

Emergency Assistance for Nonpublic Schools (EANS)
Frequently Asked Questions for Application Submission

Application

- 1. If we were only awarded funds for the 1) EANS Allocation Based on Total Enrollment and the 2) EANS Allocation Based on Adjusted Low Income and NOT for the EANS Award Allocation Based on Net COVID Impacts, then do we still need to complete the complete EANS Application including submitting receipts for COVID related expenses.**

The breakdown of the total funding allocation was shown as an “FYI” for schools to understand the funds for each of the three categories. Once allocated, the funds are pooled together and should all be treated the same with respect to general EANS spending and/or reimbursement guidelines. However, expenditures already covered by public funding sources are ineligible for reimbursement and should not be submitted under EANS.

- 2. Is the allocation per student an automatic thing that schools will be receiving or is it up to that amount based on what we submit with our application?**

Schools will need to submit documented evidence of prior spending and/or documented evidence of future need in order to receive EANS funds up to the amount listed as the total estimated funds available. No allocation to a school will be made automatically.

- 3. When I completed my LOI, I included cafeteria expenses related to changes in the reopening plan, but I do not see a place for reimbursement? Are we able to claim this or is that a change?**

Certain criteria were needed to determine the total amount available for reimbursement under EANS. Unfortunately, not all items/factors are able to be claimed for direct reimbursement.

- 4. How you would like credit card statements submitted? We have purchases on Amazon for example using our credit card. Do you want a print out for each Amazon item separately? Can we just attach the entire bill and highlight the charges that are applicable?**

There is not a set format for submission, but there is a suggested “table of contents” table on page 3 of the application. By using a format like this you should be able to code individual items purchased to the appropriate category and more easily organize and show proof of payment with respect to your submission.

5. Where do we send our completed application?

Completed applications, need to be mailed with post mark date no later than April 30, 2021, to:

*Capital Region BOCES
900 Watervliet Shaker Road
Attention: MaryBeth Bruno
Albany, NY 12205*

6. Can you accept electronic copies of the documents?

electronic submissions cannot be accepted. Please send everything hard-copy to the Capital Region BOCES as indicated in the application form. The application must be postmarked by April 30, 2021.

7. Should the expenses be submitted for the entire school or just School Age.

According to question D-4 on the US Dept of Education [EANS FAQ](#) , “If preschool children are enrolled in an eligible non-public elementary school that receives services or assistance under the EANS program, preschool children and their teachers may receive allowable services. However, preschool children enrolled in a stand-alone non-public preschool may not receive services or assistance under the EANS program.”

Reimbursements and Eligible Items

1. What are the eligible items for reimbursement through EANS?

There is a detailed list of goods and services that are eligible for reimbursement on pages 5 and 6 of the EANS Cover Letter. See below:

Only the following purchases may be reimbursed:

- 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 to implement public health protocols, including guidelines and recommendations from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff during the qualifying emergency;

- Expanding capacity to administer coronavirus testing to effectively monitor and suppress coronavirus, to conduct surveillance and contact tracing activities, and to support other activities related to coronavirus testing for students, teachers, and staff at the non-public school;
- Educational technology (including hardware, software, connectivity, assistive technology, and adaptive equipment) to assist students, educators, and other staff with remote or hybrid learning;
- Leasing of sites or spaces to ensure safe social distancing to implement public health protocols, including guidelines and recommendations from the Centers for Disease Control and Prevention; and
- Reasonable transportation costs

If the goods or services you wish to include in your reimbursement request are not listed here, they would likely be considered ineligible.

- 2. Is it permitted to submit personnel related costs on the EANS application? For instance, we hired an additional nurse, more cleaning staff and extra security guards to help with morning health screenings. We also hired proctors to oversee classrooms for teachers who had to teach remotely for health and safety reasons.**

According to spending/reimbursement guidelines, funding related to the EANS I allocation cannot be used for any personnel costs.

- 3. The earliest date from which schools can see reimbursement is March 13, 2020. What is the latest / most recent date for which schools may request reimbursement with this application?**

EANS funds are able to be scheduled for reimbursement of previous spending and for identified needs up through the date you submit your application. Please note you will need invoices and proof of payment in order to be reimbursed.

- 4. We received an allocation based upon enrollment, not based upon the financial criteria (category 3). Do we still need to send in receipts and such as part of the application?**

The allocation breakdown was provided as an “FYI” for schools. All funds are pooled into a total allocation and are all able to be programmed according to the general EANS reimbursement/spending rules. If you are submitting for reimbursements for previously purchased goods or services (excluding personnel), please submit invoices/receipts and proof of payment as required.

- 5. The largest portion of our school's EANS Award Allocation comes from lost tuition revenue from last year to this year. However, I do not see a place to claim that amount on the application that is due on April 30, 2021. Is the application only for actual expenditures for supplies and services? Would you mind advising if/where lost revenue amount is to be claimed and if/how proof is to be provided?**

Revenue loss was used as a factor to determine the total allocation available to an eligible school through the EANS program. However, funds distributed to a school must ultimately be justified either by actual costs incurred as a result of the pandemic or documented projected costs for goods/services needed to ensure continued safe operation of the school

- 6. Will I be able to be reimbursed for additional support staff I hired to assist students with AIS and technology services? I had included them in my LOI and wondered if a payroll check or direct deposit slip would be sufficient proof?**

No, unfortunately payroll and personnel costs are not eligible for EANS reimbursement

- 7. In choosing Option 2, I assume we will be able to order the cleaning supplies, PPE, and technology items directly, submitting proof by the July 15th deadline?**

Yes. But please note that service contracts are not eligible—just the physical items and supplies.

- 8. On the application it says cleaning supplies, but can paying a custodian be included in this?**

No, unfortunately payroll and personnel costs are not eligible for EANS reimbursement.

- 9. If any part or all of our application is not approved, can we resubmit different proposals or are the EANS funds lost to us?**

Schools will get the opportunity to submit additional purchases for reimbursement if anything in their initial submission is flagged as ineligible.

- 10. What should we do about items that were recently purchased (prior to our application submission) but we don't have cancelled checks, or the credit card statements yet?**

Schools that wish to use EANS funds for eligible future reimbursements must be able to show proof of purchase and proof of payment prior to July 15th, 2021.

11. Would we be eligible to submit receipts for Surface Pro's through EANS for our teachers to use for remote teaching and for moving to and from their new classrooms due to social distancing?

Technology purchases the school made after 3/13/2020 to assist with remote or hybrid learning are eligible for reimbursement under EANS. Please be sure to submit both proof of purchase and proof of payment with your application submission

12. Redeveloping instructional plans - would we be able to use that to buy textbooks from approved vendors?

According question D-8 to the US Dept of Education [EANS FAQ](#), redeveloping instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss cannot be claimed for reimbursement. Rather, it can be requested as a future service. All vendors for future services will be contracted and paid directly by NYSED.

13. When completing Part E - Table 1. Under "Health and Safety of the School Facility" would the cost of temporary rental of tents and trailer classrooms be eligible?

Temporary space rentals should qualify as eligible for reimbursement under EANS. Please include proof of rental and proof of payment, as required, with your submission.

14. The school hired an outside company/vendor to provide a full-time equivalent person to continually disinfect desks, door handles, phones, computers, bathrooms, etc., anything a student or teacher touches for 8 hours a day throughout the school day, and is not on our school payroll but we have to pay for him because he is an outside vendor. Can we declare this cost?

According to Federal guidelines for EANS funds, the cost of the supplies used to clean may be included for reimbursement, but not for the full cost of the contract. Please see question D-3 on the US Department of Education [EANS FAQ](#) for more information.

15. We obtained a license so our employees and students could be tested for Covid-19 on campus. Is the cost of the license permitted?

According to the question D-1 of the US Dept of Education [EANS FAQ](#), "expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus" is allowable for cost reimbursement.

16. Can a school can be reimbursed for the additional costs they incurred in order to expedite the completion of new buildings to accommodate all the students during the pandemic?

Capital projects are not eligible for reimbursement under the EANS program.

17. Are leasing sites allowed for past reimbursement as a covid-19 expense?

According to the guidance contained in the [EANS I Cover Letter](#), reimbursement is allowable for “leasing of sites or spaces to ensure safe social distancing to implement public health protocols, including guidelines and recommendations from the CDC.

18. I do not have enough information to reach the allotted amount, will I have an opportunity to apply for the rest of the funding?

If there are additional funds available to your school, you will have the opportunity to submit additional materials for reimbursement. But please note that all funds must be obligated by August 23, 2021.

Future Purchases and Services

1. We are also looking into a fire alarm system for our building. Would this be an allowable expense?

If a school wishes to use EANS for allowable future services, it must submit a general description of the services requested and a cost estimate. NYSED will reach out to schools for more information regarding future service to identify a qualified vendor. Future services will be contracted with and paid by NYSED directly—they are not reimbursable.

2. Will the purchase of Pro accounts or the Zoom for EDU package something that would qualify for EANS? How do we request it?

EANS is generally a reimbursement program, in that physical items are purchased by the school and the school submits proof of purchase and proof of payment in order to get reimbursed for the purchases. However, for future services (not physical purchases) NYSED will be contracting with and paying vendors directly after getting necessary information from the school to identify a qualified service provider.

3. If a school wished to have items purchased over the summer with EANS funds in Part F, PPE or computers supplies (Computers, Switches, Access Points, or Routers) for instance, will NYSED be the entity making those purchases?

If a school requests EANS funds to reimburse future purchases, the school must show proof of purchase and proof of payment for said items by July 15th, 2021. If a school requests that EANS funds cover the cost of future services, NYSED will contact the school to get more information to identify a qualified service provider with which to contract. NYSED will pay future service contracts directly.

- 4. Can “equipment to implement public health protocols” include the setup and installation of said equipment? Or only the cost for the purchase of the materials? In other words, could modifications to the school infrastructure be included under this line?**

Cleaning service contracts are not eligible for reimbursement under EANS. Rather, according to question D-3 of the [US Dept of Education EANS FAQ](#), supplies to sanitize, disinfect, and clean school facilities” are allowable. But “this authority does not extend to contracting with a vendor to perform the cleaning.”

- 5. For future requests, will we be able to choose from a list of vendors, or will a vendor automatically be assigned to us?**

For future services requested, NYSED will identify and contract with a qualified vendor after getting all necessary information from the school.

- 6. For the future requests, we are intending to use the money in Educational Technology, would we tell you what we need, and then you would arrange for the work to be done? Or purchase the equipment for us? Or, would we make the future purchases and then be reimbursed?**

For future purchases to be reimbursed, you must be able to show proof of purchase and proof of payment by July 15th, 2021. If requesting a future service, please send a description of the service and an estimated cost (as per the Application guidelines) and NYSED will contact you directly for more information as needed, and to identify a qualified vendor.

- 7. Are EANS allocation eligible for reimbursements for window repair? This is a possible category under health and safety of the school facility with NYSED providing these services or assistance directly, but not as reimbursable cost.**

NYSED will reach out to schools that request to use EANS funds for future services in order to get more information as needed, and to properly identify an appropriate vendor. While this is not eligible for reimbursement if the school has previously paid for repairs, according to the US Dept of Education EANS FAQ, window repair can be requested as a future service.

- 8. We plan to provide Summer tutoring for students who may have fallen behind in the studies due to Covid-19. Is this an eligible expense under Section F "Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss." If we are unable to select our own vendor, how do we provide any information about this and how would we be reimbursed for these expenses?**

Reimbursement for this service is not eligible according to the [US Dept of Education EANS FAQ](#) question D-8. NYSED will reach out to the school regarding requests for future services to gather more information and to identify an appropriate vendor.

- 9. When requesting services/ and assistance for the future, up until what date can be request?**

When requesting that EANS funds cover a future service, please give details on the service needed and the cost estimated. NYSED will reach out for more details as applications are reviewed and processed.

- 10. Can you please clarify the requirement, found in Part F Table 2, that all future requested services must have invoices and proof of payment by July 15, 2021. If a school wants to implement a "learning loss and support services program", does the entire cost have to be solidified with an invoice and proof of payment for by July 15, 2021?**

Generally, only physical items are eligible for reimbursement. Services previously paid for are not eligible for reimbursement under federal guidelines. Future services must be contracted and paid by NYSED directly...not the school. You must be able to show proof of purchase and proof of payment by July 15th, 2021 for all eligible items you plan to purchase and submit for reimbursement.

- 11. Is acquiring new busses to accommodate social distancing arrangements when transporting children to and from school an eligible expense?**

Bus leases would be eligible, however capital purchases are not eligible under EANS.

Allocation Spreadsheet

- 1. Which column is my total estimated EANS I allocation?**

The total estimated EANS I allocation is in column F highlighted in green.

4/30/2021

- 2. On our Letter of Intent, the “Self-Reported Fiscal Impact” was unintentionally excluded, which results in an “EANS Award Allocation Based on Net COVID Impact” of zero. Please let me know how this can be corrected.**

At this time, we cannot accept any additional or new information that would relate to the EANS I allocation estimates. Should this guidance be amended in the future, we will contact you. Also, please look for information and guidance on EANS II eligibility, which we expect to be made available in the near future.

- 3. Is the amount of PPP1 (prior to December 27, 2020) used to reduce the COVID-19 impact allocation or will it be deducted from my EANS claim?**

PPP funds received were a factor in determining one of the three calculations used in the EANS funding allocation. PPP does not affect funds tied only to total enrollment or to low income enrollment. It will not be deducted from the total available to your school for reimbursement through EANS.