

## Job Aid for completing “COVID-19 Federal-Funded Equipment Check Out/In”

**Background:** United States Department of Education (USDE) provided guidance dated April 29, 2020 titled “Fact Sheet for Repurposing Federal Equipment and Supplies to Combat COVID-19.”

To combat the impact of COVID-19 on the learning environment, the USDE is providing school districts an exception to the allowable cost requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. **Schools must maintain an inventory of the equipment and supplies being repurposed to facilitate proper return, including the following:**

- (a) clearly mark the equipment being repurposed with pertinent identifying information
- (b) description and itemization of the type of equipment or supplies being temporarily repurposed
- (c) the amount of Federal funds used for the purchase
- (d) the source (Federal program(s) funds involved) from which the temporarily repurposed equipment was purchased
- (e) check out condition to determine if the equipment is returned damaged (i)
- (f) the date on which the equipment or non-consumed supplies were checked out for COVID-19 distance learning purposes
- (g) where the equipment or supplies are assigned for use during the duration of the COVID-19 national emergency
- (h) the date on which the equipment or non-consumed supplies are returned for Federal program purposes
- (i) lost or damaged must be replaced with non-Federal funds to ensure continued benefit to the Department grant program

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### Schools which kept track of checked out federal equipment through Remedy

The Title I Office has created two special FOCUS reports, so that schools can export, copy and paste all devices with a checked-out status from Remedy. There are two exports, one for equipment checked out to students and another for equipment checked out to teachers.

**Important Notes:** Export must be done before checking in the devices into Remedy. Once the devices are checked in, Remedy and FOCUS will not display the equipment as being checked out. FOCUS receives the information from Remedy every Wednesday night. By default, Remedy only lists equipment from the some of the District’s technology vendors.

#### Instructions:

- 1) Login to [Student FOCUS Report](#) using your SSO. If you do not have access, please see “Note 12” below.
- 2) Scroll all the way down.
- 3) Click on “Export” then “Excel” in the bottom left corner of the report.
- 4) Save the Student FOCUS Report to your computer.
- 5) Open the Student FOCUS Report using Excel.
- 6) Copy equipment data from Student FOCUS Report (starting with row 4, select columns A-G).
- 7) Paste the data into line 15, column A of the “[COVID-19 Federal-Funded Equipment Check Out/In.](#)”
- 8) Login to [Teacher FOCUS Report.](#)
- 9) Repeat steps 2-7 for the Teacher FOCUS Report and append the teacher data right after the student data.
- 10) Fill in any blanks and identify federal-funded equipment through the funding source column.

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### Schools which kept track of checked out federal equipment through Google Sheets or Google Docs

**Instructions:** Ensure that the Google Sheets or Google Docs has:

- School Name and Location Code
- Contact Name and Contact Number
- Columns a-i (order does not matter)

Click on File, Download, Microsoft Excel and Save this file on your computer.

## Schools which kept track of checked out federal equipment through Excel or Word

**Instructions:** Ensure that the Excel or Word document has:

- School Name and Location Code
- Contact Name and Contact Number
- Columns a-i (order does not matter)

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## Schools which kept track of checked out federal equipment through “hard copy” paper forms

**Instructions:** Ensure that the paper forms have:

- School Name and Location Code
- Contact Name and Contact Number
- Columns a-i (order does not matter). You can handwrite this onto the “hard copy.”
- Scan hard copies into PDF format

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### Notes:

- 1) Although the USDE guidance came out on April 29, 2020, we must do our due diligence to capture as much information as possible for the equipment that was checked out before April 29, 2020.
- 2) Going forward, all federal-funded equipment checked out, must be logged using any of the methods above.
- 3) This needs to be done for all federal-funded Non-Capitalized Equipment and General Supplies Technology (GST), regardless of cost.
- 4) All Title I schools need to complete this form or indicate that no federal equipment was checked out.
- 5) Google Sheets, Google Docs, Excel and paper form users also have the option to transfer their information into the [“COVID-19 Federal-Funded Equipment Check Out/In”](#) form.
- 6) Do not submit this form with any student information other than Student ID numbers.
- 7) Order of columns does not matter and can be rearranged.
- 8) General-funded equipment may be included but needs to be noted in the funding source column (d).
- 9) All cells need to be completed for each piece of federal-funded equipment.
- 10) For an example of how to name your columns, see Figure 1 below.
- 11) The due date for this document will be established after COVID-19 distance learning is over.
- 12) To get access to FOCUS report, please follow these steps:
  - Login to <https://oneaccess.lausd.net/>
  - Go to “Focus Reporting & Dashboards”
  - Click on “Manage/Edit Roles”
  - Click on “New Request”
  - Select Role (School Principal or School Non-Admin Student Support)
  - Select Location
  - Click “I Agree”
  - Click “Submit Request”

Figure 1

Order	COVID-19 Federal-Funded Equipment Check Out/In
a	Serial Number
b	Description
c	Purchase Price
d	Funding Source
e	Check Out Condition
f	Check Out Date
g	Student ID Number or Employee Number
h	Check In Date
i	Check In Condition