Every Student Succeeds Act
Comprehensive Support and Improvement
County Office of Education
Fiscal Reporting Requirements

Grant Management and Reporting Tool

Walk-through Webinar

July 2, 2019

Presented by the
School Improvement and Support Office

CALIFORNIA DEPARTMENT OF EDUCATION
Tony Thurmond, State Superintendent of Public Instruction

Acronyms and Initialisms

- **CDE**—California Department of Education

- **COE**—County Office of Education

- **CSI**—Comprehensive Support and Improvement

- **ESSA**—Every Student Succeeds Act of 2015

- **FY**—Fiscal Year

- **GMART**—Grant Management and Reporting Tool

- **ICR**—Indirect Cost Rate

- **LEA**—Local Educational Agency

- **SISO**—School Improvement and Support Office

Housekeeping

- Please use the chat feature to ask questions.

- A PDF of today's presentation is located on the CDE CSI web page at: https://www.cde.ca.gov/sp/sw/t1/csicoegrantrpt.asp

Agenda

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of Public Instruction

- Introduction and Overview

- GMART: Logging On

- GMART Tabs

- Reporting Period and Allocation Table

- Project Budget Revisions

- Expenditure Reports

- Report Submission and Approval Process

- Reporting Timeline

- CSI Funding Apportionments

- GMART Reporting Tips

- ESSA CSI COE Resources

- Questions

Introduction and Overview

The GMART is a web-based system that allows the COE to complete and submit the Application for Funding and submit, view, and modify fiscal data, including expenditure reports.

User names and passwords:

- Emailed to county superintendents on February 11, 2019

- Case-sensitive

For more information, visit the GMART instructions web page at https://www.cde.ca.gov/sp/sw/t1/gmartinstructions.asp.

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GMART: Logging On (1)

GMART home page:
https://www3.cde.ca.gov/gmart/gmartlogon.aspx

GMART: Logging on (2)

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Reference the appendix for the alternative text version of slide 7.

GMART: Logging On (3)

Reference the appendix for the alternative text version of slide 8.

GMART Tabs

Grant Management and Reporting Tool (GMART)

| GMART Home | Funding Application | COE Contact Info | CDE Contact Info | Project Budget | Expenditure Report |

Reference the appendix for the alternative text version of slide 9.

Funding Application Tab

The COE can view its submitted funding application.

- Once the funding application has been approved, the COE can no longer make edits.

- Approved funding applications can only be viewed as reference documents.

COE Contact Information Tab

Edit Contact Information | Cancel

Primary Grant Coordinator

First and Last Name:

Title:

Phone:

Ext:

E-mail:

Fax:

Secondary Grant Coordinator

First and Last Name:

Title:

Phone:

Ext:

E-mail:

Fax:

Fiscal Coordinator

First and Last Name:

Title:

Phone:

Ext:

E-mail:

Fax:

Reference the appendix for the alternative text version of slide 11.

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CDE Contact Information Tab

Reference the appendix for the alternative text version of slide 12.

Project Budget Revision Rule

A Project Budget Revision request is required when expenditure amounts claimed for object codes are in excess of 10 percent of the last approved budget.

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Budget Revisions (1)

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Report Name	Reporting Data	Performance Period	Reporting Due Date	Budget Revision Due Date
Report 1	Expenditures	March 18, 2019, to June 30, 2019	July 31, 2019	July 15, 2019
Report 2	Expenditures	July 1, 2019, to October 31, 2019	November 29, 2019	November 15, 2019
Report 3	Expenditures	November 1, 2019, to February 29, 2020	March 31, 2020	March 15, 2020
Final Report	Expenditures	March 1, 2020, to June 30, 2020	July 31, 2020	July 15, 2020

Budget Revisions Status Indicators

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1. **Project Budget Revision Pending CDE Review**: a project budget revision has been submitted and the CDE is reviewing the submission.

2. **Project Budget Revision Approved**: the project budget revision has been reviewed and is approved.

3. **Project Budget Revision Not Approved**: the project budget revision has been reviewed and is not approved.

Budget Revision Tab

Reference the appendix for the alternative text version of slide 16.

Grant Reporting Timeline

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	Expenditures	March 18, 2019, to June 30, 2019	July 31, 2019
Report 2	Expenditures	July 1, 2019, to October 31, 2019	November 29, 2019
Report 3	Expenditures	November 1, 2019, to February 29, 2020	March 31, 2020
Final Report	Expenditures	March 1, 2020, to June 30, 2020	July 31, 2020

Expenditure Report Tab

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Reference the appendix for the alternative text version of slide 18.

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Submission and Approval Process

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Grant Management and Reporting Tool (GMART)

| GMART Home | Funding Application | COE Contact Info | CDE Contact Info | Project Budget | Expenditure Report |

Logoff

FY 2018-19 Expenditure Report

████████ County Office of Education

Status: (Quarter: 1 (Submitted Quarter))

County Office of Education	FY 2018–19 Allocation Amount
████ County Office of Education	$56,657.00

*** - There are no data in this field

Object Code	Current Project Budget Amount	Current Expenditure Justification	Expenditure Report 1 (3/18/19-6/30/19 Reporting Period)	Expenditure Report 2 (7/1/19-10/31/19 Reporting Period)	Expenditure Report 3 (11/1/19-2/29/20 Reporting Period)	Final Report (3/1/20-6/30/20 Reporting Period)	Expenditure to Date	Balance Remaining
1000–1999 Certificated Personnel Salaries	$42,284.43	Staff Salary to support work with LEAs	$9,000.00	$0.00	$0.00	$0.00	$9,000.00	$33,284.43
2000–2999 Classified Personnel Salaries	$0.00	***	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3000–3999 Employee Benefits	$9,040.00	Employee Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$9,040.00
4000–4999 Books and Supplies	$0.00	***	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5000–5999 Services and Other Operating Expenditures	$0.00	***	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7310 Indirect Cost (2018–19 Indirect Cost Rate)	$5,332.57	Indirect at 10.39%	$0.00	$0.00	$0.00	$0.00	$0.00	$5,332.57
5100 (Sub-agreements over $25,000)	$0.00	***	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Budget Amount	**$56,657.00**	***	$9,000.00	$0.00	$0.00	$0.00	$9,000.00	$47,657.00

Description	Expenditure Report 1	Expenditure Report 2	Expenditure Report 3	Final Report
Maximum allowable indirect cost	$935.10	$0.00	$0.00	$0.00

Please provide additional remarks (if needed):

| Show Remarks History | Export Expenditure to Excel |

Reference the appendix for the alternative text version of slide 19.

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Apportionments

First Apportionment (Approved Application)	Second Apportionment (Report 1)	Third Apportionment (Report 2)	Fourth Apportionment (Report 3)	Final Apportionment (Final Report)
25 percent of the total COE allocation	Claimed expenditures less prior payment	Claimed expenditures less prior payment	Claimed expenditures less prior payment	Claimed expenditures less prior payment

The CDE will apportion funds approximately one month after the final date of each reporting period.

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GMART Reporting Tips

- The COE must confirm it is not reporting expenditures higher than its allowable indirect cost rate.

- Expenditures are to be reported non-cumulatively.

- The COE must enter "0" even if it does not have expenditures for the reporting period.

- GMART ESSA CSI COE Fiscal Reporting Instructions can be found at https://www.cde.ca.gov/sp/sw/t1/gmartcsicoeins.asp

ESSA CSI COE Resources

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- CDE CSI web page:

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

- GMART web page:

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

- GMART Instructions web page:

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

Questions and Wrap-up

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Please use the chat feature to send any questions or comments.

Expanded Office Hours

- Wednesday and Friday, July 3 and 5, from 9 to 11 a.m. and 1 to 4 p.m.

- Monday through Friday, July 8 to 31, from 9 to 11 a.m. and 1 to 4 p.m.

- Email the ESSACOE@cde.ca.gov to schedule the requested date and time.

Contact Information

TONY THURMOND
State Superintendent
of Public Instruction

School Improvement and Support Office by email at ESSACOE@cde.ca.gov or by phone at 916-319-0833

Appendix (1)

Slide 7 Alternative Text Version

Grant Management and Reporting Tool (GMART)

Logon (This is the logon page).

There is a text box for the county office of education (COE) to enter its Username.

There is a text box for the COE to enter its Password.

There is a "Logon" button for the COE to select when logging on to the GMART platform.

There is a GMART Instructions link for instructions and guidance for using this online system.

Slide 8 Alternative Text Version

Grant Management and Reporting Tool (GMART)

Select Grant (This is the page that allows the COE to access the 2018–19 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education grant).

Logoff (This is the hyperlink that must be used if the applicant decides to log off).

2018–19 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education Grant (This is the hyperlink that must be selected in order to access the grant).

Slide 9 Alternative Text Version

Grant Management and Reporting Tool (GMART)

Six menu options across the top of the page which link to individual GMART pages: GMART Home, Funding Application, COE Contact Info, California Department of Education (CDE) Contact Info, Project Budget, and Expenditure Report. These menu options are listed across the top of each GMART page.

Appendix (2)

Slide 11 Alternative Text Version

There is an "Edit Contact Information" button and a "Cancel" button.

Primary Grant Coordinator

First and Last Name:

Title:

Phone:

Ext:

Email:

Fax:

Secondary Grant Coordinator

First and Last Name:

Title:

Phone:

Ext:

Email:

Fax:

Fiscal Coordinator

First and Last Name:

Title:

Phone:

Ext:

Email:

Fax:

Appendix (3)

Slide 12 Alternative Text Version

Grant Management and Reporting Tool (GMART)

The six menu options from slide 9 are listed across the top of the page.

Logoff (This is the hyperlink that must be used if the applicant decides to log off).

CDE Contact Information (This page displays the CDE Contact Information)

County Office of Education

For questions related to the grant, please contact the School Improvement and Support Office by email at SISO@cde.ca.gov or by phone at 916-319-0833.

Slide 16 Alternative Text Version (1)

Grant Management and Reporting Tool (GMART)

The six menu options from slide 9 are listed across the top of the page.

Logoff (This is the hyperlink that must be used if the applicant decides to log off).

FY 2018–19 Project Budget Revision (This page displays the project budget revision)

County Office of Education

Current Project Budget Status: (Project Budget Revision Approved)

A table is shown with the following header rows:

- County Office of Education
- FY 2018–19 Allocation Amount
- Maximum Indirect Cost Amount Allowed

The table data row shows the following sample data:

- County Office of Education, $56,657.00, $5,332.61

*** – There are no data in this field

Appendix (4)

Slide 16 Alternative Text Version (2)

A table is shown with the following header rows:

- Object Code
- Current Project Budget Amount
- Current Expenditure Justification
- Revised Project Budget Amount
- Difference in Project Budget
- Revised Expenditure Justification
- COE Action

The table data row shows the following sample data:

- 1000–1999 Certificated Personnel Salaries, $42,284.43, Staff Salary to support work with LEAs, $40,284.43, ($2,000.00), Staff Salary to support work with LEAs, Edit
- 2000–2999 Classified Personnel Salaries, $0.00, ***, $0.00, $0.00, ***, Edit
- 3000–3999 Employee Benefits, $9,040.00, Employee Benefits, $9,040.00, $0.00, Employee Benefits, Edit
- 4000–4999 Books and Supplies, $0.00, ***, $0.00, $0.00, ***, Edit
- 5000–5999 Services and Other Operating Expenditures, $0.00, ***, $2,000.00, $2,000.00, Consultant to perform root cause analysis, Edit
- 7310 Indirect Cost (2018–19 Indirect Cost Rate), $5,332.57, Indirect at 10.39%, $5,332.57, $0.00, Indirect at 10.39%, Edit
- 5100 (Sub-agreements over $25,000), $0.00, ***, $0.00, $0.00, ***, Edit
- Total Budget Amount, $56,657.00, ***, $56,657.00, $0.00, ***

Please provide additional remarks (if needed).

An empty text box for remarks is displayed.

There is a "Show Remarks History" button for the COE to select to view CDE remarks.

There is an "Export Budget to Excel" button for the COE to select to export the project budget revision to Excel.

Appendix (5)

Slide 18 Alternative Text Version (1)

Grant Management and Reporting Tool (GMART)

The six menu options from slide 9 are listed across the top of the page.

Logoff (This is the hyperlink that must be used if the applicant decides to log off).

FY 2018–19 Expenditure Report (This page displays the expenditure report)

County Office of Education

Status: (Quarter: 1 (Current Quarter))

A table is shown with the following header rows:

- County Office of Education
- FY 2018–19 Allocation Amount

The table data row shows the following sample data:

- County Office of Education
- $56,657.00

*** – There are no data in this field

A table is shown with the following header rows:

- Object Code
- Current Project Budget Amount
- Current Expenditure Justification
- Expenditure Report 1 (3/18/19–6/30/19 Reporting Period), Expenditure Report 2 (7/1/19–10/31/19 Reporting Period), Expenditure Report 3 (11/1/19–2/29/20 Reporting Period), Final Report (3/1/20–6/30/20 Reporting Period), Expenditure to Date, Balance Remaining, COE Action

The table data row shows the following sample data:

- 1000–1999 Certificated Personnel Salaries, $42,284.43, Staff Salary to support work with LEAs, $0.00, $0.00, $0.00, $0.00, $0.00, $42,284.43, Edit

Appendix (6)

Slide 18 Alternative Text Version (2)

- 2000–2999 Classified Personnel Salaries, $0.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $0.00, Edit
- 3000–3999 Employee Benefits, $9,040.00, Employee Benefits, $0.00, $0.00, $0.00, $0.00, $0.00, $9,040.00, Edit
- 4000–4999 Books and Supplies, $0.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $0.00, Edit
- 5000–5999 Services and Other Operating Expenditures, $0.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $0.00, Edit
- 7310 Indirect Cost (2018–19 Indirect Cost Rate), $5,332.57, Indirect at 10.39%, $0.00, $0.00, $0.00, $0.00, $0.00, $5,332.57, Edit
- 5100 (Sub-agreements over $25,000), $0.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $0.00, Edit
- Total Budget Amount, $56,657.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $56,657.00

A table is shown with the following header rows:

- Description
- Expenditure Report 1
- Expenditure Report 2
- Expenditure Report 3
- Final Report

The table data row shows the following sample data:

- Maximum allowable indirect cost, $935.10, $0.00, $0.00, $0.00

Please provide additional remarks (if needed).

An empty text box for remarks is displayed.

There is a "Submit Expenditure Report" button for the COE to select when submitting its expenditure report to the GMART platform.

There is a "Show Remarks History" button for the COE to select to view CDE remarks.

There is an "Export Expenditure to Excel" button for the COE to select to export the expenditure report to Excel.

Appendix (7)

Slide 19 Alternative Text Version (1)

FY 2018–19 Expenditure Report (This page displays the expenditure report)

County Office of Education

Status: (Quarter: 1 (Submitted Quarter))

A table is shown with the following header rows:

- County Office of Education
- FY 2018–19 Allocation Amount

The table data row shows the following sample data:

- County Office of Education
- $56,657.00

*** – There are no data in this field

A table is shown with the following header rows:

- Object Code
- Current Project Budget Amount
- Current Expenditure Justification
- Expenditure Report 1 (3/18/19–6/30/19 Reporting Period), Expenditure Report 2 (7/1/19–10/31/19 Reporting Period), Expenditure Report 3 (11/1/19–2/29/20 Reporting Period), Final Report (3/1/20–6/30/20 Reporting Period), Expenditure to Date, Balance Remaining

The table data row shows the following sample data:

- 1000–1999 Certificated Personnel Salaries, $42,284.43, Staff Salary to support work with LEAs, $9,000.00, $0.00, $0.00, $0.00, $9,000.00, $33,284.43
- 2000–2999 Classified Personnel Salaries, $0.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $0.00
- 3000–3999 Employee Benefits, $9,040.00, Employee Benefits, $0.00, $0.00, $0.00, $0.00, $0.00, $9,040.00
- 4000–4999 Books and Supplies, $0.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $0.00
- 5000–5999 Services and Other Operating Expenditures, $0.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $0.00
- 7310 Indirect Cost (2018–19 Indirect Cost Rate), $5,332.57, Indirect at 10.39%, $0.00, $0.00, $0.00, $0.00, $0.00, $5,332.57

Appendix (8)

Slide 19 Alternative Text Version (3)

- 5100 (Sub-agreements over $25,000), $0.00, ***, $0.00, $0.00, $0.00, $0.00, $0.00, $0.00
- Total Budget Amount, $56,657.00, ***, $9000.00, $0.00, $0.00, $0.00, $9000.00, $47,657.00

A table is shown with the following header rows:

- Description
- Expenditure Report 1
- Expenditure Report 2
- Expenditure Report 3
- Final Report

The table data row shows the following sample data:

- Maximum allowable indirect cost, $935.10, $0.00, $0.00, $0.00

Please provide additional remarks (if needed).

An empty text box for remarks is displayed.

There is a "Show Remarks History" button for the COE to select to view CDE remarks.

There is an "Export Expenditure to Excel" button for the COE to select to export the expenditure report to Excel.