



COLORADO
Department of Education

Governor's Additional Emergency Assistance Non-Public Schools

December 12th, 2022, Office Hours

Substantial Approval Letters

Applicants should have received their Substantial Letters that outline the changes needed to the application budget. Please review the required changes thoroughly. Some changes require updates to the narrative questions.

Applicants that received substantial approval will need to revise their schools budget based on the comments in the letter that the school received on Wednesday December 7th, 2022.

- **Period of Availability:** From Final Approval date – September 30, 2023

All funds must be spent by September 30, 2023. No extensions, no exceptions.





Applicants seeking subscription services or staff for more than one year will be required to pro-rate the costs associated with that service/staff member.

Example: Applicant is seeking a subscription service that will expire in 3 years. The total cost of the subscription service is \$4000 for the 3-year term however there are only 9 months left in the performance period.

- Take the total amount and divide by the length of the term in months.
- Multiply the result by the number of months left in the performance period. This is the amount you should include on your revised budget.



Applicants may select other goods or services in lieu of the original request.

- Example: If pro-rating a subscription service or if the applicant will no longer need to hire staff, or if quotes are coming in higher or lower than expected the applicant may request to use the funds for a different allowable activity if the activity allowable, reasonable, allocable and necessary.
 - Prior approval is required
 - If you know you want to make a change, do it now
 - Applicants cannot constantly change the item/service requested
 - Applicants must budget the entire awarded amount
 - If it appears that the applicant cannot decide on what is needed, the award will be reduced

How to revise the GAENS Budget

Budget Detail

- Must provide a description of the goods/services requested, make, model, quantity and reason for the purchase
- On the budget cover page, make sure to update the Total Budget Request to match the actual amount that is being requested. This amount should not exceed \$100,000.00
- If requesting services or subscriptions, make sure the dates of service are within the funding period. Services **CANNOT** begin prior to receiving Final Approval.



Contacts

Application and Program Questions:
Elena Merrit (merrit_e@cde.state.co.us)

CDE Purchasing Questions:
(eansproc@cde.state.co.us)

Website: [GAENS](#)

