

# 2022–23 Comprehensive Support and Improvement County Office of Education Plan Development and Implementation Support Reporting Webinar

School Improvement and Support Office

June 14, 2023

CALIFORNIA DEPARTMENT OF EDUCATION  
Tony Thurmond, State Superintendent of Public Instruction



# 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

**LEA**—local educational agency

**Q & A**—Question and Answer

# Housekeeping

- School Improvement and Support Office (SISO) staff can be reached by email at [SISO@cde.ca.gov](mailto:SISO@cde.ca.gov) or by phone at 916-319-0833.
- Specific COE questions can be emailed to [ESSACOE@cde.ca.gov](mailto:ESSACOE@cde.ca.gov)
- Please use the Zoom Q & A to post questions.
- Today's presentation is located 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.
- Today's presentation will address reporting requirements for the ESSA CSI COE Plan Development and Implementation Support subgrant.
- Tomorrow's presentation will address reporting requirements for the ESSA CSI COE Plan Approval subgrant.

# 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
- Lessons Learned
- Questions
- CSI COE Resources
- Survey

# Purpose

The Budget Act of 2022 appropriated \$5,000,000 of ESSA, Section 1003 funds to COEs to support LEAs with the development and implementation of their **2023–24 CSI plans** in coordination with the statewide system of support.

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

# Subgrant Reporting Requirements (1)

Report Name	Reporting Data	Performance Period	Reporting Due Date
Report 1	<ul style="list-style-type: none"><li>Budget Revisions (BR)</li><li>Expenditures (E)</li></ul>	March 13, 2023, to June 30, 2023	July 15, 2023 (BR) July 31, 2023 (E)
Report 2	<ul style="list-style-type: none"><li>Budget Revisions (BR)</li><li>Expenditures (E)</li></ul>	July 1, 2023, to September 30, 2023	October 15, 2023 (BR) October 31, 2023 (E)
Report 3	<ul style="list-style-type: none"><li>Budget Revisions (BR)</li><li>Expenditures (E)</li></ul>	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"> <li>Budget Revisions (BR)</li> <li>Expenditures (E)</li> </ul>	February 1, 2024 to June 30, 2024	July 15, 2024 (BR) July 31, 2024 (E)
Final Report and Subgrant Evaluation	<ul style="list-style-type: none"> <li>Budget Revisions (BR)</li> <li>Expenditures (E)</li> <li>Subgrant Performance Report (SPR)</li> </ul>	July 1, 2024, to September 30, 2024	October 15, 2024 (BR) October 31, 2024 (E)  SPR due at Closeout



# 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 located at

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

# GMART: Logging On

CDE GMART home page:

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

Grant Management and Reporting Tool (GMART)

Logon

Username:

Password:

[GMART Instructions](#)

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 CDE 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 subgrant below to begin or continue:  
**FY 2022–23 Plan Development and Implementation Support**

# GMART Tabs

## Grant Management and Reporting Tool (GMART)

GMART Home

Funding Application

COE Contact Info

CDE Contact Info

Project Budget

Expenditure Report

Refer to [Appendix 2](#) for Alternative Text version.

# COE Contact Information

- Please ensure that the most accurate and recent contact information for the Primary, Secondary, and Fiscal Coordinator/s/ are always in the GMART.
- In order to edit, select 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 3](#) 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 4](#) 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
1000-1999 Certificated Salaries	\$15,000	3 FTE Staff to coach LEAs	-\$10,000	\$5,000	Reduce 3 FTE to 1	Edit
2000-2999 Classified Salaries	0	NA	0	0	NA	Edit
3000-3999 Benefits	\$5,000	Benefits	-\$4,000	\$1,000	NA	Edit
4000-4999 Books and Supplies	0	NA	0	0	NA	Edit
5000-5999 Services	0	NA	0	\$14,000	Data Consultant	Edit
7310 Indirect Cost	\$188	Indirect Cost	0	\$188	NA	Edit
5100 (Sub-agreements over \$25,000)	0	NA	0	0	NA	Edit
<b>Total:</b>	\$20,188			\$20,188		

# Project Budget Example 2

Object Code	Last Approved Budget	Current Expenditure Description	+/- Any Adjust-ments	Revised Budget Amount	Revised Expenditure Justification	COE Action
1000-1999 Certificated Salaries	0	NA	0	0	NA	Edit
2000-2999 Classified Salaries	0	NA	0	0	NA	Edit
3000-3999 Benefits	0	NA	0	0	NA	Edit
4000-4999 Books and Supplies	0	NA	0	0	NA	Edit
5000-5999 Services	\$20,000	Data Analysis Training	0	\$20,000	Leadership Coaching	Edit
7310 Indirect Cost	\$188	Indirect Cost	0	\$188	NA	Edit
5100 (Sub-agreements over \$25,000)	0	NA	0	0	NA	Edit
<b>Total:</b>	\$20,188			\$20,188		

# 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 5](#) 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 Needs Revision:** the Project Budget Revision has been reviewed and requires revision.

# COE Allocation Amount

County Office of Education	FY 2022–23 Allocation Amount
Sample COE	\$20,188

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 6](#) for Alternative Text version.

# Expenditure Report 1

Object Code	Last Approved Budget	Expenditure Report 1 (3/13/23-6/30/23 Reporting Period)	COE Action
1000-1999 Certificated Salaries	0	0	Edit
2000-2999 Classified Salaries	0	0	Edit
3000-3999 Benefits	0	0	Edit
4000-4999 Books and Supplies	0	0	Edit
5000-5999 Services	\$20,000	\$4,812	Edit
7310 Indirect Cost	\$188	\$188	Edit
5100 (Sub-agreements over \$25,000)	0	0	Edit
<b>Total:</b>	<b>\$20,188</b>	<b>\$5,000</b>	



# Expenditure Reports 2, 3, 4, and Final

- Enter expenditure data for each Object Code.
- Enter zeroes for each Object Code 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 7](#) 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 Needs Revision:** the Expenditure Report has been reviewed and requires revision.

# Closeout (1)

- 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.

## Closeout (2)

- 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.
- When entering expenditure data, be aware that only numbers are allowed. No decimals, commas, or dollar signs are accepted.

# Closeout (3)

There is a final evaluation prompt that must be addressed when the COE closes out in the GMART.

## **Instructions:**

Describe the challenges and successes experienced as the CSI funds were used to build LEA capacity to develop, implement, monitor, and evaluate CSI plans designed to improve student and school outcomes.

# Apportionments

<b>First Apportionment</b>	<b>Reports 1 through Final</b>
25 percent of the COE's Final Allocation	Claimed expenditures less prior payment

The CDE will apportion funds approximately 12-16 weeks 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 ensure “0”s are in each Object Code series 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 information.
- CDE CSI COE Fiscal Reporting Instructions are located at <https://www.cde.ca.gov/sp/sw/t1/gmartcsicoeins22.asp>.



# Lessons Learned (1)

From the final reports of 50 2020–21 COEs AND seven 2021–22 COEs that closed out their Plan Development and Implementation Support subgrants, what have we learned?

LOTS of SUCCESSES!

- Ongoing regular meetings are scheduled.
- How and Who is determined.
- CSI plans are developed and implemented.
- Improvement science is permeating the culture.
- CSI exits!

# Lessons Learned (2)

From the final reports of 50 2020–21 COEs AND seven 2021–22 COEs that closed out their Plan Development and Implementation Support subgrants, what have we learned?

Some challenges:

- Staff turnover/substitutes
- Lack of time/busy schedules
- LEAs needing lots of support/guidance
- Roles for CSI plan development unclear (who, what, how)
- CSI plans struggled to meet all requirements

# When are 2021–22 COEs Spending?

- 8 spent in Report 1
- 27 spent in Report 2
- 43 spent in Report 3
- ALL have spent or plan to spend on Certificated Salaries and Benefits
- 7 have closed out (most spent all their funds in one reporting period)
- 4 have not spent any

# How are 2021–22 COEs Spending?

Of the 20 that have spent over half their CSI funds:

- ALL have spent on Certificated Salaries and Benefits
- 6 have their entire budget on Certificated Salaries
- 5 have spent on Classified Salaries and Benefits
- 6 have budgeted a small percent on Books and Supplies
- 2 have budgeted a large percent on Books and Supplies - primarily for training on needs assessments and data analysis
- 7 have budgeted a small percent on Services (5000-5999)
- 2 have budgeted a large percent on 5000 (training)

# Interesting Outliers in Closeout Reports

- A couple comments about how helpful outside, expert consultants have been in achieving improvement results
- Reinforcement/appreciation for strategic resources that target interventions in the area of need
- The necessity of having a CSI Team that meets regularly
- Schools with Dashboard Alternative School Status (and others) may need to focus on helping ONE student group (first/at a time)
- Mental health efforts and behavioral supports still needed

# Intel from Recent Applications

51 COEs are receiving 2022–23 Plan Development and Implementation Support funds and their Proposed Project Budgets reveal that:

- All will spend on Certificated Salaries and Benefits
- 19 only on Certificated Salaries and Benefits
- 14 on Classified Salaries and Benefits
- 14 have budgeted a small percent on Books and Supplies
- 19 have budgeted a small percent on Services
- 6 have budgeted a large percent on Services

**Any Questions?**

# Reporting Requirements Recap (1)

- COE expenditures must be submitted with each report.
- Zeroes can be submitted if there are no expenditures.
- When expenditure amounts claimed for Object Codes are in excess of 10 percent of the last approved budget, a project budget revision request must be submitted. Budget revision requests require CDE approval and are due 15 business days prior to the expenditure reporting due date.



# Reporting Requirements Recap (2)

- Budget revision requests must be submitted using the CDE GMART web page located at <https://www3.cde.ca.gov/gmart/gmartlogon.aspx>.
- The PCA is 15439.
- The Final Report must include a response to an evaluation prompt that will be coded into the Final Report of the GMART and must be completed prior to closeout.

# Reporting Requirements Recap (3)

- Almost half of the COEs receiving 2021–22 Plan Development and Implementation Support funds have spent at least half their funds.
- The 2021–22 subgrant ends September 30, 2023.
- The 2022–23 subgrant started March 13, 2023.
- The 2022–23 Report 1 is due July 31, 2023.

# COE Web Page

CDE COE CSI Program Information

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

Five Tabs:

- Plan Development and Implementation Support
- Plan Approval
- Conflict of Interest
- FAQs
- Resources

# CDE CSI COE Resources

CDE Comprehensive Support and Improvement web page:

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

CDE GMART web page:

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

CDE GMART Instructions web page:

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

CDE CSI COE Fiscal Reporting Instructions page:

<https://www.cde.ca.gov/sp/sw/t1/gmartcsicoeins22.asp>

CDE CSI COE Program Information:

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

# 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.
- The survey will be available until June 23, 2023.
- We will consider your input as we develop future webinars.

# Contact Information

## School Improvement and Support Office

916-319-0833

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

Program Lead: April Tormey [ATormey@cde.ca.gov](mailto:ATormey@cde.ca.gov)

Fiscal Lead: Steven Lawrence  
[SLawrence@cde.ca.gov](mailto:SLawrence@cde.ca.gov)

# 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.

Return to [Slide 10](#)

## Appendix 2 for Slide 13

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.

This is an illustration of the six tabs in the GMART.

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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.

CDE Contact Info is highlighted.

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## Appendix 4 for Slide 16

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).

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## Appendix 7 for Slide 20

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 8 for Slide 23

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.

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## Appendix 10 for Slide 26

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.

Return to [Slide 26](#)