



Emergency Assistance for Non-Public Schools (EANS) Program

Budget Application Webinar
May 03, 2021

Agenda

- Application Phases and Final Allocation Overview
- Budget Application Timeline
- Program Steps Overview
- Budget Application Accessibility and Resources
- Filling out the Budget Application
- Allowable Reimbursements and Future Expenditures
- Reimbursement Process
- Procurement Process
- Common Questions
- Next Steps and Resources



Application Phases and Final Allocation Overview

Application Phases

This EANS program and application process consists of two separate phases:

1. Eligibility Phase

- Schools completed the eligibility application. This phase resulted in a final population of eligible schools and final approved allocation amounts.

2. Budget Phase (*Current Phase*)

- Eligible schools will complete the budget application and request reimbursement of allowable expenditures and/or procurement of allowable future expenditures.

Final Allocation Development

- In conjunction with the Eligibility Application, the EANS Program published preliminary allocation amounts for each school.
- The EANS Program has adjusted the preliminary allocation amounts based on:
 1. Low income student count data confirmed during the Eligibility Application Phase; and
 2. The Final population of schools eligible for the EANS program.
- Final allocation amounts were approved by LDOE and communicated to each eligible school via an Allocation Notice.
- For further information regarding Final Allocation, see the Final Allocation Spreadsheet located on the [Louisiana Department of Education website](#).

Allocation Formula Methodology

The final 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

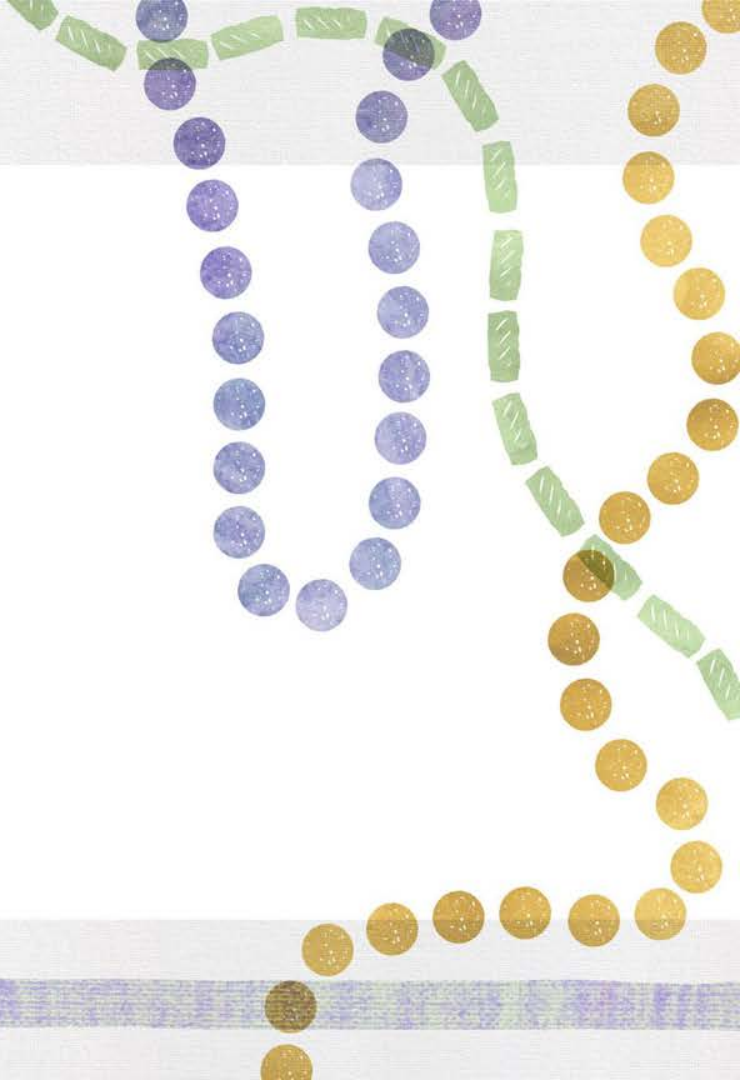
The final total enrollment allocation per pupil is \$716 with an additional \$716 per each student from low income families.

Allocation Formula (2019-2020 School Year):

$$\begin{aligned} & \text{Total Student Enrollment} \times \$716 \\ & + \text{Total Students from Low Income Families} \times \$716 \\ & = \text{Total Allocation Amount} \end{aligned}$$

* Figures rounded to the nearest dollar

Budget Application Timeline



Timeline

EANS Phase 2 Budget Application Timeline:

| DATE | ITEM |
|---------------------------------|--|
| April 30, 2021 | Allocation Notices Issued |
| May 3, 2021 | Budget Application Open |
| June 1, 2021 at 11:59 pm | Budget Application Close |
| End of June | Anticipated Budget Application Review Completion |
| August 5, 2021 | Obligation Date |

***Note the Budget Application deadline is the day after Memorial day.**



Program Steps Overview



Steps in the Process



- Following the Eligibility Application, Eligible schools received an Eligibility Notice.
- Prior to this webinar, eligible schools received an Allocation Notice indicating the final approved allocation amount for their school.
- Next, eligible schools will complete and submit their **Budget Application**.
- The Program will review all budget application requests and issue a Notice of Allowable Costs indicating the final approved reimbursement amount and allowable future procurement 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.



Budget Application Accessibility and Resources



Access the Budget Application



EMERGENCY ASSISTANCE TO NON-PUBLIC SCHOOLS (EANS) PROGRAM

| File |
|--|
| Phase 1 - EANS Allocation Approved with Low Income Numbers PDF |
| Phase 1 - EANS Application User Manual PDF |
| Phase 1 - EANS Frequently Asked Questions PDF |
| Phase 1 - EANS Program Information PDF |
| Phase 1 - EANS Program Launch Webinar - March 8, 2021 PDF |
| Phase 1 - EANS Program Resource Links PDF |
| Phase 1 - EANS Program Second Webinar 3.25.21 PDF |
| Phase 1 - EANS Request for Appeal of Eligibility Application Determination PDF |
| Phase 1 - GEERF II EANS Overview: 02.02.21 PDF |
| Phase 2 - EANS Budget Application Supporting Spreadsheet |
| Phase 2 - EANS Budget Application User Manual PDF |
| Phase 2 - EANS Example Expenses Flyer PDF |
| Phase 2 - EANS Frequently Asked Questions PDF |
| Phase 2 - EANS Program Webinar 05.03.2021 PDF |

A circular button with a black border and a light blue background, identical to the one in the top left, positioned at the bottom of the document list.

- Application and resource materials will be located in the [Federal Support and Grantee Relations Library \(FSGR\)](#)
- Locate the Emergency Assistance to Non-Public Schools (EANS) Program section and look for resources labeled 'Phase 2'
- Review the resource materials before and while filling out the budget application
- When you are ready to apply, click on the budget application link

Applicant Portal

- It is the school's responsibility to regularly check the Applicant Portal for updates
- Please log into your account every two days to check on your budget application status and reply to any reviewer comments
- You may upload supporting documentation to your file as needed/requested
- Utilize the *Phase 2 - EANS Budget Application User Manual* and *Phase 2 – EANS Walkthrough* for assistance

Tip: Make sure your contact information is up to date.

School Contact Information

Louisiana Department of Education EANS Program My Account You ▾

Have a project #? Step 1 of 7 · Save Draft and Exit

EANS - Budget Application

Confirm your contact information
Ensure your contact information is up-to-date so that we can get in touch with you if needed.

| | | | |
|---------------|----------------------|----------------------|----------------------|
| First Name | <input type="text"/> | Last Name | <input type="text"/> |
| Email address | <input type="text"/> | Phone Number | <input type="text"/> |
| Address 1 | <input type="text"/> | Address 2 (Optional) | <input type="text"/> |
| City | <input type="text"/> | State | <input type="text"/> |
| | | ZIP/Postal Code | <input type="text"/> |

EANS - Budget Application
21-2

Your Submission
Attachments
Guests (0)

Allowable Cost Review
Secondary Review

Guests
Other users that have the ability to add attachments, request inspections, and pay fees on this record.

Guest's Email

No guests with access to this record yet

- **Program communications will be sent to this email address**
- It is the school's responsibility to contact the EANS program if updates or changes are needed to any contact information
- Please email info@LDOE-EANS.com to provide contact information updates
- Additionally, you can add a user with guest access to your account
 - These users will have the ability to view the application and upload attachments, as needed.



Filling Out the Budget Application



Completing the Budget Application

- Part A: Applicant Information
- Part B: Non-Public School Reimbursements
- Current Allocation Breakdown
- Part C: Non-Public School Request for Services or Assistance
- Part D: Certifications by Non-Public Schools for the Emergency Assistance to Non-Public Schools Program (EANS)
- Attachments

Review the *Phase 2 – EANS Budget Application User Manual* on 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.

Help Text

- Please note the (?) at the end of certain questions.
- This is help text which provides more information to assist with your answer to the question.
- Help text can be found throughout the application.

and non-faculty costs.

Please note all reimbursements the budgeted allocation than fu

B1. Reimbursement Category *

B2. Total Requested Dollars Per Category * ?

Please supply the reimbursement amount requested by your school. This reimbursement amount should equate to the total per category listed on the Reimbursement Spreadsheet attached.

Part A1-2: Applicant Information

- Eligible schools should fill out the same school name and site code associated with the school that was utilized within their eligibility application.

Step 2 of 7 · [Save Draft and Exit](#)

Part A: Applicant Information

A1: Name of School *

A2: Site Code *

Part A3: Opting Out of the EANS Program

A3. 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

- Your school may opt out of the EANS Program. Please access the budget application and respond to this question accordingly.
- If your school decides to opt out, the application will immediately open to the Acknowledgement section for sign off on this decision.
- If your school chooses to opt out, your budget application will not be reviewed and your school will not be allowed back into the program.

Part A4: PPP Loans

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.

- Schools must attest that they did not and **will not** apply for and receive a PPP loan on or after December 27, 2020.
- This is an eligibility requirement for the EANS Program.
- **By moving forward with the Budget Application, your school is committing to the EANS Program and thus should not accept any PPP loans on or after December 27, 2020.**

Part A5-6: Budget Requests and Allocated Funding

- Eligible schools may request either or both reimbursements and future expenditures by selecting the appropriate check boxes.
- Schools can enter in the amount of their allocated funds from the Allocation Notice in order to keep track of available remaining funds while filling out the application.

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. Please enter your EANS allocated funds as indicated on your notice received from the LDOE or contained on the website (<https://>):



Part B: Reimbursements

- This section will address requests for reimbursement of allowable expenses incurred after March 12, 2020 through March 5, 2021.
- This section only populates if question **A5** is completed and the reimbursement check box is selected.
- Please select the allowable reimbursement **category** you wish to seek reimbursement for and the **total dollar amount per category**. Nine categories can be added in total.

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

B1. Reimbursement Category *

I. Supplies to sanitize, di: ▼

B2. Total Requested Dollars Per Category * ⓘ

1000

Current Allocation Breakdown

- This section auto populates based on the amounts entered for reimbursement items in Step 3.
- The third box lists how much funding is left for future procurements based off the applicant's inputs in Steps 2 and 3.

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:

Part C: Future Procurements

- This section asks questions on if you plan to work with LDOE to procure goods and/or services after March 5, 2021. Items are ranked to ensure highest priority items are received first.
- Each item requires a short description, requested number of units, an explanation describing the necessity of the purchase that indicates the relevancy to COVID and any supporting documentation.
- This section only populates if question **A5** is completed and the future procurement check box is selected.

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. - Disposable Gloves ▼

C3. Number of Items Requested * ⓘ

5000

C4. Future Procurement Category * ⓘ

I. Supplies to sanitize, di ▼

C5. Future Procurement Description ⓘ

Large Latex Gloves

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. *

To prevent the spread of germs and clean surfaces

Cancel Save

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

- Schools will be required to read the certification information in its entirety
- Once reviewed, the authorization representative information must be completed

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 Appropriation Act of 2020.
3. The Louisiana Legislative Auditor, the Louisiana Department of Education, and the Louisiana Department of Health and Hospitals.

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 *

MM/DD/YYYY



Attachments

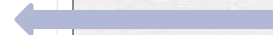
- Schools are required to upload the completed Excel Reimbursement Detail Document (if the reimbursement category was selected). All other supporting documentation for reimbursement or future expenditure categories can be added below the Excel Reimbursement Detail Document.

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 | Upload |
| Reimbursements for Category 1: Supplies to sanitize, disinfect, and clean school facilities | No file uploaded | Upload |
| Reimbursements for Category II: Personal Protective Equipment (PPE) | No file uploaded | Upload |
| Reimbursements for Category IV: Physical barriers to facilitate social distancing | No file uploaded | Upload |



Excel Spreadsheet

- The excel spreadsheet is **mandatory** and includes itemized details for each reimbursement and the required descriptions. It is intended to help schools organize and communicate their requests.
 - Schools are encouraged to fill out the spreadsheet first before entering totals per category into the application.
 - The excel spreadsheet has tabs for “Reimbursement” and “Future Procurements”. Completion of the excel spreadsheet is mandatory for reimbursements and optional for future procurements.
- For additional information, please review the *Phase 2 – EANS Budget Application User Manual* and *Phase 2 – EANS Budget Application Walkthrough* located on the [Federal Support and Grantee Relations Library](#).

Excel Spreadsheet

- As the reimbursement funding is organized by subcategory, multiple items can be requested under each category
 - Example: gloves and disinfectant would both be under *Category I: Supplies to sanitize, disinfect, and clean school facilities*
- But only **the total dollar amount per category** and the **category** is required on the budget application.
- Schools will need to provide supporting documentation for each line item request in the reimbursement tab of the spreadsheet.

Tip: Double check that subtotals for each category on the spreadsheet tie to the category totals on the application.

Example of Reimbursement Spreadsheet vs Application

| Cost Description | Receipt/Invoice Date | Invoice Number | Invoice/Receipt Total Amount | Date Paid | Payment Method (Check, CC, etc.) | Purchase Order # | Vendor | Amount Claimed | Please describe the necessity of the expense in the preparation for, prevention of, and/or response to a Covid-related activity. | |
|------------------|--|----------------|------------------------------|-----------|----------------------------------|------------------|--------|--------------------------|--|---|
| I | Supplies to sanitize, disinfect, and clean school facilities | | | | | | | | | |
| | Gloves | 1/5/2021 | N/A | 500.00 | 1/5/2021 | CC | N/A | Amazon | 500.00 | Gloves were used to prevent the spread of germs. Clorox wipes were used to prevent the spread of germs and clean surfaces |
| | Clorox Wipes | 1/7/2021 | 14567 | 500.00 | 1/7/2021 | Check | N/A | Corporate Cleaning, Inc. | 500.00 | |
| | | | | | | | | | - | |
| | | | | | | | | | \$ 1,000.00 | |
| II | Personal Protective Equipment (PPE) | | | | | | | | - | |
| | | | | | | | | | - | |
| | | | | | | | | | - | |
| | | | | | | | | | \$ - | |
| IV | Physical barriers to facilitate social distancing | | | | | | | | | |
| | Desk Dividers | 9/12/2020 | N/A | 1,200.00 | 9/12/2020 | CC | N/A | Amazon | 1,200.00 | Desk Dividers were used to help keep germs contained and students socially distanced while sitting at their desks. |
| | | | | | | | | | - | |
| | | | | | | | | | - | |
| | | | | | | | | | \$ 1,200.00 | |

| B1. Reimbursement Category | B2. Total Requested Dollars Per Category | |
|---|--|---|
| I. Supplies to sanitize, disinfect, and clean school facilities | 1,000 | ... <input type="button" value="Edit"/> <input type="button" value="Remove"/> |
| IV. Physical barriers to facilitate social distancing | 1,200 | ... <input type="button" value="Edit"/> <input type="button" value="Remove"/> |

Required Documentation for Reimbursements

- 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.

Required Documentation for Reimbursements

- 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.



Allowable Reimbursements and Future Expenditures



Cost Requirements

- All items requested as reimbursements and future procurements **must** meet the following requirements:
 - Be requested for secular, neutral, and non-ideological costs,
 - Be related to the prevention, preparation for, and/or response to COVID-19,
 - Be reasonable, necessary, allocable, and allowable, **and**
 - Are prohibited from having been or becoming reimbursed under other federal programs.

Items Allowed as Reimbursements

- 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

Items Allowed as Future Expenditures

- 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

Items Not Allowed for Reimbursement nor Future Expenditures

- There are two expenses that are NOT allowable expenses in the EANS Program as specifically outlined in the federal guidance:
 - Payroll expenses
 - Vendor expenses to perform cleaning services
 - A school may be reimbursed or provided future services for cleaning supplies but not for a vendor performing the cleaning
- For more information about examples of allowable reimbursements and allowable future expenditures, see the *Phase 2 - EANS Example Expenses Flyer* on the [Federal Support and Grantee Relations Library](#).

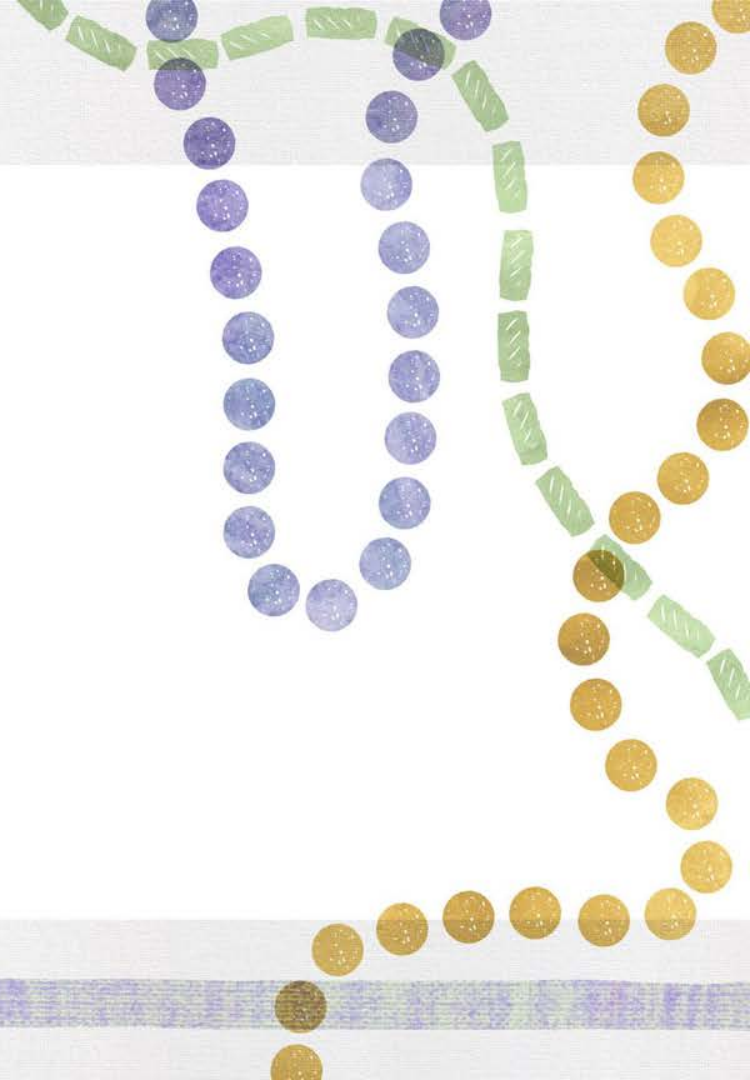
What does “Reimbursements” mean for the EANS Program?

- Your school may receive payment for allowable expenditures incurred after March 12, 2020 through March 5, 2021. The expenditure must have been paid prior to the budget application submission.
- 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.
- LDOE will then 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.
- A school may use these items through the end of the EANS Program (September 30, 2023). Your school will need to work directly with LDOE if you wish to continue using these items beyond this date.

What does “Future Expenditures” mean for the EANS Program?

- Your school may receive goods and/or assistance (not payment) through the LDOE procurement process for allowable expenses incurred after March 5, 2021.
- 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.
- 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.
- A school may use these items through the end of the EANS Program (September 30, 2023). Your school will need to work directly with LDOE if you wish to continue using these items beyond this date.

Reimbursement Process



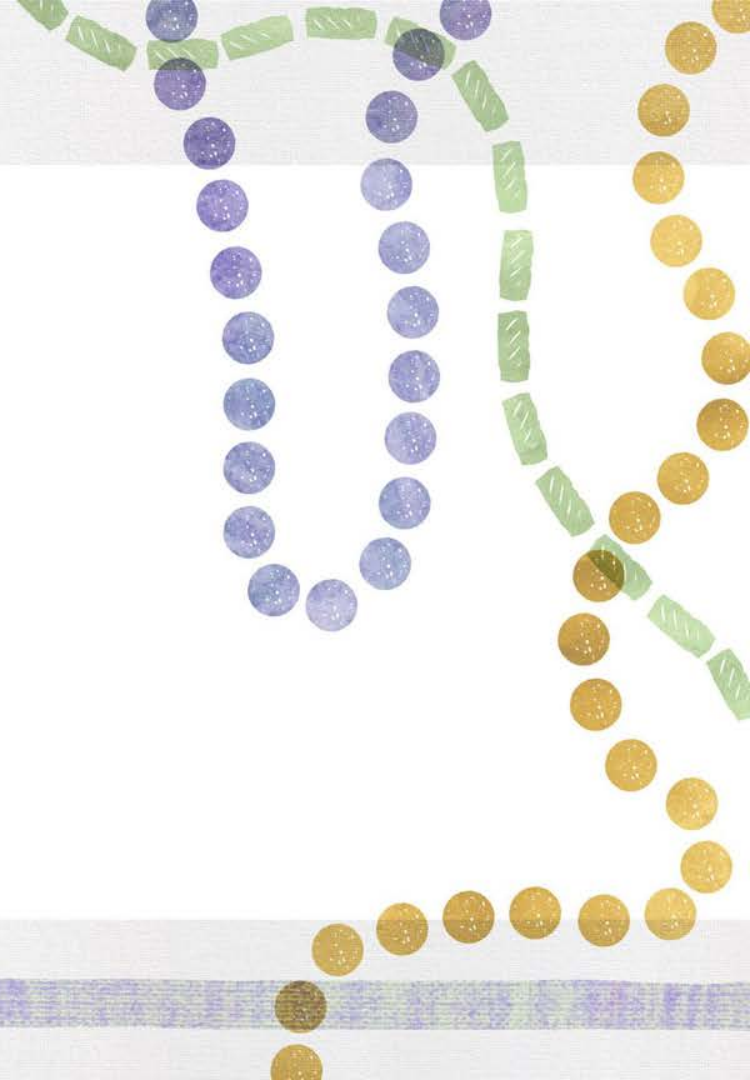
Reimbursement Process

- If an allowable reimbursement expense does not have all of the required documentation, the Program will not provide reimbursement for the expense.
- 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.
- 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.

Reimbursement Process

- Each school will designate a point of contact for the inventory handling of reimbursed items where LDOE will gain title to the materials, equipment and/or property.
- The 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 regarding this annual certification.

Procurement Process



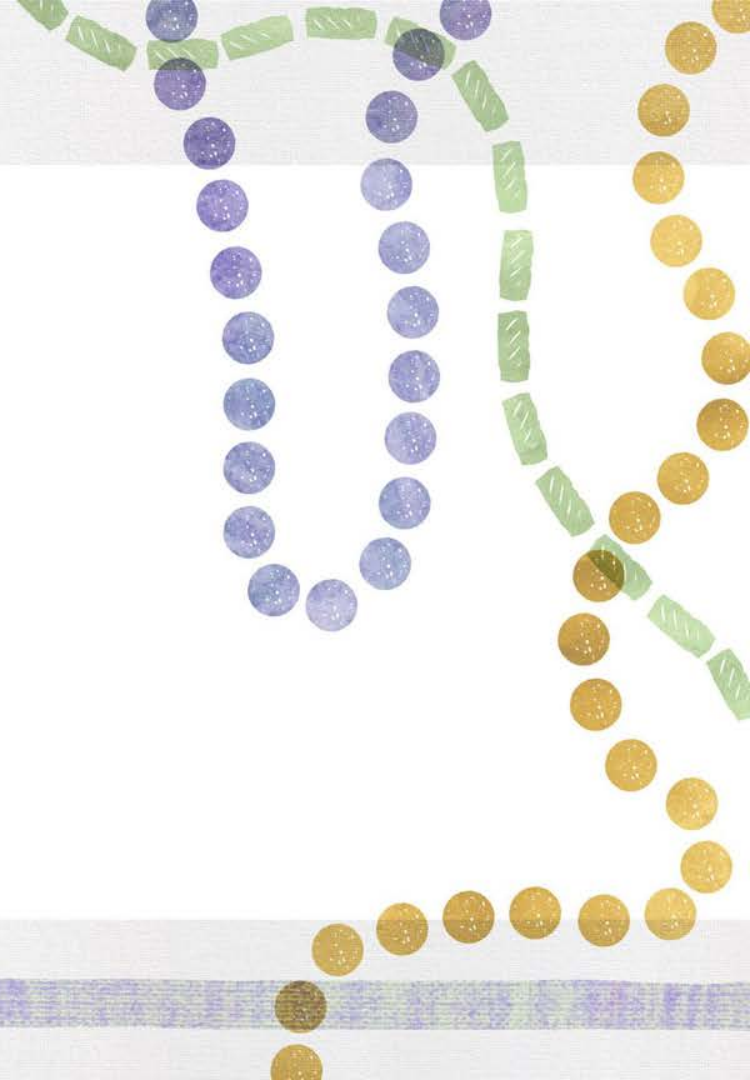
Procurement Process

- 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, previously-approved and contracted LDOE vendors
- As LDOE will use the priority designations to begin assessing approved procurements, it imperative schools are using the priority designations in accordance with their schools' needs and requesting all desired items.

Procurement Process

- 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 regarding delivery.
- 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.
- 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 regarding this annual certification.

Common Questions



- **How do I log back into my application to either respond to my reviewer or upload documentation?**
 - Please visit the [Application User Manual](#) (begin on Page 14) 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.
- **If I received an Allocation Notice but wish to opt out of the EANS program, do I need to fill out the budget application?**
 - We encourage all eligible schools that received an Allocation Notice to log into the budget application and select the opt out option if they so choose. The school will not need to complete the entire budget application.
 - Please note: If you opt out, your budget application will not be reviewed and your school will not be allowed to re-enter the EANS Program.

- **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.

- **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 allowable cost determination 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.

- **Can I edit my budget application (switch the amounts, categories or between reimbursements and future expenditures) after submission?**
 - Applications cannot be edited after they have been submitted.
 - If you need to edit or make an update to your submitted application, please log into the Applicant Portal and message your reviewer.
 - You may also log in to the Applicant Portal to ask questions or respond to messages from your reviewer.

- **If I can not find enough documentation to support a reimbursement will it be denied and my other items still reviewed?**
 - Yes. Every reimbursement item will be reviewed, followed by each future procurement until you reach your total allocation amount.

- **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.
- **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.

- **When requesting future expenditures, can I enter more than 20 items?**
 - The future procurement section of the budget application is currently set up to allow 20 priority items. If you are filling out the your budget application and believe you have more than 20 items being requested, please contact the program for assistance in getting the items entered.
 - Via Phone - 1-833-575-1727
 - Via Email - info@LDOE-EANS.com



Next Steps and Resources



Next Steps

- Phase 2 Budget Application:
 - Complete Phase 2 of the application located in the [Federal Support and Grantee Relations Library](#) on the LDOE website
 - Review the resource materials
 - Application Deadline: **Tuesday, June 1 at 11:59 pm.**

Please note the application deadline is the day after Memorial Day.

EANS Program Contact Information

For more information or questions specific to the Louisiana EANS Program:

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Thank you!