

EANS News and Updates 09/07/21

EANS Participants:

Thank you for your continued diligence and patience as we distribute the \$40M emergency assistance to non-public schools. This newsletter will provide and update on spending as well as some tips on how you can help us speed up the process to get the goods, services, and reimbursements to you more quickly!

1. Final Budgets/Assurances

- a. If you find it necessary to revise your budget **in its original EXCEL format**, 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. Your budget is capped at the amount indicted on your [REVISED FINAL Emergency Assistance to Non-Public Schools Notice of Assistance/Service](#) provided to you a couple of months ago.
- b. As of this week, 102 of the 135 participating schools have submitted a signed “[EANS Program Participant Assurances](#)” document. Remember: 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. The signed “Assurances” document is in effect until the program ends in October, 2023.

2. **ALL REQUESTS ***Help the process move more quickly*****

- a. Please **keep the original EXCEL format** when submitting any requests. There is information that KDE needs to add to the document as the payment or procurement is processed. Your receipts or other supporting documentation will typically be in .pdf format but leave the request itself as an EXCEL file.
- b. The request document should be named to include your school name, city, and the request number. For example, filename “St. Damian Catholic School-Lebanon-Request #3.xlsx” or “St. Damian Catholic School-Lebanon-Receipts#3.pdf”. If we need to contact you about a request, this will help make sure we are referring to the same documents.
- c. Please include **only one request form** and its supporting documents per email.
- d. All budget items in Spending Category 3 (except for portable air purification systems), 4, 9, 12, or 13 must be KDE procurements only. The program regulations do not allow reimbursements in these categories.
- e. Attach your most up-to-date budget template (**EXCEL format only**) when submitting any request. Requests must align with the budget so please indicate in your request what line item in the budget is affected. If there is a question about a request, it helps if we have the budget that you used.

3. Staffing Requests

- a. As of August 31, 25 schools have requested staffing using EANS funding. 53 positions, budgeted at \$1,142,628.09, have been posted. 16 people (actual cost \$638,156.99) have been placed in schools and an additional 21 candidates are in process. 16 positions remain open.
- b. Most schools are finding it necessary to amend the budget once the total salary cost with fringe benefits is determined. This is to be expected but please refer to Item 1a above to amend your budget.

4. Reimbursement/Procurement Requests.

- a. KDE has processed reimbursements or procurements for 33 different schools. As of September 1, \$917,941.69 has been reimbursed to schools and KDE has made procurements for schools totaling \$117,728.81.
- b. Procurements can take a long time, especially if we must put out a bid for a particular item. If you need items in a timelier manner, you may want to consider doing your own procurement then seeking reimbursement, if it is an allowable reimbursement category.

5. Inventory items.

- a. 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 now being processed.
- b. If you have items that needs to be tagged for KDE inventory, you will get an email with instructions and the forms you will need to complete. The individual tags will be sent via UPS to the Asset Custodian listed on the request form.

If you have questions or concerns about a newsletter item, please email the EANS Project Manager Kay Kennedy at kay.kennedy2@education.ky.gov.