

**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 2( ESSERF 2)  
**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 2 (ESSERF 2) 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 2 for FY 2021 and funds carried over from FY 2021 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)
- In the narrative for each category, please list out the specific items that will be purchased.

**SCHOOL ADMINISTRATIVE UNIT ELEMENTARY AND SECONDARY SCHOOL  
EMERGENCY RELIEF FUND 2 (ESSERF 2) APPLICATION**

**PART 1: APPLICATION COVER SHEET**

<b>Legal Name of Applicant:</b> RSU 82 MSAD 12	<b>Applicant's Mailing Address:</b> 606 Main Street Jackman, ME 04945
<b>SAU Contact for the Education Stabilization Fund (CFDA No. 84.245D)</b> 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:** 03/16/2021

## 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 2 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 2 allocations are determined by the proportionality of the Title I funding formula, these funds are not Title I funds. For example, ESSER 2 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 2 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.**

- o Not all SAUs will receive funds.
- o SAUs will have until September 30, 2023 to encumber ESSER funds.
- o Any approved COVID-19 ESSERF 2 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.
- o ESSER II funds must be tracked separately from ESSER I funds.

### **Part 3a: A Description of how the SAU Intends to Use the Funds Allocated Under ESSERF 2**

#### **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 2 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 and district 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 updated technology, staff support, and student learning are all needs that currently exist within the LEA. The funds will allow us to continue to provide remote learning to our students in the LEA when needed. In addition to other supports, the district will provide a robust summer school program which includes instruction in ELA and Mathematics as well as credit recovery options for high school students. This summer school will provide transportation, food service, and social emotional learning support through school counselor services/ 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 (1 paragraph)?**

Summer School programming will run for 5 weeks in the summer for 4 days each week. The remainder of the projects will be on-going starting immediately and running through the 21/22 school year.

#### **3. How many positions will be maintained and created as a result of receiving ESSER 2 funding in the following categories?**

- **Transportation:** 0.00
- **Healthcare:** 0.00
- **School Safety:** 0.00
- **Instructional Staff:** 0.00
- **Child Nutrition:** 0.50
- **Support Staff:** 1.75

**4. Describe any part-time temporary positions created or maintained with ESSER II funds. Child nutrition- a .5 position is created with the funding. Due to the need to change the way in which we serve meals, we needed to add .5 of an employee to that department. Support staff will add 1.5 educational technicians and .25 of administrative support. The educational technicians are overseeing study halls and over-flow from larger classes that can't be accommodated in the normal classroom as before COVID. The .25 administrative support will assist the district with completing office tasks that have been hindered by the increase in reporting and invoicing for use of relief funds.**

## Budget for ESSERF 2 Funds

### Complete the Budget Below:

For each project, all budgeted items must be listed 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 funds are is \$135,705.85

Allocation:	\$ Pre-populated				\$135,705.85
Object Codes					
	1000-2000	3000-5000	6000	7300	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Total Amount
<b>COVID-19 Related Costs</b>					
<b>COVID-19 Student Supports</b> (not all inclusive: facilitating distance learning, technology equipment, contracted services for support)	\$52,000.00	\$873.00	\$46,000.00	\$0.00	\$98,873.00
<p>1. Project Name: Summer School Programming            2. Date of determination: 03/01/2021            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: Due to the building closure in the Spring of 2020, there continues to be a gap in learning as students were not as engaged with our asynchronous learning platform; therefore, remedial skills are needed.            5. Guidelines and recommendations being implemented for which the school is incurring costs: Recommendation to close the learning gap.            6. A description of the necessary response the school is taking to address the public health emergency: The school will run a summer school program open to students who are behind in their skills. The program will follow all state mandates and recommendations for health and safety.            7. An estimate of the costs associated with the specific determination. \$20,000            8. What products or services are to be procured as a result of this project. Personnel Cost for staffing and supplies.</p> <p>1. Project Name #2: Technology Upgrades            2. Date of determination: 01/01/2021            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: Remote Learning            5. Guidelines and recommendations being implemented for which the school is incurring costs: Remote learning component of our reopening plan.            6. A description of the necessary response the school is taking to address the public health emergency: Upgraded laptops are necessary to implement remote learning effectively for students.            7. An estimate of the costs associated with the specific determination. \$45,000 (55 laptops and cases)            8. What products or services are to be procured as a result of this project. HP Laptops for 9-12 students.</p> <p>1. Project Name #3: Temporary Employee Classroom Support            2. Date of determination: 02/01/2021            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            5. Guidelines and recommendations being implemented for which the school is incurring costs: Physical distancing in classrooms.            6. A description of the necessary response the school is taking to address the public health emergency: In order to maintain the proper physical distancing and to hold in-person learning to the greatest extent possible, additional support staff is needed to help run study halls and other classes.            7. An estimate of the costs associated with the specific determination. \$18,000            8. What products or services are to be procured as a result of this project. Personnel Costs</p>					
<b>COVID-19 School Administration</b>	\$8,127.00	\$0.00	\$0.00	\$0.00	\$8,127.00
<p>1. Project Name: Office Temp Employee            2. Date of determination: February 28, 2021            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: The increase in reporting for relief funds, tracking of health screening for students, and increase in day to day duties has impacted the school office functions.            5. Guidelines and recommendations being implemented for which the school is incurring costs: All 6 mandates for opening school are impacting the work of the school office.            6. A description of the necessary response the school is taking to address the public health emergency: Staff has been used to screen students, make necessary reporting to ensure the safety of all students. Therefore, the need for additional staffing in the school office is necessary.            7. An estimate of the costs associated with the specific determination. \$4,000            8. What products or services are to be procured as a result of this project: Personnel costs</p>					
<b>COVID-19 PPE</b> (not all inclusive: gloves, gowns, masks, shields)	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00

1. Project Name: PPE 2. Date of determination: 03/01/2021 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 need for PPE 5. Guidelines and recommendations being implemented for which the school is incurring costs: All mandates to reopen schools 6. A description of the necessary response the school is taking to address the public health emergency: The district will purchase PPE for students and staff. 7. An estimate of the costs associated with the specific determination. \$5,000 8. What products or services are to be procured as a result of this project. PPE Supplies					
<b>Operation Maintenance &amp; Plant</b> (not all inclusive: minor capital improvements, window fans, signage, short term rentals to adhere to CDC guidance)	\$4,000.00	\$2,705.85	\$0.00	\$0.00	\$6,705.85
1. Project Name: Custodial Support 2. Date of determination: 03/01/2021 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 needs to sanitizing 5. Guidelines and recommendations being implemented for which the school is incurring costs: Increased sanitizing efforts 6. A description of the necessary response the school is taking to address the public health emergency: Additional custodial time is needed to meet the demands of the health recommendations for increased sanitizing. 7. An estimate of the costs associated with the specific determination. \$4,000 8. What products or services are to be procured as a result of this project. Personnel Costs					
1. Project Name: Doors and Windows 2. Date of determination: 03/01/2021 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: Improved ventilation and use of additional entrances 5. Guidelines and recommendations being implemented for which the school is incurring costs: Physical Distancing and Improved Ventilation 6. A description of the necessary response the school is taking to address the public health emergency: Several windows do not open properly which hinders the ability to provide supplemental fresh air in the classrooms. In addition, the need to use additional entrances for physical distancing and cohorting purposes has cause us to need to upgrade some older doors so that they open and close and lock appropriately. 7. An estimate of the costs associated with the specific determination. 2705.85 for purchased services and 5000.00 for doors and windows. 8. What products or services are to be procured as a result of this project. Windows and doors					
<b>Function 3100 - COVID-19 Food Service</b> (not all inclusive: child nutrition supplies, staffing)	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00
1. Project Name: Temporary Food Service Staff 2. Date of determination: 03/01/2021 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 physical distancing and increased sanitation efforts has required increase staffing 5. Guidelines and recommendations being implemented for which the school is incurring costs: Distancing/sanitation 6. A description of the necessary response the school is taking to address the public health emergency: The food service department requires two full time staff members during the covid pandemic instead of our usual 1.5 employees. 7. An estimate of the costs associated with the specific determination. \$13,000 8. What products or services are to be procured as a result of this project. Personnel Costs					
1. Project Name: Temporary Summer Food Service Staff 2. Date of determination: 03/01/2021 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 Food Needs of families 5. Guidelines and recommendations being implemented for which the school is incurring costs: All 6. A description of the necessary response the school is taking to address the public health emergency: The school will be providing food service throughout the summer. 7. An estimate of the costs associated with the specific determination. \$4,000 8. What products or services are to be procured as a result of this project. Personnel Costs					
<b>Total</b>	\$81,127.00	\$3,578.85	\$51,000.00	\$0.00	\$135,705.85

\*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). ESSER 2 funds are to be fully obligated and expended by September 30, 2023. 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. Maintenance of Effort (MOE) Attestation

ESSER & ESSER II do not have MOE requirements themselves, but other federal programs (IDEA & Title I) do have MOE requirements that may face impacts if costs are moved from the general fund to a federal fund.

IDEA requires that a SAU expend the same amount of local and state funding for special education and related services as it expended in the previous fiscal year. No flexibilities or waivers to MOE requirements have been granted to date.

ESEA MOE requires SAUs to spend 90% of the previous year.s aggregate or per pupil expenditure less categories such as debt service and capital outlay. If 90% is not maintained, then ESEA funding is reduced by the difference in actual percentage reached as compared to the 90% level. For FY23 ESEA allocations, the expenditures from school year 19-20 and 20-21 will be compared.

In submitting this application, our SAU attests that we have reviewed potential challenges to MOE requirements for IDEA and ESEA.

Yes  No

10. Facility Repairs and Improvements Attestation

Repairs and improvement to enable operation of schools such that risk of virus transmission is reduced, exposure to environmental health hazards is minimized, and to support student health, are allowable. Construction contracts using laborers paid for by federal education funds, which include ESSER II funds, for contracts over \$2,000 must meet all Davis-Bacon prevailing wage requirements and contract language for all contractors or subcontractors must contain the minimum wages to be paid to various classes of laborers and mechanics employed under the contract.

In submitting this application, our SAU attests that we are aware of requirements of contract language for approved repairs and improvement supported by ESSER II funds.

Yes  No

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: 03/16/2021