

Emergency Assistance for Non-Public Schools (EANS) Application for Utah

Round 2

BACKGROUND

Purpose

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), was signed into law on December 27, 2020 and provides an additional \$2.75 billion nationally for the Emergency Assistance for Non-Public Schools Fund (EANS Fund). The EANS Fund award of \$23,778,187 was applied for and accepted by the Utah State Governor's Office, and is administered by the Utah State Board of Education.

The Utah State Board of Education (USBE) is distributing these funds by application in alignment with the federal guidance on distribution. This funding is intended to help eligible non-public schools safely reopen schools, measure and effectively address significant learning loss, and take other actions to mitigate the impact of COVID-19 on the students and families who depend on Utah's K-12 non-public schools.

Allowable Use Cases

A Utah non-public school may apply to receive services or assistance from the USBE or its contractors to address educational disruptions resulting from COVID-19 for:

1. Supplies to sanitize, disinfect, and clean school facilities
2. Personal Protective Equipment (PPE)
3. Improving ventilation systems, including windows or portable air purification systems
4. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
5. Physical barriers to facilitate social distancing
6. Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
7. Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus

8. Educational technology
9. Redeveloping instructional plans for remote or hybrid learning or to address learning loss
10. Leasing sites or spaces to ensure social distancing
11. Reasonable transportation costs
12. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss
13. Reimbursement for the expenses of any services or assistance described above that a non-public school incurred on or after March 13, 2020, except for:
 - a. Improvements to ventilation systems (including windows), except for portable air purification systems, which may be reimbursed.
 - b. Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19.
 - c. Developing instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss.
 - d. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.
 - e. Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to December 27, 2020.

Non-allowable Use Cases

- Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to December 27, 2020.
- The Department generally does not consider the following to be an allowable use of CRRSA funds, under any part of section 313 including EANS:
 1. Subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the non-public school or
 2. Expenditures related to state or local teacher or faculty unions or associations.
 3. EANS funds generally will not be used for bonuses, merit pay, or similar expenditures
 4. Reimbursement for the expenses of any services or assistance described above that a non-public school incurred on or after March 13, 2020 that are not explicitly outlined above in the allowable use cases.

Funding

The Utah State Board of Education will make available to Utah’s eligible non-public schools all funds remaining from the original \$23,778,187 after Round 1 reimbursements are deducted. Applications will be prioritized based on

Utah State Board of Education

- The number and percentage of students from low-income families enrolled in the non-public school and,
- Information regarding the impact of COVID-19 on the school.

All applications will be evaluated together after the May 28, 2021 due date. Each non-public school is encouraged to prioritize requests for services in the case that partial awards may be necessary.

Schools may include in this round requests for reimbursements for allowable expenditures after March 13, 2020 which have not already been requested, requests for allowable expenditures that will be made prior to September 30, 2023, and requests for services that will be contracted by USBE or the non-public school and completed by September 30, 2023.

One-Time Funding

Non-Public schools should note that the EANS program is one-time funding. Additionally, the funding must be awarded to non-public schools and encumbered by USBE by August 9, 2020.

All encumbered funds and supplies must be spent by September 30, 2023. All equipment purchased with EANS funding must be returned to the Utah State Board of Education at that time. Non-public schools must plan for these requirements in the development of their application.

Maintenance of Records:

Records pertaining to this award under 2 C.F.R. 200.334 and 34 C.F.R. 76.730, including financial records related to use of EANS funds, must be retained distinctly and available for review by the Utah State Board of Education with program monitoring requests.

Application Deadline: Round Two at May 28, 2021 at 5:00 PM

Applications will be accepted any time after May 1, 2021 but no later than May 28, 2021 at 5:00 PM.

Submission Link:

Completed application must be submitted to USBE using the following link:

[**Submit Utah EANS Application 2021**](#)

This submission will require you to share a link to your Google Folder which contains your application.

- Please note, we are seeking a link to a Google Folder that contains all of the required elements from Round 1 as well as your Round 2 application. All Round 2 submissions should be clearly marked with a Round 2 designation. You can use other shared drive technology provided it allows you to share the information as "public" or without a login.
- Please note that the link needs to be set to "PUBLIC" to allow reviewer access to the document.
- Each school will be able to submit one hyperlink, so please make sure that you have all of your information collected in a single document or in a single folder.

Resources

The Utah State Board of Education recommends the following resources to support schools in their creation of an EANS application:

1. [U.S. Department of Education EANS Website](#): This website contains information about the program.
2. [Utah Reopening School Plan and Guidance](#): The Utah State Board of Education (USBE) worked with a panel of experts—educators, administrators, public health experts, physicians, epidemiologists, teacher representatives—to articulate minimum elements and requirements that schools must address as they plan to reopen schools for in-person instruction in the fall of 2020. The agency recommends that each school consider their plan in relation to developing a spend plan for these resources.
3. [Utah Three Phases of Recovery for K-12 School](#): The USBE website has collected resources to support the “reimaging” of education including formative assessment and essential standards.
4. [Digital Teaching and Learning](#): This site provides guidance to schools regarding the feasibility, legality, and resources to provide online learning.
5. [Just in Time Supports](#): This Google drive presents resources from USBE’s Teaching and Learning Department in alignment with subject specific resources related to learning loss.
6. [Supporting Mental Health and Social Emotional Needs](#): This site provides resources related to school personnel providing support for both social emotional learning (SEL) and mental health to K-12 students related to impacts of COVID-19.
7. [COVID-19 School Manual](#): Schools are not only a place of learning for students, but workplaces for teachers and employees. This manual provides public health recommendations to help make informed decisions to protect students, teachers, and employees.
8. [Centers for Disease Control and Prevention](#): Schools and childcare program resources related to COVID-19.

Points of Contact:

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EMERGENCY ASSISTANCE TO NON-PUBLIC SCHOOLS PROGRAM

PART A: Cover Sheet

Please complete the fields below on Part A-E that are highlighted for response prior to submission of your final application package to the Utah State Board of Education:

Name of School:	
Mailing Address (Street Number and Name, City, State, Zip Code):	
Email Address of Authorized Representative of the School:	
I certify to the best of my knowledge and belief, all of the information in this application is true and correct. I further understand that knowingly making a false statement or misrepresentation on this application may subject me to criminal or civil penalties under applicable State and Federal laws.	
Authorized Representative of the School (Typed Name):	Telephone:
*Signature of Authorized Representative of the School:	Date:

**Digital signatures are preferred and require a timestamp for authentication. If a digital signature is not possible, USBE will accept a handwritten signature uploaded as a PDF.*

PART B: Non-Public School Eligibility

By checking each box below, I affirm that the following is true and correct regarding my school:

- The school requesting services or assistance is a non-profit school.
- The school requesting services or assistance is accredited, licensed, or otherwise approved to operate in accordance with State law including:
[State of Utah Code: 53E-7-408](#)
- The school requesting services or assistance has a physical location in Utah where the students attend classes and have direct contact with the school's teachers.
- The school requesting services or assistance has completed an audit with an independent licensed certified public accountant in accordance with generally accepted auditing standards within the past 4 years; OR can make available upon request a letter of attestation from an external organization that the school participates in an annual financial review and/or audit process.
- The school requesting services or assistance complies with the antidiscrimination provisions of 42 U.S.C. 2000d.
- The school requesting services or assistance meets state and local health and safety laws and codes.
- The school requesting services or assistance requires the following individuals to submit to a nationwide, fingerprint-based criminal background check and ongoing monitoring, in accordance with Section [53G-11-402](#), as a condition for employment or appointment, as authorized by the Adam Walsh Child Protection and Safety Act of 2006, Pub. L. No. 109-248:
 - (i) an employee who does not hold a current Utah educator license issued by the state board
 - (ii) a contract employee; and
 - (iii) a volunteer who is given significant unsupervised access to a student in connection with the volunteer's assignment.
- The school requesting services or assistance existed and operated prior to March 13, 2020.
- The school requesting services or assistance did not and will not apply for and receive a loan under the Small Business Administration's Paycheck Protection Program (PPP) (15 U.S.C. 636(a)(37)) that is made on or after December 27, 2020.

NOTE: If a non-public school applies for a PPP loan on or after December 27, 2020, but does not receive funds under the PPP, the school may apply for services or assistance under the EANS program, as long as the non-public school meets the requirements and deadlines of this application. If a non-public school applied for or received a PPP loan prior to December 27, 2020, it remains eligible for the EANS program. Similarly, if a non-public school applies for but does not receive services or assistance through EANS, nothing in the Education Stabilization Fund would preclude that non-public school from applying for and receiving a PPP loan on or after December 27, 2020.

- None of the services or assistance for which I am requesting support in Part D of this application have already been supported by a loan under the PPP.

PART C: Non-Public School Data

Section 312(d)(3)(C) requires the Utah State Board of Education to prioritize services or assistance to non-public schools that enroll low-income students and are most impacted by COVID-19. Accordingly, the Utah State Board of Education requests that the school provide the data described below. Such data must not include personally-identifiable information about students or their families.

1. Enrollment and Low-Income Data	
A. Total student enrollment of the school in the 2020-2021 school year	<# of total students enrolled>
B. Number or estimated number of students from low-income families enrolled in the school in the 2020-2021 school year:	<# of students from low-income families>
<p>C. The data source that was used to calculate the number or estimated number of students from low-income families:</p> <p>The Utah State Board of Education will accept:</p> <ul style="list-style-type: none"> 14. <i>free or reduced-price lunch data,</i> 15. <i>scholarship or financial assistance data,</i> 16. <i>E-Rate data, or</i> 17. <i>other relevant data, such as data that the non-public school has provided to the Utah State Board of Education for purposes of state or local programs.</i> 	<Description of data source in alignment with approved list>
D. Percentage or estimated percentage of total students in the school who are students from low-income families (i.e., 1.B/1.A)	<% of student population that are from low-income families>

PART D: Non-Public School Services or Assistance Requested

A non-public school may apply to receive services or assistance from the SEA or its contractors to address educational disruptions resulting from COVID-19 for:

1. Supplies to sanitize, disinfect, and clean school facilities
2. Personal Protective Equipment (PPE)
3. Improving ventilation systems, including windows or portable air purification systems
4. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
5. Physical barriers to facilitate social distancing
6. Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
7. Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. Educational technology
9. Redeveloping instructional plans for remote or hybrid learning or to address learning loss
10. Leasing sites or spaces to ensure social distancing
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 - a. Improvements to ventilation systems (including windows), except for portable air purification systems, which may be reimbursed.
 - b. Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19.
 - c. Developing instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss.
 - d. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.
 - e. Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to December 27, 2020.

The state of Utah also highlights the following stipulations from the FAQ’s document for applicants:

- All services or assistance provided under the program must be secular, neutral, and non-ideological.
- The SEA or another public agency gains title to materials, equipment, and property for which it provides reimbursement. For example, if a non-public school purchased laptops for students and teachers to facilitate online learning, the SEA may use EANS funds to purchase those laptops from the non-public school, thereby also obtaining title for the laptops from the non-public school. Provided these conditions are met, the SEA may continue to allow the laptops to be used by non-public school students and teachers.
- 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.
- *EANS funds may not be used to provide funds to non-public schools to cover payroll.*

For additional information on allowable services or assistance, please see the “[Frequently Asked Questions](#)” posted online with the U.S. Department of Education. You can also reach out to our Utah EANS program administrator at diana@suddrethconsulting.com.

4. Impact of COVID-19 on the School Community
<p>Please include a description of the impact of COVID-19 on your school. You may include impacts such as loss of tuition revenue, decrease in enrollment, lack of capacity to provide remote learning due to insufficient technological support, documented learning loss caused by educational disruptions due to COVID-19 or any other documentable impact that requires reimbursement or intervention. This description may be identical to the description you provided in Round 1 or may add new information. This description should directly inform the justification for the EANS reimbursement/services that you are requesting.</p> <p><i>Recommended Length: 1-2 paragraphs</i></p>
<Narrative response>

Table 1: Requests for Reimbursement of Previous Expenses not already requested (From 03/13/2020 through 05/28/2021):

Provider of Goods or Services to be Reimbursed	Date	Description	File Name of Back-Up Documentation (paid invoice/receipt/etc.)	Number responding to allowable use cases from list above	Dollar amount
<Title of Provider of Goods or Services to be Reimbursed>	<Date>	<Narrative description of item linked to response to COVID>	<Name of File or link to file>	<Allowable use case number>	<Total \$>
<Add additional lines as necessary>					
TOTAL Request for Reimbursement of Previous Expenses					[Sum of lines above]

Table 2: Requests for Future Reimbursement of Future Expenses (From 05/28/2021 through September 30, 2023)

Anticipated Provider of Goods or Services	Anticipated Date	Description	Number corresponding to allowable use cases from list above	Dollar amount
<Title of Service or Reimbursement Provider>	<Date>	<Short narrative description of item connected to response to COVID>	<Allowable use case number>	<Total \$>
<Add additional lines as necessary>				
TOTAL Request for Reimbursement for Future Expenses				[Sum of lines above]

Table 3: Requests for Future Services (From 05/28/2021 through September 30, 2023)

Service or Assistance	Date	Description	Is this a request for a State Provided Service or Future Reimbursement for Local Procurement?	Number corresponding to allowable use cases from list above	Dollar amount
<Title of Service or Reimbursement Provider>	<Date>	<Short narrative description of item connected to response to COVID>	<State Provided or Local Procurement>	<Allowable use case number>	<Total \$>
<Add additional lines as necessary>					
TOTAL Request for Future Services and/or Reimbursement for Future Expenses					[Sum of lines above]

Table 4: Total Requested Amount

TOTAL Request for Reimbursement of Previous Expenses	<Total from Table 1>
TOTAL Request for Reimbursement for Future Expenses	<Total from Table 2>
TOTAL Request for Future Services and/or Reimbursement for Future Expenses	<Total from Table 3>
Total Requested Amount	<Sum of lines above>

For the purpose of the EANS application, USBE will accept a general ledger with a detailed listing of expenses as described below:

- Detailed general ledger, not journal entries.
- Documentation of specific items for purchase (so not “We spent \$500 at Amazon.” But rather “We purchased hand sanitizer, cleaning wipes, and HVAC filters totaling \$500”) or schools may provide the receipts with this information.
- Documentation of who is being paid for services in line items related to the time and effort that is specific to the funding stream and allowances

Recognizing that this money will be highly scrutinized, the agency is requiring these items to be in alignment with expectations from both the Governor’s Office of Management and Budget as well as the U.S. Department of Education.

[NOTE: To maintain control over the EANS funds, the Utah State Board of Education must ensure that the non-public school’s expenditures are allowable expenses, that the non-public school has sufficient documentation supporting such expenditures, and that the Utah State Board of Education gains title to materials, equipment, and property for which it provides reimbursement. Thus, the Utah State Board of Education will require reasonable documentation, such as paid invoices or receipts, related to items for which a non-public school is requesting reimbursement. These documents will be required in the Utah Grants Management System upon award.]

[Optional] If the non-public school chooses to include any attachments related to the files referenced in Table 1, please consider using a table of contents, which could be in the below format or another format.

Table of Contents for Appendix or Attachments

[Identify each attachment, if any, and the page number on which it can be found.]

Attachment Name	Page