EANS I
Financial Reimbursement Webinar

Federal Programs Monitoring and Support
June 16, 2021
Agenda

Welcome and Introductions
EANS I Overview
EANS I Allowable Uses
Step 1: W-9 and Vendor Form
Step 2: Reimbursement Process (EANSDocuments@dpi.nc.gov)
Next Steps: Procurement Process
EANS Timeline
Questions (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

Submit all general EANS questions to 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
NC W-9 Form

**STATE OF NORTH CAROLINA**
**SUBSTITUTE W-9 FORM**
Request for Taxpayer Identification Number

*Denotes a Required Field*

1. Social Security Number (SSN), OR
   - [ ] Employer Identification Number (EIN), OR
   - [ ] Individual Taxpayer Identification Number (ITIN)

(PRESS THE TAB KEY TO ENTER EACH NUMBER)

4. Legal Name (as shown on your income tax return):

5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:

(PRESS THE TAB KEY TO ENTER EACH NUMBER)

3. Dunn & Bradstreet Universal Numbering System (DUNS) (see instructions)

Contact Information

6. Legal Address *(DO NOT TYPE OR WRITE IN THIS FIELD)*

   - [ ] Address Line 1:
   - [ ] Address Line 2:

   - *City*  *State*  *Zip (9 digit)*

7. Remittance Address (Location specifically used for payment that is different from Legal Address, if applicable)

   - [ ] Address Line 1:
   - [ ] Address Line 2:

   - *City*  *State*  *Zip (9 digit)*
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
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.

<table>
<thead>
<tr>
<th>TAX ID # or SSN</th>
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<th>PAYEE NAME</th>
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<table>
<thead>
<tr>
<th>REMITTANCE ADDRESS</th>
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<tr>
<td>STREET</td>
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<tr>
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<th>CONTACT</th>
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NEW FINANCIAL INFORMATION

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<table>
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<th>REMIT E-MAIL ADDRESS</th>
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New add requests MUST include contact information for the state agency with which you are doing business.

<table>
<thead>
<tr>
<th>North Carolina Agency Name:</th>
<th>North Carolina Agency Contact Name:</th>
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<table>
<thead>
<tr>
<th>North Carolina Agency Contact Email Address:</th>
<th>North Carolina Agency Contact Phone Number:</th>
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</table>

- Agency Name – NC Dept of Public Instruction
- Contact Name – Sue Kearney
- Contact Email – sue.kearney@dpi.nc.gov
- Contact Phone – 984-236-2352
Step 2: Reimbursement Process

Submit to 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.
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](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
• Company/Vendor 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

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.
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<th>Category</th>
<th>Company/Vendor Name</th>
<th>Item Name/Description (Per Invoice)</th>
<th>Number of Items</th>
<th>Amount (Per Invoice)</th>
<th>Intended Use</th>
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**Total Non-Inventory**  
$0.00

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<th>Category</th>
<th>Company/Vendor Name</th>
<th>Item Name/Description (Per Invoice)</th>
<th>Number of Items</th>
<th>Amount (Per Invoice)</th>
<th>Intended Use</th>
<th>Invoice Identification</th>
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**Total Inventory**  
$0.00

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<thead>
<tr>
<th>Category</th>
<th>Company/Vendor Name</th>
<th>Services Provided</th>
<th>Duration/Frequency of Services</th>
<th>Amount for Reimbursement</th>
<th>Reason for Obtaining Services</th>
<th>Invoice Identification</th>
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**Total Services**  
$0.00

**TOTAL REIMBURSEMENT REQUEST**  
$0.00
EANS Reimbursement Form

• Submit Email with Reimbursement Requests to 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

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