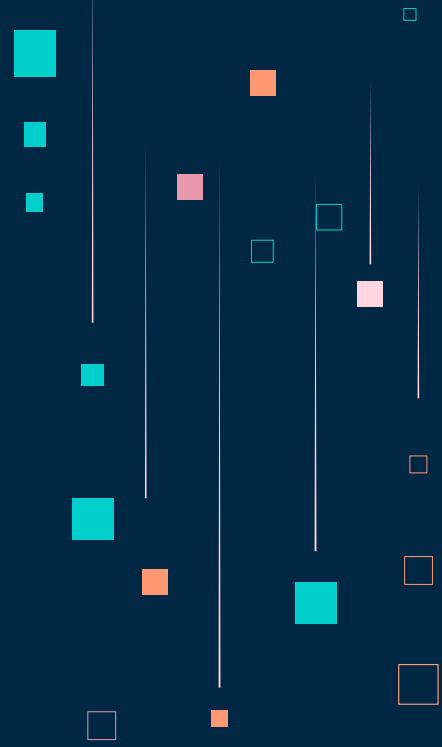


2022–23 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Subgrant Reporting BEGINNER

June 12, 2023



California Department of Education
Tony Thurmond, State Superintendent of Public Instruction

Student Achievement and Support Division
School Improvement and Support Office

Housekeeping

- Please use the Zoom Question and Answer feature to post any questions you may have.
- A PDF of today's presentation is located on the California Department of Education (CDE) Comprehensive Support and Improvement (CSI) Webinars web page at <https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp>.

PART I

Local Educational Agency (LEA) Grant
Management Reporting

Part II

Federal Reporting

Part III

Federal Program Monitoring (FPM)

PART I: Grant Management Reporting



Reporting Timeline

REPORT NAME	REQUIRED REPORTING DATA	PERFORMANCE PERIOD	REPORTING WINDOW
Report 1	<ul style="list-style-type: none">• Closed School Acknowledgement• Funding Plan Adjustment• Budget Summary• Expenditures	March 13, 2023, to June 30, 2023	July 1–31, 2023
Report 2	<ul style="list-style-type: none">• CSI Plan Approval/Adoption Dates• Expenditures• Federal Report	July 1, 2023, to September 30, 2023	October 1–31, 2023
Report 3	Expenditures	October 1, 2023, to January 31, 2024	February 1–28, 2024
Report 4	Expenditures	February 1, 2024, to June 30, 2024	July 1–31, 2024
Final Report and Subgrant Evaluation	<ul style="list-style-type: none">• Final Expenditures/Closeout Report• Subgrant Performance Report• Federal Report	July 1, 2024, to September 30, 2024	October 1–31, 2024

Where Do LEAs Report?

LEAs will be required to submit all required reporting data in the **Grant Management and Reporting Tool (GMART)**.

GMART is a web-based system that allows LEAs to complete and submit an application for funding, view, revise, and submit fiscal and other required information.

Logging On to GMART

CDE GMART home page:

<https://www3.cde.ca.gov/gmart/gmartlogon.aspx>

Select the Subgrant

Every Student Succeeds Act (ESSA) CSI LEA Subgrant/s/

- Fiscal Year (FY) 2022–23 (*select this FY*)
- FY 2021–22

Report 1 Requirements

Report 1 includes the following sections:

- LEA Allocation Amount
- Funding Plan and Justification
- Budget Summary and Narrative
- Expenditure Report

LEA Allocation

LEA NAME	Preliminary LEA Allocation (February 2023)	Final LEA Allocation (April 2023)
Sample Unified	\$330,180	\$356,702

A table of final allocation amounts is located on the CDE CSI LEA Fiscal Information web page at <https://www.cde.ca.gov/sp/sw/t1/csileafiscalinfo.asp>.

Report 1: Funding Plan

LEA & School Name	Preliminary Funding Plan (<i>Closed</i>)	Final Funding Plan (<i>Edit</i>)	LEA Action
Sample Unified	\$100,000	\$100,000	<i>Edit</i>
School A	\$130,180	\$150,702	<i>Edit</i>
School B	\$100,000	\$106,000	<i>Edit</i>
Total Distributed	\$330,180	\$356,702	n/a

Report 1: Funding Plan Justification

In the textbox provided under the Funding Plan table, the LEA must provide a justification for all Funding Plan changes.

Justification for Funding Plan Changes

Example: School A and B's allocation increased by \$20,522 and \$6,000 respectively due to the increase of the LEA's Final Allocation amount.

Report 1: Budget Summary Table

The Budget Summary combines LEA-and school-level budget amounts for CSI activities.

Object Code	Budget amount	Budget Detail	Percent of Total Budget	LEA Action
1000-1999 Certificated Personnel Salaries	[LEA to enter amount]	[Select all that apply] <ul style="list-style-type: none">• Capacity building• Stakeholder engagement• Needs assessment/root cause analysis• Selecting and implementing evidence-based interventions/strategies/activities• Monitoring and evaluating improvement efforts• Other CSI activities	%	<u>Edit</u>

Report 1: Budget Summary Narrative

In the textbox below the Budget Summary table, the LEA must explain:

- How the costs associated with each major object code and project activity relate to the development and implementation of the CSI Plan, and
- How the costs directly support implementation of the evidence-based interventions, strategies, activities, and reason/s/ for identification.

Report 1: Budgeting Tips

- The Budget Summary must follow and align with the evidence-based interventions as outlined in the LEA's CSI Plan.
- If budgeting for a similar item/service that was previously purchased, use those actual expenditures to inform current Budget Summary projections.
- Be intentional and focused on leveraging CSI funding to directly support and improve student outcomes.

Report 1: Expenditure Reporting (1)

Object Code	Expenditure Amount	Percent of Total Budget	LEA Action
1000-1999 Certificated Personnel Salaries	<i>[LEA to enter amount]</i>	%	<i>Edit</i>

Report 1: Expenditure Reporting (2)

Indirect Costs

Description	Report 1 Expenditures	Total Maximum Allowable Indirect Costs
Maximum Allowable Indirect Costs	Automatically Calculated	Automatically Calculated

Balance

Final Allocation	Total Expenditures To-Date	Cash Balance
Sample Unified	Automatically Calculated	Automatically Calculated

Report 2

- **CSI Plan Approval/Adoption Dates**
 - Type of CSI Plan: School Plan for Student Achievement, Local Control and Accountability Plan, or Other
 - Date of Plan Approval/Adoption or Scheduled Approval/Adoption date by the School *and* LEA
- **Expenditures** (July 1, 2023, to September 30, 2023)

Reports 3, 4, and Final

Report 3

Expenditures (October 1, 2023, to January 31, 2024)

Report 4

Expenditures (February 1, 2024, to June 30, 2024)

Final Report

Expenditures and Subgrant Evaluation (July 1, 2024, to September 30, 2024)

Final Report & Subgrant Evaluation

Final Subgrant Evaluation

- **Review** LEA Allocation Amount
- **Review** Final Expenditures and Closeout Report
 - Closeout Report – Remaining Unspent Funds
 - Indirect Costs
- **Complete and Submit** the Subgrant Performance Report

Final Report & Subgrant Evaluation Prompts (1)

Subgrant Performance Report

- **Prompt 1:** Describe the LEA's vision for using CSI funds to improve school and student outcomes in schools identified for CSI.
- **Prompt 2:** Describe the evidence-based strategies that improved school and student outcomes.

Final Report & Subgrant Evaluation Prompts (2)

Subgrant Performance Report

- **Prompt 3:** Describe the challenges the LEA faced, the problems that were overcome, and key lessons learned. What changes were made as a result of this information in order to improve school and student outcomes?
- **Prompt 4:** Describe how the LEA will sustain improvements made.

Apportionments

First Apportionment	Reports 1 through Final
25 percent of the LEA's Final Allocation	Claimed expenditures less prior payment

The CDE will apportion funds approximately **12–16 weeks** after a reporting period has ended.

Submitting a Budget Revision (1)

The **Budget Summary** tab will be available once Report 1 has been approved.

GMART Home	Funding Application	LEA Contact Info	CDE Contact Info	Budget Summary
Grant Management Reports	Federal Reports	Report History	GMART Requests	

Reference [Appendix 1](#) for long descriptive text.

Submitting a Budget Revision (2)

Budget Summary Table

Object Code	Last Approved Budget	Last Approved Budget Detail	Revised Budget Amount	Revised Budget Detail	Revision Justification	Percent of Total Budget
1000–1999 Certificated Personnel Salaries	\$10,000.00	Carried over from Last Approved Budget Detail (Auto-populated)	[LEA to enter]	<p>[LEA to select all that apply]:</p> <ul style="list-style-type: none"> • Capacity building • Stakeholder engagement • Needs assessment/root cause analysis • Selecting and implementing evidence-based interventions/strategies/activities • Monitoring and evaluating improvement efforts • Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting 	<p>[LEA to enter Revision Justification]</p> <p>The LEA must provide a detailed justification for the increase or decrease from the last approved budget amount that details why the change is occurring.</p>	(Auto-populated)

Reference [Appendix 2](#) for long descriptive text.

Submitting a Budget Revision (3)

Last Approved Budget Summary Narrative

This textbox will display the LEA's last approved Budget Summary Narrative.

Revised Budget Summary Narrative

Explain how the revised budgeted amounts associated with each major object code and project activity relate to the development and implementation of the CSI plan/s/, including how the costs directly support implementation of evidence-based interventions/strategies/activities and reason/s/ for identification.

[LEA will revise/update their Budget Summary Narrative as it relates to their Revised Budget Summary.]

Reference [Appendix 3](#) for long descriptive text.

Budget Summary FAQ #1

When is a Budget Summary revision required?

A revision is required when a change to a budgeted amount in a given object code exceeds a 10 percent threshold.

Budget Summary Revision FAQ #1 Example 1

Approved Budget

Object Code 5000–5999

Cost: \$30,000

LEA underestimated costs

Revised amount:
\$35,000

In this example, the LEA is **required** to submit a budget revision as the revised amount exceeds 10 percent of the previously approved budget amount.

Budget Summary Revision FAQ #1 Example 2

Approved Budget

Object Code 4000–4999

Cost: \$10,000

LEA underestimated costs

Revised amount:
\$10,500

In this example, the LEA is **not required** to submit a budget revision as the revised amount does not exceed 10 percent of the previously approved budget amount.

Budget Summary FAQ #2

Is a revision required if an LEA makes a change to its Funding Plan?

Not necessarily. The Funding Plan captures how the LEA intends to distribute its allocation between the district and/or school, whereas the Budget Summary captures how the LEA intends to expend its allocation across object codes.

If the Funding Plan alters how the LEA plans to expend its allocation, then a Budget Summary revision may be needed.

Budget Summary FAQ #3

Must a revision be approved by the CDE before the LEA can submit a Grant Management Report?

An LEA must have an approved Budget Summary prior to making expenditures that exceed 10 percent of budgeted amounts. If expenditures exceed the 10 percent threshold, an error message will display and the LEA must resolve the error in order to move forward.

Therefore, it is important that budgeted amounts are aligned with the evidence-based interventions/strategies/activities as indicated in the LEA's approved CSI plan/s/.

Budget Summary FAQ #4

If the LEA requests to revise its Budget Summary, must it also revise its Budget Summary Narrative?

Depending on changes to the Budget Summary, an LEA may also need to revise its Budget Summary Narrative.

For example, moving a significant amount of funding from one object code series to another object code series, would require the Budget Summary Narrative to be revised should the purpose and intent of those expenditures also change.

Capital Outlay (1)

LEAs **may claim** Capital Outlay expenditures for the following object codes:

- *6400-Equipment (computer systems only)*
- *6500-Equipment Replacement (computer systems only)*

Capital Outlay expenditures have a **very narrow focus**. No other Equipment/Equipment Replacement expenditures may be claimed within the 6000 object code series, as they do not align with the purpose and intent of the ESSA CSI LEA subgrant.

Capital Outlay (2)

Reporting Capital Outlay Expenditures in GMART

If reported expenditures in object code 6400–6500 total \$5,000 or more, the GMART will require a response to the following prompt:

- Does this expenditure include an item with a unit cost of more than \$5,000?

Capital Outlay (3)

Reporting Capital Outlay Expenditures in GMART

If **Yes**, the LEA must provide the date the *Title I CSI Capital Outlay Expenditures Request Form* was approved by the CDE.

If **No**, the LEA will not be prompted to provide additional information in the GMART and may continue with submitting its report.

Capital Outlay (4)

Obtaining Approval for Capital Outlay Expenditures

Federal requirements located in the Office of Management and Budget (OMB) guidance pursuant to Title 2, Code of Federal Regulations (CFR), Part 200.439(b)(2), require a subgrantee to obtain prior written approval from the Federal awarding agency or from its awarding agency **prior to incurring the cost** of a Capital Outlay expenditure.

Only items with a **unit cost of \$5,000 or more** will require prior written approval from the CDE.

Capital Outlay (5)

Title I CSI Capital Outlay Expenditures Request Form

The form is located on the CDE ESSA CSI LEA Authorized Use of Funds web page at

<https://www.cde.ca.gov/sp/sw/t1/csileaauthusefunds.asp>

and is specific to the CSI program.

NOTE: The **Title I CSI form is separate** from the forms that are used for the Title I, Part A and Part D programs. For more information about Title I, Part A and Part D Capital Expenditures, please visit

<https://www.cde.ca.gov/sp/sw/t1/capitalexpenditure.asp>.

Capital Outlay (6)

Completing the Title I CSI Capital Outlay Expenditures Request Form

The LEA will provide:

- Contact information and
- Responses to six prompts

The prompts will require the LEA to provide information as to how the proposed Capital Outlay expenditure will support the implementation of the CSI plan and CSI program as a whole.

Capital Outlay (7)

Review of the Title I CSI Capital Outlay Expenditures Request Form

- If the request is **approved**, the CDE will email the LEA and attach the approved form for confirmation.
- If the request is **not approved**, the CDE will email the LEA and return the form with relevant remarks/comments. Depending on the reason/s/ provided, the LEA may be able to resubmit for reconsideration.

If You Want to Revise the...

- Budget Summary and Narrative
 - Select the **Budget Summary** tab in GMART
- Funding Plan
 - It may be revised during any reporting period
- Expenditure Report
 - Ensure current report is clear of data
 - Use the **Remarks** textbox to document changes

Reporting Tips (1)

1. If there are **no expenditures**, enter **\$0** in each **object code** and then submit the report.
2. When entering expenditure data, be aware that **only numbers** are allowed.
 - a) No decimals
 - b) No commas
 - c) No dollar signs

Reporting Tips (2)

3. If a **CSI-eligible school closes** anytime throughout the subgrant, the LEA must communicate this information through the ***Submit a Request*** tab in the GMART.

CDE ESSA CSI LEA Subgrant Closeout Instructions are located at

<https://www.cde.ca.gov/sp/sw/t1/csileacloseout21.asp>.

Closeout Pointers (1)

- If the LEA has a **\$0 (zero)** cash balance, the GMART will prompt the LEA to closeout its subgrant.
- If the LEA has a **\$25 cash balance or less**, the GMART will ask the LEA if it would like to:
 - Continue expending its CSI LEA subgrant, or
 - Proceed to closing out its CSI LEA subgrant
- However, if the LEA has **more than a \$25 cash balance**, closeout can also be requested at any time.

Closeout Pointers (2)

Encumbrance vs. Legal Obligations

- LEAs may claim certain qualifying legal obligations incurred by the end of the subgrant period, even though the goods or services will not be received until after the subgrant period ends.
- Refer to Procedure 765 in the California School Accounting Manual for guidance on determining if an expenditure meets the threshold for a legal obligation.
- Funds **must be liquidated within 120 days** of the subgrant end date pursuant to Title 2, *CFR*, Part 200.344.

Closeout Pointers (3)

Fifteen percent of LEAs did not submit the final report for FY 2020–21 subgrant until after the deadline.

Implications

- Delays the apportionment process
 - CDE must meet internal deadlines to disperse final apportionment
 - Unused CSI funds revert to Title I, subpart 2 of Part A per ESSA, Section 1003(a)(g)(1)
- Persistent outreach efforts from CDE to LEAs

Submitting a GMART Request

Select the **GMART Requests** tab from the menu bar, then choose the option that best fits the LEA's need:

- Open a previously approved Grant Management Report
- Communicate the closure of a CSI-eligible school
- Submit an inquiry/email or arrange a phone call with CDE staff

What's on Your Mind? (1)



PART II: Federal Reporting



Federal Reporting Requirements

The CDE is required to meet **two separate reporting requirements** for ESSA, Section 1003 funds for CSI:

1. Consolidated State Performance Report (CSPR)
2. ESSA, Section 1003(i) for the state report card

CSPR (1)

The CSPR is the required annual reporting tool for each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the Elementary and Secondary Education Act (ESEA) as amended by the ESSA.

CSPR (2)

The CSPR is part of the federal EDFacts Initiative.

- EDFacts centralizes performance data supplied by state educational agencies (SEA) with other data assets, such as financial grant information, within the United States Department of Education (ED) to enable better analysis and use in policy development, planning, and management.

CSPR (3)

- Title I, Part A: Improving Basic Programs Operated by LEAs is included in the CSPR.
- The School Improvement and Support Office (SISO) is required to collect CSPR data related to ESSA, Section 1003 funds for CSI.
- The CDE is required to submit these data to the ED in February of each year.

CSPR (4)

The data collected using this file specification are used by the ED to monitor and report performance on programs and activities supported by the ESEA, as amended by the ESSA. The table below describes the required data.

Grant Description	Data Collection
School Improvement Funds – ESSA, Section 1003(a)	The dollar amount that the school received for school improvement under Section 1003(a) of the ESEA, as amended by the ESSA.

What is the reporting period?

- The reporting period is a school year (SY) – any twelve-month period.
- Since the 2022–23 CSI LEA Subgrant crosses three SYs (2022–23, 2023–24, 2024–25), *three Federal Reports are required.*

ESSA, Section 1003(a) State Reservation

Under ESSA, Section 1003(a), an SEA must reserve a portion of its Title I, Part A allocation to assist LEAs that serve schools implementing CSI plans under ESSA, Section 1111(d) and 34 CFR §§200.21 or 200.22.

ESSA, Section 1003(i) (1)

Related to the Title I, Part A reservation, the state report card must include:

- All the **LEAs and schools** that received ESSA, Section 1003 school improvement funds,
- The amount of funds **each school received**, and
- The types of strategies implemented **in each school with such funds** (ESSA, Section 1003[i]).

ESSA, Section 1003(i) (2)

The ED provides examples of strategies that may be included:

- Increasing access to effective teachers or adopting incentives to recruit and retain effective teachers
- Increasing or redesigning instructional time
- Implementing interventions based on data from early warning indicators systems
- Reorganizing the school to implement a new instructional model

ESSA, Section 1003(i) (3)

Continued from the previous slide:

- Implementing strategies designed to increase diversity by attracting and retaining students from varying socioeconomic backgrounds
- Replacing school leadership with leaders who are trained for or have a record of success in low-performing schools
- In the case of an elementary school, increasing access to high-quality preschool

FY 2022–23 Federal Reporting Timeline (1)

Federal FY Reporting Time Period	Aligned to GMART Reporting Period
<p>SY 2022–23 <i>(March 13, 2023, to June 30, 2023)</i></p>	2
<p>SY 2023–24 <i>(July 1, 2023, to June 30, 2024)</i></p>	Final
<p>SY 2024–25 <i>(July 1, 2024, to September 30, 2024)</i></p>	N/A

FY 2022–23 Federal Reporting Timeline (2)

- To assist with tracking the numerous reporting timelines and performance periods, please visit the CDE CSI LEA Reporting Requirements web page at <https://www.cde.ca.gov/sp/sw/t1/csileagrnrpt.asp>.
- **Reporting At-a-Glance** shows the required report and reporting window for all active FYs

FY 2022–23 Federal Reporting (1)

To streamline data collection, the SISO has combined the two federal reporting requirements with corresponding grant expenditure reporting periods.

The SISO will use the GMART to collect CSPR and ESSA, Section 1003(i) data.

FY 2022–23 Federal Reporting (2)

Grant Management and Reporting Tool Menu Bar

GMART Home	Funding Application	LEA Contact Info	CDE Contact Info	Budget Summary
Grant Management Reports	Federal Reports	Report History	GMART Requests	

Reference [Appendix 4](#) for long descriptive text.

FY 2022–23 Federal Reporting (3)

For each assigned grant period, the LEA will be required to provide the following information:

1. Amount of funds received by **each CSI school** (*not the LEA*)
2. Types of Strategies implemented with ESSA, Section 1003 funds

Defining “Funds Received” (1)

What does “**funds received**” mean?

The intention is not to consider “funds received” in fiscal terms or with a literal interpretation, but as the amount of CSI funds that were **made available** to the CSI-eligible school in the given time frame, with or without the actual cash revenue behind it.

Another way to frame it is, the amount of CSI funds **awarded** to or **allocated** to serve the school (not actual expenditures) within the given time frame.

Defining “Funds Received” (2)

For example, some LEAs “front load” or “credit” the full CSI allocation to their CSI-eligible school based on the Funding Plan and then set up an “accounts receivable” in anticipation of receiving the CDE payments.

In this example, the LEA would report the full amount of CSI funds “received” by the school in Federal Report 1, and \$0 in subsequent Federal Reports, because the school was already “awarded” and given access to their full allocation of CSI funds.

Defining “Funds Received” (3)

LEA and School Name	FY 2021–22 Funding Plan	Federal Report 1 (Closed)	Federal Report 2 (Closed)	Federal Report 3 (Active)	Types of Strategies	Total Across All Federal Reports (Read-Only)
<i>Sample Unified</i>	\$426,492	NA	NA	NA	NA	NA
<i>School A</i>	\$177,547	\$177,547	\$0	\$0	NA	\$177,547
<i>Total Distributed</i>	\$177,547	\$177,547	\$0	\$0	NA	\$177,547

Defining “Funds Received” (4)

Considering “funds received” as actual cash revenue, (i.e., waiting to receive payment from the CDE) complicates Federal Reporting because it may require up to four months for a payment to be processed by the CDE and received by an LEA.

This may cause an LEA to report inaccurately, due to actual cash revenue being received outside of the given time frame, especially during the final Federal Reporting window.

Defining “Funds Received” (5)

For example, an LEA states:

“The remaining CSI funds will be submitted in the next Federal Report since the funds were received in December 2022 and January 2023 which is outside of the July 1, 2022, through September 30, 2022, time frame.”

As the **final** Federal Report for the subgrant, there are no more Federal Reports, and the “next” Federal Report belongs to a different FY for a different subgrant.

Defining “Funds Received” (6)

The GMART contains “programmatic logic”/features to assist users in submitting Federal Reports accurately.

A **red error message will display** if an LEA reports a dollar amount greater than the dollar amounts provided in the LEA’s Funding Plan.

Reporting funds received from one FY into the Federal Report of another FY will result in an LEA over-reporting their CSI subgrant for a particular FY.

Defining “Funds Received” (7)

LEA and School Name	FY 2021–22	Federal Report (Active)	Types of Strategies	Federal Report 2 (Closed)	Total Across All Federal Reports (Read-Only)
<i>Sample Unified</i>	\$426,492	NA	NA	NA	NA
<i>School A</i>	\$100,859	\$120,000	Increasing access to effective teachers	\$0	\$120,000

ERROR: The amount reported exceeds the allocated amount by \$19,141. Please revise the amount in the Federal Report or the amount allocated in the Funding Plan.

Defining “Funds Received” (8)

Summary

- Federal Reports are completed for **each school year for each CSI subgrant**.
- Federal Reports are **required**, even if an LEA closes out its CSI subgrant early.
- Consider **funds received** as the amount **made available to, awarded to, or allocated** to serve the school within a specified time frame.

What's on Your Mind? (2)



PART III: Federal Program Monitoring



School Support and Improvement Reviews

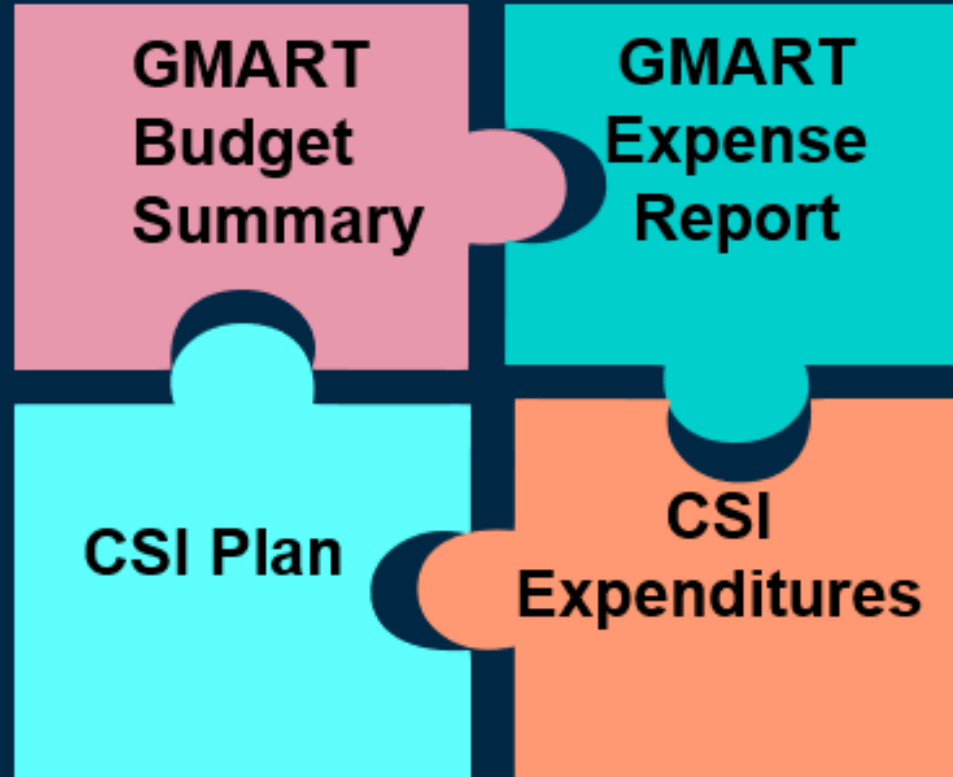
For LEAs participating in the FPM process for Compensatory Education, your review will include **an additional, separate monitoring instrument for School Support and Improvement (SSI)** if your LEA has schools that were identified for school support and improvement, including schools identified for CSI.

Expenditure Evidence Reviewed

- GMART Reports
- General ledger for CSI expenditures (*Resource Code 3182*)
- School improvement plan (*CSI plan*)
- Position control report for staff funded **in whole or in part** with CSI funds
- Duty statements for staff funded **in whole or in part** with CSI funds
- Time and effort records

How Are CSI Expenditures Reviewed?

Pieces
of the
Puzzle



FPM SSI Review Resources

CDE Compliance Monitoring

(includes program instruments and LEAs selected for reviews)

<https://www.cde.ca.gov/ta/cr/>

CDE SSI Program Checklist (see *new* Monitoring tab)

<https://www.cde.ca.gov/sp/sw/t1/csi.asp>

Have Monitoring Questions?

Title I Monitoring and Support Office

916-319-0854

[TIMSO@cde.ca.gov](mailto:TIMSOC@cde.ca.gov)

ESSA CSI Resources (1)

CDE Comprehensive Support and Improvement

<https://www.cde.ca.gov/sp/sw/t1/csi.asp>

CDE Comprehensive Support and Improvement Webinars

<https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp>

CDE Grant Management and Reporting Tool

<https://www3.cde.ca.gov/gmart/gmartlogon.aspx>

CDE GMART Instructions web page

<https://www.cde.ca.gov/sp/sw/t1/gmartinstructions.asp>

ESSA CSI Resources (2)

CDE Indirect Cost Rates

<https://www.cde.ca.gov/FG/ac/ic/>

CDE ESSA CSI Authorized Use of Funds

<https://www.cde.ca.gov/sp/sw/t1/csileaauthusefunds.asp>

CDE Title I CSI Capital Outlay Expenditures Request Form

<https://www.cde.ca.gov/sp/sw/t1/documents/csicapexform.pdf>

CDE Continuous Improvement Resources

<https://www.cde.ca.gov/sp/sw/t1/continuousimprovement.asp>

ESSA CSI Resources (3)

CDE CSI LEA Reporting Requirements

<https://www.cde.ca.gov/sp/sw/t1/csileagrnrpt.asp>

CDE California School Accounting Manual

<https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>

Have CSI Reporting Questions?

Reach us in one of two ways...

- Submit a GMART Request or
- Email us at SISO@cde.ca.gov

Appendix 1: Long Description for Slide 24

Return to [Slide 24](#) Title: Submitting a Budget Revision (1)

Two rows that display GMART menu tabs:

Row 1: GMART Home; Funding Application; LEA Contact Info; CDE Contact Info; Budget Summary (with an orange background to highlight the Tab being discussed.)

Row 2: Grant Management Reports; Federal Reports; Report History; GMART Requests

Appendix 2: Long Description for Slide 25 (1)

Return to [Slide 25](#) Title: Submitting a Budget Revision (2)

Budget Summary Table

Column 1 heading: Object Code

Column 1 Content: 1000-1999 Certificated Personnel Salaries

Column 2 Heading: Last approved Budget

Column 2 Content: \$10,000

Appendix 2: Long Description for Slide 25 (2)

Continued from previous slide

Return to [Slide 25](#) A red circle is around columns three, four, and five.

Column 3 Heading: Last Approved Budget Detail

Column 3 Content: Carried over from Last Approved Budget Detail (Auto-populated)

Column 4 Heading: Revised Budget Amount

Column 4 Content: [LEA to enter]

Column 5 Heading: Revised Budget Detail

Column 5 Content: [LEA to select all that apply]

Appendix 2: Long Description for Slide 25 (3)

Continued from previous slide

Return to [Slide 25](#)

Column 5 Content: Capacity building; Stakeholder engagement; Needs assessment/root cause analysis; Selecting and implementing evidence-based interventions/strategies/activities; Monitoring and evaluating improvement efforts; Reviewing/identifying and addressing, through the implementation of the CSI Plan, resource inequities, which may include a review of LEA- and school-level budgeting

Appendix 2: Long Description for Slide 25 (4)

Continued from previous slide

Return to [Slide 25](#)

Column 6 Heading: Revision Justification

Column 6 Content: [LEA to enter Revision Justification]

The LEA must provide a detailed justification for the increase or decrease from the last approved budget amount that details why the change is occurring.

Column 7 Heading: Percent of Total Budget

Column 7 Content: [Auto-populated]

Appendix 3: Long Description for Slide 26 (1)

Return to [Slide 26](#) Title of Image: Submitting a Budget Revision (3)

Last Approved Budget Summary Narrative

Textbox with the following content: This textbox will display the LEA's last approved Budget Summary Narrative.

Appendix 3: Long Description for Slide 26 (2)

Continued from the previous slide

Return to [Slide 26](#)

Revised Budget Summary Narrative

Explain how the revised budgeted amounts associated with each major object code and project activity relate to the development and implementation of the CSI plan/s/. Including how the costs directly support implementation of evidence-based interventions/strategies/activities and reason/s/ for identification.

Appendix 3: Long Description for Slide 26 (3)

Continued from the previous slide

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Textbox with the following content: [LEA will revise/update their Budget Summary Narrative as it relates to their Revised Budget Summary.]

A red circle is around the Revised Budget Summary Narrative section.

Appendix 4: Long Description for Slide 62

Return to [Slide 62](#) Title: FY 2022–23 Federal Reporting (2)

Two rows that display GMART menu tabs:

Row 1: GMART Home; Funding Application; LEA Contact Info; CDE Contact Info; Budget Summary

Row 2: Grant Management Reports; Federal Reports (with an orange background); Report History; GMART Requests