

**Emergency Assistance to
Non-Public Schools (EANS)
Program**

Budget Application User Manual



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 2 EANS Program Applications are due on **Tuesday, June 1 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.

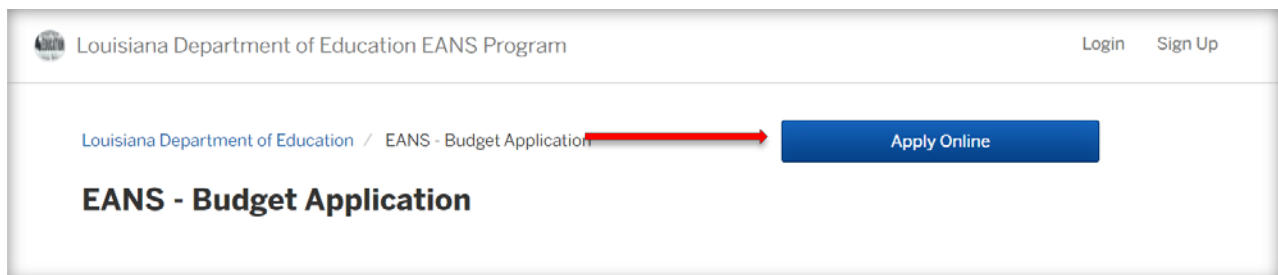
II. ACCESSING AND COMPLETING THE LDOE EANS BUDGETAPPLICATION

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.



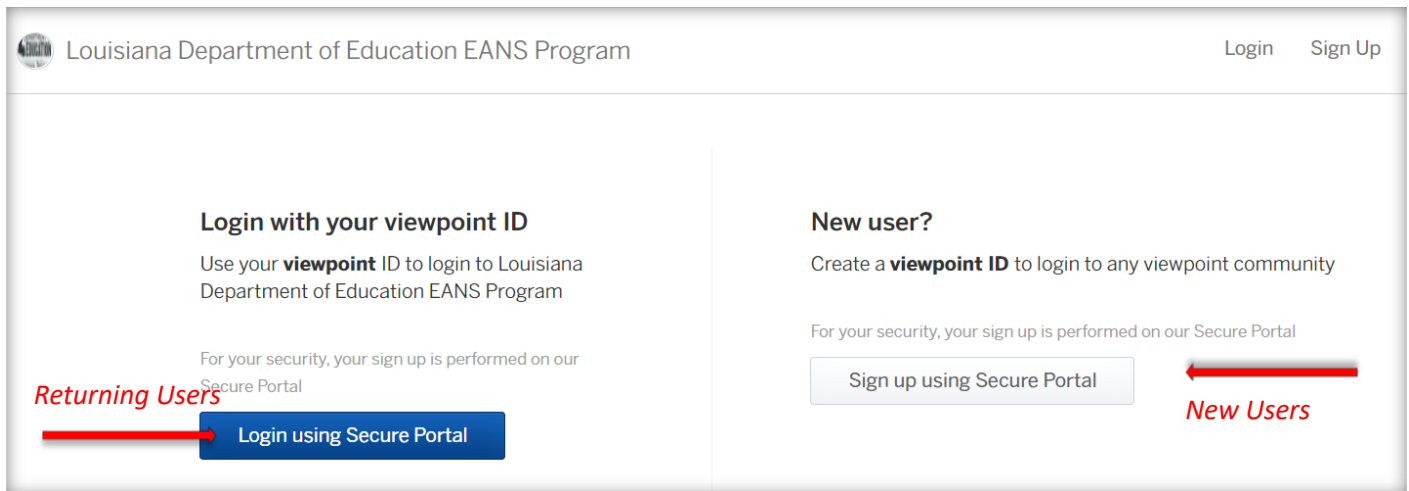
B. How to Create and Login to Your Account

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.

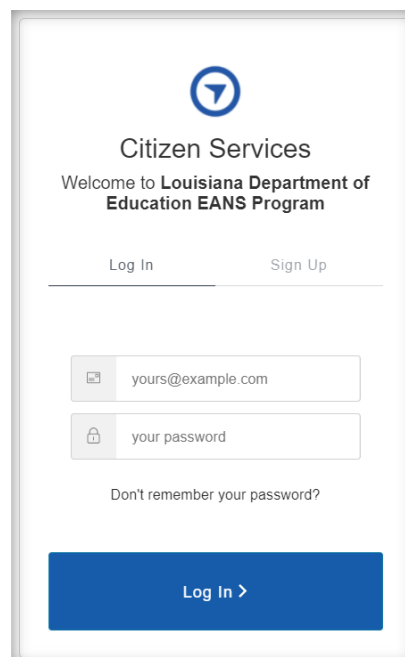
B.2 Returning Users:

Returning users will click “Login Using Secure Portal”.

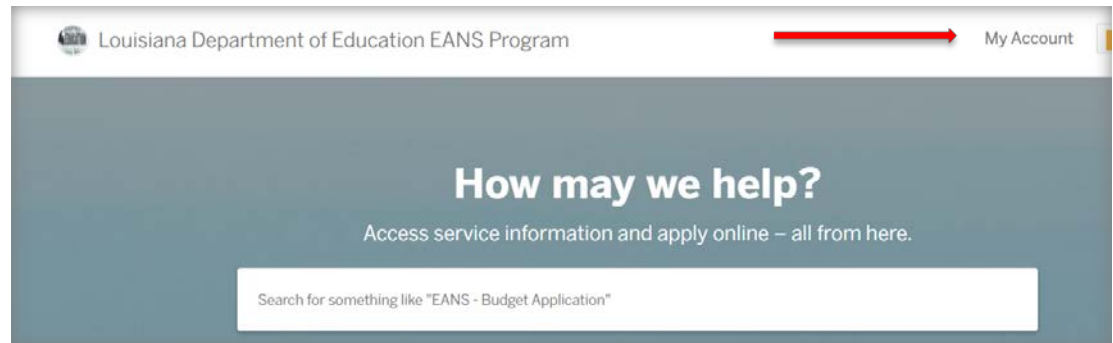


B.3 Log In or Create Your Account

The Citizen Services menu will prompt you to sign up or log in using the username and password you already created.

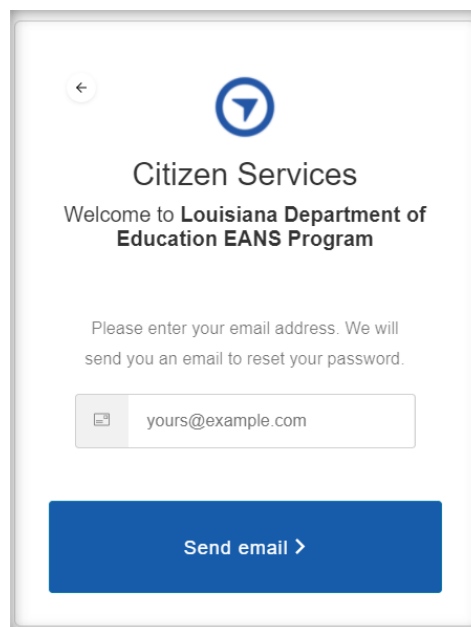


Once logged in, select on “My Account” in the top right corner. This will bring you to your dashboard where you can view your application and messages, and review your profile information.



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 fill out the LDOE EANS Budget Application

Once logged in, users will begin the application process. There are 7 steps in the application process:

Step 1: Confirm your Contact Information
Step 2: Part A: Applicant Information
Step 3: Part B: Reimbursements
Step 4: Current Allocation Breakdown
Step 5: Part C: Future Procurements
Step 6: Part D: Certifications by Non-Public Schools for EANS
Step 7: Attachments
Step 8: Confirm your Submission

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.

Once complete, click “Next.”

The screenshot shows the 'EANS - Budget Application' interface. At the top, it says 'Louisiana Department of Education EANS Program' and 'My Account You'. The main heading is 'Confirm your contact information' with a sub-heading 'Ensure your contact information is up-to-date so that we can get in touch with you if needed.' The form includes fields for: First Name, Last Name, Email address (pre-filled with 'testjdoe@gmail.com'), Phone Number, Address 1, Address 2 (Optional), City, State, and ZIP/Postal Code. At the bottom right, there are 'Next >' and 'Revert' buttons. A 'Save Draft and Exit' link is visible in the top right of the form area.

Step 2: Part A: Applicant Information

Note: The school is considered the “applicant”.

- A1: **Name of School:** Please enter your school’s name as listed on your Eligibility Application.
- A2: **Site Code:** Please enter the Site Code associated with your school. Note that one application should 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.
- A3: **EANS Program Participation:** A decision to participate in the EANS program must be acknowledged through the application process and based on the final allocation amount provided by LDOE within the Allocation Notice.

- A4. **Small Business Administration Program (PPP) Participation:** You will be required to verify that the school requesting services did not and will not apply and receive a loan from the Small Business Administration on or after December 27, 2020. Please check the box if applicable.

A4. 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.

- A5. **Services or Assistance Requested:** Please select the reimbursement box, the future expenditures box or both to indicate how your school wishes to receive funding.

A5: Please select the options you expect to request as part of your budget:

I plan on submitting a reimbursement request for my school.

I plan on submitting a future procurement request for my school.

- A6. **Allocation Amount:** Please enter the final allocation of EANS funding that has been allocated for this school. This final allocation amount entered should match the amount that was reported on the school's Final Allocation Notice.

A6. Please enter your EANS allocated funds as indicated on your notice received from the LDOE or contained on the website (<https://www.louisianabelieves.com/resources/library/federal-support-and-grantee-relations-library>):

Step 3: Part B: Reimbursements

In this section you will be asked to detail your request for how funds may be allocated towards reimbursement of allowable expenses incurred and paid after March 12, 2020 but before March 5, 2021. *Note: This section only populates if you indicate you are requesting reimbursements in question A5. Multiple reimbursement items can be added by category. You will be prompted to upload your school's excel spreadsheet to verify all reimbursements and attached documentation have been added at the end of the application.*

Reimbursements

Part B: Non-Public School Reimbursements

A non-public school may request reimbursement for certain allowable expenditures incurred and paid after March 12, 2020 through March 5, 2021, and also request future procurements from the LDOE and its contractors. The section below is for requesting reimbursements to the school for eligible expenses incurred and paid after March 12, 2020 but before March 5, 2021.

When requesting reimbursements, please condense requests to a category level (Question B1). Please download and complete the Excel file found at [LDOE EANS Website](#) outlining the details of your requests and defining your supporting documentation and attach the Excel file at the end of the application process. Please also combine and attach any supporting documentation in the relevant categories at the end of the application.

Adding Reimbursement Items

The first section is informational and provides examples of items that cannot be requested for reimbursement. It also describes the supporting documentation needed to verify each purchase. The Louisiana Department of Education may ask the school to provide additional documentation as needed.

Reimbursements

Please note reimbursements for expenses cannot be requested for the following:

- Improvements to ventilation systems (including windows), except for portable air purification systems, which may be reimbursed.
- Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19.
- Developing instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss.
- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.
- Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to December 27, 2020.

Please use the section below to request monetary reimbursements to the school for eligible expenses incurred and paid after March 12, 2020 but before March 5, 2021. Please select each applicable reimbursement category and denote the total dollars requested for reimbursement for the category selected.

Please also complete the Excel file which provides detail for all reimbursement categories and attach it at the end of the application.


For documenting a purchase of equipment or supplies, please provide supporting documentation:

1. Receipts/Invoices
2. Purchase Orders (if used)
3. Purchase Requisitions (if used), **and**
4. Proof of Payment.

The second section is where reimbursement requests should be entered. For each request, please select the eligible reimbursement category and the total dollar amount per category. Please note, any category entered as a reimbursement is automatically ranked as a higher priority than a future expenditure item. As such, the Program will apply allowable reimbursement requests to the approved allocation first and then review any future expenditure requested items according to their priority.

Please note all reimbursements requested are deemed a higher priority to the budgeted allocation than future procurements requested in Part C.

B1. Reimbursement Category *

B2. Total Requested Dollars Per Category * 

[Cancel](#) [Save](#)

Once saved, the add reimbursements button can be selected again to add additional requested reimbursement categories.


Reimbursements

Part B: Non-Public School Reimbursements

A non-public school may request reimbursement for certain allowable expenditures incurred and paid after March 12, 2020 through March 5, 2021, and also request future procurements from the LDOE and its contractors. The section below is for requesting reimbursements to the school for eligible expenses incurred and paid after March 12, 2020 but before March 5, 2021.

When requesting reimbursements, please condense requests to a category level (Question B3.). Please download and complete the Excel file found at [LDOE EANS Website](#) outlining the details of your requests and defining your supporting documentation and attach the Excel file at the end of the application process. Please also combine and attach any supporting documentation in the relevant categories at the end of the application.

B1. Reimbursement Category	B2. Total Requested Dollars Per Category	...
I. Supplies to sanitize, disinfect, and clean school facilities	10,000	... Edit Remove

[Add Reimbursements](#) 

Step 4: Current Allocation Breakdown

This section auto populates based on the total allocation amount entered in Step 2, and the total reimbursements requested in Step 3. The third box lists how much allocated funding is left for future expenditures.

Step 4 of 7 Save Draft and Exit

Current Allocation Breakdown

Based on the requested reimbursements, below is a breakdown of the allocated EANS budget:

Total Budgeted Allocation:

Total Reimbursement Dollars Requested:

Total Dollars Available for Future Procurements:

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[Next >](#)

Step 5: Part C: Future Procurements

In this section you will be asked to detail your request for how funds may be allocated for future expenditures. *Note: This section only populates if you indicate you are requesting future procurements in question A5. Multiple future procurement items can be added at an item level. You may upload any supporting documentation at the end of the application.*

Future Procurements

Part C: Non-Public School Request for Services or Assistance

A non-public school may request reimbursement for certain allowable expenditures incurred and paid after March 12, 2020 through March 5, 2021, and also request future procurements from the LDOE and its contractors. Please complete this section if you expect to work with the Louisiana Department of Education on procuring goods or services after March 5, 2021.

When requesting future procurements, please create all entries at the subcategory level (see question C2).

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Adding Future Procurements

This section should be used if you plan to work with LDOE to procure goods and/or services after March 5, 2021. Each item requires a priority, short description, requested number of units, and an explanation describing the necessity of the purchase indicating the preparation for, prevention of, and/or response to Covid-related activity. The Louisiana Department of Education may ask the school to provide additional documentation as needed. *Note: Multiple items per category (C4) are allowed. Items listed*

under future procurements are automatically ranked at a lower priority than reimbursements.

C1. Priority ⓘ

Select your option ▼

C2. Subcategory - Please select one of the commonly requested items for future procurement. If your item is not on the list, please select "other." Each category aligns with the Future Procurement Category detailed in question C4. *

Select your option ▼

C3. Number of Items Requested * ⓘ

C4. Future Procurement Category * ⓘ

Select your option ▼

C5. Future Procurement Description ⓘ

C6. For all expenses requested for future procurement, the school should describe the necessity of the expense in the preparation for, prevention of, and/or response to a Covid-related activity.

Note: The priority should indicate to the EANS program in what order the school would like the future procurement items considered. The program will fund procurement items in order of priority ("1" being the highest) up to the amount of the school's allocation amount (after reimbursements).

Step 6: Part D: Certification

Please review this information in its entirety and complete the sections below. Once selecting the checkbox, you will be prompted for a digital signature once "Next" is selected.

PART D: 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.

D1. 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. *

D2. Authorized Representative of the School (Typed Name)

D3. Please describe your capacity to represent the school.

D4. Telephone

D5. Sign Off Date *

Digital Signature ✕

Full Legal Name


Step 7: Attachments

In this section, you are required to upload your school’s Excel Reimbursement Detail Document (if the reimbursement category was selected). All other supporting documentation for reimbursement or future expenditure categories can be added below the Excel Reimbursement Detail Document.

Step 7 of 7 Save Draft and Exit

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	
Excel Reimbursement Detail Document (All Categories) Required	No file uploaded	<input type="button" value="Upload"/> 
Reimbursements for Category I: Supplies to sanitize, disinfect, and clean school facilities	No file uploaded	<input type="button" value="Upload"/>
Reimbursements for Category II: Personal Protective Equipment (PPE)	No file uploaded	<input type="button" value="Upload"/>
Reimbursements for Category IV: Physical barriers to facilitate social distancing	No file uploaded	<input type="button" value="Upload"/>

Step 8: Confirm your submission

Please review all the information and make sure everything has been completed. Then click “Confirm and Submit” below. The email listed as the school’s authorized user contact will receive a confirmation. If you do not receive a confirmation, please email [info@LDOE-EANS.com].

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

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[Confirm and Submit >](#)

III. ACCESSING AND COMPLETING THE LDOE EANS BUDGET DETAIL SPREADSHEET

A. How to Locate the Excel Spreadsheet

Access the spreadsheet at the [Federal Support and Grantee Relations Library](#) on the LDOE website

B. Reimbursement Tab

In this tab you will provide details on the items you are requesting to be reimbursed for. Each item should be entered under the matching category (ex: Disinfectant under Category I. Supplies to sanitize, disinfect, and clean school facilities). Each item requires a cost, an explanation describing the necessity of the purchase indicating the preparation for, prevention of, and/or response to Covid-related activity, and supporting documentation. All available information should be entered in the excel spreadsheet as well as the supporting document name and page number.

Note: All items approved as a reimbursement will be considered property of LDOE and can be removed at the discretion of LDOE.

Cost Description	Receipt/Invoice Date	Invoice Number	Invoice/Receipt Total Amount	Date Paid	Payment Method (Check, CC, etc.)	Purchase Order #
Supplies to sanitize, disinfect, and clean school facilities						
Disinfectant spray	7/20/2020	25689	500.00	7/20/2020	CC	88996
Disinfectant wipes	7/20/2020	25671	738.00	7/20/2020	CC	88996.00
Hand sanitizer bags	8/1/2020	4ac259621	376.00	8/8/2020	check	52639856.00
Touchless hand sanitizer stations	8/5/2020	334567890	1,205.00	8/13/2020	check	22551489.00

Vendor	Amount Claimed	Please describe the necessity of the expense in the preparation for, prevention of, and/or response to a Covid-related activity.	Supporting Documentation File Name	Support Documentation Page #
Amazon	500.00	To clean desks and tables	Category I documents	1
Amazon	738.00	To clean desks and tables	Category I documents	3
Sammy's cleaning supplies	376.00	To disinfectant hands and prevent COVID spreading	Category I documents	4
Sammy's cleaning supplies	1,205.00	To disinfectant hands and prevent COVID spreading	Category I documents	7

After entering all items for a category, the total amount claimed for the category will be entered into **B2. Total Requested Dollars Per Category** of the budget application.

Purchase Order #	Vendor	Amount Claimed
88996	Amazon	500.00
88996.00	Amazon	738.00
52639856.00	Sammy's cleaning supplies	376.00
22551489.00	Sammy's cleaning supplies	1,205.00
		-
		-
		\$ 2,819.00



Please note all reimbursements requested are deemed a higher priority to the budgeted allocation than future procurements requested in Part C.

B1. Reimbursement Category *

B2. Total Requested Dollars Per Category *

C. Future Expenditure Tab

The future expenditure tab is optional and has been provided to help assist applicants in ensuring they have entered in their future expenditures into the budget application correctly. In this tab you can provide details on the items you want to request for future procurement. Each request should be ranked in priority order as the highest priority items will be fulfilled first. Each item should then be listed in the budget application accordingly.

Note: Multiple items can be listed per subcategory (i.e. 500 L gloves and 300 XL gloves are two items in the same subcategory that should be listed separately).

C1. Priority	C2. Subcategory	C3. Number of Items Requested	C5. Future Procurement Description	C4. Future Procurement Category	C6. Please describe the necessity of the expense in the preparation for, prevention of, and/or response to a Covid-related activity
1	V. Thermometers	5	Forehead thermometers	V. Other materials, supplies and equip. recommended by CDC for reopening and operation to effectively maintain health & safety	Used to check student/faculty temperature upon arrival to school
1	I. Disinfectant	20	Disinfectant spray bottles	I. Supplies to sanitize, disinfect, and clean school facilities	To clean desks and tables
2	I. Disinfectant	50	disinfectant wipes bottles	I. Supplies to sanitize, disinfect, and clean school facilities	To clean desks and tables
3	II. Hand Sanitizer	35	hand sanitizer bags	III. Personal Protective Equipment (PPE)	To disinfectant hands and prevent COVID spreading
4	Other	5	touchless hand sanitizer station	I. Supplies to sanitize, disinfect, and clean school facilities	To disinfectant hands and prevent COVID spreading

C1. Priority *

1 - Highest Priority

C2. Subcategory - Please select one of the commonly requested items for future procurement. If your item is not on the list, please select "other." Each category aligns with the Future Procurement Category detailed in question C4. *

Category I. - Disinfectant

C3. Number of Items Requested *

C4. Future Procurement Category * I. Supplies to sanitize, di

C5. Future Procurement Description

C6. For all expenses requested for future procurement, the school should describe the necessity of the expense in the preparation for, prevention of, and/or response to a Covid-related activity. *

IV. 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.

Louisiana Department of Education EANS Program My Account Jane -

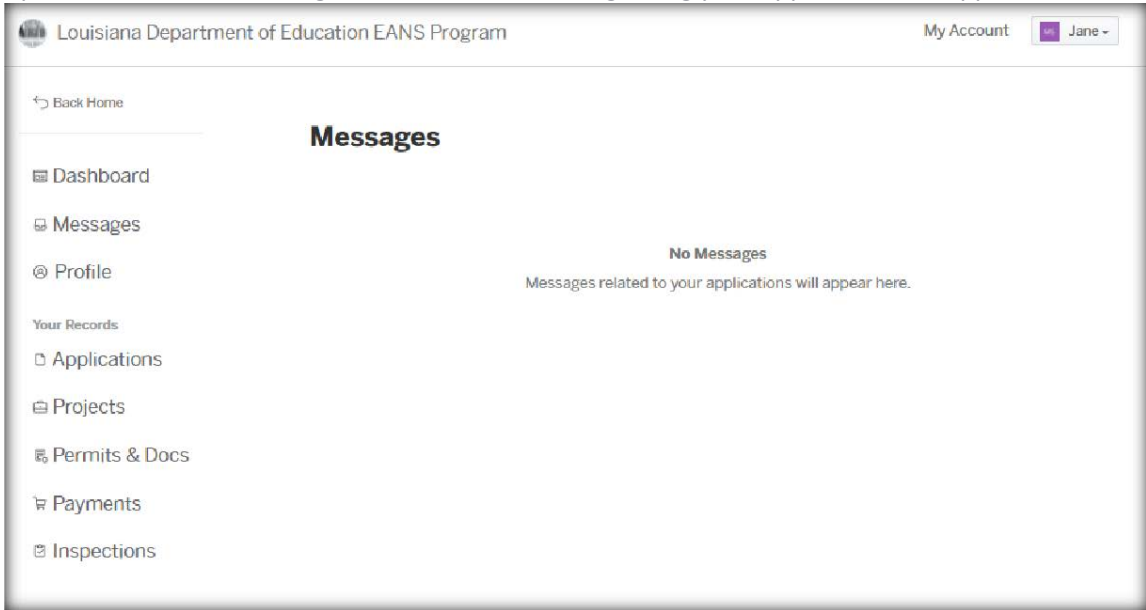
[Back Home](#)

Your Applications

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

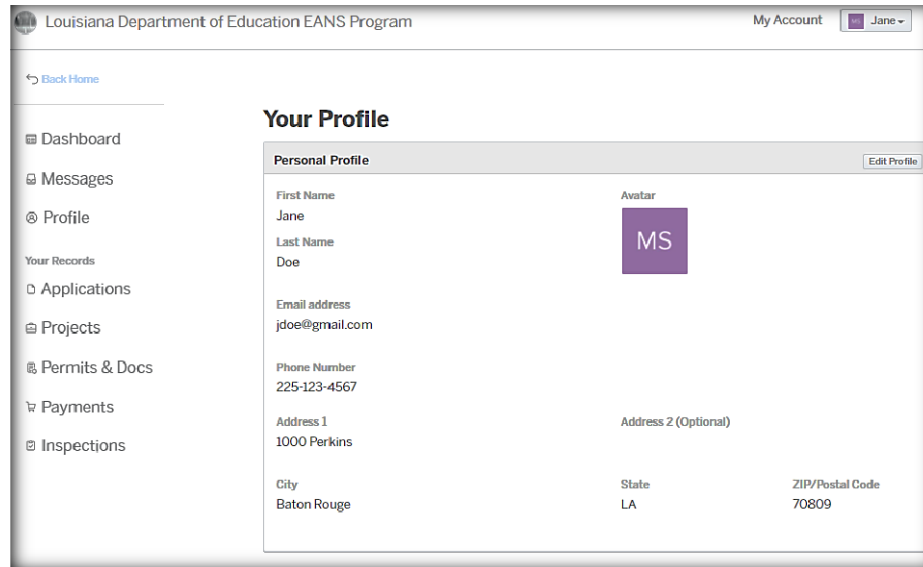
B. How to Review Your Messages

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.



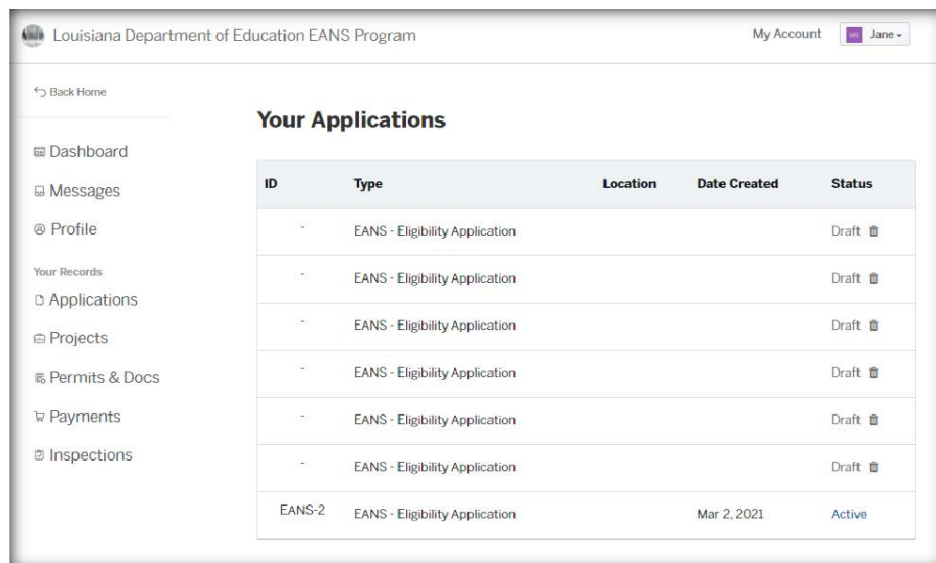
C. How to View Your Profile

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.

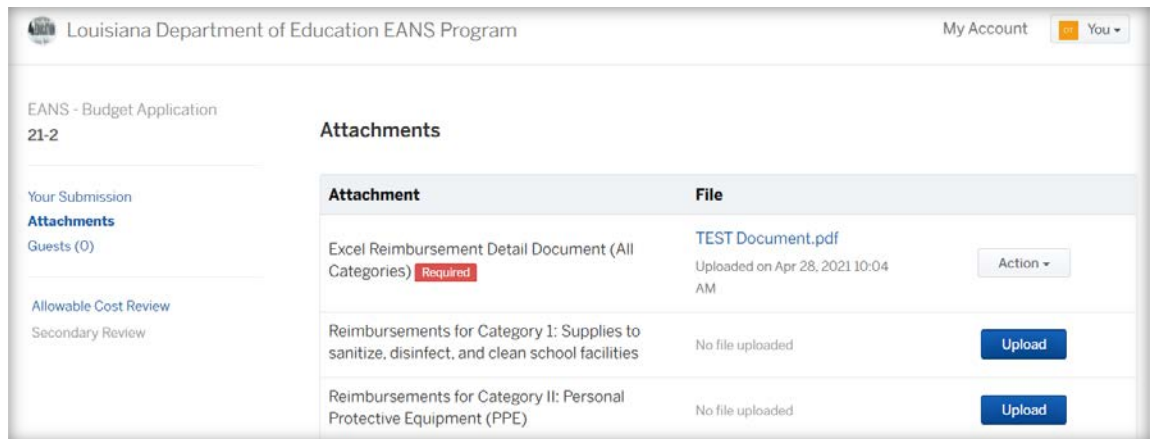
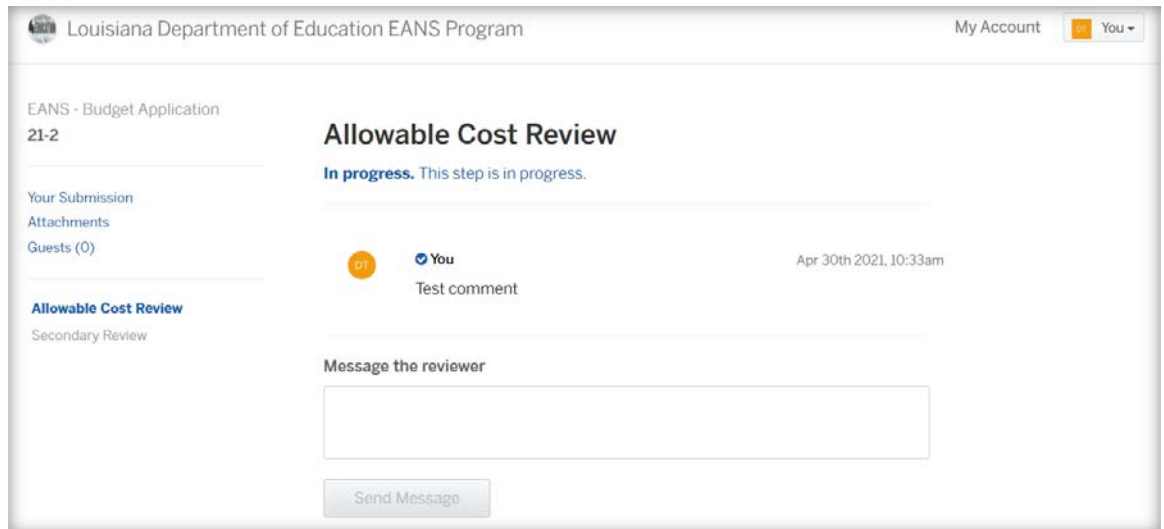


E. How to Add an Attachment

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.”

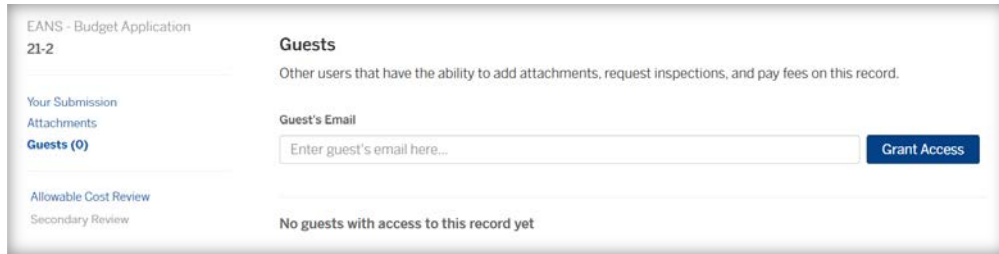
You should then be able to locate and select the document you would like to add from your computer.



F. How to Add a User with Guest Access to Your Account

To add another user to your account, 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 “Guests” and add any additional email addresses for users that you would like to have access. These users will have the ability to view the application and upload attachments, as needed.



The screenshot shows a web interface for 'EANS - Budget Application 21-2'. On the left is a navigation menu with items: 'Your Submission', 'Attachments', 'Guests (0)', 'Allowable Cost Review', and 'Secondary Review'. The main content area is titled 'Guests' and contains the text: 'Other users that have the ability to add attachments, request inspections, and pay fees on this record.' Below this is a section for 'Guest's Email' with a text input field containing the placeholder 'Enter guest's email here...' and a blue 'Grant Access' button. At the bottom of the main content area, it states 'No guests with access to this record yet'.

V. NEXT STEPS, TIMELINE & IMPORTANT DATES

Phase 2: Your budget application will be reviewed for allowable costs

The Phase 2 EANS Program Budget 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. All budget application resources have a 'Phase 2' designation within their naming convention.

Phase 2 EANS Program Budget Application Deadline: Tuesday, June 1 at 11:59 PM

Next Steps: Once your budget application is reviewed, the Program will issue a Notice of Allowable Costs indicating the final approved reimbursement amount and allowable future procurement items.

VI. LDOE EANS PROGRAM CONTACT INFORMATION & RESOURCES

Access the Phase 2 EANS Budget 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