

# Grant Management and Reporting Tool Walk-through Webinar for County Offices of Education Receiving Fiscal Year 2020–21 Every Student Succeeds Act Comprehensive Support and Improvement Funds

School Improvement and Support Office  
Student Achievement and Support Division

June 16, 2021

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 CDE CSI web page at <https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp>
- School Improvement and Support Office (SISO) can be reached by email at [SISO@cde.ca.gov](mailto:SISO@cde.ca.gov) or by phone at 916-319-0833.



# Agenda

- GMART Overview
- Reporting Timeline
- GMART: Logging on
- GMART Tabs
- Project Budget Revisions
- Expenditure Reports
- Report Submission and Approval Process
- Closeout
- 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 for 2020–21:**

- Were emailed to county superintendents on January 21, 2021
- Are the same for the COE subgrants in 2018–19 and 2019–20
- Are 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
<b>Report 1</b>	-Budget Revisions (BR) -Expenditures (E)	February 15, 2021, to June 30, 2021	July 15, 2021 (BR) July 31, 2021 (E)
<b>Report 2</b>	-Budget Revisions (BR) -Expenditures (E)	July 1, 2021, to September 30, 2021	October 15, 2021 (BR) October 31, 2021 (E)
<b>Report 3</b>	-Budget Revisions (BR) -Expenditures (E)	October 1, 2021, to January 31, 2022	February 15, 2022 (BR) February 28, 2022 (E)
<b>Report 4</b>	-Budget Revisions (BR) -Expenditures (E)	February 1, 2022, to June 30, 2022	July 15, 2022 (BR) July 31, 2022
<b>Final Report and Grant Evaluation</b>	-Budget Revisions (BR) -Expenditures (E) -Grant Performance Report	July 1, 2022, to September 30, 2022	October 15, 2022 (BR) October 31, 2022 (E)



# 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 1 for Alternative Text version.





# Select the Grant

Grant Management and Reporting Tool (GMART)

Select Grant

[Logoff](#)

## CSI COE

**2020–21** Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education Subgrant

**2019–20** Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education Subgrant

**2018–19** Every Student Succeeds Act Comprehensive Support and Improvement County Office of Education Subgrant



# GMART Tabs

## Grant Management and Reporting Tool (GMART)

GMART Home

Funding Application

COE Contact Info

CDE Contact Info

Project Budget

Expenditure Report

This is an illustration of the six tabs in GMART.

Refer to Appendix 2 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.
- More information, including several links to additional resources, are within the application.
- Information regarding the purpose of the grant and allowable use of funds is also in the application.



# COE Contact Information Tab

## Grant Management and Reporting Tool (GMART)

GMART Home

Funding Application

COE Contact Info

CDE Contact Info

Project Budget

Expenditure Report

[Logout](#)

### COE Contact Information

Refer to Appendix 3 for Alternative Text version.



# COE Contact Information

- Please ensure the most accurate and recent contact information for the Primary, Secondary, and Fiscal Coordinator/s/ 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

## Grant Management and Reporting Tool (GMART)

GMART Home

Funding Application

COE Contact Info

CDE Contact Info

Project Budget

Expenditure Report

Refer to Appendix 4 for Alternative Text version.



# Project Budget Tab

## Grant Management and Reporting Tool (GMART)

[GMART Home](#)

[Funding Application](#)

[COE Contact Info](#)

[CDE Contact Info](#)

[Project Budget](#)

[Expenditure Report](#)

[Logoff](#)

Refer to Appendix 5 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	Last Approved Budget	Current Expenditure Description	+/- Any Adjustments	Revised Budget Amount	Revised Expenditure Justification	COE Action
<b>1000–1999 Certificated Personnel Salaries</b>	\$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	<a href="#">Edit</a>
<b>2000–2999 Classified Personnel Salaries</b>	\$0	***	\$0	\$0	***	<a href="#">Edit</a>
<b>3000–3999 Employee Benefits</b>	\$10,000	Employee Benefits	-\$7,000	\$3,000	Employee Benefits	<a href="#">Edit</a>
<b>4000–4999 Books and Supplies</b>	\$0	***	\$0	\$0	***	<a href="#">Edit</a>
<b>5000–5999 Services and Other Operating Expenditures</b>	\$0	***	+\$40,000	\$40,000	Consulting Services for improvement work	<a href="#">Edit</a>
<b>7310 Indirect Cost</b>	\$500	Indirect at 10%	\$0	\$500	Indirect at 10%	<a href="#">Edit</a>
<b>5100 (Sub-agreements over \$25,000)</b>	\$0	***	\$0	\$0	***	<a href="#">Edit</a>
<b>Total Budget Amount</b>	\$60,500	***	\$47,300	\$60,500	***	n/a



# 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	***	<a href="#">Edit</a>
2000–2999 Classified Personnel Salaries	\$0	***	\$0	\$0	***	<a href="#">Edit</a>
3000–3999 Employee Benefits	\$0	***	\$0	\$0	***	<a href="#">Edit</a>
4000–4999 Books and Supplies	\$0	***	\$0	\$0	***	<a href="#">Edit</a>
5000–5999 Services and Other Operating Expenditures	\$50,000	Data analysis training for CSI team	\$0	\$50,000	Leadership coaching for improvement	<a href="#">Edit</a>
7310 Indirect Cost	\$2000	Indirect at 10%	\$0	\$2000	Indirect at 10%	<a href="#">Edit</a>
5100 (Sub-agreements over \$25,000)	\$0	***	\$0	\$0	***	<a href="#">Edit</a>
<b>Total Budget Amount</b>	<b>\$52,000</b>	<b>***</b>	<b>\$0</b>	<b>\$52,000</b>	<b>***</b>	n/a



# 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 6 for Alternative Text version.



# Project Budget Revision 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 2020–21 Allocation Amount
Sample COE	\$23,657.11

A table of final allocation amounts is located on the CDE Funding Results web page at <https://www.cde.ca.gov/fg/fo/r16/csicoefundingresults20.asp>



# Expenditure Report Tab

## Grant Management and Reporting Tool (GMART)

[GMART Home](#)

[Funding Application](#)

[COE Contact Info](#)

[CDE Contact Info](#)

[Project Budget](#)

[Expenditure Report](#)

Refer to Appendix 7 for Alternative Text version.



# Expenditure Report 1

## Part 1: February 15, 2021, to June 30, 2021

Object Code	Last Approved Budget	Expenditure Report 1 (02/15/21-06/30/21 Reporting Period)	COE Action
1000–1999 Certificated Personnel Salaries	\$385,015.44	\$0.00	<a href="#">Edit</a>
2000–2999 Classified Personnel Salaries	\$0.00	\$0.00	<a href="#">Edit</a>
3000–3999 Employee Benefits	\$136,644.00	\$0.00	<a href="#">Edit</a>
4000–4999 Books and Supplies	\$333.00	\$332.61	<a href="#">Edit</a>
5000–5999 Services and Other Operating Expenditures	\$246.16	\$245.90	<a href="#">Edit</a>
7310 Indirect Cost	\$51,649.40	\$57.74	<a href="#">Edit</a>
5100 (Sub-agreements over \$25,000)	\$0.00	\$0.00	<a href="#">Edit</a>
<b>Total Amount</b>	<b>\$573,888.00</b>	<b>\$636.25</b>	n/a



# Expenditure Reports 2, 3, and Final

- Enter expenditure data for each Object Code.
- Enter zero if there is 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 8 for Alternative Text version.



# Expenditure Report Status

1. **Expenditure Report Pending CDE Review:** an Expenditure Report has been submitted and the CDE is reviewing the submission.
2. **Expenditure Report Approved:** the Expenditure Report has been reviewed and is approved.
3. **Expenditure Report Not Approved:** the Expenditure Report has been reviewed and is not approved.



# Closeout

- When the COE has expended 100% of its funds with a \$0 cash balance, it will be prompted in the GMART to closeout.
- When the COE has \$25 or less of its final allocation amount, a pop up message will appear giving the COE the option to closeout.
- If the COE proceeds to the Closeout section of the GMART, the Closeout Report will be viewable.
- If the COE does not want to closeout, do not select the button to proceed to the Closeout section.
- If the COE wants to closeout, complete the Closeout section and submit the report. The SISO will confirm that all 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	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.



# GMART Reporting Tips

- The COE must confirm it is not reporting expenditures higher than its allowable indirect cost rate.
- The COE must submit reports even if it has zero expenditures in a reporting period. The field will default to “0” in each Object Code and the COE must confirm that is correct, if applicable.
- If the Submit button does not appear, scroll up and down to check for any error messages.
- Use the Remarks box to provide additional details/explanations.
- 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>

CSI COE Authorized Use of Funds web page:

<https://www.cde.ca.gov/sp/sw/t1/csicoeauthusefunds.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](mailto:ESSACOE@cde.ca.gov)





# Feedback Please

- In our efforts to continuously improve, we would appreciate you completing a survey that will be emailed to you shortly from the [ESSACOE@cde.ca.gov](mailto:ESSACOE@cde.ca.gov) mailbox.
- Please check your junk and/or spam folder if you do not receive the email.
- The survey will be available until 4 p.m. on June 25, 2021.
- We will consider your input as we develop future webinars.
- Thank you!



# 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 10

### 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.



# Appendix (3)

## 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).

COE Contact Information (This page displays the COE Contact Information).



# Appendix (4)

## Slide 14

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.

CDE Contact Info is highlighted.



# Appendix (5)

## Slide 15

### 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).



# Appendix (6)

## Slide 19

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 22

### 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.





# Appendix (8)

## Slide 25

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.

