



RE: MDA INDEPENDENT SCHOOLS' COVID-19 ASSISTANCE GRANT APPLICATION INSTRUCTIONS UPDATE

TO: Heads of School
FROM: A. Shane Blanton, PhD
DATE: August 31, 2020

In processing applications for the COVID-19 Assistance Grant, MDA is requesting that schools provide a detailed narrative for the receipts submitted for reimbursement. Here is some guidance for preparing your narrative:

1. If the space provided on the initial application is insufficient, a separate sheet should be used for a complete narrative.
2. For subsequent reimbursement requests, please provide a narrative along with the reimbursement request form and receipts.
3. Since the grant program is designed to “reimburse schools for eligible expenses incurred by implementing health measures and distance learning as a result of COVID-19,” the narrative should clarify how the expenses are intended to ameliorate COVID-19 impact.

Examples:

- If you buy cleaning supplies regularly, how does your reimbursement request differ from your regular cleaning supply purchases?
- If you already had a wireless service provider and want to claim reimbursement for wireless service, how does the current cost differ from your pre-COVID-19 expense?
- If you ordered devices for students, how was the purchase necessitated by COVID-19?