

**School Administrative Unit
Application for Funding
under the
Elementary and Secondary School Emergency Relief Fund (ESSERF)
For State Fiscal Year 2020
CFDA Number: 84.425D**



GRANT AWARD NOTIFICATION

Awarding Agency: U.S. Department of Education
Award Number:
Project Description: Elementary and Secondary School Emergency Relief Fund (ESSERF)
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 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)

**SCHOOL ADMINISTRATIVE UNIT ELEMENTARY AND SECONDARY SCHOOL
EMERGENCY RELIEF FUND (ESSERF) APPLICATION**

PART 1: APPLICATION COVER SHEET

Legal Name of Applicant: RSU 82 MSAD 12	Applicant's Mailing Address: 606 Main Street Jackman, ME 04945
SAU Contact for the Education Stabilization Fund (CFDA No. 84.245D) 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: 06/24/2020**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, ESSER 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

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.

The LEA has examined the needs of the students using various methods which include surveys, phone calls to families and anecdotal information collected by the staff. Through these information gatherings the LEA has determined that staff training, technology infrastructure, and student learning are all needs that currently exist within the LEA. To address these needs, staff are receiving training in the use of the digital platform, Microsoft Teams, as well as other age appropriate technology platforms. In addition, our teachers have been contacting students a minimum of three times per week. Teachers offer one-to-one instruction when needed. All students receive packets of learning materials weekly and have lessons in an asynchronous learning format. The funds will allow us to continue to provide remote learning to our students in the LEA. The needs of the district were prioritized by reviewing the needs of the learners first. Through this prioritization the district was able to assess the immediate and future needs to provide our district with the resources to meet the needs of all of our learners. Student needs took first priority.

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)?

Remote learning began on March 16 with online resources and moving into review packets. On May 1, 2020 we moved into introducing new learning. Remote learning will continue until our last scheduled school day, which includes one used snow day. The last day for students will be Friday, June 12, 2020. Staff will work their final workshop day on June 15, 2020. Staff professional development will take place between now and June 15, 2020 and will continue again next fall so that staff are best equipped to meet the needs of the students in the event of another building closure and to fill gaps in learning that may be a result of our building closure and move to remote learning during the 2019-2020.

Part 3b: Budgets for Funds Allocated Under ESSERF

School Administrative Unit Name: RSU 82 MSAD 12

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		\$32,819.93
Object Codes						
	1000-2000	3000-5000	6000	7300	8000	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Other	Total Amount
Instruction						
Regular Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Education	\$0.00	\$0.00	\$1,000.00	\$2,000.00	\$0.00	\$3,000.00
Brief Description to include project details and timeline (4-5 sentences)	Funds will be used to purchase supplies and equipment which will enable our staff to continue to meet IEP goals and objectives while adhering to social distancing guidelines and if needed, will be used to purchase resources to continue remote learning for students. Funds are projected to be spent in Fall 2020.					
Career & Technical Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-regular Programming (including McKinney-Vento Homeless Assistance Act)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adult Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COVID-19 Related Costs						
COVID-19 Student Supports	\$4,500.00	\$1,017.50	\$3,536.95	\$15,337.55	\$0.00	\$24,392.00
Brief Description to include project details and timeline (4-5 sentences)	We have seen an increase in need for supplies for student use. These include increase in consumables such as paper, envelopes, and postage. In addition to supplies for the current time period, we anticipate needing supplies for student when school opens in the fall which are above and beyond our normal "shared" classroom supplies. Purchases will take place during late summer and early fall 2020. Funds will be used to purchase PPE and assist with school nursing services as well as additional furniture to enable us to social distance properly in the cafeteria.. Current nursing services are limited with a contracted nurse model. We anticipate the need to increase nursing time and will see an increase in medical supplies needed. As well as an increased need for staffing support for classroom over-flows. We are able to bring more students back to in-person learning by having extra support staff to supervise students. Timeline for expenditures are Spring 2020 through Spring 2021.					
COVID-19 Staff Support	\$0.00	\$1,482.50	\$0.00	\$0.00	\$0.00	\$1,482.50
Brief Description to include project details and timeline (4-5 sentences)	Funds will be used to train staff on the use of remote learning resources and Microsoft teams. Expenditures happened during Spring 2020 and will continue into the 20-21 school year.					

COVID-19 School Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COVID-19 Central Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COVID-19 Operation Maintenance & Plant	\$1,445.43	\$0.00	\$2,500.00	\$0.00	\$0.00	\$3,945.43
Brief Description to include project details and timeline (4-5 sentences)	Increased sanitation efforts necessitate increase in supplies that are needed and possibly an increase in personnel resources. Expenditures will continue into the Spring 2021.					
COVID-19 Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COVID-19 Food Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COVID-19 Community Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$5,945.43	\$2,500.00	\$7,036.95	\$17,337.55	\$0.00	\$32,819.93

*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.

NON-PUBLIC SCHOOL PARTICIPATION FORM

Certified by the SAU

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: 06/24/2020