

# EANS I Financial Reimbursement Webinar

*Federal Programs Monitoring and Support  
June 16, 2021*

# Agenda

Welcome and Introductions

EANS I Overview

EANS I Allowable Uses

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Step 2: Reimbursement Process ([EANSDocuments@dpi.nc.gov](mailto:EANSDocuments@dpi.nc.gov))

Next Steps: Procurement Process

EANS Timeline

Questions ([EANS@dpi.nc.gov](mailto:EANS@dpi.nc.gov))

# Welcome and Introductions

# Governor's Office, NC Pandemic Recovery Office & Office of State Budget and Management (OSBM)

- Geoff Coltrane
  - Senior Education Advisor/Office of Gov. Roy Cooper
- Andy MacCracken
  - Policy Analyst/NC Pandemic Recovery Office
- Jennifer Neisner
  - Office of State Budget and Management

# Federal Programs & IT

- Dr. LaTricia Townsend – Director
- Tina Letchworth – Assistant Director
- Will White – IT Manager
- Dr. Kendrick Alston – EANS Specialist
- Dr. Andrea Carroll – EANS Specialist
- Julie Hill – EANS Specialist
- Dr. Sylvia Mizzelle –EANS Specialist
- Dr. Eunice Sanders – EANS Specialist

# School Business & Finance

- Alexis Schauss – NCDPI Chief Financial Officer
- John Keefer – Budget Manager/School Business and Allotments
- Sue Kearney – Finance Manager
- Frank Cernik – Financial Data Analyst
- David Nance – Financial Program Analyst
- Shannon Hanchey – NCDPI Purchasing Agent

# EANS I Overview

[NCDPI EANS Website Link-Click Here](#)

Submit All Reimbursement/Financial Documents to  
[EANSDocuments@dpi.nc.gov](mailto:EANSDocuments@dpi.nc.gov)

Submit all general EANS questions to [EANS@dpi.nc.gov](mailto:EANS@dpi.nc.gov)

# Emergency Assistance for Nonpublic Schools (EANS)

## What

The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) of 2021 established a program for nonpublic schools within the Governors Emergency Education Relief Fund (GEER II). This new program, called the Emergency Assistance for Nonpublic Schools (EANS) program, provides funding for services or assistance to eligible nonpublic schools to address educational disruptions caused by COVID-19.



# Emergency Assistance for Nonpublic Schools (EANS)

## Who

The EANS program is administered by the Office of the Governor, in conjunction with the NC Department of Instruction (DPI). This is not a grant program for nonpublic schools; the purpose of the EANS program is to provide nonpublic schools with funding for eligible services and assistance. DPI retains control of funds and title to materials and equipment.

# EANS I Allowable Uses

# Emergency Assistance for Nonpublic Schools (EANS)

## Eligible Services and Assistance

A nonpublic school may apply to receive services or assistance to address educational disruptions resulting from COVID-19 for:

- Supplies to sanitize, disinfect, and clean school facilities
- Personal Protective Equipment (PPE)
- Improving ventilation systems, including windows or portable air purification systems

# Emergency Assistance for Nonpublic Schools (EANS)

- Training and professional development for staff on sanitation, the use of PPE, and minimizing the spread of infectious diseases
- Physical barriers to facilitate social distancing
- COVID-19 testing and tracing
- Educational technology
- Redeveloping instructional plans for remote or hybrid learning or to address learning loss

# Emergency Assistance for Nonpublic Schools (EANS)

- Leasing sites or spaces to ensure social distancing
- Reasonable transportation costs
- Other materials, supplies, or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
- Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

# Emergency Assistance for Nonpublic Schools (EANS)


- Reimbursement for any services or assistance described above incurred on or after 3/13/20, except for:
  - improvements to ventilation systems and windows (except for portable air purification systems)
  - any expenses reimbursed through PPP
  - training and development on sanitation, use of PPE, and minimizing spread of COVID-19
  - development of instructional plans and curriculum development
  - initiating education and support services for remote or hybrid learning or to address earning loss.

# Step 1: W-9 and Vendor Form

Submit to [Sue.Kearney@dpi.nc.gov](mailto:Sue.Kearney@dpi.nc.gov)

# NC W-9 Form

REV 01/2019

<p>NC Office of the State Controller (IRS Form W-9 will not be accepted in lieu of this form) <b>*Denotes a Required Field</b></p>	<p align="center"><b>STATE OF NORTH CAROLINA SUBSTITUTE W-9 FORM Request for Taxpayer Identification Number</b></p>				
<p><b>Taxpayer Identification</b></p>	<p><b>*1.</b> <input type="checkbox"/> Social Security Number (SSN), OR <input type="checkbox"/> Employer Identification Number (EIN), OR <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)</p> <p><b>*2.</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p align="center"><b>(PRESS THE TAB KEY TO ENTER EACH NUMBER)</b></p>		<p>Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require The State of NC to withhold 24% for backup withholding tax.</p>		
	<p><b>*4. Legal Name</b> (as shown on your income tax return):</p> <input type="text"/>		<p><b>3. Dunn &amp; Bradstreet Universal Numbering System (DUNS)</b> (see instructions)</p>		
	<p><b>5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:</b></p> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <p align="center"><b>(PRESS THE TAB KEY TO ENTER EACH NUMBER)</b></p>		
	<p align="center"><b>Contact Information</b></p>				
	<p><b>*6. Legal Address</b> <b>(DO NOT TYPE OR WRITE IN THIS FIELD)</b></p>		<p><b>7. Remittance Address</b> (Location specifically used for payment that is different from Legal Address, if applicable)</p>		
	<p><b>*Address Line 1:</b></p> <input type="text"/>		<p><b>Address Line 1:</b></p> <input type="text"/>		
<p><b>Address Line 2:</b></p> <input type="text"/>		<p><b>Address Line 2:</b></p> <input type="text"/>			
<p><b>*City</b></p> <input type="text"/>		<p><b>*State</b></p> <input type="text"/>		<p><b>*Zip (9 digit)</b></p> <input type="text"/>	
<p><b>City</b></p> <input type="text"/>		<p><b>State</b></p> <input type="text"/>		<p><b>Zip (9 digit)</b></p> <input type="text"/>	



# Vendor Electronic Payment Form

## Office of the State Controller

**Return to: OSC Support Services Center**

Address: 1410 Mail Service Center  
Raleigh, NC 27699-1410

Email: [osc.support.services@osc.nc.gov](mailto:osc.support.services@osc.nc.gov)

Telephone: 919-707-0795



## Vendor Electronic Payment Form

- ☐ New Add Request  
☐ Change/Update Existing Account  
☐ Inactivate Existing Account

**\*Denotes a required field**

The State of North Carolina offers payees the opportunity to receive payments electronically through U.S. based banks. In addition to having the funds deposited electronically, you will also receive remittance information by e-mail.

**We require you to submit a copy of a voided check, bank statement, or a bank authorization letter on bank letterhead signed by a bank representative for account verification.**

**\*TAX ID # or SSN**

--	--	--	--	--	--	--	--	--	--

**\*PAYEE NAME**

--

**\*REMITTANCE ADDRESS**

(AS PRINTED ON  
YOUR INVOICE)

--

STREET

SUITE/ROOM #

--

--

--

CITY

STATE

ZIP CODE

**\*CONTACT**

--

--

NAME & TITLE

PHONE NUMBER

## NEW FINANCIAL INFORMATION

**\*FINANCIAL INSTITUTION NAME:**

--

**\*NAME ON ACCOUNT:**

--

**\*NEW ROUTING NUMBER:**

--	--	--	--	--	--	--	--	--	--

**\*NEW ACCOUNT NUMBER:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**\*ACCT TYPE:**

<input type="checkbox"/>
--------------------------

Checking

<input type="checkbox"/>
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Savings

**\*REMIT E-MAIL ADDRESS**

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**New add requests MUST include contact information for the state agency with which you are doing business.**

<b>*North Carolina Agency Name:</b>	<b>*North Carolina Agency Contact Name:</b>
<b>*North Carolina Agency Contact Email Address:</b>	<b>*North Carolina Agency Contact Phone Number:</b>

- Agency Name – NC Dept of Public Instruction
- Contact Name – Sue Kearney
- Contact Email – [sue.kearney@dpi.nc.gov](mailto:sue.kearney@dpi.nc.gov)
- Contact Phone – 984-236-2352

# Step 2: Reimbursement Process

Submit to [EANSDocuments@dpi.nc.gov](mailto:EANSDocuments@dpi.nc.gov)

- **EANS Reimbursement Information for Approved Non-Public Schools**
- [Instructions for Completing EANS Reimbursement Form](#)
- [EANS Asset Attestation Form](#)
- [EANS Reimbursement Form](#)
- [EANS School ID \(6-9-2021\) RPT](#)

# Instructions for Completing EANS Reimbursement Form

- To obtain reimbursement for allowable expenditures under the EANS program, a non-public school must provide supporting documentation such as invoices, receipts, etc. to substantiate the expenditures, and complete the “EANS Reimbursement Form” to provide the information needed for DPI to successfully and efficiently evaluate whether an expenditure is eligible for reimbursement.
- 
- **Step 1** – Provide the DPI-created School ID number for your non-public school in Cell 1B, and the name of the school in Cell 2B. School ID numbers can be found on the DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>.

# Instructions for Completing EANS Reimbursement Form

- **Step 2** – If your school is seeking reimbursement for any items that are allowable under the EANS program, but which do not qualify as educational technology OR which had a purchase price of **less** than \$2,500, then information pertaining to the items must be entered into the reimbursement form in the section “Reimbursement Request for Allowable Non-Inventory Items.” For purchases that include multiples of the same items, including large numbers of the same items, only a single row should be utilized for all items, provided that they were obtained from the same vendor through the same purchase (**Note: Do not combine purchases that are reflected in more than one invoice**).

# Instructions for Completing EANS Reimbursement Form

- The following information must be provided to allow for efficient evaluation of the reimbursement request:
- **Category** – Using the drop-down list, your school should select the category of the allowable uses of EANS funds under which the non-inventory items being requested for reimbursement qualify. The categories include:
  - Sanitization and cleaning supplies
  - Personal protective equipment (PPE)
  - Portable air purification systems
  - COVID Testing Kits
  - Physical barriers for social distancing
- Other materials, supplies, or equipment recommended by the CDC for reopening and operation of school facilities (“Other Items”) – **Please use “Other Items” only where none of the other categories are suitable.**

# Instructions for Completing EANS Reimbursement Form

- **Company/Vendor Name** – Your school should note the vendor and/or company name; the school should provide both the company and vendor names if the vendor is not the manufacturer of the items. The school should ensure that the name of the vendor corresponds with the name on the invoice provided as supporting documentation for the reimbursement.
- **Item Name/Description (Per Invoice)** – Your school should provide a name or description for the item. Examples of acceptable information include – Laptop Computer, Face Masks, iPad tablet, etc. The school should ensure that sufficient information is provided to allow for DPI to identify the items on the provided invoices and understand the nature of the item(s) being reimbursed.



# Instructions for Completing EANS Reimbursement Form

- **Number of Items** – Your school should note the number of identical items obtained through the reimbursable purchase. This information should be verifiable from the invoices provided as supporting documents.
- **Amount (Per Invoice)** – Your school should provide the exact amount for each item or group of items (depending on invoice) that corresponds to the amounts listed on the invoices provided as supporting documents. Your school should provide the exact amount for the corresponding items if it can be determined; please do not round up or down.

# Instructions for Completing EANS Reimbursement Form

- **Intended Use** – To allow DPI to ensure that the purchases represent allowable expenditures under the program, your school should provide a brief description of how the items were or are to be used, why the purchase was made, etc.
- **Invoice Identification** – The school should note which of the supporting documents provided serves as the invoice for the specific items for which reimbursement is being requested. When including this information in the table, please utilize the naming conventions outlined in the below section “Instructions for Document Naming Conventions.”

# Instructions for Completing EANS Reimbursement Form

- An invoice must be provided for each item for reimbursement that corroborates (to the extent applicable) the information provided in the table. No reimbursements will be processed without an accompanying invoice or other supporting documentation. Any questions about supporting documentation required should be directed to [EANSdocuments@dpi.nc.gov](mailto:EANSdocuments@dpi.nc.gov).

# Instructions for Completing EANS Reimbursement Form

**Step 3** – If your school is seeking reimbursement of items that are educational technology OR which have a per unit purchase price of greater than \$2,500, information for reimbursement of those items must be provided in the section of the table titled “Reimbursement Request for Allowable Inventory Items.” This table should be completed in the same manner as the table for non-inventory items described in Step 2 above. Categories for Inventory Items include the above list, as well as educational technology.

# **Instructions for Completing EANS Reimbursement Form**

In addition, in order to be reimbursed for allowable inventory items, a non-public school must complete and submit an “Asset Listing” for all inventory items to reimbursed using EANS funds.

The non-public school should ensure that the following information is provided on the Asset Listing:

# Instructions for Completing EANS Reimbursement Form

The non-public school should ensure that the following information is provided on the Asset Listing:

- Serial Number
- Company/Vendor
- Item Description
- Model Information
- Location or Individual Assigned
- Intended Use

# Instructions for Completing EANS Reimbursement Form

**Step 4** – If your school is submitting a request for reimbursement of either inventory or non-inventory, your school must also submit a signed copy of the EANS Asset Attestation Letter. The template for the EANS Attestation Letter may be found on the DPI website at <https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/emergency-assistance-nonpublic-schools-eans>. The EANS Asset Attestation Letter must be submitted alongside the Reimbursement Form and Asset Listing prior to receiving reimbursement; no reimbursements for inventory or non-inventory items can be processed without a completed EANS Asset Attestation Letter.

# **Instructions for Completing EANS Reimbursement Form**

**Step 5** – If your school is submitting a request for reimbursement for contracted services, you must complete the section of the Reimbursement Form titled “Reimbursement for Allowable Services (Including Space Leases).” As with reimbursements for inventory and non-inventory items, your school must provide an invoice, contract, and/or other supporting documentation as evidence of the expenditure prior to reimbursement.



# Instructions for Completing EANS Reimbursement Form

The following information must be provided through the Reimbursement Form to allow for efficient evaluation of the reimbursement request:

- Category
- CompanyVendor Name
- Services Provided
- Duration/Frequency of Services
- Amount of Reimbursement
- Reason for Obtaining Services
- Invoice Identification

# Instructions for Completing EANS Reimbursement Form

- Per U.S. Department of Education guidance, the following categories of services **ARE NOT** eligible for reimbursement:
- Improvements to ventilation systems (including windows)
- Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19
- Redeveloping instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss
- Initiating and maintaining education and support services or assistance for remote learning or to address learning loss

# **Instructions for Completing EANS Reimbursement Form**

- No reimbursement requests will be approved for the above categories of services. If such services are requested, your school must utilize DPI's EANS procurement process (instructions to be provided separately) to obtain the services.

# Reimbursement Requests are due by July 31, 2021

- Is there a deadline by which an SEA must obligate EANS funds for services or assistance for non-public schools? (Updated March 19, 2021) Under section 312(d)(2)(B)(iii), the Governor of each State must provide assurance to the Department that the SEA will provide services or assistance to eligible non-public schools. Related to this requirement, under section 312(d)(2)(B)(v), the Governor of each State also must provide assurance that the SEA will obligate funds for services or assistance requested by eligible non-public schools within six months of receiving its funds. <https://oese.ed.gov/files/2021/03/Final-EANS-FAQ-2.0-3.19.21.pdf>

# EANS Asset Attestation Form

[EANS Attestation Form - Click Here](#)

## EANS Asset Attestation

### Introduction

Under Section 312(d)(7) of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021, title to materials, equipment, and property purchased with funds from the Emergency Assistance to Non-Public Schools (EANS) shall be in a public agency. Accordingly, any equipment, materials, or supplies that are either procured by the North Carolina Department of Public Instruction (NC DPI), or for which a non-public school is reimbursed by NC DPI, using EANS funds shall become the property of NC DPI.

# EANS Reimbursement Form

[EANS Reimbursement Form - Click Here](#)

School ID	126					
School Name	st marys					
<b>Reimbursement Request for Allowable Non-InventorY Items</b>						
Category	Company/Vendor Name	Item Name/Description (Per Invoice)	Number of Items	Amount (Per Invoice)	Intended Use	Invoice Identification
<b>Total Non-InventorY</b>				<b>\$0.00</b>		
<b>Reimbursement Request for Allowable Inventory Items</b>						
Category	Company/Vendor Name	Item Name/Description (Per Invoice)	Number of Items	Amount (Per Invoice)	Intended Use	Invoice Identification
<b>Total Inventory</b>				<b>\$0.00</b>		
<b>Reimbursement Request for Allowable Services (Including Space Leases)</b>						
Category	Company/Vendor Name	Services Provided	Duration/Frequency of Services	Amount for Reimbursement	Reason for Obtaining Services	Invoice Identification
<b>Total Services</b>				<b>\$0.00</b>		
<b>TOTAL REIMBURSEMENT REQUEST</b>				<b>\$0.00</b>		

# EANS Reimbursement Form

- Submit Email with Reimbursement Requests to [EANSDocuments@dpi.nc.gov](mailto:EANSDocuments@dpi.nc.gov).
- EANS Specialist will reply to acknowledge receipt for processing.
- EANS Specialists are processing requests daily with a weekly file being submitted to Finance.
- Accounts Payable is processing the approvals weekly.

# EANS School ID Information

[EANS School IDs-Click Here](#)

School ID	School Name	Mailing Address	Approved On
040	Jackson Springs Treatment Facility	778 Hoffman RdWest End, NC27376	04/08/2021
263	Quality Education Institute	800 Elmira AveDurham, NC 27707	05/23/2021
316	Covenant Day School	800 Fullwood RoadMatthews, NC 28105	05/28/2021
173	An-Noor School	808 Atwater StreetRaleigh, NC 27607	04/21/2021
045	St. Michael the Archangel Cath School	810 High House Road, Cary, NC, 27513	03/26/2021
248	Fletcher School	8500 Sardis RoadCharlotte, NC 28270	05/20/2021
312	Cedarwood Academy	8611 Concord Mills Blvd, Ste 425 Concord, NC 28027	05/28/2021
297	United Faith Christian Academy	8617 Providence Rd., Charlotte, NC 28277	05/28/2021
034	Charlotte Leadership Academy	8727 Oak Drive NECharlotte, NC 28269	04/07/2021
168	Tillery Christian Academy	873 Pee Dee Avenue, Norwood, North Carolina 28128	04/20/2021
090	Greensboro Islamic Academy	900 16th street Greensboro NC 27405	04/08/2021
157	Lucy Daniels Center	9003 Weston ParkwayCary, NC 27513	04/15/2021
236	Faith Christian Academy (Cabarrus)	904 Chipola StreetKannapolis, NC 28083	05/15/2021
076	St. Thomas More Catholic School	920 Carmichael StreetChapel Hill, NC 27514	03/30/2021
146	Charlotte Latin School	9502 Providence Road, Charlotte, NC 28277	04/13/2021
163	Omni Montessori School	9536 Blakeney Heath RoadCharlotte, NC 28277	04/19/2021
022	High Point Christian Academy	High Point Christian Academy800 Phillips Ave.High Point, NC 27262	04/08/2021
144	Southeastern Autism Academy	OASIS NC3114-4 Randall Parkway Wilmington, NC 28403	04/13/2021
186	Nehemiah Enrichment Academy	P.O. Box 620155Charlotte, NC 28262	04/30/2021
318	Academy of Coastal Carolina	Po Box 1988, Shallotte, NC 28459	05/30/2021
197	Captain Gilmer Christian School	PO Box 5338, Fletcher, NC 28732	05/03/2021
199	Fletcher Academy (Henderson)	PO Box 5440, Fletcher, NC 28732	05/03/2021
119	Forsyth Country Day School	PO Box 5495501 Shallowford RoadLewisville, NC 27023	04/08/2021
020	Dynamic Opportunities	PO Box 753Rolesville, NC 27571	03/26/2021
203	Alamance Christian School	PO Box 8381336 Town Branch Rd.Graham, NC 27253	05/05/2021
106	Trinity Episcopal School	Trinity Episcopal School750 E 9th StCharlotte, NC 28202	04/14/2021



# **US Dept. Of Educaton Guidance**

**[US Dept. Of Ed Guidance Document - Click Here](#)**

## **Frequently Asked Questions**

### **Emergency Assistance to Non-Public Schools (EANS) Program**

**as authorized by the**

### **Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act)**

# Next Steps: Procurement Process

# Procurement Process

- NCDPI will provide procurement procedures and materials in the next phase.
- Vendors will be selected by NCDPI. Nonpublic schools will not submit vendor information for items or services to be procured via EANS funds.

# EANS I Timeline

# EANS I Program Timeline

- Application Period
  - Opened March 25-Closed May 31, 2021
- EANS Technical Assistance Webinars
  - March 25-26, 2021
  - June 16, 2021
- Reimbursement Phase
  - May 24-July 31, 2021
    - Email Notifications May 24, 2021/June 11, 2021
- Procurement Phase
  - July 2021-2023

# EANS I Reimbursement Weekly Office Hour Support

- Weekly Office Hour Support
  - Every Wednesday 3:00-4:00pm
  - June 23 through July 21, 2021

<https://ncgov.webex.com/ncgov/j.php?MTID=m091f7cd0261dc794bb6d5c72e47c43c0>

Meeting number: 161 629 4063

Password: emPSja9mw84

Join by phone

+1-415-655-0003 US Toll

+1-904-900-2303 United States Toll (Jacksonville)

Access code: 161 629 4063

# Questions

