

Frequently Asked Questions

EANS Program Office Hours

March 24, 2021

1. *The school plans to buy 3 Owls, 360-degree cameras for virtual meetings. They plan to buy these cameras from another school, is this allowable?*

Yes, it doesn't matter where the reimbursable items are purchased. You will need to show an itemized receipt for the reimbursement request.

2. *Are manipulatives (e.g., flashcards) to address learning loss allowable?*

Yes, manipulatives are allowable reimbursements.

3. *Would a summer online program be allowable to address learning loss?*

An online program would be considered a service and would need to go through the vendor application and setup process with the department. It is unlikely that this process could be complete in time for summer school. Services should be planned to begin for the 2021-22 school year.

4. *How detailed should the narrative be for the application? The school wants to order 30 Chromebooks.*

The budget narrative needs to include an explanation of why the reimbursable item or service is needed and how it ties back to COVID-19 or mitigating learning loss. If a service is being requested, please include the preferred vendor and contact information.

5. *Are eBooks an allowable expense?*

No, as most eBooks have non-transferable licenses to access content. They're linked to a user account and could be transferred to any other device. The department could not hold title to something of this nature.

6. *COVID-19 testing is free through the health department, but there is a processing fee. Would the processing fee be reimbursable?*

COVID-19 tests and processing fees will need to be a service contract that is established by the department.

7. *The school is purchasing printers. Would the ink be reimbursable?*

Ink is reimbursable.

8. *The school used ESSER funds for IXL and a few other programs. The services do not expire until June 2022. Would they be able to put in a PO and extend the request for the services until 2023?*

If IXL is a single-time download, then an approved purchase order from the school for the extension of services through Sept. 30, 2023 would be permissible. If IXL is considered SaaS (software as a service), then the service would need to be established through the state. The school should reach out to the preferred vendor to ensure they can provide services to a school when the department holds the contract.

9. *Is Zoom reimbursable or is it a service?*

It depends on whether the software license is a SaaS (software as a service) or as a single time download. In the case of a single time download, the software must be on an EANS-purchased device and would be reimbursable. SaaS products would be considered a service. The school should reach out to the preferred vendor to ensure they can provide services to a school when the department holds the contract.

10. *When I enter the application section, it will not allow me to enter information. What am I doing wrong?*

The user should make sure that the three user roles (grant director, fiscal representative, and authorized representative) are setup in ePlan. If not, the user will not be able to access the application. If user roles are setup, then the user must change the status of the application to "Draft Started," then click "Confirm."

11. *The bowling team for their school had to rent a bus for their tournament because of COVID-19. They rented the bus in January; would this be reimbursable? Going forward will they be able to rent a bus and be reimbursed?*

A school's past rental of a bus would not be covered, but moving forward, bus rentals would be a service contract that would have to be established by the department.

12. *Are janitorial services allowed?*

The U.S. Department of Education has recently issued new guidance that janitorial services are not allowed. Cleaning and disinfecting supplies are reimbursable, however.

13. *Would copy paper be approved as of the supplies the school could be reimbursed for?*

Copy paper is a reimbursable expense, if the amount is reasonable and the purpose for the additional copy paper is connected to the purpose of the EANS program.

14. *For the budget piece, do they need to add a line for each item, and can they bundle like items together?*

Similar items can be bundled together under the appropriate line item in the budget.

15. *Would compressors for an HVAC system be a reimbursable item?*

Improvements or repairs to HVAC systems to improve air ventilation are an allowable service. Replacement of major components to an HVAC system, or a new HVAC system itself, are not allowable.

16. *Where does the school upload receipts?*

Receipts are not part of the application. Itemized receipts will be a necessary upload in the reimbursement request, which will be open after the applications are approved.

17. *Would fiberoptics go under operation of plant?*

Yes, fiberoptics would go under Education Technology, 72250-470, for cabling.

18. Should the school go with reimbursable items instead of contracted services?

Whenever possible, reimbursement is the easiest and fastest route for the school to receive their allocation.

March 23, 2021

1. The school is checking with the TRANE company for quotes on portable air filtration devices and will order these items if TRANE is not an approved vendor. If TRANE becomes an approved vendor, can the school switch to getting an air filtration system installed in their HVAC system?

Allowable, tangible items are reimbursable and do not need to be purchased by a specific vendor. Portable air filtration devices fall under reimbursable items. A vendor making an improvement to an HVAC system would require a service contract that must be established through the department.

2. How do we change ePlan User Access roles?

At the bottom of the [ePlan User Access form](#), there is an option to change user roles.

3. Is licensing for software (e.g., Zoom) a one-time service reimbursable or a contracted service?

It depends on whether the software license is a SaaS (software as a service) or as a single time download. In the case of a single time download, the software must be on an EANS-purchased device and would be reimbursable. SaaS products would be considered a service. The school should reach out to the preferred vendor to ensure they can provide services to a school when the department holds the contract.

4. The school has old windows (from the 1970s) that are steel encased and will not open. The school does not have good ventilation, can they replace the windows with EANS funds?

No, EANS will not cover new windows or installation, but will cover repairs to windows to improve ventilation.

5. The school has an HVAC system from 1948 and it needs upgrades. They talked to an HVAC service person and adding extra ventilation items may put too much stress on the already old system. Is a new HVAC system covered under EANS?

No, new HVAC systems are not covered under EANS. Improvements to HVAC systems are an allowable service.

6. Can the school have their air ducts cleaned on their HVAC system with EANS funds?

Air duct cleanings would be considered a vendor service that must be established by the department.

7. The school did not have computers for students to do schoolwork at home. They want to order computers and software for staff, teachers, and students. Are these items reimbursable?

Yes, computers and software are reimbursable items.

8. The School would like to have access points installed in their building. Would installation and cabling be approved with EANS funds?

The installation of access points to help improve the school's Wi-Fi is an allowable [service](#).

9. If the school can't get the boiler system replaced, will additions to the system to help ventilation be covered?

Yes, additions to an HVAC system that will improve ventilation is an allowable service.

10. Is the school allowed to count Georgia students in their count, or is it only Tennessee students?

Only Tennessee residents are to be counted in the data provided to the department.

11. Are touchless doors (ADA doors) reimbursable? If they are not what about the equipment to install to make them open?

ADA doors are not allowable, nor is the equipment to install the ADA doors.

12. Can the school pay their teachers for summer school services?

No, EANS does not cover salaries.

13. Is there a cap on supplies (e.g., ink) the school can order in large quantities to last until 2023?

There is no cap on supplies, however, if you are going to order a large quantity to last until 2023, then please explain that in the budget narrative.

14. Are textbooks covered?

Yes, secular textbooks are reimbursable.

15. Would an AED be covered?

No, and AED would not be allowable under EANS.

16. Are whiteboards allowable?

Non-digital whiteboards are a reimbursable expense. Digital whiteboards or Smartboards are also allowable for reimbursement. The installation of the boards would be an allowable service that must be established through the department.

17. Would attachments to improve air quality on an HVAC system be reimbursable?

Attachments to an HVAC system to improve air quality is an allowable service that the department must establish.

18. The school wants to increase its STEM furniture. Is this an allowable expense?

Yes, STEM furniture, if it's needed to allow for social distancing, is a reimbursable expense.

19. Is it correct the school can lease a modular building, but cannot purchase one with EANS funds?

Portable classrooms or modular buildings used for classrooms can be leased or rented through a vendor service contract which must be established by the department.

20. Do we have information on the new school funding bill that just passed, the timeline, and what the funds will be geared toward?

The department will share information with non-public schools on the recently passed American Rescue Plan as soon as it is available.

21. Should their school order COVID-19 test kits or will they be able to get them free?

Test kits for COVID-19 are a reimbursable expense.

22. Is Apple Care a contract or reimbursable?

Warranties are not reimbursable or an allowable service.

23. Installation fees and shipping fees, do you want this lumped together in the budget? Where would this go under the budget line item numbers?

Installation fees would be considered a service and would be included with the service contract. Shipping fees would be included on the line item that is appropriate for the requested item or service.

24. Would Smartboard licensing be an allowable expense?

The software license is a SaaS (software as a service) and is an allowable service. The school should reach out to the preferred vendor to ensure they can provide services to a school when the department holds the contract.

25. Can the school purchase fans and portable heaters for outdoor classroom use?

Fans and portable heaters are a reimbursable expense.

26. If a school would like to purchase items in bulk, would a P.O. suffice as an obligation?

Yes, an approved purchase order from the school will suffice as an obligation in order to meet the July 27, 2021 deadline.

March 22, 2021

1. When filling out the budget, can the school buy a subscription through Sept. 2023? When the school enters the quantity and amount, how do they enter the information? One for each teacher for one year or two for each teacher? Does the school need to budget until Sept. 2023?

In the application's budget, please include one subscription for each teacher totaling the amount of the entire subscription. Include the amount that is covered until Sept. 30, 2023. In the budget narrative, the school should include the number of months and years the subscription covers. If the subscription will cover multiple years, please be very detailed in the narrative response and/or use a different line item for each year of the subscription.

2. If the school buys cabling and wiring from a company, but the company sells a mix of tangible items and services for the items. The company does not separate the items from the service, would this be reimbursable?

The tangible items, such as cabling and wiring, are reimbursable. The school should contact the company to provide an itemized receipt, as this is what the school will need once reimbursement requests are open to submit after the applications are approved.

3. *Is anti-virus software, which is downloadable on students' computers, considered reimbursable or a service?*

If the software involves a subscription, then it would be considered a service.

4. *If the school bought something from Best Buy and pays for the extended warranty plan, is this something that is reimbursable?*

No, extended warranties are not reimbursable or an allowable service.

5. *Is the spending plan part of the ePlan items the schools need to fill out?*

Yes, the Spending Plan section of the application must be filled out. The amounts will auto-populate with the amounts listed in the budget for each line item. The second part of the Spending Plan involves answering an open-ended question.

6. *Where are we supposed to include the explanation of the poverty data in ePlan?*

Please upload the documentation on how the school arrived at the poverty data in the Supporting Documents section of ePlan.

7. *Can the school be reimbursed for textbooks? Updated March 25, 2021*

Yes, textbooks must be secular, and they are an allowable reimbursement. **eBooks, however, are not allowable.**

8. *What is covered in transportation? Updated March 25, 2021*

A school may lease or rent a van or bus to allow for social distance, which is an allowable service that would need to be established through the department. **Vehicle purchases are not allowable.**

9. *The school needs to wash their uniforms. Can they purchase a washer and dryer and be reimbursed?*

No, a washer and dryer are not reimbursable.

10. *Would hands-on projects be reimbursable?*

Yes, activity supplies are reimbursable if they help mitigate learning loss.

11. *Would a series of reading books for the classrooms be a reimbursable item?*

Yes, reading books are reimbursable.

12. *How is the school reimbursed? We don't have enough money to purchase all the technology we need.*

Yes, the school must purchase reimbursable items and submit a reimbursement request when it is time to submit those requests after the applications have been approved. The school can purchase what they can, submit a reimbursement request, then purchase more, and submit another reimbursement request. Remember that all funds must be obligated by July 27, 2021.

13. The school meets at the church and one of the HVAC units went out and needs to be replaced. The church does not have the funds to fix the unit, would EANS funds cover the cost of replacing the HVAC unit?

No, replacing an HVAC unit is not an allowable expense or service. Repairs to HVAC systems are an allowable service.

14. Can the school estimate costs that are put in the budget? Some of the items may go up or down in price.

Yes, the school may estimate the amount of a budget line item, but if the cost goes up, the school can only be reimbursed for the allocated amount.

15. IXL for student and training for teachers, is this reimbursable?

IXL would be an allowable service because it is subscription-based. The department would need to establish a contract with the vendor on behalf of the school and pay the vendor directly.

16. If the school is purchasing Chromebooks and IXL, how many do they need to order if the school serves a transient population? Can the school order 100 Chromebooks even if they do not have 100 students?

Yes, the school can order more laptops and subscriptions than the number of students it currently serves, if the school serves a transient population or if the school needs a reasonable number of computers on hand to substitute for ones that need repair.

17. For outdoor classrooms, can a school purchase picnic tables and a canopy? Is this reimbursable?

Picnic tables and canopies needed for social distancing are reimbursable.

18. The school uses ACT Aspire to measure learning loss. Is this an allowable expense?

Yes, assessments to measure learning loss are an allowable expense. If the assessment involves a subscription or contract, then it is considered a service that must be established through the department. The service would need to be obligated by July 27, 2021 and all allocations must be spent by Sept. 30, 2023.

March 19, 2021

Please note new guidance from the U.S. Department of Education, in particular:

1. Are services for sanitizing, disinfecting, and cleaning school facilities an allowable use of EANS funds? (NEW March 19, 2021)

No. CRRSA § 312(d)(4)(A) specifically authorizes a non-public school to request “supplies to sanitize, disinfect, and clean school facilities.” This authority does not extend to contracting with a vendor to perform the cleaning. If a non-public school has contracted for cleaning and seeks reimbursement, an SEA may reimburse it for the cost of supplies but not for the full cleaning contract.

2. How can an SEA maintain control of services or assistance for allowable activities that might affect the infrastructure of a non-public school? (NEW March 19, 2021)

CRRSA § 312(d)(4)(C) authorizes a non-public school to request services and assistance under the EANS program for “improving ventilation systems, including windows or portable air purification systems to ensure healthy air in the non-public school.” That authority, however, is tempered by several other provisions. Section 312(d)(7) of the CRRSA Act, for example, requires an SEA or another public agency to keep title to materials, equipment and property purchased with EANS funds and the public agency must administer such materials, equipment, and property. Moreover, 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. Clearly, a portable air purification system could meet these requirements because an SEA could keep title and it could be removed when no longer needed without remodeling the non-public school facility. **A ventilation system that is installed and becomes a capital improvement in a non-public school, however, would not meet these requirements. Similarly, new windows would not be permissible, but repairing old windows to facilitate air flow could be allowable. In sum, whether this particular authorized activity is allowable depends on the attendant circumstances.**

3. Our school is a DCS facility school and we got our poverty information from DCS. Can we use the students’ intake forms and redact the personal information for their explanation for poverty data?

The application requires an upload of a document one or two paragraphs in length that explains how the school arrived at the numbers submitted on the Addendum to the Intent to Participate form. It is not necessary (or encouraged) to submit student intake forms.

4. Once we enter the budget, do we need to provide quotes from a vendor?

No, vendor quotes are not required to upload with the application. A school can seek a vendor quote(s) to know how much to include in the budget for a particular item or service. Please include the school’s preferred vendor and contact information for services in the budget narrative.

5. If the school purchased items in the summer of 2020, can they be reimbursed for those items?

Allowable tangible items, such as computers or disinfectant wipes, are reimbursable back to March 13, 2020.

6. If the school rented a tent in the fall, can they be reimbursed?

No, past tent rentals are not reimbursable because it would be considered a service.

7. What supporting documentation is required with the application?

Schools must upload in the Related Documents section of the application:

- Evidence of source and process to determine poverty data
- PDF of the submitted Intent to Participate form
- PDF of the submitted Addendum to the Intent to Participate form

8. Would bottled water instead of a water fountain be something they can purchase?

No, the grant funds cannot be used for food or drink.

9. The school uses vinegar and alcohol for cleaning. Would this be reimbursable?

Yes, cleaning supplies are allowable and reimbursable going back to March 13, 2020.

10. Is Wi-Fi reimbursable or is it a service? Can it be claimed back to March of 2020, or is it only going forward? Updated March 25, 2021

Wi-Fi is considered a service and will require the department to establish a vendor contract and pay the vendor directly. Wi-Fi service cannot be reimbursed back to March 13, 2020. The school should reach out to the preferred vendor to ensure they can provide services to a school when the department holds the contract.

11. Can tutors be used for two hours of instruction?

Tutors must be hired through a company and considered a service contract that the department must establish. The school should include any preferred tutoring companies in the budget narrative.

12. The school wants to use a program for lower-level learners to help make up learning loss. Would this be reimbursable? Updated March 25, 2021

Software or materials are a reimbursable expense if it is a single-time download. If it is SaaS (software as a service), then the program would need to be setup as a service. Professional development for teachers on learning loss would be considered a service.

13. Where should the teacher computers be listed under account numbers in the budget? Would it be regular instructional or education technology? Updated March 25, 2021

Computers should be budgeted under Regular Instruction Program, 71100-722.

14. Our school closed two times for COVID-19 and now would like to extend the school into May and June. Can we be reimbursed for the materials they will be ordering?

Yes, materials to address learning loss are reimbursable. The school can purchase the materials now and submit a reimbursement request after the application is approved.

15. We plan to spend a large chunk of our allocation on new devices for students and teachers. We are thinking a lot of schools will be purchasing similar items with these federal dollars so we plan to go ahead and make the purchases to mitigate any delays or time lags with delivery. Even though our EANS application has not been submitted or approved yet, I assume we will just request reimbursement for these items after our application is approved, correct?

Yes, you can order technology now to mitigate delays. Reimbursement requests will be open after the application is approved.

16. At this point, are you able to provide more clarity on the vendor approval process? For example, we anticipate using EANS money to contract for our nightly janitorial service in our instructional buildings. If the vendor we would like to use is not already on the State's approved list, do you know what that vendor will need to do?

Please include the preferred vendor and contact name in the budget narrative. Our procurement team will post the minimal eligibility requirements for vendors. Schools will be notified when these requirements are posted.

17. We plan to purchase a number of digital textbooks with EANS funds. What duration of the subscription can we purchase and be reimbursed for with EANS funds? Our principal tells me that usually you can get eBooks with a one-year subscription, three-year subscription (typically for the price of two years) or a six-year subscription (typically for the price of four years). Can you provide any clarity for how long of a subscription we are allowed to purchase with EANS funds? Updated March 25, 2021

eBooks are not allowable under the EANS Program, as most eBooks have non-transferable licenses to access content. They're linked to a user account and could be transferred to any other device. The department could not hold title to something of this nature.

18. Our school is a pre-K-12th grade school. I know EANS allocations we based on K-12 enrollment. Does that prohibit us from using any EANS funds for our preschool programs and/or buildings?

EANS funds could not be used for any preschool programs or buildings.

19. We would like to use EANS funds to purchase student consumables/workbooks for the next year. It appears these purchases fall under the Learning Loss and Continuing Education focus area. Do we simply need to purchase these items and then submit reimbursement (after our application is approved)?

Yes, that is correct. Student workbooks to aid learning loss or to provide continuity in learning is an allowable reimbursable expense

20. Under the Education Technology focus area, "purchasing software applications and digital platforms" is listed as allowable. I understand this could include our Student Information System (SIS). Would we simply need to sign a new contract with our SIS provider so that EANS funds could pay for this?

All contracts must be setup by the department and the department pays the vendors directly until Sept. 30, 2023.

21. Also regarding "software applications and digital platforms," would that include our school's accounting software with Blackbaud, our Mobile Device Management subscriptions with Securly and Jumpcloud and/or our student protection software and classroom monitoring subscription with Securly? If so, would the vendor need to create a "new" contract with the State for these services? Updated March 25, 2021

EANS funds would not cover accounting software. For the other software mentioned, whether it is reimbursable or a service depends on if the software license is a SaaS (software as a service) or a single-time download. In the case of a single-time download, the software must be on an EANS-purchased device and would be reimbursable. SaaS products would be considered a service. The school should reach out to the preferred vendor to ensure they can provide services to a school when the department holds the contract. but it would cover student protection software, classroom monitoring subscriptions and mobile device management subscriptions.

22. We currently have a lease for a portable classroom. Could EANS funds cover this if the vendor were to create a "new" contract with the State for this lease through 9/30/23?

Yes, that is correct, as long as the vendor meets the state's minimal requirements to be an approved vendor.

23. Are new windows an allowable expense? Considering they are approved to improve the ventilation system, is there a requirement that the windows installed must be able to be opened (we recently installed new windows in one of our buildings and they are not able to be opened). If we installed similar windows in a different building, would that be an allowable expense with EANS funds as a contracted service?

Only window repairs to improve ventilation are allowable under EANS.

24. Over the past few years, we have been replacing classroom projectors and projector screens with mounted TVs. This has worked well as our teachers can project to them directly from his/her device using Apple TV. I assume the purchase of the TVs, mounts, and sound bars would all be allowable expenses since they serve the same purpose as the projector, but I want to confirm that with you before we begin making those purchases.

Yes, that is correct. Televisions to be used as projector screens, television mounts, and sound bars are allowable expenses.

25. Regarding the Budget section of the EANS application, I see we need to "add budget detail" to each of the eight accounts. Do we have to add a separate budget detail representing each individual invoice (already purchased or anticipated) or can we aggregate some purchases of like kind together in one "budget detail"? For example, do I have to create a separate budget detail for every individual invoice we've incurred since March 2020 we made for student devices (iPads, Chromebooks, etc.) or can I essentially just give one budget detail for 400 student and teacher devices (iPads, Chromebooks, MacBooks) from Apple, Staples, Amazon as one entry?

For the application, you can aggregate similar purchases together. There is no need to list each individual invoice in the "Add Budget Detail" section of the application.

March 17, 2021

1. Can the school be reimbursed for cleaning supplies from March 2020 through today's date?

Yes, cleaning supplies are reimbursable consumable items going back to March 13, 2020.

2. Does the school need the paid receipts, or do they need the receipt and the copy of the check?

Not as part of the application, but as part of the reimbursement request, the school must upload in ePlan a proof of purchase that clearly shows what item(s) were purchased, the date, and that the school paid for the items. See the [EANS Reimbursement Request One-Pager](#) for examples of documentation. The majority of non-public schools are non-profits. These schools should not be paying sales tax. If sales tax is on the receipt, the department will not reimburse the sales tax amount to the school.

3. Does the school need an itemized bill for cleaning supplies?

Yes, when submitting reimbursement requests, the department will need an itemized receipt. See question #2 for more information.

4. If the school orders cleaning supplies in bulk, would the reimbursement be a monthly payment?

All reimbursement requests will be reviewed and processed by the department within 30 days from submission. Please note if the department staff members have any questions or additional documentation is needed the process may take longer.

5. If Wi-Fi services are bundled with the phone service, how do we show this on a receipt? Do the charges need to be separated? Updated March 25, 2021

If internet services are bundled with phone service, the non-public school must request an itemized bill from the provider/vendor. Internet services are an allowable service, as long as the vendor will provide services to the school but paid by the department. Phone services are not covered by EANS.

6. Can Wi-Fi services be reimbursed from March 13, 2020?

Services are not reimbursable if they have already been purchased from March 13, 2020 to the time the school's EANS application is approved. Only allowable tangible items can be reimbursed for this timeframe.

7. If the school gets cleaning supplies in bulk until 2023, can they order enough supplies until that date?

The cleaning supplies must be obligated by July 27, 2021. An approved purchase order from the school will be sufficient proof of obligation. The supplies could be delivered at a later date but no later than Sept. 30, 2023

8. Can the school put in a purchase order (P.O.) for sanitizing products for two years, but not get them delivered? When the school gets them delivered, would they submit an invoice?

An approved purchase order is sufficient to show obligation. Schools will receive guidance on how to submit a reimbursement request once the applications are approved. The forthcoming guidance will include instructions for delayed deliveries.

9. Do all items need to be in ePlan by March 27? What if our items are not in the right accounting numbers in ePlan?

The EANS application is due on **March 28, 2020 by 11:59 p.m. CDT**. Applications must have all sections of the application complete, with the fiscal representative and the authorized representative's approval. All EANS applications will undergo a two-level review by the department. If there are issues or more clarification is needed on an application, the department will return the application to the non-public school. The department will send feedback via the application checklist in ePlan. The non-public team will provide technical assistance to all schools that need to make revisions.

10. Are portable walls and rectangle tables a reimbursable item?

Yes, portable walls/dividers and furniture needed for social distancing are allowable expenses.

11. Can the school buy curriculum and be reimbursed?

Yes, if the curriculum is academic in focus and needed to address learning loss or to provide continuity of learning, then it is an allowable expense. Please note that the curriculum must be secular, neutral, and non-ideological.

12. Can the curriculum be religion-based?

No, the U.S. Department of Education says, "All services or assistance provided under the program must be secular, neutral, and non-ideological."

13. Will curriculum from faith-based providers, such as Abeka or Bob Jones, be allowed?

A school may order curriculum from a faith-based provider, but only for subjects such as math or English, that are secular. For example, curriculum for a Bible class would not be an allowable expense.

14. If an item is not approved, can the school reappropriate the funds to a different item?

All EANS applications will undergo a two-level review by the department. If there are issues or more clarification is needed on an application, the department will return the application to the non-public school. The department will send feedback via the application checklist in ePlan. ,

15. What is the review process for the applications?

All EANS applications will undergo two-level reviews by the department. If issues or more clarification is needed on an application, the department will return the application to the non-public school. The department will send feedback via the application checklist in ePlan.

16. Can the school be reimbursed for a lease-to-own contract for computers?

No, leases or contracts, including lease-to-own, are not reimbursable expenses.

17. The school has a cleaning contract with a janitorial service. Is this reimbursable? Updated March 22, 2021

Janitorial services are not an allowable service. Only cleaning products used to sanitize, disinfect or clean the school facilities are reimbursable expenses.

18. The school has an internet connectivity service for iPads, is this service allowable? Updated March 25, 2021

Yes, internet service is an allowable service moving forward. It is not a reimbursable service going back to March 13, 2020.

19. Can the school group line items together and then submit the receipts?

In the budget section of the application, the school should group the amount for each line item, but list what the amount covers so that the department can make sure the items are allowable. Receipts are not needed for the application. Receipts will be required for reimbursement requests after the applications are approved. The non-public team will be hosting additional webinars to walk non-public schools through the reimbursement request process and providing a how to guide.

20. *Our school bought an app for parents to do a screening of their children's health. Is this an allowable expense? Updated March 25, 2021*

If the health screening app is a single-time purchase it is an expense. Please note that if the app is a one-time expense, then it is a reimbursable item, but if it involves a contract, the vendor will need to be approved by the department. Please include any preferred vendors and contact information in the application's budget narrative.

21. *Are plexiglass barriers an allowable expense?*

Yes, plexiglass barriers are an allowable expense.

22. *Are air filters for HVAC systems an allowable expense?*

Yes, air filters are an allowable expense.

23. *Are desks and tables for classrooms for social distancing an allowable item?*

Yes, furniture that is needed to allow for social distancing is an allowable and reimbursable expense.

24. *Are Zoom subscriptions allowable? Updated March 25, 2021*

It depends on whether the software license is a SaaS (software as a service) or as a single time download. In the case of a single time download, the software must be on an EANS-purchased device and would be reimbursable. SaaS products would be considered a service. The school should reach out to the preferred vendor to ensure they can provide services to a school when the department holds the contract.

25. *Are stickers the school had printed for social distancing allowable?*

Yes, stickers for social distancing are an allowable and reimbursable expense.

26. *The school purchased equipment to broadcast events, performances, etc., would this equipment be an allowable expense?*

If already purchased, the technology equipment would be a reimbursable expense, however, the installation of the equipment would not be reimbursable.

27. *Can the school submit more budget items in ePlan than their allocation, just in case some of their items are not approved?*

A non-public school cannot exceed the allocation amount in the budget. A validation error message will appear, and the application will not be able to be submitted. During the application review period, if the department identifies an unallowable expense in a school's budget, the school's Point of Contact will be notified.

28. *Are contactless sinks, soap dispensers, and paper towel dispensers an allowable expense?*

No, these are considered renovations or renovation materials, which are not allowable. The [Centers for Disease Control and Prevention](#) recommends increased cleaning of these items, as well as ensuring you have enough hand washing supplies.

29. Can one person have two ePlan roles?

Yes, one person can have two roles in ePlan. The head of school is the only person who can hold all three roles. The authorized representative must be the head of school. It's fine for another person to be both the grant director and the fiscal representative.

30. When will our school know if our application is approved?

Schools will be notified by the end of April 2021 if their application is approved.

31. When can service contracts begin?

The department's goal is to have service contracts available to begin in August 2021.

March 15, 2021

1. Are HVAC filters purchased to ensure healthy air a reimbursable purchase?

Yes, HVAC filters are reimbursable cost under the EANS program.

2. Are eBooks an allowable expense? Updated March 25, 2021

No, as most eBooks have non-transferable licenses to access content. They're linked to a user account and could be transferred to any other device. The department could not hold title to something of this nature.

3. The school's internet provider is AT&T, and there is a need to upgrade the service for faster speed. Would the state take over the contract and pay the expenses?

If the provider meets the department's vendor requirements, the department will take over the contract for internet service until **Sept. 30, 2023**.

March 12, 2021

1. What is the reimbursement process?

Non-public schools must have an approved funding application and complete a reimbursement request in ePlan. Once the reimbursement request is submitted the department will review and either approve for payment or send back for revising based on feedback.

2. We want to build a cover for outdoor classrooms; would this be an allowable expense?

Capital improvements/projects are not allowable under the EANS program.

3. If the school wants to purchase technology, does it need to get a quote first?

The non-public school would need to follow their policies on purchases to seek reimbursement from the department. Quotes are not a required upload for the application.

4. Will the department be verifying the information schools sent for the addendum figures to ensure they are correct (also proportionality information)?

Please refer to the [Technical Application Guide](#) found in the TDOE Resources area of ePlan, under EANS. The department will review submitted documentation that the non-public school is required to upload in the *Related Documents* folder in ePlan.

5. *Is internet service an allowable expense? The school has students that do not have the internet at home; would hot spots be reimbursable? Updated March 25, 2021*

Internet service is an allowable service, but the school should check with the vendor whether it would allow payment from the department while providing service to the school. Hotspots are an allowable service.

6. *The school internet is bad, and they would like to go with a company that offers fiber optic services. Would this be an allowable expense? Updated March 25, 2021*

To fully respond to the question, the department would need additional context. The school's wiring with fiber optics would not be allowable, but the school could purchase infrastructure (i.e., servers or access points) as a service that must be established by the department.

7. *The department stated there is a 30-day turnaround for reimbursement. Will the school be reimbursed as soon as they upload their receipt?*

Department staff members will review all reimbursement requests and documentation on a first-come, first-served basis within 30 days of receiving the documentation and reimbursement requests in ePlan.

8. *Our school had an adjustment made to our ventilation system, and the work has already been done. Would this be a reimbursement or a service?*

As described, this would not be allowable. The U.S. Department of Education guidance states improvements made to the ventilation system before the EANS program are not reimbursable.

9. *Would a school need their vendor to reach out to the department to be approved?*

All vendors are encouraged to apply during the vendor application window. The department will send communications to vendors and non-public schools to ensure all potential vendors are informed about the opportunity.

10. *When does the money allotted need to be spent?*

The school's allocation must be obligated by **July 27, 2021** and spent by **Sept. 30, 2023**.

11. *When will the payments end for reimbursements?*

Payments for the reimbursement of services will end on **Sept. 30, 2023**.

12. *Can a school make classrooms bigger? Would construction for this be allowable?*

Construction and capital improvement projects are not allowable under the EANS program.

13. *Are desks, chairs, and technology reimbursable items?*

Yes, these are allowable expenses as described.

14. *Are bottled water fillers, windows, ADA doors, and a cooler for the cafeteria an allowable expense? Updated March 22, 2021*

From this list, the following are allowable: bottled water fillers (reimbursement) and repairs to windows for the purposes of increased ventilation (service). The following expenses are not allowed under the EANS program: ADA doors and coolers.

15. Are subscriptions allowable or do they need to be state-approved?

The department will classify subscriptions as a service.

16. Are there certain specifications on windows? Can the school buy the windows with the EANS funds and pay for a contractor to install them? Updated March 22, 2021

Ventilation repairs, including repairs to windows, are allowable. However, these items are *not* allowable for reimbursement, only for contracted services through the department. New windows are not a reimbursable expense, nor is the installation of new windows an allowable service.

17. Instead of having a temporary rented tent, can the school have a pavilion built with EANS funds?

Construction and capital improvement projects are not allowable under the EANS program.

18. Is software and laptops an allowable expense? Updated March 25, 2021

Laptop computers are reimbursable expenses. If the software is a single-time download, it is a reimbursable expense, however, if the software is SaaS (software as a service), then it would have to be established through the department as a service.

19. Are contactless sinks and toilets an allowable expense?

Renovations or renovation materials are *not* allowable costs (i.e., tile, carpet, paint, building a wall to separate spaces).

20. Since our school has a small cafeteria and children will be eating in classrooms to practice social distancing, would changing over to disposable items (e.g. plastic plates and forks) be reimbursable?

Yes, using disposable items is recommended in the [CDC's K-12 School COVID-19 Mitigation Toolkit](#).

21. If the school has change in personnel what does the school need to do the change the permissions for ePlan?

The school must complete a new [ePlan User Access Form](#).

22. Our school would like to paint, replace carpet, replace windows, buy new desks, and renovate the chapel. Is this an allowable expense with EANS funds? Updated March 22, 2021

Construction and capital improvement projects are not allowable under the EANS program. From this list, only desks are reimbursable. Replacing windows is not an allowable reimbursement or service. Only repairs to windows to increase ventilation is an allowable service.

23. Does our school need to have all three roles (grant director, fiscal director, and authorized representative) to be able to upload information in ePlan?

Correct, to submit the funding application, each non-public school will need these three roles.

24. Our school bought tents from Amazon in August. Can we submit a receipt and be reimbursed? Updated March 24, 2021

Tents are reimbursable, if they are under \$10,000.

25. Do we need to separate invoices (e.g., laptop and service costs) before we upload them?

To make the reimbursement request process easier to navigate, this would be nice, but it is not a requirement.

March 10, 2021

Services

1. Can we contract cleaning of carpets a couple of times per year? Updated March 22, 2021

Carpet cleaning is not an allowable service. Only supplies to clean carpets are reimbursable.

2. Who will be the approved vendors for offering tutoring or summer intervention due to learning loss?

If the school has a preferred vendor, please indicate that in the budget narrative. The department will contact the vendor to see if they meet our requirements for approval. If they do not, there will be a list of alternative vendors given.

3. Does EANS allow for IT management contracts as a service?

Yes, as described, this is an allowable expense for the EANS program.

4. Our HVAC needs to be replaced now. Is this possible?

No, capital improvements and projects are not allowable.

5. For construction repairs/improvements, does the contractor have to show past experience with public or private schools, or is that just a requirement for vendors providing services?

Construction repairs or improvements (i.e., building additional spaces, repairs to roofs, septic systems) are not an allowable expense.

6. Does the contractor have to be a vendor with the state? Updated March 25, 2021

Yes, a contractor for new services must be a vendor with the state. For EANS, a school's preferred vendor(s) will have the opportunity to become an approved vendor if it meets the department's minimal requirements. More information will be sent to schools about preferred vendors.

7. Where can we find the state-approved vendor list? Updated March 25, 2021

If the school has a preferred vendor, please indicate the vendor's name in the funding application budget narrative. The department will contact the vendor to see if they meet requirements for approval. If they do not, the school will be given an alternative vendor list to select one.

8. Can we be reimbursed for leasing of tents / portable space that we have previously paid for directly?

As described, this is not an allowable expense.

9. Would installations for approved projectors, for example, be allowable?

Yes, as described, this is an allowable expense for the EANS program. The installation of equipment requires a vendor contract through the department.

10. Will there be an opportunity to make changes if items are denied?

Yes, non-public schools will be provided an opportunity to revise budgets.

11. Can we use this funding for a three-year contract once we submit the budget?

A service contract cannot exceed the period of performance, which is Sept. 30, 2023.

12. The guidance stated paying for subscriptions or nursing services is allowable. Is this just for a one-year service or subscription 2021-2022?

Any subscriptions or nursing services must be obligated by **July 27, 2021**, and all services must end by **Sept. 30, 2023**.

13. Do you have instructions/resources you can share with us that we can pass on to vendors explaining the criteria and process by which they can be approved by the state?

The vendor approval process will be shared and posted on the state's procurement website. Please list any preferred vendors, along with contact information, in the budget narrative to assist the department's outreach to potential vendors.

14. Is a subscription to a learning resource site considered a service or reimbursable?

The department will classify this as a service.

15. I have some specific questions about software/tech services and reimbursement. We have a service for contact tracing, a hands-free sign-out for students, etc., that were employed for COVID-19. Are those reimbursable, or are they services?

Contact tracing and the hands-free sign-out system are considered a service.

16. Regarding contracted services, I hire tutors for academic retention. These tutors are required to be certified and highly qualified. All have worked for federal programs. If they apply to do business with the state, will we contract with them for services?

All tutors will need to work for a company that meets the state's requirements for working with children, as indicated in the vendor paperwork.

17. I understand new construction isn't allowed, but what about remodeling of existing space for additional classrooms, overflow for breakfast and lunch, etc., for social distancing and flexible workspaces for classes?

Remodeling is not an allowable expense under the EANS program. A non-public school could purchase barriers and dividers to promote social distancing.

18. If network infrastructure equipment is budgeted and approved, would the installation of said equipment be a service that would need to be approved?

Yes, as described, this is an allowable expense under the EANS program.

19. Will internet connectivity be an allowable service (i.e., will the grant funds pay the internet bill through 2023)?

Yes, as described, this is an allowable expense under the EANS program.

20. If we have to put together quotes from vendors and then can't use the vendor because they aren't approved, how are we supposed to get quotes? This creates a catch-22.

For allowable services, contact a preferred vendor for a quote or complete market value research.

21. If we contract with a current vendor, who is also a vendor for the local public schools, can we get them to sell and install projectors?

If the school has a preferred vendor, please indicate that in the budget narrative. The department will contact the vendor to see if they meet requirements for approval. If they do not, there will be an alternative vendor(s) given. Non-public schools cannot contract with vendors directly for services.

22. If we purchase Smartboards through a vendor on the state list, could the installation be provided as a service?

Yes, as described, this is an allowable expense under the EANS program.

23. Can a mobile classroom be leased?

Yes, as described, this is an allowable expense under the EANS program until Sept. 30, 2023.

24. Across the state, there is an issue with tutors similar to teacher shortages. We are selecting qualified tutors based on availability, not likeability. This is the current issue with Title 1 and area schools. Will this be a consideration?

All tutors and tutoring companies must meet the state's requirements for working with children, as indicated in the vendor paperwork.

25. Are three-year contracts for nursing services allowable?

A nursing services contract must be obligated by July 27, 2021 and must end by Sept. 30, 2023.

26. Can a school hire a nurse or does nursing have to be handled through a contract?

Yes, as described, this is an allowable expense under the EANS program as a service. A non-public school cannot hire personnel and directly pay them from the EANS program.

27. How would we begin to get huge entities like Comcast for bandwidth to apply? What troubles me is that the state might likely have them on another approved vendor list?

If the school has a preferred vendor, please indicate that in the budget narrative. The department will contact the vendor to see if they meet requirements for approval. If they do not, there will be an alternative vendor(s) given. All communication with vendors will be handled through the department's procurement team.

28. Our school has no windows that can be opened. Would we be able to put in a window in each classroom that would open? Updated March 22, 2021

New windows and installation are not a reimbursable expense or allowable service. Repairs to existing windows to increase ventilation are an allowable service.

29. It sounds like services that we have paid for that are clearly an allowable expense are not reimbursable. This is confusing as we purchased disposable cleaning and sanitation, and these can be reimbursed?

As indicated in guidance from the U.S. Department of Education, any services that have been purchased before the school's EANS application approval are not reimbursable. Only tangible items, such as computers and cleaning supplies, are reimbursable dating back to March 13, 2020.

30. I got an email from an SIS Vendor saying EANS would pay for SIS. Is this true?

Yes, as described, this is an allowable expense under the EANS program.

31. Are educational subscriptions a reimbursement or a contract?

Education subscriptions would be considered a service with a contract, not a reimbursement.

32. Our school needs Interactive Panels, not Smartboards. The current preferred vendor is on the Metro Nashville Public Schools' approved vendor list. How should I guide this vendor and others?

Please include the preferred vendor in the budget narrative. All communication with vendors will be handled through the department's procurement team.

33. How do I determine a reasonable cost for allowable items (i.e., windows, HVAC, installation)? Updated March 22, 2021

For allowable services, contact a preferred vendor for a quote or complete market value research. Note that only window repair is an allowable service. New windows and installation are not allowed.

34. Last spring, we leased additional computers rather than purchasing them to ensure students had access. Can these funds be used to reimburse those lease payments and/or used to pay off the lease?

As described, this is not an allowable expense under the EANS program.

35. We have some larger rooms that do not get used often and have carpet that we would like to convert to classrooms. Would it be allowable to have the carpet removed, LVT tile installed that matches hallways and classrooms, and furnished with equipment and furniture?

Renovations or renovation materials (i.e., tile, carpet, paint, and building a wall to separate spaces) are **not** allowable costs under the EANS program. The non-public school may furnish the classroom with new equipment and furniture.

Tangible Items

1. Could we be reimbursed for laptops leased for teachers over three years?

If the laptops were leased before the EANS application approval, any amount paid is not reimbursable because the lease involved a service contract.

2. Can portables be purchased to allow for social distancing? In addition, can a tent be purchased rather than leased? Updated March 24, 2021

A tent can be purchased and reimbursed if it's under \$10,000. A portable classroom can be leased as a service.

3. Are ultraviolet lights for HVACs allowable?

Yes, this is an allowable expense under the EANS program.

4. If we purchased a webcam or projectors for classrooms, does the related electrical work count as a "service, or is it a reimbursable expense?"

The cost as described is classified as a service. Please note the amount would not be reimbursable if already purchased or paid before the EANS funding application is approved.

5. *Would playground equipment be a reimbursable expense?*

No, this is not an allowable expense.

6. *If we need 100 iPads, can we budget for 125 for future growth?*

Yes, the school could budget for additional items to replace devices out of service or being worked on.

7. *How about purchasing STEM resources? We missed the last 2+ months last year and the first two weeks this year.*

Yes, this is an allowable expense as described above. If a subscription, the vendor will need to meet the department's requirements. If supplies, the non-public school can seek reimbursement.

8. *What about learning loss? Would instructional bookroom items such as Wilson Reading and guider readers and the like be allowable?*

Yes, this is an allowable expense as described above.

9. *Can I buy iPads and other equipment now and then apply for reimbursement as the application is finished.*

It is best to wait until the school's EANS application is approved. If the items are allowable, such as iPads, then a purchase is permitted.

10. *Are library subscriptions / online resources considered tangible?*

No, these items are not considered tangible.

Reimbursement

1. *Are multiple quotes required for reimbursable expenses?*

The department does not require quotes. For tangible items, a non-public school may purchase themselves and seek reimbursement. For services, the department will pay the approved vendor directly. When filling out the EANS application budget section, the school can use any quotes to help with a budget amount; however, quotes are not required.

2. *If purchases must be made by July 27, how can receipts for reimbursement be due before July 1?*

The department is asking schools to submit reimbursement requests for any allowable purchases since **March 13, 2020** as soon as possible after the EANS application is approved. For the department to review all receipts and have time to rectify any errors, all receipts must be submitted to the department by **July 1, 2021**. The department will establish additional timeline guidance and a methodology for schools to submit reimbursement requests in the coming weeks.

3. *Can the school purchase items for reimbursement, or does the item have to be purchased by an individual?*

The department will reimburse the non-public school only. The non-public school must submit paperwork to support the expenditure.

4. *When is proof of purchase required for reimbursement already purchased and future reimbursements?*

All reimbursements will require documentation for payment.

5. How is supporting document proof sent in?

Supporting documents for the EANS application will be uploaded to the Related Documents section of ePlan. Documentation for reimbursement may include receipts, invoices, and canceled checks.

6. Can we spend all our allocation on allowable expenses and then apply for reimbursement? That seems like the easiest way because establishing vendor contracts for services is more difficult.

Correct. The quickest way to receive benefits from the EANS program is through reimbursements.

7. So, can we submit multiple requests for reimbursable items?

Yes, you may submit multiple requests for reimbursements.

General

1. Does each school get a certain allocated starting budget based on the application we submitted?

Yes, each school's allocation was determined and loaded in ePlan prior to the EANS application opening.

2. Could we see an example of how to check how much money has been allocated on ePlan? I do not understand exactly how to check that amount successfully.

Please refer to the [Technical Application Guide](#) found in the TDOE Resources section of ePlan, under EANS.

3. Are there detailed descriptions for each line item, for example, 71100, 72120, etc.?

Please refer to the [EANS Program Budget Codes and Line Item document](#) in the TDOE Resources section of ePlan, under EANS.

4. Should we expect to receive the budget amount as long as it meets the criteria, or will it depend on everyone's application needs?

The school will receive services or goods for the full amount allocated in ePlan. The allocation amount may be spent as reimbursement for allowable tangible items or services to be paid for on behalf of the school by the department.

5. How do these items need to be inventoried?

The department will send step-by-step instructions to all participating non-public schools on the inventory process.