

Emergency Assistance to Non-Public Schools(EANS)

EANS II Operations Training

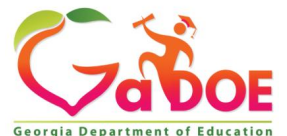
Date: May 10, 2022

Time: 12:30p.m.-2:00p.m.

Dr. Charisse N. Windom

EANS Program Manager

External Affairs, GaDOE





GaDOE Staff

Matt Cardoza

Director of External Affairs
External Affairs Division
mcardoza@doe.k12.ga.us

EANS Program

GaDOE.org/EANS

Dr. Charisse N. Windom

EANS Program Manager
External Affairs Division
charisse.windom@doe.k12.ga.us

Yolanda M. Miller

EANS Program Monitor
External Affairs Division
yolanda.miller@doe.k12.ga.us

Collaborating Staff

Charmaine Simmons

ESSER Grants Program Manager
External Affairs Division
csimmons@doe.k12.ga.us

Carly Ambler

Sr. Program Manager
State Ombudsman
Federal Programs Division
cambler@doe.k12.ga.us

Today's Focus



- EANS II-GaDOE Program
 - EANS II-ARPA & Obligation Data
 - Congrats Participants!
 - Allowability & Guidance
 - Grant Management
 - GaDOE Guidance
 - ClassWallet Training
 - Inventory Management
 - Additional Tips
 - What's Next?
 - Resources

EANS II-ARPA

- The purpose of the Emergency Assistance to Non-Public Schools (EANS) program is to provide service or assistance to eligible non-public schools to address educational disruptions caused by COVID-19.
 - Reserved from GEER III, under the American Rescue Plan Act (ARPA), signed March 11, 2021
- Ending: **9/30/2023**, Tyding (Carryover) Period: **9/30/2024**
 - May only serve non-public schools that enroll a significant percentage of students from low-income families 2019-2020 (**20% or higher**) and most impacted by COVID19 (Pre-K, K3, and K4 students should not be included)
- Reimbursement is **NOT** an Allowable Activity
- EANS-GaDOE is responsible for creating, distributing, approving/denying each non-public school application promptly but no later than 30 days after the state received the application from each non-public school.

(B-2. [USED EANS Frequently Asked Questions](#))

EANS II Obligation Data

Submitted: 49 Denied: 11 Approved: 38 Poverty: 32.6099% Amendments: 27

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 Applications (37,457,602.88) Amendments (\$28,293,707.25)	\$65,751,310.13
EANS II Obligation Total	\$66,128,350.13
EANS II Unused Funds	\$9,276,699.87

CONGRATULATIONS EANS II Non-public School Participants!



[EANS II-GaDOE Non-Public School Participants](#)

EANS II Nonpublic School Participants By County

County	# Schools	County	# Schools
Bibb	3	Gwinnett	3
Bulloch	2	Henry	1
Carroll	1	Houston	1
Clarke	2	Muscogee	2
Dekalb	5	Pickens	1
Dougherty	2	Rabun	1
Fayette	2	Richmond	2
Fulton	3	Savannah-Chatham	5
Glynn	1	Valdosta City	1

EANS II-GaDOE Guidance

EANS II Open Office Hour: EANS II Open Office Hours are held on the second Tuesday of each month.

EANS II Connection: EANS II Connection updates will be sent via email on the second Tuesday of each month prior to the monthly EANS II Open Office Hours.

Please mark your calendar and plan to join us for an opportunity to receive guidance with recent updates, address questions and to collaborate with other non-public schools regarding EANS II service!

We encourage schools to connect with EANS-GaDOE directly via email or call for support with EANS II service or assistance as needed.

EANS II-ARPA

Allowability



EANS II Allowability

- **Sanitation Supplies:**
 - EANS funds may be used to purchase sanitization, disinfectant, and cleaning supplies for the school facilities.
- **Personal Protective Equipment (PPE):**
 - EANS funds may be used to purchase personal protective equipment (PPE) for adults and students to help stop the spread of COVID-19.
- **Ventilation/Windows/Portable Air Purification Systems:**
 - EANS funds may be used to repair or upgrade existing ventilation systems and windows and to provide portable air purification systems to help limit the spread of COVID-19.
- **Physical Barriers:**
 - EANS funds may be used to purchase physical barriers to help stop the spread of COVID-19.

[USED EANS Frequently Asked Questions](#)

EANS II Allowability

- **CDC Recommendations:**
 - EANS funds may be used to purchase items that the CDC deems necessary to help stop the spread of COVID-19. [View CDC recommendations](#)
- **COVID Testing:**
 - EANS funds may be used to purchase COVID-19 testing. This entails expanding capacity to administer coronavirus testing, conducting surveillance and contact tracing activities, and supporting other activities related to coronavirus testing for students, teachers, and staff.
- **Educational Technology:**
 - EANS funds may be used to purchase education technology (including hardware, software, connectivity, assistive technology, or adaptive equipment).
 - Subscription quotes can be submitted within 30 days of the start of service
- **Leasing Sites:**
 - EANS funds may be used to lease sites in order to assist with social distancing.
 - Purchase is unallowable under EANS. Services cannot exceed 12 months at a time (1 year). Consider set up and removal cost.

[USED EANS Frequently Asked Questions](#)

EANS II Allowability

- **Reasonable Transportation Costs:**
 - EANS funds may be used for reasonable transportation costs to assist with social distancing.
 - Reasonable Transportation “rental” quotes can be submitted within 30 days of the pick-up.
 - Reasonable Transportation “service” invoices can be submitted once the services are rendered.
- **Training To Minimize The Spread:**
 - EANS funds may be used for training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases.
- **Redeveloping Instruction:**
 - EANS funds may be used for redeveloping instructional plans for remote or hybrid learning or to address learning loss.
- **Support For Learning Loss:**
 - EANS funds may be used for initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.
 - Ex: Expanded learning time (before or after-school programs; Summer programs), tutoring, family literacy programs, counseling programs, mentoring/coaching programs. Service or assistance should be supplemental to other federal program or school-level services. Services can be invoiced once rendered.

EANS II Unallowable Services

- Capital Improvements/Projects
- Construction, HVAC, & Boiler Systems
- Faculty/Staff Salaries
- Permanent Renovations
- Schools Buses
- General Operational Costs
- Touchless Faucets, Dryers, & Fountains
- Touchless Bottle Filling Stations
- Contracted Cleaning Services
- Reimbursements

[USED EANS Frequently Asked Questions](#)

EANS II-GaDOE Plan

EANS II Program Plan

Georgia Department of Education

Date:

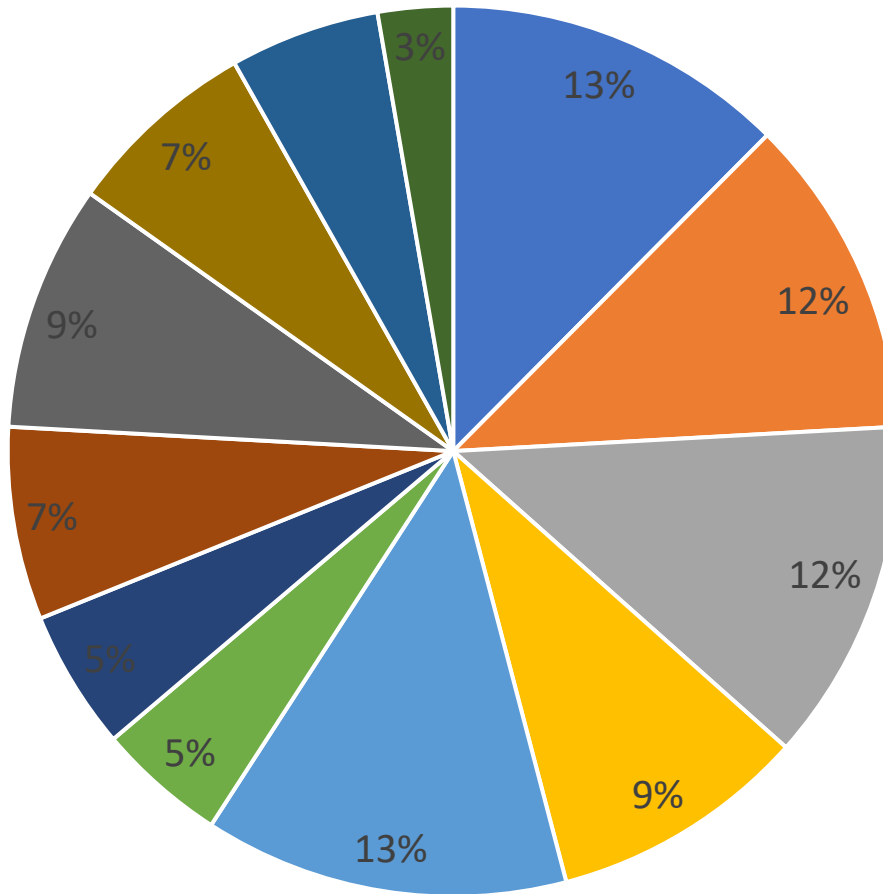
Non-Public School:	SEA: Georgia Department of Education
Application ID:	
Non-Public School Contact:	SEA Contact: Dr. Charisse N. Windom, EANS Program Manager 404-387-6296 Charisse.windom@doe.k12.ga.us

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		Training to Minimize Spread	
Physical Barriers		Redeveloping Instruction	
CDC Recommendations		Support for Learning Loss	
COVID-19 Testing			
Educational Technology		TOTAL	

EANS II Service or Assistance



- Educational Technology
- Sanitation Supplies
- CDC Recommendations
- Personal Protective Equipment
- Support for Learning Loss
- Physical Barriers
- Leasing Sites
- Reasonable Transportation Costs
- Ventilation/Windows/Portable Air Purification Systems
- Redeveloping Instruction
- COVID-19 Testing
- Training to Minimize Spread

EANS II Grant Management

GaDOE Procedures
ClassWallet Training
EANS II Inventory Process



EANS Grant Management

- **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.
- **Secular:** All services or assistance provided under the EANS program must be secular, neutral, and non-ideological.
- **Control of Funds:** Control of funds and title to materials, equipment, and property is with GaDOE.
- **Inventory:** Participating EANS non-public schools will complete and submit the EANS Inventory Form for all equipment funded by EANS. EANS Inventory must be conducted at least once every two years (2 C.F.R. 200.313(d)(2)).

[USED EANS Frequently Asked Questions](#)

EANS Grant Management

- **Vendors:** [EANS GaDOE Vendor Registration Process](#)
 - EANS-GaDOE approved vendors provide allowable services for the state programs and should avoid providing advisement or guidance to participating non-public schools regarding allowability or program operations. EANS operations, management, and vendor approval may vary with each state.
 - Approved vendors should not be affiliated with participating non-public school leaders, staff, board, or governing agency. Tax ID# should be separate and unique.
- **Reporting:** Both parties may need to provide information relative to reporting as needed to meet state reporting requirements. (Data-driven/evidence-based results)
- **Audits and Monitoring:** EANS funds are subject to auditing and monitoring at the state and federal level.

[USED EANS Frequently Asked Questions](#)

EANS II Direct Payment Guidance

- New Service or Assistance requests are submitted through the Direct Pay Vendor option in ClassWallet for review and approval.
- EANS II expenditures should reflect a maximum of one (1) service year per state requirement.
- EANS II services (such as training, tutoring and counseling) should be invoiced once services are rendered. Schools can then submit to ClassWallet for review and approval. Specific information such as services and date(s) should be included on the invoice.
- Schools can submit quotes or invoices through ClassWallet for review and approval. **Please caution holding quotes and invoices. Submissions should be within 30 days of the quote/invoice date.**
- - EANS II quotes or invoices should be actual documents ready for processing. We are unable to process shopping cart or email images.
 - EANS II quotes or invoices should be itemized to check for allowability.

EANS II Direct Payment Guidance

- Quotes/Invoices: The following billing and shipping information is required on EANS II quotes and invoices for direct payments to the vendor. Purchase orders are not provided by the GaDOE since payments are being disbursed through ClassWallet. Vendors can move forward with processing once the approval alert is received. Please be sure to submit one quote/invoice at a time for direct payments.
 - **Billing**: The Georgia Department of Education-Office of External Affairs-EANS II Program 205 Jesse Hill Jr. Drive 2053 Twin Towers East Atlanta, GA 30334 (404) 387-6296, EANS@doe.k12.ga.us
 - **Shipping**: The non-public school information should be provided for shipping and/or services rendered.
- Tax: Please be sure that expenditures do not include tax. Shipping is allowable.
- Tax-Exempt Form-GaDOE: Vendors are welcome to contact EANS-GaDOE directly for a copy of the agency's tax-exempt form.

EANS II Direct Payment Guidance

- Vendor Fee: As part of their registration agreement, vendors agree to receive 2.5% less for their payment through ClassWallet (which does not impact the school's service funding amount in the portal). Therefore, this fee should not be added to quotes or invoices for payment.
- Incremental Payments: There is not a process for incremental payments with the program. Please only submit the quote/invoice to be paid in full for delivery or following services rendered.
- Payments Over \$10,000 Please contact with EANS-GaDOE for support with this area.

EANS II Grant Management

ClassWallet Training

<https://docs.google.com/presentation/d/1Pwxe3KFjNdHPFaUvOLqUQiTfTOwaAFyrmLAmkCsw3Ls/edit?usp=sharing>



EANS II Grant Management: Inventory Management & Monitoring Process

- 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, 2024) or until the equipment and supplies are no longer needed for the purposes of the EANS program (see 34 C.F.R. § 76.661(b); 2 C.F.R. §§ 200.313(a)(1), (c)(1) and 200.314(a)).
- 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).



EANS II Grant Management: Inventory Management & Monitoring Process

- Properly maintaining inventory is an essential component to grant management and is key to successfully utilizing EANSII funding.
- EANS II participants will be required to verify equipment items to show that the items and serial numbers match the EANS II Inventory Form.
- There are three (3) levels of the EANS II-GaDOE Inventory Process.

Note: The EANS II Inventory Monitoring cycle is October 1, 2022-September 30, 2023. A training session will be held on September 13, 2022.



EANS II Inventory Management & Monitoring: INVENTORY LEVEL I

- 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.
- **To Inventory:**
 - 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!

EANS II Inventory Management & Monitoring: INVENTORY LEVEL II

- Level II Inventory is more expensive, but do not meet the \$5,000 threshold per unit. These items include electronic devices, iPads, laptops, etc. The inventory process is more concrete and defined.
- **To Inventory:**
 - 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)

EANS II Inventory Management & Monitoring: INVENTORY LEVEL III

- Level III Inventory are items that exceed the \$5,000 threshold per unit item and must abide by specific 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.
- **To Inventory:**
 - 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.

EANS II Inventory Form

- **School Name and Date:** Please be sure these areas are completed. The date should reflect the date submitted to EANS-GaDOE.
- **Description:** Clearly identify the item
- **Serial Number:** If the equipment has individual serial numbers such as chromebooks or Ipads, they should be listed individually. If the equipment has the same item number such as touchless thermometers or desks, they can be listed on the same line with the total number purchased noted with the Description.
- **Vendor:** Clearly identify the vendor's name
- **Purchased Date:** Please indicate the date of the original purchase
- **Purchased Price:** Please indicate the price of the original purchase
- **Date Received:** Please indicate the date the original purchase was received
- **Location:** Please indicate the actual location (ex: room #, grade-level hall, or check-in/check-out location such as the media center or technology lab) of the equipment/property. Please avoid placing the school's name on this column.
- **Use of Equipment:** Please indicate the EANS allowable category or parallel information
- **Condition:** The Condition should reflect "New"
- **Physical Inventory:** Please initial and date when the item was inventoried and placed on the inventory form
- **Disposition:** This column should remain blank (reserved for lost or damaged equipment) **Be sure to complete a Disposition Form to align with this updated column as needed.**

Emergency Assistance to Non-Public Schools (EANS) Inventory Form

Georgia Department of Education
EANS II FAIN/AWARD#: S425V210034

Please document all EANS II funded equipment in the table below. Equipment (tangible personal property, including information technology systems) purchased with EANS II funds may be used for the authorized purposes of EANS II for the allowable period through September 30, 2024 which includes the tying/carryover period. For the length of the time that the equipment is in use, the SEA must retain the title(s) to, and must maintain administrative control over, the equipment and supplies which includes at least annual inventory and consultation to verify use.

Regulations – 2 CFR 200 Uniform Administrative Requirements: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

School Name:

Date Submitted:

Description	Serial #	Vendor	Purchased Date	Purchased Price	Received Date	Location	Use of Equipment	Condition (New/Used)	Physical Inventory (Initial and Date)	Disposition (Date, Process, Cost)



EANS II Inventory Management & Monitoring: RESOURCES

- [EANS II Inventory Form](#)
- [EANS II Inventory Labels](#)
- [EANS II GaDOE Inventory Management and Monitoring Process](#)
- [EANS II Inventory Disposition Form](#)

Evidence-Based Monitoring

By federal requirement, both the state and participating non-public schools may need to provide information to support auditing and monitoring at the state and federal level. GaDOE requests at least one submission of evidence-based data during the grant period (**by September 30, 2023**) and during the tying/carryover period (**by September 30, 2024**).

Evidence may include performance data reports, presentations, photos, videos, and other artifacts that would verify the effectiveness of EANS II funded services addressing educational disruptions caused by COVID-19. **Data submissions can be provided via email attachment.**

[EANS II Evaluation Form](#)

Additional Tips

- **EANS II Timeline**: A comprehensive EANS II Program timeline has been provided on the state webpage. Please review and plan accordingly.
- **ClassWallet Access**: Non-public schools that participate in both EANS I-CRRSA and EANS II-ARPA will have one portal with access to both programs (if the contact is the same for both programs). Please be sure to select the correct program for submissions!
- **EANS Email Subject Line**: Please add “EANS II-School’s Name” to the subject line of emails sent to EANS-GaDOE. This will be very helpful with serving two EANS programs and with several non-public schools’ participation with both programs.
- **EANS I Contact Change**: Please contact EANS-GaDOE and ClassWallet immediately if there is a change to the state’s primary or secondary contact for the program. We must assure that we have the most updated information.
 - Non-public school contacts should continue to routinely monitor the EANS I allowable use of funded service or assistance.
 - Vendors or contractors cannot serve as the non-public school contact or have access to the school’s ClassWallet portal.

What's Next?

- PHASE II
 - EANS II Application Status: “Processing for Payment”
 - Register through EANS II-ClassWallet Portal
 - Continued Consultation
- PHASE III
 - EANS II service begins-ClassWallet Direct Payment Submissions & Vendor Payments
 - Continued Consultation; EANS II Plan Amendments
 - Monitoring & Audit Process

EANS Resources



- <https://www.gadoe.org/eans/Pages/EANS-Welcome.aspx>
- [USED EANS Frequently Asked Questions](#)
- [EANS-Office of Elementary and Secondary Education-US Department of Education](#)
- <https://oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/>
- <https://www.gadoe.org/SiteAssets/EANS/EANS-GaDOE-Vendor-Registration-Process.pdf>

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