

2020–21 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Subgrant Reporting



TONY THURMOND
State Superintendent
of Public Instruction

STUDENT ACHIEVEMENT AND SUPPORT DIVISION

HOUSEKEEPING

- Please use the Zoom Question and Answer feature to post any questions you may have.
- A PDF of today's presentation is located on the CDE CSI Webinars web page at <https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp>.
- School Improvement and Support Office (SISO) can be reached at SISO@cde.ca.gov or 916-319-0833.

ACRONYMS and INITIALISMS

CDE—California
Department of Education

CSI—Comprehensive
Support and Improvement

ED—United States
Department of Education

ESSA—Every Student
Succeeds Act

FY—Fiscal Year

GMART—Grant
Management and Reporting
Tool

LEA—Local Educational
Agency

SEA—State Educational
Agency

PART I

Grant Management Reporting

- GMART Subgrant Reporting Timeline, Overview, and Report Submissions
- GMART Updates

PART II

Federal Reporting

- Requirements
- Consolidated State Performance Report
- 1003(i)
- GMART Data Entry

PART I



TONY THURMOND
State Superintendent
of Public Instruction

Grant Management Reporting

FY 2020–21 SUBGRANT REPORTING

Report Name	Required Reporting Data	Performance Period	Reporting Window
Report 1	<ul style="list-style-type: none"> Funding Plan Adjustment Budget Summary Expenditures 	February 15, 2021, to June 30, 2021	July 1–31, 2021
Report 2	<ul style="list-style-type: none"> CSI Plan Approval/Adoption Dates Expenditures Federal Report 	July 1, 2021, to September 30, 2021	October 1–31, 2021
Report 3	Expenditures	October 1, 2021, to January 31, 2022	February 1–28, 2022
Report 4	Expenditures	February 1, 2022, to June 30, 2022	July 1–31, 2022
Final Report and Grant Evaluation	<ul style="list-style-type: none"> Final Expenditures/Closeout Report Grant Performance Report Federal Report 	July 1, 2022, to September 30, 2022	October 1–31, 2022

GMART OVERVIEW

The GMART is a web-based system that allows the LEA to complete and submit an application for funding and view, revise, and submit fiscal and other required information.

For more information, visit the GMART instructions web page at

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

GMART home page:

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

Grant Management and Reporting Tool (GMART)

Logon

Username:

Password:

[GMART Instructions](#)

Refer to slide 74 for alternative text version.

SELECT FY 2020–21 SUBGRANT

Grant Management and Reporting Tool (GMART)

Select Grant

[Logout](#)

CSI LEA

[2020-21 Every Student Succeeds Act Comprehensive Support and Improvement Local Educational Agency Grant](#)

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

Refer to slide 75 for alternative text version.

GRANT MANAGEMENT REPORTS TAB (1)

Grant Management (Mgmt) Reports

Grant Management and Reporting Tool (GMART)

GMART Home	Funding Application	LEA Contact Info Federal Reports	CDE Contact Info Submission History	Budget Summary	Grant Mgmt Reports
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[Logoff](#)

A screenshot of the Grant Management and Reporting Tool (GMART) navigation menu. The menu is displayed as a horizontal row of light blue buttons. From left to right, the buttons are: 'GMART Home', 'Funding Application', 'LEA Contact Info' (with 'Federal Reports' listed below it), 'CDE Contact Info' (with 'Submission History' listed below it), 'Budget Summary', and 'Grant Mgmt Reports'. The 'Grant Mgmt Reports' button is highlighted with a yellow background and a red circle around it. Below the buttons is a blue underlined link labeled 'Logoff'.

Refer to slide 77 for alternative text version.

Report 1 includes the following sections:

- LEA Allocation Amount
- Funding Plan and Justification
- Budget Summary and Narrative
- Expenditure Report

REPORT 1: LEA ALLOCATION AMOUNT

LEA Name	FY 2020–21 Preliminary LEA Allocation (Application for Funding)	FY 2020–21 Final LEA Allocation (April 2021)
Sample Unified	\$170,283.00	\$177,547.00

A table of final allocation amounts is located on the CDE Funding Results web page at <https://www.cde.ca.gov/fg/fo/r16/csileafundingresults20.asp>.

REPORT 1: FUNDING PLAN ADJUSTMENT

LEA and School Name	FY 2020–21 Preliminary Funding Plan (Closed)	FY 2020–21 Final Funding Plan (April 2021) (Edit)	LEA Action
Sample Unified	\$0.00	\$0.00	<u>Edit</u>
School A	\$170,283.00	\$177,547.00	<u>Edit</u>
Total Distributed	\$170,283.00	\$177,547.00	n/a

REPORT 1: FUNDING PLAN JUSTIFICATION

In the textbox provided under the Funding Plan table, the LEA is required to provide a justification for Funding Plan changes.

Justification for Funding Plan Changes

Example: School A's allocation was increased by \$7,264.00 due to the increase of the LEA's Final Allocation amount.

REPORT 1: BUDGET SUMMARY (1)

The Budget Summary combines LEA- and school-level budget amounts for CSI project activities.

Object Code	Budget Amount	Budget Detail	Percent of Total Budget	LEA Action
1000–1999 Certificated Personnel Salaries	[LEA to enter amount]	<p>[LEA to Select All That Apply]</p> <ul style="list-style-type: none">• Capacity building• Stakeholder engagement• Needs assessment/root cause analysis• Selecting and implementing evidence-based interventions/strategies/activities• Monitoring and evaluating improvement efforts• Other CSI activities	%	Edit

REPORT 1: BUDGET SUMMARY (2)

Object Code	Budget Amount	Budget Detail	Percent of Total Budget	LEA Action
2000–2999 Classified Personnel Salaries	\$0.00	<i>Select All That Apply:</i>	%	Edit
3000–3999 Employee Benefits	\$0.00	<i>Select All That Apply:</i>	%	Edit
4000–4999 Books and Supplies	\$0.00	<i>Select All That Apply:</i>	%	Edit
5000–5999 Services and Other Operating Expenditures	\$0.00	<i>Select All That Apply:</i>	%	Edit
5100 (Sub-agreements over \$25,000)	\$0.00	<i>Select All That Apply:</i>	%	Edit
6400–6500 Equipment and Equipment Replacement	\$0.00	<i>Select All That Apply:</i>	%	Edit
7310 Indirect Cost	\$0.00	<i>n/a</i>	%	Edit
Total Budget Summary	\$0.00	<i>n/a</i>	%	n/a

REPORT 1: BUDGET SUMMARY NARRATIVE

In the text box below the Budget Summary, the LEA will be required to explain:

- How the costs associated with each major object code and project activity relate to the development and implementation of the CSI plan, and
- How the costs directly support implementation of the evidence-based interventions/strategies/activities and reason/s/ for identification.

BUDGETING TIPS

- The Budget Summary must follow and align with the evidence-based interventions/strategies/activities as outlined in the LEA's CSI Plan.
- If budgeting for a similar item/service that was previously purchased, use those actual expenditures to inform the Budget Summary projections.
- Be intentional and focused on leveraging CSI funding to directly support and improve student outcomes.

REPORT 1: EXPENDITURE REPORTING (1)

Object Code	Expenditure Amount	Percent of Total Budget	LEA Action
1000–1999 Certificated Personnel Salaries	\$0.00	%	Edit
2000–2999 Classified Personnel Salaries	\$0.00	%	Edit
3000–3999 Employee Benefits	\$0.00	%	Edit
4000–4999 Books and Supplies	\$0.00	%	Edit
5000–5999 Services and Other Operating Expenditures	\$0.00	%	Edit
5100 (Sub-agreements over \$25,000)	\$0.00	%	Edit
6400–6500 Equipment and Equipment Replacement	\$0.00	%	Edit
7310 Indirect Cost	\$0.00	%	Edit
Total Report 1	\$0.00	%	n/a

REPORT 1: EXPENDITURE REPORTING (2)

Indirect Costs

Description	Report 1 Expenditures	Total Maximum Allowable Indirect Costs
Maximum Allowable Indirect Costs	\$0.00	Automatically Calculated

Balance

FY 2020–21 Final Allocation (April 2021)	Total Expenditures To-Date	Cash Balance
Sample Unified	Automatically Calculated	Automatically Calculated

Remarks (optional)

Enter remarks here (Max 4000 characters)

Save Remarks Text

Submit Report

Show Report Submission and Review History

Export Report to Excel

Report 2

- CSI Plan Approval/Adoption Dates
 - Type of CSI Plan: **SPSA** or **LCAP**
 - Date of Plan Approval/Adoption **or** Scheduled Approval/Adoption date by the *School* and *LEA*
- Expenditures
 - Performance Period: July 1, 2021, to September 30, 2021

SMART REPORTS 3, 4, and FINAL

Report 3

- Expenditures

- Performance Period: October 1, 2021, to January 31, 2022

Report 4

- Expenditures

- Performance Period: February 1, 2022, to June 30, 2022

Final Report

- Expenditures, Final Report, and Grant Evaluation

- Performance Period: July 1, 2022, to September 30, 2022

Final Grant Evaluation

- **Review** LEA Allocation Amount
- **Review** Final Expenditures and Closeout Report
 - Closeout Report—Remaining Unspent Funds
 - Indirect Costs
- **Complete** and submit the Grant Performance Report

Grant Performance Report

- **Prompt 1:** Describe the LEA's vision for using CSI funds to improve school and student outcomes in schools identified for CSI.
- **Prompt 2:** Describe the evidence-based strategies that improved school and student outcomes.

Grant Performance Report

- **Prompt 3:** Describe the challenges the LEA faced, the problems that were overcome, and key lessons learned. What changes were made as a result of this information in order to improve school and student outcomes?
- **Prompt 4:** Describe how the LEA will sustain improvements made.

APPORTIONMENTS

First Apportionment (Approved Application)	Second Apportionment (Report 1)	Third Apportionment (Report 2)	Fourth Apportionment (Report 3)	Fifth Apportionment (Report 4)	Final Apportionment (Final Report)
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	Claimed expenditures less prior payment

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

GMART UPDATES: BUDGET REVISIONS (1)

Available once Report 1 has been approved, the LEA will be able to utilize the GMART to submit Budget Summary revisions by selecting the new “**Budget Summary**” tab.

Grant Management and Reporting Tool (GMART)

[GMART Home](#)

[Funding Application](#)

[LEA Contact Info](#)
[Federal Reports](#)

[CDE Contact Info](#)
[Submission History](#)

[Budget Summary](#)

[Grant Mgmt Reports](#)

[Logoff](#)

Refer to slide 79 for alternative text version.

SMART UPDATES: BUDGET REVISIONS (2)

Budget Summary Table

Object Code	Last Approved Budget	Last Approved Budget Detail	Revised Budget Amount	Revised Budget Detail	Revision Justification	Percent of Total Budget
1000–1999 Certificated Personnel Salaries	\$10,000.00	Carried over from Last Approved Budget Detail (Auto-populated)	[LEA to enter]	<p>[LEA to select all that apply]:</p> <ul style="list-style-type: none"> • Capacity building • Stakeholder engagement • Needs assessment/root cause analysis • Selecting and implementing evidence-based interventions/strategies/activities • Monitoring and evaluating improvement efforts • Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting 	<p>[LEA to enter Revision Justification]</p> <p>The LEA must provide a detailed justification for the increase or decrease from the last approved budget amount that details why the change is occurring.</p>	(Auto-populated)

Refer to slide 81 for alternative text version.

SMART UPDATES: BUDGET REVISIONS (3)

Last Approved Budget Summary Narrative

This textbox will display the LEA's last approved Budget Summary Narrative.

Revised Budget Summary Narrative

Explain how the revised budgeted amounts associated with each major object code and project activity relate to the development and implementation of the CSI plan/s/, including how the costs directly support implementation of evidence-based interventions/strategies/activities and reason/s/ for identification.

[LEA will revise/update their Budget Summary Narrative as it relates to their Revised Budget Summary.]

Refer to slide 85 for alternative text version.

Budget Summary History

Select a **Budget Summary Submission**.

Approved submissions will be labeled “**Approved**”.

Refer to slide 88 for alternative text version.

Question: When must an LEA submit a Budget Summary revision?

Answer: A Budget Summary revision will be required when an LEA determines that a change to a budgeted amount in a given object code exceeds the 10 percent threshold.

The CDE is aware that budgets may change, but the LEA should take proper steps to ensure that budgeted amounts are aligned with the evidence-based interventions/strategies/activities as indicated in the LEA's approved CSI Plan/s/.

Example 1: Budget Summary Revision Required

Approved budgeted amount for Object Codes 5000–5999 was \$30,000. The LEA underestimated the cost of a particular service and determined the revised budget amount should be \$40,000, an increase of \$10,000.

In this example, the LEA **would be required** to submit a Budget Summary revision, as the revised amount exceeds 10 percent of the previously approved budgeted amount.

10 percent of \$30,000 is \$3,000. A budget increase above \$3,000, **will require** a Budget Summary revision.

Example 2: Budget Summary Revision Not Required

Approved budgeted amount for Object Codes 4000–4999 was \$10,000. The LEA underestimated the cost of books and supplies and determined the revised budget amount should be \$10,500, an increase of \$500.

In this case, the LEA **would not be required** to submit a Budget Summary revision, as the revised amount does not exceed 10 percent of the previously approved budgeted amount.

10 percent of \$10,000 is \$1,000. A budget increase below \$999.99, **would not require** a Budget Summary revision.

Question: Is a Budget Summary revision required if an LEA makes a change to its Funding Plan?

Answer: Not necessarily. The Funding Plan captures how the LEA intends to distribute its allocation between the district and/or school, whereas the Budget Summary captures how the LEA intends to expend its allocation across object codes.

If the Funding Plan alters how the LEA plans to expend its allocation, then a Budget Summary revision *may* be needed.

GMART UPDATES: BUDGET FAQ #3

Question: Must a Budget Summary revision be approved by the CDE before the LEA can submit a Grant Management Report?

Answer: An LEA must have an approved Budget Summary prior to making expenditures that are beyond budgeted amounts. If submitted expenditures exceed budgeted amounts, the GMART will display an error message indicating such and the LEA must resolve the error in order to move forward.

Therefore, it is important that budgeted amounts are aligned with the evidence-based interventions/strategies/activities as indicated in the LEA's approved CSI Plan/s/.

Question: If an LEA requests to revise its Budget Summary, must it also revise its Budget Summary Narrative?

Answer: Depending on the changes to the LEA Budget Summary, an LEA may also need to revise its Budget Summary Narrative.

For example, moving a significant amount of funding from one object code series to another object code series, would require the Budget Summary Narrative to be revised in at least the two object code series in which the change occurred.

Capital Expenditures

Beginning with the **FY 2020–21 CSI LEA subgrant**, the LEA may claim Capital Outlay expenditures for the following object codes:

- 6400-Equipment
- 6500-Equipment Replacement

No other Capital Outlay expenditures may be claimed within the 6000 object code series, as they do not align with the purpose and intent of the ESSA CSI LEA subgrant.

Capital Outlay Equipment Definition

6400	Equipment. Record expenditures for movable personal property, including equipment such as vehicles, machinery, and playground equipment, computer systems that have both an estimated useful life over one year and an acquisition cost equal to or greater than the capitalization threshold established by the LEA. Acquisition cost includes tax, freight or other types of delivery charges, and installation costs including labor. (For more detail, refer to Procedure 770.)
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Capital Outlay expenditures for the ESSA CSI LEA subgrant have a **very narrow focus**, as all other Equipment expenditures would be beyond the scope of the subgrant.

Refer to slide 89 for alternative text version.

Capital Outlay Equipment Replacement Definition

6500	Equipment Replacement. Record expenditures for equipment replaced on a piece-for-piece basis. These expenditures must be identified for purposes of the calculation of the current expense of education (Education Code Section 41372).
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Refer to slide 91 for alternative text version.

Reporting Capital Outlay Expenditures in GMART

- See Expenditure Table on slide 21
- If 6400–6500 reported expenditures total \$5,000 or more, the GMART will require a response to the following prompt:

The LEA has claimed a Capital Outlay expenditure of \$5,000 or more. Does this expenditure include an item with a unit cost of more than \$5,000?

Reporting Capital Outlay Expenditures in GMART

- If **Yes**, the LEA must provide the date the *Title I CSI Capital Outlay Expenditures Request Form* was approved by the CDE.
- If **No**, the LEA **will not** be prompted to provide additional information in the GMART.

Obtaining CDE Approval for Capital Outlay Expenditures

Federal requirements located in the Office of Management and Budget (OMB) guidance pursuant to Title 2, *Code of Federal Regulations (CFR)*, Part 200.439(b)(2), require a subgrantee to obtain prior written approval from the Federal awarding agency or from its awarding agency prior to incurring the cost of a Capital Outlay expenditure.

Only items with a unit cost of \$5,000 or more will require prior written approval from the CDE.

Title I CSI Capital Outlay Expenditures Request Form

The form is located on the CDE ESSA CSI LEA Authorized Use of Funds web page at

<https://www.cde.ca.gov/sp/sw/t1/csileaauthusefunds.asp> and is specific to the CSI program.

Note: The *Title I CSI* form is separate from the form that is used for the Title I program. For more information about Title I Capital Expenditures, please visit

<https://www.cde.ca.gov/sp/sw/t1/capitalexpenditure.asp>.

Completing the Title I CSI Capital Outlay Expenditures Request Form

The LEA will provide:

- Contact information and
- Responses to six prompts

The prompts will require the LEA to provide very detailed information as to how the proposed Capital Outlay expenditure will support the implementation of the CSI Plan and CSI program as a whole.

Submitting the Title I CSI Capital Outlay Expenditures Request Form

The *Title I CSI Capital Outlay Expenditures Request Form* and a detailed quote of the item must be emailed to CSICapEx@cde.ca.gov.

Review of the Title I CSI Capital Outlay Expenditures Request Form

- If the request is **approved**, the CDE will email the LEA and attach the approved form for confirmation.
- If the request is **not approved**, the CDE will email the LEA and return the form with relevant remarks/comments. Depending on the reason/s/ provided, the LEA may be able to resubmit for reconsideration.

GMART UPDATES: SUBMISSION HISTORY

The “Report Status” tab has been renamed to “**Submission History**”.

Here, the LEA will be able to view all of its Grant Management Report submissions and the review history.



Refer to slide 92 for alternative text version.

REPORTING TIPS

- The LEA is still required to submit a Grant Management Report even if it does not have expenditures for a given reporting period. The LEA must enter \$0 (zero).
- The LEA must provide the required detail in the Budget Summary Narrative (See GMART Instructions).
- If the LEA's CSI-eligible school has closed or may close in the future, the LEA must contact the SISO for further reporting instructions.
- CSI LEA Closeout Instructions are located at <https://www.cde.ca.gov/sp/sw/t1/csileafiscalinfo.asp>.

CLOSEOUT TIPS

- If the LEA has a \$0 (zero) cash balance, the GMART will prompt the LEA to closeout its subgrant.
- If the LEA has a \$25 cash balance or less, the GMART will ask the LEA if would like to:
 - Continue expending its CSI LEA subgrant, or
 - Proceed to closing out its CSI LEA subgrant
- If the LEA has a \$25 cash balance or more, the LEA can request closeout at any time.

WHAT'S ON YOUR MIND???

Q & A

PART II



TONY THURMOND
State Superintendent
of Public Instruction

Federal Reporting

The CDE is required to meet **two** separate reporting requirements for ESSA, Section 1003 funds for CSI:

- 1. Consolidated State Performance Report (CSPR)**
- 2. ESSA, Section 1003(i) for the state report card**

- The CSPR is the required annual reporting tool for each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the Elementary and Secondary Education Act (ESEA), as amended by the ESSA.

- The CSPR is part of the federal ED Facts Initiative.
 - ED Facts centralizes performance data supplied by state education agencies SEA with other data assets, such as financial grant information, within the ED to enable better analysis and use in policy development, planning, and management.

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies is included in the CSPR.
- The SISO is required to collect CSPR data related to ESSA, Section 1003 funds for CSI.
- The CDE is required to submit these data to the ED in February of each year.

- The data collected using this file specification are used by the ED to monitor and report performance on programs and activities supported by the ESEA, as amended by the ESSA. The table below describes the required data.

Grant Description	Data Collection
School Improvement Funds 1003(a)	The dollar amount that the school received for school improvement under Section 1003(a) of the ESEA, as amended by the ESSA.

- What is the reporting period?
 - The reporting period is a School Year (SY)—any twelve-month period. In other words, what funds were **allocated to the school during the previous school year** under Section 1003(a) of the ESSA?

ESSA, SECTION 1003(i) (1)

Under Section 1003(a) of the ESSA, an SEA must reserve a portion of its Title I, Part A allocation to assist LEAs that serve schools implementing CSI plans under ESSA, Section 1111(d) and 34 Code of Federal Regulations §§200.21 or 200.22.

- Related to this reservation, the state report card must include:
 - *All the **LEAs and schools** that received Section 1003 school improvement funds,*
 - *The amount of funds **each school received**, and*
 - *The **types of strategies implemented in each school with such funds** (ESSA, Section 1003[i]).*

The ED provides some **examples** of strategies that may be included in the state report card:

- Increasing access to effective teachers or adopting incentives to recruit and retain effective teachers
- Increasing or redesigning instructional time
- Implementing interventions based on data from early warning indicator systems
- Reorganizing the school to implement a new instructional model

Continued from previous page:

- Implementing strategies designed to increase diversity by attracting and retaining students from varying socioeconomic backgrounds
- Replacing school leadership with leaders who are trained for or have a record of success in low-performing schools
- In the case of an elementary school, increasing access to high-quality preschool

ESSA, SECTION 1003(i) (4)

- The SISO is required to **collect** ESSA, Section 1003(i) data and provide it to the CDE Data Visualization and Reporting Office (DVRO)
- The DVRO web page is located at <https://www.cde.ca.gov/ds/da/>.

FY 2020–21 FEDERAL REPORTING (1)

- To streamline the data collections, the SISO is **combining the two** federal reporting requirements with corresponding grant expenditure reporting periods.
- The SISO will use the GMART to collect CSPR and ESSA, Section 1003(i) data.

- For each assigned grant period, the LEA will be required to provide the following information:
 - 1. Amount of funds distributed to each CSI school (not the LEA)**
 - 2. Types of Strategies implemented with ESSA, Section 1003 funds**

FY 2020–21 FEDERAL REPORTING TIMELINE

Federal FY Reporting Time Period (Date Period Covered)	Aligned to GMART Reporting Period
SY 2020–21 <i>(February 15, 2021, to June 30, 2021)</i>	2
SY 2021–22 <i>(July 1, 2021, to June 30, 2022)</i>	Final
SY 2022–23 <i>(July 1, 2022, to September 30, 2022)</i>	N/A

See **slide 6** for FY 2020–21 Subgrant Reporting.

GMART FEDERAL REPORTS TAB (1)

Grant Management and Reporting Tool (GMART)

[GMART Home](#)

[Funding Application](#)

[LEA Contact Info](#)

[CDE Contact Info](#)

[Budget Summary](#)

[Grant Mgmt Reports](#)

[Federal Reports](#)

[Submission History](#)

[Logoff](#)

Refer to slide 94 for alternative text version.

SMART FEDERAL REPORTS TAB (2)

SY 2020–21

Federal Reporting Data

School Name	Amount of Funds School Received Between (2/15/21 through 6/30/21)	Types of Strategies Implemented
School A	[LEA to enter amount]	[LEA to enter the strategies the school implemented with the CSI funds distributed to the school]
Total Distributed	Automatically calculated	n/a

Remarks (optional)

Enter remarks here (Max 4000 characters)

Submit Federal Report

Show Report Submission and Review History

ESSA CSI RESOURCES (1)

CSI web page

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

CSI Webinars web page

<https://www.cde.ca.gov/sp/sw/t1/csiwebinars.asp>

GMART Logon 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 RESOURCES (2)

Indirect Cost Rates web page

<https://www.cde.ca.gov/FG/ac/ic/>

CSI Authorized Use of Funds web page

<https://www.cde.ca.gov/sp/sw/t1/csileaauthusefunds.asp>

Title I CSI Capital Outlay Expenditures Request Form

<https://www.cde.ca.gov/sp/sw/t1/documents/csicapexform.pdf>

Continuous Improvement web page

<https://www.cde.ca.gov/sp/sw/t1/continuousimprovement.asp>

Capital Outlay Guidelines (Procedure 330)

<https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>

As with past presentations, the CDE would like to hear directly from you.

Posted in the chat, is a link to a quick 2-minute survey. Please take a few moments and share with us your thoughts about today's webinar.

A link to the survey will also be provided in the “Thank you for attending” email that we will send out later today from SISO@cde.ca.gov. If you do not receive the email, please check your junk or spam folder.

School Improvement and Support Office

916-319-0833

SISO@cde.ca.gov

Title of Image: GMART Logon

GMART log on screen where users enter their username and password. There is a “Logon” button in addition to a hyperlink for GMART Instructions.

Title of Image: Grant Management and Reporting Tool (GMART) header, followed by “Select Grant” subheading. A “Logoff” hyperlink is underneath the subheading.

CSI LEA is followed by a hyperlink for the user to select the 2020–21 Every Student Succeeds Act Comprehensive Support and Improvement Local Education Agency Grant.

Continued from the previous slide.

At the bottom of the picture the text states “Questions: School Improvement and Support Office; SISO@cde.ca.gov; 916-319-0833.”

Title of Image: Grant Management Reports Tab (1)

GMART header followed by a blue menu bar of options. The menu contains the following hyperlinks:

- GMART Home
- Funding Application
- LEA Contact Info
- CDE Contact Info
- Budget Summary
- Grant Mgmt Reports
- Federal Reports
- Submission History

APPENDIX: SLIDE 10 (2)

Continued from the previous slide.

The Grant Mgmt Reports menu option is highlighted in orange, with a red outline of an oval around it.

Underneath the blue menu bar is a hyperlink to “Logoff” hyperlink.

Title of Image: GMART Updates, Budget Revisions (1)

GMART header followed by a blue menu bar of options. The menu contains the following hyperlinks:

- GMART Home
- Funding Application
- LEA Contact Info
- CDE Contact Info
- Budget Summary
- Grant Mgmt Reports
- Federal Reports
- Submission History

Continued from the previous slide.

The Budget Summary menu option is highlighted in orange, with a red outline of an oval around it.

Underneath the blue menu bar is a hyperlink to “Logoff” hyperlink.

Title of Image: GMART Updates, Budget Revisions (2)

The Budget Summary table with 7 columns. The columns read:

- Object Code
- Last Approved Budget
- Last Approved Budget Detail
- Revised Budget Amount
- Revised Budget Detail
- Revision Justification
- Percent of Total Budget

APPENDIX: SLIDE 29 (2)

Continued from the previous slide.

Columns one through three will be prepopulated with an LEA's actual information.

The LEA will enter data into the Revised Budget Amount column.

The LEA will select all that apply from the list of project activities in the Revised Budget Detail column.

APPENDIX: SLIDE 29 (3)

Continued from the previous slide.

The LEA will provide a Revision Justification in the Revision Justification column.

In the same column the text reads: The LEA must provide a detailed justification for the increase or decrease from the last approved budget amount that details why the change is occurring.

Column seven will be prepopulated with the LEAs actual information.

APPENDIX: SLIDE 29 (4)

Continued from the previous slide.

The Revised Budget Amount, Revised Budget Detail and Revision Justification columns are outlined with a red square to signify the columns where the LEA must enter data.

Title of Image: Budget Summary Narrative

Text box heading: Last approved Budget Summary Narrative

Text within the text box reads: This textbox will display the LEA's last approved Budget Summary Narrative.

Continued from the previous slide.

Text box heading: Revised Budget Summary Narrative

Explain how the revised budgeted amounts associated within each major object code and project activity relate to the development and implementation of the CSI Plan/s/, including how the costs directly support implementation of evidence-based interventions/strategies/activities and reason/s/ for identification.

Continued from the previous slide.

In the textbox, the text reads: LEA will revise/update their Budget Summary Narrative as it relates to their Revised Budget Summary.

There is an outline of a red square around the Revised Budget Summary section to indicate that the LEA will provide their revised Budget Summary Narrative in the textbox.

Title of Image: GMART Updates, Budget Revisions (4)

Budget Summary History

Select a Budget Summary Submission

Approved submissions will be labeled “Approved”

There will be a drop-down menu for LEAs to select a previous version of their Budget Summary.

Then the LEA would select “Get Selected Version”.

Title of Image: Capital Outlay Equipment Definition

Identifies the 6400 Object Code for Equipment.

Record expenditures for computer systems that have both an estimated useful life over one year and an acquisition cost equal to or greater than the capitalization threshold established by the LEA. Acquisition cost includes tax, freight or other types of delivery charges, and installation costs including labor. (For more detail, refer to Procedure 770).

Continued from the previous slide.

There is text within the definition that has been struck through to indicate that those items will not be allowed for this subgrant. “...movable personal property, including equipment such as vehicles, machinery, and playground equipment...”

The words “computer systems” are highlighted in yellow with a red oval outline around it to indicate that these types of items could be allowable for this subgrant.

Title of Image: Capital Outlay Equipment Replacement Definition

Identifies the 6500 Object Code for Equipment Replacement. Record expenditures for equipment replaced on a piece-by-piece basis. These expenditures must be identified for the purposes of the calculation of the current expense of education (*Education Code Section 41372*)

Title of Image: GMART Updates, Submission History (1)

GMART header followed by a blue menu bar of options. The menu contains the following hyperlinks:

- GMART Home
- Funding Application
- LEA Contact Info
- CDE Contact Info
- Budget Summary
- Grant Mgmt Reports
- Federal Reports
- Submission History

APPENDIX: SLIDE 48 (2)

Continued from the previous slide.

The Submission History menu option is highlighted in orange, with a red outline of an oval around it.

Underneath the blue menu bar is a hyperlink to “Logoff” hyperlink.

Title of Image: GMART Federal Reports Tab (1)

GMART header followed by a blue menu bar of options. The menu contains the following hyperlinks:

- GMART Home
- Funding Application
- LEA Contact Info
- CDE Contact Info
- Budget Summary
- Grant Mgmt Reports
- Federal Reports
- Submission History

Continued from the previous slide.

The Federal Reports menu option is highlighted in orange, with a red outline of an oval around it.

Underneath the blue menu bar is a hyperlink to “Logoff” hyperlink.