

## Emergency Assistance to Non-Public Schools (EANS) Application Tip Sheet

### Helpful Hints

- Review all resources in [ePlan > TDOE Resources](#) >
- Review the Federal FAQ Document by clicking [here](#).
- Reimbursements are easier and quicker to process than contracted services.
- Following the guidance ensures applications are processed in a timely manner.
- Make sure that the data page, addendum, and evidence are all in alignment. Poverty numbers should **not** be changed as allocations have already been released.
- All parties involved are responsible for ensuring that they are good stewards of federal funds. Ensure that all purchases/services are clearly aligned to federal guidance and are a reasonable use of funds.
- Include the name of your school in all correspondences with the department.
- Schools cannot purchase items or request services for items funded through other federal programs.
- If participating in equitable services, be mindful of how to coordinate and utilize both streams of services.

### Submitting an Application

- Every time an application is submitted (initially or for revisions) it must be approved by the following roles at the school level:
  - **LEA Emergency Assistance to Non-Public Schools (EANS) Director**
  - **LEA Fiscal Representative Approved**
  - **LEA Authorized Representative Approved**
- The application has been approved at the school level and submitted to the department for review when the status reads: **LEA Authorized Representative Approved**, as shown below

Application Status:	<b>LEA Authorized Representative Approved</b>
Change Status To:	<a href="#">TDOE Emergency Assistance Non-Public Schools (EANS) Consultant Approved</a> or <a href="#">TDOE Emergency Assistance Non-Public Schools (EANS) Consultant Returned Not Approved</a>

### Completing Revisions

- All revisions should be submitted within two business days.
- Please follow the guidance outlined in the [EANS Application Revisions One-Pager](#) found in ePlan > TDOE Resources.
- When completing a revision, only address the items that are marked for revision. If you must change an item that has not been marked for revision, please make the revision in all caps and email your reviewer to flag for them.
- Applications receive two levels of review at the department. A department coordinator will review the application first and then a director. It is possible that the director will send an application back for revisions that were not caught by the coordinator.

### Budgeting

- Use the total allocation when budgeting.
- In thinking about allowable purchases, the team should ask themselves, "How does this expenditure relate to the educational disruption/learning loss caused by the COVID-19 emergency?"
- When budgeting account numbers and line items align to the [Recommended Account Numbers and Line Items](#) document found in ePlan > TDOE resources.

#### **Difference between reimbursement and contracted service.**

- **Reimbursement:** Reimbursement should be used for items that the school has bought or would like to purchase that will be reimbursed. Only tangible items that meet the allowable expenses in the EANS grant can be reimbursed. Services of any kind cannot be reimbursed. (reimbursement test: if the school were to close down, could the department remove and repossess the item.)
- **Contracted Services:** Contracted services are services provided to the school by an outside individual/agency. Contractors must be selected from an approved vendor list provided by the department. All contracts are established through the department, and payment for these services will flow from the department to the contractor.

#### **Narrative Description**

- Group together multiple items that fall under the same account number and line item. e.g.: Under 71100-722, the school could write the following in the narrative description and place \$27,000 in the budget.
  - 20 iPads x \$250=\$5000
  - 20 Chromebooks x \$350 = \$7000
  - 10 Smart Boards x \$1500=\$15,000
- Narrative descriptions must include the item to be purchased, the approximate cost, and the approximate quantity. (the exception to this is smaller items. e.g.: The school would like to purchase \$2,000 worth of PPP equipment to include items such as: gloves, gowns, face masks, hand sanitizer)
- Narrative descriptions should clearly explain how the purchases and services will address COVID-19 and/or learning loss.
- If budgeting for an allowable service, make sure the vendor can work with a third party establishing the contract.

#### **Non-Allowable Expenses**

The following are frequently requested items in applications that are ***not*** allowable

- Staff salaries
- Construction/renovation
- Tuition reimbursement
- Student management systems
- Windows (updated from recent ED [guidance](#))
- HVAC units
- Adding new programs that are not directly tied to learning loss (cosmetology program, drivers ed)
- Regular monthly expenses (monthly internet bill, utilities, rent on existing building)