# EANS I Monitoring

Colorado GEER, RISE and EANS Closeout and Final Narrative Report

May 2nd, 2023

# Agenda

Monitoring Overview and Activities- 4/18

Submitting Evidence- 4/25

Colorado GEER, RISE and EANS Closeout and Final Narrative Report  5/2

Open Discussion 5/9

# Monitoring Overview and Activities

Monitoring is a collaborative process that includes input from both the non-public school and Colorado Department of Education (CDE). This is to ensure that both parties involved in the Monitoring Process are aware of the expectations and requirements.

CDE will use existing processes, systems and data for monitoring reviews:
- Applications for use of federal funds, including CRRSA EANS applications
- Application budget, and responses to comments
- Small Business Administration PPP Loan Data

Non-public schools will be required to submit the following reports and evidence:
1. Colorado GEER, RISE and EANS Closeout and Final Narrative Report
2. Evidence supporting the number of low-income students reported in the EANS application
3. Asset Tagging

# Submitting EANS I Evidence

To demonstrate compliance, non-public schools will submit the required evidence through both Smartsheet's and Syncplicity. Smartsheet's will be used so non-public schools can easily enter necessary information through a simple form. While Syncplicity, a secure online platform, will be utilized for the submission of evidence that may contain personally identifiable information or PII.

1. **Student Evidence-** To be collected through Syncplicity *(see office hours recording from 4/25/23)*

2. **Asset Tagging-** To be collected through Smartsheet *(see office hours recording from 4/25/23)*

3. **Colorado GEER, RISE and EANS Closeout and Final Narrative Report-** To be submitted through Smartsheet *(we are going over this today)*

**Student Evidence-** To be collected through Syncplicity

Within the EANS application, non-public schools specified the number of students considered low income within the student enrollment data. Applicants were allowed to choose between several data sources that to determine the number of low-income students whose family income does not exceed 185 percent of the 2020 Federal poverty guidelines.

- Free or reduced-price lunch data,
- Scholarship or financial assistance data,
- E-Rate data,
- American Community Survey (ACS) data,
- U.S. Census Bureau Small Area Income and Poverty Estimates (SAIPE) program data,
- Proportionality Data (Title I),
- Other relevant data, such as data that the non-public school has provided to the State for purposes of State or local programs.

# Student Enrollment and Low-Income Evidence

CDE will utilize the Syncplicity Platform to collect student enrollment and poverty data from the 2019-2020 school year. Examples of evidence includes but is not limited to:

Enrollment Data:

- Colorado Department of Education student October report
- Report from the school's Student Information System

Poverty Data:

- Child nutrition claim forms
- NSLP applications
- Low-income survey
- Scholarship and or financial assistance data that meets 185% of the federal poverty guidelines
- E-rate form 471
- Copies of data from the 2019-2020 school year from the following:
  - U.S. Census Bureau Small Area Income and Poverty Estimates (SAIPE) program data,
  - Proportionality Data (Title I),
  - Other relevant data, such as data that the non-public school has provided to the State for purposes of State or local programs.

**DO NOT** upload your student data through Smartsheet, or email, as it contains personally identifiable information (PII).

# Recap of Asset Tagging

- <u>Asset Tagging-</u>
  - All items purchased by CDE on behalf of NPS, including items the schools were reimbursed for, must remain in public control

  <u>Program Requirements :</u> **All non-consumable items must be tagged**
  - For non-capital items considered highly walkable, attractive, such as Chromebooks, laptops, small printers, web camera, speakers, iPads, tablets, portable ventilation systems, etc.

  - Single item equipment with a purchase value greater than $5000 per unit must be tracked, maintained and inventoried per federal regulation 2 CFR 200.312 and must be done once every two years at least throughout the record retention period.

The purpose of this [closeout and final narrative report](#) is to collect the impact of Emergency Assistance to Non-public School support and to identify and understand if the items provided to the non-public school can remain at the school or if the items need to be collected and remain in public control.

- Public Control: Since EANS funds were not released to the non-public school and the items were paid (procured and reimbursed) for by CDE, then the items are owned by CDE and must tagged with property tags.
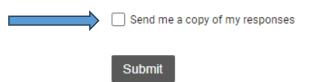
Report Sections:

- Grant and Program Demographic and Contact Information

- Part I: Final Narrative Report

- Part II: Final Property Report

- Part III: File Upload

# Notes, Recommendations and Best Practices for completing Closeout and Final Narrative Report

- Note - the form does NOT have a save function. We recommend using the Planning Document to review collection requirements, collect information and draft narrative responses before copying into the collection form.

- Refer to descriptions in your approved application to help answer the narrative responses.

- The Equipment Inventory Form and Residual Supplies Form may not be required to submit but are good to fill out for tracking and inventory purposes.

- Before you submit, you can click the "*Send me a copy of my responses*" button to enter your email. This will send a copy of your submission to you so you can have it on file.

☐ Send me a copy of my responses

Submit

# Non-public School Monitoring Checklist

Check the list as you complete each Monitoring submission:

- ❑ Submitted the Smartsheet called, "GEER, RISE and EANS Closeout and Final Narrative Report," with attachments
- ❑ Uploaded Student Enrollment Data to Syncplicity
- ❑ Uploaded Low-Income Data to Syncplicity
- ❑ Completed all previous steps and submitted the SmartSheet called, "EANS I Monitoring Evidence Completion Form" to indicate to CDE that you have submitted all your evidence for monitoring

# Notification, Review Process and Timeline

- Reminder:  **DO NOT** upload your student data through Smartsheet, or email, as it contains personally identifiable information (PII).

- CDE staff will then review the submitted evidence and provide a response within 30 business days (approximately 6 weeks).

All evidence and forms are due by **June 30, 2023**
**\*please note this due date has changed from May 31, 2023\***

Additional Resources:

- EANS Monitoring FAQ
- EANS Disposition Guidance

# Questions?

# Contacts

**Monitoring Questions:**

Elena Merrit (merrit_e@cde.state.co.us)

Website: EANS Monitoring