

Emergency Assistance to Non-Public Schools II (EANS II)

Application

Applications are due to the Alaska Department of Education & Early Development no later than **February 18, 2022 at 5:00 p.m**. Alaska Standard Time.

Submit application to: <https://app.smartsheet.com/b/form/9d1808b7a7d841b59f2a0a57f993da7d>

**Contact**

Division of Innovation and Education Excellence

Alaska Department of Education & Early Development

801 West 10th Street, Suite 200 • PO Box 110500

Juneau, AK 99811-0500

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Copies of this application are available electronically on the [DEED forms webpage](http://www.education.alaska.gov/forms) (education.alaska.gov/forms).
**Form 05-22-036**

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# General Information

The Emergency Assistance to Non-Public Schools II (EANS II) program is a reservation of funds under the American Rescue Plan (ARP) Act to provide services or assistance to non-public schools. The ARP Act extends the EANS program authorized under section 312(d) of the CRRSA Act. Under the EANS II program, the U.S. Department of Education awarded grants by formula to each Governor to provide services or assistance to eligible non-public schools to address the impact that the Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on non-public school students and teachers in the State.

To receive services or assistance under the EANS II program, an eligible non-public school must submit an application to the Alaska Department of Education & Early Development (DEED). DEED may only provide services or assistance to non-public schools who enroll a significant (25%) percentage of students from low-income families and are most impacted by COVID-19.

A non-public school may apply to receive a variety of services or assistance from DEED to address educational disruptions resulting from COVID-19. See [Part D](#Part_D) for a complete list of allowable activities.

## Program Authority

The ARP Act extends the EANS program authorized under Section 312(d) of title III of the CRRSA Act, Pub. Law 116-260 (enacted December 27, 2020).

## Applicable Regulations

* The Education Department General Administrative Regulations in 34 CFR parts 76, 77, 81, 82, 84, 86, 97, 98, and 99.
* The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485.
* The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

## Eligible Non-Public Schools

For purposes of the EANS program, an eligible non-public school is an elementary or secondary school that

1. is non-profit;
2. is accredited, licensed, or otherwise operates in accordance with State law;
3. serves students within the K-12 grade span (standalone preschools are not eligible);
4. was in existence prior to March 13, 2020, the date the President declared the national emergency due to COVID-19;
5. did not, and will not, apply for and receive a loan under the Small Business Administration’s Paycheck Protection Program (15 U.S.C. 636(a)(37)) that is made on or after December 27, 2020;
6. enrolls at least 25% students from low-income families; and
7. was impacted by the COVID-19 emergency.

## Public Control of Funds

Control of funds for the services or assistance provided to a non-public school and title to materials, equipment, and property purchased with EANS II funds must be in a public agency and a public agency must administer such funds, services, assistance, materials, equipment, and property. DEED may provide services or assistance to non-public schools under the EANS II program directly or through a contract with an individual, association, agency, or organization.

## Timeline

|  |  |
| --- | --- |
| **Activity** | **Dates** |
| Applications to participate in EANS II made available | January 19, 2022 |
| Technical assistance webinar: Overview of the application and program eligibility. Join here: <https://us02web.zoom.us/j/89266693851>  | January 24, 2022, 10-11am |
| Technical assistance webinar: Overview of income surveys and how to interpret results. Join here: <https://us02web.zoom.us/j/89266693851> | January 25, 2022, 10-11am |
| Application window for participation in EANS II | January 19, 2022 - February 18, 2022 |
| Applications due to DEED | February 18, 2022 |
| DEED notifies applicants of application status, amount approved for goods and services, and program requirements | March 18, 2022 |

## General Assurances, Terms, and Conditions

The Applicant acknowledges as follows:

* Control of funds for services and assistance provided to a non-public school under the EANS II program and title to materials, equipment and property purchased with such funds, will remain under DEED’s control.
* All services or assistance provided under the program must be secular, neutral, and non-ideological.
* As the duly authorized representative of the applicant, I have read all assurances, certifications, terms, and conditions associated with the EANS II program requirements and I agree to comply with all requirements as a condition of funding.
* I certify that there is and will be full compliance with all applicable state and federal rules and regulations and that to the best of my knowledge, the information contained in this application is correct and complete.
* Financial records, supporting documents, and all other records will be retained for a period of five years.
* Inventory records must be maintained that include a description of the property, a serial number or other identification number, the source of property, the acquisition date, cost of the property, the location, and the use and condition of the property.
* Items purchased through the EANS II program are to be used for educational purposes only and are to remain property of the State of Alaska through the grant period which ends September 30, 2024. If the items are lost, stolen, damaged, or removed from the school building the school must immediately inform DEED at DEED.CARES@alaska.gov. At the end of the grant period, DEED will contact the school to discuss further steps which could include selling the items to the school at current market value or reclaiming ownership of the items.

# Part A: Cover Sheet

| Non-Public School Data |  |
| --- | --- |
| Non-Public School Name: |       |
| Mailing Address: |       |
| Authorized Representative: |       |
| Phone Number: |       |
| Email: |       |
| Dun and Bradstreet Data Universal Number (DUNS Number)[[1]](#footnote-2) | Optional |
| System for Award Management (SAM Expiration)[[2]](#footnote-3) | Optional |

## Signature of Authorized Representative

**By my signature below, I certify to the best of my knowledge and belief, all of the information in this application is true and correct.** **I further understand that knowingly making a false statement or misrepresentation on this application may subject me to criminal or civil penalties under applicable State and Federal laws. The signature of the school representative must be either an original ink signature or an authenticated e-signature.**

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Signature of Authorized Representative of the School |  | Date  |

Please provide one point of contact who shall be responsible for submitting documents to DEED for the purpose of requesting goods and services and managing fiscal oversight of the program on behalf of the school.

|  |  |
| --- | --- |
| Same as above: [ ]  |  |
| Point of Contact: |       |
| Phone Number: |       |
| Email: |       |

# Part B: Non-Public School Eligibility

 By **checking each box** below, I affirm that the following is true and correct regarding my school:

[ ]  The school requesting services or assistance is a non-profit school.

[ ]  The school requesting services or assistance is accredited, licensed, or otherwise approved to operate in accordance with State law.

[ ]  The school requesting services or assistance serves students in the grade span range of K-12 (preschool only schools are ineligible, whereas a preschool & kindergarten school would be eligible).

[ ]  The school requesting services or assistance existed and operated prior to March 13, 2020.

[ ]  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 was made on or after December 27, 2020.

**NOTE:** If a non-public school applies for a PPP loan on or after December 27, 2020, but does not receive funds under the PPP, the school may apply for services or assistance under the EANS program, as long as the non-public school meets the requirements and deadlines of this application. If a non-public school applied for or received a PPP loan prior to December 27, 2020, it remains eligible for the EANS program.

[ ]  The school enrolls at least 25% of its students from low-income families.

[ ]  The school was impacted by the COVID-19 emergency.

# Part C: Non-Public School Data

DEED may only provide services or assistance under the EANS II program after determining that the school enrolls a significant percentage (at least 25 percent) of students from low-income families. Low-income is defined as children ages 5−17 who are from families at or below 185 percent of the federal poverty level and enrolled in the non-public school; therefore, students from families above the 185 percent poverty level may not be counted.

The non-public school is not required to submit the selected, allowable data source to DEED but is required to retain records for a period of five years to verify compliance in the case of an audit which requires a review of the data.

## 2021-2022 Enrollment and Low-Income Data

1. Total current student enrollment (include students in pre-kindergarten through grade 12):
2. Grades served by the school:
3. Number of students from low-income families currently enrolled in the school:
4. The following data source was used to determine low-income eligibility (choose one):

[ ]  Data on student eligibility for free or reduced-price lunch under the Richard B. Russell National School Lunch Act (43 U.S.C. 1751 et seq.)

[ ]  Data from the E-rate program administered by the Federal Communications Commission (47 CFR 54.500, 54.505(b))

[ ]  Scholarship or financial assistance data, limited to students who are from families at or below 185 percent of the federal poverty level

[ ]  Data from DEED’s Income Declaration for the Emergency Assistance to Non-Public Schools II (EANS II) Program

1. Percentage or estimated percentage of total students in the school who are students from low-income families (C / A = Poverty Rate):

Note: If the school’s percentage is less than 25%, the school is not eligible to participate in the EANS II Program.

## Paycheck Protection Program (PPP)

1. Did the school receive a loan guaranteed under the PPP before December 27, 2020?

[ ]  Yes

[ ]  No

1. If yes, please respond to the following:
	1. What was the total amount of the PPP loan? $
	2. Does the school assure that any funds received under the EANS program will be services or assistance not already funded by the PPP loan?

[ ]  Yes

[ ]  No

Note: A non-public school that received a PPP loan that was made before December 27, 2020, is eligible to receive services or assistance. A non-public school that applied for a PPP loan after that date but did not receive funds under the PPP is also eligible to receive services or assistance.

## Impact of COVID-19

Factors that DEED might consider in determining non-public schools that are most impacted by COVID-19 include but are not limited to: (1) the number of COVID-19 infections per capita in the community or communities served by the non-public school, and (2) The number of COVID-19 related deaths per capita in the community or communities served by the non-public school. Please report the most current data located here: <https://experience.arcgis.com/experience/af2efc8bffbf4cdc83c2d1a134354074/>

1. Number of COVID-19 infections per capita for the community or communities (borough or city level data) served by the non-public school:
2. Number of COVID-19 related deaths per capita in the community or communities (borough or city level data) served by the non-public school:
3. Provide a brief description of how COVID-19 has impacted the non-public school:

# Part D: Non-Public School Services or Assistance Allowable Activities

A non-public school may apply to receive services or assistance from DEED 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 windows or 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 (including hardware, software, connectivity, assistive technology, and adaptive equipment) to assist students, educators, and other staff with remote or hybrid learning
9. Redeveloping instructional plans for remote or hybrid learning or to address learning loss
10. Leasing sites or spaces to ensure social distancing to implement public health protocols, including guidelines and recommendations from the CDC
11. Reasonable transportation costs
12. Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss

Note: Pursuant to the ARP Act statutory requirements, and unlike the EANS I program authorized under section 312(d) of the CRRSA Act, DEED may not use EANS II funds to provide reimbursements to any non-public school. All services or assistance will be coordinated and provided for by DEED.

For additional information on allowable services or assistance, please see the [Frequently Asked Questions](https://oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/) (oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/)

**After the school’s application has been approved, the school will receive an invitation to an electronic dashboard where the school may request approval of specific goods or services that align with the 12 allowable activities.**

# Appendix A: Calculating the Number of Students from Low-Income Families

To the extent non-public schools have the following readily available, possible data sources might include:

* free or reduced-price lunch data,
* E-Rate data,
* scholarship or financial assistance data, or
* data from DEED’s Income Declaration for the Emergency Assistance to Non-Public Schools II (EANS II) Program ([Appendix C](#Appendix_C)).

For additional information determining low-income counts, please see the [Frequently Asked Questions](https://oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/) (oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/).

DEED will host webinars on January 24 and January 25, 2022 to support schools in completing the applications and answer questions regarding gathering low-income data. Please email us at DEED.CARES@alaska.gov for more information.

# Appendix B: Resources

[U.S. Department of Education Emergency Assistance to Non-Public Schools Webpage](https://oese.ed.gov/offices/american-rescue-plan/american-rescue-plan-emergency-assistance-to-non-public-schools/) (oese.ed.gov/offices/american-rescue-plan/american-rescue-plan-emergency-assistance-to-non-public-schools/)

[U.S. Department of Education Emergency Assistance to Non-Public Schools Program Frequently Asked Questions](https://oese.ed.gov/files/2021/09/Final-EANS-FAQ-Update-9.17.21.pdf) (oese.ed.gov/files/2021/09/Final-EANS-FAQ-Update-9.17.21.pdf)

[Income Eligibility Guidelines, Alaska Child Nutrition Programs](https://education.alaska.gov/tls/CNP/NSLP/pdf/NSLP%20Income%20Guidelines%202021-2022-ADA.pdf) (education.alaska.gov/tls/CNP/NSLP/pdf/NSLP Income Guidelines 2021-2022-ADA.pdf)

# Appendix C: Sample Income Declaration Form & FAQ for Families

## Income Declaration for the Emergency Assistance to Non-Public Schools II (EANS II) Program

Enter School Name Here

Enter School Address Here

Dear Parent/Guardian,

The following information is needed by our school. This information will be used for the Emergency Assistance to Non-Public Schools II (EANS II) Program. The EANS II Program is a federally funded program that provides goods and services to non-public schools to help prepare for and respond to the coronavirus pandemic. Please see the reverse side for frequently asked questions.

Please check the row that best describes your family’s annual income level (including all taxable income):

**Yearly Income**

[ ]  $29,767 or less

[ ]  $29,768 – $40,275

[ ]  $40,276 – $50,783

[ ]  $50,784 – $61,291

[ ]  $61,292 – $71,799

[ ]  $71,800 – $82,307

[ ]  $82,308 – $92,815

[ ]  $92,816 – $103,323

[ ]  more than $103,324

Number of people who live in your household (including yourself):

(A household is defined as a group of related or unrelated individuals who are living as one economic unit)

Children enrolled in the school:

|  |  |
| --- | --- |
| **Student Name (last, first)** | **Grade** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**This information is confidential and individual family data will not be shared. Overall percentages of the entire school population will be given to the Alaska Department of Education & Early Development to determine eligibility for our school’s participation in the EANS II program which could provide our school with goods and services.**

Please return this survey to Enter Name Here by this date: Enter Date Here

Thank you,

## Frequently Asked Questions for Families

### What is an Income Declaration Form?

The income declaration form for private schools is adapted from the income declaration form that many public schools use annually to determine which students are economically disadvantaged that have not already been identified through direct certification or categorical eligibility. The form collects general family income information. It is not an in-depth household application for school lunch purposes, but meets the requirements to determine economically disadvantaged status for Title I poverty rates in public schools, school accountability purposes for public schools, E-Rate participation for public and non-public schools, and eligibility for the EANS program for non-public schools.

### How is family defined?

A household or family is defined as a group of related or unrelated individuals who are living as one economic unit.

### How is income defined?

Income is the money received by any member of the household before such deductions as taxes and Social Security. It includes the following: salary or wages; earnings from self-employment, Social Security, pensions, retirement and disability payments; and other cash income received or withdrawn from any source which would be available for payment of a child's meal. Food Stamp benefits are not included. Current income is determined by the income received by all members of the household during the month prior to application. But if this income was much higher or lower than usual, the expected income for this year (12 months starting from the month prior to application) should be used. For example, self-employed people such as fishermen and farmers should use yearly income.

### Who will see the data families report on the income declaration form?

At least one school staff member must collect the forms and ensure duplicates were not submitted. One staff member (may be the same staff member) will need to calculate the overall low-income percentage of the school and report that figure on the EANS II application. If the school is selected for EANS II funding, the forms must be stored for a period of five years in the event of an audit. The Alaska Department of Education & Early Development (DEED) will never ask the school to report data on individual families and no other government agency should ask this either. An auditor for the EANS II program may ask to spot-check or verify that the school accurately tabulated and calculated an accurate low-income percentage.

### Why should I complete this form?

Completion of this form will allow the school to apply for the EANS II Program. The EANS II Program is a federally funded program that provides goods and services to non-public schools to help prepare for and respond to the coronavirus pandemic. The school could be eligible for cleaning and sanitation supplies, upgraded cleaning equipment, additional or new learning materials, outdoor play equipment, upgraded or new technology items, and much more. Public schools are receiving comparable funding called Elementary and Secondary School Emergency Relief (ESSER) Funds. The EANS funding was created to provide equitable support to students attending non-public schools.

### Who do I contact with questions?

Please contact your school’s principal with any questions about your school’s participation in the program or where to turn in your income declaration form. Remember, DEED will never ask to see your income declaration form so please return all forms directly to the school. If you have questions about the EANS II program in general, you may email DEED’s EANS team at DEED.CARES@alaska.gov.

# Appendix D: Guidance on Determining Economically Disadvantaged Status

## Guidance on Determining Economically Disadvantaged Status

**for the Emergency Assistance to Non-Public Schools II (EANS II) program**

### Economically Disadvantaged Status

An Alaska student is identified as “economically disadvantaged” if the student meets the eligibility requirements to qualify for free or reduced-price school meals under the department's Alaska Income Eligibility Guidelines for Free and Reduced Meals program, adopted by reference in 4 AAC 06.899(5).

### Purposes

Non-public schools must determine which students are considered economically disadvantaged to determine the school’s percentage of economically disadvantaged (or “low income”) students to apply for participation in the EANS II program. Furthermore, the school may use the percentage of economically disadvantaged (or “low income”) students to apply for the federal E-Rate program that supports school internet access.

### Sources of Data

Schools can use family income and/or categorical eligibility data to determine if a student is considered “economically disadvantaged” for the above purposes. These data come from one or more sources:

1. **“Automatically Eligible”-**
	1. Students who have transferred from a public school to your school and have been identified as one of the following automatically qualify:
		1. Eligible for free or reduced lunch
		2. Migrant, runaway, or homeless
	2. Students who are in foster care.
	3. Students whose family receiveshousehold participation in assistance programs such as TANF (Temporary Assistance for Needy Families), SNAP (Supplemental Nutrition Assistance Program/Food Stamps), or Food Distribution Program on Indian Reservations (FDPIR).
2. **Students from families who meet the criteria based on income declaration forms.** These forms may be collected during annual school entry, enrollment, or at another determined collection time for students *not already determined as eligible through one of the above methods*.

### Calculating Low-Income Percentages for a School

1. Total number of enrolled students, grades PK-12
2. Total number of “automatically eligible” students (see “Sources of Data” section 1 above)
3. Total number of students whose household income meets the eligibility guidelines displayed in the reduced lunch eligibility chart below
4. Calculate: [(B+C) divided by A] times 100= percent of economically disadvantaged students
	1. Example: School has 50 students, 2 automatically eligible students, and 18 students whose households meet the eligibility guidelines. [(2 + 18) divided by 50] times 100= 40%

### Eligibility Guidelines

Calculate the student’s household size and determine if the family’s income is at or below the dollar amount listed. If yes, the student counts as an economically disadvantaged student. Please do not share this page with families.



# Appendix E: FAQ Document for Schools

## Frequently Asked Questions (FAQs) for Schools

There is a family version of the FAQs to distribute with the income declaration form (please see page 2 of the income declaration form).

### What is an Income Declaration Form?

The income declaration form for private schools is adapted from the income declaration form that many public schools use annually to determine which students are economically disadvantaged that have not already been identified through direct certification or categorical eligibility. The form collects general family income information. It is not an in-depth household application for school lunch purposes, but meets the requirements to determine economically disadvantaged status for Title I poverty rates in public schools, school accountability purposes for public schools, E-Rate participation for public and non-public schools, and eligibility for the EANS program for non-public schools.

### How is family defined?

A household or family is defined as a group of related or unrelated individuals who are living as one economic unit.

### How is income defined?

Income is the money received by any member of the household before such deductions as taxes and Social Security. It includes the following: salary or wages; earnings from self-employment, Social Security, pensions, retirement and disability payments; and other cash income received or withdrawn from any source which would be available for payment of a child's meal. Food Stamp benefits are not included. Current income is determined by the income received by all members of the household during the month prior to application. But if this income was much higher or lower than usual, the expected income for this year (12 months starting from the month prior to application) should be used. For example, self-employed people such as fishermen and farmers should use yearly income.

### How can we encourage families to turn in an Income Declaration form?

The form is worded to encourage families to complete it because it brings benefits to the school such as E-Rate and eligibility for the EANS program. Furthermore, individual family data will never be reported to the Alaska Department of Education and Early Development (DEED) or any other government entity. The school will be required to report an overall percentage of economically disadvantaged students for the entire school in order to participate in the EANS II program or any E-Rate programs.

### Are migratory children considered economically disadvantaged?

Migratory children are categorically eligible for free lunch. Public school districts in Alaska recruit for migrant programs. If you have students that have transferred from public school to your school, please ask if they’ve been identified as migrant. Migratory children are eligible for free lunch and thus may be automatically considered as economically disadvantaged students for each school year in which they are migrant eligible students. For questions about identification of migratory children, contact DEED’s Migrant Education Program Manager Sarah Emmal at sarah.emmal@alaska.gov.

### Are homeless students or students in foster care considered economically disadvantaged?

Homeless students or students in foster care are considered categorically eligible for free lunch and thus may be automatically considered as economically disadvantaged students for the school year in which they are originally identified. For questions, contact Cecilia Miller at cecilia.miller@alaska.gov for homeless students and Jessica Paris at jessica.paris@alaska.gov for students in foster care.

### Who should I contact if I have questions about criteria for economically disadvantaged status or about calculating the school’s low-income percentage?

Please contact DEED’s EANS team at DEED.CARES@alaska.gov.

### Who will see the data families report on the income declaration form?

At least one school staff member must collect the forms and ensure duplicates were not submitted. One staff member (may be the same staff member) will need to calculate the overall low-income percentage of the school and report that figure on the EANS II application. If the school is selected for EANS II funding, the forms must be stored for a period of five years in the event of an audit. DEED will never ask the school to report data on individual families and no other government agency should ask this either. An auditor for the EANS II program may ask to spot-check or verify that the school accurately tabulated and calculated an accurate low-income percentage.

1. The Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a nine-digit universal identifier established and assigned by D&B to uniquely identify Federal financial assistance applicants, as well as recipients and their direct sub-recipients. A DUNS number may be obtained by telephone at 866-705-5711 or through the website: <http://fedgov.dnb.com/webform>. [↑](#footnote-ref-2)
2. The System for Award Management Registration (SAM) combines the federal procurement system and the Catalog of Federal Domestic Assistance into one system. Included in SAM are the following: Central Contractor Registry (CCR); Federal Agency Registration (Fedreg); Online Representations and Certifications Application; Excluded Parties List System (EPLS). An entity must provide information required for the conduct of business as a recipient. Information about registration procedures can be found at [http://www.sam.gov](http://www.sam.gov/). [↑](#footnote-ref-3)