

EASI RFF Process

As of 8/15/2021

New EASI RFF In Formsites

- Located here:
 - <http://www.cde.state.co.us/cdefisgrant/requestforfundsforms>
- No need to populate the following on the RFF in Formsites
 - Route
 - School name/code
- New additions that need to be populated on the RFF in Formsites
 - Cohort
 - Attach spreadsheet that will include the details of the request

RFF Formsite Submission

- The RFF cannot be submitted without attaching the Excel spreadsheet.
- The new RFF should include the following detail as well as the Excel spreadsheet attachment:
 - Cohort (Must be the same as the submitted Excel spreadsheet)
 - District
 - Fiscal Year (Must be the same as the submitted Excel spreadsheet)
 - District Expenditures to Date
 - Previously Requested Funds
 - Total Amount of Current Request (Must equal the running total on the attached Excel spreadsheet)
 - The Person Preparing the Report detail (Same as previous RFF version)

RFF Formsite Submission Continued

- RFF's are still due on the 15th of each month
- Please Remember:
 - Timely submission ensures timely reimbursement
 - Sending in requests less frequently than quarterly (ideally monthly) can create larger issues that might arise
 - The RFF should be submitted only for federally awarded EASI funds that you have previously received and are still available via Performance Period outlined in the associated GAN.
 - Any funds requested in excess of your districts award by school, route, cohort, and/or amount will either be truncated or denied when CDE process the RFF.
 - If you do not receive your full amount requested through Formsite please contact one of CDE's Grants Fiscal employees (Contact information at the end of this PowerPoint)
 - **Please note that Cohort 1-3 RFF's must be submitted separately from Cohort 4 RFF submissions.**

New Excel Spreadsheet that needs to be Completed for RFF Formsite

- Federal EASI RFF Support Report will be populated with the following fields for ALL schools, routes, cohorts, fiscal years, and amounts that are needed to reimburse outstanding EASI expenses.
 - Populate the following:
 - District Number (Select from Drop Down Menu provided)
 - School Number (Select from Drop Down Menu provided will also include District level option)
 - Route (Select from Drop Down Menu provided)
 - Cohort (Select from Drop Down Menu provided)
 - Fiscal Year (Select from Drop Down Menu provided)
 - Amount requested

New Spreadsheet that needs to be Completed for RFF Formsites Continued

- The new Excel Spreadsheet should encompass ALL the necessary requests in a single spreadsheet and attached only once to the RFF in Formsites for each RFF submitted for a Cohort and Fiscal Year.
- The new Excel Spreadsheet will be available here:
 - <http://www.cde.state.co.us/cdefisgrant/requestforfundsforms>
- Please ensure that the Spreadsheet is the same as the RFF submitted in the following areas:
 - Cohort
 - Fiscal Year
 - Total Amount of Current Request

CDE Contact Information

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