**Virginia Department of Education**

**Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act**

**Emergency Assistance for Non-Public Schools (EANS) Program**

***Application Narrative***

**Application Due Date: April 26, 2021**

The Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act included $46.6 million in federal funding for eligible non-public schools in Virginia through the Emergency Assistance for Non-Public Schools (EANS) program. The Virginia Department of Education serves as the program administrator for the EANS funds awarded to Virginia. To be considered for funding, eligible non-public schools must complete all sections of the application and submit the completed application to [EANS@doe.virginia.gov](mailto:EANS@doe.virginia.gov) no later than **Monday, April 26, 2021**. **The application has two parts – the Narrative (this document) and the Budget (an excel document)**. Applicants should refer to the *Guidelines, Instructions, and Assurances* for more information on completing the application. Questions should be directed to [EANS@doe.virginia.gov](mailto:EANS@doe.virginia.gov).

**Required Components – to be completed by the non-public school**

* Part A: Cover Sheet – Authorized Representative signature required (Narrative)
* Part B: Non-Public School Eligibility (Narrative)
* Part C: Non-Public School Data (Narrative)
* Part D: Non-Public School Services or Assistance Requested (Budget)
* Appendix A: General Assurances - for all schools – Authorized Representative signature required (Narrative)
* Appendix B: Assurances that School Operates in Accordance with State Laws - for schools that are not licensed or accredited – Authorized Representative signature required (Narrative)

# **PART A: Cover Sheet**

|  |  |
| --- | --- |
| Name of School: | |
| Mailing Address (Street Number and Name, City, State, Zip Code):    Email Address of Authorized Representative of the School: | |
| 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. | |
| Authorized Representative of the School (Typed Name): | Telephone: |
| Signature of Authorized Representative of the School: | Date: |

# **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 under Virginia law ([*Code of Virginia* §22.1-19](https://law.lis.virginia.gov/vacode/title22.1/chapter2/section22.1-19/)), licensed, or otherwise approved to operate in accordance with state law.

* If the school is **accredited or licensed**, name the accrediting or licensing entity:
* If the school is **not accredited or licensed**, the school must complete and the Authorized Representative of the school must sign the assurances in Appendix B to be considered for services or assistance under the EANS program.

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 is made on or after December 27, 2020\*.

None of the services or assistance for which I am requesting support in Part D of this application have already been supported by a loan under the PPP.

\* 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. Similarly, if a non-public school applies for but does not receive services or assistance through EANS, nothing in the Education Stabilization Fund would preclude that non-public school from applying for and receiving a PPP loan on or after December 27, 2020.

# **PART C: Non-Public School Data**

Section 312(d)(3)(C) of the CRRSA Act requires a State Educational Agency (SEA) (i.e, the Virginia Department of Education) to prioritize services or assistance to non-public schools that **enroll low-income students** and are **most impacted by COVID-19**. Accordingly, the SEA requests that the school provide the data described below. Such data must not include personally-identifiable information about students or their families. Per the CRRSA Act, 2019-2020 enrollment and low-income data must be used.

## **2019-2020 Enrollment and Low-Income Data**

**Report the school’s most current and complete 2019-2020 data.**

1. Total student enrollment of the school in the 2019-2020 school year:
2. Number or estimated number of students from low-income families enrolled in the school in the 2019-2020 school year:

This number or estimated number is based on the data source(s) below (check each box that applies):

**The U.S. Department of Health and Human Services (HHS)** [**2019 federal poverty guidelines**](https://aspe.hhs.gov/2019-poverty-guidelines) **at the 200% threshold**

NOTE: EANS funds will be prioritized for schools that enroll higher percentages of students who fall within 200% of the HHS 2019 federal poverty guidelines (see Appendix C). If these data are not available for the school, the data sources below may be used.

Free or reduced-price lunch data

Scholarship or financial assistance data

Low-income data from Title I program participation (2019-2020 data)

Proportionality (the number of students enrolled in a non-public school who reside in a Title I school attendance area multiplied by the percentage of public school students in that same attendance area who are from low-income families. If the non-public school has students who reside in more than one Title I school attendance area, multiple calculations will be necessary)

Other. Describe:

1. Percentage or estimated percentage of total students in the school who are students from low-income families (i.e., 1.B/1.A):       %

## **Paycheck Protection Program (PPP)**

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

Yes

No

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

Yes

No

## **Impact of COVID-19**

Describe and/or quantify the impact COVID-19 has had on your school under one or more of the measures below:

Loss of tuition revenue. Describe:

Decrease in enrollment. Describe:

Delay or loss of instructional days. Describe:

Lack of capacity to provide remote learning due to insufficient technological support. Describe:

Extent of learning loss attributable to educational disruptions caused by COVID-19. Describe, providing available data from student data collections:

Ability to provide support to students with disabilities, English learners or other special need student populations. Describe:

Other. Describe:

## **Equitable Services Received under the CARES Act**

A. Did the school receive equitable services from an LEA under the CARES Act?

Yes

No

If yes, describe the services received:

1. Were any identified services not implemented as a result of a reduction in the proportionate share calculations?

Yes

No

If so, describe:

# **PART D: Non-Public School Services or Assistance Requested**

**To be considered to receive EANS funded goods and services, the non-public school must submit the school’s proposed budget using the budget template (XLS). When the required fields on the Data tab of the budget template are completed, the estimated value of services for the school is generated. Both the narrative and the budget must be submitted no later than April 26, 2021 to** [**EANS@doe.virginia.gov**](mailto:EANS@doe.virginia.gov)**.**

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

* Supplies to sanitize, disinfect, and clean school facilities
* Personal Protective Equipment (PPE)
* Improving ventilation systems, including windows or portable air purification systems
* Training and professional development for staff on sanitization, the use of PPE, and minimizing the spread of infectious diseases
* Physical barriers to facilitate social distancing
* Other materials, supplies or equipment recommended by the CDC for reopening and operation of school facilities to effectively maintain health and safety
* Expanding capacity to administer coronavirus testing to effectively monitor and suppress the virus
* Educational technology
* Redeveloping instructional plans for remote or hybrid learning or to address learning loss
* Leasing sites or spaces to ensure social distancing
* Reasonable transportation costs
* Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss
* Reimbursement for the expenses of any services or assistance described above that a non-public school incurred on or after March 13, 2020, except for:
* Improvements to ventilation systems (including windows), except for portable air purification systems, which may be reimbursed
* Staff training and professional development on sanitization, the use of PPE, and minimizing the spread of COVID-19
* Developing instructional plans, including curriculum development, for remote or hybrid learning or to address learning loss
* Initiating and maintaining education and support services or assistance for remote or hybrid learning or to address learning loss
* Any expenses reimbursed through a loan guaranteed under the PPP (15 U.S.C. 636(a)) prior to December 27, 2020

All approved services must be procured or obligated by the SEA or the private school no later than September 1, 2021. The title to any equipment purchased on behalf of private schools will remain with the SEA. If funds are requested to reimburse the private school for equipment purchases made by the private school, the title to such equipment must be transferred to the SEA. Permanent capital improvements and permanent installations of equipment are not allowable.

For additional information on allowable services or assistance, please see the Frequently Asked Questions posted online at the [U.S. Department of Education EANS website](https://oese.ed.gov/offices/education-stabilization-fund/emergency-assistance-non-public-schools/)**.**

# **Appendix A**

**General Assurances for All Schools**

A non-public school must agree to the general assurances to be eligible for EANS funds. The “X” beside each assurance **and** the Authorized Representative’s signature at the bottom of Appendix A certifies that the school will abide by the assurances below.

The non-public school assures:

The program will be administered in accordance with all applicable state and federal statutes, regulations, the program narrative and the program budget;

Funds will be used for activities that are reasonable, necessary, allocable, and allowable under section 312(d)(4) of the CRRSA;

The control of funds provided under the program and title to property acquired with program funds will be with the state educational agency;

It will adopt and use proper methods of administering the program, including⎯

* + The enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and
  + The correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation;

It will cooperate with any examination of records with respect to CRRSA EANS funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of the state educational agency, the U.S. Department of Education and/or its Inspector General, or any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority;

It will submit such reports to the state educational agency as the state educational agency and Secretary may require to enable the state educational agency and the Secretary to perform their duties under the program;

It will maintain program records for five years, provide such information, and afford such access to the records as the state educational agency or the Secretary may reasonably require to carry out the state educational agency’s or the Secretary’s duties; and

None of the funds expended by the non-public school and reimbursed under the program will be used to acquire services, assistance, or equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the school or its employees or any affiliate of the school.

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| Authorized Representative of the School (Typed Name): |  |
| Signature of Authorized Representative of the School: | Date: |

# **Appendix B**

**Assurances for Schools that are Not Accredited or Licensed**

Schools that are not accredited or licensed must operate in accordance with state laws to be eligible for EANS funds. The “X” beside each assurance **and** the Authorized Representative’s signature at the bottom of Appendix B certifies that the school operates in accordance with the state laws below.

**Fingerprinting and Background Checks:** All applicants who were offered or accepted employment with accredited K-12 private schools on or after July 1, 1997 must consent to fingerprinting and a criminal history search of the State Police and FBI databases. Applicants are barred from employment with a K-12 private school if they have been convicted of a barrier crime within or outside Virginia. [*Code of Virginia* §22.1-296.3(A)](https://law.lis.virginia.gov/vacode/title22.1/chapter15/section22.1-296.3/#:~:text=%C2%A7%2022.1%2D296.3.-,Certain%20private%20school%20employees%20subject%20to%20fingerprinting%20and%20criminal%20records,A.&text=The%20Central%20Criminal%20Records%20Exchange%20shall%20not%20disclose%20information%20to,or%20convictions%20of%20any%20crimes.). All applicants who were offered or accepted employment with K-12 private schools on or after July 1, 2017 requiring direct contact with students must also consent to a search of the Virginia Child Abuse and Neglect Central Registry for founded complaints of child abuse and neglect. [*Code of Virginia* §22.1-296.4(A)](https://law.lis.virginia.gov/vacode/22.1-296.4/#:~:text=%C2%A7%2022.1%2D296.4.-,Child%20abuse%20and%20neglect%20data,A.&text=The%20school%20board%2C%20governing%20board%20or%20administrator%20shall%20take%20reasonable,neglect%20in%20the%20relevant%20state.). Applicants are barred from employment with a K-12 private school if they are the subject of a founded complaint of child abuse and neglect within or outside Virginia. [*Code of Virginia* §22.1-296.4(B)](https://law.lis.virginia.gov/vacode/22.1-296.4/#:~:text=%C2%A7%2022.1%2D296.4.-,Child%20abuse%20and%20neglect%20data,A.&text=The%20school%20board%2C%20governing%20board%20or%20administrator%20shall%20take%20reasonable,neglect%20in%20the%20relevant%20state.).

**Mandated Child Abuse and Neglect Reporting:** Employees of private schools who have a reason to suspect that a child is abused (physical, sexual or verbal) or neglected must report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred, or to the Virginia Department of Social Services (DSS) child abuse and neglect hotline. [*Code of Virginia* §63.2-1509(A)](https://law.lis.virginia.gov/vacode/title63.2/chapter15/section63.2-1509/). Employees who file such a report are immune from civil or criminal liability unless it can be proven that the employee acted in bad faith or with malicious intent. [*Code of Virginia* §63.2-1512](https://law.lis.virginia.gov/vacode/title63.2/chapter15/section63.2-1512/#:~:text=%C2%A7%2063.2%2D1512.,report%2C%20etc.%2C%20from%20liability). In lieu of personal reporting, school employees with such abuse or neglect concerns may immediately notify the person in charge of the school, or his or her designee, who shall then take responsibility for the report. In compliance with the law, a notice outlining child abuse and neglect reporting responsibilities must be displayed within the schools. [*Code of Virginia* §22.1-291.3](https://law.lis.virginia.gov/vacode/title22.1/chapter15/section22.1-291.3/#:~:text=Notice%20of%20duty%20to%20report%20child%20abuse%20or%20neglect.&text=The%20notice%20shall%20also%20include,child%20abuse%20and%20neglect%20hotline.). This notice can be downloaded from the [Virginia DSS website](https://www.dss.virginia.gov/abuse/mr.cgi).

**Immunization Requirements, SIS and VIIS Reporting**: No student may be admitted by a school unless the family submits proof of immunization or the student is exempt from immunization. [*Code of Virginia* §22.1-271.2(D)](https://law.lis.virginia.gov/vacode/22.1-271.2/). Students may be exempt from immunization only if (1) an immunization conflicts with the student’s religious tenets or practices or (2) a medical provider states in writing that a required immunization may be detrimental to the student’s health. [*Code of Virginia* §22.1-271.2(C)](https://law.lis.virginia.gov/vacode/22.1-271.2/). The State Health Commissioner has the authority to exclude children from school who are not immunized in the event of an outbreak, potential epidemic or actual epidemic of a vaccine-preventable disease. [*Code of Virginia §32.1-47*](https://law.lis.virginia.gov/vacode/title32.1/chapter2/section32.1-47/#:~:text=Upon%20the%20identification%20of%20an,not%20immunized%20against%20that%20disease.).

  **Calendar**: Private school students must attend school for the same number of days and hours per day as public school students. [*Code of Virginia* §22.1-254(A)](https://law.lis.virginia.gov/vacode/22.1-254/). The standard school year must be 180 instructional days or 990 instructional hours. The standard school day must include a minimum of 3 instructional hours for kindergarten students and a minimum of 5.5 instructional hours for students in grades 1-12. [8 VAC 20-131-150(A).](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/section150/)

**Emergency Management & Disaster Response Plan (DRP)**:Private schools must have a written DRP in place, which ensures that school crisis plans include all hazards. [*Code of Virginia* §22.1-279.8](https://law.lis.virginia.gov/vacode/22.1-279.8/#:~:text=%C2%A7%2022.1%2D279.8.-,School%20safety%20audits%20and%20school%20crisis%2C%20emergency%20management%2C%20and,medical%20emergency%20response%20plans%20required.&text=Solutions%20and%20responses%20shall%20include,board's%20standards%20for%20student%20conduct.). Schools should annually review, practice and update DRPs.

**Disease Outbreaks:** The Virginia Department of Health defines an outbreak as the occurrence of more cases of disease than expected. In cases of disease outbreaks in private schools, a report of the outbreak must immediately be made to the local health director or to the Commissioner of Health. [*Code of Virginia* §32.1-37(B)](https://law.lis.virginia.gov/vacode/title32.1/chapter2/section32.1-37/#:~:text=Virginia%20Law&text=B.,as%20defined%20by%20the%20Board.). The reporter is immune from liability so long as the report is made without gross negligence or malicious intent. [*Code of Virginia* §32.1-38](https://law.lis.virginia.gov/vacode/title32.1/chapter2/section32.1-38/#:~:text=No%20person%20making%20a%20report,section%20when%20making%20reports%20in). Outbreaks should be reported, even if no specific disease has been diagnosed. Common outbreaks in group settings are respiratory illnesses such as influenza, gastrointestinal illnesses that cause vomiting and/or diarrhea, and communicable diseases such as chickenpox, pertussis and COVID-19. More information is available at the [Virginia Department of Health website](https://www.vdh.virginia.gov/epidemiology/epidemiology-fact-sheets/outbreak-reporting/).

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| --- | --- |
| Authorized Representative of the School (Typed Name): |  |
| Signature of Authorized Representative of the School: | Date: |

# **Appendix C**

**Federal Poverty Guidelines**

EANS funds will be prioritized for schools that enroll higher percentages of students who fall within 200% of the [HHS 2019 federal poverty guidelines](https://aspe.hhs.gov/2019-poverty-guidelines). The chart below is provided for reference. Applicants may also wish to reference a [web-based calculator](https://home.mycoverageplan.com/fpl.html) (website not affiliated with HHS or the SEA).

| **Family Size** | **2019 Annual Federal Poverty Level (FPL)** | **2019 Monthly FPL** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **50%** | **100%** | **156%** | **191%** | **200%** | **250%** | **306%** | **400%** |
| **1** | **12,490** | **520** | **1,041** | **1,624** | **1,988** | **2,082** | **2,602** | **3,185** | **4,163** |
| **2** | **16,910** | **705** | **1,409** | **2,198** | **2,692** | **2,818** | **3,523** | **4,312** | **5,637** |
| **3** | **21,330** | **889** | **1,778** | **2,773** | **3,395** | **3,555** | **4,444** | **5,439** | **7,110** |
| **4** | **25,750** | **1,073** | **2,146** | **3,348** | **4,099** | **4,292** | **5,365** | **6,566** | **8,583** |
| **5** | **30,170** | **1,257** | **2,514** | **3,922** | **4,802** | **5,028** | **6,285** | **7,693** | **10,057** |
| **6** | **34,590** | **1,441** | **2,883** | **4,497** | **5,506** | **5,765** | **7,206** | **8,820** | **11,530** |
| **7** | **39,010** | **1,625** | **3,251** | **5,071** | **6,209** | **6,502** | **8,127** | **9,948** | **13,003** |
| **8** | **43,430** | **1,810** | **3,619** | **5,646** | **6,913** | **7,238** | **9,048** | **11,075** | **14,477** |
| **Add’l** | **4,420** | **184.17** | **368.33** | **574.60** | **703.52** | **736.67** | **920.83** | **1,127.10** | **1,473.33** |