EANS Asset Attestation

**Introduction**

Under Section 312(d)(7) of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021, title to materials, equipment, and property purchased with funds from the Emergency Assistance to Non-Public Schools (EANS) shall be in a public agency. Accordingly, any equipment, materials, or supplies that are either procured by the North Carolina Department of Public Instruction (NC DPI), or for which a non-public school is reimbursed by NC DPI, using EANS funds shall become the property of NC DPI.

During the period of operation of the EANS program, a non-public school that receives assets purchased or reimbursed using EANS funds agrees to act as a steward of DPI property. This means that the non-public school has a fiduciary responsibility to ensure that all assets are utilized only for intended and appropriate purposes and that all items are sufficiently safeguarded throughout the duration of the program. **Failure to manage the assets in accordance with established requirements could result in a non-public school having to reimburse DPI for the items purchased using EANS funds.**

A non-public school that receives equipment, materials, or supplies (or reimbursement for such items) must attest either prior to procurement for such items, or prior to receipt of reimbursement for such items, that it will comply with all applicable Federal and State requirements and any instructions provided by NC DPI for the management, use, storage, and tracking of any equipment, materials, or supplies for which EANS funding is utilized, whether through procurement or reimbursement. The Attestation Letter (Attachment A below) must be read and signed by the head of school or equivalent and submitted to [EANSdocuments@dpi.nc.gov](mailto:EANSdocuments@dpi.nc.gov) along with the other materials required for either reimbursement or procurement of such items. It is important that you follow the instructions below when submitting this attestation form to NC DPI; Failure to follow these instructions may result delays in approval and reimbursement, or denial of your fund request.

**Instructions**

1. Signed copy of Attachment A must be in PDF format. The PDF file must be saved according to these naming conventions:

**EANS <SchID> Attestation <yyyy-mm-dd>.PDF**

Attestation file name explanation:

<**SchID**>

Unique School ID assigned by NC DPI when your EANS application is approved. It is in a 3 digit format and you should always refer this number when communicating with NC DPI. The school ID file and other EANS documents can be found on DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>. Note that If your school ID value is below 100, you must include leading zero(s).

<**yyyy-mm-dd**>

Attestation date with 4-digit year, 2 digit month and 2 digit day, separated by hyphens “-“ between the year, month, and day.

File name example:

**EANS 027 Attestation 2021-05-07.pdf**

This example is for the Nest Academy (School ID 027) that is submitting an attestation form that was completed and signed on 5/7/2021.

1. Submit the signed copy to [EANSdocuments@dpi.nc.gov](mailto:EANSdocuments@dpi.nc.gov) along with the other materials required for either reimbursement or procurement of such items.

Attachment A -- Attestation Letter

As a condition to receiving assistance under the EANS program for equipment, materials, and supplies, the non-public school agrees and attests to the following:

* The school agrees to safeguard any and all assets to ensure that the items are used solely for the intended purposes of the EANS program and to protect the items from loss, damage, theft, and misuse.
* The school will promptly notify NC DPI if any of the items paid for using EANS funds – either through purchase or reimbursement – are no longer needed for their original intended use.
* The school will promptly notify NC DPI if any items paid or using EANS funds – either through purchase or reimbursement – are lost, damaged, or stolen. The school will also investigate
* The school will actively track and monitor the use of any items paid for using EANS funds – either through purchase or reimbursement – to ensure awareness of their physical location throughout their period of use. If items are permitted to be used away from the school-building, the school will ensure that it has some mechanism to identify the individuals who are utilizing purchased items and the specific location where the asset is being utilized.
* If an asset is to be utilized away from the school, the school will ensure that it notifies the NC DPI (through the Inventory Information Form) that the item is being used and stored away from the school’s campus. The school is not required to provide NC DPI with information pertaining to any personal addresses of students, teachers, parents, or other individuals associated with the school.
* The school will ensure that all educational technology items and other items with a per unit purchase price of greater than $2,500 are appropriately labeled and tagged in accordance with instructions provided by NC DPI. As relevant reimbursements and/or procurements are processed by NC DPI, instructions and materials for completing this task will be provided to the school.
* Upon request by NC DPI, the school will ensure that any educational technology items, items with a per unit purchase price of greater than $2,500, or any other items identified by NC DPI are made available for physical inspection and inventorying to be completed by NC DPI staff.
* **The school acknowledges that the failure to present any requested items for an NC DPI requested physical inventory check could result in the school having to repay NC DPI for the cost of the item.**
* At the earlier of the end of the EANS period of performance (September 30, 2023) or the items no longer being needed for their intended purpose, the school agrees to collect all remaining inventory items and to transfer possession to NC DPI at the request of the agency. NC DPI will provide instructions for managing this transition after receipt of notification from a non-public school that items are no longer needed for their intended purpose or as the period of performance for the EANS program draws to a close. No inventory items may be disposed of without written permission from NC DPI.
* **The school acknowledges that the failure to transfer possession of any items to NC DPI in accordance with the request of the agency or disposing of inventory items without written approval from NC DPI could result in the school having to repay NC DPI for the cost of the item.**
* For non-inventory items, if there is a residual inventory of items with a current fair market value of greater than $5,000 at the end of the program, DPI will provide instructions for any required transfers of possession or other steps that are needed. Further instructions will be provided closer to the end of the program in relation to non-inventory items.

Name of the School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorizing Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorizing Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For NC DPI Use Only:**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of DPI Authorizing Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Reimbursement or Procurement of Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_