



# **Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Fiscal Reporting Requirements**

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## **Grant Management and Reporting Tool Walk-through Webinar June 26, 2019**

Presented by the  
School Improvement and Support Office



**TONY THURMOND**  
State Superintendent  
of Public Instruction

# Acronyms and Initialisms

**CDE**—California Department of Education

**CSI**—Comprehensive Support and Improvement

**FY**—Fiscal Year

**GMART**—Grant Management and Reporting Tool

**ICR**—Indirect Cost Rate

**LEA**—Local Educational Agency

**SISO**—School Improvement and Support Office

**SPSA**—School Plan for Student Achievement



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# 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/csileagrptrpt.asp>



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# Agenda

- Introduction and Overview
- GMART: Logging On
- GMART Reporting Tabs
- Reporting Period and Allocation Table
- Funding Plan
- Expenditure Reports
- Report Submission and Approval Process
- Reporting Timeline
- CSI Funding: Apportionments
- GMART Reporting Tips
- ESSA CSI LEA Resources
- Questions

# Introduction and Overview



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The GMART is a web-based system that allows the LEA 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 and district superintendents and charter school administrators on February 4, 2019
- Case-sensitive

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

# GMART: Logging On (1)



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GMART home page:

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

# GMART: Logging On (2)



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## Grant Management And Reporting Tool (GMART)

Logon

Username:

Password:

Logon

[Reference the appendix for the alternative text version of slide 7.](#)

# GMART: Logging On (3)



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A screenshot of the GMART (Grant Management And Reporting Tool) login page. The page has a light blue header with the California Department of Education logo and a banner image showing various educational scenes. The main content area is white and contains the title "Grant Management And Reporting Tool (GMART)", a "Select Grant" button, and a "Logoff" link. Below these is a link to a grant: "2018-19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Grant". At the bottom, there is a footer with contact information for the School Improvement and Support Office (SISO) and a "Web Policy" link.

California Department of Education  
1430 N Street  
Sacramento, CA 95814

Web Policy

Grant Management And Reporting Tool (GMART)

Select Grant

[Logoff](#)

[2018-19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Grant](#)

Questions: School Improvement and Support Office | [SISO@cde.ca.gov](mailto:SISO@cde.ca.gov) | 916-319-0833

[Reference the appendix for the alternative text version of slide 8.](#)





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# GMART Reporting Tabs

**Additional tabs are now available to view within the GMART.**

Grant Management And Reporting Tool (GMART)

GMART Home Funding Application LEA Contact Info CDE Contact Info **Reports** Report Status

[Logoff](#)

FY 2018-19 Fiscal Reports

Sacramento City Unified

[Reference the appendix for the alternative text version of slide 9.](#)



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# GMART Reporting Tabs: Funding Application

## The LEA can view its submitted funding application.

- Once the funding application has been approved, the LEA can no longer make edits.
- Approved funding applications can only be viewed as reference documents.

# GMART Reporting Tabs: LEA Contact Information



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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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# GMART Reporting Tabs: CDE Contact Information

California Department of  
**EDUCATION**

Grant Management And Reporting Tool (GMART)

GMART Home Funding Application LEA Contact Info **CDE Contact Info** Reports Report Status

[Logoff](#)

CDE Contact Information

**Sacramento City Unified**

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

Questions: School Improvement and Support Office | [SISO@cde.ca.gov](mailto:SISO@cde.ca.gov) | 916-319-0833

California Department of Education  
1430 N Street  
Sacramento, CA 95814

[Web Policy](#)

[Reference the appendix for the alternative text version of slide 12.](#)



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# GMART Reporting Tabs: Reports Page

The Reports page is used to revise Funding Plans, report expenditures, and submit other required information for each reporting period. Information found on this page includes:

- LEA Allocation Amount
- Funding Plan
- Expenditure Reports



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# Reporting Period and Allocation Table

## Grant Management And Reporting Tool (GMART)

[GMART Home](#) [Funding Application](#) [LEA Contact Info](#) [CDE Contact Info](#) **Reports** [Report Status](#)

[Logoff](#)

FY 2018-19 Fiscal Reports

Sacramento City Unified

Current Reporting Period: 1 (Report Revision Edit)

### LEA Allocation

LEA Name	FY 2018-19 Preliminary LEA Allocation (Jan 2019)	FY 2018-19 Revised LEA Allocation (Apr 2019)
Sacramento City Unified	\$1,163,477.00	\$1,233,285.00

[Reference the appendix for the alternative text version of slide 14.](#)



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# Funding Plan (1)

LEA and School Name	Original Funding Plan (Preliminary Amount) [Closed]	Adjusted Funding Plan (Revised Amount) [Active]	LEA Action
Sacramento City Unified (District)	\$0.00	\$0.00	<a href="#">Edit</a>
American Legion High (Continuation)	\$166,211.00	\$0.00	<a href="#">Edit</a>
Capital City Independent Study	\$166,211.00	\$0.00	<a href="#">Edit</a>
Bret Harte Elementary	\$166,211.00	\$0.00	<a href="#">Edit</a>
Ethel I. Baker Elementary	\$166,211.00	\$0.00	<a href="#">Edit</a>
Albert Einstein Middle	\$166,211.00	\$0.00	<a href="#">Edit</a>
Rosa Parks Elementary	\$166,211.00	\$0.00	<a href="#">Edit</a>
George Washington Carver School of Arts and Science	\$166,211.00	\$0.00	<a href="#">Edit</a>
<b>Total Distributed</b>	<b>\$1,163,477.00</b>	<b>\$0.00 *</b>	

Total distribution amount must match the LEA's revised FY 2018 LEA Allocation of \$1,233,285.00.

**Justification for Funding Plan changes (Required):**

In the textbox below, provide a justification for all Funding Plan changes. A justification example with sufficient detail can be found in the [GMART instructions](#) under the heading titled "Funding Plan."

The justification may be lost if you logoff without saving. Please use the button below to save your justification.

Save Justification Text

[Reference the appendix for the alternative text version of slide 15.](#)



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## Funding Plan (2)

- Acceptable example of a sufficient justification:
  - School A's allocation was reduced by \$25,000 due to contract savings for capacity-focused leadership coaching. School B was increased by \$25,000 to include contracted services for coaching, modeling, observations, and feedback cycles designed to build the coaching capacity of site-based coaches.



# Expenditure Reports (1)



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## Expenditure Report

\*\*\* - There are no data in this field

Object Code Description	Report 1 Expenditures	Report 1 Description of Expenditures	Report 2 Expenditures	Report 3 Expenditures	Final Report Expenditures	Expenditures To-Date	LEA Action
1000-1999 Certificated Personnel Salaries	\$500.00	gdfgdfg	\$0.00	\$0.00	\$0.00	\$500.00	<a href="#">Edit</a>
2000-2999 Classified Personnel Salaries	\$0.00	***	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Edit</a>
3000-3999 Employee Benefits	\$0.00	***	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Edit</a>
4000-4999 Books and Supplies	\$0.00	***	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Edit</a>
5000-5999 Services and Other Operating Expenditures	\$0.00	***	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Edit</a>
7310 Indirect Cost (2018-19 Indirect Cost Rate)	\$50.00	***	\$0.00	\$0.00	\$0.00	\$50.00	<a href="#">Edit</a>
5100 (Sub-agreements over \$25,000)	\$0.00	***	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Edit</a>
<b>Total Expenditure</b>	<b>\$550.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$550.00</b>	

Indirect costs of \$50.00 for Report 1 are greater than the maximum amount allowed. The maximum amount allowed is \$24.15. Please revise the indirect cost.

## Balance

FY 2018-19 Revised Allocation	Total Expenditures To-Date	Balance
\$1,233,285.00	\$550.00	\$1,232,735.00

## Indirect Costs

Description	Report 1 Expenditures	Report 2 Expenditures	Report 3 Expenditures	Final Report Expenditures
Maximum allowable indirect cost	\$24.15	\$0.00	\$0.00	\$0.00

[Reference the appendix for the alternative text version of slide 17.](#)



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# Expenditure Reports (2)

- Examples for Expenditure Narrative column:
  - Insufficient detail: Professional development for teachers
  - Sufficient detail: 10 classroom teachers from x, x, and x CSI schools to attend 49 hours of job embedded teacher professional development focused on analysis of teaching and student learning and deepening teachers' content knowledge and instructional practices.



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# Report Submission and Approval Process

Remarks (optional):

Use the textbox below to provide an explanation or clarify questions from CDE staff about the reported expenditures.

The remarks may be lost if you logoff without saving. Please use the button below to save your remarks.

Save Remarks Text

Submit Report

Show Report Submission and Review History

Export Report to Excel

[Reference the appendix for the alternative text version of slide 19.](#)



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# GMART Reporting Tabs: Report Status

FY 2018-19 Report Status

Sacramento City Unified

Current Reporting Period: 1 (Proposed Report Pending CDE Review)

## Report Submission and Review History:

\*\*\* - There are no data in this field

Date and Time Reviewed	LEA or CDE	Reporting Period	Status	Justification for Funding Plan Change	Remarks
6/18/2019 9:02:43 AM	LEA	1	Proposed Report Pending CDE Program Review	this is a test	this is a test

[Reference the appendix for the alternative text version of slide 20.](#)



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# Reporting Timeline

Report Name	Reporting Data	Performance Period	Reporting Due Date
<b>Report 1</b>	Expenditures	March 18, 2019, to June 30, 2019	July 31, 2019
<b>Report 2</b>	<ul style="list-style-type: none"> <li>• Expenditures</li> <li>• Date the local school board approved each school's SPSA</li> </ul>	July 1, 2019, to October 31, 2019	November 29, 2019
<b>Report 3</b>	Expenditures	November 1, 2019, to February 29, 2020	March 31, 2020
<b>Final Report</b>	Expenditures	March 1, 2020, to June 30, 2020	July 31, 2020



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# CSI Funding: Apportionments

<b>First Apportionment (Approved Application)</b>	<b>Second Apportionment (Report 1)</b>	<b>Third Apportionment (Report 2)</b>	<b>Fourth Apportionment (Report 3)</b>	<b>Final Apportionment (Final Report)</b>
25 percent of the preliminary LEA 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 LEA must confirm it is not reporting expenditures higher than their allowable indirect cost rate.
- Expenditures are to be reported non-cumulatively.
- The LEA must enter “0” even if it does not have expenditures for the reporting period.
- The LEA must ensure that it provides sufficient detail in the expenditure narrative.
- If an eligible school has closed or may close in the future, the LEA must contact the SISO.



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# ESSA CSI LEA 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>





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# Questions and Wrap-up

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



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# Contact Information

## School Improvement and Support Office

916-319-0833

[SISO@cde.ca.gov](mailto:SISO@cde.ca.gov)

# 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 local educational agency (LEA) to enter its Username.

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

There is a “Logon” button for the LEA to select when logging on to the GMART platform.

## Slide 8 Alternative Text Version

Grant Management And Reporting Tool (GMART)

Select Grant (This is the page that allows the LEA to access the 2018–19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Grant).

2018–19 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency 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 page which link to individual GMART pages: GMART Home, Funding Application, LEA Contact Info, California Department of Education (CDE) Contact Info, Reports, and Report Status. These menu options are listed across the top of each GMART page.

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

Fiscal Year (FY) 2018–19 Reports

Sacramento City Unified

# 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)

Sacramento City Unified

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

## Slide 14 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).

FY 2018–19 Fiscal Reports (This page displays the fiscal reports)

Sacramento City Unified

Current Reporting Period: 1 (Report Revision Edit)

LEA Allocation

A table is shown with the following header rows:

- LEA Name
- FY 2018–19 Preliminary Lea Allocation (Jan 2019)
- FY 2018–19 Revised LEA Allocation (Apr 2019)

The Table data row shows the following sample data:

- Sacramento City Unified
- \$1,163,477.00,
- \$1,233,285.00

# Appendix (4)

## Slide 15 Alternative Text Version

A table is shown with the following header rows:

- LEA and School Name
- Original Funding Amount (Preliminary Amount) [Closed]
- Adjusted Funding Plan (Revised Amount) [Active]
- LEA Action

The table data row shows the following sample data:

- Sacramento City Unified (District), \$0.00, \$0.00, Edit
- American Legion High (Continuation), \$166,211.00, \$0.00, Edit
- Capital City Independent Study, \$166,211.00, \$0.00, Edit
- Bret Harte Elementary, \$166,211.00, \$0.00, Edit
- Ethel I. Baker Elementary, \$166,211.00, \$0.00, Edit
- Albert Einstein Middle, \$166,211.00, \$0.00, Edit
- Rosa Parks Elementary, \$166,211.00, \$0.00, Edit
- George Washington Carver School of Arts and Science, \$166,211.00, \$0.00, Edit
- Total Distributed, \$1,163,477.00, \$0.00, blank cell

Total distribution amount must match the LEA's revised FY 2018 LEA Allocation of \$1,233,285.00.

Text box labeled: Justification for Funding Plan change (Required): In the textbox below, provide a justification for all Funding Plan changes. A justification example with sufficient detail can be found in the GMART Instructions under the heading titled Funding Plan.

The Justification may be lost if you logoff without saving. Please use the button below to save your justification.

“Save Justification Text” button which will save all text in the above text box.

# Appendix (5)

## Slide 17 Alternative Text Version (1)

### Expenditure Report

A table is shown with the following header rows:

- Object Code Description
- Report 1 Expenditures
- Report 1 Description of Expenditures
- Report 2 Expenditures
- Report 3 Expenditures
- Final Report Expenditures
- Expenditures To-Date
- LEA Action

The Table data rows show the following sample data:

- 1000–1999 Certificated Personnel Salaries, \$500.00, gdfgdfg, \$0.00, \$0.00, \$0.00, \$500.00, Edit
- 2000–2999 Classified Personnel Salaries, \$0.00, \*\*\*, \$0.00, \$0.00, \$0.00, \$0.00, Edit
- 3000–3999 Employee Benefits, \$0.00, \*\*\*, \$0.00, \$0.00, \$0.00, \$0.00, Edit
- 4000–4999 Books and Supplies, \$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, Edit
- 7310 Indirect Cost (2018–19 Indirect Cost Rate), \$50.00, \*\*\*, \$0.00, \$0.00, \$0.00, \$50.00, Edit
- 5100 (Sub-agreements over \$25,000) , \$0.00, \*\*\*, \$0.00, \$0.00, \$0.00, \$0.00, Edit
- Total Expenditure, \$550.00, blank cell, \$0.00, \$0.00, \$0.00, \$550.00, blank cell

Indirect costs of \$50.00 for Report 1 are greater than the maximum amount allowed. The maximum amount allowed is \$24.15. Please revise the indirect cost.

A second table to indicate the balance remaining is also provided.

The second table is shown with the following header rows:

- FY 2018–19 Revised Allocation
- Total Expenditures To-Date
- Balance

# Appendix (6)

## Slide 17 Alternative Text Version (2)

The second table data rows show the following sample data:

- \$1,233,285.00
- \$550.00
- \$1,232,735.00

A third table to indicate the maximum indirect cost is also provided.

The third table is shown with the following header rows:

- Description
- Report 1 Expenditures
- Report 2 Expenditures
- Report 3 Expenditures
- Final Report Expenditures

The third table data rows show the following sample data:

- Maximum allowable indirect cost
- \$24.15
- \$0.00
- \$0.00
- \$0.00

## Slide 19 Alternative Text Version

A text box labeled Remarks (optional): Use the text below to provide an explanation or clarify questions from CDE staff about the reported expenditures.

The Remarks may be lost if you logoff without saving. Please use the button below to save your remarks.

“Save Remarks Text” button which will save all text in the above text box.

“Submit Report” button which will submit the report to the CDE.

“Show Report Submission and Review History” button which will open all communication between the CDE and the LEA.

“Export Report to Excel” button which allows users to download the report into an Excel spreadsheet.



# Appendix (7)

## Slide 20 Alternative Text Version

FY 2018–19 Report Status

Sacramento City Unified

Current Reporting Period: 1(Proposed Report Pending CDE Review)

Report Submission and Review History

\*\*\*-There are no data in this field

A table is shown with the following header rows:

- Date and Time Reviewed
- LEA or CDE
- Reporting Period
- Status
- Justification for Funding Plan Change
- Remarks

The Table data rows show the following sample data:

- 6/18/2019 9:02:43 AM, LEA, 1, Proposed Report Pending CDE Program Review, this is a test, this is a test