

Grant Management and Reporting Tool Walk-through Webinar for County Offices of Education Receiving Fiscal Year 2019–20 Every Student Succeeds Act Comprehensive Support and Improvement Funds

School Improvement and Support Office

August 27, 2020

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 Zoom Question and Answer feature to post questions you may have.
- A PDF of today's presentation is located on the *new* CDE CSI web page at <https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp>



Agenda

- GMART Overview
- Reporting Timeline
- GMART: Logging on
- GMART Tabs
- Project Budget Revisions
- Expenditure Reports
- Report Submission and Approval Process
- Close Out
- Apportionments
- GMART Reporting Tips
- ESSA CSI COE Resources
- Questions



GMART 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.

Username and passwords:

- Emailed to county superintendents on February 3, 2020
- Case-sensitive

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



Grant Reporting Timeline

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	-Budget Revisions (BR) -Expenditures (E)	March 25, 2020, to September 30, 2020	October 15, 2020 (BR) October 31, 2020 (E)
Report 2	-Budget Revisions (BR) -Expenditures (E)	October 1, 2020, to January 31, 2021	February 15, 2021 (BR) February 28, 2021 (E)
Report 3	-Budget Revisions (BR) -Expenditures (E)	February 1, 2021, to June 30, 2021	July 15, 2021 (BR) July 31, 2021 (E)
Final Report	-Budget Revisions (BR) -Expenditures (E)	July 1, 2021, to September 30, 2021	October 15, 2021 (BR) October 31, 2021



GMART: Logging On (1)

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



GMART: Logging On (2)

Grant Management and Reporting Tool (GMART)

Logon

Username:

Password:

Logon

[GMART Instructions](#)

Refer to Appendix for Alternative Text version.



Select the Grant

Grant Management and Reporting Tool (GMART)

Select Grant

[Logoff](#)

CSI COE

[2019-20 Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education Grant](#)

Refer to Appendix for Alternative Text version.



GMART Tabs



This is an illustration of the 6 Tabs in GMART.

Refer to Appendix for Alternative Text version.



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.
- Much information and several links to additional resources are within the funding application.
- Information regarding the purpose of the grant and allowable use of funds is also in the funding application.



COE Contact Information Tab

Grant Management and Reporting Tool (GMART)



[Logoff](#)

COE Contact Information

Refer to Appendix for Alternative Text version.

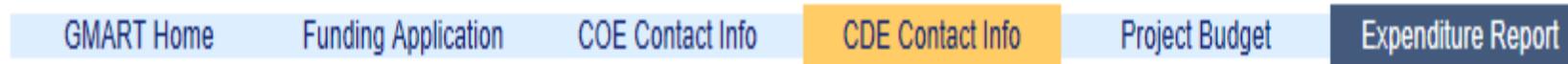


COE Contact Information

- Please ensure the most accurate and recent contact information for the Primary, Secondary, and Fiscal Coordinator are always in the GMART.
- In order to edit, click the **Edit Contact Information** button and revise the following as appropriate:
 - First and Last Name
 - Title
 - Phone
 - Ext
 - Email
 - Fax



CDE Contact Information Tab



[Logoff](#)

CDE Contact Information

Refer to Appendix for Alternative Text version.



When to Submit a Project Budget Revision

- The COE is required to submit a Project Budget Revision when expenditure amounts claimed for object codes are in excess of 10 percent of the last approved budget.
- Also, the COE must submit a Project Budget Revision when there is a significant change to the description of planned expenditures.
- Please note that all Project Budget Revisions must be approved by the CDE before the COE will be able to submit Expenditure Reports.



Project Budget Example 1

Object Code	Approved Budget	Current Expenditure Description	+/- Any Adjustments	Revised Budget Amount	Revised Expenditure Justification	COE Action
1000–1999 Certificated Personnel Salaries	\$50,000	3 FTE staff salary to work with LEAs to provide leadership coaching	-\$40,000	\$10,000	Reducing 3 FTE to 1 FTE staff salary to work with LEAs to provide leadership coaching	Edit
2000–2999 Classified Personnel Salaries	\$0	***	\$0	\$0	***	Edit
3000–3999 Employee Benefits	\$10,000	Employee Benefits	-\$7,000	\$3,000	Employee Benefits	Edit
4000–4999 Books and Supplies	\$0	***	+\$40,000	\$40,000	Data software for all CSI schools	Edit
5000–5999 Services and Other Operating Expenditures	\$0	***	\$0	\$0	***	Edit
7310 Indirect Cost	\$500	Indirect at 10%	\$0	\$500	Indirect at 10%	Edit
5100 (Sub-agreements over \$25,000)	\$0	***	\$0	\$0	***	Edit
Total Budget Amount	\$60,500	***	\$47,300	\$60,500	***	



Project Budget Example 2

Object Code	Last Approved Budget	Current Expenditure Description	+/- Any Adjustments	Revised Budget Amount	Revised Expenditure Justification	COE Action
1000–1999 Certificated Personnel Salaries	\$0	***	\$0	\$0	***	Edit
2000–2999 Classified Personnel Salaries	\$0	***	\$0	\$0	***	Edit
3000–3999 Employee Benefits	\$0	***	\$0	\$0	***	Edit
4000–4999 Books and Supplies	\$0	***	\$0	\$0	***	Edit
5000–5999 Services and Other Operating Expenditures	\$50,000	Data analysis training for CSI Team	\$0	\$50,000	Leadership coaching for improvement	Edit
7310 Indirect Cost	\$2000	Indirect at 10%	\$0	\$2000	Indirect at 10%	Edit
5100 (Sub-agreements over \$25,000)	\$0	***	\$0	\$0	***	Edit
Total Budget Amount	\$52,000	***	\$0	\$52,000	***	



Report Status

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.



COE Allocation Amount

County Office of Education	FY 2019–20 Allocation Amount
Sample COE	\$29,657.11

A table of final allocation amounts is located on the CDE Funding Results web page at

<https://www.cde.ca.gov/fg/fo/r16/csicoefundingresults19.asp>



Project Budget Submission

Please provide additional remarks (if needed):

Submit Budget Revision

Show Remarks History

Export Budget to Excel

Budget History

Select an approved Budget Version:

Select...



Get Selected Version

Refer to Appendix for Alternative Text version.



Expenditure Report 1

- Because Report 1 crosses two fiscal years with two indirect cost rates, it is necessary for the COE to enter expenditure data for March 25, 2020, to June 30, 2020, in the first table and expenditure data from July 1, 2020, to September 30, 2020, in the second table.
- This will ensure accurate calculations of each fiscal year's indirect cost rate.
- This process will be necessary for Report 1 only.



Expenditure Report 1 Part 1

Part 1: March 25, 2020, to June 30, 2020

Object Code	Last Approved Budget	Expenditure Report 1 (03/25/20-06/30/20 Reporting Period) Part 1	COE Action
1000–1999 Certificated Personnel Salaries	\$385,015.44	\$0.00	Edit
2000–2999 Classified Personnel Salaries	\$0.00	\$0.00	Edit
3000–3999 Employee Benefits	\$136,644.00	\$0.00	Edit
4000–4999 Books and Supplies	\$333.00	\$332.61	Edit
5000–5999 Services and Other Operating Expenditures	\$246.16	\$245.90	Edit
7310 Indirect Cost	\$51,649.40	\$57.74	Edit
5100 (Sub-agreements over \$25,000)	\$0.00	\$0.00	Edit
Total Amount	\$573,888.00	\$636.25	



Expenditure Report 1 Part 2

Part 2: July 1, 2020, to September 30, 2020

Object Code	Last Approved Budget	Expenditure Report 1 (07/01/20-09/30/20 Reporting Period) Part 2	COE Action
1000–1999 Certificated Personnel Salaries	\$385,015.44	\$0.00	Edit
2000–2999 Classified Personnel Salaries	\$0.00	\$0.00	Edit
3000–3999 Employee Benefits	\$136,644.00	\$0.00	Edit
4000–4999 Books and Supplies	\$333.00	\$332.61	Edit
5000–5999 Services and Other Operating Expenditures	\$246.16	\$245.90	Edit
7310 Indirect Cost	\$51,649.40	\$57.74	Edit
5100 (Sub-agreements over \$25,000)	\$0.00	\$0.00	Edit
Total Amount	\$573,888.00	\$636.25	



Expenditure Reports 2, 3, and Final

- There will be only one table to complete with each of these reports since the same indirect cost rate applies to each report since they are all in the same fiscal year.
- Enter expenditure data for each Object Code.
- Enter zero if there are no expenditure data.
- Make sure there are no red error messages.
- Select the “Submit Report” button.
- Receive automated emails regarding status.



Expenditure Report Submission

Please provide additional remarks (if needed):

Submit Expenditure Report

Show Remarks History

Export Expenditure to Excel

Refer to Appendix for Alternative Text version.



Close Out

- When the COE has expended 100% of its funds with a \$0 cash balance, it will be prompted in the GMART to close out.
- When the COE has \$25.00 or less of its final allocation amount, it will be prompted by the GMART to close out.
- If the COE proceeds to the Close Out section of GMART, the Close Out Report will be viewable.
- If the COE is not ready to close out, do not select the button to proceed to the Close Out section.
- If the COE is ready to close out, submit report and our office will follow up confirming that all grant requirements have been met.



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			

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



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” 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

- 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>
- ESSA CSI COE Fiscal Reporting Instructions page:
<https://www.cde.ca.gov/sp/sw/t1/gmartcsicoeins.asp>



Questions

Please use the Zoom Question and Answer feature to post any questions you may have.



Contact Information

School Improvement and Support Office

916-319-0833

ESSACOE@cde.ca.gov



Appendix (1)

Slide 8

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.



Appendix (2)

Slide 9

Grant Management and Reporting Tool (GMART)

Select Grant

There is a link to click to Logoff.

CSI COE

There is a link to the 2019–20 Every Student Succeeds Act
Comprehensive Support and Improvement County Office of
Education Grant.



Appendix (3)

Slide 10

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.



Appendix (4)

Slide 12

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.

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).



Appendix (5)

Slide 14

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.

There is a link to click to logoff.

CDE Contact Info



Appendix (6)

Slide 20

Project Budget Submission

Please provide additional remarks (if needed).

A button is displayed with Submit Budget Revision.

A button shows Show Remarks History next to another button with Export Budget to Excel.

Budget History

Select and approved Budget Version: There is a button with Select and one with Get Selected Version.



Appendix (7)

Slide 25

Expenditure Report Submission

Please provide additional remarks (if needed).

A button is displayed with Submit Expenditure Report.

A button shows Show Remarks History next to another button with Export Budget to Excel.

