

May 16, 2022

This email is provided to all EANS I and EANS II participants in Kentucky.

1. Due to procurement limitations at KDE, many of you have moved procurements and reimbursements from EANS I to EANS II and vice versa. We will soon begin reporting to the federal government for the EANS program. To ensure reporting accuracy, as of June 30, there will be no additional switching expenditures between EANS I or EANS II. This will give you several weeks to complete any final moves. After June 30, you may continue to adjust the funds within an individual grant budget, but not across the two separate grants.
2. Speaking of budgets, when you make any request in EANS I, please attach the most recent copy of your budget and indicate which lines on the budget spreadsheet fund that request. Some of you are getting close to obligating your full allocation. As you know, each request is scrutinized for budget compliance and to avoid any overspending. We need to ensure that both you and KDE are on the same page. It is helpful when saving your budget file to include the date in the name, i.e. St. Kay-Frankfort EANS Budget 05-02-22. Please do not alter any color coding from KDE.
3. Regarding EANS II budgets in GMAP, please be reminded to indicate in the “Narrative Description” the request number that line item is funding. If a request does not utilize the full amount allocated in a line item, split that item into two or more detail line items so that you don’t lose track of the amount utilized versus the amount remaining.
4. Also, for EANS II budgets, each EANS II procurement request should have a corresponding Admin Fee line item which matches the amount of the 6% Admin Fee calculated on the request form. Include the request number in the “Narrative Description” of the admin fee line items.
5. For those of you who have items with KDE inventory tags: if any inventoried item is LOST, STOLEN, or DAMAGED BEYOND REPAIR, please notify KDE Inventory Administrator Susan Beasley, susan.beasley@education.ky.gov, as soon as possible. She will provide you with instructions on how to properly account for that item and record the status for auditing purposes.
6. There have been some procedural questions concerning EANS II procurements through OVEC.
 - a. Any procurement under \$500 requires no quotes. The use of the state Master Agreements, KPC or AEPA (on the “Providers” tab of the EANS II Procurement Request Form) is always preferred but not required. It will expedite matters though if you do attach a quote or screenshot of the item(s).
 - b. Anything above \$500 requires 3 quotes except for using the state Master Agreements, KPC or AEPA which eliminates the requirement. A school may provide written justification to purchase from a particular vendor if (1) the vendor is the sole source for a requested commodity or service or (2) there are extenuating circumstances that make it more feasible for the school to use that vendor in lieu of any other.
7. Keep in mind the expiration dates of each program. EANS I is in effect through September 30, 2023. EANS II ends September 30, 2024. This may impact your consideration of contracts for staffing or other services. For staffing contracts, EANS I can fund them through the 2022-23 school year which ends June 30, 2023. EANS II can fund staffing contracts through 2023-24 ending on June 30, 2024. Service contracts can run the length of the funding program.

If you have any questions relating to EANS I or EANS II, please contact Kay Kennedy, KDE EANS Project Manager, at kay.kennedy2@education.ky.gov. Thanks for your participation!