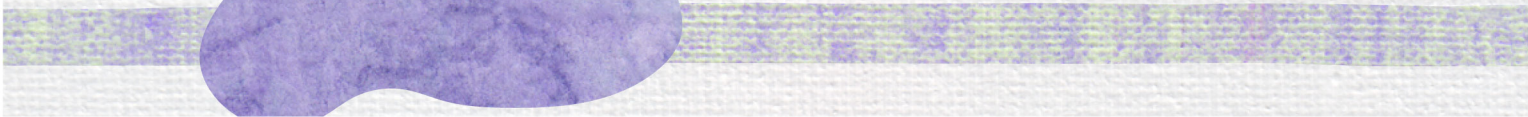




DEPARTMENT of
EDUCATION
Louisiana Believes



I. DISCLOSURES

The purpose of this User Manual is to provide guidance in usage of the online application portal for the LDOE EANS Program. Questions related to interpretation of the application or policy will be addressed in LDOE training and FAQ resources. Screenshots in this manual may differ slightly from the live application.

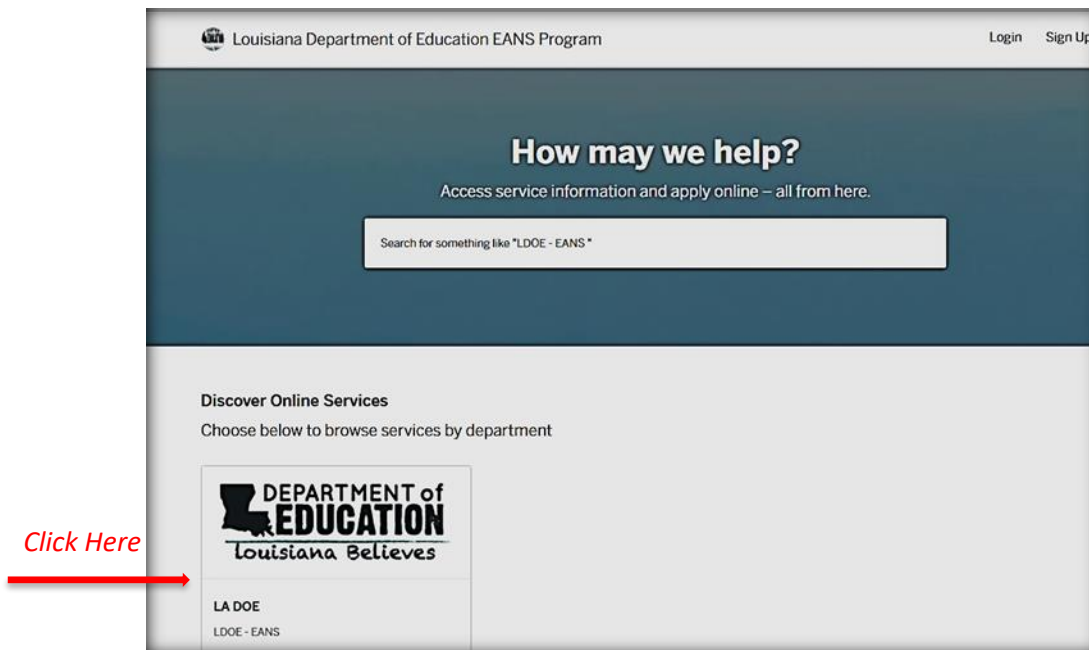
Phase 1 EANS Program Applications are due on **Sunday, April 4 at 11:59 PM**. A school must complete an application even if declining to participate.

If you need assistance, please contact 1-833-575-1727 or email info@LDOE-EANS.com.

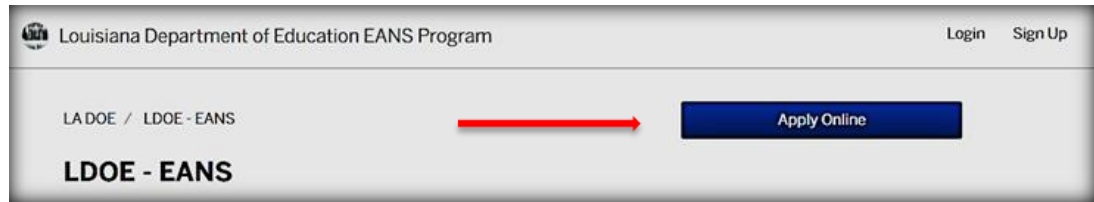
II. ACCESSING THE LDOE EANS ELIGIBILITY APPLICATION

A. How to Locate the LDOE Application

- A.1 Access the application at the [Federal Support and Grantee Relations Library](#) on the LDOE website



A.2 Click "Apply Online" to begin.



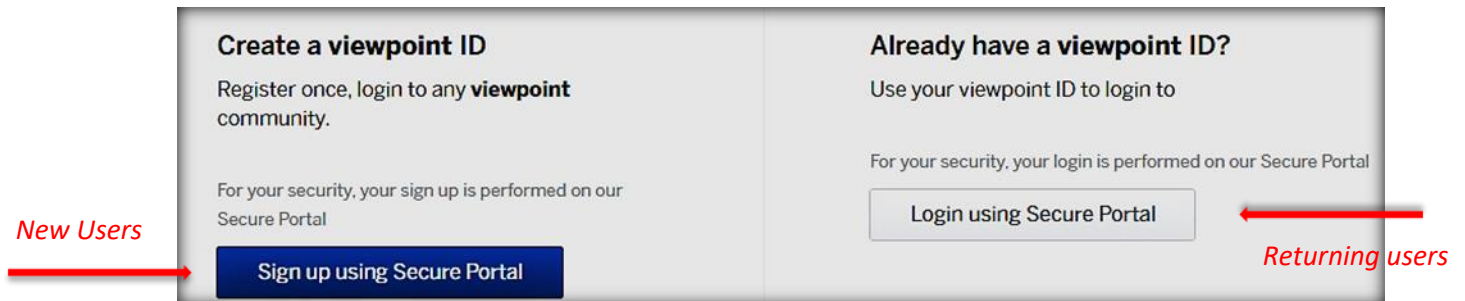
B. How to Create and Login to Your Account

B.1 New Users:

To create an account, click "Sign Up" in the top right corner of the website or select "Sign Up Using Secure Portal." You will be asked to provide an email address and create a password.

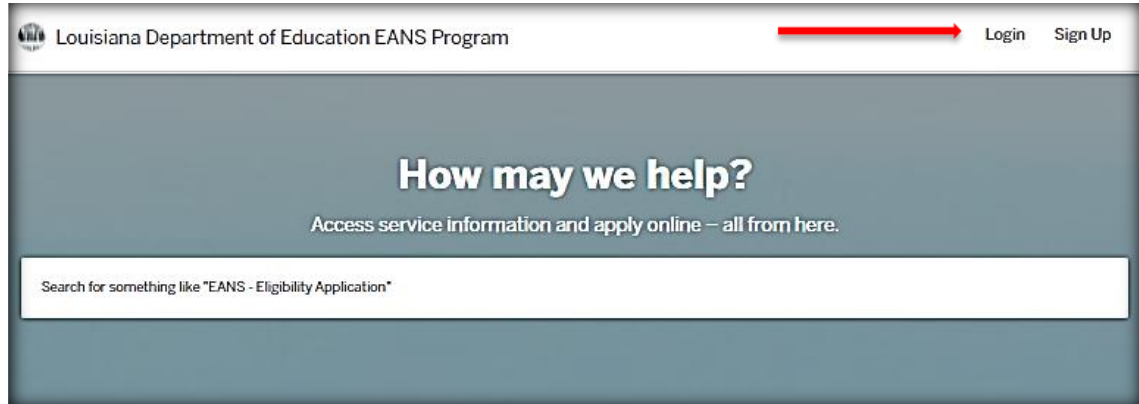
B.2 Returning Users:

Returning users will click "Login Using Secure Portal".



B.3 Logging in After You Have Already Created Your Account

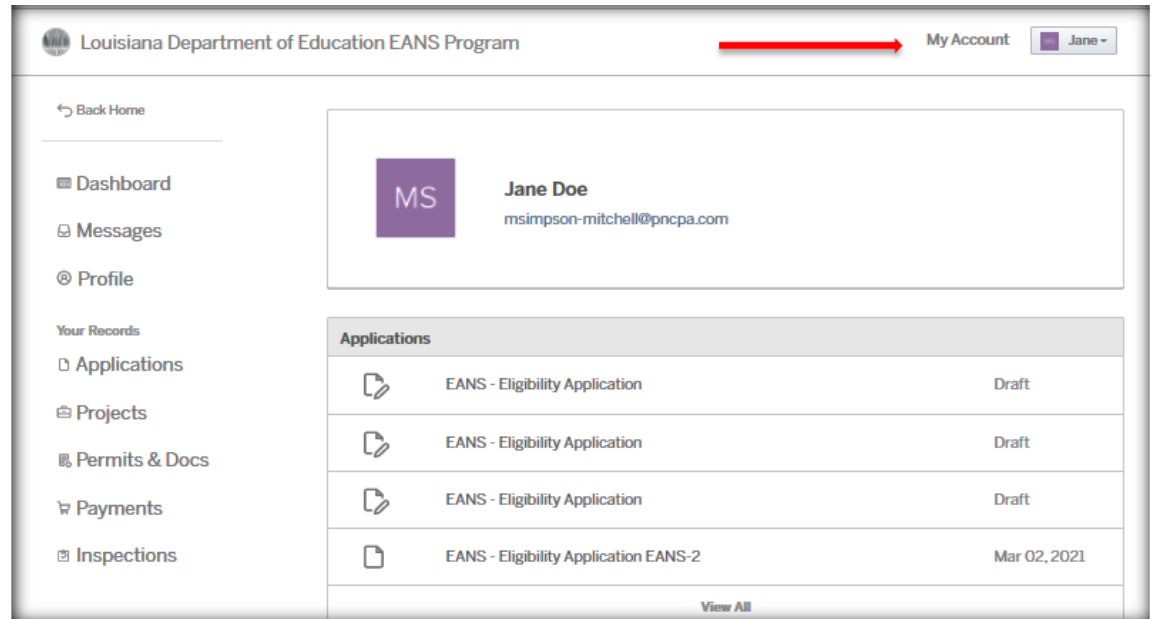
To access your account after you've logged out, return to the main website and click "Login."



This will launch the Citizen Services menu which will prompt you to log in using the username and password you created.

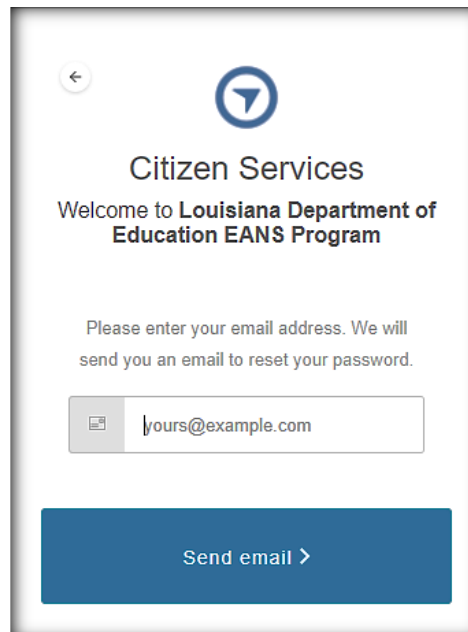


Once logged in, select on “My Account” in the top right corner. This will bring you to your dashboard where you can view your application and messages, and review your profile information.



B.4 How to Reset Your Password

To reset your password, click “Don’t Remember your password?” at the bottom of the Citizen Services menu. You will be asked to enter the email address associated with your account. Once you select “send email”, a notification will be sent to your inbox and you will be allowed to reset your password.



C. How to Apply for the LDOE EANS Funding

Once logged in, users will begin the application process. There are 8 steps in the application process:

Step 1: Confirm your Contact Information

Step 2: Description of Application Process and Allocation Methodology Acknowledgement

Step 3: Applicant Information

Step 4: Non-Public School Eligibility

Step 5: Non-Public School Data

Step 6: Non-Public School Services or Assistance Requested

Step 7: Certification

Step 8: Attachments

Step 1: Confirm your Contact Information

The school’s authorized representative will provide contact information. All program correspondence will be conducted using the information provided. The school will have the opportunity to provide a secondary contact in the application, if needed. ***Please note that all program communications will be sent to the primary contact.*** The secondary contact will only be used after several outreach attempts have been made to reach the primary contact.

Once complete, click “Next.”

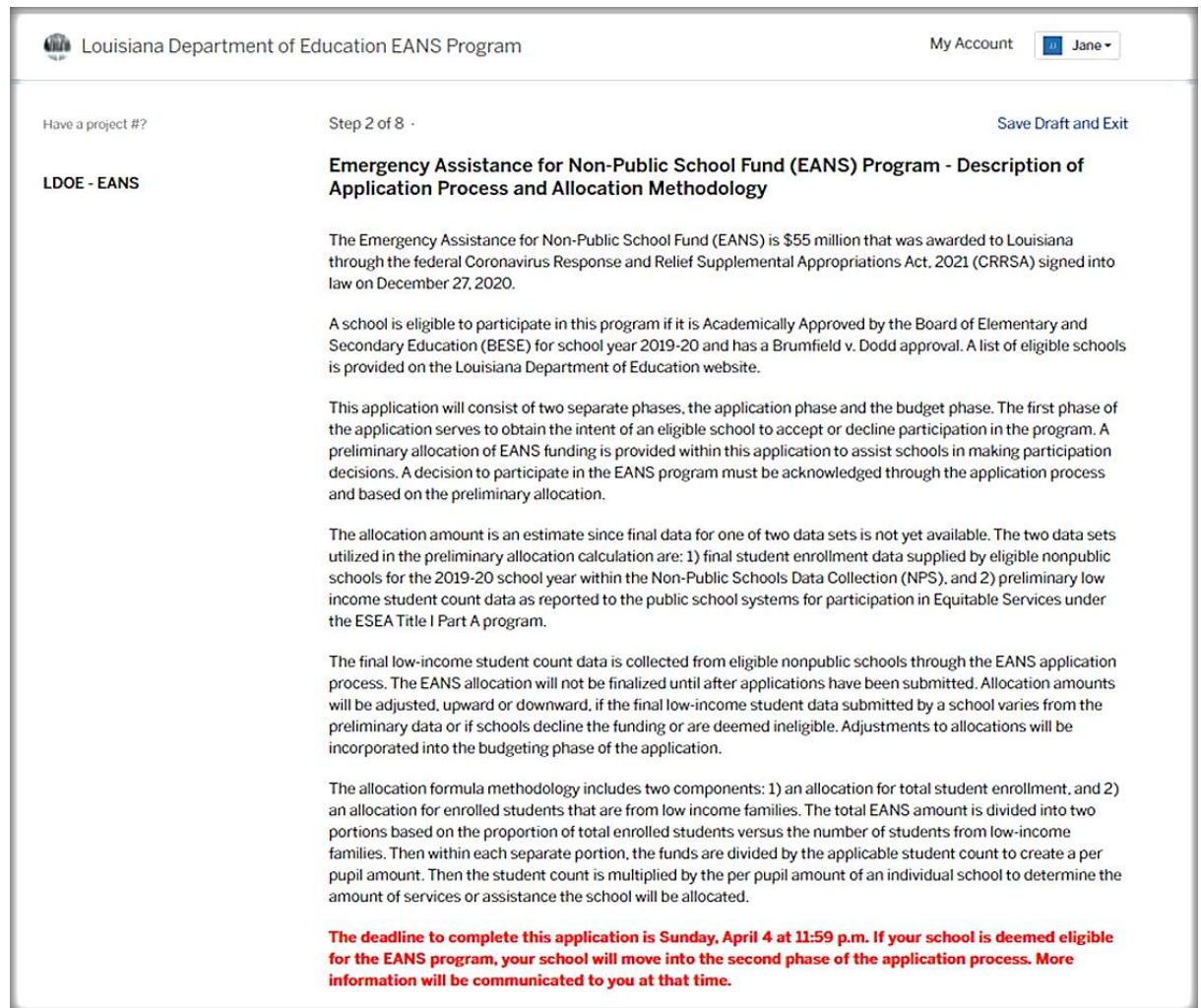
The screenshot shows the application interface for the Louisiana Department of Education EANS Program. At the top, it says "Louisiana Department of Education EANS Program" and "My Account You". Below this, it indicates "Step 1 of 8" and "Save Draft and Exit". The main heading is "Confirm your contact information" with the instruction "Ensure your contact information is up-to-date so that we can get in touch with you if needed." The form contains several input fields: "First Name", "Last Name", "Email address" (with the example "jjdoe365@gmail.com"), "Phone Number", "Address 1", "Address 2 (Optional)", "City", "State", and "ZIP/Postal Code". A blue "Next >" button is located at the bottom right of the form area.

Step 2: Description of the Application Process and Allocation Methodology Acknowledgement

This section is informational and provides an overview of the application process and allocation methodology.

Please note the deadline to complete the application is Sunday, April 4 at 11:59 PM.

Please review and select “Next” to continue.



Louisiana Department of Education EANS Program My Account Jane ▾

Have a project #? Step 2 of 8 Save Draft and Exit

LDOE - EANS

Emergency Assistance for Non-Public School Fund (EANS) Program - Description of Application Process and Allocation Methodology

The Emergency Assistance for Non-Public School Fund (EANS) is \$55 million that was awarded to Louisiana through the federal Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) signed into law on December 27, 2020.

A school is eligible to participate in this program if it is Academically Approved by the Board of Elementary and Secondary Education (BESE) for school year 2019-20 and has a Brumfield v. Dodd approval. A list of eligible schools is provided on the Louisiana Department of Education website.

This application will consist of two separate phases, the application phase and the budget phase. The first phase of the application serves to obtain the intent of an eligible school to accept or decline participation in the program. A preliminary allocation of EANS funding is provided within this application to assist schools in making participation decisions. A decision to participate in the EANS program must be acknowledged through the application process and based on the preliminary allocation.

The allocation amount is an estimate since final data for one of two data sets is not yet available. The two data sets utilized in the preliminary allocation calculation are: 1) final student enrollment data supplied by eligible nonpublic schools for the 2019-20 school year within the Non-Public Schools Data Collection (NPS), and 2) preliminary low income student count data as reported to the public school systems for participation in Equitable Services under the ESEA Title I Part A program.

The final low-income student count data is collected from eligible nonpublic schools through the EANS application process. The EANS allocation will not be finalized until after applications have been submitted. Allocation amounts will be adjusted, upward or downward, if the final low-income student data submitted by a school varies from the preliminary data or if schools decline the funding or are deemed ineligible. Adjustments to allocations will be incorporated into the budgeting phase of the application.

The allocation formula methodology includes two components: 1) an allocation for total student enrollment, and 2) an allocation for enrolled students that are from low income families. The total EANS amount is divided into two portions based on the proportion of total enrolled students versus the number of students from low-income families. Then within each separate portion, the funds are divided by the applicable student count to create a per pupil amount. Then the student count is multiplied by the per pupil amount of an individual school to determine the amount of services or assistance the school will be allocated.

The deadline to complete this application is Sunday, April 4 at 11:59 p.m. If your school is deemed eligible for the EANS program, your school will move into the second phase of the application process. More information will be communicated to you at that time.

Step 3: (Part A) Applicant Information

Enter the school name in the search bar and select your school. *Note: The school is considered the “applicant”.* Pre-populated data is based on the 2019-2020 academic year. If your school is not appearing in the search list, please call the EANS communications team at 1-833-575-1727.

If you are unable to select your school in the dropdown, you may manually fill out these fields. Please view the [EANS Allocation Approved PDF](#) at the LDOE website to see your school’s preliminary EANS Allocation amount.

- A1: **School Mailing Address:** Please double check this information to confirm accuracy.
- A1.i. **Name of School:** Please select this from the dropdown menu if available. If not, you may manually fill in these fields. Note that one application may be submitted per site code. If your school has more than one site code, you may submit an application for each. *Example: A school has one site code for junior high and another site code for senior high. One application may be submitted for the junior high and a second application may be submitted for the senior high.*
- A1.ii. **Site Code:** The Site Code has been provided by LDOE. If inaccurate please, call the EANS communications team at 1-833-575-1727.
- A1.iii. **Mailing Address:** If pre-populated information is not accurate, you may edit accordingly.

Step 3 of 8 · [Save Draft and Exit](#)

Part A: Applicant Information

Use the Search bar at the top of this section to locate your school. You can search by School Name or Site Code. When you select the applicable school and site code, several of the fields below will be completed for you.

To ensure full consideration, please fill out this application accurately and completely. All statements should be true and honest. Failure to complete the application may result in a delay of grant funding.

A1. School Mailing Address

A1.i Name of School: *

If you cannot locate your institution, please call our communications team at 1-833-575-1727 to verify your school eligibility for EANS funds.

A1.ii Site Code *

A1.iii Mailing Address *

<p>A1.iv Mailing Address 2:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>A1.v City *</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
<p>A1.vi State *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select your option ▼ </div>	<p>A1.vii Zip Code * </p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

- A2. Please follow the on-screen prompts to enter the information for the secondary contact. Please note that the secondary contact will only be used after several outreach attempts have been made to the primary contact.

A2. Secondary Contact Information

A2.i Is there a secondary contact for this school who should be contacted if the primary contact is unavailable?

Select your option ▼

- A3. Note that question A.3.i is based on LDOE data. If incorrect, please call the EANS communications team at 1-833-575-1727.

A3. Enrollment and Low-Income Data

Section 312(d)(3)(C) requires the Louisiana Department of Education to prioritize services or assistance to non-public schools that enroll low-income students and are most impacted by COVID-19. Accordingly, the State requests that the school provide the data described below. Such data must not include personally-identifiable information about students or their families.

A3.i - Total student enrollment of the school in the 2019-2020 school year:

A3.ii - Number or estimated number of students from low-income families enrolled in the school in the 2019-2020 school year: *

A3.iii - Please select the data source used to calculate number or estimated number in A3.ii.: *

Select your option ▼

Total Students - Low Income Students 📊

- A4. A preliminary allocation of EANS funding has been allocated for this school. Please note this estimate is subject to change at the discretion of the Louisiana Department of Education. A decision to participate in the EANS program must be acknowledged through the application process and based on the preliminary allocation.

A4. Participation Information

A4.i - As noted at the beginning of this application, a preliminary allocation of EANS funding has been calculated for this school. Based on the school name provided in the application, your proposed fund amount is as follows. Please note that this is an estimate and is subject to change at the discretion of the Louisiana Department of Education. ⓘ

A4.ii - Please provide a D-U-N-S number (Dun and Bradstreet). The Dun & Bradstreet D-U-N-S Number is a unique nine-digit identifier for businesses and organizations. ⓘ

A4.iii Your school has the option to opt out of receiving these funds. By selecting "No" below, your school is indicating that it will not participate in the EANS Program. Your application will not be reviewed and your school will not be allowed to re-enter the program at a later time. Do you wish to proceed with the EANS application? *

Select your option ▼

Step 4: (Part B) Non-Public School Eligibility

In this section you will be asked questions that further define your school’s eligibility. *Note: You will be prompted to upload your school’s IRS tax-exempt status determination letter or a completed W-9 form to verify your school’s non-profit status at the end of the application.*

B1. Confirmation of Non-Profit Status

You will be asked to verify your status as a non-profit entity and will be required to provide documentation. The Louisiana Department of Education may ask the school to provide additional documentation as needed.

The screenshot shows the application interface for the Louisiana Department of Education EANS Program. At the top, it says 'Louisiana Department of Education EANS Program' and 'My Account Jane'. Below that, it indicates 'Step 4 of 8' and 'Part B: Non-Public School Eligibility'. A question is displayed: 'B1. Is the school requesting services or assistance a non-profit school? *'. Below the question is a dropdown menu with the text 'Select your option'.

B2. Small Business Administration Program (PPP) Participation

In this section, you will be required to verify that the school requesting services did not and will not apply to receive a loan from the Small Business Administration. Please check the box if applicable and select “Next.”

The screenshot shows the application interface for question B2. The text reads: 'B2. Please check the box below if the following statement is true: The school requesting services or assistance did not and will not apply for and receive a loan under the Small Business Administration’s Paycheck Protection Program (PPP) (15 U.S.C. 636(a)(36)-(37)) that is made on or after December 27, 2020.' Below this text is a checked checkbox. A note follows: '**NOTE:** If a non-public school applies for a PPP loan on or after December 27, 2020, but does not receive funds under the PPP, the school may apply for services or assistance under the EANS program, as long as the non-public school meets the requirements and deadlines of this application. If a non-public school applied for or received a PPP loan prior to December 27, 2020, it remains eligible for the EANS program. Similarly, if a non-public school applies for but does not receive services or assistance through EANS, nothing in the Education Stabilization Fund would preclude that non-public school from applying for and receiving a PPP loan on or after December 27, 2020.' Another note follows: '**NOTE:** At its discretion, the Louisiana Department of Education may require a non-public school applicant to submit reasonable and appropriate documentation to substantiate any of the above assurances.' At the bottom, there are 'Back' and 'Next' navigation buttons.

If responses indicate the school is not eligible, text will appear.

This text box will UPDATE based on your responses to the above questions:

Based on the responses provided, the school is not eligible to receive funds from the Emergency Assistance to Non-Public Schools (EANS) Program and should not proceed with this application form.

Step 5: (Part C) Non-Public School Data

This application section will prompt each school for additional information regarding Paycheck Protection Program (PPP) and the impact of COVID -10. Please follow prompts on the screen.

- C1. **Paycheck Protection Program (PPP):** Please note that if your school received PPP funds BEFORE December 27, 2020 you will be required to answer additional questions concerning the loan. Please follow on-screen prompts.
- C2. **Impact of COVID-19:** Please select all options that describe the impact of COVID-19 on your school.

Step 6: (Part D) Non-Public School Services or Assistance Requested

Note: The purpose of this section is to provide LDOE with an understanding of what categories of assistance the school plans to seek through the LDOE EANS Program. Once this application is approved, the school will be expected to submit detailed information in a second application regarding further details of each category including amounts requested.

Please review instructions on this page and respond to on-screen prompts. A school may apply for reimbursement and/or a future expenditure through the EANS Program. Please refer to the US Department of Education’s website for [Frequently Asked Questions](#) regarding allowable services or assistance.

- i. **Reimbursement:** Expenses incurred and paid by the school after March 12, 2020 but before March 5, 2021
- ii. **Future Expenditures:** Your school will work with LDOE after March 5, 2021 to procure goods and services.

Please select all options that apply. You may select both reimbursement and expense options under each category, if applicable. Once complete, please select “Next”.

The screenshot shows the application interface for the Louisiana Department of Education EANS Program. At the top, it says "Louisiana Department of Education EANS Program" and "My Account Jane". The main heading is "PART D: Non-Public School Services or Assistance Requested". Below this, there is a detailed instruction paragraph: "PART D: Non-Public School Services or Assistance Requested. A non-public school may apply to receive services or assistance from the Louisiana Department of Education or its contractors to address educational disruptions resulting from COVID-19 for the following. Please select 'Reimbursement' if your school expects to request EANS funds as reimbursement for expenses incurred and paid after March 12, 2020 but before March 5, 2021. Please select 'Future Expenditure' if your school expects to work with the Louisiana Department of Education after March 5, 2021 on procuring the following goods and/or services." A note states: "If your school is deemed eligible for the EANS program through this application, you will be required to fill out a second application with specific budget information." A section titled "Please note reimbursements for expenses cannot be requested for the following:" lists several items: improvements to ventilation systems, staff training, developing instructional plans, and expenses reimbursed through a loan. A red text link provides additional information: "For additional information on allowable services or assistance, please visit the Frequently Asked Questions posted on the US Department of Education's website at https://oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/". The "Part D. Please select all options that apply. You may select reimbursement, future expenditures, or both as applicable." section lists three categories: D1. Supplies to sanitize, disinfect, and clean school facilities; D2. Personal Protective Equipment (PPE); and D3. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases. Each category has two radio button options: "Reimbursement" and "Future Expenditure".

Step 7: (Part E) Certification

Please review this information in its entirety and complete the sections below. Then select "Next." You will be prompted for a digital signature once "Next" is selected.

Louisiana Department of Education EANS Program
My Account Jane ▾

Have a project #?
Step 7 of 8 ·
Save Draft and Exit

EANS - Eligibility Application

PART E: Certifications by Non-Public Schools for the Emergency Assistance to Non-Public Schools Program (EANS)

By entering your name below, you are signing this application electronically and declaring under penalty of perjury that it is your signature, that you are authorized to electronically sign the eligibility application for the school making the application, and that all information contained in the school's application and any document provided in support of the school's application is true and accurate to the best of your knowledge. You furthermore agree your electronic signature is the legal equivalent of your physical signature and serves the same function as signing and dating a document which certifies under oath that all information contained in any document is true and correct.

By signing below you also certify and acknowledge the following:

1. This school has not been suspended, debarred or otherwise excluded from participating in covered transactions involving federal funds, in accordance with 2 CFR part 180.
2. This school meets the definition of non-public elementary or secondary school as defined in section 315 (6) of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA).
3. The Louisiana Legislative Auditor, the Louisiana Department of Education, and the United States Department of Education or its Inspector General has the authority to audit, examine, or inspect all costs and activities of program eligibility data, all program reporting data, records pertaining to property and equipment received under the program and other uses of EANS funds. Furthermore, the school will cooperate with any audit, examination, or inspection by making records available for inspection, production, and examination, and providing access to authorized individuals for interview.
4. The funding of the program is provided under the catalogue of federal domestic assistance number (CFDA) 84.425R.
5. Funds, goods and services provided under EANS will be requested to address educational disruptions and costs resulting from COVID-19 consistent with Section 312(d) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act) and all other applicable requirements. Illustrations of such allowable costs are set forth in Part D of this application.
6. Costs to be reimbursed under this grant have been incurred by the school, are bona-fide costs of the school and meet the allowable costs requirements of CRRSA.
7. All services or assistance provided under the EANS program, including materials, equipment and property purchases, reimbursements, and any other items, will be secular, neutral, and non-ideological.
8. Funds provided as a direct reimbursement payment from the Louisiana Department of Education pursuant to this Certification must adhere to the requirements of the Emergency Assistance to Non-Public Schools program under the Coronavirus Response Supplemental Appropriations Act, 2021 (CRRSA Act), Pub. L. No. 116-260 (December 27, 2020). Any funds received from the CRRSA Act by the school not in strict compliance with the Act and as further explained in the associated federal guidance shall be returned to the State of Louisiana within such time period,

E1. I certify, under penalty of law, I have read the statements included in this application, including the Certifications above, and my statements contained herein are true and correct to the best of my knowledge, information and belief and that I am an authorized representative of the school. *

E2. Authorized Representative of the School (Typed Name) *

E3. Please describe your capacity to represent the school. *

E4. Telephone *

E5. Signature Date *

[< Back](#) [Next >](#)

Digital Signature ✕

Full Legal Name

[Cancel](#) [Sign](#)

Step 8: Attachments

In this section, you are required to upload your school’s IRS tax-exempt status determination letter or a completed W-9 form to verify your school’s non-profit status.

Louisiana Department of Education EANS Program My Account Jane ▾

Have a project #? Step 8 of 8 · [Save Draft and Exit](#)

EANS - Eligibility Application

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File
Non-profit status Required	No file uploaded
<p>Please upload either your IRS tax-exempt status determination letter or a completed form W-9 as proof of your school's non-profit status. This is required documentation to complete the application. Please note the maximum allowed file size for any upload is 100 MB.</p>	
<p>Upload</p>	
<p>Add attachment</p>	

[< Back](#) [Next >](#)

III. GENERAL QUESTIONS ON ACCOUNT ACCESS

A. How to View Your Dashboard

You can log in to access your account at any time using the user credentials you created. Once logged in, on the home page, click “My Account”. You can see submitted or saved draft applications on this dashboard.

The screenshot shows the 'Your Applications' page. At the top, it says 'Louisiana Department of Education EANS Program' and 'My Account Jane'. On the left is a navigation menu with options: Back Home, Dashboard, Messages, Profile, Your Records, Applications, Projects, Permits & Docs, Payments, and Inspections. The main content area is titled 'Your Applications' and contains a table with the following data:

ID	Type	Location	Date Created	Status
-	EANS - Eligibility Application			Draft
-	EANS - Eligibility Application			Draft
-	EANS - Eligibility Application			Draft
-	EANS - Eligibility Application			Draft
-	EANS - Eligibility Application			Draft
-	EANS - Eligibility Application			Draft
EANS-2	EANS - Eligibility Application		Mar 2, 2021	Active

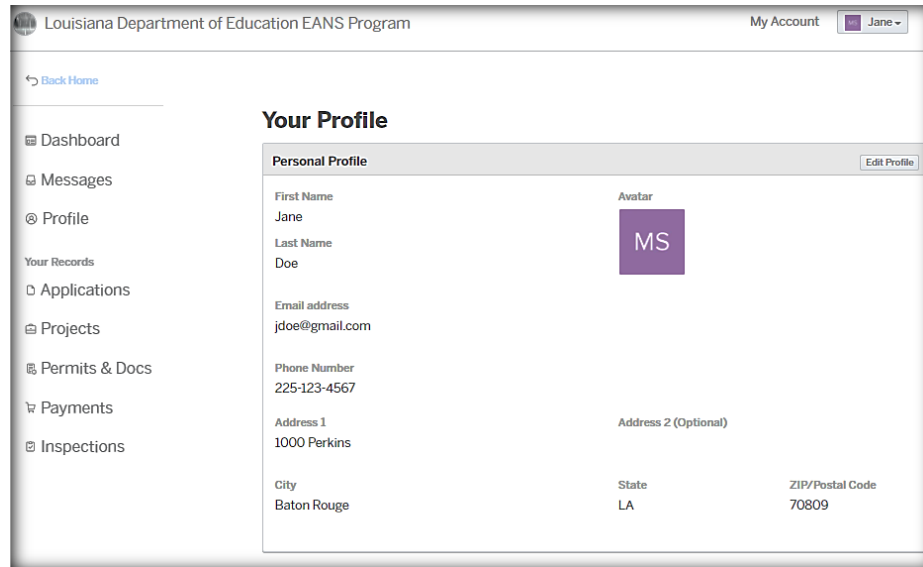
B. How to Review Your Messages

Log into your account and click on “My Account” in the top right corner. Select “Profile” from the menu options on the left. Messages from the reviewer regarding your application will appear here.

The screenshot shows the 'Messages' page. At the top, it says 'Louisiana Department of Education EANS Program' and 'My Account Jane'. On the left is the same navigation menu as in the previous screenshot. The main content area is titled 'Messages' and displays 'No Messages' with the text 'Messages related to your applications will appear here.' below it.

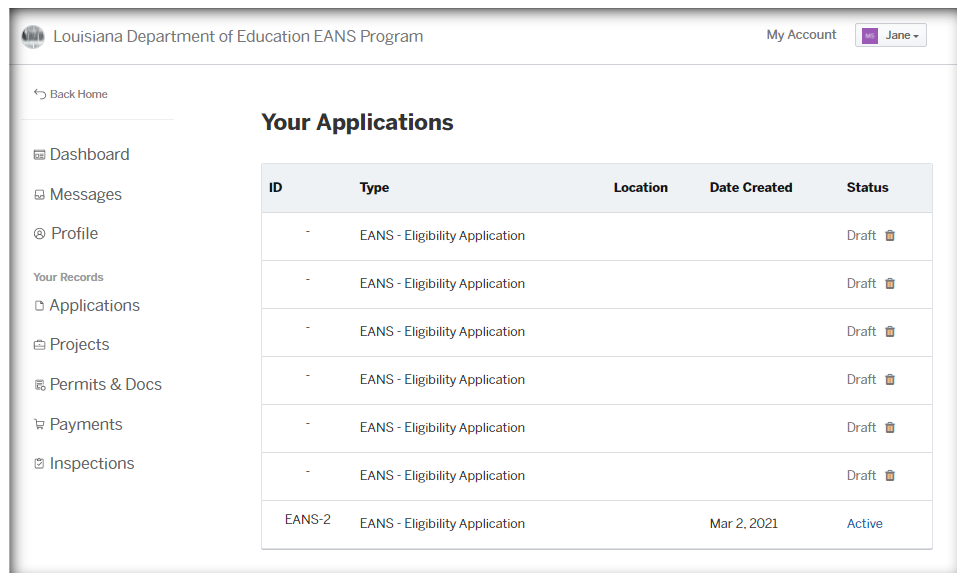
C. How to View Your Profile

Log into your account and click on “My Account” in the top right corner. Select Profile from the menu options on the left. In this section, the school can update contact information, email address, and phone number, if needed.



D. How to View Your Drafts and Submissions

Log into your account and click on “My Account.” Select “Applications” from the menu options on the left. This section will allow you to view and delete your incomplete applications or DRAFTS. To complete an application, click on the application ID or type. To delete a draft of an application you do not wish to submit, identify the application you wish to delete and click on the trash icon to the right of “draft” in the status column. This section will also allow you the ability view the status of your completed application once submitted. Active applications cannot be edited after submitted.

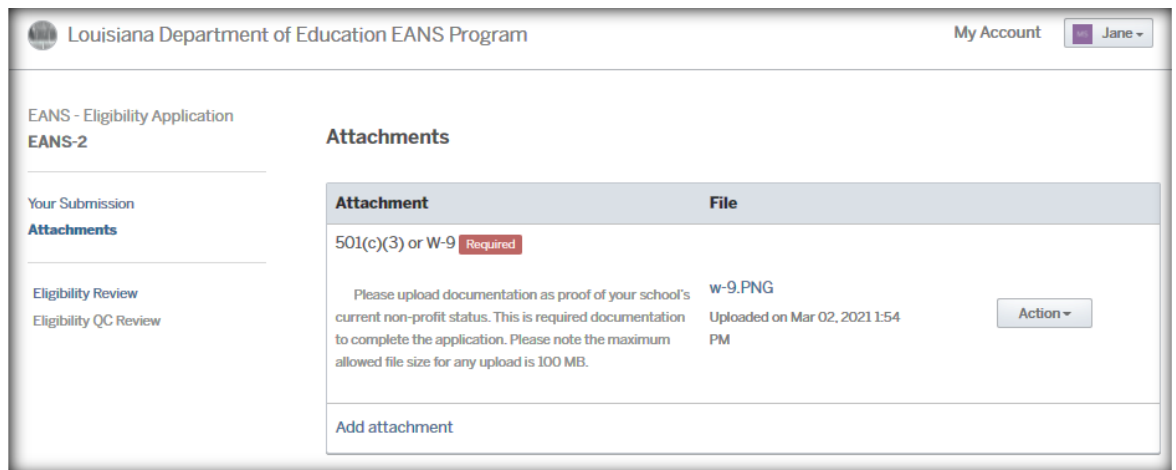
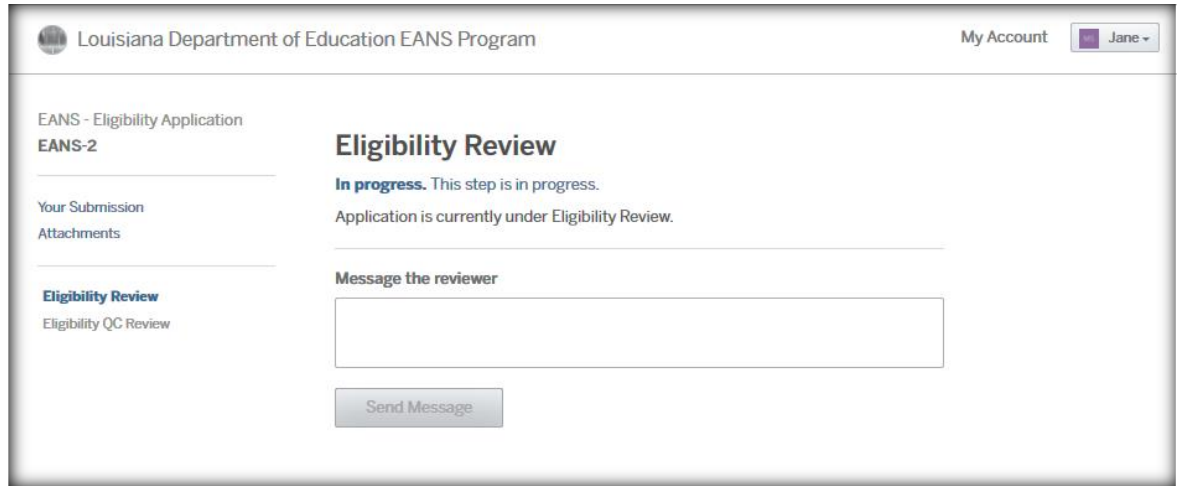


E. How to Add an Attachment

To add an attachment, log in to your account. Select Application from the menu on the left. Then select your active application.

Once you've opened the active application, click "Attachments" and select "add attachments."

You should then be able to locate and select the document you would like to add from your computer.



IV. NEXT STEPS, TIMELINE & IMPORTANT DATES

Phase 1: Your application will be reviewed for eligibility.

The Phase 1 EANS Program Application is located in the [Federal Support and Grantee Relations Library](#) on the LDOE website.

Resource materials are also available to assist in the process.

Phase 1 EANS Program Application Deadline: Sunday, April 4 at 11:59 PM (30 days)

Phase 2: If your application is approved, you will be required to fill out a second application with detailed budget information.

V. LDOE EANS PROGRAM CONTACT INFORMATION & RESOURCES

Access the Phase 1 EANS Eligibility Application and Resource Materials [Federal Support and Grantee Relations Library](#) (LDOE website)

Federal Information on the EANS Program
[Office of Elementary & Secondary Education](#)

For questions specific to the Louisiana EANS Program:
Call 1-833-575-1727 or email info@LDOE-EANS.com
Monday – Friday from 9:00 AM until 5:00 PM