

American Rescue Plan (ARP) Emergency Assistance for Non-Public Schools (EANS)

## Frequently Asked Questions

### 1. What is the ARP EANS Program?

The American Rescue Plan Emergency Assistance for Non-Public School Fund (ARP EANS) is a \$55 million allocation to the State of Louisiana through the federal American Rescue Plan Act, 2021 (ARP) passed by Congress and signed into law on March 11, 2021. The Program may be available to provide Non-Public Schools with services or assistance to address educational disruptions resulting from Covid-19.

### 2. What are the program eligibility requirements?

A non-public school is eligible if it meets **all** of the following requirements:

- Is an elementary or secondary school as defined by Section 8101(19) and (45) of the ESEA;
- Is a non-profit;
- Is accredited, licensed, or otherwise operates in accordance with State law NPS 19-20 Approval with *Brumfield v. Dodd*;
- Was in existence prior to March 13, 2020, the date the President declared the national emergency due to COVID-19;
- 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)(36)-(37)) that is made on or after December 27, 2020;
- Enrolled a significant percentage of students from low-income families for the 2019-2020 school year, at a minimum, 22%; **and**,
- Was most impacted by the COVID-19 emergency as outlined in the *Impact of COVID-19 Factors & Documentation Examples*

### 3. Is my school eligible to participate in the ARP EANS program?

A non-public school is eligible to participate in this program if it meets the requirements listed above in FAQ-2.

### 4. My school is not listed on the preliminary allocation spreadsheet. Can I still apply for the Program?

If your school is NOT on the spreadsheet, you may still apply for the Program; however, you will need to demonstrate that your school had a percentage of students from low-income families greater than or equal to 22% of the 2019-2020 school year and provide additional supporting information for the number of students from low-income families enrolled in that year. If you believe that you are eligible and would like to calculate an estimated allocation amount, you may use the following formula using your self-identified low-income and total student population for the 2019-2020 school year:

$(\text{Total Student Enrollment} \times \$1,994) + (\text{Total Number of Students from Low Income Families} \times \$1,994) = \text{Preliminary Allocation Amount}$

## 5. Are eligible non-public schools under the CRRSA EANS program (Round 1) the same schools that are eligible for services or assistance under the ARP EANS program (Round 2)?

Not necessarily. In addition to the eligibility requirements outlined in CRRSA EANS, Section 2002(a) of the ARP Act requires that LDOE only provide services or assistance to an eligible non-public school that enrolls a significant percentage of students from low-income families (at a minimum, 22%) and was most impacted by COVID-19 emergency.

## 6. What is the definition of a low-income family?

A low-income family is defined as a family whose household income does not exceed 185 percent of the 2020 Federal poverty level consistent with the final requirements.

## 7. How do I know if my school was most impacted by the COVID-19 emergency?

In accordance with [Federal FAQ H-8](#), the LDOE requests that each school applying for ARP EANS identify how they were impacted by COVID-19 emergency within the application (Application Question C1). The following factors will be considered when determining which non-public schools are most impacted by the COVID-19 emergency:

- Loss of instructional time
- Social, emotional, or mental health impacts attributable to the disruption of instruction
- Loss of tuition revenue
- Decrease in enrollment
- Lack of capacity to provide remote learning due to insufficient technological support
- Learning loss attributable to the educational disruptions caused by COVID-19
- Lack of resources to address safety measures
- Other

Please note, the Louisiana Department of Education, or its auditors, may request any reasonable information from a non-public school to describe and/or quantify the impact of COVID-19 on the non-public school. It is the responsibility of the school to maintain documentation demonstrating and supporting the impacts identified above. For examples of such documentation, please see the *Impact of COVID-19 Factors & Documentation Examples* document available online at the [Federal Support and Grantee Relations Library](#).

## 8. What type of services and assistance can eligible schools receive through the ARP EANS Program?

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

- Supplies to sanitize, disinfect, and clean school facilities.
- Personal protective equipment (PPE).
- Improving ventilation systems, including windows or portable air purification systems.
- Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases.
- Physical barriers to facilitate social distancing.
- Other materials, supplies, or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety.
- Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus.
- Educational technology (including hardware, software, connectivity, assistive technology, and adaptive equipment) to assist students, educators, and other staff with remote or hybrid learning.
- Redeveloping instructional plans, including curriculum development, for remote or hybrid learning, or to address learning loss.
- Leasing sites or spaces to ensure safe social distancing.
- Reasonable transportation costs.
- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.

### 9. What does 'Future Expenditures' mean for the ARP EANS Program?

Future expenditures for ARP EANS means services and assistance (not payment) received through the LDOE procurement process for allowable items to be procured by LDOE. LDOE will hold the title to the materials, equipment and/or property purchased with ARP EANS funds. Your school will be responsible for following LDOE's procurement and inventory processes.

### 10. Can I request reimbursement of services and assistance that were purchased by my school to address educational disruptions resulting from the COVID-19 emergency?

No, under ARP EANS, an SEA may not use ARP EANS funds to provide reimbursements to any non-public school. Eligible schools may only receive future procurement services and assistance from LDOE or its contractors to address educational disruptions resulting from the COVID-19 emergency.

### 11. Does receiving services or assistance under the ARP EANS program make my school a "recipient of Federal financial assistance"?

No, under the ARP EANS Program, the Governor is the recipient of Federal financial assistance and is responsible for ensuring that the LDOE administers the EANS Program in accordance with applicable laws, including civil rights laws. A non-public school whose students and teachers receive services or assistance under the ARP EANS program is not a "recipient of Federal financial assistance." As a result, certain Federal requirements that apply to a recipient of Federal financial assistance are not directly applicable to a non-public school whose students or teachers receive services or assistance under the program.

### 12. How much financial assistance is my school eligible to receive through ARP EANS?

A preliminary allocation amount for ARP EANS services and assistance has been calculated for schools where preliminary data indicates they had a percentage of students from low-income families greater than or equal to 22% for the 2019-2020 school year. This spreadsheet can be found on the at the [Federal Support and Grantee Relations Library](#).

If your school is NOT on the spreadsheet, you may still apply for the Program; however, you will need to demonstrate that your school had a percentage of students from low-income families greater than or equal to 22% of the 2019-2020 school year and provide additional supporting information related to your number of students from low-income families enrolled in that year.

The ARP EANS final allocation amounts will be determined after all applications have been submitted and reviewed for eligibility. Preliminary allocation amounts will be adjusted, upward or downward, as appropriate based on the total number of schools that apply and are deemed eligible, and the final low-income student data.

When filling out the ARP EANS application, schools are encouraged to request any and all services or assistance deemed necessary, even if they believe they would go over their preliminary allocation amount. If you have a question concerning your school's eligibility, please email [ARPinfo@LDOE-EANS.com](mailto:ARPinfo@LDOE-EANS.com).

### 13. What is the Program application process?

The ARP EANS program application process requires **one application to be submitted** where the Program will evaluate both a school's 1) Eligibility and 2) Future Procurement Requests.

### 14. Where can I access the application?

This application is available online at the [Federal Support and Grantee Relations Library](#). Resource materials to assist with the application process are available there as well.

**The ARP EANS Application deadline is Monday, March 28, at 11:59 pm.**

## 15. Can I request the application by mail or email? Is there a paper application available?

Applications can only be submitted online. No paper applications are available.

## 16. What documentation is required to be uploaded by my school during the application?

Below is a list of documentation and/or information that may be needed when filling out your ARP EANS Application.

- School **Site Code**
- CRRSA EANS **Eligibility Application Number**, which can be found on your Notice of Eligibility if you participated in the CRRSA EANS Program
- Documentation illustrating **Non-Profit** status, such as your IRS tax-exempt status determination letter or a completed W-9 form. If your school is part of a group exemption, please provide all associated supporting documentation. *(This item is not required if you participated in CRRSA EANS and received a Notice of Eligibility).*
- Information on the **total number of students from low-income families** (e.g., whose family income does not exceed 185 percent of the 2020 Federal poverty guidelines) for the 2019-2020 school year. The following sources of data can be used to obtain this count: free or reduced-price lunch data, low-income survey data, E-Rate data, or scholarship or financial assistance data. *(This item is not required if you participated in CRRSA EANS and received a Notice of Eligibility).*
- Information on the impact of COVID-19 on the school. Please see the *ARP EANS Impact of COVID -19 Documentation Examples* for further information.
- **PPP loan amount information** for loans guaranteed under the PPP before December 27, 2020, if applicable.
- List of **items and/or services** being requested from the ARP EANS Program
  - Description of item being requested
  - Brand, model, or type, if applicable
  - Size, if applicable
  - Quantity/number of items being requested
  - URL link to the item being requested
  - Vendor Item #, if available
  - Quote, if applicable and available
  - Information describing how your request will be used to address educational disruptions resulting from the COVID-19 emergency
  - For software requests
    - Manufacturer
    - License Type
    - Number of licenses required
    - Version
    - ISBN #
  - For renewals of existing software
    - School's Account # or License #
    - Renewal Date
    - Copy of the existing software contract, a previous invoice, or a new quote

Please note, schools that participated in the CRRSA EANS Program may not be required to provide all the documentation and/or information listed above.

## 17. I am unsure of the date my school applied for and/or received a Paycheck Protection Plan (PPP) loan. What do I do?

Please email [ARPinfo@LDOE-EANS.com](mailto:ARPinfo@LDOE-EANS.com) for assistance.

### **18. What are the steps to the ARP EANS application process?**

Eligible schools will fill out **one application** that will consist of eligibility information as well as requests for allowable services or assistance. Your completed application will be reviewed for eligibility and all schools will receive a Notice of Eligibility or Ineligibility. If a school is determined to be eligible, the Program will then review the school's future expenditure requests and issue a Notice of Allowable Costs detailing the final list of allowable future expenditures for each eligible school. The LDOE and OTS will then begin the process of procuring those services or assistance that were determined to be allowable. See the application resources available at the [Federal Support and Grantee Relations Library](#) for further information regarding the application process.

### **19. My school has more than one site code. How do I fill out the application?**

One application may be submitted per site code. For example, if your school's junior high and senior high have separate site codes, you may submit one application for the junior high and one application for the senior high.

### **20. Can my school opt out of the ARP EANS Program? If so, what happens next?**

Schools will have the opportunity to opt out of the Program when filling out the application. If your school chooses to opt out, your application will not be reviewed, and your school will not be allowed back into the Program.

### **21. How do I start a new message with my reviewer?**

Please visit the Application User Manual at the [Federal Support and Grantee Relations Library](#) for a walkthrough of these steps. Feel free to email [ARPinfo@LDOE-EANS.com](mailto:ARPinfo@LDOE-EANS.com) with questions.

### **22. How do I log back into my application to either respond to my reviewer or upload documentation?**

Please visit the Application User Manual at the [Federal Support and Grantee Relations Library](#) for a walkthrough of these steps. Feel free to email [ARPinfo@LDOE-EANS.com](mailto:ARPinfo@LDOE-EANS.com) with questions.

### **23. Can I add someone else from my school to the application?**

Please visit the Application User Manual at the [Federal Support and Grantee Relations Library](#) for a walkthrough of how to add a Guest User to the application. Feel free to email [ARPinfo@LDOE-EANS.com](mailto:ARPinfo@LDOE-EANS.com) with questions. Please note, the Program may reach out to the Guest User in the instance the main point of contact cannot be reached or is not responsive.

### **24. Can I still make edits and/or additions to my school's application after it has been submitted?**

Applications cannot be edited after they have been submitted. Please ensure you are including ALL items you wish to submit for future expenditures prior to submitting your application, even if you think the total amount is above your school's preliminary allocation amount. You may also log into the Applicant Portal to ask questions or respond to messages from your reviewer.

### **25. My school has submitted an ARP EANS Application. What are my next steps?**

The Program will review all applications that are submitted for eligibility and issue a Notice of Eligibility or Notice of Ineligibility, as applicable.

### **26. My school received a Notice of Eligibility. What are my next steps?**

If your school is determined to be Eligible, the Program will review your Future Procurement Requests included within the application submission for allowability. Eligible schools will then receive a Notice of Allowable Costs outlining all approved future procurement requests. The LDOE will use the school's final allocation amount to fund the allowable future expenditures. The Program will reach out to you if any additional documentation and/or information is needed related to your future procurement requests.

### **27. My school received Notice of Ineligibility. What are my next steps?**

Should you disagree with the Program's ineligibility determination, appeals information is included within the Notice of Ineligibility. An appeal must be submitted to the Program within three (3) business days of the Program determination using the Request for Appeal Form, available at the [Federal Support and Grantee Relations Library](#). Applicants must submit all relevant documentation and a completed, signed Request for Appeal Form through the Applicant Portal. Upon submission of the signed Request for Appeal Form, the request for appeal is considered complete. Failure to submit a Request for Appeal Form within the designated time frame waives any future Applicant appeal rights. All supporting information and documentation should be provided with the Request for Appeal Form.

### **28. Can my school appeal a program determination?**

Yes, appeals information will be included within a Program Notice to the school, as applicable.

### **29. How do I file an appeal?**

An appeal must be submitted to the Program within three (3) business days of the Program determination using the Request for Appeal Form, at the [Federal Support and Grantee Relations Library](#). Applicants must submit all relevant documentation and a completed, signed Request for Appeal Form through the Applicant Portal. Upon submission of the signed Request for Appeal Form, the request for appeal is considered complete. Failure to submit a Request for Appeal Form within the designated time frame waives any future Applicant appeal rights. All supporting information and documentation should be provided with the Request for Appeal Form.

### **30. What are allowable items for future expenditures?**

See a non-authoritative list of commonly requested future procurement items in the ARP EANS – Future Procurement Catalog at the [Federal Support and Grantee Relations Library](#) for more information on examples of items allowed as future expenses. The items requested under future expenditure must 1) be requested for secular, neutral, and non-ideological costs, 2) be used to address educational disruptions resulting from the COVID-19 emergency, and 3) be reasonable, necessary, allocable, and allowable. The following categories of costs are allowable according to the ARP EANS program guidance published by the US Department of Education.

- Supplies to sanitize, disinfect, and clean school facilities
- Personal protective equipment (PPE)
- Improving ventilation systems (including windows) or portable air purification systems
- Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
- Physical barriers to facilitate social distancing
- Other materials, supplies, or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
- Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
- Educational technology (including hardware, software, connectivity, assistive technology, and adaptive equipment) to assist students, educators, and other staff with remote or hybrid learning
- Redeveloping instructional plans, including curriculum development, for remote or hybrid learning, or to address learning loss
- Leasing sites or spaces to ensure safe social distancing
- Reasonable transportation costs
- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

### **31. Are installation costs associated with requested future procurements allowable?**

Yes, the Program funds generally may only be used for the costs of installation of supplies or equipment that is otherwise allowable and not for installation of supplies or equipment that is not otherwise allowable.

### 32. Are installation costs of windows allowed if my school buys the windows?

To the extent a non-public school uses its own funds to purchase new windows for the purpose of improving ventilation (e.g., replacing windows that do not open with ones that do), the LDOE may use ARP EANS funds for the installation of such windows.

### 33. When requesting non-software future procurement requests, how do I enter in the quantity and units?

Please specify the total number of items that are being requested. See below for some examples of different ways to enter in the quantity and units of a requested item.

Item	Ways of entering 'Quantity'
Latex Gloves	3 boxes of 50 gloves
Latex Gloves	150 gloves
Hand Sanitizer	2 packs of 3 bottles
Hand Sanitizer	6 16oz bottles

### 34. Does my school need to submit formal quotes, current contracts, or solicit potential vendors when filling out the application?

Vendor quotes for requested services and assistance are not a requirement of your completed application. However, providing vendor quotes may help LDOE in facilitating the procurement process for approved services or assistance. Services or assistance requested from approved State Contract Vendor's do not have purchasing limits and therefore do not require multiple quotes.

For services and assistance requested from Non-Contract Vendors (vendors not contracted with the Office of State Procurement), the Procurement rules may require multiple quotes prior to purchase. Providing these quotes with the submission of your application may help facilitate the procurement process.

Please see below for Non-Contract Vendors procurement thresholds:

- If the purchase is at or below \$10,000, a preliminary quote is not needed.
- If the purchase is between \$10,001 and \$20,000, three quotes are strongly encouraged.
- If the purchase is between \$20,001 and \$30,000, five quotes are strongly encouraged.
- If the purchase is at or above \$30,001, LDOE may initiate a bid process through the Office of State Procurement.

While not a necessity, should you have them, the Program encourages you to upload the quote(s) to your application in all circumstances as it will assist the LDOE with procuring approved future procurement requests as efficiently as possible.

If you are unsure about whether your future procurement request is from an approved state contract vendor, or if you would like to find out more about what services and assistance both approved state contract vendor's and non-contract vendor's can provide you with, please view the *ARP EANS Procurement Catalog* located in the [Federal Support and Grantee Relations Library](#) on the LDOE website.

If you are requesting the renewal of existing software, please upload the existing contract within your application as this will assist the LDOE with procuring approved future procurement renewal requests as efficiently as possible.

### **35. Where can I see a list of LDOE vendors and a list of services or assistance that LDOE can provide?**

Please review the *ARP EANS – Future Procurement Catalog* in the [Federal Support and Grantee Relations Library](#) for a list of commonly requested good, services, and assistance as well as a listing of both state contract and non-state contract vendors to consider. The Louisiana Department of Education will fulfill all eligible future procurement requests to the best of their ability based on available, approved, and contracted Louisiana Department of Education vendors

The ARP EANS Program **does not require** a school to request the services and assistance listed within this catalog nor does the Program preclude a school from requesting any services or assistance they deem necessary. However, the items in the Catalog utilize the use of state contracts already in place, and therefore may result in quicker procurement, based on availability.

### **36. Will my school receive all the items requested as future expenditures?**

The Program cannot guarantee that all items requested for future expenditure will be provided. Future expenditures requests will be reviewed based on the following:

- If the item is allowable
- If the final allocation amount is sufficient to cover the cost of your future expenditure requests
- Based on available, approved, and contracted LDOE vendors

### **37. How does a company and/or organization become a state registered vendor?**

Entities can visit the [Office of Statewide Reporting and Accounting Policy](#) for instructions on the State of Louisiana vendor set up. Detailed instructions are available under the [Office of State Procurement – LaGov New Vendor Registration](#) section.

### **38. How will my school receive the approved items requested as future expenditures?**

Within the application, each school will designate a point of contact for the inventory handling and delivery of any potential future expenditure items. Once the school receives their future procurement items, the inventory point of contact will be responsible for notifying the Program of receipt of the items.

### **39. How soon after completing the application can my school expect to receive the future expenditure requested items?**

The LDOE will work to review all applications as they are received. The Program is unable to provide a timeframe around when a school will receive future procurement items. However, the LDOE ARP EANS Program will obligate all services and assistance by July 28, 2022. Please note obligation of ARP EANS services and assistance does not guarantee delivery of future procurement items by July 28, 2022, as items may be delivered after this date due to availability.

### **40. Does my school get to keep the items purchased through ARP EANS services and assistance?**

No. Equipment and supplies purchased through ARP EANS services and assistance may be used by the school through the end of the ARP EANS Program (September 30, 2024) or until no longer needed for the purposes of the Program. Once the equipment or non- consumed supplies are no longer needed or by September 30, 2024, the LDOE must remove these items from the schools.

### **41. For any items LDOE gains title to via future expenditure purchase, when will the inventory/tagging take place? Can it be done at the school's discretion?**

Each school will designate a point of contact for inventory handling. Additionally, schools will be required to fill out an annual certification every year. The LDOE property liaison will be in contact with the school's designated point of contact when the time comes for this annual certification.



#### **42. For any items LDOE gains title to via future expenditure, what happens if the item is lost or stolen?**

In this instance, the school will be required to replace the item.

#### **43. Can my school purchase the items paid for and/or provided by LDOE to retain them after September 30, 2024?**

No, the LDOE cannot sell or transfer any items to the non-public schools. Equipment and supplies purchased through the Program may be used for the authorized purposes of the ARP EANS program through September 30, 2024, or until the equipment and supplies are no longer needed for the purposes of the ARP EANS program.

If a school still requires the items after September 30, 2024, the school may be required to provide a justification showing that the ARP EANS services and assistance are still needed for other allowable purposes under another federal education program, such as the ESEA or the Individuals with Disabilities Education Act (IDEA). In that case, the LDOE will retain title to, and maintain administrative control over, the equipment and supplies or transfer title and control to another public agency such as an LEA providing equitable services and assistance under another federal education program.

If your school has no justification to provide because the item is not required for other allowable purposes under another federal education program, the item will revert back to the state and be entered into Surplus. The items will go to the Louisiana Property Assistance Agency (LPAA) to be auctioned. If your school is interested in purchasing the items through auction, LPAA and LDOE can work with the school to list the school as a priority vendor for the items.

#### **44. Are there specific reporting requirements or documentation my schools need to keep on file for auditing purposes?**

Schools are responsible for providing required documentation to support all information submitted with the application, in addition to sufficient documentation to be submitted later for allowable purchases, and future additional information to be submitted as part of this granting process. The school shall retain said documents for a period of three years from the close of the program, which is September 30, 2024.

#### **45. Federal Resource FAQs**

Additional Frequently Asked Questions on the ARP EANS Program created by the Federal government can be found at the [US Department of Education Office of Elementary & Secondary Education website.](#)