Emergency Assistance to Non-Public Schools (EANS) Program

Informational Session

March 26, 2021

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Georgia Department of Education
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Collaborating Federal Programs Staff
## Coronavirus Emergency Relief Funds

<table>
<thead>
<tr>
<th>Coronavirus Aid, Relief &amp; Economic Security (CARES) Act</th>
<th>Coronavirus Response &amp; Relief Supplemental Appropriations (CRRSA) Act</th>
<th>American Rescue Plan (ARP) Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Governor’s Emergency Education Funds (GEER)</td>
<td>➢ Governor’s Emergency Education Funds (GEER II)</td>
<td>➢ Governor’s Emergency Education Funds (GEER III)</td>
</tr>
<tr>
<td>➢ Elementary and Secondary School Emergency Relief Fund (ESSER)</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>➢ GA: $1,892,092,618</td>
<td>➢ Elementary and Secondary School Emergency Relief Fund (ESSER III)</td>
</tr>
<tr>
<td></td>
<td>➢ Equitable Services</td>
<td>➢ GA: $4,249,371,244</td>
</tr>
<tr>
<td></td>
<td>➢ Emergency Assistance to Non-Public Schools (EANS)</td>
<td>➢ Emergency Assistance to Non-Public Schools (EANS II)</td>
</tr>
<tr>
<td></td>
<td>➢ GA: $79,175,146</td>
<td>➢ EANS funds may not be used to provide reimbursements for costs incurred by non-public schools.</td>
</tr>
<tr>
<td></td>
<td>➢ Allows reimbursement for pre-award cost dating back to March 13, 2020, when the national emergency was declared.</td>
<td></td>
</tr>
<tr>
<td>➢ Paycheck Protection Program (PPP)</td>
<td>➢ Paycheck Protection Program (PPP)</td>
<td>➢ Paycheck Protection Program (PPP)</td>
</tr>
</tbody>
</table>

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Richard Woods, Georgia’s School Superintendent | Georgia Department of Education | Educating Georgia’s Future
Coronavirus Response & Relief Supplemental Appropriations (CRRSA) Act

- ESSER II
  - GA: $1,892,092,618
  - LEAs are not required to provide equitable services under ESSER II or GEER II.
  - Please note, equitable service requirements must continue to apply under the CARES Act’s ESSER I and GEER I.

- GEER II
  - GA: $79,175,146
  - Administered by GaDOE

- EANS I
  - GA: $79,175,146
  - Administered by GaDOE
American Rescue Plan (ARP) Act

- American Rescue Plan Act (ARP)
- ESSER III
  - GA: $4,249,371,244
  - LEAs are not required to provide equitable services under ESSER III or GEER III.
  - Please note, equitable service requirements must continue to apply under the CARES Act’s ESSER I and GEER I.
- GEER III
- EANS II
  - Administered by GaDOE
Purpose

The purpose of the EANS program is to provide services or assistance to eligible non-public schools to address educational disruptions caused by COVID-19. By creating a separate reservation of funds for this purpose, Congress reiterated the need for non-public schools to participate in emergency education relief programs by establishing a separate program under GEER, rather than relying on the equitable services requirements that typically apply to elementary and secondary formula grant programs.
EANS Program
Requirements

☐ Provisions of services or assistances will be provided by the Georgia Department of Education or its contractor(s).

☐ Reimbursements may only be for expenses for allowable services or assistance it incurred on or after March 13, 2020, to prevent, prepare for, and respond to COVID-19, that have not already been reimbursed with Federal funds, including PPP.

☐ Eligible non-public schools will provide the information required by section 312(d)(3)(B) related to enrollment of students from low-income families and a description of the emergency services requested from the SEA.

☐ The provision of services or assistance to non-public schools that enroll low-income students and are most impacted by COVID-19 will be prioritized.

☐ The control of funds for the services or assistance provided to a non-public school, and title to materials, equipment, and property purchased with EANS funds, and control of the funds, services, assistance, materials, equipment, and property shall be with GaDOE.

☐ All services or assistance provided, including any materials, equipment, and any other items used to provide such services or assistance, are limited to secular, neutral, and non-ideological purposes.
EANS Program
Eligibility

☐ Is nonprofit

☐ Is accredited, licensed, or otherwise operates in accordance with State law;

☐ Was in existence prior to March 13, 2020, the date the President declared the national emergency due to COVID-19; and

☐ **Did not, and will not, apply for and receive** a loan under the Small Business Administration’s Paycheck Protection Program (PPP) that is made **on or after** December 27, 2020.

☐ Submit the Georgia Department of Education Application & Agreement; and

☐ Meet the terms with program assurances and requirements.
### 34 CFR Part §75.51 How to prove nonprofit status

<table>
<thead>
<tr>
<th>Method #1</th>
<th>Method #2</th>
<th>Method #3</th>
<th>Method #4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>501(c)(3)</strong></td>
<td><strong>State Nonprofit Status</strong></td>
<td><strong>Incorporation Documentation</strong></td>
<td><strong>Parent Organization</strong></td>
</tr>
</tbody>
</table>
| Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code | A statement from a State taxing body or the State attorney general certifying that:  
(i) The organization is a nonprofit organization operating within the State; and  
(ii) No part of its net earnings may lawfully benefit any private shareholder or individual | A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant | Any item described in paragraphs (b) (1) through (3) of this section if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate |

It is possible for a private school to have LLC on the Secretary of State site and hold 501(c)(3) status on the IRS site. If a school holds any current nonprofit documentation, it qualifies as nonprofit.
## EANS Program
### Important Dates

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Qualifying Emergency Date</td>
<td>March 13, 2020</td>
</tr>
<tr>
<td>School Year 2019-2020</td>
<td></td>
</tr>
<tr>
<td>Title I, Part A Poverty Count</td>
<td>November 6, 2018</td>
</tr>
<tr>
<td>Total School Enrollment</td>
<td>November 5, 2019 &amp; November 3, 2020</td>
</tr>
<tr>
<td>CRRSA Act Period of Availability</td>
<td>January 14, 2021 - September 30, 2022</td>
</tr>
<tr>
<td>Tydings Amendment Period (Carryover)</td>
<td>October 1, 2022 - September 30, 2023</td>
</tr>
<tr>
<td>Obligation of EANS Funds</td>
<td>August 2021</td>
</tr>
<tr>
<td>EANS Application Window</td>
<td>March 25, 2021-April 16, 2021</td>
</tr>
<tr>
<td>EANS Application Deadline</td>
<td>April 16, 2021</td>
</tr>
</tbody>
</table>
EANS Program Timeline

**Phase I**

- **EANS Program Training**
  - Press Release of Application Availability
- **Application Submission**
  - March 25, 2021 - April 16, 2021
- **Review & Evaluation of Applications**
  - GaDOE will consult with applicants and approve within 30 days from receipt of application.

**Phase II**

- **Finalize EANS Services or Assistance Provided to Recipients**
- **Notification of EANS Services or Assistance Provided to Recipients**
- **GaDOE Provides Non-Public School Training Operations of EANS Program for Participants**

**Phase III**

- **Consultation with GaDOE EANS Team**
  - Scope of Work and Budget for Services Based on Services and Assistance Requested
- **Budget Services**
  - Begin Request of Purchases and Reimbursement
- **Ongoing Consultation with GaDOE EANS Team and Participants**
Services or Assistance for Non-Public Schools

EANS Program
GaDOE Methodology
Prioritized Services or Assistance

Impact of COVID-19
- % Enrollment Decreased
- % Decrease in Operating Budget
- % Teacher Retention
- % of Student Impacted by Learning Loss Due to COVID-19
- % of Students Impacted by Technological Capacity/Support

# of Students From Low-Income Families
SY 2019-2020

Total Enrollment
- 0-50 Students
- 51-150 Students
- 151-400 Students
- 401+ Students

Prioritize Schools Mostly Impacted By COVID-19
Prioritize Schools Serving Students From Low-Income Families
Base Level of Support
<table>
<thead>
<tr>
<th>Total Enrollment</th>
<th>% Enrollment Decreased</th>
<th>% Decrease in Operating Budget</th>
<th>% Teacher Retention</th>
<th>% of Students Impacted by Learning Loss Due to Covid-19</th>
<th>% of Students Impacted by Lack of Technological Capacity/ Support</th>
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<tbody>
<tr>
<td>0-50 Students</td>
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<td>51-150 Students</td>
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<td>151-400 Students</td>
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<td>401+ Students</td>
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</table>
## Targeting Priority & Nonpriority Non-Public Schools

<table>
<thead>
<tr>
<th>Available Amount</th>
<th>Base Amount</th>
<th>Poverty (25%)</th>
<th>COVID-19 (25%)</th>
<th>Population (50%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$78,000,000</td>
<td>‘x’ number of services or assistance per school requested in application.</td>
<td>‘x’ Students in Poverty</td>
<td>‘X’ COVID-19 Impact Points</td>
<td>‘x’ Students Enrolled</td>
</tr>
<tr>
<td># Schools</td>
<td>Dollar Amount: Determined after all applications have been evaluated.</td>
<td>$XX,XXX</td>
<td>$XX,XXX</td>
<td>XX</td>
</tr>
</tbody>
</table>

Dollar Amount: Determined after all applications have been evaluated.

|=||=||=|

$/ PPA | $/ Point Average | $/ PPA |
Allowable Uses

A non-public school may apply to receive services and assistance from the SEA or its contractors to address educational disruptions resulting from COVID-19 for:

A. Supplies to sanitize, disinfect, and clean school facilities
B. Personal Protective Equipment (PPE)
C. Improving ventilation systems, including windows or portable air purification systems-[Not reimbursable except for portable air purification systems – see M]
D. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases [Not reimbursable – see M]
E. Physical barriers to facilitate social distancing
F. Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety’

The list of allowable uses can be found in the EANS-Office of Elementary and Secondary Education-US Department of Education Frequently Asked Questions. Section D
Allowable Uses

G. Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
H. Educational technology
I. Redeveloping instructional plans for remote or hybrid learning or to address learning loss [Not reimbursable – see M]
J. Leasing sites or spaces to ensure social distancing
K. Reasonable transportation costs
L. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss [Not reimbursable – see M]
M. Reimbursement for the expenses of any services or assistance described in this paragraph (except for subparagraphs (C) (except that portable air purification systems shall be an allowable reimbursable expense), (D), (I), and (L)) that the non-public school incurred on or after the date of the qualifying emergency [March 13, 2020], except that any non-public school that has received a loan guaranteed under paragraph (36) of section 7(a) of the Small Business Act (15 U.S.C. 636(a)) as of the day prior to the date of enactment of this Act shall not be eligible for reimbursements described in this paragraph for any expenses reimbursed through such loan.

The list of allowable uses can be found in the EANS-Office of Elementary and Secondary Education-US Department of Education Frequently Asked Questions. Section D
Frequently Asked Questions
EANS Program

D-2. What other factors must an SEA consider when determining the allowability of services or assistance for non-public schools? *(NEW March 19, 2021)*

- To be allowable, an expenditure must be consistent with the cost principles in the Uniform Guidance, 2 CFR part 200, including the requirement that a cost be necessary and reasonable for performance of the Federal award. Under 2 CFR 200.404 “[a] cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.”

D-3. Are services for sanitizing, disinfecting, and cleaning school facilities an allowable use of EANS funds? *(NEW March 19, 2021)*

- No. Section 312(d)(4)(A) specifically authorizes a non-public school to request “supplies to sanitize, disinfect, and clean school facilities.” This authority does not extend to contracting with a vendor to perform the cleaning. If a non-public school has contracted for cleaning and seeks reimbursement, an SEA may reimburse it for the cost of supplies but not for the full cleaning contract.
D-8 Are there otherwise allowable expenses for services or assistance for which an SEA may not reimburse a non-public school? *(Updated March 19, 2021)*

Yes. Although an SEA may provide the services or assistance listed below directly to a non-public school or through a contract with an individual, association, agency, or organization under the EANS program (see D-1), the SEA may not 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 December 27, 2020.
- Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19.
- Redeveloping 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. (Section 312(d)(4)(M)).
Frequently Asked Questions

EANS Program

D-6. May EANS funds be used to pay the salaries of non-public school teachers or other staff? *(NEW March 19, 2021)*

- EANS funds may not be used to provide funds to non-public schools to cover payroll. Under section 312(d)(7) of the CRRSA Act, a public agency must control funds for services or assistance provided to non-public school students and teachers under the EANS program. However, an SEA may contract with a teacher at a non-public school directly to provide secular, neutral, and non-ideological services outside of the teacher’s contractual obligation with the non-public school. The non-public school teacher must be employed by the SEA or another public entity for EANS purposes outside of the time he or she is employed by the non-public school, and the non-public school teacher must be under the direct supervision of the SEA or other public entity with respect to all EANS activities. Also, an SEA may contract with a vendor to provide staff, such as nurses or teachers, who will provide services in non-public schools. The contract must be under the control and supervision of the SEA or another public entity.
Application Process

Application Window:
March 25, 2021-April 16, 2021
EANS Application Section A

- Please ensure that all required fields are complete. (1,3,4,& 5)

- Select the local educational agency where the private school is located within the geographic boundaries.

- Complete information that best demonstrates the private school’s nonprofit status. It is required to complete at least one area. (6-8)
### EANS Application Section B

**C-10. Is a non-public school that received a PPP loan prior to December 27, 2020 eligible to receive services or assistance under the EANS program?**

Yes. A non-public school that received a PPP loan prior to December 27, 2020, may receive services or assistance under the EANS program.

An assurance that the non-public school did not, and will not, apply for and receive a PPP loan on or after December 27, 2020 is required for participation with EANS.
### EANS Application Section C

- Although there is flexibility in the data source provided to verify information, the # of low-income students is required by statute for prioritization.

- [Link to the 2020 Poverty Guidelines](#)

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**SECTION C: Non-Public School Data**

Any information that is omitted, GaDOE will use the value of '0'.

<table>
<thead>
<tr>
<th>ENROLLMENT &amp; POVERTY DATA</th>
<th>2019-2020</th>
<th>DATA SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <em>Total K-12 Student Enrollment</em></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>2. <em>Please enter the number and percentage of K-12 students from low-income families enrolled in the school. Schools may select one or more data sources. Private schools are not required to provide personal identifiable information for students. Documentation verifying total enrollment and low-income enrollment must be uploaded with this application.</em></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Applicants may check more than one box

- [ ] Students within the 135% of the 2020 Federal Poverty criteria
- [ ] Title I, Part A Data
- [ ] Census Bureau Data (American Community Survey or Small Areas Income and Poverty Estimates)
- [ ] Student scholarships requiring DHHS poverty guidelines.
- [ ] E-Rate data
- [ ] Other relevant data, such as data that the non-public school has provided to the State for purposes of State or local programs.

*Pre-K, K3, and K4 students should not be included.*
Examples of Low-Income Data
EANS Program

- Students within the 135% of the 2020 Federal poverty guidelines
- Title I, Part A data
- Data imputing the number of students from low-income families based on the American Community Survey (ACS)
- Data imputing the number of students from low-income families based the Small Area Income and Poverty Estimates (SAIPE) program by the U.S. Census Bureau,
- Scholarship or financial assistance data that identify students whose family income does not exceed 185 percent of the 2020 Federal poverty guidelines,
- E-Rate data
- Other relevant data, such as data that the non-public school has provided to the State for purposes of State or local programs that identify students whose family income does not exceed 185 percent of the 2020 Federal poverty guidelines.
### 2020 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

<table>
<thead>
<tr>
<th>Persons in Family/Household</th>
<th>Poverty Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$12,760</td>
</tr>
<tr>
<td>2</td>
<td>$17,240</td>
</tr>
<tr>
<td>3</td>
<td>$21,720</td>
</tr>
<tr>
<td>4</td>
<td>$26,200</td>
</tr>
<tr>
<td>5</td>
<td>$30,680</td>
</tr>
<tr>
<td>6</td>
<td>$35,160</td>
</tr>
<tr>
<td>7</td>
<td>$39,640</td>
</tr>
<tr>
<td>8</td>
<td>$44,120</td>
</tr>
</tbody>
</table>

For families/households with more than 8 persons, add $4,480 for each additional person.

### EANS Application Section C

- Data sources must be provided to verify information.
Section C

<table>
<thead>
<tr>
<th>N/A</th>
<th>2019-2020</th>
<th>2020-2021</th>
<th>% Decreased</th>
<th>Data Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>0-25%</td>
<td>26-50%</td>
<td>51-75%</td>
<td>76-100%</td>
</tr>
</tbody>
</table>

3. Total K-12 Enrollment  
4. Number of Teachers Employed  
5. Annual Operating Budget

6. Check the box that demonstrates the percent of students experiencing learning loss due to the disruption of instruction caused by COVID-19.  
7. Check the box that demonstrates the percent of students impacted by the lack of capacity to provide remote learning due to insufficient technological support.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

8. Did the school receive equitable services from an LEA under the CARES Act?  
9. Did the school receive a loan guaranteed under the PPP before December 27, 2020?

i. What was the total amount of the PPP loan?  
ii. Do you assure that any funds received under the EANS program will be services or assistance not already funded by the PPP loan?
GaDOE Methodology
Prioritized Services or Assistance

Impact of COVID-19
- % Enrollment Decreased
- % Decrease in Operating Budget
- % Teacher Retention
- % of Student Impacted by Learning Loss Due to COVID-19
- % of Students Impacted by Technological Capacity/Support

# of Students From Low-Income Families
SY 2019-2020

Total Enrollment
- 0-50 Students
- 51-150 Students
- 151-400 Students
- 401+ Students
EANS Application Section D

- Applicants will not be able to include request for reimbursement of previous expenses for letters D, I, and L.
- Letter C may only be used to request reimbursement for portable air purification systems.

Section D: Non-Public School Services or Assistance Requested

A non-public school may apply to receive services or assistance from the SEA or its contractors to address educational disruptions resulting from COVID-19 for:

A. Supplies to sanitize, disinfect, and clean school facilities.
B. Personal Protective Equipment (PPE)
C. Improving ventilation systems, including windows or portable air purification systems
D. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases.
E. Physical barriers to facilitate social distancing.
F. Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety.
G. Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus.
H. Educational technology
I. Redeveloping instructional plans for remote or hybrid learning or to address learning loss.
J. Leasing sites or spaces to ensure social distancing.
K. Reasonable transportation costs
L. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.
M. Reimbursement for the expenses of any services or assistance described above that a non-public school incurred on or after March 13, 2020, except for:
   1. Improvements to ventilation systems (including windows), except for portable air purification systems, which may be reimbursed.
   2. Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19.
   3. Developing instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss.
   4. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.
   5. Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to December 27, 2020.

<table>
<thead>
<tr>
<th>Corresponding Letter of Service or Assistance</th>
<th>Requests for Reimbursement of Previous Expenses</th>
<th>Requests for Future Services or Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Brief Description</td>
<td>Dollar Amount</td>
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<td>TOTAL</td>
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</table>
It is required to check each box to accept the terms of public control of funds and availability of funds.
General Acknowledgements

Control of funds for services and assistance provided to a non-public school under the EANS program and title to materials, equipment and property purchased with such funds, must be in a public agency, and a public agency must administer such funds, materials, equipment, and property. Reimbursements by SEAs to non-public schools for allowable expenses must meet the public control requirements.

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, 2023) 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)).

In general, once equipment or supplies are no longer needed for purposes of the EANS program, an SEA must remove them from the private school. 34 C.F.R. § 76.661(d)(1). After equipment and supplies are no longer needed for the purposes of the EANS program, the SEA may continue to use the equipment or supplies in the non-public school to the extent they are needed for other allowable purposes under another federal education program, such as the ESEA or the Individuals with Disabilities Education Act (IDEA). In that case, the SEA must retain title to, and maintain administrative control over, the equipment and supplies or transfer title and control to another public agency such as an LEA providing equitable services under another federal education program.
General Acknowledgements

- The file formats located on the application are the only formats that may be uploaded.
- Use the Red X to remove files if necessary.
Converting to PDF Format

The latest versions (after MS Office 2007) allow you to save a Word or Excel documents as a pdf, thus avoiding formatting errors.

Step 1: Go to Files

Step 2: Click Save As
Converting to PDF Format

Step 3: Select "pdf format" from Save As Type.

Step 4: Click Save

The process for Excel conversion is also similar to converting a Word document.
Converting to PDF Format
Using Word on Windows

1. Open the Microsoft Word document. Double-click the Word document to open in Microsoft Word.
2. If you haven’t yet created the document, open Word, then click on the Blank document and create the document as needed before proceeding.
4. Click Export. This option is in the left-hand column of options. You should see several new options appear in the middle of the window.
5. Click Create PDF/XPS Document. It’s in the upper-left corner of the window.
6. Click Create PDF/XPS. This option is in the middle of the windows Doing so prompts a pop-up window.
7. Select a save location. On the left side of the window. Click the folder in which you want to store the PDF version of the word file.
8. Since the PDF is a different file type that the Word document, you can store the PDF in the same file location as the Word file.
9. You can also enter a new file name in the “File name” text box if you like.
10. Click Publish. It’s in the bottom-right corner of the window. This will create a PDF copy of you Word document in your specified location.

Source URL Click Here
Converting to PDF Format
Using Word on Mac

1. **Open the Microsoft Word document.** Double-click the Word document to open it in Microsoft Word.

2. If you haven't yet created the document, open Word, then click **Blank Document** and create the document as needed before proceeding.

3. **Click File.** It's in the upper-left corner of your Mac's screen. A drop-down menu will appear.

4. **Click Save As....** This option is in the drop-down menu. Doing so opens a new window.

5. **Enter a file name.** Type whatever you want to name the PDF into the "Name" text box at the top of the window.

6. **Select a save location.** On the left side of the window, click the folder in which you want to save your PDF.

7. **Click the "File Format" text box.** It's at the bottom of the window. A drop-down menu will appear.

8. **Click PDF.** This option is in the “Export” section of the drop-down menu.

9. You may have to scroll down in the drop-down menu to see this option.

10. **Click Export.** It's a blue button in the bottom-right corner of the window. Doing so saves your PDF in the specified file location.
Additional Resources

- EANS-Office of Elementary and Secondary Education-US Department of Education
- Frequently Asked Questions 3.19.21- Also In Handouts

- EANS Email: EANS@doe.k12.ga.us
- Application: https://www.gadoe.org/EANS
- Check Status of Application: https://www.gadoe.org/Pages/EANS-ApplicationStatus.aspx
Preparing students for life.

www.gadoe.org

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