



**COLORADO**  
Department of Education  
Commissioner of Education

201 East Colfax Avenue  
Denver, CO 80203-1799

May 22, 2020

Superintendents, BOCES Executive Directors, and Facility School Directors,

Happy Friday. I really hope that you can get some down time this weekend—even if it is for a little while. I am very appreciative of all the planning you are doing during these uncertain times. I have two items for you in this email: 1) Relating to the recent Coronavirus Relief Funds and 2) on a recent CORA request we received.

- 1) I wanted to send an update because we know that you have many questions related to the CARES Act Coronavirus Relief Funds (CRF). By now, you should have received the funds. We are working diligently to develop guidance to provide additional clarification on the use of these funds. We will distribute this as soon as it is available. In the meantime, we would like to provide a few points of clarification that we do have.
  - The Office of the State Controller has developed a website that contains information related to the broader use of these funds. This information is available at: <https://www.colorado.gov/pacific/osc/osc-guidance-cares-act>
  - We know that some district have had difficulty electronically signing the [Notice of Award](#) (NOA). The instructions in red (at the bottom of this email) may assist in this process. Alternatively, you can submit a PDF version of a hard copy signature.
  - Previously, we requested that you return the completed NOA form to Madalena Garcia and copy Megan Richardson at [richardson\\_m@cde.state.co.us](mailto:richardson_m@cde.state.co.us) by Friday, May 29. We have been provided an updated email address to send the NOA forms: [soc\\_caresact@state.co.us](mailto:soc_caresact@state.co.us). We apologize for the inconvenience of this change. If you have already submitted a NOA, there is no need to resend.
  - Finally, we have received several questions related the distribution of these CRF funds to charter schools and private schools. Because these funds are being distributed on a per pupil basis to districts based on a calculation inclusive of charter school students, Section 22-30.5-112(3), C.R.S. directly applies and would therefore require sharing with charter schools on a per pupil basis. The distribution approach used to share the funds for furniture, fixture and equipment for full-day kindergarten through HB19-1055 may be instructive for the distribution of the CRF funds, since both use the same allocation methodology. Similar to other funding streams, excluding of Title I funds, there is no equitable distribution provision of these funds, therefore, there is not requirement to share these funds with private schools.
- 2) Thank you for sharing your needs and insights related to COVID-19 early in the process of transitioning to remote learning through a [needs inventory and survey](#), collected March 27 to April 4. This inventory was administered by CDE, in collaboration with the Colorado Education Initiative (CEI). We are writing at this time, because recently we received a Colorado Open Records Act (CORA) request for the results and responses of the needs inventory. Per Colorado law, CDE is required to respond. We received the request a week ago from the Jeffco County Education Support Professionals



Association (JESPA). Results of the needs inventory information to be shared in the CORA request reflect information collected as of Wednesday, April 15. Personal contact information and cell sizes under 16 were suppressed in alignment with CDE procedures. If you have questions about specific information included that was shared about your school or district, please contact CDE staff, Jeremy Meyer ([meyer\\_jeremy@cde.state.co.us](mailto:meyer_jeremy@cde.state.co.us)) or Misti Ruthven ([Ruthven\\_m@cde.state.co.us](mailto:Ruthven_m@cde.state.co.us)).

Instructions for Completion of the Notice of Award:

- DOWNLOAD Adobe PDF form by choosing the download button in the upper right corner (looks like a downward arrow)
- RIGHT CLICK ON DOCUMENT for menu options pop-up
- CLICK on SAVE AS
- Save to your computer (You must download and save for the electronic signature function to activate)
- Enter appropriate information in required fields
- There are two ways to add your electronic signature
  - Double click in the box, your signature box will pop-up, click sign, OR
  - Click on Fill & Sign in the upper right hand corner, choose PLACE SIGNATURE, click inside signature box
- Once signed, you will need to SAVE the document again to your computer
- COMPOSE a new email and ATTACH the saved document and send email to [soc\\_caresact@state.co.us](mailto:soc_caresact@state.co.us)

Thank you,



Katy Anthes, Ph.D.  
Commissioner

