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

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

Presented by the
School Improvement and Support Office
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
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/csileagrantrpt.asp
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

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)

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

Reference the appendix for the alternative text version of slide 7.
Grant Management And Reporting Tool (GMART)

Select Grant

Locate:

2019-20 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Grant

Reference the appendix for the alternative text version of slide 8.
GMART Reporting Tabs

Additional tabs are now available to view within the GMART.

Reference the appendix for the alternative text version of slide 9.
GMART ReportingTabs:
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

<table>
<thead>
<tr>
<th>Primary Grant Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and Last Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Ext:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary Grant Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and Last Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Ext:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and Last Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Ext:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
</tbody>
</table>

Reference the appendix for the alternative text version of slide 11.
GMART Reporting Tabs: CDE Contact Information

Grant Management And Reporting Tool (GMART)

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

Login

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 or by phone at 916-319-0833.

Questions: School Improvement and Support Office | SISO@cde.ca.gov | 916-319-0833

Reference the appendix for the alternative text version of slide 12.
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
Reporting Period and Allocation Table

Reference the appendix for the alternative text version of slide 14.
Funding Plan (1)

<table>
<thead>
<tr>
<th>LEA and School Name</th>
<th>Original Funding Plan (Preliminary Amount) (Closed)</th>
<th>Adjusted Funding Plan (Revised Amount) (Active)</th>
<th>LEA Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sacramento City Unified (District)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Edit</td>
</tr>
<tr>
<td>American Legion High (Continuation)</td>
<td>$166,211.00</td>
<td>$0.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Capital City Independent Study</td>
<td>$166,211.00</td>
<td>$0.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Bret Harte Elementary</td>
<td>$166,211.00</td>
<td>$0.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Ethel I. Baker Elementary</td>
<td>$166,211.00</td>
<td>$0.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Albert Einstein Middle</td>
<td>$166,211.00</td>
<td>$0.00</td>
<td>Edit</td>
</tr>
<tr>
<td>Rosa Parks Elementary</td>
<td>$166,211.00</td>
<td>$0.00</td>
<td>Edit</td>
</tr>
<tr>
<td>George Washington Carver School of Arts and Science</td>
<td>$166,211.00</td>
<td>$0.00</td>
<td>Edit</td>
</tr>
<tr>
<td><strong>Total Distributed</strong></td>
<td><strong>$1,163,477.00</strong></td>
<td>**$0.00 ***</td>
<td></td>
</tr>
</tbody>
</table>

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 SMART instructions under the heading titled “Funding Plan.”

Reference the appendix for the alternative text version of slide 15.
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)

Reference the appendix for the alternative text version of slide 17.
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.
Report Submission and Approval Process

Reference the appendix for the alternative text version of slide 19.
GMART Reporting Tabs:
Report Status

Reference the appendix for the alternative text version of slide 20.
# Reporting Timeline

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Reporting Data</th>
<th>Performance Period</th>
<th>Reporting Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report 1</td>
<td>Expenditures</td>
<td>March 18, 2019, to June 30, 2019</td>
<td>July 31, 2019</td>
</tr>
<tr>
<td>Report 2</td>
<td>• Expenditures&lt;br&gt;• Date the local school board approved each school's SPSA</td>
<td>July 1, 2019, to October 31, 2019</td>
<td>November 29, 2019</td>
</tr>
<tr>
<td>Report 3</td>
<td>Expenditures</td>
<td>November 1, 2019, to February 29, 2020</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>Final Report</td>
<td>Expenditures</td>
<td>March 1, 2020, to June 30, 2020</td>
<td>July 31, 2020</td>
</tr>
</tbody>
</table>
CSI Funding: Apportionments

<table>
<thead>
<tr>
<th>First Apportionment (Approved Application)</th>
<th>Second Apportionment (Report 1)</th>
<th>Third Apportionment (Report 2)</th>
<th>Fourth Apportionment (Report 3)</th>
<th>Final Apportionment (Final Report)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 percent of the preliminary LEA allocation</td>
<td>Claimed expenditures less prior payment</td>
<td>Claimed expenditures less prior payment</td>
<td>Claimed expenditures less prior payment</td>
<td>Claimed expenditures less prior payment</td>
</tr>
</tbody>
</table>

The CDE will apportion funds approximately one month after the final date of each reporting period.
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.
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
Questions and Wrap-up

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

School Improvement and Support Office

916-319-0833

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 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.
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