

# GPS

## Grants and Planning System

### Training Module 3 Funding Application

## Agenda

- Funding Applications main page
- Sections
- Allocations
- Navigation
- Budget
- Program Details
- Plan Relationships
- Related Documents
- Validation
- Submission and Review Workflow
- History Log, Comments, and Checklist

# Funding Applications Main Page

- Launching point to all of a district’s funding applications
- View filters
  - Fiscal Year
  - Application status filter

## Funding Applications

Monongalia County Schools (056) Public District - FY 2018

2018	All Active Applications			
	All Active Applications			
Entitlement	All Approved Applications			
Consolidated	Last Approved Applications	0	Not Started	4/24/2017

Competitive Funding Application		Revision	Status	Status Date
There are no matching Competitive applications for this fiscal year.				

Funding Application

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# Funding Applications Main Page

- Entitlement versus Competitive
- Revision
- Status
- Status Date

## Funding Applications

Monongalia County Schools (056) Public District - FY 2018

2018	All Active Applications			
	All Active Applications			
Entitlement	All Approved Applications			
Consolidated	Last Approved Applications	0	Not Started	4/24/2017

Competitive Funding Application		Revision	Status	Status Date
There are no matching Competitive applications for this fiscal year.				

Funding Application

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## Sections

- Overview of a selected funding application revision
- Launching point to pages within the application

### Sections

Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0

Application Status: Not Started

Change Status To: [Draft Started](#)

#### View Change Log

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All	Messages	<input type="checkbox"/> Select Items Print
+ History Log		Print
+ Allocations		Print
+ Contacts		Print
+ Title I Part A	Messages	Print
+ Title I-O LEA	Messages	Print
+ Title II Part A	Messages	Print
+ Title III EL Intent to Participate		Print
+ Title III EL	Messages	Print
+ State EL Funds	Messages	Print
+ Title V Part B, RLIS	Messages	Print

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## Sections - Status

- Displays current status and next possible status(es)
- Only displays next status for current/active application
- Link always active; if user lacks permission, the status change confirmation screen will indicate that
- Status applies to all grants in the funding application
- Tip: Funding Application must be moved into Draft Started status before edits can be made

### Sections

Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0

Application Status: Not Started

Change Status To: [Draft Started](#)

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## Sections

- **Section** – a grouping of related pages in a funding application
- Contains one to many pages
- Each grant in funding app will have its own section
- May be grant-specific or general to overall application
- Sections for unallocated grants will not display
- Collapse/Expand individual or all Sections to simplify view

Description ( View Sections Only View All Pages )

- All
- + History Log
- + Allocations
- + Contacts
- Title I Part A
  - School Ranking
  - School Eligibility
  - Private Schools
  - LEA Set Asides
  - PPA List
  - Budget
  - Budget Overview
  - Related Documents
  - Plan Relationships

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## Allocations Page

- Displays allocation for each grant in funding app
- Broken out by Allocation Type
- Funds are transferred on this page

### Allocations

Monongalia County Schools (056) Public District - FY 2019 - Consolidated - Rev 0 - Allocations

Go To	(1) Title I Part A CFDA: 84.010A	(2) Title I-D LEA	(3) Title II Part A CFDA: 84.367A	(4) Title III EL CFDA: 84.365	(5) State EL Funds	(6) Title V Part B, RLIS	Total
Original	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$60,000.00
Reallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$60,000.00

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## Funding App Page Navigation

- **Go To / Save and Go To** menu allows navigation between any pages in the funding application

Go To		Current Page	
	(1)	Next Page	LL (4) Title III Immigrant (5)
	CFDA: 8	Previous Page	85 CFDA: 84.365
		Sections	
<b>Original</b>	1,185	History Log	.00 25,000.00
<b>Reallocated</b>		Allocations	.00 0.00
<b>Additional</b>		Contacts	.00 0.00
<b>Released</b>		Title I Part A	.00 0.00
<b>Consortium</b>		Title II Part A	Budget
<b>Forfeited</b>		Title III ELL	Budget Overview
<b>Total</b>	1,185	Title III Immigrant	Equitable Services
		CTE Perkins Secondary	<b>Educator Effectiveness</b>
		IDEA 611	Plan Relationships
		IDEA 619	Specific Title II, Part A Assurances
		State Professional Development Grant	Related Documents
		Assurances	
		Consolidated Checklist	

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## Save and Go To...continued

- Using Save and Go To refreshes session timeout
- Save and Go To Current Page: Saves changes to the page and keeps user on that page
- Save and Go To Next Page: Saves changes to the page and moves user to next page in that section
- Save and Go To Previous Page: Saves changes to the page and moves user to previous page in that section
  - If no previous or next page exist, user is returned to Sections page

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## Page Locking

- Pages are locked down when application is in approval process
  - Application must be returned unapproved if changes are desired to an application that has been moved into Draft Completed or Revision Completed
  - Revision must be started to modify an application that is approved
- GPS prevents multiple users from editing the same page simultaneously
  - User will see message indicating the user that is locking the page
  - Lock is released after that user leaves the page or the session times out

**Educator Effectiveness**

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A

Page is being edited by 'Charles Carmichael'.

Go To

To be eligible for Title II, Part A funds LEAs must assess their needs related to improving educator effectiveness. This needs assessment should be based on professional development and hiring, and also take into account local educator effectiveness data, and other elements of educator effectiveness including preparation, staffing, professional development, evaluation, and retention. Title II, Part A funds are provided to LEAs to increase student academic achievement through strategies such as improving teacher and principal effectiveness and increasing the number of highly qualified and effective teachers in the classroom and highly qualified and effective principals and assistant principals in schools.

Allowable uses of Title II, Part A funds include, but are not limited to:

- Support Teacher and Principal Professional Growth and Effectiveness Systems
- Recruit, hire, and retain highly qualified and effective teachers and principals
- Teacher advancement initiatives that emphasize multiple career paths
- Equitable access to excellent educators strategies and initiatives

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## Budget Page

- Displays budget total for each Function Code for this grant
- Entry point to budgeting for each Category

	Function	Total
Modify	11111 - Instruction-K-12	\$0.00
Modify	11115 - Instruction K-12 academic coaches	\$0.00
Modify	11119 - Instruction-K-12 extended day/year	\$0.00
Modify	12110 - Support-Attendance and Social Work Services	\$0.00
Modify	12122 - Guidance Counseling	\$0.00
Modify	12140 - Psychology-General	\$0.00
Modify	12170 - Parent/Family Involvement	\$0.00
Modify	12211 - Supervision of Improvement of Instruction Services	\$0.00
Modify	12213 - Profession Personnel Staff Development	\$0.00
Modify	12574 - Services Personnel Staff Training	\$0.00
Modify	12621 - Maintenance of Buildings	\$0.00
Modify	12711 - Support Service Student Transportation	\$0.00
Modify	13121 - Food Service Operations	\$0.00
Modify	IC - Indirect Cost	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$10,000.00
	<b>Remaining</b>	\$10,000.00

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## Budget Detail

- Line item entry of budget data and narrative by Function Code and Object Code
- Offers LEAs flexibility in the level of detail that they provide
- May change Location Code to tie budget funds to a particular building – hover over code to show building name (default selection is the LEA)
- Subsequent years allow initial population of this data by copying forward last year’s budget

Add Item	Function	Object	Optional Location Code	Quantity	Cost	Line Item Total
Remove	11111 - Instruction-K-12	121 - Service Personnel Regular	056-232	1	\$2,500.00	\$2,500.00
<b>Narrative Description</b>						
Part-time Math Coach I						
20 of 2000 characters						
<b>Total for 11111 - Instruction-K-12</b>						\$2,500.00
<b>Total for all other Functions</b>						\$0.00
<b>Total for all Functions</b>						\$2,500.00
<b>Adjusted Allocation</b>						\$10,000.00
<b>Remaining</b>						\$7,500.00

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## Indirect Cost

- WVDE loads Indirect Cost rates for each district
- As LEAs complete budget, system calculates and displays maximum allowable Indirect Cost budget amount
- LEAs should budget this amount as Indirect Cost
- System validation prevents Indirect Cost budget in excess of specified amount

<b>Indirect Cost Guide</b>	
Total Allocation	\$10,000.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
<b>Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost</b>	<b>\$10,000.00</b>
Indirect Cost Rate	3.12%
<b>Max Available Budget In Categories Eligible for Indirect Cost</b>	<b>\$9,697.44</b>
<b>Max Indirect Cost</b>	<b>\$302.56</b>

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## Budget Overview

- Summary view of budget detail
- Filter view by Location Code
- Toggle between all budget categories and only those being used

Filter by Location: All  
Show Unbudgeted Categories

Function	11111 - Instruction-K-12	12122 - Guidance Counseling	Total
Object			
121 - Service Personnel Regular	2,500.00		2,500.00
124 - Service Personnel Stipends		280.00	280.00
<b>Total</b>	<b>2,500.00</b>	<b>280.00</b>	<b>2,780.00</b>
		<b>Adjusted Allocation</b>	<b>10,000.00</b>
		<b>Remaining</b>	<b>7,240.00</b>

## Program Details Page

- Additional information about LEA's use of grant funding beyond what is captured in budget
- Some grants have multiple Program Details pages with a different page title for each
- Entered directly into GPS by LEA users

### Program Details

Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0 - Title II Part A

Save And Go To

Title II, Part A funds are made available to LEAs to increase student academic achievement through strategies such as improving the quality and effectiveness of teachers, principals, and other school leaders; and providing low-income and minority students greater access to effective teachers, principals, and other school leaders.

To be eligible for Title II, Part A funds, LEAs must conduct a needs assessment related to improving educator effectiveness which is articulated in the Planning Tool. This needs assessment should be based on the following factors:

- Local educator effectiveness data
- Educator equity data such as consistent access for all students to educators that are qualified, experienced, and high performing
- Comparability in class size for all students and/or class size reduction needs for the highest needs schools
- Data related to the educator effectiveness continuum such as staffing needs, recruitment, candidate selection, professional development needs, staff evaluation, and retention/career pathways.

Indicate the proposed uses of Title II funds and provide a description of the related strategies.

Proposed Uses of Funds	Amount	Description of Strategy
1. Developing and implementing initiatives to assist in recruiting, hiring, and retaining effective teachers including alternative certification pathways	\$	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p style="text-align: right;">Check Spelling 0 of 500 characters</p>



# Plan Relationships

- A read-only, targeted view of data from Planning Tool that is linked to this grant
- Appears when the LEA Plan or School Plan has an Action Step/Funding Source Relationship created

**Plan Relationships**  
Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A

Grant	Allocation	Funding Sources (Use Item Numbers)		Remaining
		1   Mathematics	Total	
Title II Part A	\$25,000.00	\$10,000.00	\$10,000.00	\$15,000.00
<b>Total</b>	<b>\$25,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$15,000.00</b>

  

**Related LEA Plan Action Steps (Expand All Collapse All)**

1 | Mathematics

1.1 | High quality professional development of instructional staff

1.1.1 | Conduct seminar on Effective Teaching Practices (Brandywine School District)

Description

Funding Application	Grant	Notes	Amount
Consolidated	Title II Part A		\$50,000.00
	Title II Part A		\$10,000.00
Other	Other	State Aid Grant	\$10,000.00
<b>Total</b>			<b>\$70,000.00</b>

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# Related Documents

- WVDE may request that LEAs attach additional documentation to funding application
- WVDE can provide document template
- Documents may be required or optional
- Clicked links will open in new browser window

**Shared Related Documents**  
Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0 - Shared Related Documents

Go To

Required Documents		
Type	Document Template	Document/Link
Carryover Request / Waiver Form [Upload 1 document(s)]	N/A	<a href="#">Upload New</a>
Equitable Services [Upload at least 1 document(s)]	N/A	<a href="#">Upload New</a>

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## Adding a Related Document

- Browse for file to upload, or enter a URL
  - Make sure URL is for a **publicly accessible** web page
- Optionally enter a Document Name
  - If left blank, name of required document is used
  - Displays on Related Documents page, under “Document/Link” column

**Create Related Document - Carryover Request / Waiver Form**

Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0 - Shared Related Documents

**Please select a file to upload.**

Upload Data File:  Carryover Request.docx

Document Name:

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## Validation

- Business rule checks put in place to ensure quality of data being submitted by district
- System automatically runs validation as application is completed
- Presence of validation issues indicated on the **Sections** page, under the **Validation** column
  - Messages do not appear on the page as user fills out data
  - System does not prevent *saving* of “invalid” data; prevents *submission* of invalid data
  - Validation checks can span pages
  - “Invalid” data can become valid based on subsequent input

Sections	
Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0	
Application Status: Draft Started	
Change Status To: Draft Completed	
View W/D/E History Log	
View Change Log	
Change/View View Sections Only View All Pages	
	Validation
All	Messages
History Log	
Allocations	
Contacts	Messages
Title I Part A	Messages

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## Validation...continued

- Two types of validation messages
  - Errors: Prevent submission of application
  - Warnings: Point out potential issues but allow submission
- Filtering Messages
  - All: Show every message
  - Section: Show all messages for pages in that section
  - Page: Show all messages for that page

Description (View Sections Only View All Pages)	Validation
All	Messages
+ History Log	
+ Allocations	
+ Contacts	Messages
- Title I Part A	Messages
School Ranking	
School Eligibility	
Private Schools	
LEA Set Asides	
PPA List	
Budget	Messages
Budget Overview	
Related Documents	
Plan Relationships	

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## Validation...continued

- Each message is a clickable link
- Clicking link will take user to the screen on which the issue occurred

Validation Messages	
Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0	
<a href="#">Return To Sections Page</a>	
<b>Contacts</b>	
The Contact Title I Part A Contact has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
The Contact Title I-D LEA Contact has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
The Contact Title II Part A Contact has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
The Contact Title III EL Contact has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
The Contact State EL Funds Contact has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
The Contact Title V Part B RLLIS Contact has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
The Contact Homeless Children Contact has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
The Contact Foster Care Contact has 0 contacts selected. It requires a minimum of 1 contact(s).	Error
<b>Title I Part A</b>	
<b>Budget</b>	
The total Indirect Cost budget amount of \$0.00 is less than the maximum Indirect Cost amount of \$602.33.	Warning
The Title I Part A budget of \$0.00 is less than the Adjusted Allocation amount of \$2,008,382.97.	Error

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## Submission and Review Workflow

From Status	To Status	Role Needed	Emails
Not Started	Draft Started	LEA Consolidated Update	None
Draft Started	Draft Completed	LEA Consolidated Director	LEA Fiscal Representative
Draft Completed	LEA Fiscal Representative Approved	LEA Fiscal Representative	WVDE Office of Federal Programs Consolidated Reviewer
Draft Completed	LEA Fiscal Representative Returned	LEA Fiscal Representative	LEA Funding Application Director
LEA Fiscal Representative Approved	WVDE Office of Federal Programs Approved	WVDE Office of Federal Programs Consolidated Reviewer	LEA Funding Application Director LEA Fiscal Representative LEA Superintendent
LEA Fiscal Representative Approved	WVDE Office of Federal Programs Returned	WVDE Office of Federal Programs Consolidated Reviewer	LEA Funding Application Director
WVDE Office of Federal Programs Approved	LEA Superintendent Approved	LEA Superintendent	LEA Funding Application Director LEA Fiscal Representative
WVDE Office of Federal Programs Approved	LEA Superintendent Returned	LEA Superintendent	LEA Funding Application Director
LEA Superintendent Approved	Revision Started	LEA Consolidated Update	None

## Submission and Review Workflow

- Prerequisite checks
  - Does user have permission?
  - Does time frame allow for this status change?
  - Is application valid? (may not run depending on status)
  - Certain approval steps require that an “Agree To” box be checked, which adds a comment to the History Log

## Status Change Outcomes

- Entry added to History Log documenting the change
- Next person in submission workflow notified by email that application now requires their attention
- Application may be locked down or unlocked
- Application may become publicly accessible
- Application revision may be created

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## History Log and Comments

- The History Log displays all status changes and Comments related to a funding application
- Comments are ongoing notes and discussion between WVDE and the LEA related to a funding application

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## History Log

- The History Log displays all status changes and Comments related to a funding application

History Log				
Brandywine Scho		WVDE can mark a comment "Attention Needed". These comments will display at the top of the list.		Status Change (S) or Comment (C)
Go To				
Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	10/9/2015 9:35:22 AM	Charles Carmichael	Status changed to 'Draft Completed'.	S
<input type="checkbox"/>	10/2/2015 5:23:36 PM	Eulinda DiPietro	Because it is a normal and necessary cost related to hiring employees, it is allowable to use Title I funds.	C
<input type="checkbox"/>	10/2/2015 4:09:42 PM	Liz LaRocque	Is it an allowable expenditure to use Title I funds to pay for background checks and fingerprinting of staff that work directly with children? I'm concerned that is may be considered supplanting.	C
	10/1/2015 11:32:25 AM	Liz LaRocque	Status changed to 'Draft Started'.	S
	9/12/2015 4:27:21 PM	eGrants Administrator	Status changed to 'Not Started'.	S

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## Comments

- Comments are ongoing notes and discussion between WVDE and the LEA related to a funding application
- Can be emailed to intended recipients to ensure that users see them without having to access their History Log in GPS
- Comments are preferable to email discussions outside of the system because they are saved with the funding application to which they pertain
- Not visible to public users

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# Adding a Comment

**Create Comment**  
Brandywine School District (853100) Public District - FY 2016 - Consolidated - Rev 0 - History Log

Save And Go To

Create Comment 5

Comment  
is it an allowable expenditure to use Title I funds to pay for background checks and fingerprinting of staff that work directly with children? I'm concerned that is may be considered supplanting

Words: 32 Characters: 193 2

Send Email to eGrants Contacts 3

Available Contact Groups  
LEA Contacts Consolidated Primary Consolidated Grant Co

DDOE Grants Management Contact Add 4  
SEA Program Manager  
DDOE Chief Officer

DDOE Miscellaneous Contacts  
Angeline Ravello  
April McCrae  
Barbara Mazza  
Bart Gill  
Christopher Ruskowski

Additional Recipients

Recipient Summary  
Contact Group(s) Selected  
SEA Program Manager

History Log	
Brandywine School District (853100) Public District - FY 2016 - Consolidated - Rev 0 - History Log	
Go To	Current Page
	Next Page
	Previous Page
Attention Needed	Date
<input type="checkbox"/>	10/9/2015
<input type="checkbox"/>	10/2/2015

DDOE Contacts		
Name	Organization	Email
Locunak, Maria		maria.locunak@doe.k12.de.us

Funding Application

# Consolidated Checklist

- Way for WVDE to provide feedback to LEA beyond system validations
- Helps enhance and simplify communication between WVDE and LEA
- WVDE Feedback is organized by section
- Sections may be collapsed for easier viewing
- Section may be marked Approved, Not Approved, or Not Applicable by WVDE

**Consolidated Checklist**  
Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0 - Consolidated Checklist

Save And Go To

Checklist Description		
1. Title I Part A	WVDE Title I Part A Consultant	Approved
2. Title I-D LEA	WVDE Title I-D LEA Consultant	Not Applicable
3. Title II Part A	WVDE Title II Part A Consultant	Not Approved

1. Title II Part A

Please provide additional clarification on your budget line item for Salaries.

# Consolidated Checklist (cont.)

- If WVDE finds issues with the Consolidated Application, they will:
  - Mark one or more sections “Not Approved”
  - Add a note to that checklist section further elaborating on the issue(s)
  - Return the application “Not Approved” to the LEA
- If WVDE returns application Not Approved, LEA should:
  - Go to Checklist to see what issues have been identified
  - Address **just those issues** by modifying the pages where those issues occurred
  - Resubmit to WVDE

Consolidated Checklist				
Montgomery County Schools (MS) Public District - FY 2018 - Consolidated - Rev 0 - Consolidated Checklist				
[ID #]				
Checklist Organization/Division/Element				
1. Title Part A	WVDE Title I Part A Consultant	Approved	GPS Administrator	5/5/2017 3:30:16 AM
2. Title I-LEA	WVDE Title I-LEA Consultant	Not Approvable	GPS Administrator	5/5/2017 3:30:16 AM
3. Title Part A	WVDE Title I Part A Consultant	Not Approved	GPS Administrator	5/5/2017 3:30:16 AM
Please provide additional clarification on your budget line item for Salaries.				
[Comment History]				
Original Application	Please provide additional clarification on your budget line item for Salaries.			GPS Administrator 5/5/2017 3:30:16 AM
4. Title I-LEA	WVDE Title I-LEA Consultant	Not Approvable	GPS Administrator	5/5/2017 3:30:13 AM
5. Title II- Funds	WVDE Title II- Funds Consultant	Approved	GPS Administrator	5/5/2017 3:30:13 AM
6. Title V-Part B, RLIS	WVDE Title V-Part B, RLIS Consultant	Not Reviewed		
7. Shared Related Documents	WVDE Consolidated Reviewer	Approved	GPS Administrator	5/5/2017 3:30:13 AM

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