



Emergency Assistance  
To Non-Public Schools  
(CRRSA EANS I)  
Requirements  
Office Hour

September 7, 2022

1:00 PM – 2:00 PM

Office of Federal Emergency  
Relief Programs (OFERP)



# OFERP Introductions

Shelly Chasse-Johndro, Director

Kevin Harrington, GEER/EANS  
Coordinator

Robert Palmer, EANS Procurement  
Analyst

Note: Please take a moment to add  
your name and school in the chat box.

# Today's Topics

Inventory  
Requirements

Reimbursement  
Requirements

Disposition  
Requirements

Staffing  
Requirements

Additional  
Requirements

Question and  
Answers

# Inventory Requirements

- 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 I), and the Maine Department of Education as the title holder.
    - Tag Example: Inventory Number 107, CRRSA EANS I, 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](mailto:EANSProgram.DOE@maine.gov)

Annual Due Date 01/31/2022

Annual Due Date 01/31/2023

Final Due Date 09/30/2023

# 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

# 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.

# GEM Steps for Reimbursement

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

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



# Disposition of EANS Property

## Disposition of Equipment and Supplies under the EANS Program

On April 4, 2022, the U.S. Department of Education (Department) provided information to EANS grantees regarding the disposition of equipment and supplies provided to non-public schools under the program. A revision of that communication was then sent on May 20, 2022.

With this communication, the Department seeks to clarify the length of time a State educational agency (SEA) may permit a non-public school to continue to use equipment or supplies purchased with EANS funds. For ease of reference, this communication consolidates the April 4th and May 20th disposition information, as well as the clarification around how long an SEA may permit a non-public school to use equipment or supplies purchased with EANS funds.

Under 34 C.F.R. § 76.661(b) and as described in Frequently Asked Questions, Emergency Assistance to Non-Public Schools Program, FAQ F-1, equipment and supplies purchased with EANS funds for students and teachers in a non-public school may be used for the authorized purposes of the EANS program during the period of performance (i.e., through September 30, 2023, for CRRSA EANS or September 30, 2024, for ARP EANS) or until the equipment and supplies are no longer needed for the purposes of the EANS program (see also 2 C.F.R. §§ 200.313(a)(1), (c)(1) and 200.314(a)).

If an SEA determines, in consultation with non-public school representatives, that non-public school students and teachers continue to need such equipment and supplies for the purposes of the EANS program beyond the period of performance, the SEA may, but is not required to, continue to permit non-public school students and teachers to use the equipment and supplies; otherwise, the use of equipment and supplies provided with EANS funds would terminate at the end of the period of performance. If an SEA permits use to continue beyond the period of performance, the SEA must continue to maintain title to, and keep administrative control over, the equipment and supplies.

# Disposition of EANS Property (cont.)

## Disposition of Equipment and Supplies under the EANS Program

In general, once equipment and supplies are no longer needed for purposes of the EANS program or the period of performance ends, an SEA must remove them from the non-public school. (34 C.F.R. § 76.661(d)(1)). However, rather than disposing of equipment or supplies purchased with EANS funds when no longer needed for purposes of the EANS program or the period of performance ends, an SEA may allow a non-public school to continue to use the equipment and supplies to the extent they are needed for other allowable purposes under another Federal education program in which the non-public school participates, such as the Elementary and Secondary Education Act of 1965 or the Individuals with Disabilities Education Act. (See 2 C.F.R. §§ 200.313(c), 200.314(a)). In that case, the SEA must either retain title to, and maintain administrative control over, the equipment and supplies or transfer title and control to another public agency such as an LEA providing equitable services under the Federal education program(s) in which the non-public school participates.

When equipment is no longer needed for the EANS program or other activities currently supported by the Department in which a non-public school participates, the SEA must dispose of equipment in accordance with State laws and procedures. (34 C.F.R. § 200.313(b)).

With respect to supplies that are no longer needed for the EANS program or another Federal education program, if an SEA has a residual inventory of unused supplies exceeding \$5,000 in total aggregate value, the SEA must retain the supplies for use on other activities or sell them and must, in either case, compensate the Department for its share. (2 C.F.R. § 200.314(a)).

# Staffing Requirements

## **Timesheets:**

We have recently modified the Timesheet form to be a form fillable PDF. It is the new required form to be used starting pay week 7/18/2022-7/24/2022. The form will need to be sent to the staff member and saved to a computer they have access too. They will fill out all applicable blocks for their work week and forward a saved copy to the School Supervisor. The School Supervisor will be required to enter their name on the form acknowledging the form has been filled out correctly before sending it to [EANSProgram.DOE@maine.gov](mailto:EANSProgram.DOE@maine.gov). If the form is not filled out correctly an email will be sent to the School Supervisor requesting corrections. If the corrections are not received before 12PM that Monday, the timesheet will need to be resubmitted the following Friday/Monday for processing. We have provided an example of a properly completed form.

If a Staff Member is receiving two different pay amounts. We are requiring that two Timesheets are submitted one for each Hourly Rate. This will ensure that the Timesheets are processed correctly based on the hours/rates provided.

## **Staffing Request/ New Staff Members:**

When a Staffing Request is submitted the Staff Member is not eligible to work until Maine DOE receives confirmation from Atlantic Staffing. Once Maine DOE receives confirmation from Atlantic Staffing that the employee is eligible to work the School Supervisor will receive an email from the EANS Team. Only after the School Supervisor receives confirmation from Maine DOE are they eligible to schedule the Staff Member to work.

If a Staff Member's time has lapsed on the Staffing Request, then an updated Staffing Request is required. Compensation will not be processed for the Staff Member without a valid Staffing Request on file. Pay Rate increases will also only be processed with updated Staffing Requests.

# Staffing Requirements (Cont.)

## **CRRSA EANS I Reallocation:**

CRRSA EANS I Reallocation is eligible to be utilized for Staffing and Invoices. Staffing Requests and Timesheets can be sent in via the same method used for CRRSA EANS I. Invoices are submitted via GEMS like CRRSA EANS I.

A reminder that CRRSA EANS I and CRRSA EANS I Reallocation staffing usage will need to be tracked by the School utilizing the Staff Members. The School is required to keep a log of all usage and compare the log to the funds allocated for staffing. If the allocation needs to be adjusted please email [EANSProgram.DOE@maine.gov](mailto:EANSProgram.DOE@maine.gov) and request the appropriate application to be reopened for adjustment.

# Additional Requirements

In order to ensure that every certified non-public school has received this information and is aware of these opportunities, please email the [EANSProgram.DOE@maine.gov](mailto:EANSProgram.DOE@maine.gov) mailbox with acknowledgment of this notice and list the grant(s) for which your school participated or chose not to participate.

Non-public School Name:		
CRRSA EANS I	Participating	Not Participating
CRRSA EANS I Reallocated	Participating	Not Participating
ARP EANS II	Participating	Not Participating

# Additional Requirements (Cont.)

1. The school requesting services will ensure that it will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Department and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority. The school will comply with all required management and reporting required by the Maine Department of Education and the federal government.
2. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state: 1) the percentage of the total costs of the program or project which will be financed with Federal money; 2) the dollar amount of Federal funds for the project or program; and 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 113-76, Consolidated Appropriations Act, 2014.
3. Review your school's approved Gant Award Notification (GAN) Attachments A-D.

# 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

<b>Emergency Relief Funds</b>	<b>GEER and EANS</b>
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