

Vermont Agency of Education (AOE) Emergency Assistance to Non-Public Schools (EANS) Program

Property and Assurances Documents April 2021

EANS Program Property Title Transfer Agreement

Pursuant section 312(d)(7) of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA or Act), “the control of funds for the services or assistance provided to a non-public school, 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.” Section 312(d)(7) of CRRSA.

This agreement authorizes the transfer of title to materials, equipment, and property from _____, an independent school, to the Vermont Agency of Education (AOE), in consideration for the school’s receipt of CRRSAA funds, reimbursed under the Act.

The following material, equipment, and property are included in the transfer. You may attach additional documents if necessary. Please include all information, as applicable:

Item Description	Serial number or other identifier	Purchase Date	Cost
<i>Microsoft surface laptop</i>	<i>4589fh237f3244902</i>	<i>05/20/20</i>	<i>3.99</i>

Signature—Independent School Representative

Signature—Meg Porcella, AOE GEER EANS Project Manager

EANS Program Reimbursement Assurances

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) requires a public agency to maintain control of EANS funds and the property, equipment, or supplies purchased with those funds. See Section 312(d)(7) of CRRSAA. According to U.S. Department of Education (ED) guidance, “to maintain control over EANS funds, an SEA must ensure that the non-public school’s expenditures are allowable expenses, that the non-public school has sufficient documentation supporting such expenditures, such as paid invoices, that the school actually received the services or assistance related to those expenditures, and that the SEA or another public agency gains title to materials, equipment, and property for which it provides reimbursement.” See [EANS Program FAQ March 2021](#), D-7.

To effectuate Vermont Agency of Education’s (VTAOE) compliance with the requirements of CRRSAA and ED guidance, the independent school seeking a CRRSAA reimbursement provides the following assurances to VTAOE.

Please check each assurance to verify agreement for each requirement:

- The non-public school has not received other federal funds for the costs included in this reimbursement request.
- The costs included in this reimbursement request are necessary to address educational disruptions resulting from the COVID-19 emergency and are otherwise allowable.
- The goods and services for which reimbursement is requested have been received.
- The independent school will maintain reasonable documentation of purchases for which reimbursement is requested, such as contracts, paid invoices, and/or receipts that the VTAOE may review, as appropriate. (Documentation should be maintained through the end of the period of performance, and may be maintained longer if necessary, as part of an audit or monitoring of VTAOE).
- Upon reimbursement, the independent school will transfer title to and allow VTAOE to take ownership of the materials, equipment, and property for which VTAOE provides reimbursement.
- If the VTAOE determines it will send property tags, the independent school will use the VTAOE supplied property tags and display them in a visible location within 48 hours of receiving the tags.
- The independent school will only use materials, equipment, and property in accordance with the allowable uses under CRRSAA.
- The independent school will use all materials, equipment, and any other items purchased under the VTAOE EANS reimbursement program for secular, neutral, and non-ideological purposes.
- The independent school will return materials, equipment, and property per VTAOE’s instructions at the end of the CRRSAA period of performance.
- The independent school will track the use of consumable supplies and notify VTAOE when the supplies have been fully consumed.

- The independent school will notify the VTAOE Independent School Team within [48] hours upon discovery that a supply or piece of equipment is stolen, lost, or damaged.
- In the event of theft, the independent school will cooperate with any state agency, including but not limited to, VTAOE, and any law enforcement, as applicable.
- In the event of a school closing, the independent school will notify VTAOE at least two weeks prior to closure, to the extent practicable, so that VTAOE may provide instructions as to how the independent school should return the materials, equipment, and property to VTAOE.

I certify that I have read and understand these terms and will abide by the conditions set forth during my participation in the VT AOE Emergency Assistance to Non-Public Schools reimbursement program:

Signature, Independent School Representative

