

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

**EANS Monitoring Frequently Asked Questions**

# A. Low-Income Eligibility Verification

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

**A1-A.** ARP EANS II participants will not submit enrollment or low-income data to CDE. Instead, some applicants will be required to answer questions about the process used to verify the low-income student count that was provided in the application submitted for funding.

**A2-Q. Where do we find the 185% number?**

A2-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 poverty guidelines by persons in family/household. Based on the family size, multiply that number by 185% and that will give you the maximum household income.

**A3-Q. What if I can’t edit the section title “Low Income Eligibility Verification” in GAINS?**

A3-A. If you do not see open fields to edit in the section in GAINS titled “Low Income Eligibility Verification”, It means that you participated in EANS I and submitted evidence that is compliant with EANS II, therefore, you don’t have to submit low-income data again.

# B. Colorado EANS II Closeout and Final Narrative Report

**B1-Q. What information is being collected in this Section in GAINS?**

B1-A. The following information will be collected in GAINS in regard to the Final Narrative for EANS II.

* How did your project contribute to the COVID – 19 pandemics in terms of responding to, preparing for, and preventing it from spreading or how did it address learning loss due to COVID - 19
* What populations were served with the grant funds?

# C. Equipment and Supply Inventory and Asset Tagging

**C1-Q. What does it mean when CDE says “the items purchased need to stay in public control”?**

C2-A. For the EANS II Program, all items purchased by CDE and reimbursed are considered property of CDE and must remain under public control.

**C2-Q. Can we retain the inventory even if we do not have another federal program that the inventory can support?**

C3-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.

**C3-Q. What items need to be tagged?**

C4-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.

**C4-Q. What type of items are considered high value, highly walkable, easily stolen?**

C4-A. Chromebooks, laptop's, tablets, promethean boards, headphones, TV’s, microphones, portable ventilation systems that can be removed from the building.

**C5-Q. How do we determine the useful life of the items purchased with EANS funds?**

C5-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.

**C5-Q. How do we get rid of items that have finished their useful life that are going to be tagged?**

The GEER, RISE and EANS Closeout and Final Narrative section in GAINS 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 or if the school needs to dispose of items purchased with ARP EANS II funds. Please see the Equipment and Supply Inventory and Asset Tagging Page in GAINS for details required for that collection.

**C6-Q. If we are going to continue to use the items purchased with ARP EANS II funds and in the future, they reach the end of their useful life or need disposition, how do we do that?**

C6-A. After the Monitoring period is complete and the equipment is past it’s useful life or is no longer working, please fill out the [EANS I and EANS II Disposition form Resource on the website.](https://app.smartsheet.com/b/form/fa8da81eeb4040ce8838f4151c69a05a)

**C7-Q. We tagged all our IT items with a non-removable label, but will we have to go back and use CDE tags?**

C7-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.

**C8-Q. How will we receive our tags from CDE?**

C8-A. CDE will mail the tags directly to the non-public schools.

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

C8-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. If you still cannot locate the serial number, please provide a reason in the comments column in the asset tagging sheet.

**C9-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?**

C9-A. You will indicate that the Chromebook is no longer in use in GAINS. Once this information is provided, CDE will inform the school how to dispose of or return the items during the monitoring process.

**C10-Q. If the serial number cell in the spreadsheet is highlighted, what does that mean?**

C10-A. A highlighted cell means CDE was unable to locate the serial number. Please input a serial number if you have it. If you cannot locate a serial number, please indicate why in the comment’s column.

**C11-Q. What do we do with smaller, cheaper items like cords, tripods, inexpensive backpacks, microphones?**

C11-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 and the

Equipment and Supply Inventory section in GAINS.

**C12-Q. What do we do with items that don’t have serial numbers?**

C12-A. You would still report those items, and the NPS would enter “N/A” for serial numbers with a comment as to why a serial number is not provided.

**C13-Q. If we did not receive a spreadsheet from CDE, does that mean we don't have any items to be tagged?**

C13-A. Not necessarily. If you received items eligible to be tagged, CDE may not have the serial number for those items. Therefore, you will receive a blank spreadsheet for any of those items.

**C14-Q. Once Complete, where do I upload my Asset Tagging Sheet?**

C14-A. There is a specific section titled “Equipment Inventory and Asset Tagging” in GAINS that will allow you to upload an attachment of your asset tagging sheet on question 3.

**C15-Q. Is CDE coming to get this equipment?**

C15A. CDE currently has no plans to pick up equipment, however, CDE is required to track items purchased with EANS funds. Review of submitted monitoring documents will drive any changes to plans.

**C16-Q. What other federal programs could these be used for?**

C16-A. 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.

**C17-Q. What if my school does not participate in other federal programs?**

C17-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.

**C18-Q. What is the difference between Equipment and Supply Inventory and Asset Tagging?**

C18-The Equipment inventory section in GAINS is there to collect the status of each item purchased under EANS II. You will be asked to provide the Condition of the item, if the item will continue to be in use and which federal program the item will support. The Asset Tagging sheet is where you will report the asset tag number assigned to each item that requires a tag. Not every item will require an asset tag.

**C20-Q. What if some of the items listed as one line item in the Equipment Inventory Section, have a different Condition or Term of use?**

C20- Please note any specific information about items in the second section. For example, if you have 6 Laptops as one line item, and 2 have broken, please note something like “We notated that the 6 laptops from Dell are working and we are keeping them; however, 2 are broken and need disposed of. The serial numbers for these items are A1234, B5678.” in question 2.

**C21-Q. What if we have already disposed of something that was purchased with EANS funds?**

C21-A. Please reach out to [eansapplications@cde.state.co.us](mailto:eansapplications@cde.state.co.us) and provide CDE with additional information regarding the disposed item.

# D. Notification, Review Process and Timeline

**D1-Q. When do the monitoring activities need to be completed?**

D1-A. All evidence and forms are due by April 25, 2025.

**D2-Q. When should I expect to receive a response from CDE?**

D2-A. CDE staff will review the evidence submitted and provide between your submission date and May 30, 2025.

**D3-Q. What does the process look like now that Monitoring will be done through GAINS?**

D3-A. The process will look a little different from EANS I and will go as follows:

1. The NPS will get access to the GAINS system by completing the Access Request Form
2. The NPS will complete the EANS II Monitoring Instrument
3. The NPS will Submit the EANS II Instrument
4. CDE will Review the evidence submitted by the NPS
5. CDE will complete the review of the evidence provided and send the NPS the Monitoring Results
6. NPS will review the Monitoring Results in the LEA: Monitoring Results Response page and upload new evidence for specific topics
7. The NPS will notify CDE that additional evidence has been uploaded by (insert form of notification)
8. CDE Reviews additional Evidence submitted.
9. CDE will either ask for additional evidence in GAINS or will notify the NPS that their monitoring is in compliance.