief Description to include project details and timeline (4-5 sentences)	COVID-19 Operation Maintenance & Plant COVID-19 Operation Maintenance & Plant COVID-19 Operation Maintenance & Plant					

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COVID-19 Transportation	* <input type="text" value="120.00"/>	** <input type="text" value="0.00"/>	* <input type="text" value="0.00"/>	** <input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="120.00"/>
Brief Description to include project details and timeline (4-5 sentences)	COVID-19 Transportation COVID-19 Transportation COVID-19 Transportation					
COVID-19 Food Service	<input type="text" value="130.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="130.00"/>
Brief Description to include project details and timeline (4-5 sentences)	COVID-19 Food Service COVID-19 Food Service COVID-19 Food Service COVID-19 Food Service					
COVID-19 Community Services	<input type="text" value="140.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="140.00"/>
Brief Description to include project details and timeline (4-5 sentences)	COVID-19 Community Services COVID-19 Community Services COVID-19 Community Services COVID-19 Community Services					
Total	\$32,848.00	\$241.63	\$600.00	\$65.00	\$34,983.61	\$68,738.24

Indicates that costs in this category are included as a cost for the states funding formula and will affect state funding.

*Indicates that some of the costs in this category are included as a cost for the states funding formula and may affect future state funding.

Note: Actual expenditures will be reported monthly through a Web Based ESF Report and verified quarterly via MEFS (Maine Education Financial System). The Coronavirus Relief funds are to be fully obligated and expended by December 30, 2020. The funds fall under federal cash management on both the State and sub-recipient levels.

Save Budgets

Part 4: Education Reform, Accountability, Transparency, and Reporting Assurances »

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Part 4: Education Reform, Accountability, Transparency, and Reporting Assurances

The Superintendent or his/her authorized representative assures the following:

1. Any SAU receiving funding under this program will have on file with the SEA a set of assurances that meets the requirements of section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).
2. To the extent practicable, an SAU will comply with the requirements of section 427 of GEPA (20 U.S.C. 1228a) permitting students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede equal access to, or participation in, the program.
3. The SAU will maintain a data system that includes the elements described in section 15011(b)(2) of Division B of the CARES Act and submit quarterly reports to the State of Maine Department of Education in such a manner and containing such information as the Secretary of Education of the US Department of Education may require.
4. The SAU and other entities will comply with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable:
 - o 34 CFR Part 76 - State Administered Programs
 - o 34 CFR Part 77 - Definitions that Apply to Department Regulations
 - o 34 CFR Part 81 - General Education Provisions Act
 - o 34 CFR Part 82 - New Restrictions on Lobbying
 - o 34 CFR Part 84 - Governmentwide Requirements for Drug-Free Workplace
 - o 34 CFR Part 97 - Protections of Human Subjects
 - o 34 CFR Part 98 - Student Rights in Research, Experimental Programs, and Testing
 - o 34 CFR Part 99 - Family Educational Rights and Privacy
 - o 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension as amended by 2 CFR Part 3485 - Nonprocurement Debarment and Suspension
 - o 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as adopted and amended as regulations of the Department in 2 CFR part 3474.
5. For each year of the program, the SAU will submit a report to the Commissioner at such time and in such manner as the Commissioner may require, that describes: the amount of funds received within the SAU; the amount spent or obligated for each project or activity; detailed information on subgrants and subgrantees.

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6. The SAU will cooperate with any evaluation of the uses of funds and the impact of funding on the progress made toward addressing the COVID-19 pandemic. Required reports on a monthly basis will include an expenditure report of actual spending data. Quarterly reports will include the following: MEFS - Financial data for each quarter is required to be uploaded to MEFS by the 15th day following the end of the quarter. The files that are required to be submitted are actual revenue and actual expenditure files, containing all transactions for general fund, special revenue funds, and school nutrition funds. Actual files must be successfully uploaded, approved by DOE and certified by the SAU.
7. The SAU will cooperate with any State Controller and/or Department of Education Auditor examination of records under the program.
8. The SAU will meet the reporting requirements in 20-A MRSA §15689-B, subsections 7 and 7-A.
9. The law requires LEAs to make equitable provision to non-public schools using the Title I distribution formula. CARES Act (section 18005) invokes section 1117 of ESEA. The Department has advised SAUs to follow the Section 1117 of ESEA to determine equitable shares and provide timely and meaningful consultation.

Check the box to confirm that you have read and accepted the assurances included above.

Superintendent (Printed Name): Dr. Joseph Johnson	Telephone: 555-555-5555
Signature of Superintendent: Not Certified by Electronic Signature	Date: 00/00/0000

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**CERTIFICATION OF AGENCY DESIGNATED ADMINISTRATIVE
AND FISCAL AGENT FOR THIS PROJECT**

<p>LEGAL NAME OF AGENCY Pine RSU</p> <p>MAILING ADDRESS (Street, City, Town, Zip Code) Suite IC USA Route IA, Pine Valley, 04043</p> <p>COUNTY STATE Washington ME</p> <p>NAME AND TITLE OF CONTACT PERSON Jane Astor, Assistant Superintendent</p>	<p>DATE MEETING WAS HELD <input type="text"/></p> <p>NAME & TITLE OF AUTHORIZED REPRESENTATIVE Dr. Joseph Johnson, Superintendent</p> <p>TELEPHONE 555-555-5555</p>
<p>B. CERTIFICATION OF PARTICIPATING AGENCY</p>	
<p>LEGAL NAME OF AGENCY Pine Island CSD</p> <p>MAILING ADDRESS (Street, City, Town, Zip Code) 123 Pine St, Pine Island, 04558</p> <p>COUNTY STATE York ME</p> <p>NAME AND TITLE OF CONTACT PERSON Jim Wilson Jr, Principal</p>	<p>DATE MEETING WAS HELD <input type="text" value="04/30/2020"/></p> <p>NAME & TITLE OF AUTHORIZED REPRESENTATIVE James Dean, Superintendent</p> <p>TELEPHONE 123456</p>
<p>C. CERTIFICATION OF PARTICIPATING AGENCY</p>	
<p>LEGAL NAME OF AGENCY Pine Mt SAU</p> <p>MAILING ADDRESS (Street, City, Town, Zip Code) 456 Mountain Rd, Pine Mountain, 04055</p> <p>COUNTY STATE York ME</p> <p>NAME AND TITLE OF CONTACT PERSON John D. Wueller, Principal</p>	<p>DATE MEETING WAS HELD <input type="text" value="04/30/2020"/></p> <p>NAME & TITLE OF AUTHORIZED REPRESENTATIVE Sarah Dillan, Superintendent</p> <p>TELEPHONE 2079989885</p>

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D. CERTIFICATION OF PARTICIPATING AGENCY	
LEGAL NAME OF AGENCY Pine Valley School District	
MAILING ADDRESS (Street, City, Town, Zip Code) 789 Valley View, Pine Valley, 04556	DATE MEETING WAS HELD <input type="text" value="04/30/2020"/>
COUNTY STATE York ME	NAME & TITLE OF AUTHORIZED REPRESENTATIVE Hugh Beaumont, Superintendent
NAME AND TITLE OF CONTACT PERSON Jim Wilson, Principal	TELEPHONE 2079888855

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NON-PUBLIC SCHOOL PARTICIPATION FORM

Certified by the SAU

NON-PUBLIC SCHOOL
Pine Island Alternative School
35 Maine Street
Pine Island, ME 04055

NAME AND TITLE OF PERSON COMPLETING FORM
Jim Johnson Sr, Director
555-3333
support@gemschoolsoftware.com

SAUs must notify all non-public schools within the SAU boundaries of the services available under the Elementary and Secondary School Education Relief Fund (ESSERF). By certifying this document, the SAU is confirming that the non-public listed above has been consulted in a timely and meaningful manner in the planning of the Elementary and Secondary School Education Relief Funds (ESSERF) and equitable share. The ESSERF allocation table is available here:
<https://www.maine.gov/doe/covid-19/caresact>

General equitable services consultation requirement and documentation information is available at: [General Equitable Services Consultation Requirements](#)

By checking the boxes below

The SAU affirms timely and meaningful consultation with the above identified non-public school has been conducted on:

SAU affirms documentation of consultation is being maintained by the SAU

The Non-public school has indicated its intent to receive equitable services from the Elementary and Secondary School Education Relief Fund (ESSERF) in the amount \$7,000.00.

Yes, the non-public school will receive Elementary and Secondary School Education Relief Fund (ESSERF) Equitable Services

No. The non-public school will NOT receive Elementary and Secondary School Education Relief Fund (ESSERF) Equitable Services

SAU Representative : Dr. Joseph Johnson

Signature: Not Certified by Electronic Signature

Date: 00/00/0000

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You are logged in as: Jane Astor, Pine RSU

Application for ESSERF funds Submission page

Open completed Application for ESSERF Funds: [Open ESSERF Application for Viewing](#)

Your application for ESSERF funds is not ready to be submitted and certified by electronic signature.

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