

2022–23 Comprehensive Support and Improvement County Office of Education Plan Approval Reporting

June 15, 2023

Student Achievement and Support Division
School Improvement and Support Office



Acronyms

CDE: California Department of Education

COE: County Office of Education

CSI: Comprehensive Support and Improvement

ESSA: Every Student Succeeds Act

FY: Fiscal Year

GMART: Grant Management and Reporting Tool

LCAP: Local Control and Accountability Plan

LEA: local educational agency



Agenda

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



Housekeeping

Please use the Zoom Question and Answer feature to post questions.

A copy of today's presentation is located on the CDE ESSA School Support Webinar Resources web page at

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



FY 2022 CSI Funds for COEs Webinar Series

- This webinar is one of two webinars that is being provided to COEs receiving CSI funds.
- Yesterday's presentation addressed reporting requirements for the ESSA CSI COE Plan Development and Implementation Support subgrant.
- **Today's presentation** will address reporting requirements for the ESSA CSI COE **Plan Approval** subgrant.



Purpose

The Budget Act of 2022 appropriates \$5,000,000 of ESSA, Section 1003 funds to COEs for the purposes of review and approval of **2023–24 CSI plans** through the CSI prompts in the 2023–24 LEA LCAP.

There are requirements to report expenditures for each reporting period in the GMART.



GMART Overview

The GMART is a web-based system that:

- Allows the COE to complete, submit, and print the application for funding.
- Allows the COE to submit, view, and modify fiscal data, including expenditure reports.
- Requires usernames and passwords.

For more information, visit the CDE GMART Instructions web page at

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



Subgrant Reporting Requirements (1)

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	<ul style="list-style-type: none"> Budget Revisions (BR) Expenditures (E) 	March 13, 2023, to June 30, 2023	July 15, 2023 (BR) July 31, 2023 (E)
Report 2	<ul style="list-style-type: none"> Budget Revisions (BR) Expenditures (E) 	July 1, 2023, to September 30, 2023	October 15, 2023 (BR) October 31, 2023 (E)
Report 3	<ul style="list-style-type: none"> Budget Revisions (BR) Expenditures (E) 	October 1, 2023, to January 31, 2024	February 15, 2024 (BR) February 28, 2024 (E)



Subgrant Reporting Requirements (2)

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 4	<ul style="list-style-type: none"> Budget Revisions (BR) Expenditures (E) 	February 1, 2024, to June 30, 2024	July 15, 2024 (BR) July 31, 2024 (E)
Final Report and Grant Evaluation	<ul style="list-style-type: none"> Budget Revisions (BR) Expenditures (E) Subgrant Performance Report (SPR) 	July 1, 2024, to September 30, 2024	October 15, 2024 (BR) October 31, 2024 (E and SPR)



GMART: Logging On

Grant Management and Reporting Tool (GMART)

Logon

Username:

Password:

[GMART Instructions](#)

GMART home page:

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

Refer to [Appendix 1](#) for alternative text version.



The GMART

Username and passwords:

- Are the same as in prior years.
- Were emailed to county superintendents.
- Are case-sensitive.

For more information, visit the GMART Instructions web page located at

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



Selecting the Subgrant

GMART

Select Grant

Logoff

Please select the link below to begin or continue:

FY 2022–23 Plan Approval



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 with the COE Contact Information tab highlighted.

Refer to [Appendix 2](#) 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



Project Budget Tab

Grant Management and Reporting Tool (GMART)

GMART Home

Funding Application

COE Contact Info

CDE Contact Info

Project Budget

Expenditure Report

Refer to [Appendix 3](#) for alternative text version.



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
1000–1999 Certificated Personnel Salaries	\$50,000	3 FTE staff salary to review and approve CSI plans	-\$40,000	\$10,000	Reducing 3 FTE to 1 FTE staff salary to review and approve CSI plans	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	***	\$0	\$0	***	Edit
5000–5999 Services and Other Operating Expenditures	\$0	Consulting Services to train staff in the review and approval of CSI plans	+\$50,000	\$50,000	Reduced Staff from 3 to 1FTE, using consulting services instead.	Edit
7310 Indirect Cost	\$5000	Indirect at 10%	\$5,000	\$5,000	Indirect at 10%	Edit
5100 (Sub-agreements over \$25,000)	\$0	***	\$0	\$0	***	Edit
Total Budget Amount	\$65,000	***	\$8,000	\$68,000	***	



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	Consultants to train COE staff regarding conflict of interest guidelines.	\$0	\$50,000	Data Analysis training for CSI Plan Approval team	Edit
7310 Indirect Cost	\$5000	Indirect at 10%	\$0	\$5000	Indirect at 10%	Edit
5100 (Sub-agreements over \$25,000)	\$0	***	\$0	\$0	***	Edit
Total Budget Amount	\$55,000	***	\$0	\$55,000	***	



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 4](#) 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 2022–23 Allocation Amount
Sample COE with 6 CSI-eligible schools	\$41,664

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

<https://www.cde.ca.gov/fg/fo/r16/csicoeplnaprlnfndrslts22.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 5](#) for alternative text version.



Expenditure Report 1

Part 1: March 13, 2023, to June 30, 2023

Object Code	Last Approved Budget	Expenditure Report 1 (03/13/23-06/30/23 Reporting Period)	COE Action
1000–1999 Certificated Personnel Salaries	\$385,015	\$0	Edit
2000–2999 Classified Personnel Salaries	\$0	\$0	Edit
3000–3999 Employee Benefits	\$136,644	\$0	Edit
4000–4999 Books and Supplies	\$333	\$333	Edit
5000–5999 Services and Other Operating Expenditures	\$246	\$245	Edit
7310 Indirect Cost	\$51,649	\$57	Edit
5100 (Sub-agreements over \$25,000)	\$0	\$0	Edit
Total Amount	\$573,887	\$635	



Expenditure Reports 2, 3, 4, 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):

Refer to [Appendix 16](#) 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	Reports 1 through Final
50 percent of the COE's Final Allocation	Claimed expenditures less prior payment

The CDE will apportion funds approximately **twelve to sixteen weeks** after a reporting period has ended.



GMART Reporting Tips

- The COE must confirm it is not reporting expenditures higher than its allowable indirect cost rate.
- The COE must enter “0” if it does not have expenditures for the reporting period.
- 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/gmartcsicoeins22.asp>.



Lessons Learned (1)

- 8 of the 50 FY 2021–22 CSI COE Plan Approval subgrants have closed out.
- While they all reported success in reviewing and approving the CSI plans, the review and approval process looked different for each of the county offices that have closed out.
- As the saying goes, “If you have seen one county office, then you have seen one county office.”



Lessons Learned (2)

- 36 (86 percent) of remaining 42 FY 2021–22 CSI COE Plan Approval subgrantees have expended some of the allocation, as of Report 3.
- All of the FY 2021–22 CSI COE Plan Approval subgrantees have expended or plan to expend the majority of the allocation on personnel who support the review and approval process.
- The remaining funds are utilized for travel to CSI-eligible LEAs within the county, conferences to support understanding of the review and approval process or supplies to support the process.



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/gmartcsicoeins22.asp>

CSI COE Program Information

<https://www.cde.ca.gov/sp/sw/t1/csicoeproginformation21.asp>



Questions

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

Any additional questions may be sent to ESSACOE@cde.ca.gov.



Feedback Please

- In our efforts to continuously improve, we would appreciate you completing a survey that will be dropped in the chat box now and will also be emailed to you shortly from the ESSACOE@cde.ca.gov mailbox.
- The survey will be available until June 25, 2023.
- We will consider your input as we develop future webinars.



Contact Information

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Appendix 1 for Slide 10

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.

There is a link to GMART Home Page.

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Appendix 2 for Slide13

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.

COE Contact Information is highlighted.

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Appendix 3 for 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.

Project Budget tab is highlighted.



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Appendix 4 for 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 an approved Budget Version: There is a button with “Select” and one with “Get Selected Version.”



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Appendix 5 for 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.

Expenditure Report tab is highlighted.

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Appendix 6 for 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 Expenditure to Excel.



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