

EMERGENCY ASSISTANCE TO NON-PUBLIC SCHOOLS (EANS) APPLICATION

The Kansas State Department of Education (KSDE) has developed this application to gather the information necessary to ensure compliance with state and federal law, approve applications, and report on the use of EANS funding. Please complete all required questions in the application form as well as the service and reimbursement template provided for download. The window for application submission will be March 22-April 2, 2021.

Please note – applications will be reviewed by the Commissioner’s Task Force in recorded public meetings, and all information entered in the application is subject to public disclosure.

If any questions arise as you fill in the application, please review our FAQ materials or reach out to the EANS application team at EANS@KSDE.org.

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PART A: Basic Information

1. Full School Name (Short text answer):
2. KSDE-Assigned Building Number (Short numeric response):
3. Building Address
 - a. Street Number and Name (Short text response):
 - b. City (Short text response):
 - c. Zip Code (Short numeric response):
4. Mailing Address
 - a. Street Number and Name (Short text response):
 - b. City (Short text response):
 - c. Zip Code (Short numeric response):
5. Kansas School District Catchment Area (Short numeric response):
6. Grades served (Check all that apply): K 1 2 3 4 5 6 7 8 9 10 11 12
 Note: Only grades K-12 are eligible for EANS funding or services
7. Learning environment for the majority of K-12 students from **March 13, 2020 through the end of the spring 2020 semester** (Select from drop-down list): Remote, hybrid, in-person, closed due to COVID – no services provided
8. Learning environment for the majority of K-12 students over the **fall 2020 semester** (Select from drop-down list): Remote, hybrid, in-person, closed due to COVID – no services provided
9. Learning environment for the majority of K-12 students for the **spring 2021 semester** to-date (Select from drop-down list): Remote, hybrid, in-person, closed due to COVID – no services provided
 Note: If multiple models were used, please select which model was used for the majority of time throughout the semester. KSDE will accept directionally correct estimates for this question. For the purposes of this question, please define the terms as follows:
 - **Closed due to COVID - No services provided:** Classes were not held, in-person or remote, due to COVID
 - **Remote:** Classes are held in a virtual learning environment, where students and teachers are not located in the same place
 - **Hybrid:** Combination of in-person and remote learning (e.g., classes are held in person once per week and virtually four times per week)
 - **In-person:** Classes are held in a traditional classroom setting
10. Authorized Representative of the School
 - a. Name (Short text response):
 - b. Position/Title (Short text response):
 - c. Email address (Short text response):
 - d. Phone number (Short text response):

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11. Other School Representatives

Please add up to two additional school representatives you would like to be included on future EANS application-related communications.

- a. Email address (Short text response):

Note: All official communication (including general communications across applications) will be directed to the school's authorized representative. KSDE will, to the best of its ability, include the additional contacts in school-specific communications (e.g., clarification questions or application comments).

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PART B: Funding Need

Section 312(d)(3)(C) requires an SEA to prioritize services or assistance to non-public schools that enroll low-income students and are most impacted by COVID-19. Accordingly, the State requests that the school provide the data described below. Data provided in this application should not include personally identifiable information about students or their families.

Enrollment and Low-Income Data

Note: Although schools that enroll low-income students will be prioritized for EANS funding, schools are not required to submit data on low-income students to be eligible for EANS funding. If a school chooses to provide low-income student data, they must use one of the four sources above. **Schools that do not submit data will be assumed to have no low-income students.** Schools with no data available from the above sources that wish to use another source to estimate low-income students should reach out to KSDE to determine the best source to use.

1. Total K-12 student enrollment of the school in the **2019-2020** school year (Short numeric response):
2. Number of K-12 students from low-income families enrolled in the school in the **2019-2020** school year (Short numeric response):

Note: For the purposes of this application, please define “low-income” as students from households with incomes at or below 185% of the federal poverty level. **Non-public schools should enter "0" if they lack or do not wish to share accepted documentation.**

3. Data source used to provide the above estimate for the **2019-2020 school year** (KSDE will accept only the following data sources):
 - a. Free and Reduced Price Lunch eligibility data;
 - b. E-Rate data;
 - c. scholarship or financial assistance data;
 - d. parent surveys identifying students whose household income does not exceed 185% of the federal poverty level, or parent surveys identifying students eligible for services under the Title I, Part A program.
 - e. N/A – no low-income data provided
4. Total K-12 student enrollment of the school in the **2020-2021** school year (Short numeric response):

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5. Number of K-12 students from low-income families enrolled in the school in the 2020-2021 school year (Short numeric response):

Note: For the purposes of this application, please define “low-income” as students from households with incomes at or below 185% of the federal poverty level. **Non-public schools should enter "0" if they lack or do not wish to share accepted documentation.**

6. Data source used to provide the above estimate for the 2020-2021 school year (KSDE will accept only the following data sources):
- f. Free and Reduced Price Lunch eligibility data;
 - g. E-Rate data;
 - h. scholarship or financial assistance data;
 - i. parent surveys identifying students whose household income does not exceed 185% of the federal poverty level, or parent surveys identifying students eligible for services under the Title I, Part A program.
 - j. N/A – no low-income data provided

Impact of COVID-19

7. Please briefly describe the impacts of COVID-19 on your school and its K-12 students, including any relevant data where possible (e.g., revenue impact, cost impact, learning loss, emotional impact on students). If there has been a disproportionate impact on a special population at the school (e.g., students with disabilities, English Learners, students in foster care, students in poverty, etc.), please describe the impact and provide the number of K-12 students in that population. (Text response, up to 250 words).

Other COVID-19 Services or Funding

8. Did the school receive a loan guaranteed under the Paycheck Protection Program *before* December 27, 2020? (Yes/No)
9. If the school received a loan guaranteed under the Paycheck Protection Program *before* December 27, 2020, please provide the total amount of the loan (short numeric response):
10. Please briefly describe any *other* prior COVID-19 funding or services received by the school (e.g., ESSER I equitable services, services from counties under the Coronavirus Relief Fund). Include estimated dollar amounts for funding and services where known. (Text response, Up to 150 words).

PART C: Non-Public School Services Requested

Please review the following requirements for services and reimbursements requested before completing the Excel template portion of the application.

Services requested

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

1. Supplies to sanitize, disinfect, and clean school facilities
2. Personal Protective Equipment (PPE)
3. Improving ventilation systems, including portable air purification systems
4. Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
5. Physical barriers to facilitate social distancing
6. Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
7. Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
8. Educational technology
9. Redeveloping instructional plans for remote or hybrid learning or to address learning loss
10. Leasing sites or spaces to ensure social distancing
11. Reasonable transportation costs
12. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

Reimbursements

Eligible reimbursements may include the expenses of any services or assistance described above that a non-public school incurred on or after March 13, 2020, except for:

- o Improvements to ventilation systems (including windows), except for portable air purification systems, which may be reimbursed.
- o Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19.
- o Developing instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss.
- o Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss.
- o Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to December 27, 2020.

Prior to any reimbursement, the non-public school must provide **sufficient documentation supporting such expenditures** demonstrating that the school actually received the services or assistance related to those expenditures.

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The public agency gains title to materials, equipment, and property for which it provides reimbursement. For example, if a non-public school purchased laptops for students and teachers to facilitate online learning, KSDE may use EANS funds to purchase those laptops from the non-public school, thereby also obtaining title for the laptops from the non-public school.

For additional information on allowable services or assistance, please review the KSDE EANS FAQ on the KSDE website.

Description of use of services

1. Please briefly summarize how the products and services requested (including any requested reimbursements for prior expenses) will be used, and how they will specifically address the school's incremental COVID-19 needs (free response, 250 word limit).

Requests for services, assistance, and/or reimbursement

2. Please fill out the EANS application Excel template with the school's request for future services or assistance and reimbursement of previous expenses and upload as part of your submission.
3. (Optional) Please upload a zip folder of documentation of all reimbursement requests (e.g., invoices, receipts).

Note: Reimbursement requests may only be submitted for expenses incurred *before* March 1, 2021. Documentation for requested reimbursements must be provided here, or the request will be automatically denied.

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Part D: Program Acknowledgments

EANS Eligibility Assurances

By providing my initials below, I affirm the following is true and correct regarding my school:

1. The school requesting services or assistance 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)(37)) that is made **on or after December 27, 2020**. (Initials required)
2. The school requesting services is a non-profit institution. (Initials required)
3. The school requesting services or assistance was in existence prior to March 13, 2020. (Initials required)
4. No requests for reimbursement in this application have been previously reimbursed as part of a loan guaranteed under paragraph (36) of section 7(a) of the Small Business Act (15 U.S.C. 636(a)) as of December 26, 2020 (the Paycheck Protection Program). (Initials required)

At its discretion, KSDE may require a non-public school applicant to submit any documentation necessary to substantiate one or more of the above assurances.

General EANS Assurances

5. **Public Control of Funds** | The control of funds for the services or assistance provided to a non-public school under this subsection, and title to materials, equipment, and property purchased with such funds, shall be in a public agency, and a public agency shall administer such funds, services, assistance, materials, equipment, and property. (Initials required)
6. **Provision of Services or Assistance** | The provision of services or assistance to a non-public school under this subsection shall be provided by employees of a public agency; or through contract by such public agency with an individual, association, agency, or organization. Such employee, individual, association, agency, or organization shall be independent of the non-public school receiving such services or assistance, and such employment and contracts shall be under the control and supervision of a public agency. (Initials required)
7. **Secular, Neutral, and Non-Ideological** | All services or assistance provided under this subsection, including providing equipment, materials, and any other items, shall be secular, neutral, and non-ideological. (Initials required)
8. **Restrictions on Using EANS for Scholarships** | Funds provided under this section shall not be used to provide direct or indirect financial assistance to scholarship granting organizations or

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related entities for elementary or secondary education; or to provide or support vouchers, tuition tax credit programs, education savings accounts, scholarships, scholarship programs, or tuition-assistance programs for elementary or secondary education. (Initials required)

Certification

9. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
- a. Signature of Authorized Representative of the School:
 - b. Date:

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