

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.4pcmaine.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**



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 (CRRF) Applications

Emergency Assistance to Non-Public Schools Program (EANS)

- [EANS Application](#)
- [EANS Reallocated Funds Request](#)

- **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.

CRRSA EANS I Reallocation

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?

	3000	4000-6000	7300	Total Amount
	Purchased Services	Purchased Property Services Communication Supplies	Equipment	
Supplies to sanitize, disinfect, and clean school facilities				
Reimbursement	22686.00	3.00	3.00	22692.00
dfg df gdf df df sdfds fdf				
Future Expense	3.00	2.00	1.00	6.00
oj poj pi				
Personal Protective Equipment (PPE)				
Reimbursement	4.00	5.00	6.00	15.00
po]]o [p[p\]				
Future Expense	6.00	5.00	4.00	15.00
;p;\ gh gh g hfg fg fg				
Portable air purification systems				
Reimbursement	7.00	8.00	9.00	24.00
bvxbvx vcb cv bcvx				
Future Expense	9.00	8.00	7.00	24.00
gh j g jg hhg jg h jhg jhg jhg ghg g hgjh				
Reimbursement Total	\$22,844.00	\$169.00	\$177.00	\$23,190.00
Future Total	\$268.00	\$270.00	\$272.00	\$810.00
Total	\$23,112.00	\$439.00	\$449.00	\$24,000.00

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

CRRSA EANS I Reallocation and Application

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:				\$150,000.00
Object Codes				
	3000	4000 5000	7300	
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

$$\text{Allocation} - \text{Application Amount} = \text{Unbudgeted Funds}$$
$$\$150,000 - \$149,370 = \$630$$

All unbudgeted funds will be reallocated to non-public schools who identify additional needs.

American Rescue Plan (ARP) EANS II

- 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.

ARP EANS II

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**

ARP EANS II

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.

ARP EANS II

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)

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

Q & A

Please unmute yourself or use the chat to ask questions!



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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Application Website



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

[Maine Coronavirus Relief Fund \(CRF 2\) Applications](#)

[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 25 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	pinemts9079
Project Sponsor	Maine Department of Education	Invoice/Statement Number:	2 Tracking ID: 246
ATTN:	Augusta, Maine 04333-0023	Advantage ME GASA#	test_MT_EANS
		Agreement/Encumbrance Number:	test_MT_EANS
		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
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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.

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.

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	\$80.00	\$1.00	\$82.00
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

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