

Emergency Assistance to Non-Public Schools Program (EANS) authorized by the Coronavirus Response and Relief Supplement Appropriations Act, (CRRSA Act)

**EANS Monitoring Frequently Asked Questions**

# A. Student Enrollment and Low-Income Evidence

**A1-Q. Where do I submit my student enrollment and low-income evidence?**

A1-A. Please upload it through the secure online platform called Syncplicity. Please **DO NOT**upload your evidence through Smartsheet, or email, as it contains personally identifiable information (PII).

**A2-Q. What are the acceptable forms of low-income evidence?**

A2-A. Examples of poverty evidence from the 2019-2020 school year:

* 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.

**A3-Q. How many forms of documentation need to be submitted for the low-income data?**

A3-A. The school will need to provide the documentation that best represents the data reported in the application.

**A4-Q. What are the acceptable forms of student enrollment evidence?**

A4-A. Examples of student enrollment evidence from the 2019-2020 school year. This could include the following:

* + Colorado Department of Education student October report
	+ Report from the school’s Student Information System

**A5-Q**. **It looks like I had the wrong poverty data in the application. What do I do now?**

A5-A. Send CDE what you have on file. Do not re-create or correct errors found in your files. During review, CDE will review and assess the information provided and follow up with the next steps that the school will need to follow.

**A6-Q. Do we upload data for both Student Enrollment and Low Income?**

A6-A. Yes.

**A7-Q. Can we upload overtime without submitting or do we need to do it all at the time we submit?**

A7-A. All evidence is due by June 30th,2023. You don’t have to submit it all at once but please be sure to submit it before that deadline.

**A8-Q. What naming convention needs to be used with Syncplicity?**

A8-A. EANS I [School Name and School Code] [Data]

Example: EANS I Elenas Awesome School 1111 Low Income Data

**A9-Q. What specific data are you looking for related to low income and enrollment and do you have a template indicating exactly what data you want?**

A9-A. CDE doesn’t not have a template. Provide the total number of students enrolled during the 2019-2020school year. For low-income, you would need to have captured the household income and the number of individuals living in a household.

**A10-Q. Do you want specific student data?**

A10-A. No. CDE needs to know the number of people in the household and the income level to ensure they meet the poverty threshold spelled out in this program.

**A11-Q. Where do we find the 185% number?**

A11-A. [2020 Poverty Guidelines website](https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines/prior-hhs-poverty-guidelines-federal-register-references/2020-poverty-guidelines) provides the poverty guideline by persons in family/household. Based on the family size, multiply that number by 185% and that will give you the maximum household income.

**A12-Q. Should the NPS remove information that doesn't pertain to enrollment/financial aid?**

A12-A. Please only provide CDE with the information being asked for. If CDE needs more information, the CDE will then follow up with the NPS.

# B. Asset Tagging

**B1-Q. According to our school records, we received a disbursement for historical costs and haven't requested any additional funding. If it was a one-time historical reimbursement, does our school need to participate in monitoring?**

B1**-** A. Yes, the school still needs to participate in the monitoring process. Once the reimbursement was received, the items purchased became the property of the State of Colorado. All monitoring requirements must be followed, and assets must be tracked and tagged according to the guidance provided.

**B2- Q. What does it mean when CDE says “the items purchased need to stay in public control”?**

B2-A. For the EANS Program, all items purchased by CDE and reimbursed are considered property of CDE and must remain under public control.

**B3-Q. Can we retain the inventory even if we don’t have another federal program that the inventory can support?**

B3-A. If CDE determines, in coordination with non-public school officials, that non-public school students and teachers continue to need equipment and supplies purchased with EANS funds for the purpose of the EANS program beyond the period of performance (September 30, 2023) CDE may continue to permit the non-public school to use the equipment and supplies.

**B4-Q. What items need to be tagged?**

B4-A. All non-consumable items either purchased or reimbursed through the EANS I Program will need an asset tag. The school will be mailed asset tags for high value, highly walkable items. Due to Federal Guidelines, the schools that have single item purchases over $5,000 will be provided with an additional asset tag.

**B5-Q. What type of items are considered high value, highly walkable, easily stolen?**

B5-A. Chromebooks, laptop's, tablets, promethean boards, headphones, TV’s, microphones, portable ventilation systems that can be removed from the building.

**B6-Q. How do we get rid of items that have finished their useful life that are going to be tagged?**

B6-A. The manufacturers' website can assist the schools in determining the electronics useful life. For example, Chromebook says their useful life is 3-5 years. Also, on the GEER, RISE and EANS Closeout and Final Narrative Form is where the school will submit further information about plans for the items including whether the school plans to continue to use the items going forward. Please see the Residual Supplies & Materials Inventory Form and/or the Equipment Form for details required for that collection.

**B7-Q. We tagged all our IT items with a non-removable label, but will we have to go back and use CDE tags?**

B7-A. If the NPS has inventoried and tracked items and has the serial numbers documented, please send your information to CDE. You will not need to utilize CDE tags. If CDE needs more information, CDE will reach out to the NPS.

**B8-Q. How will we receive our tags from CDE?**

B8-A. CDE will mail the tags directly to the non-public schools.

**B9-Q. What if the NPS can’t find the serial number because it has rubbed off from use?**

B9-A. For computers, manufacturers often include the device serial number in the system settings. For other items, such as promethean boards, headphones, review the shipping documents for serial numbers.

**B10-Q. If the NPS bought Chromebooks and one of them has already died and is no longer in use, what does the NPS need to do?**

B10-A. You will indicate that the Chromebook is no longer in use on the GEER, RISE, and EANS Closeout and Final Narrative form. Once this information is provided, CDE will inform the school how to dispose or return the items.

**B11-Q. If the serial number in the spreadsheet says N/A, what does that mean?**

B11-A. N/A means CDE was unable to locate the serial number. Please input a serial number if you have it.

**B12-Q. What do we do with the smaller, cheaper items like cords, tripods, inexpensive backpacks, microphones?**

B12-A. CDE isn’t asking schools to tag cords. However, tripods and microphones should be tagged. If it isn’t included in the spreadsheet, please add those items to the asset spreadsheet.

**B13-Q. What do we do with items that don’t have serial numbers?**

B13-A. You would still report those items, and the NPS would enter “N/A” for serial numbers.

**B14-Q. If we did not receive a spreadsheet from CDE, does that mean we don't have any items to be tagged?**

B14-A. Not necessarily. If you received reimbursement for eligible items, CDE may not have the serial number for those items. Therefore, you will receive a blank spreadsheet for any of those items that were reimbursed but we haven’t sent the spreadsheet out yet.

**B15-Q. Have Asset Tagging spreadsheets already been sent out to all schools?**

B15-A. Due to delays in shipping, CDE has not yet received the asset tags. After CDE has received the asset tags they will be mailed via USPS. At that time, CDE will be able to provide schools with the Asset Tagging and Serial Number spreadsheet.

**B16-Q. If the NPS hasn’t received all the items from EANS II, how does the NPS account for those purchases?**

**B16-**A. This current monitoring cycle only applies to CRRSA EANS I. ARP-EANS, or EANS II, monitoring will happen in a subsequent cycle.

**B17-Q. Is CDE coming to get this equipment?**

B1-A. CDE currently has no plans to pick up equipment. Review of submitted monitoring documents will drive any changes to plans.

**B18-Q. What other federal programs could these be used for?**

B-18A. On the GEER, RISE and EANS Closeout and Final Narrative report, the non-public school will need to identify other federal programs like Title I, Part A, Title I, Part C, Title II, Part A, Title III, IDEA, etc. that the equipment will be used. Information about those programs can be found at http://www.cde.state.co.us/fedprograms/ov/index.

**B19-Q. What if my school does not participate in other federal programs?**

B19-A. On the GEER, RISE and EANS Closeout and Final Narrative report, the non-public school will need to provide CDE with a brief narrative on the future use of the equipment. For example, if the school requested Chromebooks to address learning loss caused by the pandemic, the school will need to let us know how those Chromebook are going to continue to address the deficiencies within the school.

# C. GEER, RISE, and EANS Closeout and Final Narrative Form

**C1-Q. My school did not participate in the GEER and RISE program, why do we need to complete this form?**

C1-A. The form is collecting information for multiple programs. Non-public schools will select the program for which they participated and answer the questions provided for the EANS program.

**C2-Q: What do I put for my major project goals/impacts/outcomes if I just bought cleaning supplies/equipment/furniture/Chromebook?**

C2-A. Describe intent and need of purchase or program as stated in your approved application narrative and describe how those items impacted and supported the school’s response to the pandemic.

**C3-Q: What’s the difference between the** [**Equipment and Inventory Form**](https://www.cde.state.co.us/caresact/eans1monitoringinventoryform) **and the Asset Tagging excel sheet?**

C3-A: The Asset Tagging excel sheet only tracks asset tags and serial numbers associated with some item types (highly walkable, attractive, non-capital items and single items over $5,000).

The Equipment and Inventory Form collects additional information for permanent equipment including status, condition, location, if the NPS plans to use beyond performance period and, if so, which federal program(s) it will support (See [2 CFR 200.313](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2/section-200.313) for additional information on equipment purchased with a federal grant).

# D. EANS Equipment Inventory Form

**D1-Q. How will I know if I need to complete this form?**

D1-A. The schools answer the questions in the GEER, RISE and EANS Closeout and Final Narrative form will determine if the school needs to complete the EANS Equipment Inventory Form.

The EANS Equipment Inventory Form collects the items purchased, the condition of the items and an indication if the project is going to be continued after the end of the performance period.

**D2-Q: Can I just submit the Asset tagging sheet instead of the Equipment and Inventory Form?**  **Do I need to copy and paste it into the Equipment Inventory form? Can I just submit my own inventory form and add missing information?**

D2-A: You can combine the Asset tagging sheet with the Equipment and Inventory form into one document as long as the information from each form is included.

**D3-Q. What if an item is broken or no longer being used, how does the school dispose of that item?**

D3-A. Since the items purchased through EANS are considered property of CDE, the state will need to dispose of the items.

**D4-Q. What if we have already disposed of something that was purchased with EANS funds?**

D4-A. Please reach out to eansapplications@cde.state.co.us and provide CDE with additional information regarding the disposed item.

# E. Residual Supplies Form

**E1-Q. I am not sure if I need to complete this form?**

E1-A. The schools answer the questions in the GEER, RISE and EANS Closeout and Final Narrative form will determine if the school needs to complete the EANS Equipment Inventory Form.

The EANS Equipment Inventory Form collects the items purchased, the condition of the items and an indication if the project is going to be continued after the end of the performance period.

**E2-Q: What’s the difference between the** [**Residual Supplies and Materials Inventory Form**](https://www.cde.state.co.us/caresact/eans1monitoringresidualsuppliesform) **and the Asset Tagging excel sheet?**

E2-A: The Asset Tagging excel sheet only tracks asset tags and serial numbers associated with some item types (highly walkable, attractive, non-capital items and single items over $5,000).

The Residual Supplies and Inventory form is a tool to help calculate whether NPS has residual inventory of unused supplies exceeding $5,000 in total aggregate value, if the NPS plans to continue using those supplies beyond performance period and, if so, which federal program(s) it will support. This information is required to apply federal disposition guidelines and regulations.

**E3-Q: Can I just submit the Asset Tagging sheet instead of the Residual Supplies Form?**

E3-A: No, to assess and apply federal disposition guidelines and regulations, an updated collection of residual inventories of unused supplies exceeding $5,000 in total aggregate value is necessary.

# F. Notification, Review Process and Timeline

**F1-Q. When do the monitoring activities need to be completed?**

F1-A. All evidence and forms are due by June 30th, 2023.

**F2-Q. When should I expect to receive a response from CDE?**

F2-A. CDE staff will review the evidence submitted and provide comments within 30 business days (approximately 6 weeks).