## ESEA Office Hours Questions & Answers 11.5.20

**Q: Do the supplemental funds, if awarded through Indian ed student counts, can they only go towards those students? Do we have to share with NPS?**

A: *Funds are to directly benefit students for whom they were earmarked, however do not have to exclusively be used for those students. The Equitable Services allocation applies to non-public schools within the district, who have Native American students attending. BOCES and Tribes themselves are not subject to equitable services allocation. Further guidance is to be released.*

**Q: Is this the same calculation we would use for Charters?**

A:  *No, Proportionate Share is specifically for non-public schools. As Charters are considered public schools, they do not have a calculation. The disbursement of remaining funds (after the proportionate share has been taken off the top of the allocation) is at the district’s discretion. Districts may choose to base their calculations on free and reduced lunch or per pupil.*

**Q: Does the application platform do the calculation for us for NPS?**

A: *Yes. Enter the number of low-income non-public school students that reside in a Title I attendance area, and the number of low-income students residing within Title I school boundaries in the district attending a public school. Select ‘refresh’ at the bottom of page to calculate the NPS proportionate share.*

**Q: Has there been a determination on whether we have to distribute the 5012 funding to charters or whether we can just send the charters their Total Program share and then use district expenses to spend all the 5012 funding?**

A: *New guidance will be released in the upcoming days regarding 5012 funding. Further communications will be emailed and reviewed in upcoming office hours.*

**Q: For the expenditures related to the county revenues, should these be included on the CRF reporting? Can you confirm that the same grant code should be used for both sources?**

A: *No, county revenues do not need to be included on the CRF Reporting. The same grant code is used for both sources.*

**Q: Jennifer O. for the interest earnings, how do you want us to account for the extra spending?**

A: *Jennifer Austin will confirm and follow up.*

**Q: Will the payroll ledgers be a request that occurs after the submission of Q3 and the General ledgers or will they need to be included with the Jan 5 submission?**

A: *Yes, KPMG will likely request the payroll ledgers when they start reviewing general ledgers.*

**Q: If we are reimbursing our Charters for their CRF expenditures, do we use our cash basis for when we paid them, or their cash basis for reporting on the workbook?**

A: *It is recommended that Charters use the cash basis date for Q3. Jennifer Austin will confirm with KPMG and follow up.*

**Q: for time & effort - what about premium pay for hours worked (e.g. custodians) while most staff was under stay at home orders? It's not necessarily OT.**

A: *Premium pay is allowable, time and effort is not required. Create a memo documenting the reasoning for increased pay over the March budgeted rate.*

**Q: We do not pay a vendor until goods are received and we have the invoice showing the actual amount (and not estimated). If goods are not delivered until after Dec. 30, payment will not be made and posted to the GL. We cannot pay the vendor off a quote and post to the GL within the grant period. Any recommendations?**

A: *We suggest reaching out to the vendor for a more definite upfront quote/invoice to include shipping, etc. to update accrual. You may also accrue off the quote without shipping, etc.*

**Q: Does it seem reasonable that the LEA would have to document or be able to show proof that for that time period they were working on site and were approved to receive the premium pay?**

A: The *LEA’s documentation provided to their payroll department justifying premium pay due to COVID related onsite working conditions is sufficent.*

**Q: Our custodian is not working overtime but is still doing a lot of cleaning due to COVID can part of her salary be taken out of the CRF funds?**

A:  *If the salary was approved in the budget as of March 1st, that part of the salary cannot be used for CRF.*

**Q: What type of documentation should we put together for employees receiving sick leave due to COVID?**

A: *We recommended using the standard internal process for documenting sick leave.*

**Q: If a custodian is budgeted for part-time, originally hired for part-time, but is now working full-time hours due to COVID...can those excess hours be paid with CRF funds?**

A: *Yes, the excess hours can be charged to CRF.*

**Q: Does the time and effort determination provided apply to both CRF and ESSER?**

A: *It is specific to CRF.*

**Q: Regarding the NPS calculation, is it because the CARES Act references section 1117, we are supposed to count the number of low-income students within the Title I boundaries and not just all low-income students? Whether its from the NPS that quality or the districts and use that as the numerator and denominator.**

A: *Please confer with DeLilah Collins for guidance regarding your situation.*

**Q: Will the things for monitoring that Jennifer Austin mentioned be on any type of document for reference, especially her suggestions for documentation?**

A: *Yes, further guidance and resources will be provided*.

**Q: If we had to add another bus route due to social distancing can that amount be taken out of CRF funds?**

A: *Yes, the operational expense increase related to added bus routes to meet social distancing criteria, can be included in CRF. Please provide supporting documentation, relating to the Health Order.*

Q: **When attempting to add increased or lost instructional time (extra duty) for a salaried individual on the ESSER application, we are prompted to input FTE. What FTE should be entered when only a certain percentage of an individual’s salary or extra duty is utilized? Additionally, the position type drop down does not provide a 201 option for regular ed teachers.**

A: *Increased or lost instructional hours are entered by selecting ‘Salary’, indicating a job class of ‘Stipend’. Please provide supporting details in the documentation section. The 201 drop down option will be added to the ESSER application.*

**Q: I am a little concerned about how to document how much time was spent on instructional hours in the spring compared to the fall. Is there guidance on this?**

A: *Yes, please reference the calculator available on our* [*website*](https://www.cde.state.co.us/cdefinance/optionalcrflostlearningtimetemplate)*.*

**Q: We are about to go remote and go back to the "summer" meal set up for grab and go lunches...that being said can I charge the kitchen staff hours to CRF for all/lost time?**

A: *Please reference item 27 of the* [*allowable uses*](http://www.cde.state.co.us/caresact/crf-allowableexpenditures.) *– ‘temporarily adjusting job duties for current food service staff to prepare or delivery melas for students’. If staff are working 51% or more time on additional COVID related services, these additional or reallocated hours can be covered.*

**Q: I am referring to backup that may be required to show that they spent 4 hours instructional in the spring. How is acceptable backup stating how many hours they worked in the spring? We have a document that we put out on what our distance learning plan was for the Spring...would that work as backup, or do we even need backup for this?**

A: *Yes, please utilize the distance learning Spring plan.*