

MoCAPE EANS FAQs (4/9/2021)

In consultation with DESE, here are answers to some of the questions we have frequently been asked. Please reach out to DESE for further clarification, if needed.

Q1. Can EANS funds be used to contract additional staff in any of the following areas:

A1. If the contract falls under 1P-4P DESE will provide the contract and the nonpublic school would not be guaranteed who the contract would be awarded to. State procurement guidelines would require DESE to award the contract to the lowest bidder.

a. increased nursing (for testing, contact tracing, etc)

Yes, 6R. However, EANS funds may not be used to cover payroll.

b. counseling (under 4P)?

Yes, 4P. However, EANS funds may not be used to cover payroll.

c. maintenance (installing new filters, portable purifiers, etc)

Yes, under 5R. However, EANS funds may not be used to cover payroll.

d. tutors - before, after or during the school day (4P)?

Yes, under 4P. However, EANS funds may not be used to cover payroll.

e. summer school staff (4P)?

Yes, under 4P. However, EANS funds may not be used to cover payroll.

f. technology staff to support online/hybrid learning and additional use of tech?

Yes, under 4P. However, EANS funds may not be used to cover payroll.

g. someone asked about an EANS administrator to ensure proper use of funds and completion of administrative tasks

The administrative tasks and responsibility of proper use of funds is of the SEA and therefore wouldn't be an allowable expense for the nonpublic school.

Q2. How will the rate of pay be established?

A2. For procurement, this will be based on the bid awarded and who it is award to which will be the lowest bid. For reimbursement, it must be necessary and reasonable.

Q3. For materials to address loss of learning over \$10,000 - if there is a specific resource that is requested how does procurement work? Specifically, how do they get 3 bids?

A3. If the nonpublic school is requesting assistance in an area that is a procurement item, DESE will be responsible for conducting the bids, not the nonpublic school. There is no guarantee to the nonpublic school who DESE would contract with.

Q4. If a vendor has been used previously, do they need three bids?

A4. It isn't so much if the vendor has been used before, it is determined on the dollar amount. Over \$10,000, DESE has to get 3 bids. Over \$50,000, requires the request to be procured by DESE and bid through the Office of Administration.

Q5. With online programs can funds be used for multi-year subscriptions?

A5. Yes, this would be allowable through September 30, 2023 but must make sure it is obligated by 8/21/21.

Q6. Is training for teachers on how to use tech or other materials to address learning loss allowable?

A6. It could be if it is part of redeveloping your instructional plan or initiating and maintaining education and support services. If so would be considered allowable under 3P or 4P.

Q7. Any idea on timeline for reimbursements and payments for people contracted for additional services (see #1)? How quickly can tutoring, summer school, etc. be started? Can these programs extend into 2021/22 SY?

A7. Reimbursements could take 2 weeks at a minimum or maximum up to 4 weeks if for example the nonpublic school hasn't yet registered with MoBuys. Just a side note: we do not have authority from the state legislature to expend these funds yet – will likely come within the next 30 days so after this occurs, the period of 2 to 4 weeks will be accurate.

Q8. If schools include expenses more than their preliminary allocation, will they be able to decide the priority of items? Example: if their preliminary allocation is \$100,000 - their application includes expenses for \$120,000 - can they decide what from their application does and does not get covered or will DESE decide what gets covered and what is cut?

A8. The nonpublic school will be able to set an order to the services received if the initial budget was over the final allocation when posted. This process would occur with Accounting with their reimbursement/procurement form that will determine the things they actually want to submit and receive services on.

Q9. Is an annual contract for monthly air filter replacement allowable?

A9. This would be allowable under 5R.

Q10. Are general internet costs allowable for reimbursement? If schools expanded bandwidth to support on-line/hybrid learning is that allowable?

A10. Yes, this would be allowable under 7R.

Q11a. Are repairs, improvements, monthly maintenance fees for Internet Mainframe allowable?

A11a. Yes, if it was a need as a result of remote learning, hybrid learning or to address learning loss under 7R.

Q11b. Are repairs, improvements to bathrooms to follow CDC guidance (5R) allowable?

A11b. Equipment and supplies purchased with EANS funds must be able to be removed from a nonpublic school without remodeling the nonpublic school facility.

Q12. What is the timeline for submitting procurement/reimbursement requests? will they all have to be submitted by 8/31/21?

A12. The EANS funds must obligated by August 31, 2021 but reimbursed or paid for by September 30, 2023. The forms (& supporting documents: purchase order, invoices, etc.) for reimbursement or procurement will be considered obligation.

Q13. Clarification on obligation - if the deadline to obligate is AUGUST 31st, 2021 - how does that work? is an approved application considered an obligation of funds? Can tutors, nurses, etc... be paid for the 2021/22 SY? Monthly fees, subscriptions, etc.. be on-going?

A13. An obligation occurs when an invoice or purchase order is signed, either by the SEA for procurement items or by the nonpublic school for reimbursement items. Monthly fees and/or subscriptions could be considered obligated on the date signed on the purchase order for the time period indicated on the purchase order but no later than September 30, 2023.

Q14. Is outdoor equipment an allowable use?

Q14a. Materials used for outdoor learning?

A14a. Yes, under 5R but please keep in mind the equipment and supplies purchased with EANS funds must be able to be removed from a nonpublic school without remodeling the nonpublic school facility.

Q14b. Materials used for increasing space during recess - additional playground equipment, fencing to expand outdoor space, etc. allowable under 5R?

A14b. Yes, but please keep in mind the equipment and supplies purchased with EANS funds must be able to be removed from a nonpublic school without remodeling the nonpublic school facility.

Q15. If an application is submitted by April 30th but DESE needs additional information or feels something was filled out incorrectly or incompletely - will schools be able to provide corrections or adjustment, additional material, etc...?

A15. Yes, if there is anything that needs more information for in the application, DESE will clarify that before the application is approved. If something is needed after the application is approved, the Accounting section within DESE will clarify that at that time and have the nonpublic school submit a revision to the application. The application doesn't have to be approved by April 30, as long as the application is submitted by April 30, DESE has time to work with them on corrections.

Q16. Are window a/c units, portable fans, portable heaters allowable under 1P in existing classrooms or under 5R if they allow additional spaces to be used for learning with additional distancing?

A16. It depends, if the window a/c units, portable fans, and portable heaters are to increase learning space for social distance by using a space that has not been used for learning before such as a closet these items could be allowable under 5R.

Q17. What materials are allowable under 5R for spaces that have not been previously used for learning but can now be used to allow for proper distancing? for example if a classroom or trailer needs - paint, carpet, white board, etc... in order to function as a learning space - is that allowable?

A17. Keeping in mind that equipment and supplies purchased with EANS funds must be able to be removed from a nonpublic school without remodeling the nonpublic school facility. Remodeling space such as carpet and paint would not be an allowable use of EANS funds. White board and other materials and supplies are allowable.

18. Some schools assess in the Spring, so they did not test in 2020 and have not yet completed their assessments for the current school year. Their testing window extends through April and they will not receive data before the application deadline. If these schools want to show learning loss, would other assessment - STAR Reading and Math, Dibels, etc.. be acceptable?

A18. As far as assessments, the law doesn't say how nonpublic schools have to show learning loss and many LEAs would be in the same boat with not testing last year so I know they aren't using standardized test scores to show learning loss. The other assessments listed above would be acceptable (and understandable since most schools did not test last year).