

# Frequently Asked Questions

## EANS Program Application

### Application

**1. *Is there a place to see a school's user roles in ePlan?***

Yes. The address book, found on the navigation menu in ePlan, is the best place for users to check which roles have been assigned to their school.

**2. *Once an application is approved when will funds be received?***

A school's allocation will not go directly to the school like a grant award. The school's funds will be received either through reimbursement for goods or through a service contract in which the department will establish and pay. Reimbursements will start immediately, but requests for services may be delayed until the 2021–22 school year.

**3. *Does the entire allocation have to be in the budget, or is it possible to hold some funds back for future uses?***

The entire allocation must be obligated by July 27, 2021. This means that all reimbursements or purchase orders must be submitted in early July for all approval. Schools must decide which services are desired by July 27, 2021, but the school can then receive those services until September 30, 2023. For example, a school may decide in the application to reserve \$20,000 for tutoring services. As long as the funds are obligated prior to July 27, 2021, the school can then utilize those pre-approved tutoring services over the next two years until September 30, 2023.

**4. *Will there be an opportunity to adjust the budget and reallocate funds as varying needs arise?***

***Updated March 25, 2021***

Because of the short timeframe that schools have to obligate the allocation (funds must be obligated by July 27, 2021), schools will have limited opportunities to revise the budget. After the first round of reviews of the applications, schools will be notified if there is something that needs to be revised, including the budget.

### Allocations

**5. *What does it mean to "obligate" EANS funds?***

Specifically, for services or assistance provided through a contract, the obligation is made on the date that the department makes a binding written commitment to obtain the services or work on behalf of the school. For the rental of real or personal property, the obligation is made when the property is used. For goods, the obligation is made when the purchase order has been approved or the goods have been purchased.

**6. *What is the process for reimbursement?***

Reimbursement requests will be handled through ePlan. On the navigation menu, there is a reimbursement requests button where information will be entered, and receipts, invoices and purchase orders will be uploaded. For reimbursement of future services or assistance, the department will review the requested services or assistance to ensure that they are necessary, reasonable, and allowable under the CRRSA Act. To maintain control over the EANS funds, the department must ensure that the non-public school's expenditures are allowable expenses, the school has sufficient documentation supporting such expenditures, the school actually received the services or assistance related to those expenditures, and that the department gains title to materials, equipment, and property for which it provides reimbursement.

**7. *What documentation will be required for reimbursements?***

Typically, a reimbursement request needs to contain the school's approved purchase order, the invoice, and proof of payment. For allowable expenses that have already been purchased, an itemized receipt is required that clearly shows a purchase date between March 13, 2020, until the time the application is approved. For equipment, a model and serial number will be required documentation.

**8. *How long will it take to get the reimbursement?***

Once the department has received the appropriate and correct documentation, reimbursement should be issued in 30 days.

**9. *Are state vendors required to be used for reimbursable items?***

The school does not need to use an approved vendor for allowable, reimbursable goods that will be purchased. For any contracted services, the school must use an approved vendor and payment to the vendor will be made directly by the department. Schools can request for vendors to be approved by the state, however, using state vendors who are already set up in the procurement system is the fastest way to receive services.

**10. *Will multiple bids be required?***

Multiple bids will not be required, as vendors will not bid in this process. Vendors will be on the approved list if they meet the department's criteria. Preferred vendors can be listed in the EANS application in the budget narrative.

**11. *If the department reimburses us for products, does the department own them? Will the department reclaim them at a certain point?***

The department holds title to the equipment, materials, and supplies purchased with EANS funds. Equipment and supplies purchased with EANS funds for students and teachers in a non-public school may be used for the authorized purposes of the EANS program during the period of performance (i.e., through September 30, 2023) or until the equipment and supplies are no longer needed for the EANS program. In general, once equipment or supplies are no longer needed for purposes of the EANS program, the department must remove them from the private school.

**12. *When can purchases be made? Updated March 25, 2021***

The allocations will be available once all EANS applications are approved in ePlan. For products, the school will be reimbursed for allowable purchases made from May 13, 2020, through July 27, 2021, if there is proper documentation. An approved purchase order from the school will suffice as “obligation” for allowable, tangible items that are needed for delivery past the July 27, 2021 obligation deadline. For contracted services, the contract must be signed by July 27, 2021, and all allocations must be used by September 30, 2023. The department will work to establish service contracts as expediently as possible, but not all service contracts may be in place until the beginning of the 2021-22 school year.

**13. *If a vendor is approved as a state vendor, can the state reimburse the vendor for prior months’ rentals, and, in turn, the vendor can reimburse the school? This was how the ESSER funds worked.***

If the prior rental involved a contract, then the department cannot reimburse the vendor for prior rentals.

**14. *Will there be a vendor list for ordering supplies or services? Updated March 25, 2021***

Schools are asked to list preferred vendors for services and contact information in the budget narrative of the application. The department will notify schools when the vendor approval process is ready. For supplies, there is no vendor list. Allowable, tangible items may be purchased through any vendor.

**15. *Is the school able to use a service provider that is currently being used?***

The vendor must be an approved vendor through the department for the EANS program. The school can request these services in their application and then the state can establish the contract with the vendor as long as the vendor meets the minimal requirements.

## **Allowable Expenses**

**16. *Are contracted instructional programs, such as Edgenuity or Edmentum, an allowable use of funds?***

If an approved vendor is contracted to redevelop instructional plans for remote or hybrid learning or to address learning loss; or initiate and maintain education and support services or assistance for remote or hybrid learning or to address learning loss, then that would be an allowable use funds. Since this is a “service”, the vendors must have a contract with the department and reimbursement for services goes through the department, not the school.

**17. *Are technology items that have already been purchased due to COVID and the need for virtual learning reimbursable?***

Yes, most technology items, such as computers, are eligible for reimbursement if they are already purchased. However, technology services are not reimbursable.

**18. *Will the program reimburse for the prior purchase of Chromebooks?***

Yes, Chromebooks are an allowable reimbursement if they were purchased on or after May 13, 2020.

**19. Is an investment in existing space on campus to build and landscape outdoor classrooms considered needed physical space for social distancing?**

Construction and landscaping are not allowable expenses.

**20. Can allocations be used for outside facilities - tables, pavilions, for social distancing needs? Updated March 25, 2021**

Tables are allowable reimbursable expenses. Portable pavilions and tents may be purchased if they are under \$10,000 or they may be leased as a service.

**21. Will the program reimburse for past space rental for social distancing?**

No, the program will not reimburse for past space rental.

**22. Are large tent rentals for socially distancing during lunch allowable?**

Yes, this is an allowable expense as a service.

**23. Is the purchase of a large tent and heater so that we could use the outdoor space year-round reimbursable?**

Yes, these items are reimbursable.

**24. Can funds be used to hire janitorial staff? Updated March 25, 2021**

No, hiring a janitorial services company is not allowable.

**25. Does the EANS program cover hiring a part-time reading specialist and school nurses?**

No, the EANS program does not pay for staff, however, the department could potentially contract those services on the school's behalf.