

Emergency Assistance for Non-Public Schools (EANS) Program Budget Application Frequently Asked Questions

1. What is the EANS Program?

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

2. What is the Program application process?

This application process consists of two separate phases, the eligibility phase and the budget phase. The eligibility phase has now closed. The EANS Program is currently in the budget phase.

3. Is my school eligible to participate in the budget application phase?

A school is eligible to participate in the budget application phase if they received an Eligibility Notice following their eligibility application. Following the Eligibility Notice, eligible schools will receive an Allocation Notice indicating the final approved allocation amount for their school. Finally, all eligible schools will need to fill out a budget application as Phase 2 of the EANS Program application process.

4. What data sets were used to determine preliminary and final school allocations?

The preliminary allocation amount was an estimate since final data for one of two data sets was not yet available. The two data sets utilized in the preliminary allocation calculation were: 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. Once the low income student count data is confirmed through the eligibility application review process, and the number of eligible and participating schools is determined, each school's allocation will be finalized and communicated via an Allocation Notice from the Program.

5. My school received an Eligibility Notice. What are my next steps?

Following the Eligibility Notice, eligible schools will receive an Allocation Notice indicating the final approved allocation amount for your school. Within the Allocation Notice, you will receive instructions to complete the Budget Application.

6. My school received an Allocation Notice. What are my next steps?

Following the Allocation Notice, eligible schools will be required to fill out a Budget Application. For further information regarding the Budget Application, see the budget application resources at the [Federal Support and Grantee Relations Library](#) on the LDOE website.

7. Where can I access the budget application?

This application is available online at the [Federal Support and Grantee Relations Library](#) on the LDOE website. Resource materials to assist with the application process are available there as well.

The Phase 2 Budget Application deadline is Tuesday June 1 at 11:59 pm.

8. Can I request the budget application by mail or email? Is there a paper application available?

Budget applications can only be submitted online. No paper applications are available.

9. My school has more than one site code. How do I fill out the application?

Schools that received an Eligibility Notice following their Eligibility Application, should fill out one Budget Application using the same site code utilized within the corresponding Eligibility Application. If your school has two site codes, filled out two eligibility applications, and both applications were deemed eligible, then two budget applications, (one for each site code) would be filled out.

10. Can my school still opt out of the EANS Program?

Eligible schools will have the opportunity to opt out of the Program when filling out the budget application. If your school chooses to opt out, your application will not be reviewed and your school will not be allowed back into the Program. **By moving forward with the Budget Application and receiving a Notice of Allowable Cost, your school is committing to the EANS Program and thus should not accept any PPP loans on or after December 27, 2020.**

11. My school has submitted an EANS budget Application. What are my next steps?

The Program will review all budget application requests and issue a Notice of Allowable Cost indicating the final approved reimbursement amount and allowable future expenditure items. The LDOE will use the school's final allocation amount to fund the approved reimbursements and then work to procure the allowable future expenditures with the allocation remaining.

12. Can I still make edits and/or additions to my school's budget application after it has been submitted?

Applications cannot be edited after they have been submitted. Please ensure you are including ALL costs you wish to submit for both reimbursement and future expenditure prior to submitting your budget application. If you need to update to your submitted application, please log into the Applicant Portal and message your reviewer.

13. How do I start a new message with my reviewer?

Please visit the Application User Manual at the [Federal Support and Grantee Relations Library](#) for a walkthrough of these steps. Feel free to call 1-833-575-1727 or email info@LDOE-EANS.com with questions.

14. How do I log back into my application to either respond to my reviewer or upload documentation? Please visit the Application User Manual at the [Federal Support and Grantee Relations Library](#) for a walkthrough of these steps. Feel free to call 1-833-575-1727 or email info@LDOE-EANS.com with questions.

15. Can my school appeal a program determination?

Appeals information will be included within a Program Notice to the school, if applicable. Please note, schools may appeal their Notice of Allowable Costs but not their final allocation amount. An appeal must be submitted to the Program within three (3) business days of the Program determination using the Request for Appeal Form, available in the EANS Program online [Resource Center](#). Applicants must submit all relevant documentation and a completed, signed Request for Appeal Form through the Applicant Portal. Upon submission of the signed Request for Appeal Form, the request for appeal is considered complete. Failure to submit a Request for Appeal Form within the designated time frame waives any future Applicant appeal rights. All supporting information and documentation should be provided with the Request for Appeal Form.

16. What is the budget application process?

Eligible schools will fill out one budget application that includes both requests for reimbursements of allowable expenses and requests for allowable future expenditures. Schools should provide supporting documentation to accompany the budget application reimbursement requests. The Program will review all budget application requests and determine a final reimbursement amount and a list of allowable future expenditures. The LDOE will use the school's

final allocation amount to fund the allowable reimbursements and then procure the allowable future expenditures. See the Phase 2 budget application resources available at the [Federal Support and Grantee Relations Library](#) for further information regarding the budget application process.

17. What does 'Reimbursements' mean for the EANS Program?

Reimbursements means payment for allowable expenses incurred after March 12th, 2020 through March 5th, 2021. The expenditure must have been paid prior to budget application submission. LDOE will gain title to the materials, equipment and/or property reimbursed with EANS funds. Your school will be responsible for following LDOE's inventory process including the tracking and reporting of these items.

18. What does 'Future Expenditures' mean for the EANS Program?

Future expenditures means goods and/or assistance (not payment) received through the LDOE procurement process for allowable items to be procured after March 5th, 2021. LDOE will hold the title to the materials, equipment and/or property purchased with EANS funds. Your school will be responsible for following LDOE's procurement and inventory process including the tracking and reporting of these items.

19. What are allowable items for reimbursement?

See a non-authoritative list in the Phase 2 - Example Expenses Flyer on the [Federal Support and Grantee Relations Library](#) for more information on examples of items allowed as reimbursements. The items requested under reimbursement must 1) be requested for secular, neutral, and non-ideological costs, 2) be related to the prevention, preparation for, and/or response to COVID-19, 3) be reasonable, necessary, allocable, and allowable, and 4) are prohibited from having been or becoming reimbursed under other federal programs. The following categories of costs are allowable according to EANS program guidance published by the US Department of Education.

- Supplies to sanitize, disinfect, and clean school facilities
- Personal protective equipment (PPE)
- Portable air purification systems
- 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 (including hardware, software, connectivity, assistive technology, and adaptive equipment) to assist students, educators, and other staff with remote or hybrid learning
- Leasing sites or spaces to ensure safe social distancing
- Reasonable transportation costs

20. What are allowable items for future expenditures?

See a non-authoritative list in the Phase 2 - Example Expenses Flyer on the [Federal Support and Grantee Relations Library](#) for more information on examples of items allowed as future expenses. The items requested under future expenditure must 1) be requested for secular, neutral, and non-ideological costs, 2) be related to the prevention, preparation for, and/or response to COVID-19, 3) be reasonable, necessary, allocable, and allowable, and 4) are prohibited from having been or becoming reimbursed under other federal programs. The following categories of costs are allowable according to EANS program guidance published by the US Department of Education.

- 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 (including hardware, software, connectivity, assistive technology, and adaptive equipment) to assist students, educators, and other staff with remote or hybrid learning
- Redeveloping instructional plans, including curriculum development, for remote or hybrid learning, or to address learning loss
- Leasing sites or spaces to ensure safe social distancing
- Reasonable transportation costs
- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

21. [If my school initiates a lease or contract that spans between the reimbursement period and future expenditure period, is this lease/contract an allowable expense?](#)

Only the lease/contract payments for services incurred through March 5, 2021 will be reimbursed. Additionally, in the instance a lease or contract was paid in full for a time that spans between the reimbursement period and future expenditure period, the Program will pro rate the amount up until March 5, 2021 for reimbursement.

22. [If my school needs items between the reimbursement period and the time in which future procurements will arrive, how do we request these items?](#)

Items requested after March 5, 2021 must be procured through the LDOE after the budget application is submitted. Program funds will be obligated by August 5, 2021. Please note obligation of funds does not guarantee delivery of future procurement items by August 5, 2021 as items may be delivered after this date due to availability.

23. [Can my school request both funding for reimbursement as well as funding for future expenditures?](#)

Yes, eligible schools may request funding for reimbursement of allowable items and funding for allowable future expenditures by checking the boxes for both 'I plan on submitting a reimbursement request for my school' and 'I plan on submitting a future procurement request for my school' within the budget application.

24. [Should items be requested and entered into the budget application at a category level or subcategory level?](#)

Within the budget application, when requesting reimbursements, schools should condense requests to a category level. When requesting future procurements, schools should create all entries at the subcategory level. For example, Category VII is Educational Technology and subcategories under Educational Technology include Laptops, Wi-Fi Hotspots, Webcams, etc.

25. [How do the priority requests work?](#)

In order to address a school's priorities and maximize impact for the budget, schools will be asked to assign a level of priority to each item being requested for future procurement. Priority 1 is the highest level priority. Please note all reimbursement requests are deemed a higher priority to the budgeted allocation than future procurement requests. As such, the LDOE will fulfill allowable reimbursement requests for your school first and then review any future expenditure requested items according to their priority.

26. [When requesting future expenditures, can I enter multiple requests for the same item but with different priority levels?](#)

Yes. For example, a school can request ten (10) laptops as their priority 1 for future expenditures and also request an

additional two (2) laptops as their priority 12 for future expenditures. These entries indicate the school only wants the additional two laptops if the EANS Program can fulfill their priority 2-11 items first.

27. Does my school need to submit formal quotes or solicit potential vendors when filling out the budget application?

No. However, while quotes are not required, schools are encouraged to include as much detailed information as needed for each future procurement request within Question 'C5 Future Procurement Description'. This information will assist the Program in efficiently procuring the desired items. Future expenditure items provided by the LDOE through procurement will be selected by LDOE based on available, approved, and contracted vendors.

28. Where can I see a list of LDOE vendors for procurement?

At this time, a list of EANS vendors is not available for review. The Louisiana Department of Education will fulfill all eligible future procurement requests to the best of their ability based on available, approved, and contracted Louisiana Department of Education vendors

29. Where can I see a list of goods and services that LDOE can provide?

At this time, a list of good and services is not available for review. Applicants should review the Phase 2 - Example Expenses Flyer located in the [Federal Support and Grantee Relations Library](#) for a list of potential items allowable for reimbursement and future expenditures. This list is only for demonstration purposes and does not guarantee availability or limit the items that may be requested by schools. The Louisiana Department of Education will fulfill all eligible future procurement requests to the best of their ability based on available, approved, and contracted Louisiana Department of Education vendors.

30. What documentation is required to be uploaded by my school during the budget application?

Schools will be required to fill out and attach a Program provided excel spreadsheet when filling out the budget application. The spreadsheet contains two tabs, one for reimbursement requests and one for future expenditure requests. The excel file will provide the details regarding the school's reimbursement and future expenditure requests as well as define the supporting documentation that will accompany the spreadsheet. If an eligible reimbursement expense does not have the required documentation as noted below, the Program will not provide reimbursement for the expense.

Supporting documentation required for reimbursements includes:

- Receipts/Invoices,
- Purchase Orders (if used),
- Purchase Requisitions (if used), **and**
- Proof of Payment.
 - Acceptable forms of proof of payment can include copies of one of the following:
 - Checks (front and back);
 - Credit card statements; **or**
 - Bank statements.

All documentation must adhere to the following:

- Plausibly link, agree to, and support the requested reimbursement cost at an itemization level;
- Prove purchase dated after March 12th, 2020 through March 5th, 2021;
- Prove payment dated prior to budget application submission;
- Provide evidence of payee; **and**
- Be legible.

31. What if a school employee purchased an item on behalf of the school?

If the provided proof of payment shows an individual or related entity purchased an item on behalf of the school, the following are additional documentation requirements:

- Proof of the school reimbursing the individual or related entity via one of the following:
 - Checks (front and back);
 - Credit card statements;
 - Payroll Check or Distribution Report; **or**
 - All PII outside of the applicant's name should be redacted
 - Bank statements.
- Reimbursement/expense request voucher (if applicable)

If the provided proof of payment shows the payee is in the name of the applicant's D/B/A or Trade name, the EANS Program would consider the applicant name and the D/B/A or trade name as the same entity. The EANS Program may request additional information from the applicant, if needed.

32. Will my school be reimbursed for all of the items requested?

The Program cannot guarantee that all items requested for reimbursement will be approved/funded. Reimbursement of requested items will be reviewed based on the following:

- If the item is allowable
- If the school provided all required documentation to support reimbursement
- If the school's final allocation amount is sufficient to cover the cost

33. Will my school receive all of the items requested as future expenditures?

The Program cannot guarantee that all items requested for future expenditure will be provided. Future expenditures requests will be reviewed based on the following:

- The school's priority designations (starting with Priority 1)
- If the item is allowable
- If the remaining final allocation amount after your school's reimbursement requests have been fulfilled is sufficient to cover the cost
- Based on available, approved, and contracted LDOE vendors

34. How will my school receive the reimbursement payment for allowable items?

If a school is approved for reimbursement, the school's funds will be received in accordance with the school's current vendor set up within the LDOE accounting system, LaGov.

35. If my school is not currently set up as a vendor in LaGov, how do we set this up?

Schools can visit the [Office of Statewide Reporting and Accounting Policy](#) for instructions on the State of Louisiana vendor set up. Detailed instructions are available under the [Office of State Procurement – LaGov New Vendor Registration](#) section.

36. Who should my school contact if my check is lost or never arrives?

Please call 1-833-575-1727 or email info@LDOE-EANS.com

37. How will my school receive the approved items requested as future expenditures?

Each school will designate a point of contact for the inventory handling and delivery of any potential future expenditure items. The LDOE or Office of Technology Services will contact the designated individual when the time comes. There will be a packing slip included in the delivery. The designated point of contact will need to sign the packing slip in order to confirm the items have been received and return the packing slip back to LDOE within 48 hours. The packing slip can be scanned and emailed back to LDOE but the point of contact should print and sign their name in order to ensure legibility.

38. How soon after completing the budget application can my school expect to receive the funds for reimbursement?

The LDOE will work to review all budget applications as they are received. The Program is unable to provide a timeframe around a school's reimbursement funding date. However, the LDOE EANS Program will obligate all funds by August 5, 2021.

39. How soon after completing the budget application can my school expect to receive the future expenditure requested items?

The LDOE will work to review all budget applications as they are received. The Program is unable to provide a timeframe around when a school will receive future procurement items. However, the LDOE EANS Program will obligate all funds by August 5, 2021. Please note obligation of funds does not guarantee delivery of future procurement items by August 5, 2021 as items may be delivered after this date due to availability.

40. Does my school get to keep the items reimbursed or purchased through EANS funding?

No. Equipment and supplies purchased through EANS funding may be used by the school through the end of the EANS Program (September 30, 2023) or until no longer needed for the purposes of the Program. Once the equipment or non-consumed supplies are no longer needed or by September 30, 2023, the LDOE must remove these items from the schools.

41. For any items LDOE gains title to either via reimbursement or future expenditure, when will the inventory /tagging take place? Can it be done at the school's discretion?

Each school will designate a point of contact for the inventory handling and delivery of any potential future expenditure items. For reimbursements, the identified point of contact will need to provide the LDOE with information about the reimbursed items. This information includes description, serial numbers, pictures, etc. Upon receipt of this information, the LDOE will send corresponding inventory tags to the school via FedEx. At this point, the school must affix the inventory tags to the corresponding item, take a picture with the item and tag visible, and provide these images back to the LDOE.

Additionally, schools will be required to fill out an annual certification every year to provide information such as pictures, location, certification of possession, confirmation of no lost/stolen or damaged items, etc. The LDOE property liaison will be in contact with the school's designated point of contact when the time comes for this annual certification.

42. For any items LDOE gains title to either via reimbursement or future expenditure, what happens if the item is lost or stolen?

In this instance, the school will be required to replace the item.

43. Can my school purchase the items paid for and/or provided by LDOE in order to retain them after September 30, 2023?

No, the LDOE cannot sell or transfer any items to the non-public schools. Equipment and supplies purchased through the Program may be used for the authorized purposes of the EANS program through September 30, 2023 or until the equipment and supplies are no longer needed for the purposes of the EANS program.

If a school still requires the items after September 30, 2023, the school may be required to provide a justification showing that the good/services are still needed for other allowable purposes under another federal education program, such as the ESEA or the Individuals with Disabilities Education Act (IDEA). In that case, the LDOE will retain title to, and maintain administrative control over, the equipment and supplies or transfer title and control to another public agency such as an LEA providing equitable services under another federal education program.

44. Are there specific reporting requirements or documentation my schools need to keep on file for auditing purposes?

Schools are responsible for providing required documentation to support all information submitted with the application, in addition to sufficient documentation to be submitted at a later date for allowable purchases, allowable costs for reimbursement, and future additional information to be submitted as part of this granting process. The school shall retain said documents for a period of seven years from final payment under this program.

45. Federal Resource FAQs

Additional Frequently Asked Questions on the EANS Program created by the Federal government can be found at the [US Department of Education Office of Elementary & Secondary Education website.](#)