Agenda

- Application Phases and Final Allocation Overview
- Budget Application Timeline
- Program Steps Overview
- Budget Application Accessibility and Resources
- Budget Application Overview
- Allowable Reimbursements and Future Expenditures
- Reimbursement, Procurement, and Inventory 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):

      Total Student Enrollment x $716

      + Total Students from Low Income Families x $716

      = Total Allocation Amount

* Figures rounded to the nearest dollar

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Budget Application Timeline
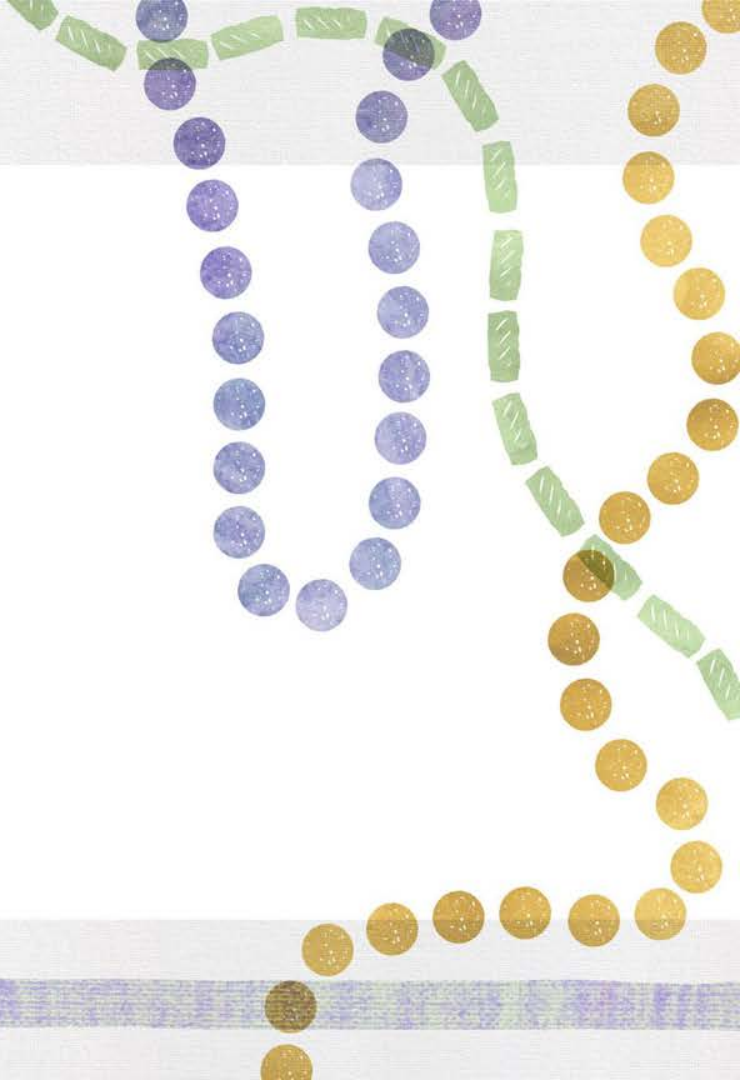
Timeline

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.

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Program Steps Overview

Steps in the Process

Eligibility Application	→	Eligibility Notice	→	Allocation Notice	→	Budget Application	→	Notice of Allowable Costs

- 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.

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Budget Application Accessibility and Resources

Access the Budget Application

EMERGENCY ASSISTANCE TO NON-PUBLIC
SCHOOLS (EANS) PROGRAM

File
EANS allocation (FINAL) 4-28-21 PDF
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

ACCESS THE EANS APPLICATION

Phase 2 - EANS Program Application Walkthrough

- Application and resource materials are 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

Budget Application Resources

- [Phase 2 – EANS Budget Application User Manual](#)

- [Phase 2 – EANS Example Expenses Flyer](#)

- [Phase 2 – EANS Frequently Asked Questions](#)

- [Phase 2 – EANS Program Application Walkthrough](#)

- [Phase 2 – EANS Program Webinar 05.03.2021](#)
  - Slides from the first budget application webinar

- [Phase 2 – EANS Budget Application Supporting Spreadsheet](#)
  - Required spreadsheet for Budget Application submission if requesting reimbursements

Budget Application User Manual

- The Budget Application User Manual provides guidance on the online application portal for the LDOE EANS Budget Application

- It includes instructions along with screen shots for reference when filling out the application

Example Expenses Flyer

- The Example Expenses Flyer is for demonstration purposes and does not guarantee or limit the items that may be requested by schools

- Items are broken out into the two main categories of 1) reimbursements and 2) future procurements

- Within each, items are further broken out into those items that are allowable, those that are not allowable, and those that are potentially allowable with further covid related explanations

Example Expenses Flyer

Examples of Reimbursements and Future Expenditures

Reimbursements

Eligible schools may receive reimbursement payment for allowable expenses incurred and paid for after March 12th, 2020 through March 5th, 2021. 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. This list is only for demonstration purposes and does not guarantee or limit the items that may be requested by schools.

LDOE will gain title to the materials, equipment, and/or property reimbursed with EANS funds. Eligible schools will be responsible for following LDOE's inventory process including tracking and reporting of these items.

EXAMPLES: Items Allowed for Reimbursement

☐ Disinfectant	☐ Classroom Partition	☐ Wi-Fi Hot Spots
☐ Cleaning Supplies	☐ Social Distance Floor Decals	☐ Webcams
☐ Disposable Gloves	☐ Thermometers	☐ Microphones
☐ Hand Sanitizer	☐ Educational Assistive Technology (Ex: hearing devices, text to speech, digital recorders, word prediction software, etc.)	☐ Headsets
☐ Masks		☐ Leasing sites or spaces to ensure social distancing
☐ Face Shields		☐ Portable Air Purification System
☐ Temporary Walls	☐ Laptops	☐ Repairing existing windows to facilitate air flow
☐ Desk Dividers	☐ Tablets	
☐ Plastic Screens (Wall Dividers)		

EXAMPLES: Items Not Allowed for Reimbursement

☐ Improvements to ventilation systems (including windows)	☐ Redeveloping instructional plans for remote or hybrid learning or to address learning loss	☐ Non-Secular and Religious Materials
☐ New Windows	☐ Virtual Tour Costs	☐ Travel Costs
☐ Payroll Expenses	☐ Costs related to tuition loss	☐ Food and Feeding
☐ Vendor Expenses to perform cleaning services	☐ Textbooks	☐ Bus Purchases
☐ Staff training on sanitization, the use of PPE, and minimizing the spread of COVID-19	☐ Instructional Materials/Supplies (Unless technology related) [Examples: pencils, paper]	☐ Portable Building Purchases
☐ Expenses reimbursed through a PPP loan prior to December 27th, 2020		☐ Real Estate Purchases
		☐ Loan Payments
		☐ Interest Costs

EXAMPLES: Potential Items Allowed for Future Expenditures

☐ Disinfectant	☐ Educational Assistive Technology (Ex: hearing devices, text to speech, digital recorders, word prediction software, etc.)	☐ Improvements to ventilation systems (including windows)
☐ Cleaning Supplies		☐ Window Repairs to facilitate air flow
☐ Disposable Gloves		
☐ Hand Sanitizer		☐ Portable Air Purification System
☐ Masks	☐ Laptops	☐ Staff training on sanitization, the use of PPE, and minimizing the spread of COVID-19
☐ Face Shields	☐ Tablets	
☐ Temporary Walls	☐ Wi-Fi Hot Spots	
☐ Desk Dividers	☐ Webcams	
☐ Plastic Screens (Wall Dividers)	☐ Microphones	☐ Redeveloping instructional plans for remote or hybrid learning or to address learning loss
☐ Classroom Partition	☐ Headsets	
☐ Social Distance Floor Decals	☐ Leasing sites or spaces to ensure social distancing	
☐ Thermometers		

EXAMPLES: Items Not Allowed for Future Expenditures

☐ New Windows	☐ Capital Improvements to building structure that cannot be removed	☐ Travel Costs
☐ Payroll Expenses		☐ Food and Feeding
☐ Vendor Expenses to perform cleaning services		☐ Bus Purchases
☐ Virtual tour costs		
☐ Costs related to tu...		

EXAMPLES: Potential Items Allowed for Future Expenditures if Sufficiently Related to Covid

ITEM	Examples of Further Covid Related Explanations (Not an Exhaustive List)
☐ Vehicular Transportation	Mileage, vehicle lease, and contracted vehicle services are allowed. Example: If the school requires additional buses or other vehicles based on CDC guidelines for social distancing.
☐ Umbrellas/Tents	Allowed if used for social distancing outdoors.
☐ Picnic Tables	Allowed if used for social distancing outdoors.
☐ Storage Unit	Allowed if used for to store items to help facilitate social distancing space.
☐ Campus Sanitizing	Cost of cleaning supplies is allowed. Cleaning contracts with vendors are not allowed.
☐ Batteries	Allowed if used for within an allowable item such as thermometer.

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Frequently Asked Questions

- Provides a list of frequently asked questions along with their respective program responses.

> **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.

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Program Application Walkthrough

- YouTube video with step by step instructions and a visual of filling out the budget application along with filling out the required Budget Application Supporting Spreadsheet
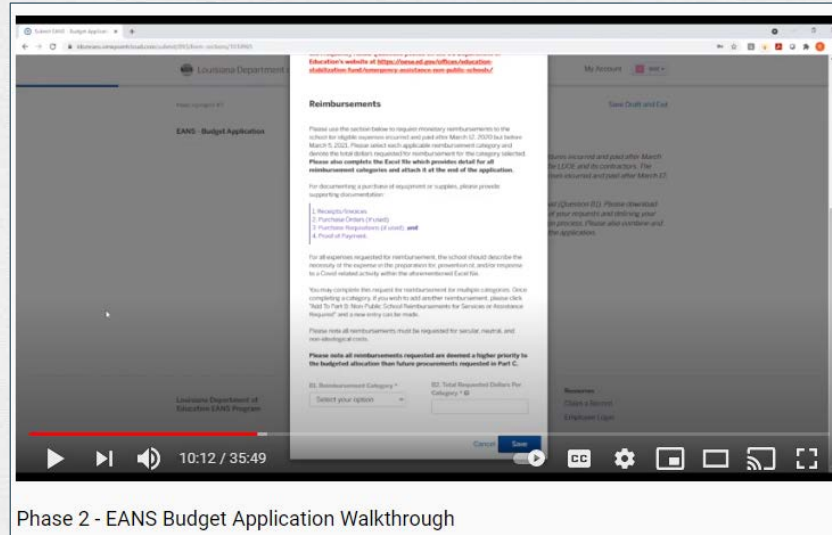
Phase 2 - EANS Budget Application Walkthrough

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 Program Application Walkthrough* for assistance

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

School Contact Information

- **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.

Budget Application Overview

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.

Completing the Budget Application

- When entering in future procurement requests, question *C2 Subcategory* provides a list of commonly requested items. If you do not see the item you desire in the list, please scroll down and use the 'Other' option. Then you can use *C5 Future Procurement Description*, to describe the item being requested.

- Additionally, applicants should use *C5 Future Procurement Description* to enter in as much detailed information as needed for each request in order to assist the Program in procuring the desired items.
  - Ex: If requesting a specific software – name of the software, number of licenses, duration of license, etc.
  - Ex: If requesting certain cleaning products due to student allergies, provide said justification.

Excel Spreadsheet

- The excel spreadsheet is **mandatory for reimbursement** requests 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 Program Application Walkthrough* located on the Federal Support and Grantee Relations Library.

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Excel Spreadsheet

- As the reimbursement funding is organized by subcategory, multiple items can be requested under each category
  - Example: gloves and disinfectant can 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	1/7/2021	14567	500.00	1/7/2021	Check	N/A	Corporate Cleaning, Inc.	500.00	Clorox wipes were used to prevent the spread of germs and clean surfaces
									-	
									-	
									$ 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	...	Edit	Remove
IV. Physical barriers to facilitate social distancing	1,200	...	Edit	Remove

Add Reimbursements

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.

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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 some 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.

End of the EANS Program

- 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.

- 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.

Reimbursement, Procurement, and Inventory Process
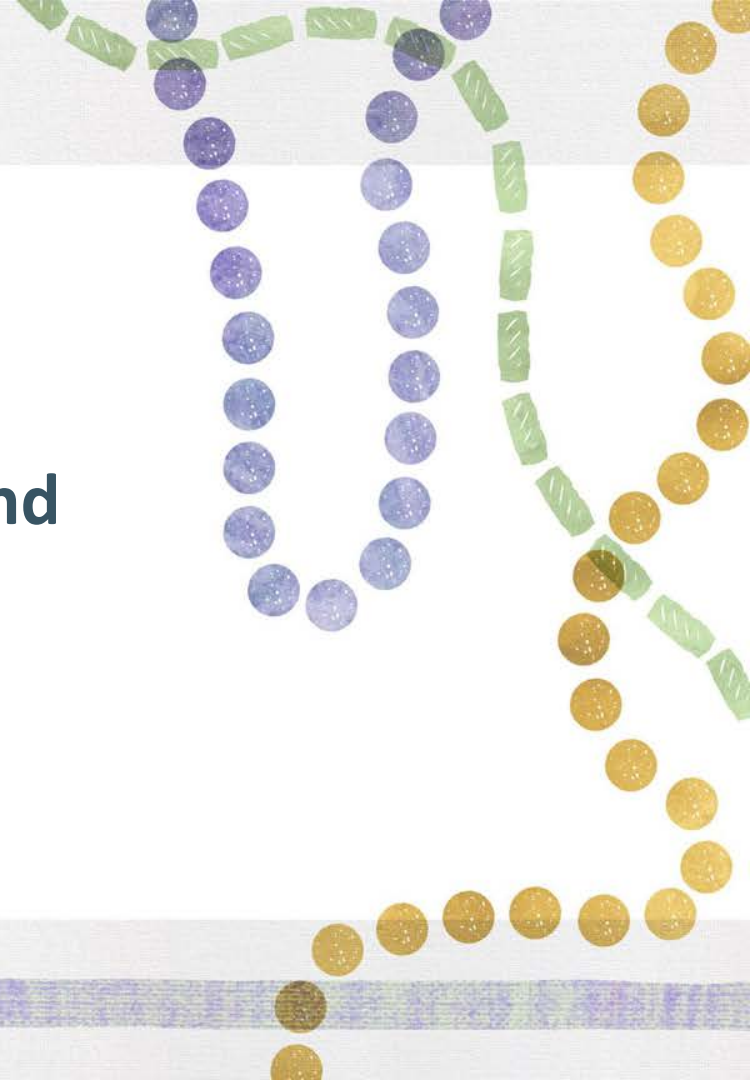
Reimbursement Process

- 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.

  - Additionally, any service providers wanting to inquire about becoming a state vendor can reference these resources for their questions/instructions on how to do so.

Procurement Process

- The Program cannot guarantee that all items requested for future expenditure will be provided. Future expenditure 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

- 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

- At this time, a list of EANS vendors is not available for review.

- 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.

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Inventory Process

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

- The inventory information shared in the previous webinar was provided to help schools in determining what to request within the budget application.

- More information regarding the inventory process for reimbursed/procured items and the delivery of future procured items will be available to the eligible schools after the budget application process is complete.

Common Questions
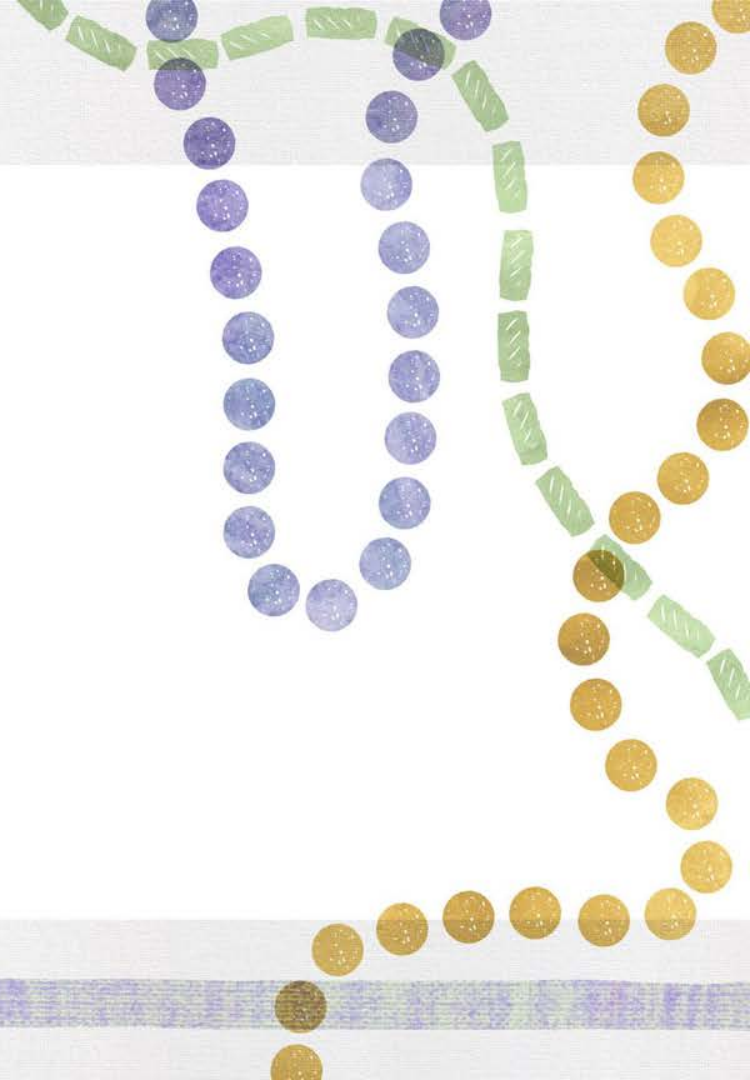
- **How do I log back into my application to either respond to my reviewer or upload documentation?**
    - Please review the *Phase 2 – EANS Budget Application User Manual* for a walkthrough of these steps.
    - Feel free to call 1-833-575-1727 or email info@LDOE-EANS.com with questions.

- **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 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.
  - Please ensure you are including <u>ALL</u> costs that your school wishes to submit for both reimbursement and future expenditure <u>prior to submitting your budget application.</u>
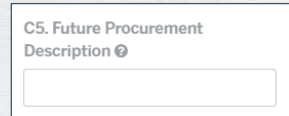
- **How do the priority requests work?**
  - In order to address a school's priorities and maximize impact for the budget, schools will be asked to assign a level of priority to each item being requested for future procurement. Priority 1 is the highest level priority. Please note all reimbursement requests 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.

- **If I cannot 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.

- **If any requests get denied or if there is leftover funding, what happens to it?**
  - Unobligated funds revert back to the Governor for authorized use under the GEER II fund.

- **Is a nurse or school counselor an allowable future procurement expense?**
  - The potential for contracted nurse, counselor, or teacher for services related to Covid-19 activities is typically applicable for future procurements. Please note, while these are a potentially allowable expense, in order for it to be included as part of the EANS program, this would be procured through LDOE meaning LDOE would contract directly with the vendor to provide this service. You may request this within the future expenditure section of the application. A final determination will be made when your budget application is reviewed.

- **Are capital improvements an allowable expense?**
  - No, LDOE will hold the title to all items reimbursed or procured through 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. 34 C.F.R. § 76.661 requires that equipment and supplies purchased with EANS funds must be able to be removed from a non-public school without remodeling the non-public school facility. Capital improvements do not meet this requirement.

- **Will the program pay for installation of software and/or training for staff on how to use requested software?**

  - If a school requires training on how to use a requested software, a separate budget application item should be requested for the training.

  - Typically the software purchased comes separate from a device with specific License keys. The LDOE Office of Technology Services can maintain those keys in a database or via the software's management portal. However, the schools will need to use their technology staff to install and maintain the software provided.

- **Is supporting documentation required for future procurements?**
  - There is no supporting documentation required for future procurement requests. However, the program encourages schools to use the 'C5. Future Procurement Description' field to enter in any descriptive and detailed information that could be helpful when procuring the desired item.
    - Ex: If requesting a specific software – name of the software, number of licenses, duration of license, etc.

C5. Future Procurement
Description ?

- **Are quotes required to be submitted for future procurement requests?**
  - No. However, while quotes are not required, schools are encouraged to include as much detailed information as needed for each future procurement request in order to 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.

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- **If the item I want to request is not specifically listed as an example of an allowable reimbursement or future procurement, how do I find out if it is allowable and/or if I should include it within my budget application?**
  - The Program encourages your school to submit the budget application and include all items desired even if you are unsure if the item is considered an allowable expense. A final determination will be made when your budget application is reviewed.

- **Should my school request more items than we think our allocation will cover in case a requested item gets denied?**
  - The Program will review all reimbursement requests followed by each future procurement until you reach your total allocation amount. There is no harm in submitting additional requests for future procurement in order to ensure you reach you final allocation total.

- **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
- **Can the Program gurantee I will have my future procurement requests in hand by August 5, 2021?**
  - The Program is working 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.

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- **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.

Next Steps and Resources

Next Steps

- Phase 2 Budget Application:
    - Complete Phase 2 of the application located in the <u>Federal Support and Grantee Relations Library</u> on the LDOE website
    - Review the resource materials
    - Application Deadline: **Tuesday, June 1 at 11:59 pm.**

    <u>Please note the application deadline is the day after Memorial Day.</u>

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EANS Program Contact Information

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

Via Phone - 1-833-575-1727

Via Email - info@LDOE-EANS.com

Thank you!