

American Rescue Plan Act (ARP) Emergency Assistance to Non-Public Schools (EANS) Program Application

Introduction:

The American Rescue Plan Act, Public Law 117-2, signed into law on March 11, 2021, appropriates an additional \$2,750,000,000 to Governors under the Emergency Assistance to Non-Public Schools (EANS) program. Tennessee's allocation is \$73,683,257. Under this second round of funding, referred to as "EANS 2.0", the Tennessee Department of Education (TDOE) may only provide services or assistance to non-public schools that enroll a significant percentage of students from low-income families and are most impacted by the COVID-19 emergency. **There are no reimbursements with EANS 2.0, only contracted services.** TDOE will directly contract with and pay vendors to provide services for the benefit of the non-public schools receiving an allocation.

To be eligible for EANS 2.0, a non-public school:

- Must be non-profit;
- Must have been in existence and operating prior to March 13, 2020;
- Could not have participated in the Paycheck Protection Program on or after Dec. 27, 2020;
- Could not be operating only as a home school umbrella;
- Must be accredited, licensed, or otherwise operating in accordance with State law; and
- **NEW:** 33% or more of the School's enrolled students must be from low-income families. To be counted as a student from a low-income family for purposes of EANS 2.0, a student must be aged 5 through 17 from a family whose income does not exceed 185% of the 2020 poverty threshold. This information should be derived from scholarship or financial assistance data.

The EANS 2.0 application is open in ePlan, TDOE's grant management system, located at eplan.tn.gov. Applications must be completed in ePlan by **January 31, 2022**.

ePlan User Roles

To complete and submit the EANS 2.0 application in ePlan, a non-public school must have assigned the following ePlan user access roles to school representatives:

1. Authorized Representative; and
2. EANS 2.0 Director.

If these roles have not been assigned, please complete, sign and submit to EANS.Grant@tn.gov the ePlan User Access Form for Non-Public Schools (EANS 2.0) located under TDOE Resources -> 1. User Access Forms -> ePlan User Access Form for a Single Non-Public School. Make sure you designate at least one individual for each role. Note that, once set up in ePlan, the system will add "LEA" to "Authorized Representative" so that the role will

appear as “LEA Authorized Representative”. **You will not be able to start the EANS 2.0 application until these roles have been assigned, so please complete this first step as soon as possible.**

To complete your application in ePlan, please follow the instructions below and in ePlan:

- The EANS 2.0 Director should sign into ePlan.
- Select the school name from the ePlan homepage. For users with accounts for multiple schools, return to this step and repeat the process for each school applying for EANS 2.0.
- Click on “Data and Information” on the left-hand menu.
- Under “2022”, click on “EANS 2.0”.
- Click “Draft Started”.
- Complete each section as described below. Toggle between the Sections by clicking “Go To” and selecting “Sections”.

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- Enter your school’s NP number from ePlan (NP_XXX_XXXX). This number is displayed at the top of each page in ePlan once you sign in.
- Enter your school’s name.
- Enter your school’s full mailing address.
- Enter your school’s EANS Point of Contact (POC) Name, Cell Phone and Email. This is the person who TDOE will be contacting with questions about your application, vendor contracts and invoices, and any other EANS matters.

Non-Public School Data

Enrollment and Low-Income Data

- (a) Enter the total student enrollment (not including pre-K) for the 2021-22 school year
- (b) Enter the number of students (not including pre-K) at or below the 185% poverty level enrolled in the School for the 2021-22 school year. This number should be based on the School’s scholarship or financial assistance data. If the School does not have scholarship or financial data, please explain the alternative methodology used to calculate the number of enrolled students who are at or below the poverty level.

Do not enter the low-income percentage, as ePlan will calculate this number from the numbers you provide above.

Most Impacted by COVID-19

- (a) Enter the residential zip codes of students who are enrolled in the School. We will use this information to determine the number of COVID infections per capita as well as the economic impact of COVID in the communities served by the School.
- (b) Enter the number of excused absences from each of the following school years:
 - 2020-21
 - 2019-20
 - 2018-19

The 2018-19 data sets a baseline against which the number of excused absences during school years impacted by COVID can be measured.

Paycheck Protection Program (PPP)

One of the eligibility requirements for EANS 2.0 is that the School did not participate in the PPP on or after Dec. 27, 2020. However, participation in the first round of the PPP in April 2020 is allowable.

Check the first box if the School participated in the first round of the PPP in April 2020. If you did participate in the first round, enter the total amount of the loan received.

Check the second box if the School participated in the PPP on or after December 27, 2020.

Contracted Services Information

TDOE will directly contract with and pay vendors to provide services for the benefit of the non-public schools receiving an allocation. A description of allowable services under EANS 2.0 can be found by clicking on the link in Item 1 of the Overview and under TDOE Resources -> 6. Relief Funding -> Emergency Assistance for Non-Public Schools (EANS) 2.0. The School should list all allowable services for which it has a need in this section. Allocations will be determined following the application deadline; award amounts will be tiered based upon the poverty levels at the applying schools.

All services or assistance provided under the EANS 2.0 program, including materials, equipment, and any other items, must be secular, neutral, and nonideological. The cost for all contracted services must be reasonable, as determined in The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR §200.404.

All vendors must have been in operation prior to August 2020. The Grant Period during which services may be provided runs from April 1, 2022 to September 30, 2024. No services should be rendered until: (1) April 1, 2022; and (2) the contract is signed by both the vendor and the Commissioner of Education.

The following documents must be uploaded for each vendor under “Related Documents”:

- 1) The vendor’s W-9 form.
- 2) A vendor budget form signed by the vendor and the School

Both of these documents are linked in “Overview” Item 3.

If more than one service is requested from the same vendor, please group the services together in the same entry and enter the earliest start date and the latest end date within the grant period.

The TDOE contract must be shared with the vendor prior to the submission of this application, and the vendor must agree with the terms. We will be providing the grant contract template after the holidays.

Contracted Services Table

- Select a Service Type from the drop-down menu [Educational Support, HVAC Improvements, Maintenance of Educational Technology, Nursing, Online Learning Platforms, Professional Development, Tutoring]
- Explain, as clearly and succinctly as possible,
 1. the contracted service(s) requested
 2. why this service is needed, and
 3. how the service will help the School address educational disruptions caused by the COVID-19 emergency.
- Enter vendor’s legal entity name as found on the W-9.
- Enter the total cost of the service.
- Enter service start date (not before 4/1/22) and end date (not after 9/30/24).
- Click “Add Row” at the bottom of the table to add more vendors/services.

Assurances

Check one box at the top for the following assurances:

- The data provided by the School regarding total enrollment and the number of low-income students is accurate.
- All identified services or assistance, including materials, equipment, and any other items, are secular, neutral, and nonideological.
- The costs submitted for the services to be provided are reasonable.
- Information about the TDOE contract and invoice and payment terms has been shared with the vendor.
- The School meets each of the following conditions:
 - The School operates as a non-profit organization.
 - The School does not operate as a home school umbrella only.
 - The student count excludes any home school students that the School may serve. (Home school students are not eligible to participate in this program or be included in the count. Please note, there is a difference between students that are enrolled in the School but are learning remotely due to the pandemic.)
 - The School has not and will not be requesting services or assistance that was covered in a Paycheck Protection Program loan that was made on or after December 27, 2020.
 - The School is accredited, licensed, or otherwise operating in accordance with State law.
 - The School existed and operated prior to March 13, 2020.

Submission:

1. When all of the information referenced above has been entered into ePlan, the EANS 2.0 Director should click “Draft Completed”.
2. Next, the LEA Authorized Representative should review the application information.
 - If satisfied with the application content, the LEA Authorized Representative should click “LEA Authorized Representative Approved”. At this point, the application has been officially submitted to TDOE.
 - If dissatisfied with the application content, the LEA Authorized Representative should click “LEA Authorized Representative Returned Not Approved”. ePlan will then notify the EANS 2.0 Director that revisions are required. Once the revisions have been made, the EANS 2.0 Director can resubmit the application by clicking “Draft Completed.”