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

Wednesday, February 9, 2022
10:00 AM – 11:00 AM
Office of Federal Emergency Relief Programs (OFERP)
OFERP Introductions

– Kevin Harrington, GEER/EANS Coordinator
– Robert Palmer, Management Analyst
– Shelly Chasse-Johndro, Director
Today's Topics

- CRRSA EANS I Reallocation Process
- ARP EANS II
- Inventory and Reporting Dates
- Question and Answers
- Reimbursement Process (Optional)
CRRSA EANS I Reallocation

- **CRRSA EANS I Reallocation process will be:**
  - GEMS application available at [https://www.4pcamaine.org/](https://www.4pcamaine.org/)
  - Released on Wednesday, February 9, 2022
  - An email will be sent to all participating CRRSA EANS applicant leads
  - **Due by 11:59pm on Friday, March 11, 2022**

- **Please confirm participation regardless of requesting additional funding**
  - Your school has the option to opt out of participating in the CRRSA EANS Reallocation process.
    - By selecting "**No**", your school is indicating that it will not participate in the CRRSA EANS Reallocation process.
    - By selecting "**Yes**", your school is indicating that it would like to request additional CRRSA EANS funding.
A non-public school that participated in CRRSA EANS may indicate additional needs. If additional CRRSA EANS funding becomes available, how much additional funding is needed?

<table>
<thead>
<tr>
<th>Supplies to sanitize, disinfect, and clean school facilities</th>
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<tbody>
<tr>
<td>Reimbursement</td>
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<tr>
<td>Purchased Services</td>
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<td>Purchased Property Services Communication Supplies</td>
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<td>Equipment</td>
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<td>Total Amount</td>
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**Personal Protective Equipment (PPE)**

| Reimbursement |  |
|----------------|
| Future Expense |  |

**Portable air purification systems**

<table>
<thead>
<tr>
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<tr>
<td>Future Expense</td>
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<table>
<thead>
<tr>
<th>Reimbursement Total</th>
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<tr>
<td>Future Total</td>
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CRRSA EANS I Reallocation

• The reallocated funds follow all the same statutory requirements as the original CRRSA EANS I program.

  • Allowability, necessary, and reasonableness
  • Property of the Maine Department of Education
  • Services procured by the Maine Department of Education
  • Reimbursements for expenses prior to April 26, 2021
  • No services or assistance for which the non-public school already received PPP funds, ESSER equitable services, or Coronavirus Relief Fund (CRF) funding, services, or assistance will be submitted
If the original EANS application needs to be revised to utilize more of the allocation, all changes will need to be completed by 11:59pm on Friday, March 11, 2022.

 Allocation – Application Amount = Unbudgeted Funds

\[
\$150,000 - \$149,370 = \$630
\]

All unbudgeted funds will be reallocated to non-public schools who identify additional needs.
The ARP Act authorized a second round of funding to provide services or assistance to non-public schools.

The ARP Emergency Assistance for Non-Public Schools (EANS) is similar to section 312(d) of the CRRSA Act with two exceptions.

1. A State educational agency (SEA) may only provide services or assistance under ARP EANS to non-public schools that enroll a significant percentage of students from low-income families and are most impacted by COVID-19, and

2. An SEA may not use ARP EANS funds to provide reimbursements to any non-public school for costs the school incurred to address the impact of COVID-19 emergency.
SEA may only provide services or assistance to nonpublic schools that enroll a significant percentage of students from low-income families

- U.S. Department of Education (USED) recommends that the non-public school must serve 40%+ of students from low-income families enrolled
  - Using the Small Area Income and Poverty Estimates (SAIPE) program poverty data, only 2 participating non-public schools would be eligible to be served.

- A tiered approach with an alternate significant percentage was provided on the ARP EANS Application, which was submitted to the USED on September 9, 2021
  - The ARP EANS Application was not approved because the alternate poverty percentage was not significant enough
The challenge is determining an alternative significant poverty percentage that aligns to the requirements of ARP EANS and acceptable to the USED

- Proposing an alternate significant percentage threshold of 25% with a tiered approach.

The revised ARP EANS Application is being reviewed by the Commissioner's and Governor's Office before resubmission to USED.
Source(s) of poverty data that will be used to determine counts of students from low-income families in non-public schools

- Data on student eligibility for free or reduced-price lunch under the Richard B. Russell National School Lunch Act (43 U.S.C. 1751 et seq.).
  - **Income Guidelines for Free and Reduced Price Meals**
    - Family Size
    - Family Income
    - Student Names (for non-public use only)
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](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
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
Please unmute yourself or use the chat to ask questions!
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

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

School Emergency Relief Fund (ESERF) Applications
- ESERF 1 Application
- ESERF 2 Application

Maine Coronavirus Relief Fund (CREF) Applications

Emergency Assistance to Non-Public Schools Program (EANS)

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
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 25 business days.
   c. Once approved, reimbursement checks should be received within 3-10 days.
Reimbursement Request Process

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

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.

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<tr>
<th>Personal Protective Equipment (PPE)</th>
<th>3000 Purchased Services</th>
<th>4000-6000 Purchased Property Services</th>
<th>7300 Equipment</th>
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<tbody>
<tr>
<td>Budget for previously purchased PPE</td>
<td>$500.00</td>
<td>$80.00</td>
<td>$90.00</td>
<td>$670.00</td>
</tr>
<tr>
<td>Previous Invoice Totals</td>
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<td>Funds Invoiced</td>
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<td>Total</td>
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<td>$79.00</td>
<td>$0.00</td>
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<tr>
<td>Budget for future purchases of PPE</td>
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<td>$110.00</td>
<td>$120.00</td>
<td>$230.00</td>
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<td>Previous Invoice Totals</td>
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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.
Reimbursement Dates

- Any purchase made prior to April 26, 2021 would be included in the "Budget for previously purchased" area.
- Any purchase made after April 26, 2021 would be included in the "Budget for future purchases" area.

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Q & A

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Resources

- US DOE EANS FAQ
- US DOE EANS
- https://www.maine.gov/doe/covid-19/fedrelief
### Contact Information

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<tr>
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<tbody>
<tr>
<td>Shelly Chasse-Johndro</td>
<td>Kevin Harrington</td>
</tr>
<tr>
<td><a href="mailto:Shelly.Chassejohndro@maine.gov">Shelly.Chassejohndro@maine.gov</a></td>
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<td>Robert Palmer</td>
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