



---

**COLORADO**  
Department of Education

---

# Local Accountability System Grant

Pursuant to C.R.S 22-11-703

Application Webinar 2024-2025

# Purpose

- A local education provider or group of local education providers may establish and seek funding through the grant program to support a local accountability system that supplements the state accountability system.
- A local accountability system is supplemental to the state accountability system and may be designed to:
  - Fairly and accurately evaluate student success using multiple measures to develop a more comprehensive understanding of each student's success, including additional performance indicators or measures, which may include non-academic student outcomes such as student engagement, attitudes, and dispositions toward learning;
  - Evaluate the capacity of the public school systems operated by the local education provider to support student success; and
  - Use the results obtained from measuring student success and system support for student success as part of a cycle of continuous improvement.
- This program is also intended to enable the state to learn from innovation in the field. The department is expected to evaluate the awards, as well as convene applicants annually to facilitate and support learning.

# Eligible Applicants

- A Local Education Provider (LEP) or a group of LEPs may apply for this opportunity. An eligible LEP is:
  - A School District;
  - A Board of Cooperative Services (BOCES);
  - A Charter School authorized by a School District; or
  - A Charter School authorized by the Charter School Institute.
- Note: A district charter school may choose, but is not required, to participate with the authorizing school district.

# Eligible Applicants (continued)

- Priority will be given to:
  - Local education providers that are rural school districts, boards of cooperative services that consist of rural school districts, or charter schools that are located within rural school districts; and
  - Applicants that demonstrate a previous commitment of staff and resources toward development of a local accountability system.
- Note: Consideration will be given to ensuring overall geographic representation of the state, as well as a broad scope of awards.

- Approximately \$450,000 is available for the 2024-2025 school year. Single LEPs may apply for \$25,000 to \$50,000 per year, while a group of LEPs may apply for up to \$75,000 per year. Requests can be made for up to three years. Funding in subsequent years is contingent upon continued appropriations by the General Assembly and upon grantees meeting all grant, fiscal and reporting requirements.
- Duration of Grants
  - Grants will be awarded for up to three-year terms beginning in the 2024-2025 fiscal year. Additional grant funding for subsequent years will be contingent upon annual appropriations by the State Legislature and upon grantees meeting all grant, fiscal and reporting requirements. Funds must be expended by **September 30** of each year of the grant. There will be no carryover of funds.

- Funds may be used to support activities such as:
  - Designing or purchasing measures (e.g., rubric, survey) of non-academic outcomes of quality school systems;
  - Creating and implementing evidence based site visits (e.g., protocol, walkthrough, debrief);
  - Developing data analysis tools, including systems (e.g., Tableau), structure, and documentation;
  - Designing local accountability reports with a variety of measures (academic and non-academic) and weightings;
  - Hiring a facilitator, data analyst, website or visualization expert;
  - Supporting staff time (e.g., substitutes, stipends, travel) and materials associated with the project
  - Attending related professional learning and convening (e.g., bright spot visits, annual learning summit for awardees); and
  - Supporting stakeholder meetings (e.g., facilitator, surveys, venues, materials, translators, childcare, food).

# Allowable Use of Funds (continued)

- The local education provider may work with one or more accountability system partners\* to:
  - Establish and implement the local accountability system;
  - Identify and develop appropriate measures for the local accountability system;
  - Evaluate and provide evidence of the quality of the local accountability system measures;
  - Design alternative templates and tools for reporting data concerning performance;
  - Analyze data; and
  - Assist with stakeholder communications.

\*Accountability System Partner: A public or private institution of higher education, or a private nonprofit entity that works with local education providers to implement education policy initiatives and that has demonstrated effectiveness in providing support to local education providers that is relevant to the support the institution or entity provides in the partnership. This may include support in designing or evaluating measures of student success or system effectiveness.

# Allowable Use of Funds (continued)

- Note: All awardees will be invited to participate in an annual learning summit to share progress on their projects and engage in continuous improvement discussions. Attendees will be able to join in person or remotely. The department can reimburse for travel (i.e., mileage, hotel if traveling more than 100 miles) for up to three members per team. Additional costs to bring more members and other travel costs may be built in to grant budget.



# Supplemental Performance Reports

- For local education providers that choose to design and/or implement a supplemental performance report, the following should be considered:
  - The system may opt to submit a supplemental performance report for the district and each of its schools to the department for public posting. District charter schools may choose to participate, but are not required.
  - The supplemental performance report does not replace the state performance frameworks, nor does it affect state plan types (e.g., official ratings and total percentage of points on the state frameworks will not reflect the supplemental measures).
  - Supplemental reports that are submitted to CDE will be posted on SchoolView at: <http://www.cde.state.co.us/schoolview/performance>.

- For local education providers that choose to design and/or implement an alternate plan format, the following should be considered:
  - The plan must meet all state, federal and program requirements that are covered by the state Unified Improvement Plan (UIP) process. A listing of requirements is available at [\[http://www.cde.state.co.us/uip/statute and policy guidance references for uip\]](http://www.cde.state.co.us/uip/statute_and_policy_guidance_references_for_uip). Note that these requirements will shift each year and will require updates within the local planning process.
  - The Local Education Provider must submit their plans to the department and are still expected to follow typical state submission timelines (e.g., January for districts/schools on performance watch or identified for improvement through ESSA) and must submit their plans for state review (when required) and public posting. The biennial flexibility for districts/schools with a performance plan remains available.
  - Plans will be posted on SchoolView at: <http://www.cde.state.co.us/schoolview/performance>

- Each Education Provider that receives a grant through the Local Accountability System Grant Program is required to report, at a minimum, the following information to the Department on or before **July 30, 2025 and each year thereafter**:
  - A list of the LEP(s), school(s), and /or accountability partner(s) implementing local accountability systems.
  - A summary of project outcomes, including an overview of the progress developing local accountability systems, challenges and successes in implementation, and next steps for the following school year.
  - Artifacts of any review, such as rubric templates, site visit protocol, final accountability reports.
  - (If pursuing the supplemental performance report) A description and results from the accountability components developed or in development. For example:
    - The system of comparison of sites or to a norm/standard;
    - The potential consequences or supports awarded based on performance within the system;
    - The comparability over time and ability to demonstrate trends; and
    - The equitable design (i.e., the ability to make accountability determinations that are equally administered, measured and analyzed between systems).
  - (If pursuing an alternate planning format) The improvement plan tied to local accountability reports or systems that meets the federal, state and grant requirements if it is replacing the state's Unified Improvement Plan.
  - Additional information, both qualitative and quantitative, may be requested to fulfill requirements for the summary evaluation report in year 3 of the grant program. This data may be requested retroactively, once an evaluator is selected in Year 3.

Education Providers receiving a grant through the Local Accountability System may be selected for a monitoring site visit by CDE program staff.

- Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. The State Board of Education must approve recommendations from the review teams before final award notifications can be sent out. This will occur at the June board meeting.
- **Note:** This opportunity is a competitive process - to be considered for funding, applicants must score at least the required points noted in the table below out of the possible points available. Applications that score below the required points *may* be asked to submit revisions that would bring the application up to an approvable level.

# Submission Process and Deadline

- The application must be submitted into GAINS by **Monday, April 22, 2024 at 5 pm.**
- The application is considered fully submitted when at the “LEA Authorized Representative Approved” status
- Application materials and budget are available for download on the CDE website at: <http://www.cde.state.co.us/localaccountabilitysystemgrant>.

- The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part II.
- **Part I: Application Introduction (not scored):**
  - Part I: Applicant Information
  - Program Assurances
- **Part II: Narrative:**
  - Section A: Local Accountability System
  - Section B: Expertise and Capacity (External Partner/No External Partner)
- **Part III: Budget**

# Review Process



## Part I: Application Introduction (No Points)

- Cover Pages and Assurances  
Complete applicant information and program assurances and include as the first pages of the application.
- Executive Summary
  - Provide a brief description (no more than one page and 500 words) of the applicant's program to be funded by Local Accountability System Grant. Include an explanation of how the program will help to inform the continuous improvement of the state's system. This summary does not count toward the 5-page narrative page limit.

## Part II: Narrative (70 Points)

- Template with included narrative responses must not exceed 5 pages. The following criteria will be used by reviewers to evaluate the application as a whole. This opportunity is a competitive process - to be considered for funding, applicants must score at least 70 points. Applications that score below the required points – or that are missing required components -- *may* be asked to submit revisions that would bring the application up to an approvable level.
- Note that there are two different Section B: Expertise and Capacity. One is designed to score proposals working with an external partner, whereas the other is aimed at scoring for applications without an external partner. Only one section (whichever applies) will be scored.



# Section A: Local Accountability System



Section A: Local Accountability System		Minimally addressed or does not meet criteria <i>(information not provided)</i>	Met some but not all identified criteria <i>(requires additional clarification)</i>	Addressed criteria but did not provide thorough detail <i>(adequate response, but not thoroughly developed or high quality response)</i>	Met all criteria with high quality <i>(clear, concise and well thought out response)</i>	Total
1)	Provide a description of the individuals and entities within the local education provider and specific stakeholder groups (e.g., local board, staff, families, local businesses, community groups), that the local education provider is working with to design and implement the local accountability system.	0	3	7	10	
Click here to enter text.						
1)	Describe the goals of a viable local accountability system that the LEP plans to implement or is implementing. Include any broader benefits to informing or modeling for the state.	0	3	7	10	
Click here to enter text.						
1)	Provide a clearly detailed action and progress monitoring plan for design and implementation of the local accountability system. At a minimum, the plan should identify major implementation activities, interim benchmarks (i.e., implementation and performance milestones to track successful progress) and the date by which they will be accomplished.	0	5	15	20	
<b>For example:</b>						
	<b>Strategies /Activities</b>	<b>Interim Benchmarks</b>	<b>Timeline</b>	<b>Person(s) Responsible</b>		
1)	Describe any student competencies, system effectiveness measures or alternate planning systems that the project will develop and/or use in addition to state measures (if applicable).		Not Applicable	More Information Needed	Included	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Click here to enter text.						
<b>Reviewer Comments:</b>						
						<b>Total</b> /40



# Section B (External Provider): Expertise and Capacity



Section B (External Partner): Expertise and Capacity		Minimally addressed or does not meet criteria <i>(information not provided)</i>	Met some but not all identified criteria <i>(requires additional clarification)</i>	Addressed criteria but did not provide thorough detail <i>(adequate response, but not thoroughly developed or high quality response)</i>	Met all criteria with high quality <i>(clear, concise and well thought out response)</i>	Total
* Do Not Score if Scoring Section B (No External Partner)						
1)	External partner meets the definition of an “Accountability System Partner”	<b>Not Included/More Information Needed</b>		<b>Included</b>		
		<input type="checkbox"/>		<input type="checkbox"/>		
1)	Describe the Accountability System Partner’s history of providing effective support to local education providers in regards to the role they would serve in this project.	0	5	10	15	
Click here to enter text.						
1)	Address whether the accountability system partner is developing or evaluating local accountability system measures and if they have expertise in measurement and can provide adequate staffing to do so.	0	5	10	15	
Click here to enter text.						
1)	Describe how the provider will be accountable for outcomes/quality services related to the goals of the local accountability system.	0	3	7	10	
Click here to enter text.						
<b>Reviewer Comments:</b>						
						<b>Total</b> /40



# Section B (No External Provider): Expertise and Capacity



<b>Section B (No External Partner): Expertise and Capacity</b> * Do Not Score if Scoring Section B (External Partner)	Minimally addressed or does not meet criteria  <i>(information not provided)</i>	Met some but not all identified criteria  <i>(requires additional clarification)</i>	Addressed criteria but did not provide thorough detail  <i>(adequate response, but not thoroughly developed or high quality response)</i>	Met all criteria with high quality  <i>(clear, concise and well thought out response)</i>	Total
1) Describe the assigned LEP staff's roles and process for ensuring they can assume additional duties.  Click here to enter text.	0	5	10	15	
1) Describe the assigned LEP staff's expertise in designing and/or implementing the proposed project.  Click here to enter text.	0	5	10	15	
1) Describe how assigned staff will ensure progress of implementation and remain accountable for outcomes/quality services.  Click here to enter text.	0	3	7	10	
<b>Reviewer Comments:</b>					
<b>Total</b>					<b>/40</b>



# Section C: Budget



<b>Section C: Budget</b> <i>Complete the electronic budget for the implementation year 1, year 2, and year 3</i>	Minimally addressed or does not meet criteria  <i>(information not provided)</i>	Met some but not all identified criteria  <i>(requires additional clarification)</i>	Addressed criteria but did not provide thorough detail  <i>(adequate response, but not thoroughly developed or high quality response)</i>	Met all criteria with high quality  <i>(clear, concise and well thought out response)</i>	Total
1) Budget list of costs in the proposed projects are reasonable, necessary, and are calculated to show how amounts are determined.  <b>Item Description Example:</b> .X FTE for [role or title] at \$xxxxx per [hour or month or year] times [x per hours or months or year]	0	1	3	5	
1) Budget is sufficient in relation to the measurable objectives, design, scope, and sustainability of project activities.	0	3	7	10	
1) Costs are reasonable, and directly linked to project goals and activities for Years 1, 2, and 3 of the grant.	0	1	3	5	
<b>Reviewer Comments:</b>					
<b>Total</b>					<b>/20</b>

# Questions

# Contact Information

## Program Questions:

- Lisa Steffen, Grant Coordinator  
(303) 866-6676 | Steffen\_L@cde.state.co.us

## Budget/Fiscal Questions:

- Patrick Mueller, Office of Grants Fiscal Management  
Mueller\_P@cde.state.co.us

## Application Questions:

- Kim Burnham, Office of Competitive Grants and Awards
  - Burnham\_K@cde.state.co.us
- Megan Winicki, Grants Program Administration
  - allen\_m@cde.state.co.us



**COLORADO**  
Department of Education

---

# Local Accountability System Grant GAINS Training





- How to access and login to GAINS
  - District and Charter pathways
- How to Locate and Navigate through the Local Accountability System Grant Application in GAINS
- Roles and Permissions in GAINS
- Demo – Live Application Walkthrough

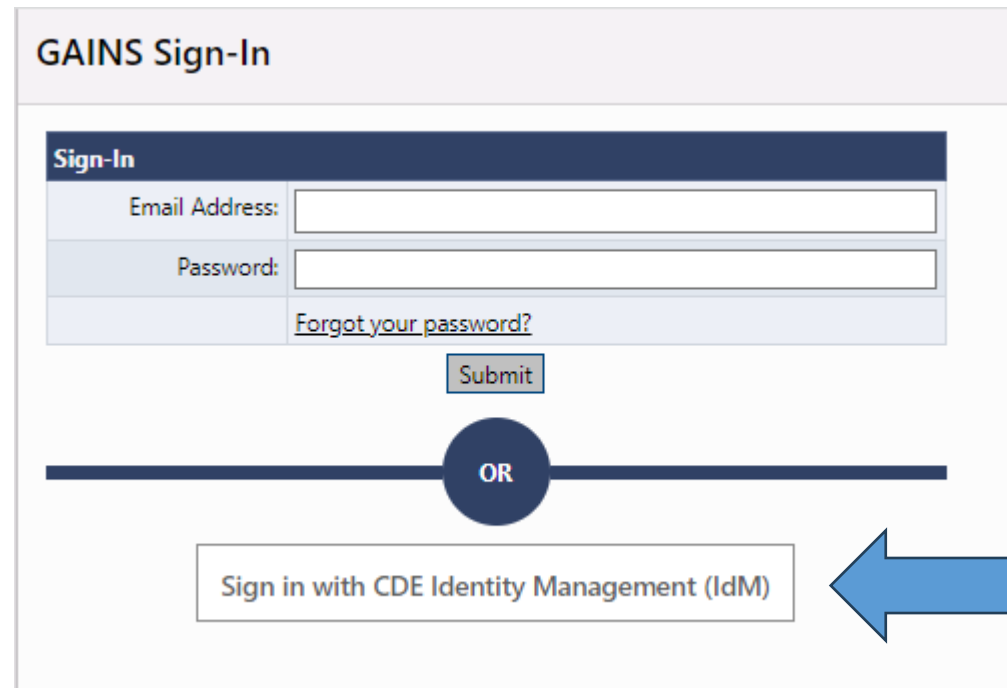




Local Accountability System Grant Applicants will complete their responses in CDE's new [Grant Administration Implementation and Navigation System \(GAINS\)](#).

- GAINS is a role-based system and users must have a role to apply for funding.
- For district access to GAINS, you will need to communicate with your Local Access Manager (LAM) to ensure you have the right roles and permissions for the Local Accountability System Grant.
  - If you don't know who that is or if district LAM/User Access Admins have any trouble adding you as a user or assigning your role, please let us know either by emailing [GAINS@cde.state.co.us](mailto:GAINS@cde.state.co.us) or filling out a [Help Desk Ticket](#).
- For charter access, please fill out and submit the [Charter School Access Form](#) to receive login credentials and assign roles and permissions.

- **Step 1 (IdM users\*)**: Find the login button on the top right of your screen. Login to the GAINS through the Identity Management System:



Please Note: Most charters and outside district personnel WILL NOT log in through IdM

- **Step 2\*\*:** The next page you will see is where you enter your Single Sign-on credentials. The username will be your full email and the password will align to other CDE logins.



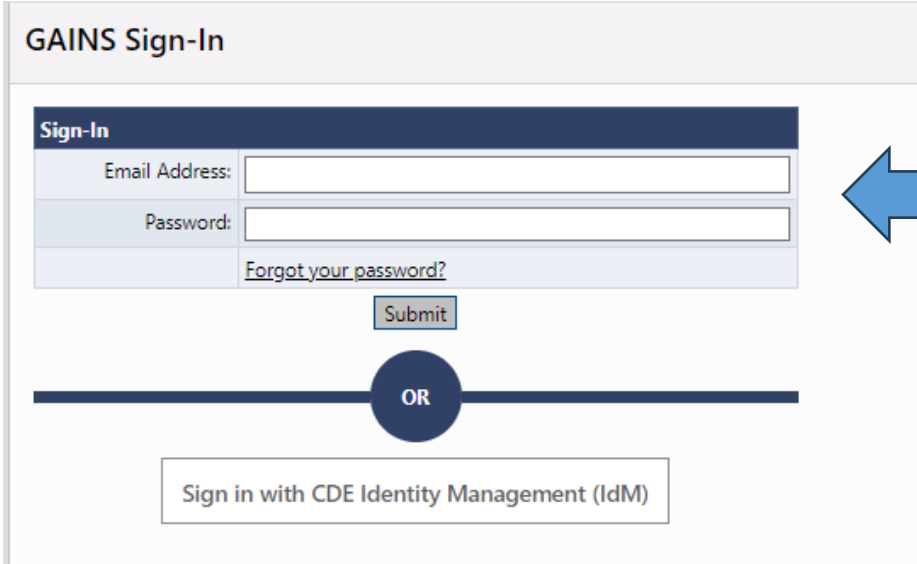
If your IdM login doesn't work –

- Contact your district Local Access Manager (LAM) to make sure you have access to the Identity Management System (IdM).
- Try the [CDE IdM Password Reset](#)
- Submit a Help Desk Ticket in GAINS

Please Note: Most charters and outside district personnel WILL NOT log in through IdM

Before you can login, CDE will need to provide you with access to GAINS. Please fill out the [Charter School GAINS Application Access Request Form](#).

**Step 2 (Charter School Applicants):** Once CDE creates the user in GAINS, the applicant will be notified via email to create a password. Once the password is setup, Charter School Applicants will access GAINS through the **native login**.





- **Step 3: Select your Organization's name:**
  - This allows users to see all eligible grants

Grant Administration Implementation and Navigation System Home AS Session Timeout: 59:20

Adams County 14 (0030) District - FY 2024

**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Oct 9 2023 8:25AM.**

**Associated Organizations**

Organization Number	Organization Name
0030	<a href="#">Adams County 14</a>

**Announcements**

**Welcome to GAINS!** (8/1/2023)

The Colorado Department of Education (CDE) welcome's you to the Grants Administration Implementation and Navigation System (GAINS). GAINS is the first department-wide, grants management system for CDE, This new system will streamline and consolidate multiple application systems and processes into a single location and system.

GAINS Offers:

- **Streamlined Application Process:** Our new system simplifies the grant application process, making it more accessible and user-friendly for both applicants and reviewers.
- **Improved Communication:** The system enhances collaboration through GAINS with automated notifications and real-time updates.
- **Comprehensive Reporting:** GAINS allows users to easily generate insightful reports that provide access to applicant data for legislative reports and tracking the impact of our grants.
- **Enhanced Security:** Our new system prioritizes data security to protect sensitive information and maintain the highest level of trust with our applicants and stakeholders.

Please visit our [GAINS Training Page](#) to view a recording and the materials from our statewide trainings. New training resources and tools will be posted in the CDE Resources section on the sidebar.



## Step 4: Select “Local Accountability System ”

**Funding Applications**  
 Boulder Valley Re 2 (0480) District - FY 2025  
 This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Mar 25 2024 3:31PM.

2025 ▾ All Active Applications ▾

Entitlement Funding Application	Revision
<a href="#">ESEA Consolidated</a>	0
<a href="#">READ Act Budget Submission</a> ⓘ	0

Competitive Funding Application	Due Date	Revision
<a href="#">21st Century Community Learning Centers</a> ⓘ	2/15/2024 4:00:00 PM	0
<a href="#">Building Excellent Schools Today</a> ⓘ	2/5/2024 4:00:00 PM	0
<a href="#">Comprehensive Early Literacy Grant Program</a> ⓘ	3/13/2024 5:00:00 PM	0
<a href="#">Concurrent Enrollment Expansion and Innovation Grant</a> ⓘ	3/18/2024 4:00:00 PM	0
<a href="#">Early Literacy Grant Program: Professional Development</a> ⓘ	2/28/2024 5:00:00 PM	0
<a href="#">Local Accountability System Grant</a> ⓘ	4/22/2024 5:00:00 PM	0
<a href="#">School Counselor Corps Grant Program</a> ⓘ	3/7/2024 4:00:00 PM	0
<a href="#">Student Wellness Grant</a> ⓘ	3/20/2024 4:00:00 PM	0
<a href="#">Universal Screening and Qualified Personnel Grant</a> ⓘ		0
<a href="#">Vaping Prevention Education</a> ⓘ	4/24/2024 4:00:00 PM	0

- **Step 5:** Once inside, be sure to change the application status to **“DRAFT STARTED”**

**Sections**  
Boulder Valley Re 2 (0480) District - FY 2025 - Local Accountability System Grant - Rev 0  
**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database re**


**Application Status:** Not Started

**Change Status To:** Draft Started

Role(s) that can perform this status change:  
LEA All Funding Applications Director  
LEA Authorized Representative  
LEA Fiscal Representative  
LEA Local Accountability System Grant Director

User(s) that can perform this status change:  
Erin Christiansen  
Stephanie Sanders  
Boulder Valley Re 2 Superintendent  
Boulder Valley Re 2 Treasurer

**Description** ([View Sections Only](#) [View All](#))

All
 History Log

**Please note:** Applicants will not be able to answer application questions until the status is changed to “Draft Started”



## Because this is important and the #1 question we receive...

- The application will not be open to edit until you click on **“DRAFT STARTED”**
- After clicking a page will appear where you must confirm your selection.

***Note: Only certain roles can change the application status. You can hover over the "Draft Started" link to see roles in your organization with these permissions. More on roles later.***

### Sections


Boulder Valley Re 2 (0480) District - FY 2025 - Local Accountability System Grant - Rev 0

**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Te**

---

**Application Status:** Not Started

**Change Status To:** [Draft Started](#)





# Application Navigation

# Navigating Basics- Sections Overview



Sections Page is your Local Accountability System Grant Application home page and main navigation center. From here you can access a number of features related to your application, but today we focusing on the required application submission sections.

**Sections**  
Boulder Valley Re 2 (0480) District - FY 2025 - Local Accountability System Grant - Rev 0  
**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Mar 25 2024 :**

**Application Status:** Not Started  
**Change Status To:** [Draft Started](#)

**Description** ( [View Sections Only](#) [View All Pages](#) )

- All
- History Log**
  - [History Log](#)
  - [Create Comment](#)
- Allocations**
  - [Allocations](#)
- Program Overview**
  - [Program Introduction, Eligible Applicants, Funding Information, & Evaluation and Reporting](#)
- Local Accountability System Grant**
  - [I. Applicant Information and Program Assurances](#)
  - [II. Narrative Questions](#)
  - [III. Budget](#)
  - [Budget Overview](#)
  - [Related Documents](#)
- New Applicant Summary**
  - [New Applicant Summary](#)
- All



# Navigating Basics – Sections Overview (cont.)

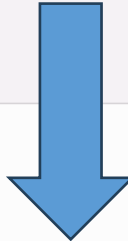


In addition to the Sections, you will have a Validation column which will let you know when a section has errors that would prevent you from submitting or warnings to check before submitting.

**Sections**  
Boulder Valley Re 2 (0480) District - FY 2025 - Early Literacy Grant Program: Professional Development - Rev 0  
**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jan 24 2024 5:08AM.**

**Application Status:** Draft Started  
**Change Status To:** [Draft Completed](#)

BS Session Timeout: 59:50

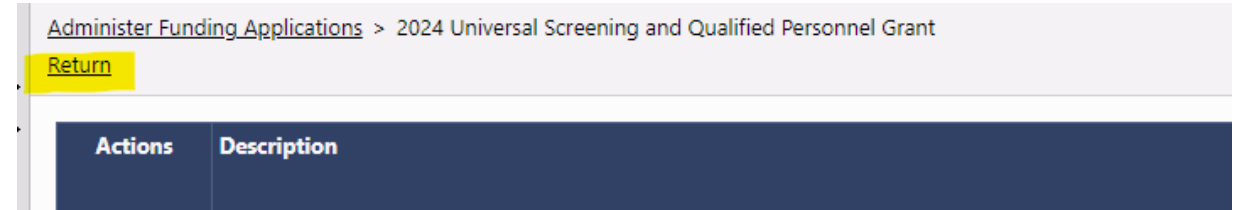


Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> New Applicant Summary		<a href="#">Print</a>
<a href="#">New Applicant Summary</a>		<a href="#">Print</a>
<input type="checkbox"/> Part I: Applicant Information	<a href="#">Messages</a>	<a href="#">Print</a>

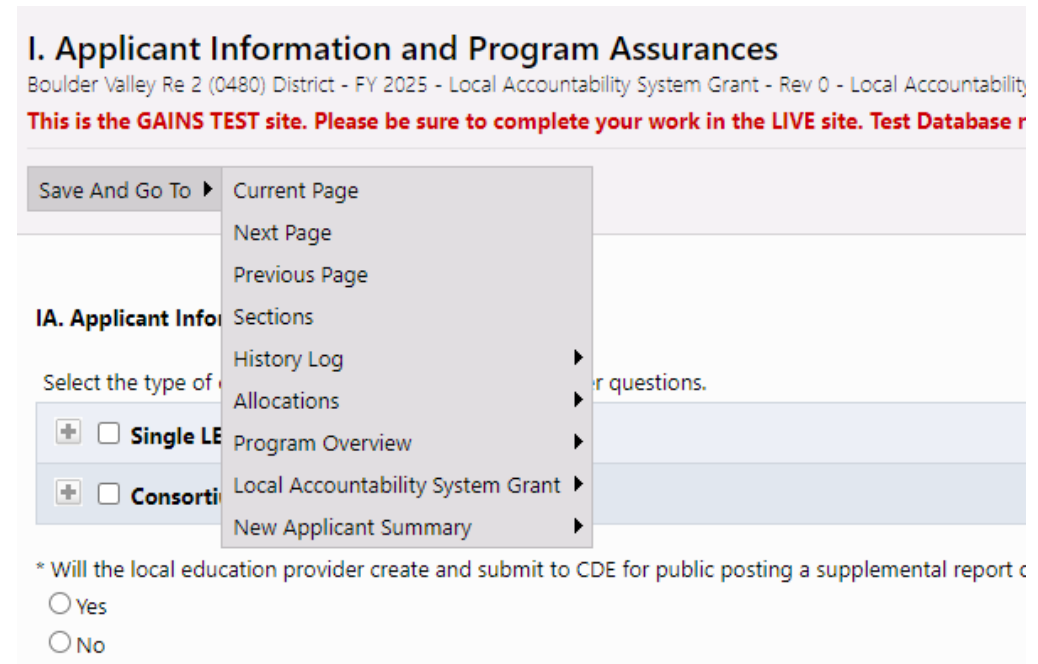




- For easiest navigation, **DO NOT USE** your browser's back/forward buttons; use GAINS menus and links to navigate.



- On section pages, use “*Save and Go To*” or “*Go To*” buttons:
  - Saves data on current page; moves to selected page.
  - Clicking on "Sections" here will take back to the Home Sections Page



# Creating the Application Budget



To create the budget, first select **Budget** from the Sections page:

1. Click "Modify" or "Modify All" to open a budget line item
2. Then click "Add Budget Detail" on the next page

#1

<a href="#">Modify All</a>	Object Code
<a href="#">Modify</a>	0100 - Salaries
<a href="#">Modify</a>	0200 - Employee Benefits
<a href="#">Modify</a>	0300 - Purchased Services
<a href="#">Modify</a>	0350 - Employee Training and Development
<a href="#">Modify</a>	0500 - Other Purchased Services
<a href="#">Modify</a>	0580 - Travel, Registration and Entrance
<a href="#">Modify</a>	0591 - Services Purchased WITHIN the BOCES (or AU)
<a href="#">Modify</a>	0594 - Purchased Services from Districts by Charter Schools
<a href="#">Modify</a>	0600 - Supplies
<a href="#">Modify</a>	0640 - Books and Periodicals
<a href="#">Modify</a>	0650 - Electronic Media (Software)
<a href="#">Modify</a>	0800 - Other

#2

0300 - Purchased Services All All No Options Selected

[Download Budget Data](#)

**Add Budget Detail** << First < Previous Next > Last >> Items 0-0 out of 0

Delete	Edit	Budget Detail

- While this is a three year request, the budget will only captured year one requests
- Requests for years two and three will be captured within the narrative section.



# Budget Detail- Creating Budget Detail Line Items



- Object Code: Defaults to the line selected to modify, below “0300-Purchased Services”
- Program Code: Select 1 of the following: Instruction- Instructional Program, Support- Support Program, IIS- Improvement of Instructional Services

Budget Detail		Narrative Description
Object Code:	0300 - Purchased Services	Narratives are optional, but can be helpful to provide additional information or make connections between budget line items to other parts of the application, including any document uploads.
Program Code:	Instruction - Instructional Program	
Location Code:	Rocky Mountain Elementary (0480-SG00001)	
Quantity:	1.00	
Cost:	\$3,000.00	
<b>Budget Detail Total:</b>	<b>\$3,000.00</b>	
		Total for all other Budget Details: \$0.00
		Total for all Budget Details: \$3,000.00
		Allocation: \$0.00
		Remaining: (\$3,000.00)

- Location Code: Pre-populated by Application Name
- Quantity: Defaults to 1 and can be left at 1.
- Cost: Total Cost must be entered here.
- Budget Detail Total: Cost x Quantity
  - While this is a three year request, the budget will only capture year one requests
  - Requests for years two and three will be captured within the narrative section.



# Budget Detail- Creating Budget



- While this is a three year request, the budget will only captured year one requests
- We will capture years two and three in the following years, if awarded.

# Budget Detail Page



Return

Filtering - 0 out of 2 Budget Details match selected filters [Show All / Clear All](#)

Object Code	Program Code	Location Code	Narrative
0400 - Purchased Prope...	All	All	No Options Selected



Allows you to filter budget line items by Object Code, Program Code, Location Code and Narrative.

[Download Budget Data](#)

**Add Budget Detail** << First < Previous Next > Last >> Items 0-0 out of 0 Items/Page: 10

Delete	Edit	Budget Detail	Narrative Description
			<b>Total for filtered Budget Details:</b> \$0.00
			<b>Total for all other Budget Details:</b> \$5,000.00
			<b>Total for all Budget Details:</b> \$5,000.00
			<b>Allocation:</b> \$0.00
			<b>Remaining:</b> (\$5,000.00)

↑  
Add more budget line items



Return

This will be a negative number until the grant has been funded.







- Application due on April 22, 2024, by 5:00 pm
  - Your application is considered fully submitted to CDE when Application Status is at "LEA Authorized Representative Approved"

**Application Status:** Draft Completed

**Change Status To:** [LEA Fiscal Representative Approved](#)  
or  
[LEA Fiscal Representative Returned Not Approved](#)

**Application Status:** LEA Authorized Representative Approved

**Change Status To:** [CDE Consultant Approved](#)  
or  
[CDE Consultant Returned For Changes](#)  
or  
[Reviewed - Not Approved for Funding](#)



# Roles and Permissions in GAINS

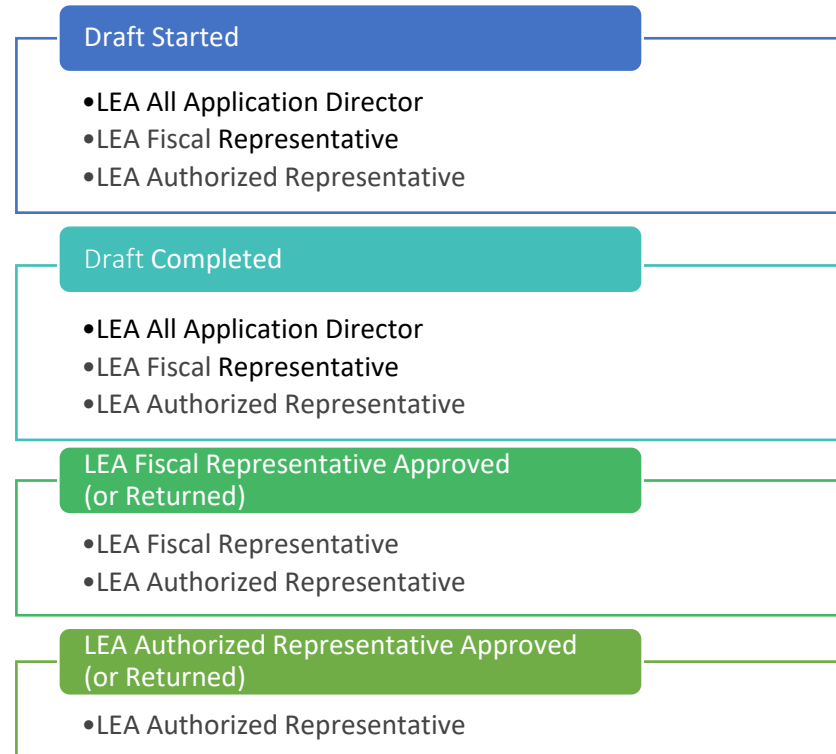
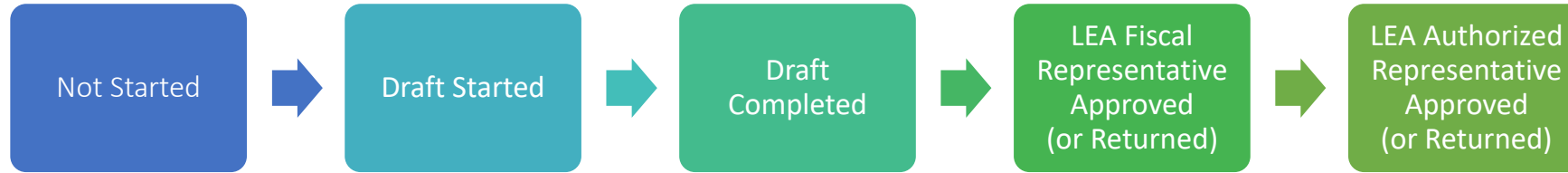
# Role Descriptions in GAINS



Roles	Access
<b>LEA Data View</b>	Has the authority view all organization content but no editing or status changes.
<b>LEA Fiscal Representative</b>	The Fiscal Representative is authorized to approve grants, complete and submit requests for funds, and will receive fiscal related communication regarding the application. <i>Usually the Fiscal Manager, but other personnel can also have this role in your budgeting office.</i>
<b>LEA Authorized Representative</b>	The Authorized Representative is the individual authorized to provide final LEA approval and submit the application to CDE on behalf of the LEA. This individual will receive the Grant Award Letter (GAL). <i>Can be a superintendent and/or anyone else at the organization who has authority to approve an application.</i>
<b>User Access Administrator</b>	Has the authority to manage LEA user roles. <i>The district LAM(s) has this role by default, but it can be assigned to others in the organization. If not through the IdM, CDE has this role for those organizations.</i>
<b>LEA All Funding Applications Update</b>	Has the authority to edit any funding application but cannot change statuses/approve. <i>Could be a grant manager or grant writer.</i>
<b>*NEW* LEA All Funding Applications Director</b>	Authorized to create and complete all grants eligible for the organization. <i>Could be a grant manager or grant writer.</i>
<b>LEA [Funding Application Name] Director</b>	Authorized to create and complete named grant. <i>The specific person managing the grant if this is not a centralized role for your organization.</i>
<b>LEA [Funding Application Name] Update</b>	Authorized to edit but cannot change statuses. <i>Could be a school-based staff member who will need to assist in creating a grant application but would not have authority to submit on the organization's behalf.</i>

- If you login and see a message that states *"User (your email) does not have any roles or has been deactivated..."*
  - Please contact your district LAM and let them know that you have signed into GAINS, and you need to have a role assigned to you based on the work you will do in the system. Your district LAM will search for you in GAINS and follow the steps given to assign your role. If they need assistance adding a role, have them contact us at [GAINS@cde.state.co.us](mailto:GAINS@cde.state.co.us)
  - If you are a charter school, reach out to CDE to ensure we have assigned you to the appropriate role by submitting the [Charter School GAINS Access Form](#).

# Application Workflow



# Notes on Charter School Applications Workflow and Roles

## Draft Started

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

## Draft Completed

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

## LEA Fiscal Representative Approved (or Returned)

- LEA Fiscal Representative
- LEA Authorized Representative

## LEA Authorized Representative Approved (or Returned)

- LEA Authorized Representative

- Individual Charter Schools can complete their *own* application in either **LEA All Application Director** or **LEA Local Accountability System Grant Application Director** Roles
- The LEA Authorized Representative and LEA Fiscal Representative (district or CSI) will receive notification through the system when they need to act to complete the submission workflow.
- Make sure you communicate the application deadline with your Authorizer.



# GAINS

Grants Administration  
Implementation & Navigation  
System

## GAINS Walkthrough

Live Demo of Moving through the BEST Application in  
GAINS



# Additional Support



## Office Hours for the System

- Every Tuesday from 12:30pm to 1:00 pm, hosted by CDE's GAINS Team
  - [Register for Office Hours!](#)

## One on One Support

- Please fill out the [Help Desk Ticket](#) for assistance!
- In addition, you can always reach out to me, Megan Winicki, at [allen\\_m@cde.state.co.us](mailto:allen_m@cde.state.co.us)

Please note: These support opportunities are specific to the system itself and not the programming. The GPA team will be unable to answer programmatic questions.







- Program Questions
  - Lisa Steffen, Accountability and Continuous Improvement
    - [Steffen\\_l@cde.state.co.us](mailto:Steffen_l@cde.state.co.us)
- Application System Questions
  - Megan Winicki, Grants Program Administration
    - [allen\\_m@cde.state.co.us](mailto:allen_m@cde.state.co.us)
  - Kim Burnham, Grants Program Administration
    - [burnham\\_k@cde.state.co.us](mailto:burnham_k@cde.state.co.us)



# GAINS

Grants Administration  
Implementation & Navigation  
System

## Questions?