

**Emergency Assistance to Non-Public Schools (EANS)
Access and Instructions for Form Package (FP) 121
and Claims Reimbursement Process
April 15, 2021**

PHASE II– FORM PACKAGE (FP) 121 ACCESS AND REQUIREMENTS

To participate in the EANS program, non-public schools must complete Phase II of the EANS application iGrants Form Package (FP) 121. To access the iGrants system, contact the Office of Superintendent of Public Instruction's (OSPI) Customer Support office (customersupport@k12.wa.us) to obtain an account and establish a password. Follow Steps 1 and 2.

In addition, each non-public school must also have a Statewide Vendor Number and DUNS number which must be registered through the System for Awards Management (SAM). Follow Steps 3 and 4 to obtain the required numbers and complete the registration process.

Step 1: Create an EDS account

Create an EDS account to access iGrants FP 121. Each person must have their own EDS account.

- If you do not have an EDS account, create one here: <https://eds.ospi.k12.wa.us/>.
- Click on the Create an Account tab and follow the instructions on the page.
- If you need assistance with creating an EDS account, contact customersupport@k12.wa.us.

Step 2: Request access to iGrants

Once you have an EDS account, request iGrants access by emailing customersupport@k12.wa.us using the template below.

- Find the Private School Organization Code by searching for your non-public school at <https://eds.ospi.k12.wa.us/Directory.aspx>. The Private School Organization Code will display in parenthesis to the right of your school's name.
- EMAIL TEMPLATE
 - Subject: iGrants Access for EANS
 - Body of email:
 - Hello,
I am requesting iGrants access for the EANS application, Form Package 121.
First, Middle, Last Name:
Date of Birth:
EDS Account Username:

Private School Organization (Building) Code:

Step 3: Statewide Vendor Number

- To receive funds via electronic payment schools, must have a statewide vendor ID number. To obtain this number, contact the Office of Financial Management at <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>.

Step 4: Dun & Bradstreet D-U-N-S Number (DUNS) registered with SAM

- For a school to receive federal funds, a DUNS number is required. For information on how to obtain a DUNS number, go to <https://www.dnb.com/duns-number.html>.
- Finally, the DUNS number must be registered with SAM. This is a free process using the U.S. government website at <https://sam.gov/SAM/>.

INSTRUCTIONS FOR COMPLETING FP 121

To complete Phase II of the EANS application process, complete FP 121, using the instructions below.

Contact Information Page

1. Complete the Main and Alternate Contact information for the school. All correspondence related to this form package is conducted through this information.
2. CEDARS Contact is not applicable for this form package.

Page 1–EANS Assurances and Determination of Eligibility

Non-Public schools must meet the criteria for each item in the assurances.

1. Review each assurance and check the corresponding box.
2. Complete each area of the authorized representative signature box.
3. If the school has not yet received Statewide Vendor Number and the SAMS registered DUNS number at the time FP 121 is completed, FP 121 should still be submitted to meet the **due date of April 30**. However, FP 121 will not be approved for release of funds until a Statewide Vendor Number and the SAM registered DUNS number is entered in the application.

Page 2–Non-Public School Data

1. Student Enrollment and Low-Income data: This data is specific to your school and was previously submitted by a representative of the school when completing Phase I of the application process to participate in the EANS program.
2. Impact of COVID-19: Check all items that apply to your school and provide a brief description of the impact.
3. Paycheck Protection Program (PPP): Provide appropriate response.
4. Did the school receive equitable services from an LEA under the CARES Act: Provide appropriate response.

Page 3–Non-Public School Services and Assistance

Page 3–Overview

This page identifies the EANS allocation amount available to the school and includes an **Activity and Budget Plan** and **Reimbursement and Payment Tables**. All information must be completed on this page.

The purpose of the **Activity and Budget Plan** is to categorize the needs of the school within the twelve EANS allowable activity areas to address the educational disruptions resulting from COVID-19. Except for items 3 (except for portable air purifiers), 4, 9, and 12, the remaining eight allowable activity items are reimbursable. It is the responsibility of the school to identify past expenditures and anticipate future cost-related services and assistance needs of the school related to COVID-based educational disruptions that fall within the twelve allowable activity areas. EANS funded activities and services are available from March 13, 2020 until August 31, 2023.

For OSPI to approve and process reimbursements and arrange for contracting for the non-reimbursable items in 3, 4, 9, and 12, the **Reimbursement and Payment Tables** must be completed. These tables should include the same activities identified in the **Activity and Budget Plan** but will be reorganized into “previous reimbursable expenses,” “future reimbursable expenses,” and “future non-reimbursable expenses.” Past expenditures that fall within the twelve allowable activities of EANS that are **not** claimable for reimbursement include:

- Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to December 27, 2020.
- Any equitable services provided by an LEA through ESEA or CARES/ESSER federal program equitable services.

Page 3–Activity and Budget Plan

Step 1: To help identify appropriate allowable activities, review the [Examples of Allowable EANS Activities and Budget Matrix Activity and Object Codes](#). This document will also be useful when completing the Budget Matrix.

Step 2: List as many allowable activities items for reimbursement beginning March 13, 2020, until present time, that the school has purchased **and** has appropriate paperwork (invoices and records of payment by the school). Record of payment documents must be kept at the school.

Step 3: List all future needs that fall within the twelve allowable activity areas to assist and provide safe remote, hybrid, and in-person learning. Include items/needs that meet the EANS allowable activities to ensure safe and virus free protocols are met for hybrid or full-time in-person learning and to re-open schools.

Page 3–Reimbursement and Payment Tables

Complete these tables with clear and specific descriptions of items. Examples are included in the first lines of each table.

To open a table, click on the “New” button. Click “Save” upon completion of each table. If additional rows are needed, click on the “New” button and an additional table will open.

- **Table 1–Reimbursements for Previous Expenses:** List reimbursable items and services, including costs, that were purchased by the school from March 13, 2020, and until the submission of this application. Items must have supporting documentation that includes invoices and records of payment by the private school. Documentation must be kept at the school.
- **Table 2–Requests for Future Reimbursements:** List goods/services/activities, the number or amount anticipated and a projected/estimated cost. **Purchases after submission of this application must have prior approval for reimbursement and this table is the mechanism for the prior approval.** Schools have the authority to purchase reimbursable items as soon as approval of FP 121 is authorized. The school will be notified by email. OSPI’s review will take place within a short time after submission of FP 121 and the goal is to authorize approval no later than 30 days after submission. Approval within 30 days is dependent on OSPI’s review and the school’s response time to any clarifications that are requested by OSPI.
- **Table 3–Requests for Future Non-Reimbursable Items:** List non-reimbursable services or assistance related to Items 3 (except for portable air purifiers), 4, 9, and 12, along with a projected cost and detailed description. If possible, include the preferred vendor/contractor name.

Budget Matrix Page

ONLY the Budget Activity and Object cells with no shading and XXXs in the example below are allowable under EANS. This is applicable to the Budget in FP 121 and the 1000E when submitting requests for reimbursement. See detailed instructions following this example to identify the dollar amounts that match the school’s planned expenditures for completion of the budget

OBJECT OF EXPENDITURE										
ACTIVITY	TOTAL	DEBIT TRANSFER 0	CREDIT TRANSFER 1	SALARIES CERTIFICATED 2	SALARIES CLASSIFIED 3	BENEFITS AND PAYROLL TAXES 4	SUPPL INSTRUCT RESOURCES AND NONCAPITAL 5	PURCHASED SERVICES 7	TRAVEL 8	CAPITAL OUTLAY 9
26 Health/related Serv.	0.00	XXX	XXX	XXX	XXX	XXX			XXX	XXX
27 Teaching	0.00	XXX	XXX	XXX	XXX	XXX			XXX	XXX
32 Instructional Technology	0.00	XXX	XXX	XXX	XXX	XXX			XXX	XXX
33 Curriculum	0.00	XXX	XXX	XXX	XXX	XXX			XXX	XXX
58 Remote Learning—Transp. Operations	0.00	XXX	XXX	XXX	XXX	XXX		XXX	XXX	XXX
63 Operation of Building	0.00	XXX	XXX	XXX	XXX	XXX			XXX	XXX
72 Information Systems	0.00	XXX	XXX	XXX	XXX	XXX			XXX	XXX

BUDGET–ACTIVITY CODES

Using data from the **Activity and Budget Plan** and the **Reimbursement and Payment Tables** on Page 3 and the **Examples of Allowable EANS Activities and Budget Matrix Activity and Object Codes** document, categorize and total expenditures from all three (previous and future) into like allowable Activity Codes and then into Object Codes. ONLY the seven Budget Activity and two Object Codes listed below are allowable under EANS. These are the only cells that should be completed on the FP 121 Budget and the 1000E when submitting claims for reimbursement. The table below identifies the Budget Activity and Object codes and which EANS Allowable Activity falls within the Budget Activity code. An explanation of the Object Codes follows the table.

Budget Activity Code	Budget Object Code	EANS Allowable Activity
Activity 26 Health/Related Serv	Object 5, Object 7	EANS Allowable Activities 2 and 7
Activity 27 Teaching	Object 5, Object 7	EANS Allowable Activity 12
Activity 32 Instructional Technology	Object 5, Object 7	EANS Allowable Activity 8
Activity 33 Curriculum	Object 5, Object 7	EANS Allowable Activity 9
Activity 58 Remote Learning Transportation Operations	Object 5	EANS Allowable Activity 11
Activity 63 Operations of Building	Object 5, Object 7	EANS Allowable Activities 1, 3, 4, 5, 6, and 10
Activity 72 Information Systems	Object 5, Object 7	EANS Allowable Activity 8

BUDGET–OBJECT CODES

Each Activity Code has Object Codes. For EANS, the Object Codes are Object 5: Supplies Instr. Resources & Non-Capitalized Items and Object 7: Purchased Services.

- **Object 5: Supplies Instr. Resources & non-Capitalized Items** include items/materials that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Examples include cleaning supplies, PPE items, software license, air purifiers, air filters, plexiglass barriers, partitions, water dispensers, hand sanitizer dispensers, computer items, etc.
- **Object 7: Purchased Services** includes services and associated goods from independent contractors or service providers. Examples might include services of a person/company for COVID testing, registration fees for webinars, maintenance services for technology devices or equipment, services to assist in redeveloping instructional plans to facilitate remote or hybrid learning or to address learning loss related to academic subject areas, or tutoring services to address learning loss.

REIMBURSEMENT CLAIMS INSTRUCTIONS FOR EANS

Important Information

- Notifications regarding the status of FP 121 will be sent to the emails listed on the contact page. Please ensure this information is correct.
- For questions about FP 121, EDS and iGrants, and claims reimbursement, contact:
 - EANS@k12.wa.us (FP 121)
 - customersupport@k12.wa.us (EDS or iGrants accounts)
 - Michelle.Sartain@k12.wa.us (Claims reimbursement)

Submitting Claims for Reimbursement

Once the school is notified of final approval for FP 121, claims may be submitted for approved allowable activities that began on March 13, 2020.

- Claims for reimbursement are submitted through the 1000E form and must align with the approved budget submitted in FP 121.
- Submit a 1000E once a month to claim reimbursement. ***Claims are due by the 5th of each month to be reimbursed by the 15th.***

Instructions for 1000E

1. Enter your information in the yellow highlighted boxes, including the assigned grant number identified on the approved FP 121 budget.
2. Enter cumulative expenditure amounts in the activities and objects cells (columns G through K).
3. Enter amounts in the activities and objects of your approved FP 121 budget.
4. Do not enter anything in the grayed-out cells.
5. Enter total of previous payments in cell C38. LESS Cash Received to Date.
6. Cell C39 is the amount you are expecting for payment.
7. Submit completed 1000E to Michelle.Sartain@k12.wa.us.
 - a. Include in the email subject line: Name of School, EANS Grant Number

If approved allowable activities change, contact EANS@k12.wa.us to possibly update FP 121, and create a budget revision. **All budget revisions must be approved prior to any EANS-related expenditures related to the revisions.**