

##### Funding Opportunity

Applications Due: **March 28, 2022, 5:00 p.m.**

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| **Emergency Assistance to Non-public Schools (EANS) Program under the American Rescue Plan Act of 2021 (ARP Act)** |

**Program and Application Process Questions:**

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**Budget/Fiscal Questions:**

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**Emergency Assistance to Non-public Schools Grant**

**Applications Due: March 28, 2022**

# Introduction

Under the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act), Pub. L. No. 116-260 (December 27, 2020), Congress first authorized the Emergency Assistance to Non-Public Schools (EANS) program as part of the Governor’s Emergency Education Relief (GEER II) Fund to provide emergency services or assistance to non-public schools in the wake of the Coronavirus Disease 2019 (COVID-19). The American Rescue Plan Act of 2021 (ARP Act), Pub. L. No. 117-2 (March 11, 2021), authorized a second round of funding (ARP EANS) to provide services or assistance to non-public schools.

With two exceptions, the requirements of ARP EANS are the same as those in section 312(d) of the CRRSA Act. The two exceptions are:

(1) a State educational agency (SEA) may only provide services or assistance under ARP EANS to non-public schools that enroll a significant percentage of students from low-income families and are most impacted by the novel Coronavirus Disease 2019 (COVID-19) emergency; and

(2) an SEA may not use ARP EANS funds to provide reimbursements to any non-public school for costs the school incurred to address the impact of COVID-19 emergency. **All purchases pertaining to ARP EANS must be made by the SEA.**

**Available Funds**

Congress appropriated $2,750,000,000 for the ARP EANS program. The U.S. Department of Education (Department) will award funds to a Governor with an approved application based on the State’s relative share of children aged 5 through 17 who are from a family at or below 185 percent of the poverty level and who are enrolled in a non-public school.

The Colorado Department of Education (CDE) received an allocation to be awarded to eligible and participating non-public schools. This application is how eligible non-public schools apply to participate in this grant.

**Amount available for distribution:** $28,509,729

**Period of Availability: 09/30/24**

**Eligibility**

Funds are available to non-public schools that meet the following criteria below:

* K-12 Non-profit non-public school or a consortium of K-12 non-public schools. Standalone Pre-K schools are not eligible to apply for funding.;
* School that is accredited, licensed, or otherwise approved to operate in accordance with State law;
* School that existed and operated prior to March 13, 2020;
* Schools that have a minimum 21% of its students from low-income families;
* Schools that are most impacted by the novel Coronavirus Disease 2019 (COVID-19) emergency. (see Identification of Eligible Non-Public Schools)

**Non-Governing Consortia Applicants**

Applications will be accepted from non-profit organizations that aggregate support for a group of non-public schools but do not have governing authority over the schools it represents. A non-public school within that consortium must be named as the applicant/fiscal agent, and the consortium lead must collect the [Consortia Sign-Over agreement](http://www.cde.state.co.us/caresact/geer2-eans) from each participating school to work on behalf of the schools included in the application.

The Consortia Sign-Over agreement must be submitted to [eansapplications@cde.state.co.us](mailto:eansapplications@cde.state.co.us) by March 28, 2022.

**Identification of Non-Public Schools to be Served**

Under section 2002(a) of the ARP Act, services or assistance to non-public schools under the ARP EANS program are limited to “non-public schools that enroll a significant percentage of [students from low-income families] and are most impacted by the [COVID-19] emergency.” Based on guidance from the U.S. Department of Education, CDE set the poverty percentage at **21%** and worked with the Colorado Department of Public Health and Environment and the Colorado State University, Department of Agriculture and Resource Economics to identify areas that have been most impacted by COVID-19.

Click on the links to see the counties that have been identified as most impacted by COVID-19 based on the following criteria:

* [Infection rates](http://www.cde.state.co.us/caresact/arpeans2cdphecountyimpactdata) or
* [Economic impact](http://www.cde.state.co.us/caresact/arpeans2countyeconomicimpactdata)

Note: To be eligible to participate, non-public schools must satisfy the poverty requirement ***and*** be located in a county that has been identified as most impacted by one of the COVID-19 impact criteria.

# Determining Low Income Students

Applicants will be required to report the number of students from low-income families enrolled in a non-public school. To identify low-income students, the applicant may use one or more of the following sources of data, provided the poverty threshold is consistent across sources and does not exceed 185 percent of the [2020 Federal poverty level](https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines/prior-hhs-poverty-guidelines-federal-register-references/2020-poverty-guidelines):

* Data on student eligibility for free or reduced-price lunch;
* Data from a different source, such as scholarship or financial assistance data

Eligible applicants must indicate in its application the source that is used to determine poverty. This information must be maintained by the non-public school and made available to CDE upon request.

**Allowable Use of Funds**

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

* Supplies to sanitize, disinfect, and clean school facilities
* Personal Protective Equipment (PPE)
* Improving ventilation systems, including windows or portable air purification systems
* Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
* Physical barriers to facilitate social distancing
* Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
* Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
* Educational technology
* Redeveloping instructional plans for remote or hybrid learning or to address learning loss
* Leasing sites or spaces to ensure social distancing
* Transportation costs
* Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

All costs included in the application must be allowable, reasonable, and allocable to the grant purpose (i.e., necessary in order for the non-public school to respond to, prepare for, or prevent the spread of COVID-19).

EANS funds shall not be used

* to provide direct or indirect financial assistance to scholarship granting organizations or related entities for elementary or secondary education
* to provide or support vouchers, tuition tax credit programs, education savings accounts, scholarships, scholarship programs, or tuition-assistance programs for elementary or secondary education
* for services, instructional materials and other materials that are non-secular, ideological and/or faith based
* for payroll, salary, benefits, etc. for any existing school staff providing regular instructional services, costs/payments to contractors providing services within their existing contractual obligation with a school
* Construction and/or capital improvement to the building
* Services, subscriptions, licenses, or warranties that exceed the ARP EANS performance period (9.30.2024)
* Supplemental disinfecting systems, such as peroxide or bi-polar ionization

# EANS Fund Distribution

Based on the applications received, CDE will calculate a per pupil allocation to determine final award amounts for each school/applicant. For preliminary application and budget purposes, the per pupil allocation will be capped at an amount not to exceed the other supplemental per pupil allocation ranges for the state from similar funding sources. Based on this, eligible non-public schools will have the opportunity to request $1900 per student.

**FACTS Education Solutions**

Section 312(d)(7) of the CRRSA Act states that the role of the State Education Agency (SEA) may be done through contract to provide services to non-public schools. CDE has entered into an agreement with FACTS Education Solutions to support the ARP EANS program. FACTS Education Solutions is a Nelnet company that is supporting governors across the country with the distribution of EANS funds. FACTS Education Solutions can provide Tier I/III research-based instructional services, provide support as well as services, training/professional development and individual or group coaching for teachers and leaders, and redeveloping instructional plans to address learning loss. Applicants will work with FACTS Education staff to purchase allowable goods and services and hire eligible staff.

**Purchases of goods, goods/services and or projects greater than $25,000**  
CDE will continue to manage the following purchases:

* purchase of goods with a single vendor over $25,000
* purchase of related goods over $25,000, when a vendor has not been identified (laptops, licenses, monitors)
* purchase where the total for goods and related services exceeds $25,000 (display boards, mounts, and installation
* projects over $25,000 (capital improvement projects are not allowable)

Applicants will need to complete and submit the “CDE PURCHASES OVER $25K FORM” with their application for each request.

CDE and or FACTS Education will procure items or enter into contracts for services that are listed in the grantee's approved grant application. CDE purchases are subject to state procurement and fiscal rules, as well as the timelines for obligations that are part of the federal statute. CDE along with FACTS Education will make every effort to procure goods and services within the timelines specified in the grant but must also follow state procurement protocols--which can be time-consuming.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through the Emergency Assistance to Non-public Schools grant program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note**: Documents submitted to CDE must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

# Review Process and Timeline

Applications will be reviewed by CDE staff to ensure they contain all required components. Applicants will be notified of awards as soon as possible.

# Submission Process and Deadline

Applications must be completed (including all elements outlined below) and submitted through the [online application](http://www.cde.state.co.us/eans-application) on the CDE Website by 5:00 p.m. on Monday, March 28, 2022**.**

Application resources and required documents to include in the submission are available on the [CDE website](http://www.cde.state.co.us/caresact/geer2-eans). Incomplete or late applications will not be considered. Applicants should receive an automated confirmation email from the online system upon submission. If you do not, please email [eansapplications@cde.state.co.us](mailto:eansapplications@cde.state.co.us).

# Required Elements

**The EANS** [**online application form**](http://www.cde.state.co.us/eans-application) **includes the following elements, all of which must be completed.**

**Part I: Certification, Approval and Transmittal Form  
 ARP EANS Non-Governing Consortia Sign Over Agreement (if applicable)**

**CDE Purchases Over $25K Form**

**FACTS Education Budget Workbook (to be provided after initial review)**

**Part II: Application Narrative**

**Emergency Assistance to Non-public Schools Grant**

**Applications Due: March 28, 2022** Part I: Applicant Information

**\*\*Please provide the following within the Emergency Assistance to Non-public Schools Grant** [**online application**](http://www.cde.state.co.us/eans-application)**\*\***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Type of Education Provider**  **Select the option that best describes your organization.** | | * K-12 Non-profit non-public school that is accredited, licensed, or otherwise approved to operate in accordance with State law and existed and operated prior to March 13, 2020. * Consortium of non-profit schools that are accredited, licensed, or otherwise approved to operate in accordance with State law and existed and operated prior to March 13, 2020. | |  | | | | | | | | | |
| **Education Provider Information** | | | | | | | | |
| **School Name:** *Enter the name of the non-public school that is applying.* | |  | | | | | **School Code:** |  |
| **Consortium Name:** *Enter the name of the consortium that is applying on behalf of the eligible non-public schools listed below.* | |  | | | | | **Consortium Code:** | To be completed by CDE |
| **Does the consortium have governing authority over the non-public schools listed below?** | |  | | | | |  | Yes/No |
| **Recipient Schools**  If representing a consortium of schools, indicate the intended recipient schools and complete the ARP EANS Consortia Enrollment and Low-Income Data worksheet | | | | | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
| **Mailing Address** | |  | | | | | | |
| **County (select the county in which the school resides)** | | Drop down list of all Colorado Counties: CROWLEY  BENT  LINCOLN  LOGAN  PITKIN  FREMONT  SUMMIT  EAGLE  MINERAL  ADAMS  SAN MIGUEL  MESA  PUEBLO  RIO BLANCO  ALAMOSA  OTERO  WELD  EL PASO  SEDGWICK  SAN JUAN  PROWERS  GARFIELD  LAKE  DENVER  KIT CARSON  ROUTT  GRAND  MOFFAT  ARAPAHOE  LAS ANIMAS  DELTA  WASHINGTON  MORGAN  BACA  PHILLIPS  MONTROSE  YUMA  DOUGLAS  CONEJOS  CHAFFEE  RIO GRANDE  JEFFERSON  GUNNISON  MONTEZUMA  LARIMER  ARCHULETA  TELLER  LA PLATA  ELBERT  BOULDER  BROOMFIELD  KIOWA  CHEYENNE  HUERFANO  DOLORES  COSTILLA  SAGUACHE  OURAY  CLEAR CREEK  HINSDALE  PARK  GILPIN  CUSTER  JACKSON | | | | | | |
| **Authorized Representative Information** (The individual authorized to submit the application to CDE on behalf of the organization. This individual will receive the award notifications and all communications regarding the application.) | | | | | | | | |
| **Name:** |  | | | | **Title:** |  | | |
| **Telephone:** |  | | | | **E-mail:** |  | | |
| **Program Contact Information**  (The individual that will receive communications regarding the application) | | | | | | | | |
| **Name:** |  | | | | **Title:** |  | | |
| **Telephone:** |  | | | | **E-mail:** |  | | |
| **Finance Department Contact** | | | | | | | | |
| **Name:** |  | | | | **Title:** |  | | |
| **Telephone:** |  | | | | **E-mail:** |  | | |
| **Funding Request** | | | | | | | | |
| **Type of Funding Requested (check all that apply):**  **Note: All costs must be allowable, reasonable, and necessary to address educational disruptions resulting from the COVID-19 emergency.** | | | * Supplies to sanitize, disinfect, and clean school facilities *(Not allowable: cleaning or janitorial services)* * Personal Protective Equipment (PPE) * Improving ventilation systems, including windows or portable air purification systems *(Not allowable: replacement windows or new HVAC systems)* * Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases * Physical barriers to facilitate social distancing * Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety * Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus * Educational technology * Redeveloping instructional plans for remote or hybrid learning or to address learning loss * Leasing sites or spaces to ensure social distancing * Transportation costs * Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss | | | | | |
| **Amount of Funding Requested: (based on the funding ranges provided in the EANS Fund Distribution section)** | | | $ | | | | | |
| **Does this amount include any requests for purchases over $25,000 of: goods from a single vendor, goods with related services, and or projects? If yes, complete the ARP EANS II Vendor Product/Services form for each requested purchase.** | | | Yes/No | | | | | |

# Part IB: Applicant Assurances Form

*Please provide the applicant information requested in the boxes below. After careful review of each of the requisite assurances listed below, the applicant’s authorized representative should place a check next to each assurance and sign and date the bottom of the document.*

The applicant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby accepts the conditions of the Emergency Assistance to Non-public Schools Grant and agrees to the following assurances:

* The applicant will ensure that each program covered by this application will be administered in accordance with all applicable statutes, regulations, program plans, and requirements delineated in this application.
* The applicant acknowledges that control of funds for services and assistance provided to a non-public school under the ARP EANS program and title to materials, equipment and property purchased with such funds, must remain under public control. Therefore, CDE will assume ownership and title to all materials, equipment and property purchased using EANS funds, materials, equipment, and property reimbursed using ARP EANS funds, in accordance with the Uniform Grants Guidance applicable for the use of federal funds.
* The State Educational Agency (i.e., Colorado Department of Education) will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR§§200.400-475). As such, the SEA has the right to ask for any information / documentation to ensure compliance with UGG from awardees/applicants. The awardees/applicants assure to comply with requests.
* The applicant will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
* IF ANY FINDINGS OF MISUSE OF FUNDS ARE DISCOVERED, PROJECT FUNDS MUST BE RETURNED TO THE COLORADO DEPARTMENT OF EDUCATION. The Colorado Department of Education may terminate a grant award upon thirty (30) days’ notice if it is deemed by CDE that the recipient is not fulfilling the requirements of the funded program as specified in the approved grant award letter.
* These funds are subject to monitoring for allowable uses of funds, internal controls, etc. The awardee and fiscal agent will ensure to document and maintain expenditure support related to each expenditure reimbursement requested. This includes receipts, documented authorizations of purchases, documented decision items for vendors or funding recipients.
* The applicant acknowledges that all services or assistance provided with these funds must be secular, neutral and non-ideological. The applicant will not request assistance or services for non-secular, ideological or biased services or materials.
* The applicant will not request funds to cover payroll, salary, benefits, etc. for existing school staff providing regular instructional services, or to cover costs/payments to contractors providing services within their existing contractual obligation with the school.
* The applicant will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Colorado Department of Education, the State, or any auditors on its behalf; or (ii) any other state agency, commission, or department in the lawful exercise of its jurisdiction and authority.
* The applicant will ensure that EANS funds will be used for purposes that are reasonable, necessary, and allocable under the American Rescue Plan (ARP) Act.
* The applicant acknowledges that the data sources used to determine the number of poverty students listed in this application will be kept on file and provided to CDE during the time when the program is monitored.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE before modifications are made to the expenditures. Please contact Elena Merrit (merrit\_e@cde.state.co.us) for any modifications.

**Note:** If a grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

**Part IC: Approval and Transmittal Form**

**Certification, Approval and Transmittal Form**

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022, the Board/Chief Executive Officer/Head of School or designee, of \_\_\_\_\_\_\_\_\_\_\_\_\_, reviewed the contents of the FY 2022-2023 Emergency Assistance to Non-public Schools Grant Program and has indicated their approval for submission to the Colorado Department of Education (CDE) through their signatures below.

In consideration of the receipt of these grant funds, the applicant agrees to comply with all assurances and provisions included in the Emergency Assistance to Non-public Schools Grant of the application.

The Board/Chief Executive Officer/Head of School or designee also certifies that the applicant will meet all program and pertinent administrative requirements, including the Education Department General Administrative Regulations (EDGAR), 2 CFR Part 200 (Uniform Grants Guidance) Accounting Circulars, and the U.S. Department of Education’s General Education Provisions Act (GEPA) requirements. In addition, the Board/Chief Executive Officer/Head of School or designee certifies that:

1. The non-public school(s) or consortium is in compliance with the requirements of the federal Children's Internet Protection Act.
2. No policy of the non-public school(s) or consortia prevents, or otherwise denies, participation in constitutionally protected prayer in public elementary and secondary schools.
3. The proposed use of funds will be used only to cover those costs that:
   1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
   2. Were not accounted for in a PPP Loan (if applicable) awarded prior to December 27, 2020

Further, the board/Chief Executive Officer/Head of School or designee certifies to the best of its knowledge and belief that the request is based on true, complete, and accurate information. The Board/Chief Executive Officer/Head of School or designee further certifies that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. Any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812).

|  |  |
| --- | --- |
| Signature of Board/Chief Executive Officer/Head of School or designee | Name of Board/Chief Executive Officer/Head of School or designee |

**Part II: Application Narrative**

Section 2002(a) of the ARP Act requires that an SEA only provide services or assistance to an eligible non-public school that enrolls a significant percentage of students from low-income families (whose family income does not exceed 185 percent of the 2020 Federal poverty level consistent with the final requirements) and is most impacted by the COVID-19 emergency. Accordingly, the State requests that the school indicate the data source used to identify low-income students and identify the county in which the school resides to determine if it is located in an area that is most impacted by the COVID-19 emergency. Applicants will not be required to submit the data sources used to determine the number of poverty students listed in this application. This information must be kept on file and provided to CDE during the time period when the program is monitored.

**1.** **Enrollment and Low-Income Data**

**Complete the table below. If you are applying on behalf of a group of schools as a consortia, complete the ARP EANS Consortia**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Total Student Enrollment (K-12)** | **Number or estimated number of K-12 students from low-income families enrolled in the school in the 2019-2020 school year** | **Percentage or estimated percentage of total students in the school who are students from low-income families** | **Data source used to identify the low-income families enrolled in the school in the 2019-2020 school year:** |
|  |  |  |  | * Free or reduced-price lunch data, * Scholarship or financial assistance data |

**2. Did the applicant apply for education technology, software subscriptions or contracted services under CRRSA EANS I application?**

* Yes
* No

If the answer to 2 is yes, please check all that apply.

* Education Technology
* Software Subscription
* Contracted Services (i.e., Above and Beyond)

**3. Impact of COVID-19**

Check if the school(s) have been impacted by COVID-19 in any of the following ways (Check all that apply)

* Loss of tuition revenue
* Decrease in enrollment
* Increase in enrollment
* Lack of capacity to provide remote learning due to insufficient technological support
* Learning loss attributed to the education disruptions caused by COVID-19
* Other

Provide a narrative description of the impact:

|  |
| --- |
|  |

**[For consortia only]**

Consortia: There are additional narrative questions that must be completed for each school that you are representing. Please complete the [ARP EANS Consortia Enrollment and Low Income Data sheet](http://www.cde.state.co.us/caresact/arpeans2consortiaenrollmentandlowincomedatasheet) and submit the form with the application by March 28, 2022.

**Part III: Expenditure Request**

Schools will need to provide detailed information about the items needed to be purchased. After the initial review, FACTS Education will send a budget workbook and begin to work with each applicant to identify the items they wish to have purchased. Non-public schools will need to provide as much detail as possible to help FACTS Education make purchases on behalf of the non-public school. Applicants should be prepared to provide the following information when contacted by FACTS Education to build the workbook.

* Type of service or assistance
* Vendor name and contact information (email and or mailing address)
* Exact name of product needed (example: Lysol disinfecting wipes)
* Product make/model, description and specifications
* Quantity
* Link to website where products can be purchased
* Amount of each item requested (include shipping costs)
* Quotes
* Installation costs

Purchases of goods, goods and related services, and or projects (non-capital improvement) over $25,000 will be processed by CDE Procurement. See the “CDE PURCHASES OVER $25k FORM'' for more information. This form must be completed and submitted by ARP EANS applicants, and included with the application, for each proposed purchase of goods, goods/related services, or projects over $25,000.

**Hiring Staff**

CDE 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 CDE or a vendor hired by CDE to provide staff who will provide services in non-public schools. CDE has contracted FACTS Education to hire staff for non-public schools. Facts Education will work with each school and staff member to onboard, train and provide the necessary information to become a FACTS Education Solutions staff member.

**Personal Services Purchases**

CDE has issued a special circumstance to allow the placement of personnel, both Contractor’s employees and subcontracted individuals through temp agencies and other vendors, into nonpublic schools over the $25,000 discretionary threshold. FACTS Education, on behalf of CDE, will hire and place employees and, when necessary, subcontract with temporary personnel agencies or other subcontractors to place personnel in the nonpublic schools even if an individual’s salary/payment will exceed $25,000 over the course of that individual’s employment/contract for that nonpublic school, or if the total cost of temporary agencies or other subcontractors will exceed $25,000 for that nonpublic school.

**REVIEW PROCESS**

Applications will be reviewed for completeness and eligibility. CDE or FACTS Education will reach out to applicants if additional information is needed. *Incomplete applications will delay the review/approval process.*

**Initial Review** - initial review begins when the application is received. Reviewers are looking to ensure that the applicant is eligible for funding and all documentation is received. If additional information is needed, reviewers will reach out to the Authorized Representative and request additional information.

**Substantial Approval** - substantial approval is provided after initial review is complete. Substantial approval allows FACTS Education and CDE purchasing to begin working with non-public school staff to identify purchases and collect quotes.

**Final Approval** - once FACTS Education and CDE purchasing have finalized the items to be purchased, a request for final approval will be sent to the applicant and FACTS Education which will allow purchasing to begin. Applicants should begin to receive requested items shortly after the final approval is provided.