



**Application for Funding under the
2020 Maine Coronavirus Relief Fund (CRF)
For State Fiscal Year 2020**

GRANT AWARD NOTIFICATION

Awarding Agency: U.S. Department of Education
Award Number:
Project Description: 2020 Maine Coronavirus Relief Fund (CRF)
CFDA: 84.425D
Registration with SAM: All local educational agencies (LEAs) must register with the System for Award Management (SAM) and maintain up-to-date information
SEFA and SF-CAS: All local educational agencies (LEAs) need to provide identification of all ESF awards in their Schedule of Expenditures of Federal Awards (SEFA) and Data Collection Form (SF-SAC)

APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

To receive the eligible entity's allocation under the Coronavirus Relief Fund (CRF) #2, a Superintendent must submit to the Department an application that provides the following information:

You will find additional information about CRF on the Maine DOE CARES Act page <https://www.maine.gov/doe/covid-19/caresact>

The Maine Department of Education's Framework for Returning to Classroom Instruction can be found here: <https://www.maine.gov/doe/framework>

All elements of the CRF #2 application and reimbursement system are found within GEMS.

Applications are due to the Maine Department of Education by October 15, 2020.

- A completed application cover sheet - superintendent certification. (*Part 1 of the Application*)
- CRF Attestations, Accountability, Transparency, and Reporting and Other Assurances (Part 2 of the Application)
- A description of how the SAU intends to use the funds allocated under CRF(Part 3 of the Application)

Due to the Department of Education by October 15, 2020

ELIGIBLE ENTITY APPLICATION FOR FUNDING UNDER THE 2020 MAINE CORONAVIRUS RELIEF FUND (CRF)

PART 1: APPLICATION COVER SHEET

Legal Name of Applicant RSU 82 MSAD 12	Applicant's Mailing Address: 606 Main Street Jackman, ME04945
SAU Contact for CRF	
Name:	Thad Lacasse
Position:	ESEA Coordinator
Office:	Jackman
Contact's Mailing Address:	606 Main Street Jackman, ME04945
Zip Code Plus 4:	04945-5002
DUNS #	123275513
Telephone:	668-5291
Fax:	668-4482
E-mail address:	Thad.Lacasse@sad12.com
To the best of my knowledge and belief, all of the information and data in this application are true and correct.	
Superintendent (Printed Name): Thad Lacasse	Telephone: 668-7749
Signature of Superintendent: Certified by Electronic Signature	Date: 10/14/2020

Part 2: Maine Coronavirus Relief Fund Attestations and Reporting

I attest that these funds will be used for allowable Coronavirus Relief Fund purposes.

Yes No

I attest that the expenses we cover with Maine CRF funds will not be reimbursed by any other funding sources.

Yes No

I attest that the expenses we cover with Maine CRF funds were not previously reflected in our budget, and were caused by the COVID-19 pandemic.

Yes No

I attest that our CTE Region/SAU/School will adhere to the required Health and Safety Measures, found in the Maine Department of Education's Framework for Returning to Classroom Instruction, and listed below:

Symptom Screening Before Coming to School: Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Schools should provide information to families in their primary language to support them in conducting this check. Any person showing symptoms must report their symptoms and must not be present at school. Schools must provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences.

Physical Distancing and Facilities: Adults must maintain 6' of distance from others to the extent possible. Maintaining 3 ft distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements. 6' physical distancing is required for students while eating breakfast and lunch, as students will be unable to wear masks at that time. A "medical isolation room" must be designated for students/staff who exhibit COVID-19 symptoms

during the school day. Schools should evaluate their existing ventilation capabilities and ensure that they are maximizing their current capacity. Adequate ventilation is required for classrooms, with schools having flexibility in implementation such as using properly working ventilation systems or outdoor air exchange using fans in open window or door. Groups in any one area, room, or classroom must not exceed the Governor's gathering size limits.

Masks/Face Coverings - Adults, including educators and staff, are required to wear a mask/face covering. Students age five and above are required to wear a mask/face covering that covers their nose and mouth. (updated 7/31/20). Masks are recommended for children ages two to four, when developmentally appropriate. (Updated 7/31/20). Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with documented medical or behavioral challenges who are unable to wear masks/face coverings. (Updated 8/12/20). The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears. An exception for wearing a mask or face shield applies only to an individual participating in voluntary school sports during vigorous physical exercise. (Updated 09/09/20). Nothing in this Page 5 of 6 framework's mask/face covering requirements should be interpreted as preventing a school from making accommodations on an individualized basis as required by state or federal disabilities laws. (Updated 9/15/20)

Hand Hygiene - All students and staff in a school must receive training in proper hand hygiene. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and before and after riding school transportation (9/4/2020).

Personal Protective Equipment: Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity, when distance is not possible, or when student require physical assistance. These precautions must at a minimum include eye protection (e.g., face shield or goggles) and a mask/face covering. Classrooms and/or areas that have been used by an individual diagnosed with COVID-19 must be closed off until thorough cleaning and sanitization takes place.

Return to School after Illness: Sick staff members and students must use home isolation until they meet criteria for returning to school.

I attest that our CTE Region/SAU/School has a three-tiered plan (in-person, hybrid, remote), as described in the Maine Department of Education's Framework for Returning to Classroom Instruction.

Yes No

Part 3: A Description of how the Eligible Entity Intends to Use the Funds Allocated Under the Maine Coronavirus Relief Fund

All projects within this application must be necessary and incurred due to the public health emergency with respect to COVID-19. If an eligible entity cannot support that a cost was necessary in this regard, federal and state auditors could disallow the cost. How has the eligible entity determined its needs with respect to COVID-19?

RSU 82 has determined our most important needs as a result of COVID-19 through a needs assessment process. The administration has gathered data and comments from students, staff, and families regarding all aspects of school closure and re-opening resulting from COVID-19. This information includes the number of families needing nutritional support, accessibility to devices for

remote learning, professional development for staff to enhance the teaching and learning process during remote learning, and cost associated with cleaning and complying with social distancing guidelines. Adequate space in the school is a challenge thus making the need for outdoor learning space necessary. Additional equipment is needed to maintain outdoor learning spaces and to provide students and teachers with the necessary equipment for remote instruction.

Part 3b: Budgets for Funds Allocated Under the Maine Coronavirus Relief Fund

Complete the Budget Below:

For each project, all items must be unbudgeted for and the eligible entity must maintain documentation that explains how the costs were determined to be necessary in response to the COVID-19 public health emergency.

Your maximum available allocation is \$202,850.84 The CRF#2 application and budget is due by October 15, you may not exceed your maximum available allocation. If additional funding becomes available, how much additional funding is needed? \$ 0.00

Total Amount to be Awarded:				\$ Pre-populated		\$202,850.84
Object Codes						
	1000-2000	3000-5000	6000	7300	8000	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Other	Total Amount
COVID-19 Related Costs						
COVID-19 Student Supports COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support)	\$0.00	\$0.00	\$0.00	\$81,007.00	\$0.00	\$81,007.00
Project #1						
1. Project Name: One to One and other technology for Remote and Hybrid Instruction 2. Date of determination: 9/1/2020 3. Name of person in authority at the school making the determination: Thad Lacasse 4. A description of the impact to the school from the Covid-19 public health emergency: As part of all three levels of the three-tiered plan it is important that teachers and students have the necessary tools to provide instruction for students who receive instruction both in-person and remotely. 5. Guidelines and recommendations being implemented for which the school is incurring costs: As part of our three-tiered plan it is important that teachers have the necessary tools for remote instruction. We have additional technology needed to allow for remote instruction. These needs include one to one devices and interactive instruction boards. 6. A description of the necessary response the school is taking to address the public health emergency: We continue to prepare for and be ready to implement remote instruction at any time when the need arises. 7. An estimate of the costs associated with the specific determination: 77,807 8. A statement that the costs were not included in the schools recently approved budget: Our 20/21 budget did not include any of these related technology items.						
Project #2						
1. Project Name: Laminator 2. Date of determination: 9/1/2020 3. Name of person in authority at the school making the determination: Thad Lacasse 4. A description of the impact to the school from the Covid-19 public health emergency: To restrict cohorts from mixing, a laminator is needed in the office area of the school and the middle school wing. Currently one laminator is located in the Elementary area of the school and we are limiting access to areas for cohort distancing purposes. 5. Guidelines and recommendations being implemented for which the school is incurring costs: Physical distancing and segregation of cohorts. 6. A description of the necessary response the school is taking to address the public health emergency: The RSU is working to limit the interaction of the cohort groups. Therefore, laminating machines in each wing of the school will help further reduce the interaction between cohorts. 7. An estimate of the costs associated with the specific determination: 3,200 8. A statement that the costs were not included in the schools recently approved budget: Laminators were not included in the 20/21 budget.						
COVID-19 Staff Support (not all inclusive: admin expenses, professional development, health screeners, substitute costs)	\$34,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,800.00
1. Project Name: Temporary Support Personnel 2. Date of determination: 9/1/2020 3. Name of person in authority at the school making the determination: Thad Lacasse 4. A description of the impact to the school from the Covid-19 public health emergency: Forest Hills Consolidated School is a K-12						

school building. The need to segregate cohorts and limit interaction between cohorts from different parts of the school had caused an increase in staffing for adequate student supervision. To limit crossing personnel between cohorts, additional support staff are needed to reduce class sizes and limit interaction between the separate wings of the school (K-4, 5-8, 9-12).

5. Guidelines and recommendations being implemented for which the school is incurring costs: The need for increased physical distancing and the need to segregate Cohorts of teachers and students within the school building to limit contact among different cohorts.

6. A description of the necessary response the school is taking to address the public health emergency: The RSU has added temporary support staff personnel to provide adequate student supervision. On a typical year, the support staff would work with various cohorts/wings of the school building. To limit crossing cohort groups as much as possible, the staff have been added and additional unbudgeted hours have been necessary to support the reopening of the school.

7. An estimate of the costs associated with the specific determination: 30,000

8. A statement that the costs were not included in the schools recently approved budget: Our 20/21 budget did not include the necessary funding to meet the staffing requirements for reopening school in the three-tiered model.

COVID-19 School Administration	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
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1. Project Name: Legal Fees
 2. Date of determination: 9/1/2020
 3. Name of person in authority at the school making the determination: Thad Lacasse
 4. A description of the impact to the school from the Covid-19 public health emergency: In order to meet the necessary reopening aspects of the CDC/DOE guidelines for public schools, legal council has been needed to ensure adherence and to provide advice on various aspects of the reopening.
 5. Guidelines and recommendations being implemented for which the school is incurring costs: All aspects of the CDC/DOE requirements for the reopening of schools during the COVID-19 pandemic.
 6. A description of the necessary response the school is taking to address the public health emergency: The school has sought legal council for employment issues resulting from the COVID-19 pandemic and special education concerns/issues directly tied to COVID-19 and the potential impact on FAPE for students with IEPs.
 7. An estimate of the costs associated with the specific determination: 4,000
 8. A statement that the costs were not included in the schools recently approved budget: These additional legal fees were not included in our 20/21 budget.

COVID-19 PPE (not all inclusive: gloves, gowns, masks, shields)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
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1. Project Name: PPE and Supplies
 2. Date of determination: 9/1/2020
 3. Name of person in authority at the school making the determination: Thad Lacasse
 4. A description of the impact to the school from the Covid-19 public health emergency: increased sanitation has increased the need for PPE and supplies.
 5. Guidelines and recommendations being implemented for which the school is incurring costs: Increased cleaning and sanitation
 6. A description of the necessary response the school is taking to address the public health emergency: The RSU has increased the cleaning and sanitation efforts of the school building. This has increased the need for cleaning supplies.
 7. An estimate of the costs associated with the specific determination: 5,000
 8. A statement that the costs were not included in the schools recently approved budget: The increase in supplies were not included in the 20/21 budget.

Operation Maintenance & Plant (not all inclusive: minor capital improvements, window fans, signage, short term rentals to adhere to CDC guidance)	\$0.00	\$0.00	\$0.00	\$50,366.00	\$0.00	\$50,366.00
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1. Project Name: Plow/Sanding Truck
 2. Date of determination: 9/1/2020
 3. Name of person in authority at the school making the determination: Thad Lacasse
 4. A description of the impact to the school from the Covid-19 public health emergency: Physical distancing and the need for more fresh air time for students has increased the need for areas of the school campus to be plowed/sanded for safe student use during the winter months of the year. On average, Jackman receives 34.4 inches of snow by December 30. Once the snow arrives, the outside classroom and physical education space will be severely limited without the necessary equipment to maintain the areas. In order to enhance physical distancing, entrances that are not normally maintained in such a manner, meaning they are not normally as wide and will require a plow to maintain instead of hand shoveling or snow blowing the areas.
 5. Guidelines and recommendations being implemented for which the school is incurring costs: Physical Distancing and the need for increased space for outdoor physical education and recess space to avoid interaction between cohorts.
 6. A description of the necessary response the school is taking to address the public health emergency: In addition to increasing the width of entry areas in the winter to allow for the required physical distancing, the RSU will maintain larger outside learning and play areas so that cohorts may be spaced appropriately for physical distancing requirements.
 7. An estimate of the costs associated with the specific determination: 55,166
 8. A statement that the costs were not included in the schools recently approved budget: The 20/21 budget did not include a budget for a district owned plow/sanding pickup truck.

Function 270 COVID-19 Transportation*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Function 3100 - COVID-19 Food Service (not all inclusive: child nutrition supplies, staffing)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Function 3300 - COVID-19 Community Services (not all inclusive: home screening health items, communication)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$34,800.00	\$4,000.00	\$5,000.00	\$131,373.00	\$0.00	\$175,173.00

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

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.
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): Thad Lacasse	Telephone: 668-7749
Signature of Superintendent: Certified by Electronic Signature	Date: 10/14/2020