Agenda

1. EANS I technical assistance
   - Reimbursements
   - Vendor requests

1. ARP EANS application overview
   - Changes from EANS I
   - Application Overview
   - Due Date

1. Questions from the community
EANS I Timeline

- Request reimbursements in Utah Grants as soon as possible
- Encouraged completion date of December 31, 2021
- Walk through of the Utah Grants Management Reimbursement process will be demonstrated in just a moment
Vendor Survey
Vendor Requests - Reminder for Process

- All EANS I awardees are encouraged to continue working with vendors
- Reminder that you need to submit your scope of work for approval from USBE BEFORE the services are provided
  - These requests must come from the school, not the vendor
  - Make sure you include the date of service and specify what will be provided (*USBE needs this to be able to align and approve vendor invoices*)
  - This is an ongoing process, you can continue to ask for services as long as you still have available award.
  - [EANS I Vendor Request Survey](#)
- EANS I funds expire September 30, 2023 - This is the last day goods/services can be received for this program.
Questions on vendor requests?
Requesting Reimbursement in Utah Grants Management System
Submitting a Reimbursement Request

USBE has a set of instructions for each process in the Utah Grants Management system. They can be found on our website or please let us know if you need a copy.

Instructions for submitting a reimbursement request
Locate program for which reimbursement is being requested. Click the Monitoring tab (top Menu) and locate the program. Expand the + (plus sign) to view line details, click green eye icon.
Create New Payment Request by selecting the $ Requests subtab, then selecting New Payment Request.
Enter General Information and Save

a. Internal Invoice # - Organization self-generated invoice number
b. Internal Approver - Individual at organization assigned to approve this invoice (Utah Grants User with a role of Approver. Use magnifying glass to search)
c. Expense Fiscal Year - State Fiscal Year of when the expense was incurred (use magnifying glass and select valid year). SFY begins July 1 and ends June 30 (e.g., SFY 2018 begins 07/01/2017 and ends 06/30/2018)
d. Expenses Incurred from - Start date of invoice period
e. Expenses Incurred through - End date of invoice period
On Financials tab, click the blue pen icon next to the budget category to open allow for editing.
<table>
<thead>
<tr>
<th>Category Name</th>
<th>Total Budget</th>
<th>Total Grant Expenditure</th>
<th>Fiscal YTD Expenditure</th>
<th>Approved</th>
<th>Remaining Balance</th>
<th>This Request</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries (100)</td>
<td>$500,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$500,000.00</td>
<td>5000</td>
<td></td>
</tr>
<tr>
<td>Employee Benefits (200)</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$100,000.00</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Purchased Professional …</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased Property Serv…</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Purchased Service…</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel (580)</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Supplies and Materials (6…)</td>
<td>$22,139.37</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$22,139.37</td>
<td>3542</td>
<td></td>
</tr>
<tr>
<td>Property Including Equip…</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Not eligible for Ind…</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Cost</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter values and Save
After saving, indirect costs will calculate automatically based on the fiscal year and periods entered (if indirect costs are applicable). Check calculations and totals.
On Attachments tab, click Add to include supporting documentation
If it is necessary to make changes to information entered, Click Edit, make necessary changes and Save.
After saving, Submit Request box will appear. Click Submit Request
Reasons your Reimbursement Request may get sent back

1. You did not upload all of the receipts/invoices to backup your request
2. You uploaded the wrong receipts with items that were not approved previously by Diana Suddreth in your EANS application.
3. If your receipts don’t match the budget category (ex. Asking for reimbursement of PPE from the salary category.)

If your request is sent back to you, make the edits in Utah Grants and resubmit. All documents must come through Utah Grants, not emails.
Timeline for Receiving Funds

1. There is a monthly deadline. If your request is submitted and approved by the deadline, you will receive your funds by the end of the month. If not, you will receive the funds the following month.
2. We will share this schedule with you.
3. The December deadline was the 9th
4. The next deadline is January 11th, 2022
Questions on reimbursement requests?
EANS I Budget Amendment
Requesting a Budget Amendment

You are welcome to reach out to Diana Suddreth or Sara Harward with questions on allowable items.

- You may not request an increase in your budget, just a change in items.
- To officially request a budget amendment, please complete this survey:
  
  [EANS I Budget Amendment Request Survey](#)

- Requests will be reviewed and you will receive an email letting you know if it has been approved or denied.
- You may have to adjust your budget table in the Utah Grants system if your request results in a change of category.
Questions on budget amendment process?
Any other questions about EANS I?
ARP EANS
American Rescue Plan EANS

- Utah received $26.4 million for ARP EANS (commonly referred to as EANS II)
- One-time fundings that must be spent by September 30, 2024

Application released November 29, 2021

Due date: Friday, January 21, 2022 at 5:00 pm

The application can be accessed here.

Please email applications to Sara Harward - sara.harward@schools.utah.gov
How is ARP EANS different from EANS I?

- Allowable and unallowable use cases are similar to EANS I
- No option to apply for reimbursements with ARP EANS
  - USBE will provide all eligible goods and services to school
  - This was in alignment with the recent federal rules released by the U.S. Department of Education

School Eligibility requirements:

- Your school did not receive a PPP loan after December 27, 2020
- School must meet or exceed 24% of students from low-income families
  - THIS IS NEW for ARP EANS
What sources of data can be used to count students from low-income families?

A school can use one of the following data sets:

- Data on student eligibility for free or reduced-price lunch
- Data from the E-rate program administered by the Federal Communications Commission
- Data from a different source, such as scholarship or financial assistance data
- Data from a survey

Here is a link to the 2020 Federal Poverty Guidelines
Additional Updates in the Application

- The projected award values for the ARP EANS are double the values of what was projected for EANS I.
- The agency is asking all schools to prioritize their requests in the application from highest to lowest priority in the case we need to make partial awards.
- A school MAY ask for additional funding beyond the projected calculation for award as the funding allows.
- All applications will be reviewed together the last week of January 2022 and outcomes communicated to schools.
Questions about ARP EANS?
Technical Assistance

For questions, please contact

Sara Harward - sara.harward@schools.utah.gov
Jessica Kjar - jessica.kjar@schools.utah.gov
Diana Suddreth - diana@suddrethconsulting.com