EMERGENCY ASSISTANCE TO NON-PUBLIC SCHOOLS
under the
AMERICAN RESCUE PLAN ACT (EANS 2.0)
Frequently Asked Questions

General

1. **What are the eligibility requirements for EANS 2.0?**
   To be eligible for EANS 2.0, a non-public school:
   - Must be non-profit;
   - Must have been in existence and operating prior to March 13, 2020;
   - Could not have participated in the Paycheck Protection Program on or after Dec. 27, 2020;
   - Could not be operating only as a home school umbrella;
   - Must be accredited, licensed, or otherwise operating in accordance with state law; and
   - NEW: 33% or more of the school's enrolled students must be from low-income families. To be counted as a student from a low-income family for purposes of EANS 2.0, a student must be aged five through 17 from a family whose income does not exceed 185% of the 2020 poverty threshold. This information should be derived from scholarship or financial assistance data.
   - NEW: The school must be most impacted by the COVID-19 emergency. This will be determined by the COVID infection rate and unemployment data for the communities served by the school, as well as by the increase in excused absences at the school.

2. **Can we be reimbursed for our direct purchases of items (e.g. laptops) under EANS 2.0?**
   No, under EANS 2.0, a school cannot be reimbursed for direct purchases. All funds will be used to pay vendors for services provided to the school pursuant to a contract between each vendor and the Tennessee Department of Education (TDOE).

Allocations

3. **How do we know the amount of our allocation?**
   With the EANS 2.0 application, the non-public school will not be given an allocation up front. When filling out the application in ePlan, input all of the school's needs pertaining to the allowable uses of funds.

4. **How will you determine how much each school receives if you are not giving up-front allocations?**
   Tennessee's approved application included a tiered structure for allocating EANS 2.0 funds to eligible non-public schools. After determining which applicants meet the eligibility criteria, TDOE will group the eligible schools into tiers based on the submitted poverty data. Non-public schools with the highest percentage of low-income students will receive the largest allocations. Specific allocations will depend upon the number of eligible non-public schools and their respective poverty percentages.

5. **If my school requests multiple services, and the allocation that my school receives is insufficient to cover the cost of all of the requested services, what is the process for determining the services that will be funded?**
Allocations will be determined after all data has been submitted by the application deadline of January 31, 2022. TDOE does not select which services are to be provided to a school. If a school's allocation is insufficient to cover the cost of all requested services, the school must determine the priority of services to be funded.

Applications

6. **Where is the application located?**
The EANS 2.0 application is located in ePlan under "Data and Information", which can be found in the blue navigation box on the left side of the screen. Please see this [document](#) for instructions on filling out the application.

7. **I can't log into ePlan to fill out the application. What do I need to do?**
To complete and submit the EANS 2.0 application in ePlan, a non-public school must have assigned the following ePlan user access roles to school representatives:
   1. Authorized Representative; and
   2. EANS 2.0 Director.

   If these roles have not been assigned, please complete, sign and submit to ePlan.Help@tn.gov the [ePlan User Access Form for Non-Public Schools](#) (EANS 2.0). Make sure you designate at least one individual for each of the two roles noted above. Note that, once set up in ePlan, the system will add "LEA" to "Authorized Representative" so that the role will appear as "LEA Authorized Representative." You will not be able to start the EANS 2.0 application until these roles have been assigned.

8. **How do we know if our application has been submitted?**
The application has been submitted once the application status has been changed to "LEA Authorized Representative Approved" on the Sections page.

9. **When are the applications due?**
The applications must be fully submitted in ePlan with a status of "LEA Authorized Representative Approved" by the close of business on January 31, 2022.

10. **When will we know if our application is approved?**
Within 30 days of the receipt by TDOE of your application in ePlan, you will receive an email from ePlan notifying you of the status of your application. Your application may be approved outright or returned for corrections.

11. **How will we know what corrections need to be made to our application?**

Any needed corrections to the application will be identified and saved as a comment in the History Log, which can be found on the Sections page.

12. **Can I download the application?**

No, the application is not downloadable, as it must be filled out in ePlan.

Application Data

13. **Where do I find my school number for the Cover Page?**

Toward the top of each page of the application under the page heading, you will see the name of your school followed by a number in this format: (NP_XXX_XXXX). The first three numbers are the LEA number, and the last four number are your school number.

14. **Do we still need to know the account numbers and line-item numbers like we did for EANS 1.0?**

No. Since EANS 2.0 does not allow reimbursements, you do not need to input any account numbers or line-item numbers on the application.

15. **In determining the number of students in my school who meet the low-income criteria, does the gross adjusted income or total taxable income determine the status of each family? Do you have a schedule of the 185% qualification amounts?**

The number is based on the household's gross income. You may refer to this chart which shows the household gross income amounts at 185 percent of the federal poverty guidelines. You will need to know the total number of people living in the household to use the chart.

16. **The application asks for the number of excused absences for the past three school years. If we were closed for any portion of the school year, how do we count those days?**

You should refer to your school's policies and procedures for tracking attendance and determining absences. If your school provided online learning during the time you were closed, you would use the attendance data captured for that mode of instruction.

17. **What poverty data should we provide if we don't collect scholarship or financial aid data?**

Scholarship and financial aid data are the preferred source of data to use for determining the number of students at or below 185 percent of the federal poverty guidelines. However, if the school does not collect this information on all students, then another source of data can be used, such as Title I proportionality, as long as the data source is consistent among all students. If not using scholarship or financial aid data, you should provide a brief explanation of the methodology used and upload it under "Related Documents." If using proportionality, the explanation should include the following data: 1) the public schools for which your students are zoned; and 2) the number of your enrolled students who are zoned for each of the public schools you have identified. This proportionality information may also be emailed to EANS.Grant@tn.gov.

18. **Can we use the poverty data we reported for EANS 1.0?**

No, the poverty data must be for the current school year.

19. **Must we submit information on requested contracted services, vendors, and prices before we know how much we can spend?**
Yes, the EANS 2.0 application requires you to have contacted the vendors and agreed upon the cost of their services. For a complete application, the school must upload each vendor's W-9 and the vendor budget information form under the "Related Documents" section.

Vendor Contracts

20. **If we already have a contract in place from EANS 1.0, does the service date for EANS 2.0 begin once the current contract has expired?**
This will depend upon the term of the existing EANS 1.0 contract. An EANS 2.0 contract cannot overlap an EANS 1.0 contract with the same vendor for the same service. The earliest start date of an EANS 2.0 contract is April 1, 2022. The latest end date of an EANS 1.0 contract is September 30, 2023.

21. **What are the dates that a contract can begin and end for EANS 2.0?**
The earliest date that an EANS 2.0 contract can begin is April 1, 2022. The latest ending date is September 30, 2024.

22. **Does the school or the vendor complete the ARP EANS Vendor Budget Information form?**
The ARP EANS Vendor Budget Information form must be completed by each vendor that will be providing services to the school. This form provides TDOE with the vendor-specific information needed to complete the contract. The form must be signed by both the vendor and the school, to ensure that there is advance agreement on the cost of services. The template can be found in ePlan under "Related Documents."

23. **Is there a list of vendors that you can provide?**
TDOE does not maintain a list of vendors that can provide allowable services under EANS.

Allowable Uses of Funds

24. **Is a new HVAC system or a compressor for our HVAC system an allowable use of funds?**
No, only the installation of the HVAC system or compressor, which must be purchased by the non-public school, is an allowable use of funds.

25. **Are nursing services allowable, and do the nurses have to be licensed?**
Nursing services are allowable as long as the nurse is engaged to address COVID issues, such as testing or providing guidance on how to handle suspected or verified cases within the school. The nurse should have the proper license, which the vendor providing the service should verify prior to the provision of any services.

26. **I need 3 more interactive panels for my classes (I bought 5 with EANS 1.0). I have a contract with a vendor for installation of the panels, so I assume that will be a covered expense, but does my school have to pay for the actual boards themselves?**

If the company that installs the boards also sells the boards, then both the product and the installation could be included in the vendor contract.

27. **Will EANS 2.0 pay for existing internet services?**
EANS 2.0 will not pay for existing internet services. However, the expansion of internet services to accommodate greater usage due to COVID-19 would be allowable.

28. **Can I employ teacher assistants under EANS 2.0? If so, how do you contract with an individual, as they won't have any of the information that the vendor budget form asks for? My school is for children on the autism spectrum, and I have to employ specialist staff who are hard to find. I don't use any agencies or companies.**
For EANS 2.0, TDOE can only contract with a company that provides this type of service. An individual would need to have an official business structure, such as a limited liability company or an S corporation.

29. **Will vehicle repairs and servicing be allowed? I have a bus which is currently out of action and needs repair work done. Could we contract with a bus company to provide transportation for school trips?**
Transportation costs are allowable if they are reasonable and intended to enable better social distancing. Costs, including repairs, for standard student transportation or school trips that are not designed to assist with social distancing would not be allowable.

30. **We are a small private school that does not use contracted services. We hire our support staff within our local community. For the EANS 2.0 program, are we allowed to purchase additional computers for virtual learning and additional desks to help in social distancing (replacing tables)?**
EANS 2.0 may not be used to reimburse schools for purchases. Funding is only allocated for contracted services. The services of a vendor that sells and installs computers or desks would be allowable.

<u>Obligation Date</u>

31. **What is an obligation date?**
The obligation date is the date by which the funds have been committed. For services or assistance provided through a contract, the obligation is made on the date that TDOE makes a binding written commitment to obtain the services, work, or products. For rental or lease of real or personal property, the obligation is made when the property is first used. TDOE's approval of a non-public school's application for EANS services or assistance does not constitute an obligation of EANS funds.

32. **When is the EANS 2.0 obligation date?**
The obligation date is May 15, 2022. All contracts must be fully executed (signed by the vendor and the Commissioner of Education) by this date. If the contract is for the rental or lease of additional classroom space, then the space must be in use by the obligation date.