



**Emergency Assistance
to Non-Public Schools
Program (EANS)
Guidance Document**

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Educating Georgia's Future

TABLE OF CONTENTS

Organization Chart	2
Purpose, Eligibility and Allowability	2
Beneficiaries	3
Timeline	3
Application Process	4
Contract	4
Consultation	5
EANS I Services	5
EANS II Services	5
Internal Controls	5
Equipment and Real Property Management	6
Uniform Guidance	9
Reporting	9
Records	9
Monitoring and Evaluation	9
Resources	9
APPENDIX	10
EANS Plan	10
EANS-GaDOE Monitoring Form	11
EANS Inventory Management and Monitoring Form	12
EANS Disposition Form	13

ORGANIZATION CHART



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PURPOSE, ELIGIBILITY and ALLOWABILITY

The U.S. Department of Education issued the Emergency Assistance to Non-Public Schools (EANS) program under the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act), Pub. L. No. 116-260 (December 27, 2020) and the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (March 11, 2021) (ARPA- EANS).

The purpose of the Emergency Assistance to Non-Public Schools (EANS) program is to provide services or assistance to eligible non-public schools to address educational disruptions caused by COVID-19. EANS I service or assistance must be reasonable and necessary. All services or assistance provided under the program must be secular, neutral, and non-ideological.

Please refer to the EANS-GaDOE webpage for additional guidance regarding eligibility, allowability and updated information regarding EANS programs.

GaDOE.org/EANS

[USED EANS Frequently Asked Questions](#)

BENEFICIARIES

The State Governor is the grantee of EANS awards and allocations. The Georgia Department of Education (GaDOE) administers EANS Programs and is the payee or fiscal agent. Non-public schools will not receive a grant award or allocation for EANS I funds. Non-public schools will receive services or assistance provided by the GaDOE as requested in the school's application, to the extent resources are available and subject to prioritizing schools based on their enrollment of low-income students and the severity of the impact of COVID-19 on the school.

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)	Funding
Total EANS I Award	\$79,175,146
Admin set-aside @.5% of Total	\$395,876
Non-Public School Service or Assistance (Original)	\$22,197,775.77
Non-Public School Service or Assistance (Update) (Ineligibility & Audit Reduction -\$3,766,725.41) (School Closing Reduction -\$3,207.85)	\$18,427,842.51
EANS I Obligation Total	\$18,823,718.51
EANS I Unobligated Funds	\$60,351,427.49

American Rescue Plan Act (ARPA)	FUNDING
Total EANS II Award	\$75,405,050
Admin set-aside @.5% of Total	\$377,040
Non-Public School Service or Assistance <i>Applications (37,457,602.88)</i> <i>Amendments (\$28,293,707.25)</i> <i>Re-evaluations (\$9,276,699.87)</i>	\$75,028,010
EANS II Obligation Total	\$75,405,050
EANS II Unobligated Funds	\$0

TIMELINE

	EANS I-CRRSA	EANS II-ARPA
Start Date	March 13, 2020	March 13, 2020
Ending Date	September 30 2022	September 30, 2023
Tyding (Carryover) Period	September 30, 2023	September 30, 2024

APPLICATION PROCESS

PHASE I	<ul style="list-style-type: none"> • The EANS Application Window opens for non-public schools. The EANS Applications are available to non-public schools no later than 30 days after the receipt of the funds. • GaDOE host EANS Application Support Sessions for non-public schools. • GaDOE finalizes EANS Application notices for non-public schools from “In Process” to “Approved” or “Denied”. EANS Applications are approved or denied from a non-public school no later than 30 days after the submitted date.
PHASE II	<ul style="list-style-type: none"> • GaDOE finalizes EANS service or assistance to participating non-public schools. The GaDOE Methodology Rubric for EANS service or assistance is prioritized by: <ul style="list-style-type: none"> ○ Non-public schools most impacted by the COVID-19 emergency ○ Non-public schools serving students from low-income families ○ Base-level of Support (Enrollment) • GaDOE provides notification of EANS service or assistance to non-public school recipients. (EANS Program Plan) • GADOE hosts an EANS Operations Training for non-public school participants.
PHASE III	<ul style="list-style-type: none"> • GaDOE provides an application status update to participating non-public schools from “Approved” to “Progressing for Payment”. • The GaDOE, to the extent practicable, obligates all EANS funds for services or assistance to non-public schools in the State in an expedited and timely manner. The GaDOE will return any unobligated funds remaining after six months to the Governor for authorized uses under the GEER II Fund through the full period of availability. • EANS I Affidavit and Assurances are accepted by participating non-public schools through their registration with ClassWallet to begin direct payment and reimbursement service request. • GaDOE will provide ongoing consultation to participating non-public schools through the full period of grant availability.

CONTRACTS

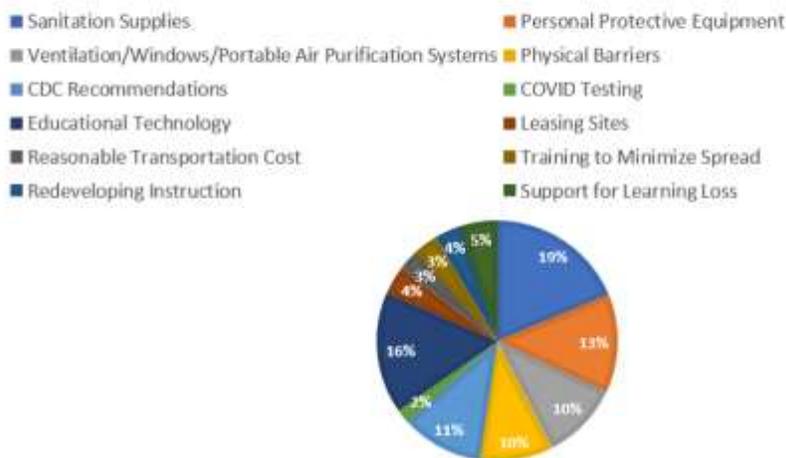
The Georgia Department of Education (GaDOE) has contracted with ClassWallet to organize and

EANS-GaDOE Guidance September 9, 2022

process service or assistance expenditures for EANS Programs. GaDOE has also contracted with an Independent Contractor to support the EANS Inventory Management and Monitoring Process. The contracts are **consistent with GaDOE’s procurement procedures and under the control and supervision** of the agency. The State Board of Education (SBOE) approval and signed contract date met the obligation requirement for the EANS grant.

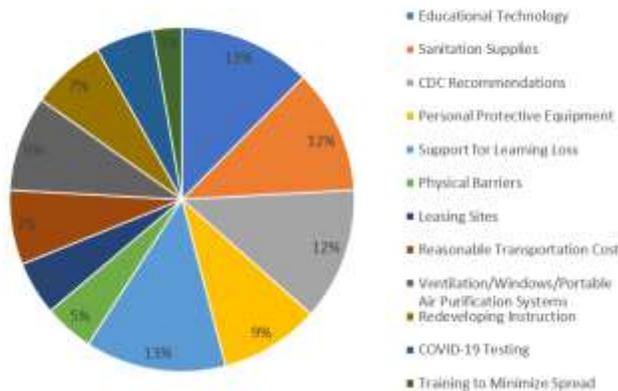
EANS I SERVICES

GaDOE EANS I Services



EANS II SERVICES

EANS II Service or Assistance



CONSULTATION

Consultation with EANS-GaDOE and non-public school participants is ongoing throughout the grant timeline related to continued eligibility, allowability of service or assistance and updates related to EANS. Participating EANS non-public schools are encouraged to connect with EANS-GaDOE directly via email or call for support with EANS I service or assistance as needed. Monthly consultation opportunities are provided.

- EANS Connection: EANS Connection updates are sent via email on the second and last Tuesday of each month.
- EANS Open Office Hours: EANS Open Office Hours are held on the second and last Tuesday each month.

INTERNAL CONTROLS

Under the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) and American Rescue Plan Act (ARP), a public agency must control funds for services or assistance provided to nonpublic school students and teachers under the EANS program. The Georgia Department of Education (GaDOE) will provide EANS service or assistance and maintain control of the funds and ensure that:

- The GaDOE aligns with state procurement processes with the establishment of contracted services (ClassWallet).
- Expenditures are allowable, reasonable and necessary expenses due to the impact of COVID-19
- The non-public school has sufficient documentation to support reimbursement and direct payment request
- The GaDOE gains title to materials, equipment, and property for which it provides
- EANS I service or assistance is secular, neutral, and nonideological.

EQUIPMENT and REAL PROPERTY MANAGEMENT

Participating EANS non-public schools complete and submit the EANS Inventory Form for all EANS equipment approved through reimbursement and direct payment. EANS participants will be required to verify equipment items to show that the items and serial numbers match the EANS Inventory Form. “A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years” (2 CFR 200.313). An EANS Inventory Disposition Form should be completed for lost, damaged or stolen equipment/property and be submitted to the EANS Program Manager in accordance with both Federal and state law.

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 (EANS-CRRSA-September 30, 2023) or until the equipment and supplies are no longer needed for the purposes of the EANS program (C.F.R. 76.661(b); 2 C.F.R. 200.313(a)(1), (c)(1) and 200.314(a)). Once equipment

EANS-GaDOE Guidance September 9, 2022

and supplies are no longer needed for purposes of the EANS program, GaDOE must remove them from the non-public school. (34 C.F.R. 76.661(d)(1)).

Pilferable (Walkable) Items
 A January 2010, audit report by the Office of Inspector General (OIG) on the State of Pennsylvania’s Philadelphia Title I programs indicated that a large number of what was termed as pilferable items were not included on any inventory report. Pilferable items are defined as those items that may be easily be lost or stolen. There has been significant advancement in technology and many significant technology items are now available for well under \$5,000 per unit cost. As a result of the OIG 2010 Philadelphia Audit Report, items considered to be pilferable items and purchased with federal funds must now be included on any inventory report. Pilferable items include, but not limited to: cell phones, iPads, tablets, iPods, graphing calculators, software, projectors, cameras, camcorders, DVD players, computer equipment, and televisions.
[GaDOE Title I, Part A Inventory Review Guidelines](#) OIG Report Philadelphia [OIG Audit Report: Philadelphia School District’s Controls Over Federal Expenditures \(PDF\)](#)

USED FAQ’s link: <https://oese.ed.gov/files/2021/09/Final-EANS-FAQ-Update-9.17.21.pdf>

EANS I-CRRSA Monitoring Cycle	October 1, 2021-September 30, 2022
EANS II-ARPA Monitoring Cycle	October 1, 2022-September 30, 2023

Properly maintaining inventory is an essential component to grant management and is key to successfully utilizing EANS funding. There are three (3) levels of the EANS-GaDOE Inventory Process:

LEVEL I	<p>Level I Inventory are smaller items such as headphones, cases, books and other items that cost less, but can be easily lost. Only items with a one (1) year or longer shelf life should be inventoried.</p> <ul style="list-style-type: none"> ● To Inventory: <ul style="list-style-type: none"> ○ Items should be clearly labeled with the EANS Label. ○ Item serial number (or item number) should correspond to the EANS I Inventory Form. ○ A numbering system with a check in and check out process is highly recommended. ○ Protections in place as needed for materials ○ Counts should be done regularly!
LEVEL II	<p>Level II Inventory is more expensive but does not meet the \$5,000 threshold per unit. These items include electronic devices, iPads, laptops, etc. The inventory process is more concrete and defined.</p> <ul style="list-style-type: none"> ● To Inventory: <ul style="list-style-type: none"> ○ Items should be clearly labeled with EANS label. ○ Item serial number (or item number) should correspond to the EANS I Inventory Form. ○ Items should be locked and stored when not in use. ○ Check in and check out process should be in place and regularly reviewed. ○ Extra safety precautions should be implemented as needed. (Ex: Locked carts for electronic equipment)

LEVEL III	<p>Level III Inventory are items that exceed the \$5,000 threshold per unit item and must abide by federal inventory processes. These can be things like smartboards, STEM equipment, or other allowable equipment that exceed the established threshold. This should be the highest level of inventory with clear guidance and processes.</p> <ul style="list-style-type: none"> • To Inventory: <ul style="list-style-type: none"> ○ Items should be clearly labeled with EANS label. ○ Item serial number (or item number) should correspond to the EANS I Inventory Form. ○ Items should be locked and stored when not in use. ○ Check in and check out process should be in place and regularly reviewed. ○ Extra safety precautions should be implemented as needed.
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UNIFORM GUIDANCE

To be allowable, an expenditure must be consistent with the cost principles in the Uniform Guidance (2 C.F.R. Part 200), including the requirement that a cost be necessary and reasonable for performance of the Federal award. Under 2 CFR 200.404 “[a] cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.” The Georgia Department of Education will refer to the guidance from the U.S. Department of Education for alignment and compliance.

REPORTING

The Governor will comply with all reporting requirements at such time and in such manner and containing such information as the Secretary may reasonably require. Both the Georgia Department of Education (GaDOE) and participating non-public schools may need to provide information relative to reporting as needed to meet state reporting requirements.

RECORDS

The Georgia Department of Education (GaDOE) will establish and maintain records related to EANS service or assistance for at least five years after the last day of the Tydings period. The GaDOE will also serve as the contact to address questions related to the implementation, operations and evaluation of EANS Programs.

MONITORING and EVALUATION

The Georgia Department of Education (GaDOE) will conduct ongoing monitoring of EANS programs.

The GaDOE will monitor daily operations of EANS Programs through the ClassWallet portal and conduct virtual and site focus walks at participating non-public schools to monitor EANS service or assistance. Non-public school participants will complete an EANS Evaluation Form upon completion of services. EANS programs are subject to auditing and monitoring at the SEA and Federal level (34 CFR 76.700-702 and 2 CFR 200.332(d) & 200.339).

RESOURCES

- [USED EANS Frequently Asked Questions](#)
- [American Rescue Plan Emergency Assistance to Non-Public Schools \(ARP EANS\) - Office of Elementary and Secondary Education](#)
- [Improving Ventilation in Schools, Colleges, and Universities to Prevent COVID-19 | U.S. Department of Education](#)
- <https://oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/>
- GaDOE.org/EANS

APPENDIX

EANS I Program Plan

Georgia Department of Education

Date:

Non-Public School:	SEA: Georgia Department of Education
Application ID:	
Non-Public School Contact:	SEA Contact:

Needs Assessment/Notes:
The purpose of the Emergency Assistance to Non-Public Schools (EANS) program is to provide services or assistance to eligible non-public schools to address educational disruptions caused by COVID-19. [USED EANS Frequently Asked Questions](#)

Services/Assistance Category	Funds	Services/Assistance Category	Funds
Sanitation Supplies		Leasing Sites	
Personal Protective Equipment		Reasonable Transportation Costs	
Ventilation/Windows/Portable Air Purification Systems (Future Service)		Training to Minimize Spread (Future Service)	
Physical Barriers		Redeveloping Instruction (Future Service)	
CDC Recommendations		Support for Learning Loss (Future Service)	
COVID Testing			
Educational Technology		TOTAL	

Monitoring and Evaluation:
 We will monitor the effectiveness and implementation of supplemental services through ongoing consultation, the Class Wallet portal, Inventory documentation, and site visits as needed.

Date	Notes





EANS-GaDOE Monitoring Form

Nonpublic School:	Date:
Program:	Monitor:

REQUIREMENT	MEET	PROGRESS	DOES NOT MEET	EVIDENCE/COMMENTS
PURPOSE, ELIGIBILITY, & ALLOWABILITY				
CONTINUED CONSULTATION				
TIMELINE				
INTERNAL CONTROLS				
EQUIPMENT AND REAL PROPERTY MANAGEMENT				
Attendance:				
Next Steps:				



EANS I-CRRSA Inventory Management and Monitoring Process
Georgia Department of Education

EANS I-CRRSA INVENTORY MONITORING FORM

Non-Public School:	
Location:	In Person or Virtual
Date/Time:	
EANS I Inventory Form	Comments:
EANS I Equipment/Property Labeling	Comments:
Storage/ Location of Items	Comments:
Check-In/Check-Out System	Comments:
Disposition Forms Completed (If Applicable)	Comments:
Risk Management- Identify, Assess, Control, Review (If Applicable)	Comments:
Additional Comments	Comments:
Next Steps	Comments:
Print & Signature (Evaluator)	
Print & Signature (School Representative)	

EANS Inventory Disposition Form
 Georgia Department of Education

Non-Public School:	
Date:	
Reported By:	
Was police report filed? (yes or no) If yes, please provide: - Name of Police Dept. - Date of Report - Case Number	

Please check one: Damage Discard Loss Theft

Briefly explain circumstances:

Description of Item(s)	Serial #	Asset Tag #

School Signature: _____ Date: _____

GaDOE Signature: _____ Date: _____

