



Kentucky Department of

Our Children,

Our Commonwealth

Education

Emergency Assistance for Non-Public Schools (EANS) Applicant Training



EANS Purpose and Overview



- ▶ Passed as part of second round of the Governor's Emergency Education Relief (GEER) funding
- ▶ Provide reimbursement or services to eligible non-public schools impacted by COVID-19
- ▶ Approximately \$40,000,000 available
- ▶ Applicants may apply for assistance and reimbursement as defined by statute
- ▶ Funds are not directly provided to applicants
- ▶ Services funded based on per pupil amounts tentatively set at
 - \$400 for each student enrolled
 - additional \$250 for each low-income student enrolled.

Special Considerations for Applicants



Assistance requested must be reasonable, necessary, and allocable.

- ▶ **Reasonable:** Not excessive in cost and based on prudent and sound purchasing practices
- ▶ **Necessary:** Essential for carrying out a needs-based assistance associated with COVID-19 impacts
- ▶ **Allocable:** Cost is an allowable activity and meets the intent of EANS

Topics

- ▶ **Vendor EZ Form and W9**
- ▶ **How to access funds once awarded to make a purchase**
- ▶ **What to submit for reimbursement for past and future purchases**
- ▶ **What is needed for KDE to make purchases for the NPS**
- ▶ **Inventory**



Vendor EZ Form and W9

- ▶ The K# created is required to apply for EANS funding and when submitting information for purchase or reimbursement by KDE.
- ▶ If you already have a vendor number for NSLP payments, please contact Shara Wiley at shara.wiley@education.ky.gov prior to submitting your form.
- ▶ Frequently asked questions
 - Multiple non-public schools in our network share a Tax ID number. How do we complete the EZ Vendor form?
 - ✓ Each non-public school in the network must complete the EZ Vendor form with the network's Tax ID. The remaining information should be specific to the non-public school (name, address, etc.) The applicant should upload the W9 for their network.
 - What is the procedure for submitting the EZ Vendor and W9 forms early?
 - ✓ The EZ Vendor and W9 forms can both be completed early and submitted via email to: kdefinmanvendreg@education.ky.gov
 - ✓ This is an optional step that will expedite grant processing. **The EZ Vendor and W9 forms are required to be uploaded with your application regardless of whether or not you submit them to KDE early.**



Vendor EZ Form and W9



- ▶ Can we submit the EZ Vendor and W9 forms as links to shared drives (such as Google Drive or OneDrive)?
 - No. Files must be submitted as attachments when emailed to the department or uploaded to the application.
- ▶ If our non-public school already has a vendor number, are we required to apply for a new one?
 - In the event the non-public school has a valid K# designated for cafeteria funds, non-public schools may be required to apply for a new vendor number; however, non-public schools must submit a completed EZ Vendor form with their application. Non-public schools may submit their previously approved EZ Vendor form.
- ▶ Should non-public schools submit W9 forms for vendors that they intend to pay from the EANS program?
 - No. Non-public schools are only required to submit their own W9 form to KDE along with completed EZ Vendor form.

How to access funds once awarded?



- ▶ Awards will be made 30 days after the application closes (end of April)
- ▶ Grant Award Notifications will be posted to the EANS webpage
<https://education.ky.gov/federal/progs/Pages/Emergency-Assistance-to-Non-Public-Schools.aspx>
- ▶ Links for reimbursement and procurement information will be included within the grant award notification
- ▶ Communication will be sent to awardees from the KDE Ombudsman email

What to submit for reimbursement for past and future purchases?

► Reimbursement Template

- School Information
- Contact name
- Items purchased
- Reimbursement or procurement request?
- Reimbursement amount
- Additional information may be required once process is finalized



What to submit for reimbursement for past and future purchases

- ▶ **One page for school to complete containing:**
 - **School information**
 - **Items purchased**
 - ✓ Receipt of purchase (copy of check or credit card receipt)
 - ✓ Copy of original invoice detailing item(s) purchased
 - **Reimbursement or procurement request?**



What is needed for KDE to make purchases

- **Timing of processes**
- **Service dates if a service being requested**
- **Category where purchase falls**
- **Commodity? Construction? Service?**
- **Description of item –including part number(s)**
- **Quantity Requested**
- **Quote(s)**
- **Requested Delivery Date**



Inventory

- ▶ **Inventory materials and equipment**
 - Non-consumable materials and equipment remain the property of KDE.
 - KDE must assume title to non-consumable materials and equipment for which a non-public school receives reimbursement.
 - Additional information around inventory will be forthcoming.



Inventory

- ▶ **Physical Inventory Observation (FAP 120-20-01)**
 - The Finance and Administration Cabinet, Division of Statewide Accounting Services requires a periodic physical inventory of assets.
- ▶ **Asset**
 - Is intended for internal use (i.e., is not for resale).
 - Has a useful life extending beyond at least the fiscal year in which it was acquired.
 - Has a monetary value.



Inventory

- ▶ **Asset Custodian** is the person responsible for assets received and will be assigned a custodian “code” for identification in the state inventory system.
 - Conducts an annual physical inventory observation and is the contact point.
 - An annual inventory report will be provided by the Kentucky Department of Education.
 - Complete the inventory within the timeframe outlined in the fiscal year.
 - Note all necessary corrections, additions, changes, and deletions on the inventory report during the physical count.
 - Report accurately and returns inventory reports to the Kentucky Department of Education.
 - Maintains files of supporting documentation for fixed asset manual and electronic transactions.
 - Demonstrate stewardship of assets.



KDE Responsibilities

- ▶ **Communicate with and provide assistance to applicants**
- ▶ **Receive and evaluate applications for quality, consistency with allowed expenditures, reasonableness, and connection to program intent**
- ▶ **Allocate reimbursements and provide for services**



Application Submission Process

- ▶ Application window open from **March 23-26.**
- ▶ Applications will not be accepted beyond the closing date.
- ▶ Official submissions will only be accepted using the provided SurveyMonkey link.
- ▶ Once received, applications will be scored and assistance awarded within 30 days.
- ▶ Funds must be obligated for services within 6 months.



Questions and Resources

- ▶ [USDE EANS Guidance](#)
- ▶ [USDE EANS website](#)
- ▶ Questions may be sent to kpsso@education.ky.gov
- ▶ Vendor EZ and W9 forms may be sent to kdefinmanvendreg@education.ky.gov

