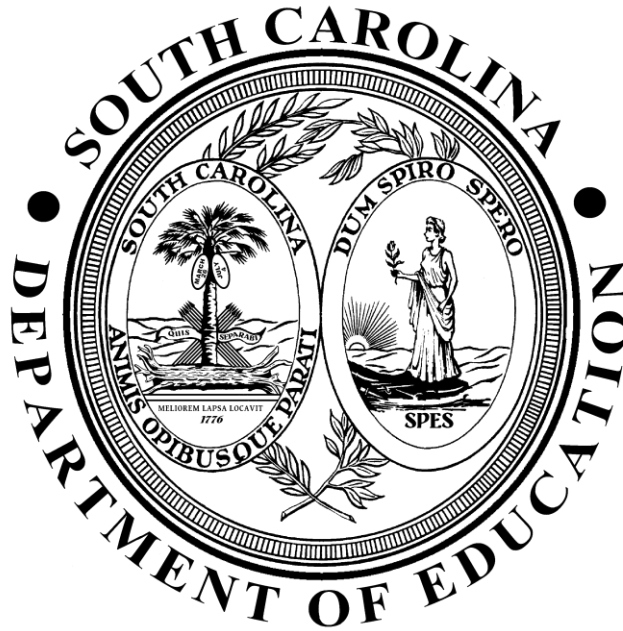


**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

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STATE SUPERINTENDENT OF EDUCATION



**American Rescue Plan Act of 2021
Emergency Assistance to Non-Public Schools
(ARP EANS) Program FAQs**

Coronavirus Response and Relief Supplemental Appropriations Act, 2021
Public Law 116-260

November 30, 2021 (*revised April 28, 2022*)

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PURPOSE:

The purpose of this document is to provide non-regulatory and non-statutory guidance to local non-profit, non-public schools for the American Rescue Plan Act of 2021 Emergency Assistance to Non-Public Schools (ARP EANS) program, originally authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, Public Law 116-260.

Answers are based on available information provided by the questions posed. Specifics or nuances to these questions should be submitted to SCEANS@ed.sc.gov.

ARP EANS PROGRAM

1. How do the EANS I and ARP EANS programs differ?

There are two main differences between EANS I and ARP EANS: eligibility criteria and payment of expenses.

Under EANS I, State Educational Agencies (SEAs) were directed to *prioritize* non-public, not-for-profit schools based on the number of low-income students enrolled and the impact the COVID pandemic has had on each school.

Under ARP EANS, the U.S. Department of Education (USED) state that a school must have enrolled a significant percentage of students from low-income households during the 2020-21 school year and must be most impacted by the pandemic. In their application to the USED, Governors of each state who applied for funding were directed to elect the threshold used to determine if a non-public school enrolls a significant percentage of students from low-income households, as well as the factor(s) used to determine who has been most impacted by the COVID-19 emergency. Governor Henry McMaster elected to utilize 40 percent as the minimum percentage used for low-income enrollment, and the number of COVID-19 infections per capita in the community(ies) served by the non-public school. On January 14, 2022, Governor Henry McMaster submitted a revised application to the U.S. Department of Education (USED) indicating a revised low-income enrollment threshold of **20 percent**. This amended application was accepted and approved by USED on February 10, 2022.

Additionally, reimbursements to non-public schools for allowable, reasonable, and necessary expenses were allowed. Under ARP EANS, no reimbursement of any kind will be permitted.

2. Are the allowable categories under ARP EANS the same?

Yes, the same twelve allowable categories apply to ARP EANS. However, please note that reimbursements will not be permitted.

3. Are services for sanitizing, disinfecting, and cleaning school facilities an allowable use under ARP EANS?

No. Supplies to sanitize, disinfect, and clean school facilities may be purchased, but payment for any such cleaning service will not be permitted.

4. What students qualify as low-income?

Under the ARP EANS program, students aged 5 – 17 years old, who are enrolled at the non-public school, and who come from families or households whose annual income falls within 185 percent of the [2020 Federal poverty level](#) qualify as low-income.

5. How are income levels calculated when determining if a student is low-income?

The federal poverty levels are based on modified adjusted gross income (MAGI). MAGI is calculated as the adjusted gross income (AGI) plus the following, if applicable: untaxed foreign income, non-taxable Social Security benefits, and tax-exempt interest.

6. What if our school received a PPP loan on or after December 27, 2020, but it has since been forgiven?

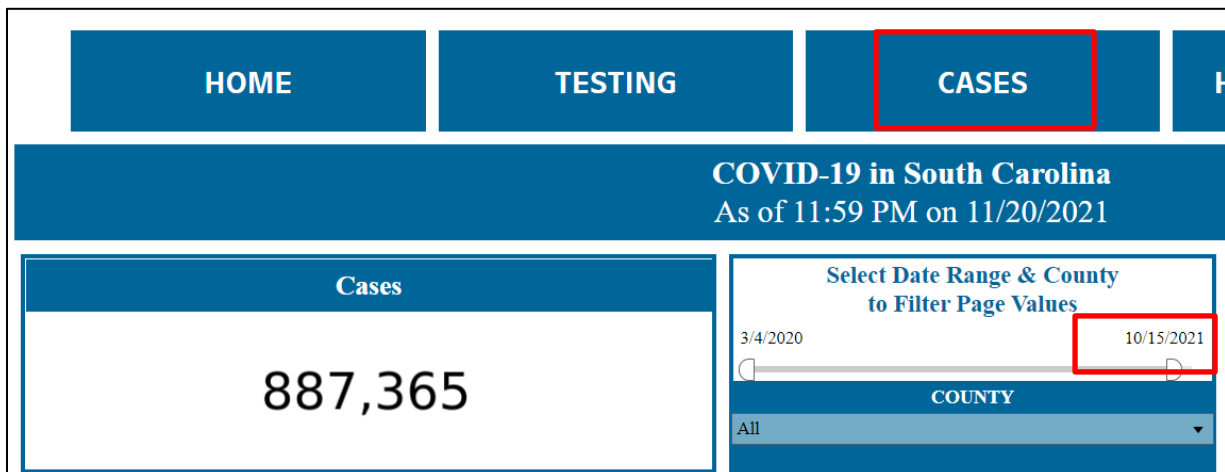
If a non-public school applied for and received a PPP loan on or after December 27, 2020, they are ineligible for both EANS I and ARP EANS, regardless of whether this loan has been forgiven or not. However, if a non-public school applied for a PPP loan on or after December 27, 2020, but was denied this loan, they may apply for services or assistance under ARP EANS.

APPLICATION PROCESS

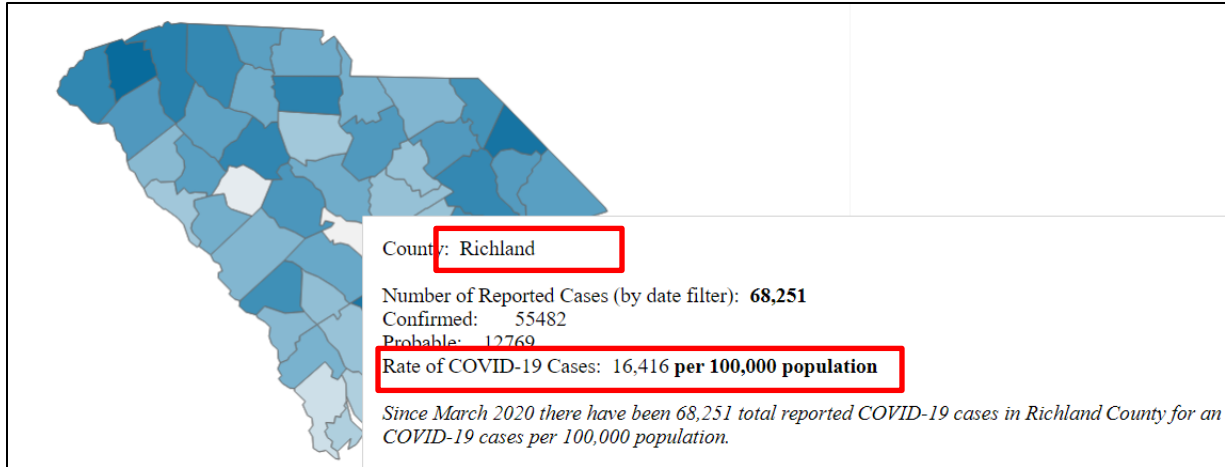
1. How do we obtain financial data to determine our 2020-21 low-income enrollment?

Non-public schools may use data obtained from free or reduced-price lunch eligibility, data from the E-Rate program, scholarship or financial assistance data, or other relevant data which identifies students whose household income does not exceed 185 percent of the 2020 poverty level to provide this information to the South Carolina Department of Education (SCDE) in their application. While the SCDE cannot instruct non-public schools on how to collect this data, some non-public schools have referenced pulling reports from databases and student information systems that they utilize (FACTS for example), or even directly requesting W-2s/pay stubs/personal tax information from families they serve. We recommend working with your private school association to establish the best method for your school.

2. How do we obtain the COVID-19 infection rate data to determine our COVID impact?



The SCDE is utilizing the South Carolina Department of Health and Environmental Control (SCDHEC) COVID dashboard to obtain COVID infection rates on a county-wide basis, which can be [found here](#). The “Cases’ tab should be selected, and then dates should be filtered to only include infection rates through October 15, 2021.



You can then hover over the county(ies) in which you serve and locate the COVID infection rate per 100,000 population. The below “Rate of COVID-19 Cases” of 16,416 per 100,000 population would provide an infection rate of 16.42%.

We are requiring you provide us the proportion of your total enrollment who resides in each county, and the COVID infection rate for each county served. If you require any clarification, please email us at sceans@ed.sc.gov prior to submitting your application.

3. If we serve any out-of-state students, may we include the COVID impact for the county in which they reside?

Yes, you may include the COVID infection rate for any county served outside of South Carolina. We ask that you upload supporting documentation, such as printout of the report or a Word document providing a link to the source used and any other relevant information, to Part E of the application so we may verify these numbers.

4. What information should we supply in our requests for assistance?

Due to the revisions made to ARP EANS eligibility by the Governor, which were approved on February 10, 2022, the SCDE will no longer solely be contracting with state-approved vendors on behalf of non-public schools. Due to this, your application should include a general description of the products and/or services being requested, number of units, dollar amount per unit, total dollar amount, and any other relevant information. The SCDE will review all requests to ensure they appear to be reasonable, allowable, and necessary.

5. Once an application is approved, will we be able to make any changes to the requested services or assistance?

The SCDE understands that needs may change over time. As with EANS I, if you should find that a shift in expenses may be necessary, please notify us at sceans@ed.sc.gov in order to address any changes and ensure the revised expenses are permitted.

PROCUREMENT AND OWNERSHIP

1. What items become property of the state?

Any single item with a value of \$2,500 or more, or any piece of technological equipment of any value would be categorized as an asset, meaning ownership must be transferred to the SCDE during the ARP EANS program period (until September 30, 2024). Any single, non-technological item under \$2,500 may be purchased without requiring a transfer of ownership.

2. What is the asset tracking process for equipment purchased with ARP EANS funds?

Prior to submitting a claim for equipment, a non-public school must download and complete the Equipment Tracker and Transfer of Ownership form found on the [SC ARP EANS website](#). Once complete, the two documents should be emailed to sceans@ed.sc.gov. The tracker should remain in Excel format and the signed ownership form delivered as a PDF. Once delivered, the claim may be submitted through ClassWallet with all invoices and any other required documentation. The SCDE will review the claim submission and all supporting documentation received via email and through ClassWallet. If all documents are in good order; the claim meets all requirements of the SC ARP EANS program; and the claim was either included in the final approval for the school or the SCDE was notified of the change to requested assistance, then the SCDE will approve the expense.

Once all your information is submitted for your approved asset purchases (Invoices, Transfer of Ownership, Equipment Tracker, etc.) the South Carolina Department of Education (SCDE) Asset Manager will create asset tags for each asset. Tags will be sent to you within 15 days after all information is submitted. If you do not have the asset tags within 20 days email Anthony Beatty, abeatty@ed.sc.gov and the Emergency Assistance to Nonpublic Schools' email at sceans@ed.sc.gov.

You will receive the asset tags, a list of the tags with 12 digit asset numbers and SCDE Form T-7 (Label Register) via US Mail. Please affix an asset tag to each asset within 10 days of receipt. Upon receipt of asset tags:

1. Ensure that you have received the correct tags.
2. Ensure that the tags have been affixed to the correct asset.
3. Sign Form T-7 after the tags have been affixed to the correct asset.

Email a signed copy of Form T-7 to the Asset Manager (abeatty@ed.sc.gov) and the Emergency Assistance to Nonpublic Schools' email (sceans@ed.sc.gov) and keep a copy for your records.

3. How will the state handle disposition of electronic equipment?

Equipment purchased with ARP EANS funds may be used through the ARP EANS program period (until September 30, 2024), or until the equipment is no longer needed for the purposes of the ARP EANS program. The value of each individual asset is monitored through the end of the ARP EANS program period.

In general, once the ARP EANS program period is over, the SCDE is required to remove equipment from private schools. 34 CFR §76.661(d) At that time, the SCDE must follow state disposition guidelines.

4. For any technology device that we submit and that the state will then own, when will the inventory have to take place or can it be at the school's discretion? What will the inventory process consist of?

We will begin inventory preparations 60 days before the end of the fiscal year (June 30th).

- 1) The inventory verification must be conducted by two individuals designated by the School's Primary Contact.
 - a. You will receive an inventory list in .pdf and Excel formats via the following email: EIMBOBJ@admin.sc.gov. Check your junk folder for this email or add this email address to your email address book.
 - b. To make corrections on the Excel form, please use red font so that the changes are easily identified. Email the corrections (Excel form) to the Asset Manager at abeatty@ed.sc.gov, who will update and resend the updated inventory list.
 - c. The inventory verification of EANS assets **must be completed** no later than June 24th. The designated individuals may complete the physical inventory verification over multiple days or on a given day at the discretion of the school.
- 2) Please verify that you have all of the assets listed on the inventory list.
 - a. You will have a few forms to assist in the process.
 - i. Schedule A- for EANS assets that are in your possession but not on Printout (inventory list). List those items on this form.
 - ii. Schedule B- for EANS assets that are on your Printout but not in your possession. List those items on this form.
 - iii. Schedule C- This is a checklist. Please check yes or no on the Schedule C and have the Primary and Secondary contact sign.
- 3) Scan and email all documents once signed (Inventory List, Schedule A, Schedule B, Schedule C) to abeatty@ed.sc.gov and sceans@ed.sc.gov.
- 4) Please contact Anthony Beatty (abeatty@ed.sc.gov) or 803.734.8150 if you have any questions.

5. For any technology device that we submit and that the state will then own, what happens if the device is destroyed, lost, or stolen?

If an asset cannot be used because it has been destroyed, lost, stolen, or is no longer operational (responsible repair costs exceed the value of the asset), then document what has happened to the asset on official school letterhead. The letter should be signed by the EANS primary or secondary contact. Do not dispose of the asset at this time. Email a scanned copy to abeatty@ed.sc.gov and sceans@ed.sc.gov.

Upon review by the Asset Manager, the SCDE will send a SCDE Form FA2 or SCDE Lost, Missing, or Stolen form to be completed and signed by the EANS primary or secondary contact. Ensure that the 12-digit asset number received from the SCDE is on the form. After the signed SCDE Form FA2 or SCDE Lost, Missing, or Stolen form is received and reviewed, the SCDE will contact the school with further information on disposition of the asset. Be prepared to fully “Wipe” (remove all data) from any asset with data storage capabilities, i.e. hard drive, solid state drive, etc.

6. At what point do we need to obtain quotes?

If the aggregate cost of the future purchase of supplies/materials/equipment is below or equal to \$10,000, one quote is necessary. If the aggregate cost exceeds \$10,000, three quotes must be obtained from qualified sources. Quotes must be provided at the time a claim is submitted through ClassWallet, but schools are encouraged to provide quotes to the SCDE ahead of time in order to ensure there will be no issues.

7. How should quotes for curriculum or sole source providers be handled?

If you cannot obtain three quotes, you must 1) provide proof that the request was advertised on the school website, or 2) provide proof that three quotes were attempted (such as written notice that a vendor is unable to provide the service or does not have and will not have the product in stock).

In the event of a sole source provider, where only one supplier is able to provide a specific good or service and no other reasonable alternative exists that meet the school’s needs, we recommend you contact the SCDE ahead of time for discussion and review. Please note that items available through multiple resellers do not qualify as sole source. If there are any questions regarding the above or whether a vendor qualifies as a sole source provider, please email sceans@ed.sc.gov prior to submitting the claim so the documentation may be reviewed ahead of time.

Additionally, the above procurement thresholds and quote requirements do not apply to services provided by Catapult Learning, as they have contracted with the SCDE as a preferred provider for their services.

8. Our school belongs to an association. Can the association obtain quotes from vendors on our behalf?

Yes, they may. In fact, it may be beneficial for the association to do so if they have any existing relationships or if multiple schools require the same supplies, devices, and services, and a group bid may provide better prices. The association would have to provide the private schools with the three quotes obtained for their records.

Please note that the SCDE will never assume that procurement requirements have been met. The individual schools must supply all documentation, including the three quotes obtained by

their association and their own invoice for the product or service, when submitting a claim through ClassWallet.

9. Are items such as speakers or microphones considered a technology device?

Yes, speakers and microphones are considered an electronic device and would require transfer of ownership to the SCDE if ARP EANS funds are used to cover the costs.

10. Do we have to use a vendor on the list in ClassWallet? What happens if we find someone less expensive that is not listed as a service provider?

Schools may generally use any vendor they like, so long as all procurement requirements have been met, and the vendor is not subject to backup tax withholding. The vendor will be required to follow the registration process on ClassWallet [found here](#). Once a vendor is approved through this pre-registration, they will be available in the drop-down box in ClassWallet for future service providers.

11. Will asset tracking be required for leased equipment?

No, title of leased equipment will remain with the lessor. Since ownership does not transfer, the asset tracking and annual inventory processes would not apply.

12. May we purchase the leased devices at the end of the period if there are any purchase provisions in the agreement?

The SCDE cannot approve any lease agreement with lease-to-own or purchase provisions in the lease agreement. If any portion of the recurring lease payments is attributable to the purchase of equipment, the ownership and asset tracking requirements must be followed.

13. Are there any insurance coverage requirements for equipment purchased through the SC ARP EANS program?

Insurance coverage is not a requirement, but any damage or loss of the equipment due to fire, theft, etc. falls under the responsibility of the non-public school which is using those assets purchased with ARP EANS funds.

14. May the lease term extend beyond the EANS funding period?

Yes, the lease agreement may extend beyond September 30, 2024. However, only expenses through the end of the ARP EANS funding period will be permitted; any portion of the expense extending beyond September 30, 2024 must be covered by the school.

For example, a 3-year lease for a modular unit beginning August 1, 2022 may be permitted, but only the recurring expenses through September 30, 2024 will be covered by ARP EANS funding. Any charges for October 1, 2024 – July 31, 2025 must be covered by the school.

GENERAL INFORMATION

1. Where can I find a copy of the recorded Technical Assistance sessions for ARP EANS?

There are two Technical Assistance sessions that were held for ARP EANS. The recordings, along with the slides from these presentations, can be found on the [SC ARP EANS website](#) under the ARP EANS Application and Materials section. The session from February 17, 2022 reviews the changes made after the revised application was approved by the U.S. Department of Education on February 10, 2022.

2. Where can I find more information regarding the services available through Catapult Learning?

To learn more about Catapult Learning, the services they provide, and how they may be able to help address Learning Loss throughout the ARP EANS funding period, please visit [their website](#) or email SCEANS@catapultlearning.com.

3. Who should I contact in the event of staffing changes?

Please let the SCDE know by emailing us at sceans@ed.sc.gov, so we may update our records.