Emergency Assistance to Non-public Schools:

EANS Program Update

EANS Workgroup
Kentucky Department of Education
October 28, 2021
Agenda

- Update on EANS1
  - Tips for Faster Processing
    - Requests/Budget Modifications
    - Payments and Procurements
  - Inventory Status
  - Staffing Requests
- Update on EANS2
- Questions?
**Update on EANS1**

**Total Award:** $37,431,036.61

<table>
<thead>
<tr>
<th></th>
<th>Dollar total</th>
<th># of eMARS documents processed</th>
<th>Percentage of Total $ spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staffing Total</strong></td>
<td>$1,012,945.62</td>
<td></td>
<td>24.17%</td>
</tr>
<tr>
<td><strong>Procurement Total</strong></td>
<td>$615,253.75</td>
<td>24</td>
<td>14.68%</td>
</tr>
<tr>
<td><strong>Reimbursement Total</strong></td>
<td>$2,562,147.92</td>
<td>152</td>
<td>61.14%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$4,190,347.29</td>
<td></td>
<td>11.16%</td>
</tr>
</tbody>
</table>
Tips for Faster Processing – Validate Request
OCIS EANS Consultants/Admins

Schools will be assigned to:

• Elise Crisp  elise.crisp@education.ky.gov
• Bethany Ford  bethany.ford@education.ky.gov
• Dassari Wallace  dassari.Wallace@education.ky.gov
Submitting Request Forms

• Use invoices/receipts/proof of payment documentation to build reimbursement request forms. Use quotes to build procurement request forms.

• Once form is built, return to the budget and ensure that the two align by description and dollar amount. It is preferred that you break-out a general category by inserting subordinate rows that are identified by a request form #.

• If you alter amounts on the budget to align with the request forms, please submit the updated budget template along with requests. Do not remove consultant highlighting, if applicable; however, you should rename the updated budget with a current date and summarize the changes in the email.

• Rename templates and request forms with your school’s name, in full, when submitting. For instance, “EANS Budget Template” is generic; “St. Agnes – Louisville EANS Budget” is specific. This applies to forms and pdf documentation.

• Be mindful that there is no guaranteed turn-around time for the processing of requests. Biggest cause of delay is that the budget does not align with the request.

• Be mindful that categories 3 (except for portable air purifiers), 4, 9, and 12 qualify only for procurement through KDE. No reimbursement in these categories is allowable.
Submitting Request Forms – Cont.

- Budgets and Forms *must be submitted in EXCEL Format* as an attachment.
- Documentation for reimbursements, or quotes for procurements, may be submitted in PDFs.
- One request form with specific, corresponding documentation per email.
- *Use the email boxes indicated on the request forms when submitting new requests.*
Tips for Faster Processing – Manage Reimbursement Requests
Tips for Faster Processing – Manage Procurement
Tips for Faster Processing – Guide on EANS Reimbursements

A Brief Guide on EANS Reimbursements

Allan Coldiron, CPPB, NIGP-CPP
Administrative Branch Manager
Procurement Branch
Division of Budgets and Financial Management
Office of Financial Operations
Inventory Tracking

- **EANS Inventory Acknowledgement Form**
  - Form EANS07 will be sent to the school with the first set of asset tags
  - Scan, sign and return to KDE in **PDF format**

- **EANS Equipment Assignment Record and Receipt Form**
  - Form EANS06 will be sent to the school for each request that has assets to be tagged
  - Complete and return in **EXCEL format**
# Inventory Tracking Data

<table>
<thead>
<tr>
<th>Date</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/2021</td>
<td></td>
</tr>
<tr>
<td>Tags Sent Out</td>
<td>2,935</td>
</tr>
<tr>
<td>Schools Contacted</td>
<td>25</td>
</tr>
<tr>
<td>Inventory Acknowledgement (EANS07) Returned</td>
<td>6</td>
</tr>
<tr>
<td>Equipment Assignment Record (EANS06) Returned</td>
<td>3</td>
</tr>
</tbody>
</table>
Staffing Request Process
# Staffing Request Process - Data

<table>
<thead>
<tr>
<th>To Date...</th>
<th>10/19/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Position Requests:</td>
<td>120</td>
</tr>
<tr>
<td>Total Hires:</td>
<td>44</td>
</tr>
<tr>
<td>% Total Hires:</td>
<td>37%</td>
</tr>
<tr>
<td>Total $ Requested:</td>
<td>$4,288,038.58</td>
</tr>
<tr>
<td>Total $ Budgeted:</td>
<td>$1,407,159.64</td>
</tr>
<tr>
<td>Total $ Remaining:</td>
<td>$2,880,878.94</td>
</tr>
</tbody>
</table>

29 Schools Active

1 candidate in process
Update on EANS2 - American Rescue Plan

- EANS2 Application
  - Will be in the Grant Management, Application, and Planning (GMAP) platform
  - KDE working with the vendor to put requirements in the system and test
- Schools will complete two parts:
  - Intent to Participate
  - Sections like the first application, including assurances
Update on EANS2 (cont.)

GMAP Platform Advantages:

- Web-based, secure platform
- Streamlined communications and application approvals—one system houses all
- System validations in real time —reduces back and forth
- Reporting features
Update on EANS2 continuation

Keep in mind

• Future training for applicants
• Who will be your point of contact?
• Timeline about a month to release

American Rescue Plan Emergency Assistance to Non-Public Schools (ARP EANS) - Office of Elementary and Secondary Education
??? Questions ???

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