

Emergency Assistance for Non-Public Schools (EANS) Office Hour

Wednesday, December 1, 2021

10:00 AM – 11:00 AM

Office of Federal Emergency Relief Programs (OFERP)

OFERP Introductions

- Shelly Chasse-Johndro, Director
- Kevin Harrington, GEER/EANS Coordinator
- Maisha Asha, Fiscal Coordinator
- Robert Palmer, Management Analyst

Today's Topics

- Staffing Request
- Timesheets
- Inventory and Reporting Dates
- Grant Award Notification (GAN)
- Reimbursement Process
- Application Changes and Reallocation

Staffing Request

STEP 1: NON-PUBLICS STAFFING REQUEST TO MAINE DOE

- Complete the Staffing Request excel file (<https://www.maine.gov/doe/covid-19/fedrelief#eans>) and email the completed file to EANSProgram.DOE@maine.gov
- Updating Current Staff Request by highlighting new and/or updated information in yellow. This needs to be completed every time you need to make staffing changes.

To avoid delays, make sure the Staffing Request is completed with accurate employee contact information.

STEP 2: MAINE DOE STAFFING REQUEST TO ATLANTIC STAFFING

- Maine DOE reviews, approves, and submits Staffing Request to Atlantic Staffing to begin hiring process.

STEP 3: ATLANTIC STAFFING TO EMPLOYEE

- Atlantic Staffing contacts employee (using information provided in Staffing Request file) and sends hiring paperwork directly to staff.
- Employee completes hiring paperwork and sends back to Atlantic Staffing for entry into payroll system.
- Atlantic Staffing enters employee into payroll system and employee is ready to begin employment.

It is recommended, upon employee completion of paperwork and submission to Atlantic Staffing, employee notifies hiring supervisor to begin employment.

Employee cannot start employment until the hiring with Atlantic Staffing is complete.

Timesheets

- Obtain the Timesheet Excel File at <https://www.maine.gov/doe/covid-19/fedrelief#eans>
- Make sure all data is entered correctly on the Timesheet
 - Dates can only be entered for one calendar week (Sunday through Saturday). If employee has worked multiple weeks, a separate timesheet for each week will need to be submitted.
- Timesheets must be completed and signed by employee and non-public school supervisor.
- Supervisor submits the completed timesheet to EANSProgram.DOE@maine.gov
 - The supervisors' email can have multiple timesheets attached.
 - Each employee's timesheet should be a separate PDF.
 - This email address is monitored daily. Staffing requests and timesheets are processed through this email inbox only.
- Timesheets are due every Friday by 5:00 pm. Late timesheets will result in late payment to the employee.

Inventory

- In the Grant Award Notification (GAN), *Attachment B: Inventory Requirements*, explains all property purchased or reimbursed through CRRSA EANS I must be properly inventoried.
 - It is the responsibility of the non-public school to have a procedure process identified for tracking and inventory property purchased.
 - The procedure must meet the following federal requirements: 2 CFR Part 200.302(b)(7) and 2 CFR Part 200.319(C).
- An inventory worksheet has been developed to assist you with the process and can be found <https://www.maine.gov/doe/covid-19/fedrelief#eans>
 - Non-public schools will need to create an inventory tag. Each item will need to be tagged with the inventory number, funding source (CRRSA EANS), and the Maine Department of Education as the title holder.
 - Tag Example: Inventory Number 107, CRRSA EANS, Maine Department of Education

Inventory Reporting Due Dates

The Inventory Report needs to be submitted to Maine Department of Education's Office of Federal Emergency Relief Programs annually along with a final report at the end of the grant period for the United States Department of Education.

Submit the Inventory Reports to EANSProgram.DOE@maine.gov

Annual Due Date 01/31/2022

Annual Due Date 01/31/2023

Final Due Date 09/30/2023

Grant Award Notification (GAN)

- The GAN contains critical information and can be obtained within the non-public school EANS Application at 4pcmaine.org



Maine Department of Education
Application Website



Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website.

School Emergency Relief Fund (ESSERF) Applications

- [ESSERF 1 Application](#)
- [ESSERF 2 Application](#)

Maine Coronavirus Relief Fund (CRF 2) Applications

[Emergency Assistance to Non-Public Schools Program \(EANS\)](#)

American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER)

Federal Grant Reimbursement System

Pine Mountain Academy's Data Entry Menu for the EANS Application

[EANS GRANT AWARD NOTIFICATION \(GAN\)](#)

Grant Award Notification (GAN)

THIS GRANT AWARD IS SUBJECT TO THE PROVISIONS OF THE DEPARTMENT OF EDUCATION GENERAL ADMINISTRATIVE REGULATIONS (EDGAR) 34 CFR, PARTS 76, 77, 79, 81, AND 85; the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200; and 34 CFR Part 200.6 – 200.79.

To the extent that the State charges, or authorizes eligible entities to charge, pre-award costs to the EANS Fund, the State and eligible entities will only use funds for allowable costs incurred on or after **March 13, 2020**. The sub-recipient is required to permit Maine DOE and auditors to have access to records and financial statements as necessary for the Maine DOE requirements per 2 CFR §200.331. Sub-recipients must comply with all reporting requirements including those in Section 15011(b)(2) of Division B of the CARES Act, Performance and Financial Monitoring and Reporting in 2 C.F.R. §§ 200.327-329, and submit required quarterly reports, at such time and in such manner and containing such information as the U.S. Secretary of Education may reasonably require in the future.

Close out terms	EANS funds are available for obligation by SAUs through September 30, 2023, which includes the Tydings period (General Education Provisions Act §421(b)(1)). Any funds not invoiced by 10/15/2023 will no longer be accessible.
ATTACHMENTS:	<ul style="list-style-type: none">- Disclosing Federal Funding in Public Announcements- U.S. Department of Education Emergency Assistance to Non-Public SchoolsAttachment A: Contracted Staff for remote, hybrid learning and/or addressing learning lossAttachment B: Public Control of FundsAttachment C: Inventory requirementsAttachment D: Preparing Invoices and Supporting Documentation

Grant Award Notification (GAN)

Emergency Assistance for Non-Public Schools (EANS) EANS to Non-Public Schools	
Non-Public School Representative	Jon Dean
Sub-Recipient Name	Pine Mountain Academy
ORG SAU ID	9879
DUNS Number	1235
Federal Award Identification Number	S425R10044
Sub-award Period of Performance	March 13, 2020 - September 30, 2023
Cumulative Federal Award Amount	\$150,000.00
Reimbursement Amount	\$8,230.00
Future Reimbursement Amount	\$7,510.00
Future Expenses Amount	\$133,630.00
Federal Award Project Description	EANS to Non-Public Schools
Federal Awarding Agency	US Department of Education – Education Stabilization Fund
Pass Through Entity	Maine Department of Education
Program Director	Kevin Harrington, Program Coordinator, Maine Department of Education Kevin.Harrington@maine.gov
CFDA Number and Name	84.425R / Emergency Assistance to Non-Public Schools (EANS)
Research and Development (Y/N)	No
Approved Indirect Cost Rate	

GAN Connection to Application

GEMS Application

Allocation:				\$150,000.00
Object Codes				
	3000	4000-6000	7300	
	Purchased Services	Purchased Property Services Communication Supplies	Equipment	Total Amount
Educational technology				
Reimbursement	\$400.00	\$410.00	\$420.00	\$1,230.00
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Future Expense	\$430.00	\$440.00	\$450.00	\$1,320.00
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Reimbursement Total	\$3,030.00	\$2,560.00	\$2,640.00	\$8,230.00
Future Total	\$133,630.00	\$3,940.00	\$3,570.00	\$141,140.00
Total	\$136,660.00	\$6,500.00	\$6,210.00	\$149,370.00

GAN

	Cumulative Federal Award Amount	Final Allocation Amount	\$150,000.00
Total Amount Allocation	}	Reimbursement Amount	\$8,230.00
		Future Reimbursement Amount	\$7,510.00
		Future Expenses Amount	\$133,630.00
		Future Total – Future 3000 (PS)	
		Future Total 3000 (PS) Only	

Reimbursements in GEM

Attachment D: Preparing Invoices and Supporting Documentation

- Supporting Documentation
 - Trial Balance with date of purchase, supplier and amount
 - Paid Invoices/Receipts
- Submitting Documentation
 - Documents should be sequential reflecting the trial balance
 - Write the Category name and the Account on each invoice or purchase order
 - PDF format

Reimbursements in GEM

<https://www.4pcamaine.org>

Federal Grant Reimbursement System



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[Emergency Assistance to Non-Public Schools Program \(EANS\)](#)

[Application Process \(APP\) Elementary and Secondary Schools](#)

[Federal Grant Reimbursement System](#)



Welcome to the Federal Grant Reimbursement System Home screen. The blue menu bar provides links for creating and submitting invoices and track balances for all funds your LEA receives, and an account maintenance screen (ACCOUNT MAINTENANCE) where you can update any user information that needs to be changed.

Federal regulations require that all federal grantees ensure that any vendors and individuals that receive federal funds from their grants are not designated as excluded on the debarment, suspension and other exclusionary action list. Please use the system for award management (SAM) to ensure that all vendors selected are eligible for federal funding. Vendors and individuals designated as excluded on the list cannot be funded with federal grant money. <https://www.sam.gov/portal/public/SAM/>

SAM Instructions:

- [Exclusion Search](#)
- [Quick Search Guide](#)

To view guidance for providing reimbursement documentation go to: [COMPLIANCE GUIDANCE](#)

To view instructions for using this software go to: [Instructions for Using the Federal Grant Reimbursement System](#)

GEM Steps for Reimbursement

1. Choose a grant from the drop-down menu
2. Click on the button that says "NEW"
 - a. *If the previous invoice has not been submitted or approved there will not be a new button.*
3. Begin the reimbursement request
4. Reimbursement requests are reviewed by the:
 - a. the EANS team within 10 business days, and
 - b. DAFS within 10 business days.
 - c. Once approved, reimbursement checks should be received within 3-10 days.

Reimbursement Request Process

FEDERAL GRANT REIMBURSEMENT INVOICE			
Name of Agency	Pine Mountain Academy	Name of Project	Emergency Assistance to Non-Public Schools Program (EANS)
Address	Pine Mountain	Billing Date	11/03/2021
City, State, Zip	Route IA, ME 05050	Billing Period	From 06 / 13 / 2020 To 07 / 13 / 2020
Phone Number	555-555-5556	Advantage (VC) Number	pinemt9079
Project Sponsor	Invoice/Statement Number:	2 Tracking ID: 246	
Maine Department of Education	Advantage ME GASA#	test_MT_EANS	
ATTN:	Agreement/Encumbrance Number:	test_MT_EANS	
Augusta, Maine 04333-0023	Accounting Number:	013-05A-7051-91-6401-7051EANS F2021	
	CFDA#	84.425R	
	Agreement Start Date: 3/13/2020	End Date: 09/30/2023	
Select type of funds requested	<input checked="" type="radio"/> Reimbursement	<input type="radio"/> Other	
Enter amount requested below. (Note - No dollar signs "\$" no commas ",")			

The billing period dates:

- Can be monthly or, at most, quarterly without spanning fiscal years (July to June)
 - Should be reflective of the dates of goods (i.e. receipts and invoices)
 - Can reflect back to the **agreement start date (3/13/2020)**
-
- Always select **Reimbursement** for type of funds

Reimbursement Request Process

2.

1. Personal Protective Equipment (PPE)	3000 Purchased Services	4000-6000 Purchased Property Services Communication Supplies	7300 Equipment	Total Amount
3. Budget for previously purchased PPE	\$500.00	\$80.00	\$90.00	\$670.00
Previous Invoice Totals	5. \$0.00	\$1.00	\$1.00	\$3.00
Funds Invoiced	0.00	79.00	0.00	79.00
Total	\$0.00	\$79.00	\$0.00	\$79.00
4. Budget for future purchases of PPE	\$0.00	\$110.00	\$120.00	\$230.00
Previous Invoice Totals	\$0.00	\$0.00	\$0.00	\$0.00
Funds Invoiced	0.00	0.00	0.00	0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

1. **Allowable Category** aligned with the GEMS Application
2. **Budget Categories** aligned with the GEMS Application
3. GEMS Application Budget line from the allowable category and **reimbursement line**
4. GEMS Application Budget line from the allowable category and **future expense line**
5. The total for each budget category within the budget line for the allowable category of all the previous invoices. To determine the remaining funds that can be reimbursed, take the budget line minus the previous invoice total.

Reimbursement Request Process

Personal Protective Equipment (PPE)	3000 Purchased Services	4000-6000 Purchased Property Services Communication Supplies	7300 Equipment	Total Amount
Budget for previously purchased PPE	\$500.00	\$80.00	\$90.00	\$670.00
Previous Invoice Totals	\$0.00	\$1.00	\$1.00	\$3.00
Funds Invoiced	0.00	79.00	0.00	79.00
Total	\$0.00	\$79.00	\$0.00	\$79.00
Budget for future purchases of PPE	\$0.00	\$110.00	\$120.00	\$230.00
Previous Invoice Totals	\$0.00	\$0.00	\$0.00	\$0.00
Funds Invoiced	0.00	0.00	0.00	0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00

Indicate the **total** of each budget category for the allowable category within the budget line of the reimbursement request.

Important Notes:

- When entering dollar amounts, do not use dollar signs "\$" or commas ",".
- The totals should be reflected in the supporting documentation.

Application Changes and Reallocation

Application Changes:

Under section 312(d)(2)(B)(v), the Governor of each State also must provide assurance that the SEA will obligate funds for services or assistance requested by eligible non-public schools within **six months** of receiving its funds. If an SEA is in compliance with this and the other requirements in 312(d)(2), section 312(d)(6) requires the SEA to return any unobligated funds remaining six months after receipt to the Governor for authorized uses under the GEER II Fund through the full period of availability.

Reallocation:

The EANS team is working on developing a reallocation process

- We will reach out to the participating non-public schools to ask if there are additional needs for services and assistance.
- We will work with those that indicated an additional need to provide the requested services.

Q & A

Please unmute yourself or use the chat to ask questions!



Resources

- [US DOE EANS FAQ](#)
- [US DOE EANS](#)
- <https://www.maine.gov/doe/covid-19/fedrelief>

Contact Information

Emergency Relief Funds	GEER and EANS
Shelly Chasse-Johndro	Kevin Harrington
Shelly.Chassejohndro@maine.gov	Kevin.Harrington@maine.gov

Federal Fiscal Coordinator	Management Analyst
Maisha Asha	Robert Palmer
Maisha.Asha@maine.gov	Robert.W.PalmerIV@maine.gov