

EANS I and ARP EANS

DECEMBER 10, 2021

Agenda

1. EANS I technical assistance
 - Reimbursements
 - Vendor requests
1. ARP EANS application overview
 - Changes from EANS I
 - Application Overview
 - Due Date
1. Questions from the community

EANS I Timeline

- Request reimbursements in Utah Grants as soon as possible
- **Encouraged completion date of December 31, 2021**
- Walk through of the Utah Grants Management Reimbursement process will be demonstrated in just a moment

Vendor Survey

Vendor Requests - Reminder for Process

- All EANS I awardees are encouraged to continue working with vendors
- Reminder that you need to submit your scope of work for approval from USBE BEFORE the services are provided
 - These requests must come from the school, not the vendor
 - Make sure you include the date of service and specify what will be provided (*USBE needs this to be able to align and approve vendor invoices*)
 - This is an ongoing process, you can continue to ask for services as long as you still have available award.
 - [EANS I Vendor Request Survey](#)
- EANS I funds expire September 30, 2023 - This is the last day goods/services can be received for this program.

Questions on vendor requests?

Requesting Reimbursement in Utah Grants Management System

Submitting a Reimbursement Request

USBE has a set of instructions for each process in the Utah Grants Management system. They can be found on our website or please let us know if you need a copy.

[Instructions for submitting a reimbursement request](#)

The screenshot shows the UTAH grants Monitoring page. The top navigation bar includes 'HOME', 'Opportunities', 'Applications', 'Grants', and 'Monitoring' (highlighted with a red box and a red circle '1'). The left sidebar contains 'Tasks', 'My Tasks', 'Activities', and 'Manage Payment Requests' (indicated by a red arrow and a red circle '2'). The main content area is titled 'Monitoring Schedule for all Active Grants' and contains a search bar and a table of grants. The table has columns for Title, Grantor Organization, Grantee Organization, Grant Period, # Awards, Total Obligated Amount, Status, and Actions. Two grants are listed: PRAV_SF1_2017 - 2017 and PRAV_SF_2019 - 2019. Below the main table, a detailed view for grant AD-USBE-39 is shown, including columns for ID, Title, Budget Period, Total Awarded Amount, Total Obligated Amount, Status, and Actions. A red arrow points to the green eye icon in the Actions column of this detailed view, with a red circle '3' next to it. The page footer shows 'Total Records: 1' and 'Page 1 of 1'.

Title	Grantor Organization	Grantee Organization	Grant Period	# Awards	Total Obligated Amount	Status	Actions
PRAV_SF1_2017 - 2017	USBE	Carbon Co School District (SESC)	7/1/2016-6/30/2017	1		Active	
PRAV_SF_2019 - 2019	USBE	Carbon Co School District (SESC)	7/1/2018-6/30/2019	1		Active	

ID	Title	Budget Period	Total Awarded Amount	Total Obligated Amount	Status	Actions
AD-USBE-39	PRAV_SF_2019 - 2019	7/1/2018-6/30/2019	\$110.00	\$110.00	Activated	

Locate program for which reimbursement is being requested. Click the Monitoring tab (top Menu) and locate the program. Expand the + (plus sign) to view line details, click green eye icon.

UTAH grants
Enterprise Grant Management System (EGMS)

HOME Opportunities Applications Grants Monitoring

Award View
PRAVSF_2019 - 2019

ID	GRANT ID	Status	Budget Period
AD-USBE-09	GT-USBE-040	Activated	7/1/2018-6/30/2019

Grants and Awards are managed throughout Program life cycle. The Awards is approved and maintained by the Program Office. Once the Award is activat... [view more](#)

Overview \$ Budget **\$ Requests** Attachments History

Payment Requests [New Payment Request](#) Waive Funds

Quick Search

ID	Submitted	Status	Last Modified	Paid	Total	Actions
No records found						

Create New Payment Request by selecting the \$ Requests subtab, then selecting New Payment Request.

Create Payment Request Cancel Save

Fields marked as * are required

Overview

General Information

*Internal Invoice# BW Test #1	Type Reimbursement	*Internal Approver BW Approver Test
*Fiscal Year Cost Rate 2019	*Expenses Incurred From 07/01/2018	*Expenses Incurred Through 07/30/2018

Grant Reference

Grant GT-USBE-003	Award AD-USBE-02
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Cancel Save

Enter General Information and Save

- a. Internal Invoice # - Organization self-generated invoice number
- b. Internal Approver - Individual at organization assigned to approve this invoice (Utah Grants User with a role of Approver. Use magnifying glass to search)
- c. Expense Fiscal Year - State Fiscal Year of when the expense was incurred (use magnifying Glass and select valid year). SFY begins July 1 and ends June 30 (e.g., SFY 2018 begins 07/01/2017 and ends 06/30/2018)
- d. Expenses Incurred from - Start date of invoice period
- e. Expenses Incurred through - End date of invoice period

Payment Request-TEST1 Submit Request Edit

ID: PR-USBE-24 Program Name: PRAV_SF_2017 Project Period: 7/1/2016-6/30/2017 Status: Created

Invoice Period: 7/1/2016-6/30/2017

Created Submitted for Approval Submitted to Grantor Approved Paid




Overview **Financials** Attachments History

Budget Period Amounts

Total Awarded Amount: \$110 Requested Amount this Action: \$20 YTD Reimbursement Paid: \$0

Indirect Cost Type: Restricted Indirect Cost %: 0%







Reimbursement Grid - USBE Print Budget

Category Name	Total Budget	Total Grant Expenditure	Fiscal YTD Expenditure	Approved	Remaining Balance	This Request	Actions
Salaries (100)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$11.00	
Employee Benefits (200)	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	
Purchased Professional & Tech Serv...	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	

On Financials tab, click the blue pen icon next to the budget category to open allow for editing

Category Name	Total Budget	Total Grant Expenditure	Fiscal YTD Expenditure	Approved	Remaining Balance	This Request	Actions
Salaries (100)	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	<input type="text" value="5000"/>	
Employee Benefits (200)	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	<input type="text" value="1000"/>	
Purchased Professional ...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Purchased Property Serv...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Purchased Service...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel (580)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies and Materials (6...	\$22,139.37	\$0.00	\$0.00	\$0.00	\$22,139.37	<input type="text" value="3542"/>	
Property Including Equip...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (Not eligible for Ind...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Enter values and Save


Other Purchased Services (500)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Travel (580)	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	
Supplies and Materials (500)	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	
Property Including Equipment (700)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (Not eligible for Indirect Cost) (...)	\$29.91	\$0.00	\$0.00	\$0.00	\$0.00	\$29.91	\$0.00	
Indirect Cost	\$0.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.09	\$0.02	


Total Records: 10

▲ Reimbursement Grid Totals

Total Budget	Total Grant Expenditure	Fiscal YTD Expenditure
\$90	\$0	\$0
Approved	Remaining Balance	This Request
\$0	\$90	\$11.02

▲ Payment Requests ⌵ ?



ID	Submitted	Status	Last Modified	Total	Paid	Actions
PR-USBE-23		Created	10/19/2018 9:42 AM	\$11.02		

Total Records: 1

[Submit Request](#) [Edit](#)

After saving, indirect costs will calculate automatically based on the fiscal year and periods entered (if indirect costs are applicable). Check calculations and totals.

Payment Request-BW Test #1 Cancel Save

ID: PR-USBE-00 Project Period: 7/1/2018–6/30/2019 Status: Created Invoice Period: 7/1/2018–7/30/2018

Overview **Financials** **Attachments** Fields marked as * are required

Attachment Add

Name	Type	Description	Date	Actions
				Cancel Save

Add Attachments ×

Upload file from Computer Add

*Type: Invoice

*File: No file chosen

*Description:

On Attachments tab, click Add to include supporting documentation

Payment Request-BW Test #1

Submit Request

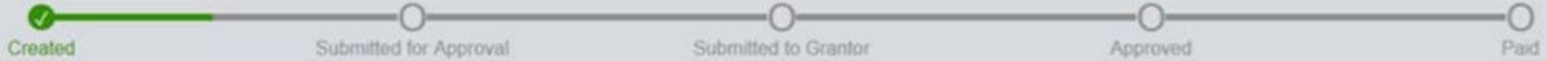
Edit

ID
PR-USBE-00

Project Period ⓘ
7/1/2018--6/30/2019

Status
Created

Invoice Period
7/1/2018--7/30/2018



Overview

Financials

Attachments

History

General Information ⓘ

Internal Invoice# ⓘ
BW Test #1

Type ⓘ
Reimbursement

Grantee Organization ⓘ
Ballet West

Internal Approver ⓘ
BW Approver 2 Test

Fiscal Year Cost Rate
2019

Submission Date

Grantee Point Of Contact ⓘ
Test

Expenses Incurred From ⓘ
7/1/2018

Expenses Incurred Through ⓘ
7/30/2018

If it is necessary to make changes to information entered, Click Edit, make necessary changes and Save.

Payment Request-1

[Submit Request](#) [Edit](#) 

ID	Program Name	Project Period	Status
PR-USBE-23	KPF_2017	1/1/2019--12/31/2021	Created
Invoice Period			
1/1/2019--1/31/2019			



- [Overview](#)
- [Financials](#)
- [Attachments](#)
- [History](#)

General Information

Internal Invoice# 1	Type Reimbursement	Grantee Organization Carbon Co School District (SESC)
Internal Approver Scott Crane	Expense Fiscal Year 2019	Submission Date
Grantee Point Of Contact Crane	Expenses Incurred From 1/1/2019	Expenses Incurred Through 1/31/2019

Grant Reference

Grant GT-USBE-033	Award AD-USBE--32	Budget Period 1/1/2019--12/31/2021
Award Title		

After saving, Submit Request box will appear. Click Submit Request

Reasons your Reimbursement Request may get sent back

1. You did not upload all of the receipts/invoices to backup your request
2. You uploaded the wrong receipts with items that were not approved previously by Diana Suddreth in your EANS application.
3. If your receipts don't match the budget category (*ex. Asking for reimbursement of PPE from the salary category.*)

If your request is sent back to you, make the edits in Utah Grants and resubmit. All documents must come through Utah Grants, not emails.

Timeline for Receiving Funds

1. There is a monthly deadline. If your request is submitted and approved by the deadline, you will receive your funds by the end of the month. If not, you will receive the funds the following month.
2. We will share this schedule with you.
3. The December deadline was the 9th
4. The next deadline is January 11th, 2022

Questions on reimbursement requests?

EANS I Budget Amendment

Requesting a Budget Amendment

You are welcome to reach out to Diana Suddreth or Sara Harward with questions on allowable items.

- You may not request an increase in your budget, just a change in items.
- To officially request a budget amendment, please complete this survey:

[EANS I Budget Amendment Request Survey](#)

- Requests will be reviewed and you will receive an email letting you know if it has been approved or denied.
- You may have to adjust your budget table in the Utah Grants system if your request results in a change of category.

Questions on budget amendment process?

Any other questions about
EANS I?

ARP EANS

American Rescue Plan EANS

- Utah received \$26.4 million for ARP EANS (*commonly referred to as EANS II*)
- One-time fundings that must be spent by September 30, 2024

Application released November 29, 2021

Due date: Friday, January 21, 2022 at 5:00 pm

The application can be accessed [here](#).

Please email applications to Sara Harward - sara.harward@schools.utah.gov

How is ARP EANS different from EANS I?

- Allowable and unallowable use cases are similar to EANS I
- No option to apply for reimbursements with ARP EANS
 - USBE will provide all eligible goods and services to school
 - This was in alignment with the recent federal rules released by the U.S. Department of Education

School Eligibility requirements:

- Your school did not receive a PPP loan after December 27, 2020
- School must meet or exceed 24% of students from low-income families
 - THIS IS NEW for ARP EANS

What sources of data can be used to count students from low-income families?

A school can use one of the following data sets:

- Data on student eligibility for free or reduced-price lunch
- Data from the E-rate program administered by the Federal Communications Commission
- Data from a different source, such as scholarship or financial assistance data
- Data from a survey

[Here is a link to the 2020 Federal Poverty Guidelines](#)

Additional Updates in the Application

- The projected award values for the ARP EANS are double the values of what was projected for EANS I.
- The agency is asking all schools to prioritize their requests in the application from highest to lowest priority in the case we need to make partial awards.
- A school MAY ask for additional funding beyond the projected calculation for award as the funding allows.
- All applications will be reviewed together the last week of January 2022 and outcomes communicated to schools.

Questions about ARP EANS?

Technical Assistance

For questions, please contact

Sara Harward - sara.harward@schools.utah.gov

Jessica Kjar - jessica.kjar@schools.utah.gov

Diana Suddreth - diana@suddrethconsulting.com