Emergency Assistance for Non-Public Schools (EANS) Technical Assistance Webinar

Division of Federal Programs and Oversight | March 2021

BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

WHOLE CHILD

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE TO BECOME AND REMAIN A TEACHER AND LEADER

TN Department of Education

EANS Technical Assistance Webinar

Presented by:

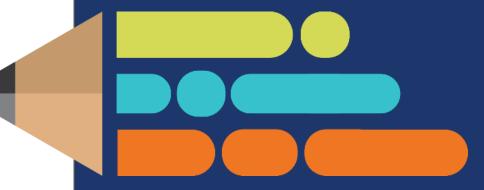|	
Stephanie Ferrell	Director of Non-Public School Programs
Linda Hayes	Non-Public & Home School Coordinator
Daniel Froemel	Senior Director of Non-Traditional & Non-Public Education

Agenda

- Purpose
- Timeline and Roles
- Allowable Expenses
- Reimbursement vs Services
- Timeline for Obligation and Reimbursement
- Budgeting in ePlan
- Questions

Department of **Education**

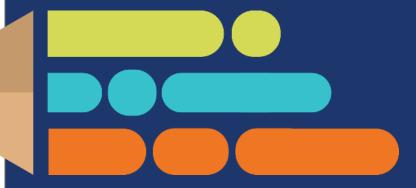# Purpose

Department of
Education

Purpose

- The purpose of the Emergency Assistance for Non-Public Schools (EANS) program is to provide services or assistance to eligible non-public schools to address educational disruptions caused by COVID-19.

- To receive services or assistance, an eligible non-public school must submit an application to the State Education Agency (SEA) through ePlan, the state's grant management platform. This webinar will instruct non-public school personnel on how to successfully use ePlan to complete an application.

Timeline and Roles

Department of Education

Application Tentative Timeline

- **Feb. 26**: Application opened
- **March 28**: Application due to department
- **April 14**: First round reviews completed for all applications
- **April 26**: All applications reviewed and approved

- The non-public team has several virtual office hours scheduled. This schedule was sent via email and can also be found in ***ePlan > TDOE Resources*** or by clicking <u>here</u>.
- Please email <u>Stephanie.Ferrell@tn.gov</u> for an invitation.

ePlan User Roles

- For funding applications, there are three **required** roles for non-public school administration:

  - *Grant Director*—Users with this role can enter information into Funding Applications for the grant.

  - *Fiscal Representative*— This role is typically assigned to the CFO/Finance Director. The user with this role provides the fiscal approval for funding applications, submits reimbursement requests, and completes the Final Expenditure Report (FER).

  - *Authorized Representative*—This role is only assigned to the Headmaster or Principal. The user with this role provides final approval for funding applications and monitoring documents.

TN Department of Education

Troubleshooting ePlan Access

- You should have received a "welcome" email from ePlanTN.NoReply@eGrantsManagement.com to the email address listed on the form once your role was setup in ePlan.

- Check your Junk or Spam folder.

- If you know that your user role was setup, but cannot find the email, go to eplan.tn.gov. Click on the sign-in on the left side, put in your email address, then click "Forgot My Password."

- If all else fails, please email ePlan.help@tn.gov
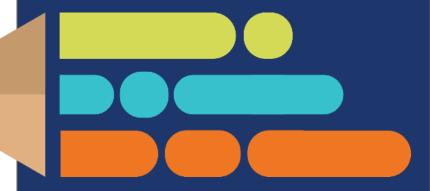
Department of Education

W-9 and DUNS

- There are a few schools who still need to turn in a **W-9** that is:
  - filled out on the latest version, which was revised Oct. 2018
  - signed within the last 12 months
- There are a few schools who still need to turn in their 9-digit Dun & Bradstreet **(DUNS)** number
- Please turn these in ASAP to Private.Schools@tn.gov, as it will affect your ability to spend your allocation.

Allowable Expenses

Department of Education

Allowable Expenses

Education Technology

- Purchasing educational technology (including hardware, software, connectivity, assistive technology, and adaptive equipment) may also include the following:
  - Technology infrastructure, including devices and equipment for students and teachers;
  - Purchasing software applications and digital platforms;
  - Digital and online instructional resources;

Allowable Expenses

Education Technology

- Devices or equipment to provide internet access (i.e., hot spots) for students who do not have access at home;
- Supplemental equipment and devices (i.e., computers, web cameras, document cameras, computer carts, charging stations, projectors) for virtual learning/hybrid instruction;
- Technology-related professional development for school staff;
- Virtual instruction programs, platforms, and tools;
- Wi-Fi support strategies (i.e. creating Wi-Fi access hubs for "drive-in" supports in rural areas).

TN Department of **Education**

Allowable Expenses

Learning Loss and Continuing Instruction

- Revising instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss;

- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss;

- Providing summer school services for students to address learning loss;

- Providing tutoring services for students to address learning loss;

TN | Department of Education

Allowable Expenses

Learning Loss and Continuing Instruction

- Purchasing educational materials for students that will assist them in addressing learning losses while at home over the summer months or during school breaks;

- Revising instructional plans, including curriculum development to incorporate accelerated learning techniques;

- Providing professional development for teachers to embed accelerated learning principles and strategies into classroom instruction;

- Purchasing student activities and supplies for the incorporation of accelerated learning into classroom instruction.

TN | Department of Education

Allowable Expenses

School Facility and Repairs

- Improving ventilation systems, including windows or portable air purification systems;
- Leasing spaces or sites to ensure social distancing;
- Physical barriers to facilitate social distancing.

Allowable Expenses

Health and Sanitization

- Purchasing supplies to sanitize, disinfect, and clean school facilities;
- Purchasing personal protective equipment (PPE);
- Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases;
- 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;
- 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.

TN | Department of **Education**

Allowable Expenses

Transportation

- Reasonable transportation costs associated with alternate schedules to ensure social distancing.
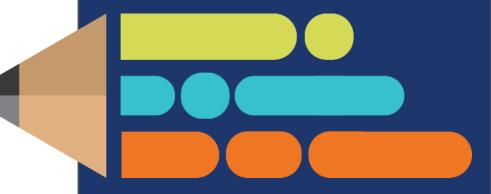
Examples of <mark>Unallowable</mark> Expenses under the EANS Program

- Construction
- Faculty/Staff Salaries
- General Operating Costs
- Tuition Assistance
- Reimbursement for funds already spent on:
  - new windows, improvements to HVAC
  - Any expenses reimbursed through a loan guaranteed under the PPP prior to December 27, 2020.
  - Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19.
  - Developing instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss.
  - Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.

TN Department of Education

Reimbursement vs Services

Reimbursement vs Services

- **Reimbursement**: Reimbursement should 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.

- **Contracted Services**: Contracted services are services provided to the school by an outside individual/agency. 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.

Some Benefits of Reimbursement

- The school can be reimbursed for past purchases incurred on or after March 13, 2020;
- Typical turnaround time for reimbursement is 30 days from when the department receives an appropriate proof of purchase;
- Gives school more control over receiving the exact item that the school would like to purchase;
- After the purchase is approved in ePlan, schools do not need to go through the department to make the actual purchase.

Reimbursement Reminders

- Schools must keep a detailed inventory of every item that is reimbursed.
- All items that are reimbursed become the property of the Tennessee Department of Education.

Reimbursements

- Although the following are allowable services or assistance under the EANS program, an SEA may <u>not</u> reimburse a non-public school for:
  - Improvements to ventilation systems (including windows), except for portable air purification systems, which may be reimbursed;
  - Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to Dec. 27, 2020;
  - Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19;
  - Developing instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss;
  - Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.

Examples of Reimbursable Expenses

- Cleaning supplies (TEMA's program of supplying PPE and sanitization supplies will end with the 2020-21 school year)
- Video equipment to assist with virtual learning
- Classroom furniture to promote social distancing
- Wi-Fi Hotspots
- Computers
- Water bottle filling station
- Thermometers
- Temperature scanners
- Portable air purification systems

Examples of Reimbursable Expenses

- Smart Boards
- Physical barriers to promote social distancing
- Gloves, masks, and other PPE equipment
- Portable computer carts
- Projectors

TN | Department of
      Education

Reimbursement Reminders

- Adhering to the items listed in this presentation will make reimbursement more efficient for the school.

- All proof of purchases will need to be uploaded to ePlan for reimbursement.

- If a receipts contains items that are not EANS related, you must note that on the receipt.

Services

- **Contracted Services**: Contracted services are services provided to the school by an outside individual/agency. 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.

Potential Services

- Tutoring services
- Nursing services
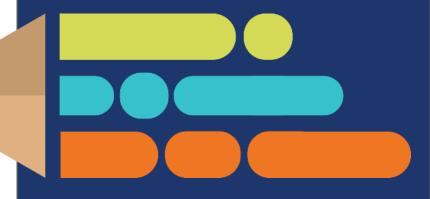- HVAC services
- Janitorial services
- Rental services (tents)

TN Department of Education

Potential Barriers to Services

- All services must be provided through the department via a contract with pre-approved vendors.

- Vendors must successfully meet the criteria of the procurement guidelines established by the department.

- Vendors will be selected by the department and may or may not be the specific vendor your school typically contracts with for services.

- Services may be delayed, and it is possible they will not start until the beginning of the 2021-22 School year.

TN Department of Education

Timeline for Reimbursement Obligation

Obligation

- *"An SEA must obligate EANS funds to provide services or assistance to non-public schools in an expedited and timely manner, to the extent practicable. However, an SEA must obligate EANS funds not later than six months after receiving those funds"* ([EANS FAQ](), p. 6).

- All purchases must be made, and receipts or purchase orders approved by July 27, 2021.

- All service contracts must be established by the SEA by **July 27, 2021**.

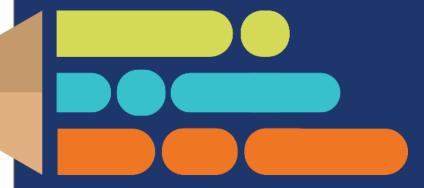- Services may be provided through **Sept. 30, 2023**.

Reimbursement Timeline

- In order for the department to review all receipts and have time to rectify any errors, all receipts must be submitted to the department by **July 1, 2021**.

- The department will establish additional timeline guidance and a methodology for schools to submit reimbursement request in the coming weeks.

Related Documents

Intent to Participate and Addendum

- Upload the following on the *Related Documents* page:
  1. Intent to Participate form
  2. Addendum

- The numbers on the addendum must match the numbers on the *Non-Public School Data* page.

Enrollment and Low-Income Data

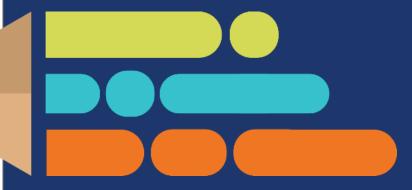|	
	Total student enrollment (not including pre-K) in March 2020.
	Number of students (not including pre-K) at or below the 185% poverty level enrolled in the school in May 2020.
	Percentage of total students (not including pre-K) who are at or below the 185% poverty level, based on numbers provided above.

Evidence of Source and Process to Determine Poverty Data

- EANS allows for schools to use "*reasonable estimates of a school's low-income status*" (p.8)

- Data should be from one of the identified sources provided by the US Department of Education (ED).

- Schools must provide a brief explanation of what data source was used and how the school used the data source to determine the number of students in poverty.

TN | Department of **Education**

Budgeting in ePlan

Budget Page

- The budget page indicates what services and reimbursements the school is requesting.

- Schools can request reimbursement for approved items and request services through contractors that have been approved by the department.

- Each school must have a department-approved budget in ePlan before requesting reimbursement or services.

- To access a budget from the **_Sections_** page, click the **_Budget_** link.

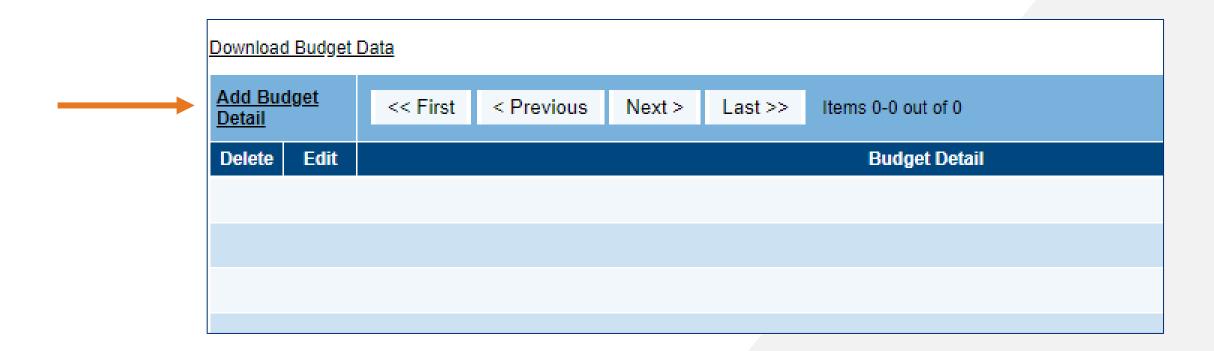| Action	Account Number
View	71100 - Regular Instruction Program
View	72120 - Health Services
View	72130 - Other Student Support
View	72210 - Support Services/Regular Instruction Program
View	72250 - Education Technology
View	72610 - Operation of Plant
View	72710 - Transportation
View	76100 - Regular Capital Outlay

Department of **Education**

Budget Page

- Once in the budget page, select the desired account number and click **_Modify_**.

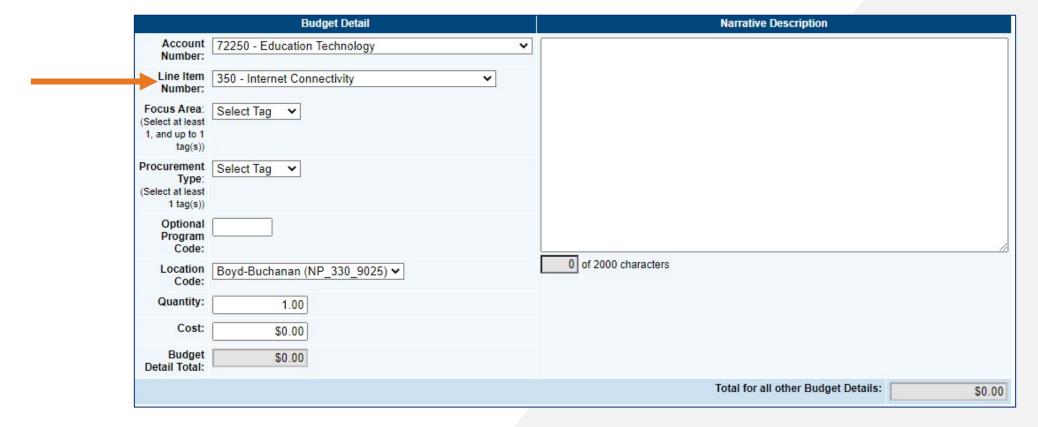| Action	Account Number
Modify	71100 - Regular Instruction Program
Modify	72120 - Health Services
Modify	72130 - Other Student Support
Modify	72210 - Support Services/Regular Instruction Program
Modify	72250 - Education Technology
Modify	72610 - Operation of Plant
Modify	72710 - Transportation
Modify	76100 - Regular Capital Outlay

Budget Page

- Next, click on **Add Budget Detail**.

Budget Page

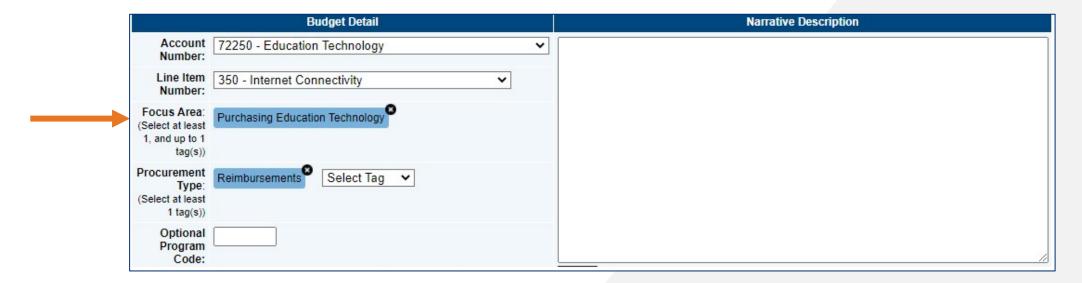- Select the appropriate *line item* for the reimbursement or service.

Determining the Appropriate Account and Line Item

- See the [EANS Recommended Account Numbers and Line Items](#) resource.
- This resource can also be accessed through **ePlan > TDOE Resources > Emergency Assistance to Non-Public Schools (EANS) > EANS Recommended Account Numbers and Line Items**.

Budget Page

- In the **Focus Area** drop down menu, select the appropriate budget tag.
- Budget tags are used to identify focus areas of the budget without overly relying on the budget narratives and can be used to indicate how the money addresses a specific strategy or initiative.

Budget Page—Focus Areas

- **Schools can choose from five different Focus Areas:**
  - Purchasing Education Technology
  - Addressing Health and Sanitation
  - Transportation
  - Addressing Learning Loss and Continuing Instruction
  - Addressing Facility Needs and Deferred Maintenance/Infrastructure

TN Department of **Education**

Budget Page—Procurement Types

- Next, schools must select a Procurement Type, **Reimbursement** or **Services**.
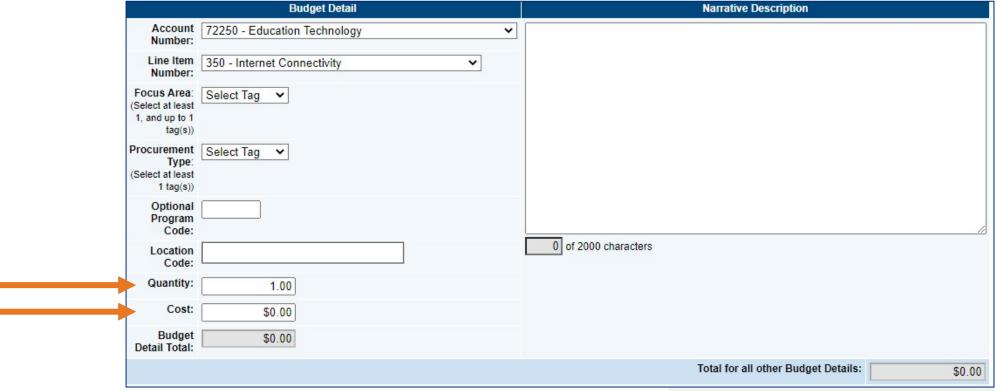
Budget Page: Procurement Types:

- **Reimbursement**: Reimbursement should 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.

- **Contracted Services**: 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.

TN | Department of **Education**

Budget Page—Quantity and Cost

- Next, enter the quantity and cost of the reimbursement or service.
- Quantity is typically **1** unless ordering supplies.

Budget Page—Narrative Description

- Finally, use the open text box to the left to enter a narrative description of the reimbursement or service.

- **Key points:**
  - Be as **specific** as possible.
  - For any **service, list the specific vendor** the school would like to use and the approximate cost.
  - For **reimbursable items, indicate when the purchase was/will be made** (i.e.: if this was purchased prior to the application being approved or if it is something the school will purchase in the future).

Narrative Example

- Red school would like to purchase 10 laptops at $400 a piece for a total of $4,000 to assist students in the event of remote learning.

- Red school would like to utilize $20,000 for HVAC services from (list vendor name). These services would be used in September 2021 to improve the current ventilation system in the school.

Budget Page Resource

- Please refer to the budgeting section of the ***Technical Application Guide*** in *ePlan > TDOE Resources* for additional details on:
  - Adding Budget Details on the Budget Page
  - Budget Filtering
  - Major Function Codes
  - Object Codes
  - Budget Tags
  - Procurement Types

Questions?

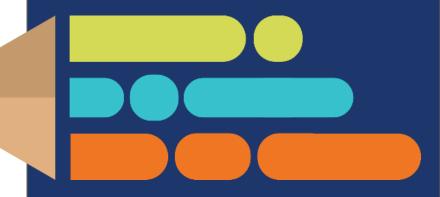- The slides from this webinar will be emailed to participants.

- If you have any questions, please contact Stephanie.Ferrell@tn.gov or Private.Schools@tn.gov.

Contact Information

Contact	
Stephanie Ferrell Stephanie.Ferrell@tn.gov (615) 961-3633	Director of Non-Public School Programs
Dan Froemel Daniel.Froemel@tn.gov (615) 351-1208	Senior Director of Non-Traditional and Non-Public Education
Linda Hayes Linda.Hayes@tn.gov (615) 815-8750	Non-Public and Home School Coordinator

TN Department of Education

Thank You!

#TNBestforAll

Fraud, Waste, or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

http://www.comptroller.tn.gov/hotline