

**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

<b>Legal Name of Applicant:</b> Lincolville School Department	<b>Applicant's Mailing Address:</b> 523 HOPE ROAD Lincolville, ME 04849
<b>SAU Contact for the Education Stabilization Fund (CFDA No. 84.245D)</b> <b>Name:</b> Paul Russo <b>Position:</b> Principal <b>Office:</b> Lincolville Central School	

**Contact's Mailing Address:**

523 Hope Road Lincolnville, ME04849  
 Zip Code Plus 4: 04849-5920  
 DUNS #: 100760313  
 Telephone: (207) 763-3366  
 Fax: (207) 763-3455  
 E-mail address: paul.russo@fivetowns.net

To the best of my knowledge and belief, all of the information and data in this application are true and correct.

**Superintendent (Printed Name):**

Kate Clark

**Telephone:**

(207) 763-3818

**Signature of Superintendent:**

Certified by Electronic Signature

**Date:** 06/09/2020**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.

- o SAUs will have until September 30, 2021 to encumber ESSER funds.
- o 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.**

After consultation with stakeholders it was determined to focus this funding on 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.

**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)?**

We are currently gathering feedback with a school community survey. We will begin our planning over the summer months and make necessary adjustments to our educational program prior to the opening of school in the fall. We anticipate to have more current information at that time.

**Part 3b: Budgets for Funds Allocated Under ESSERF**

School Administrative Unit Name: Lincolnville School Department

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](#)

<b>Total Amount to be Awarded:</b>					<b>\$ Pre-populated</b>	<b>\$23,441.12</b>
<b>Object Codes</b>						
	<b>1000-2000</b>	<b>3000-5000</b>	<b>6000</b>	<b>7300</b>	<b>8000</b>	
	<b>Salaries &amp; Benefits</b>	<b>Purchased Services</b>	<b>Supplies</b>	<b>Equipment</b>	<b>Other</b>	<b>Total Amount</b>
<b>Instruction</b>						
<b>Regular Instruction</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>Special Education</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Career &amp; Technical Education</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Non-regular Programming (including McKinney-Vento Homeless Assistance Act)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Adult Education</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>COVID-19 Related Costs</b>						
<b>COVID-19 Student Supports</b>	\$23,441.12	\$0.00	\$0.00	\$0.00	\$0.00	\$23,441.12
Brief Description to include project details and timeline (4-5 sentences)	These funds will provide for staff support for student learning focussing on helping students fill learning gaps caused by missed classroom time during remote learning.					
<b>COVID-19 Staff Support</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>COVID-19 School Administration</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>COVID-19 Central Services</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>COVID-19 Operation Maintenance &amp; Plant</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>COVID-19 Transportation</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>COVID-19 Food Service</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>COVID-19 Community Services</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$23,441.12	\$0.00	\$0.00	\$0.00	\$0.00	\$23,441.12

\*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): Kate Clark	Telephone: (207) 763-3818
Signature of Superintendent: Certified by Electronic Signature	Date: 06/09/2020