

EANS Participants:

Thank you for your continued diligence and patience as we distribute this assistance to non-public schools. Please note the information below in the various processing categories.

1. Final Budgets/Assurances

- a. Budgets from all participating schools have been received-thank you! We are still tying up a few loose ends but there are no critical issues. Your budget is only an estimate so the final cost of an item may be more than what you initially thought. If you find it necessary to revise your budget, please contact Elise Crisp, elise.crisp@education.ky.gov. Remember it is permissible to shift funds from one spending category to another; however, the overall total amount available for your school cannot be increased. Any excess funds in your school's budget at the end of the program will be remitted back to the Governor's Office. Stay tuned for information in the fall concerning EANS Round 2!
- b. 85 of the 135 participating schools have submitted a signed "[EANS Program Participant Assurances](#)" document. KDE will not process any request unless the "Assurances" document is on file. If a request is made and there is no "Assurances" document on file, KDE will notify you and hold the request until the document is submitted. Once the "Assurances" document is submitted, it is good until the program ends in October, 2023.

2. Final Notice of Award

The REVISED FINAL Emergency Assistance to Non-Public Schools Notice of Assistance/Service has been posted to the KDE EANS website [HERE](#), right-hand column of the page under "EANS Awards". The document shows the "Not to Exceed" amount, which reflects the final assistance requested by your school on the final budget. If the "Not to Exceed" amount does not agree with your final budget amount, please contact EANS Project Manager Kay Kennedy at kay.kennedy2@education.ky.gov.

3. ALL REQUESTS

- a. Please use the original EXCEL format when submitting any requests. KDE adds information to the form as it winds its way through the process. If the request is not in EXCEL format, it will be returned to you for resubmission.
- b. Remember - if your budget indicates items in Spending Category 3, except for portable air purification systems, these must be procured through KDE only. In addition, all budget items in Spending Category 4, 9, 12, or 13 must be KDE procurements only – no reimbursement requests in these categories are allowed.
- c. From this point forward, please attach your most up-to-date budget template (EXCEL format please) when submitting any request. Remember your requests must align with the budget. If there is a discrepancy, it will be helpful for us to have a copy of the actual

budget document that you used to create the request. It is important that KDE be in sync with the schools for every transaction.

4. Staffing Requests

- a. Staffing requests have been received from 17 schools to date. Most of these requests include potential candidates preferred by the school and every effort will be made to secure the services of those candidates. Once KDE approves a school's staffing request, the request is forwarded to OVEC. OVEC will respond directly to the requestor with further information on next steps in the hiring process. The OVEC online portal for accepting applications to fill those requested positions is up and running for the potential candidates to respond to.
- b. When OVEC posts the position to their online portal, the requestor's name will be listed as the contact person who can answer job specific questions (duties, hours, schedule, etc.) If the requestor is not the proper contact person for the position, please indicate on the Position Detail tab who the contact person should be.
- c. If you are looking for a response from OVEC for a staffing request that seems to be overdue, please check your "Spam" or "Junk Mail" folder. You may want to set your mailbox preferences to accept messages from dhorn@ovec.org . OVEC will also include "Delivery Receipt" and "Read Receipt" requests to emails sent to schools to help eliminate possible delays.

5. Reimbursement/Procurement Requests of Inventory Items

Recall that EANS regulations require KDE to take ownership of goods that meet inventory requirements. If you have submitted a request for any technology devices or some other asset valued at \$500 or more that must be tracked in the KDE inventory, those requests are on hold until August 10. There is a delay from the supplier of the asset tags that unfortunately, KDE must pass along to the schools. We cannot take ownership, either through reimbursement or direct procurement, without having the physical asset tags. We have just learned from our supplier that it appears the logjam has been resolved, so things should start flowing mid-August. We apologize for the delay.

If you have any questions, concerns, or need further clarification on any EANS related issues, please contact Project Manager Kay Kennedy, kay.kennedy2@education.ky.gov .