

## E-5 Non-Public Procurement and Payment Process

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the **Financial Management of Federal Funds**.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the **ESEA Consolidated** program should refer to the full text of the regulations that govern the use of these federal funds, which can be found under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

### **Definitions:**

No unique terms need to be defined for this monitoring item.

### **Statutory Requirements:**

Elementary and Secondary Education Act: [Title IA Sec. 1117\(d\)](#); and [Title VIII Sec. 8501\(d\)](#)

### **State Guidance:**

Per section 8501(d)(1) and 1117(d) of ESEA statute, an SAU must demonstrate materials, equipment, and property purchased with ESEA funds for a non-public school shall be paid for and maintained by the public SAU. The public SAU must oversee the funds and property.

Per section 8501(d)(1) and 1117(d) of ESEA statute, an SAU must provide the ESEA service with staff from the SAU OR through a contract with the SAU.

### **Relevant Documentation:**

- Detailed written narrative of the SAU's process to purchase items or contract services for the non-public school.
- Detailed written narrative of the process to track and maintain materials, equipment, and property purchased with ESEA/ Title I funds for a non-public school.
- Detailed written narrative of the ESEA/Title I services provided by the publicly-funded staff member

- **Title I, Part A only** - Teacher schedule of those working with Title I students

**Technical Assistance:**

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.