

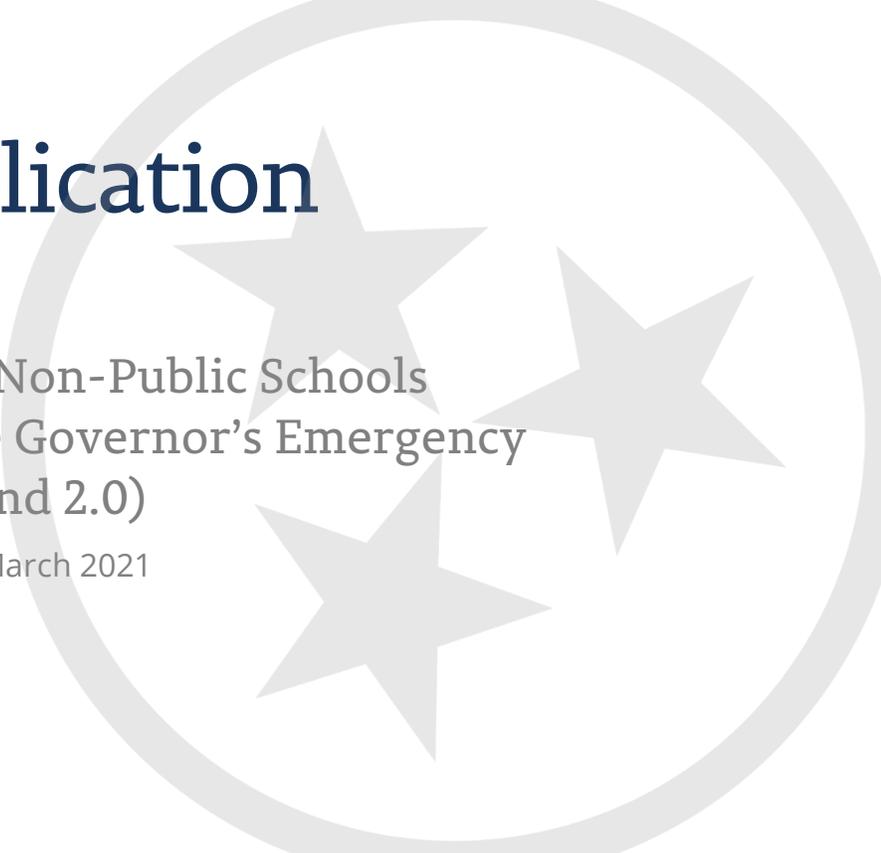


Department of  
**Education**

# Technical Application Guide:

Emergency Assistance for Non-Public Schools  
(EANS) Program under the Governor’s Emergency  
Education Relief (GEER Fund 2.0)

Tennessee Department of Education | March 2021



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# Introduction

“The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act) provides \$2.75 billion for the Emergency Assistance for Non-Public Schools (EANS) program, which is part of the Governor’s Emergency Education Relief Fund. Under the EANS program, the U.S. Department of Education will award grants by formula to each Governor with an approved certification and agreement to provide services or assistance to eligible non-public schools to address the impact that the Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on non-public school students and teachers in the state.”

<https://oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/>  
(Accessed 2/1/2021)

Allowable uses of funds for non-public schools include but are not limited to\*:

Focus Areas	Allowable Expenditures
<p><b>Education Technology</b> <i>Budget Tag: Purchasing Educational Technology</i></p>	<ul style="list-style-type: none"> <li>• Purchasing educational technology (including hardware, software, connectivity, assistive technology, and adaptive equipment) may also include the following:               <ul style="list-style-type: none"> <li>○ Technology infrastructure, including devices and equipment for students and teachers;</li> <li>○ Purchasing software applications and digital platforms;</li> <li>○ Digital and online instructional resources;</li> <li>○ Devices or equipment to provide internet access (i.e., hot spots) for students who do not have access at home;</li> <li>○ Supplemental equipment and devices (i.e., computers, web cameras, document cameras, computer carts, charging stations, projectors) for virtual learning/hybrid instruction;</li> <li>○ Technology-related professional development for school staff;</li> <li>○ Virtual instruction programs, platforms, and tools;</li> <li>○ Wi-Fi support strategies (i.e. creating Wi-Fi access hubs for “drive-in” supports in rural areas)</li> </ul> </li> </ul>
<p><b>Learning Loss and Continuing Instruction</b> <i>Budget Tag: Addressing Learning Loss and Continuing Instruction</i></p>	<ul style="list-style-type: none"> <li>• Revising instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss;</li> <li>• Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss;</li> <li>• Providing summer school services for students to address learning loss;</li> <li>• Providing tutoring services for students to address learning loss;</li> <li>• Purchasing educational materials for students that will assist them in addressing learning losses while at home over the summer months or during school breaks;</li> <li>• Revising instructional plans, including curriculum development to incorporate accelerated learning techniques;</li> <li>• Providing professional development for teachers to embed accelerated learning principles and strategies into classroom instruction;</li> <li>• Purchasing student activities and supplies for the incorporation of accelerated learning into classroom instruction.</li> </ul>

Focus Areas	Allowable Expenditures
<b>School Facility and Repairs</b> <i>Budget Tag: Addressing Facility Needs and Deferred Maintenance/ Infrastructure</i>	<ul style="list-style-type: none"> <li>• Improving ventilation systems, including windows or portable air purification systems</li> <li>• Leasing spaces or sites to ensure social distancing;</li> <li>• Physical barriers to facilitate social distancing</li> </ul>
<b>Health and Sanitization</b> <i>Budget Tag: Addressing Health and Sanitization</i>	<ul style="list-style-type: none"> <li>• Purchasing supplies to sanitize, disinfect and clean school facilities;</li> <li>• Purchasing personal protective equipment (PPE);</li> <li>• Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases;</li> <li>• Expanding capacity to administer coronavirus testing to effectively monitor and suppress coronavirus, to conduct surveillance and contact tracing activities, and to support other activities related to coronavirus testing for students, teachers, and staff;</li> <li>• Other materials, supplies, or equipment recommended by the Centers for Disease Control (CDC) for reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff.</li> </ul>
<b>Transportation</b> <i>Budget Tag: Transportation</i>	<ul style="list-style-type: none"> <li>• Reasonable transportation costs associated with alternate schedules to ensure social distancing.</li> </ul>
<b>Reimbursement</b> <i>Budget Tag: Reimbursement</i>	<ul style="list-style-type: none"> <li>• Reimbursement may be provided for the expenses of any services or assistance described above incurred on or after March 13, 2020, except for the following: <ul style="list-style-type: none"> <li>○ Improvement to ventilation systems (including windows) except for portable air purification systems which may be reimbursed;</li> <li>○ Any expenses reimbursed through a loan guaranteed under the Paycheck Protection Program (PPP) (15 U.S.C. 636 (a)) prior to Dec. 27, 2020;</li> <li>○ Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19;</li> <li>○ Developing instructional plans, including curriculum development, for remote and hybrid learning or to address learning loss; and</li> <li>○ Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.</li> </ul> </li> </ul>

The department utilized FY20 poverty data to determine the allocations to schools. To receive funding, the EANS Program Application must be completed by each non-public school. The application must be reviewed and approved by the Tennessee Department of Education (department).

Receiving services or assistance under the EANS program does not make a non-public school a recipient of federal financial assistance. Under the EANS program, the Governor is the recipient and is responsible for ensuring that the department administers the EANS program in accordance with applicable laws, including civil rights laws. Section 312(d)(7)(A) of the CRRSA Act requires a public agency (e.g., the State Education Agency/Tennessee Department of Education) to control and administer EANS funds and keep title to materials, equipment, and property purchased with the funds. A non-public school whose students and teachers receive services or assistance under the EANS program, even if such services or assistance are

delivered through reimbursement, is not a “recipient of federal financial assistance.” As a result, certain federal requirements that apply to a recipient of federal financial assistance are not directly applicable to a non-public school whose students or teachers receive services or assistance under the program, unless the school receives federal financial assistance for other purposes.

The EANS application can be accessed through the department’s online grants management system, ePlan (<https://eplan.tn.gov>). Non-public schools must use ePlan to apply for funds, upload compliance documents, and manage reimbursements. This guide provides applicants with instructions and best practices for the accurate completion of the EANS Program Application to ensure the availability of funds by **May 2021**.

# ePlan User Access

All users must have the correct ePlan user access role to access and to complete the EANS Program Application.

New ePlan users who need the new **Grant Director** role must request the role using the ePlan User Access Form for Non-Public Schools. The ePlan User Access form for a single non-public school can be accessed [here](#), and the form to use on behalf of multiple non-public schools is [here](#).

\*User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

Below are the roles and the order of the status levels specific to the EANS Program Application process through the division of federal programs and oversight (FPO).

ePlan Role	ePlan Function
<b>Grant Director</b> (Users with the Consolidated Director role were automatically assigned this new role.) <b>Fiscal Representative</b> <b>Authorized Representative</b>	Click <b>Draft Started</b> (or <b>Revision Started</b> for revisions) Respond to application questions, enter budgets
<b>Grant Director</b>	Click <b>Draft Completed</b> (or <b>Revision Completed</b> for revisions)
<b>Fiscal Representative</b> (CFO or Treasurer)	Click <b>Fiscal Representative Approved</b> (or <b>Fiscal Representative Not Approved</b> ) (may also request funds from an approved EANS Fund application)
<b>Authorized Representative</b> (Director of Schools)	Click <b>Authorized Representative Approved</b> (or <b>Authorized Representative Not Approved</b> )
<b>Tennessee Department of Education (TDOE) EANS Application Director</b> (FPO & OCFO Project Directors)	Click <b>FPO Leadership Approved</b> (or <b>FPO Leadership Not Approved</b> )

After each status change, ePlan automatically sends a notification email to all users in the school who have the ePlan role of the next step in the process. For example, after the *Grant Director* clicks *Draft Completed*, ePlan automatically sends an email to all users in the school who have the role of *Fiscal Representative*. Once the school receives the notification email that the EANS Fund application has been *FPO Leadership Approved*, the school must complete the last step, *Authorized Representative Approved*, for allocations to become available for reimbursement.

# EANS Program Application Access

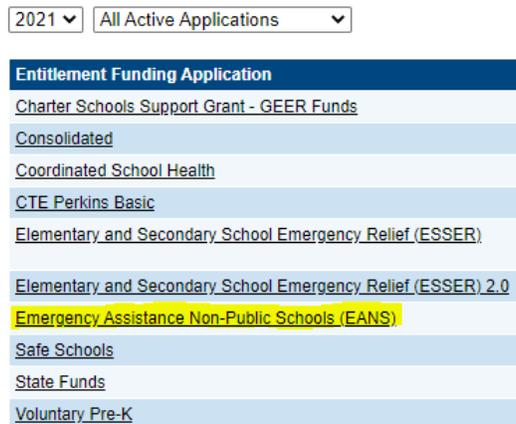
The EANS Program Application is not visible to non-public schools until the department loads funding allocations in ePlan.

Once it is available, navigate to the EANS Program Application from the ePlan homepage by hovering over the **Funding** tab on the left menu bar, then selecting **Funding Applications**.



Select the desired fiscal year (2021) in the upper left corner of the screen. Funding applications are stored in ePlan according to the **state fiscal year**. For example, Fiscal Year 2021 indicates the 2020–21 school year.

Click **Emergency Assistance Non-Public Schools (EANS)** application to access the application.



Once the school starts the draft, users with the following access may edit the application: (1) *Grant Director*, (2) *Fiscal Representative*, and (3) *Authorized Representative*.



# General ePlan Functionality in the EANS Program Application

## Sections Page

Access each section of the EANS Program Application from the [Sections page](#). For easy navigation, users may return to the [Sections](#) page by using the “Go To” menu at the top of the page to return to [Sections](#).

To submit the EANS Program Application when complete, click the **Messages** link on the [Sections](#) page in the column labeled *Validation*. This link provides an overview of the validations that ePlan is running behind the scenes.

Description ( View Sections Only View All Pages )	Validation	Print Select Items
All	Messages	Print
[-] Cover Page		Print
Cover Page		Print

Items marked *Warning* are validations that users are not required to address prior to submitting the EANS Program Application. Examples of warnings are not uploading an optional related document or budgeting an entire allocation.

Items marked *Error* are incorrect, and users **must** address each one before submitting the EANS Program Application.

- Click on the link to the left of the word *Error* to go to the identified page to make corrections. If the school does not address all *Error* validations, ePlan will not allow a user to submit the application.

Examples of errors are (1) budgeting for more than the allocation, (3) not budgeting in a section where there is an allocation, (4) not uploading a required related document, and (5) not responding to a required question.

- Once the user clears all errors, the user with *Grant Director* access must click **Draft Completed** at the top of the [Sections](#) page.
- This generates an email to the *Fiscal Representative* who must review the draft and click **Fiscal Representative Approved** (or **Not Approved**) at the top of the [Sections](#) page.

When an application is submitted in the status of **Fiscal Representative Approved**, an email notification is sent to the school's **TDOE EANS Application Director**.

## Printing in ePlan

Users may print or download a PDF from the [Sections](#) page.

- To print the entire application, click the **Print** link across from the word *All* at the top of the [Sections](#) page. Note that a print request does not include any uploaded related documents.
- To print a single page, click on the **Print** link across from the name of the page.
- To print an entire section, click on the **Print** link to the far right of the section name. In the example below, the user is planning to print any of the check marked pages.
- To choose multiple pages, check the **Print Select Items** box at the top of the print column to select more than one page. The **Print** links appear as checkboxes. Select all text boxes for the desired print request.
- Select the checkboxes and click **Print** at the top of the column.
- The **Print Request** screen pops up. If necessary, Users may rename their print job here.
- Click **Print**.
- The **Generating Document** screen appears. The system takes 20–30 seconds to generate the print job. For larger files, expect an email from the ePlan system when the file is ready to download.

Description ( View Sections Only View All Pages )	Validation	Print Select Items
All	Messages	<input checked="" type="checkbox"/>
[-] Cover Page		<input type="checkbox"/>
Cover Page		<input type="checkbox"/>
[-] History Log		<input type="checkbox"/>
History Log		<input type="checkbox"/>

- After ePlan generates the print file, click **Return to Funding Applications**.
- A PDF generates and appears at the top of the page from the **TDOE Resources** menu item in ePlan. The PDF link remains in **TDOE Resources** for five (5) days. Users may use the **Delete** links to remove any print jobs if desired.

TDOE Resources			
Below is your list of Print Requests.			
Print Request Name	Request Date	Expiration Date	
My LEA Contacts Page	4/23/2020 2:28:48 PM	4/28/2020 2:28:48 PM	Delete

## History Log

The *History Log* documents status changes along with the name of the user who prompted the change and the date of the change. Use it to review who submitted or reviewed an application or the date when it was last approved or returned.

- Users may place a note in the *History Log* by clicking on the **Create Comment** link. Use **Create Comment** with caution, as comments remain part of the application’s permanent record and are viewable by the public on approved applications.
- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box. Once the comment is complete, click **Save and Go To > Current Page** at the top of the screen to save.

## Cover Page

A school user must enter the following information:

- The district ID number, school ID number, and school name (links are provided for the ID numbers)
- The school’s official address, phone number, and the school’s website address
- Contact information for the EANS Program Application Point of Contact and the head of school.

If any information on this page changes within the school year, a school user must update this page.

## Related Documents

The EANS Program Application includes a page that provides links to upload external related documents, called *Related Documents*. Headers indicate if the document is required or optional. If a document is required, ePlan prevents submission of the application without an upload.

The *Document Template* column provides links to download templates or forms for application items, if applicable. If *N/A* appears in this column, there is no required template for that specific item. Upload content in any format.

- Download the document template (if applicable), complete the document, and click the **Upload New** link to begin the upload.
- Click the **Choose File** button to browse for the document.
- Upload the document and type a name for the document.
- Click **Create** to upload the document.

For the EANS Program Application, upload the following documents:

- **Intent to Participate Form**
- **Supporting Documentation for the Poverty Calculation**

## EANS Fund 2.0 Checklist

Non-public schools must review the EANS Program Application Checklist for general checklist comments from each application reviewer, if applicable, and for the program section.

- After the school submits the application, the department reviews the application and marks each section as **OK**, **Not Applicable**, or **Attention Needed**. If the application contains no items that are marked as *Attention Needed*, the application is approvable.
- If the application contains items that are marked as **Attention Needed**, the department will return the application to the school with a status of not approved. The school must review the checklist for items that are marked *Attention Needed* and make the necessary changes to those items. Only the checked items in the areas marked *Attention Needed* need correction. Each section marked **Attention Needed** also has a place where the department may provide notes to explain items needing attention. The school should check for notes and additional comments.
- Once the school has made the necessary adjustments, the school resubmits the application for approval. If the department determines that the area is correct, the department will change the checklist item to **OK** from *Attention Needed*. If the items needing attention still have not been corrected, the department will return the application to the school with a status of **Not Approved**.
- Applications that contain no items that are marked **Attention Needed** will be approved.

Each checklist item will be designated with one of these statuses:

- **Not Reviewed**: No review occurred.
- **OK**: The section has no corrections and is approvable.
- **Coordinator Reviewed**: The section has been reviewed by the coordinator.
- **Attention Needed**: The section has items that need to have corrections completed.

## Revisions

After approval of the EANS Program Application, the school may revise the application to amend budget or program items.

- To begin a revision, users with the role of *Grant Director*, *Fiscal Representative*, or *Authorized Representative* may click **Revision Started** at the top of the Sections page.

When the EANS Program Application is in **Revision Started** status, users may make edits to all programs in the application as needed.

The application process flows in the same manner as the original submission. Until full approval, budget changes do not move into the reimbursement screens.

- Access changes made to an approved application are from the Sections page.
- Users may view any changes made to the application as part of a revision on the generated **Details** link in the **Revision** column on the Sections page.

To view the original application or a prior revision, from the dropdown menu on the Funding Application screen, choose the menu item for *All Approved Applications*. The page displays all former revisions (approved only). **NOTE**: If there is a current application in progress (not approved), it does not appear in this list. After reviewing prior revisions, remember to return the dropdown selection to **All Active Applications**.

Application Status: LEA Authorized Representative Approved

Change Status To: Revision Started  
OR  
FER Draft Started

Description (View Sections Only View All Pages)	Revision	Validation	Print
All	Details	Messages	Print
[-] Cover Page			Print
Cover Page			Print
[-] History Log			Print
History Log			Print
Create Comment			
[-] Allocations	Details		Print
Allocations	Details		Print
Remaining \$827,000.00			

Funding Applications			
Alamo (171) Public District - FY 2017			
2017	All Approved Applications		
	All Active Applications		
	All Approved Applications		
	Last Approved Applications		
Entitlement			Revision
Consolidated			4
Consolidated			3
Consolidated			2
Consolidated			1
Consolidated			0

# Paycheck Protection Program (PPP)

Each school must respond yes or no to whether it received a loan guaranteed under the PPP prior to Dec. 27, 2020. If the school selects yes as shown in the image below, it must enter the total amount of the PPP loan that was received. The school must assure that any funds received under the EANS program will be used services or assistance not already funded by the PPP loan. Additionally, the school must indicate whether it received equitable services from the local educational agency (LEA) under the CARES Act.

## Paycheck Protection Program (PPP)

Abundant Life Christian Academy (NP\_751\_9738) Non-LEA - FY 2021 - Emergency Assistance Non-Public Schools (EANS) - Rev 0 - Emergency Assistance to Non-Public Schools (EANS)

This is the TEST site. Please be sure to complete your work on the LIVE site.

Save And Go To ▶

\* Did the school receive a loan guaranteed under the Paycheck Protection Program (PPP) before Dec. 27, 2020?  
Yes ▼

If the answer is yes, please respond to the following:  
\$ 100,000.00 What was the total amount of the PPP loan?

Do you assure that any funds received under the EANS program will be services or assistance not already funded by the PPP loan?

Yes ▼

Did the school receive equitable services from a local educational agency (LEA, also known as a school district) under the CARES Act?

Yes ▼

[Click here to open the application guidance document.](#)

Save And Go To ▶

# Budgeting in ePlan

The ePlan process for entering the EANS Program Application budget is consistent with all other grants in ePlan. Each school must have a department-approved budget in ePlan before requesting reimbursement or services.

## Adding Budget Details on the Budget Page

- To access a budget, click the [Budget](#) link from the [Sections](#) page.
- For each budget line that the school plans to use, click [Modify](#) located to the left of the account number to open the [Budget Detail](#) page for that line item.
- On the [Budget Detail](#) page for the line item, click [Add a Budget Detail](#).
- For each [Budget Detail](#),
  - The Account Number auto populates for the line item that is being modified.
  - Select the appropriate line item number from the dropdown menu.
  - Identify the appropriate focus area.
  - Identify the appropriate procurement code by selecting “reimbursement” or “services”.
  - If desired, enter the Optional Program Codes.
  - Add a narrative description for each entry.
- ePlan auto populates the Location Code field with the school’s name and identification number.

- Enter the Quantity and Cost for the Budget detail. The quantity is most commonly 1.00.
- ePlan auto calculates the Line Item total as Quantity multiplied by Cost.
- Continue to add additional Budget Details as needed for the budget line item. To edit existing Budget details, click the pencil icon. To delete an existing Budget Detail, click the trash can icon.
- Navigate back to the Budget page and repeat this process for each budget line. ePlan auto-calculates the budget totals as budget items and details are entered. ePlan deducts the budgeted amounts from the awarded allocation.
- Once complete, confirm that the amount in the *Remaining* area at the bottom of the Budget page is \$0.00.

### **Budget Filtering:**

- Users can filter Budget Details by Account Number, Line Item Number, Location Code, Tags, or Narrative status by using the filtering tool.
- The most useful way to use this tool is by selecting all “Account numbers” and then filtering Budget Details by Tags.

### **Major Function Codes**

When placing expenditures within the budgets for all grants, use the following guidelines:

- **71100—Regular Instruction Program:** Expenditures for the direct instruction of students (K–12) in this major function (i.e., contracted services to provide direct instruction; and supplies, materials, and equipment used in direct instruction)
- **72110—Attendance:** Expenditures for attendance services are activities designed to improve student attendance at school, which attempt to prevent or to solve student problems involving the home, the school, and the community. Attendance also records and reports student information to the state for funding and other statistical needs. Major categories include personnel, benefits, supplies and materials, and other charges.
- **72120—Health Services:** Expenditures to provide physical and mental health services that are not direct instruction, including medical and nursing services (i.e., salaries and benefits for providing support for instructional programs in health matters; contracted services for health services for students; supplies, materials, equipment to support health educators; and professional development [PD] costs)
- **72130—Other Student Support:** Expenditures for services to students such as attendance, health services, guidance, evaluation, and testing services for general education students, special education students, and vocational education students.
- **72210—Support Services/Regular Instruction Program:** Expenditures for assisting instructional staff in direct instruction for students (in grades K–12); this includes activities such as curriculum development, instructional media, coaching, child development, and staff professional development (PD) (i.e., salaries and benefits for staff providing instructional support services; contracted services for support services; supplies, materials, equipment related to staff support services; and PD costs).
- **72610—Operation of Plant:** Expenditures include activities concerned with keeping the physical plant clean and ready for daily use. These activities include operating the heating, lighting, and ventilating systems, and repairing and replacing equipment (e.g., vacuum cleaners, buffers, etc.).
- **72620—Maintenance of Plant:** Expenditures for keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings, and equipment in effective working condition and state of repair.
- **72710—Transportation:** Expenditures include activities concerned with conveying students for regular, vocational, and special educational instruction, as provided by state and federal law. This includes trips between home and school and trips to school activities. Transportation includes operating expenses for

system-owned vehicles involved in the transportation function. Vehicle servicing, maintenance, and contracts for transporting services should also be recorded in this category.

- **73300—Community Services:** Expenditures include activities concerned with providing community services to students, staff, or community participants. This includes expenditures for system staff participating in community organizations such as leadership, family resource centers, Families First, extended school programs, and community-sponsored activities
- **76000—Capital Outlay:** Expenditures include school facility repairs and improvements to enable schools' operation to reduce the risk of virus transmission, exposure to environmental health hazards, and support student health needs. These expenditures may include construction services and building improvement services.
- **99100—Transfers Out: Indirect Cost:** Expenditures for use with administration, personnel, and other variable costs incurred by the LEA Effort.

## Object Codes

- **300—Contracted Services:** Amounts paid for services rendered by individuals and/or companies who are not employed by the LEA
- **400—Supplies & Materials:** Amounts paid for items that are consumed, worn out, or deteriorated through use (consumables) such as classroom teaching supplies, office supplies, etc.
- **500—Other Charges:** Amounts paid for goods and services not falling into any other object code classification; funds carried over to the next fiscal year must be budgeted in 599
  - **524—In-Service/Staff Development Services:** Amounts paid in relation to PD, including travel expenditures, must be budgeted in this object code. Amounts paid for substitute teachers for personnel attending PD activities cannot be budgeted here.
- **700—Capital Outlay:** Amounts for equipment items having a useful life of more than one year and a unit cost of \$5,000 or more; these items required prior department approval

## Budget Tags

Account Number:	71100 - Regular Instruction Program
Line Item Number:	116 - Teachers
Focus Area: <small>(Select at least 1, and up to 1 tag(s))</small>	Select Tag
Procurement Type: <small>(Select at least 1 tag(s))</small>	Select Tag
Optional Program Code:	
Location Code:	Achievement School District (985)
Quantity:	1.00
Cost:	\$0.00
Budget Detail Total:	\$0.00

Budget tags are a required step in the EANS Program Application to allow reviewers to cross-reference the amount in the budget for each focus area on the [Program Details](#) page and the [Budget](#) page. Additionally, the budget narrative is to the right of the line items.

Tags identify the **identified focus area** of a budget item without overly relying on the budget narratives and

indicate how the money addresses a specific strategy or initiative.

The EANS Program Application [Budget](#) page has tags available for the focus areas as outlined in the department's EANS Program Application. The **Focus Area** budget tags are shown in the table below.

Focus Areas
<b>Purchasing Education Technology</b>
<b>Addressing Health and Sanitation</b>
<b>Transportation</b>
<b>Addressing Learning Loss and Continuing Instruction</b>
<b>Addressing Facility Needs and Deferred Maintenance/Infrastructure</b>

Non-public schools may only assign **one budget tag** to a budget line item. Tags are required to complete this funding application. To use the **budget tag** options for each line item, complete the following:

- **Add** the new line item,

- **Select** the appropriate **focus area**, and
- **Click update** or **create** and move to the next **budget item**.
- The budget tag totals auto-calculate in the amount boxes in the **Focus Areas** section on the *Program Details* page.

## Procurement Type

Budget Detail	
Account Number:	71100 - Regular Instruction Program
Line Item Number:	116 - Teachers
Focus Area: <small>Select at least 1, and up to 1 tag(s)</small>	Select Tag
Procurement Type: <small>(Select at least 1 tag(s))</small>	Select Tag
Optional Program Code:	

After selecting a budget tag, select a procurement type. The two procurement types are **Reimbursements** and **Contracted Services**.

Reimbursements must be used for items that the school has bought or would like to purchase that will be reimbursed. Only tangible items that meet the allowable expenses in the EANS grant can be

reimbursed. Services of any kind cannot be reimbursed. For example, a school may decide to purchase laptops for their students and request reimbursement. A school may not have their HVAC system serviced and request reimbursement.

Contracted Services are services that the school would like to have provided. Contractors must be selected from an approved vendor list provided by the department. All contracts are established through the department, and payment for these services will flow from the department to the contractor.

# Spending Plan

EANS Fund allocations granted through this application should be in alignment with these overarching priorities. The questions below allow non-public schools to reflect on the connection to these priorities in each of the focus areas identified.

## 1. Purchasing Education Technology

\$  Amount

The amount box auto-populates based on inputs from the Budget Page.

Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

- The amount of funds to be spent in support of the focus area auto-populates from the information entered on the *Budget* page.
- Non-public schools must answer the open response question for each program where the auto-populated amount is greater than \$0.

For each of the focus areas below, verify the amount, include the vendor(s) if known, and explain how each focus area addresses the needs of the school. The amounts should not exceed the school's allocation.

### 1. Purchasing Education Technology

- The amount box auto-populates based on inputs from the *Budget* page.
- Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

### 2. Addressing Health and Sanitization Needs

- The amount box auto-populates based on inputs from the *Budget* page.
- Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

### 3. Transportation

- The amount box auto-populates based on inputs from the *Budget* page.
- Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

### 4. Addressing Learning Loss and Continuing Instruction

- The amount box auto-populates based on inputs from the *Budget* page.
- Describe how the proposed activities/use of funds supports the focus area and how the effectiveness of the activities will be assessed.

### 5. Addressing Facility Needs and Deferred Maintenance/Infrastructure

- The amount box auto-populates based on inputs from the *Budget* page. Describe the proposed activities and use of funds. Explain how the effectiveness of the activities will be assessed.

# Program Details

The EANS Program Application has an associated *Program Details* page. This page requires information regarding the program(s) implemented with grant funds. ePlan applications provide a variety of text entry options. Narrative boxes are boxes that allow formatting, including bolding, numbering, and font manipulation. Paste information such as text, tables, pictures, and graphs into narrative boxes. Text boxes are meant for a more concise response and do not allow as much formatting flexibility. It is still possible to paste text into a text box; however, the text may not hold its original formatting. Note that some text boxes have character limits.

## ***Impact of COVID-19:***

“To assist the Tennessee Department of Education in prioritizing the provision of services and assistance, describe the impact of COVID-19 on your school. The school should consider the following factors in their response: loss of tuition revenue, decrease in enrollment, and lack of capacity to provide remote learning due to insufficient technological support.”

## ***Planning:***

“Reflect on the challenges that the school faced during the COVID-19 pandemic. What prioritized needs did the school identify during the pandemic?”

## ***Learning Loss:***

“Provide information on how your school is measuring and addressing learning loss and how EANS funds will support these measures.”

# Assurances

Non-public schools must review all program assurances thoroughly. All items specified are requirements of the EANS or regulation. By checking the statement at the top of the page, the school is affirming that it has read and understands all requirements and will abide by the same.

## **Assurances**

\* The school hereby assures the state education agency (SEA) that the school meets each of the following conditions:

1. The non-public school staff members certify to the best of their knowledge and belief, all of the information in this application is true and correct. The staff members further understand that knowingly making a false statement or misrepresentation on this application may subject them to criminal or civil penalties under applicable State and Federal laws.
2. The school shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to COVID-19.
3. The school shall report spending progress and reimbursement requests on a monthly basis to the Tennessee Department of Education.
4. All programs, services, equipment, and activities covered by this grant application will be operated in accordance with state and federal laws, regulations, as well as approved policies and rules as established by the Tennessee State Board of Education and the Tennessee Department of Education. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards are available [here](#).
5. Expenditures will be in compliance with the standard accounting procedures and guidelines established by the Tennessee Department of Education, federal legislation, and F&A Accounts Policy 03
6. Recognize that state approval of an application does not relieve the school of its responsibility to comply with all applicable program and fiscal requirements.
7. Grant funds will not be expended in any manner other than as outlined in the budgeted section of the approved grant application and will only be spent on allowable costs. Any changes to the original budget must be pre-approved by the State before line items are modified. School acknowledges that this program is subject to funds availability and that the State reserves the right to terminate program activities and expenditures for convenience at any time.
8. Keep such records, and provide such information to the State, as may be reasonably required for fiscal audit, data reporting, and program evaluation.
9. Program activities, expenditures, and records shall be subject to monitoring by the State. Schools must maintain documentation of all expenditures and should submit this documentation with the final report.
10. Maintain inventory on all equipment that exceeds \$5,000.
11. Activities should align with the intent and purpose of EANS. Allowable services, activities, and expenditures funded with the EANS shall be provided in compliance with established Federal and State Rules, Regulations, & Minimum Standards.
12. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving Federal financial assistance.

13. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; and
14. All regulations, guidelines, and standards issued by the Tennessee Department of Education and U.S. Department of Education under any of these statutes.
15. The school requesting services or assistance is a non-profit school.
16. The school requesting services or assistance is accredited, licensed, or otherwise approved to operate in accordance with State law.
17. The school requesting services or assistance existed and operated prior to March 13, 2020.
18. The school requesting services or assistance did not and will not apply for and receive a loan under the Small Business Administration's Paycheck Protection Program (PPP) (15 U.S.C. 636(a)(37)) that is made on or after December 27, 2020.
19. None of the services or assistance for which I am requesting support of in this application have already been supported by a loan under the PPP.
20. The school assures that if it operates both a traditional school and a home school umbrella, students in the home school umbrella program are not eligible to be reported in the poverty count or receive services under this program.