

Results-Driven Priorities Application Training

April 30, 3018

Objectives

- How to complete the application on the Grants & Planning System (GPS)
- Frequently Asked Questions (FAQ)
- Next steps





Q: How do I receive Results-Driven Priorities (RDP) funds?

A: In order to receive RDP funds, you must complete an application through the online GPS system. There is no other avenue to make application.

https://wvdegps.k12.wv.us



GPS Website





GPS Login

WVDE Authentication Portal

Webtop Login

The application **Grants Management System** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email: Password:	
	Submit
Forgot user name and/or passwor	<u>d?</u>



Announcements & Reminders

GPS Home Search	Grants and Planning System Home		
Inbox	Berkeley County Schools (004) Public District		
Planning	Associated Organizations		
Funding	Organization Number	Organization Name	
Grant Summary	004	Berkeley County Schools	
LEA Document Library	Announcements	Reminders	
Address Book	Welcome to GPS! (4/1/2017)	Test Reminder (4/1/2017)	
WVDE Resources	Welcome to GPS, WVDE's new Grants and Planning System. I	Please check	
Help for Current Page	back regularly for additional updates.	- <u>Mice content</u>	
Contact WVDE	Training Users:		
GPS Sign Out	 LEA Superintendent - XXX_Super@wv.k12.us LEA Fiscal Representative - XXX_FiscalRep@wv.k12.us LEA Plan Data Entry - XXX_LeaPlanDataEntry@wv.k12 	3	
User, ConDirector	 User Access Admin - XXX_UserAccessAdmin@w 		
Training Site	LEA Consolidated Update - XXX_ConUpdate@ An LEA Consolidated Director - XXX_ConDirector An	nouncements	
	and	d Reminders	



Session Time-Out







GPS Navigation Menu

arch G	rants and Planning System Home	
ox , B	erkeley County Schools (004) Public District	
nning 🕨 🖡	ssociated Organizations	
iding 🕨	Organization Number	Organization Name
ant Summary	004	Berkeley County Schools
A Document Library	Announcements	Reminders
Iress Book DE Resources p for Current Page ntact WVDE SPS Sign Out User, ConDirector Training Site Session Timeout 00:59:18	Velcome to GPS! (4/1/2017) Welcome to GPS, WVDE's new Grants and Planning System. Please check back regularly for additional updates. LEA Superintendent - XXX_Super@wv.k12.us LEA Fiscal Representative - XXX_FiscalRep@wv.k12.us FA Plan Data Entry - XXX_LeaPlanDataEntry@wv.k12.us Access Admin - XXX_UserAccessAdmin@wv.k12.us Access Admin - XXX_ConUpdate@wv.k12.us onsolidated Update - XXX_ConUpdate@wv.k12.us Navigation Menu	Test Reminder (4/1/2017) k • <u>Nice content</u>



GPS Navigation Menu

- Search Allows a search of Organizations and Grants
- Inbox Email message archive
- Planning Strategic Planning Section
- Funding RDP Application
- Grant Summary Allows viewing of previous and current year applications
- LEA Document Library Area to upload requested documentation
- Address Book Listing of funding application and planning tool contacts
- WVDE Resources Guidance and reference documents
- Help for Current Page Helpful hints and instructions for the specific page selected

GPS Home	
Search	•
Inbox	•
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Grant Summary	
LEA Document Library	1
Address Book	
WVDE Resources	
Help for Current Page	_
Contact WVDE	
GPS Sign Out	

User, ConDirector





WVDE Contact Page

West Virginian EDUCA	EPARTMENT OF FION Planning System
GPS Home Administer	Contact WVDE
Search Reports Inbox WVDE Resources Help for Current Page	General Support Questions If you have a program-related question or an issue with GPS and cannot resolve it by reviewing the information found on each page's "Help" link or by reviewing the <u>WVDE Resources</u> , please contact WVDE by clicking on the "Support Request" link below. <u>Support Request</u>
Contact WVDE GPS Sign Out Clay, Shana	Technical Questions 1. If you are experiencing a technical issue within GPS, please review the browser requirements by clicking on the following link. <u>View Workstation Requirements</u>
Production Session Timeout 00:55:29	 If you are experiencing a technical issue and are receiving an error message within GPS, please click on the "Support Request" link below and enter the following information in your support request.
	a. The error message and number you are receiving. b. Your operating system (e.g. Windows XP/7/8, Mac OS X, etc). c. Your web browser type (e.g. IE/Safari/Firefox/Chrome) and version. d. Steps to reproduce the problem.



GPS Help Form

* = required field



State Board of Education Home

WVDE GPS Help Form

Name	*	
Email	•	
County	*	
Type of question	•	~

If your area of concern was not listed above, or if you have other information, please provide it here.





GPS Navigation

	1egps.k12.wv.us/Default.aspx?ccipSessionKey=6366069/5819452703 🔹 🖬 😋 🛛 Search 🖓 👻 🤮 🗤 🐼 S		
E Staff Directory	🎆 Grants and Planning Syste 🗙 📑		
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West Virginia EDUCA	DEFARTMENT OF TION		
3PS Home	Grants and Planning System Home		
Administer			
Search	l		
Reports	Reminders		
nbox	Helpful Hints for GPS (5/24/2017)		
VVDE Resources	Some helpful hints in getting started in GPS. 1. Remember in order to have all functionality of both the planning tool and the application you must move them into Plan		
lelp for Current Page	Started and Draft Started		
Contact WVDE	2. Once a plan has been moved into the Plan Completed Status, no changes can be made to it until the plan has either		
GPS Sign Out	been approved or returned by the School Plan Reviewer at the LEA.		
	3. Only one person can make edits on a page at the same time. Multiple users can be in the plan / application at the		
	same time, but cannot eait the same page at the same time.		
Clay, Shana	4. PowerPoint Presentations from the May trainings are located in WVDE Resources or you can click the following links * General Site Navigation PowerPoint		
Clay, Shana Production	* General Site Navigation PowerPoint		
Clay, Shana Production Session Timeout	* General Site Navigation <u>PowerPoint</u> * Planning Tool PowerPoint		



GPS – Save and "Go To"

History Log

Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0 - History Log

Save And G	ю То 🕞	Current Page	
		Next Page	
View All Sta	tus/Commei	Previous Page	
Attention Needed	Date	Sections	mment (C)
	4/30/201	History Log	ed to 'Not Started'
	10:11:47 /	Allocations	
		Contacts	
		Results-Driven Priorities	
		Project AWARE	
		IDEA Discretionary	
		Results-Driven Priorities Checklist	



Funding Application

West Virginia DEPARTMENT OF EDUCATION



dminister	Funding Applications				
arch I	Berkeley County Schools (004) Public District - FY 2019				
ports					
ox I	2019 All Active Applications				
nning	Entitlement Funding Application	Dovision	19 19	Status	Status Data
iding	Endlement Funding Application	Revision		Status	Status Date
nt Summary	Consolidated	0		Not Started	
Ocument Library	Early Literacy	0	1	Draft Started	
dress Book	Results-Driven Priorities	0		Not Started	4/30/2018
DE Resources					
Ip for Current Page					
ntact WVDE	Competitive Funding Application		Revision	Status	Status Date
SPS Sign Out	There are no matching Competitive applications for this fiscal year	r	3	6	

McCoy, Elizabeth

Training Site Session Timeout 00:46:09



Sections Page

West Virginia department of EDUCATION			
GPS Home	Sections		
Administer 🕞	Sections		
Search	Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0		
Reports	Application Status: Not Started		
Inbox 🕨	Application status. Not statted		
Planning	Change Status To: Draft Started		
Funding			
Grant Summary	View WVDE History Log		
LEA Document Library	View Change Log		

- The application status must be changed to "Draft Started" in order to be able to access all functionality of the application.
- The "View Change Log" allows the user to view all changes that have occurred within the application.



Sections Page

	TION	Grants & Planning System	
GPS Home	Sections		
Administer			
Search 🕨	Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0		
Reports	Application Status: Not Started		
Inbox	Application status. Not statted		
Planning •	Change Status To: Draft Started		
Funding			
Grant Summary	View WVDE History Log		
LEA Document Library	View Change Log	Velidation	Drint
Address Book	Description (<u>view Sections Only</u> <u>view All Pages</u>)	validation	Select Items
WVDE Resources	All	Messages	Print
Help for Current Page	- History Log		Print
Contact WVDE			<u>r. mit</u>
GPS Sign Out	History Log		Print
	Create Comment		
McCoy, Elizabeth	Allocations		Print

In the Description Header, you may choose to either display the section titles only, or all pages.



Sections Page

Sections

Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0

Application Status: Not Started

Change Status To: Draft Started

View WVDE History Log

Description (<u>View Sections Only</u> <u>View All Pages</u>)		Validation	Print Select Items
	All	<u>Messages</u>	Print
-	History Log		Print
	History Log		Print
	Create Comment		
	Allocations		Print
	Allocations		Print
	Contacts		Print
	Contacts		Print
	Results-Driven Priorities		Print
	Cover Page		Print
	Engagement Priority Improvement Plan		Print
	WV GRADUATION 20/20 Priority Improvement Plan		Print
	Literacy Priority Improvement Plan		Print
	Numeracy Priority Improvement Plan		Print
	Assurances		Print
-	Project AWARE	Messages	Print
	Budget	<u>Messages</u>	Print
	Budget Overview		Print
	Related Documents		Print
	Plan Relationships		Print
-	IDEA Discretionary	Messages	Print
	Budget	<u>Messages</u>	Print
	Budget Overview		Print
	Related Documents		Print
	Plan Relationships		Print
	Results-Driven Priorities Checklist		Print
	Results-Driven Priorities Checklist		Print



Validations

GPS Home	-		
Administer 🕞	Sections		
Search 🔸	Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0		
Reports	Application Status: Not Started		
Inbox 🕨			
Planning 🕨 🕨	Change Status To: Draft Started		
Funding 🕨 🕨			
Grant Summary	View WVDE History Log	1	
LEA Document Library	View Change Log	Validation	Drint
Address Book		Vulldudon	Select Items
WVDE Resources	All	Messages	Print
Help for Current Page	History Log		Print
GPS Sign Out	Allocations		Print
	<u>Contacts</u>		Print
McCoy, Elizabeth	Results-Driven Priorities		Print
Training Site Session Timeout	Project AWARE	<u>Messages</u>	Print
00:45:00	IDEA Discretionary	Messages	Print
	Results-Driven Priorities Checklist		Print
	All	Messages	Print

- The validations column provides messages related to each section and page.
 - Note: Messages display errors and warnings that must be addressed in order to successfully submit the application.





Validation Messages

Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0

Return To Sections Page

Project AWARE

Budget

The Project AWARE budget of \$0.00 is less than the Adjusted Allocation amount of \$52,272.62.

IDEA Discretionary

Budget

The IDEA Discretionary budget of \$0.00 is less than the Adjusted Allocation amount of \$122,045.24.

West Virginia DEPARTMENT OF EDUCATION Error

Error

History Log

History Log

Berkeley County Schools (004) Public District - FY 2018 - Consolidated - Rev 0 - History Log



View All Status/Comments

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	4/25/2017 2:04:10 PM	ConUpdate User	Test comment 2	С
	4/25/2017 2:03:53 PM	ConUpdate User	Test comment	С
	4/24/2017 1:49:12 PM	GMS Administrator	Status changed to 'Draft Started'.	S
	4/24/2017 1:08:07 PM	GMS Administrator	Status changed to 'Not Started'.	S

- Displays the history of comments and status changes within GPS.
- Checked "Attention Needed" checkboxes indicate areas within the application that need to be addressed. These will show up at the top of the history log no matter the date they were entered.
- S/C Status changes are represented with an "S" and comments are represented with a "C".
- Date Displays the date the status change or comment was entered.
- User Displays the user who made the status change or created the comment.



Creating a Comment

• Enter comments directly into the text box or copy and paste from a Word document.





Creating a Comment

Checking the "Send Email to GPS Contacts" checkbox opens the available contact group area.

- The user is able to select and add contacts from multiple contact fields.
- Click the "Add" button after selecting the appropriate contacts.
- The recipient summary shows all contacts added.
- Contacts can be removed by clicking the trash can.

Send Email to GPS Contacts			
Available Contact	Groups		
LEA Contacts By Funding Application	Results-Driven Priorities Project AWARE Contact IDEA Discretionary Contact		
LEA Contacts By Role	LEA McKinney-Vento Homeless Director A Add LEA McKinney-Vento Homeless Update LEA Plan Data Entry LEA Results-Driven Priorities Director LEA Results-Driven Priorities Update		
Other LEA Contacts	Planning Tool Contact Add		
WVDE Contacts	WVDE Grant Management Contact Add Consultant		
WVDE Miscellaneous Contacts	Melanie Purkey Michelle Moore Rebecca Derenge Robert Crawford Shana Clay		
Additional Recipients	Add		
Recipient Summar	Ϋ́		
Contact Group(s)	Selected		
Project AWARE Contact			
1 LEA Results-Driven Priorities Update			
🗊 Shana Clay			



Allocations

Allocations

Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0 - Allocations

Go To					
	(1) <u>Project AWARE</u>	(2) <u>IDEA Discretionary</u>	Total		
Original	\$52,272.62	\$122,045.24	\$174,317.86		
Reallocated	\$0.00	\$0.00	\$0.00		
Additional	\$0.00	\$0.00	\$0.00		
Released	\$0.00	\$0.00	\$0.00		
Forfeited	\$0.00	\$0.00	\$0.00		
Total	\$52,272.62	\$122,045.24	\$174,317.86		



Contacts

This page contains a listing of LEA contacts for each RDP grant. A contact is required to be selected for each of the listed grants. The drop down will display the available users for your county.

• Note: If a contact is not showing up, please contact WVDE utilizing the Contact WVDE page.

Contacts

Save And Go To

Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0 - Contacts





RDP – Cover Page

Please complete all sections of the cover page.

Cover Page

Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0 - Results-Driven Priorities

Save And Go To

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LEA			
* Name			
* Street	* City	* Zip Code	

Superintendent of Schools					
* Name	* Email	* Phone			

Special Education Director				
* Name	* Email	* Phone		

Save And Go To



Improvement Plans

- There are 4 Priority Improvement Plans to complete:
 - Engagement
 - WV GRADUATION 20/20
 - Literacy
 - Numeracy
- A selection MUST be made on each improvement plan relating to whether or not your county will be selecting the area as a priority.





- Q: Are Project AWARE funds only to be used on special education students?
- A: No. Project AWARE funds can be used on all students as they are not regulated under IDEA.

The IDEA discretionary funds need to be used with a primary focus on students with disabilities, however all students may incidentally benefit from the activities the funds pay for.





Q: If my county is receiving money for GRADUATION 20/20, do we have to use all of it for GRADUATION 20/20?

A: Not necessarily. Of the funds that were allocated to each county for GRADUATION 20/20, \$2,500 per participating school is REQUIRED to be used for the program.

Each participating school should have a plan for how to spend their \$2,500 and provide the budget to their County Contact for GRADUATION 20/20.



Assurances

Assurances

Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0 - Results-Driven Priorities



	As a condition of eligibility for funding under Project AWARE and IDEA Part B for the fiscal year, the local educational agency (LEA) hereby submits a plan that provides assurances the LEA meets each of the conditions and requirements cited below.				
ſ					
	1.	Co Di: inc	ompliance with Statutes, Regulations, State Plan and Applications. The LEA will comply with the State Application for Federal Funds under the Individuals with sabilities Education Act and applicable statutes, regulations and approved applications and will use IDEA Part B funds in accordance with the LEA's approved plan, cluding all grant award stipulations and assurances, approved project amendments and budget revisions.		
	2.	Fu sc	II Educational Opportunity. The LEA hereby assures full educational opportunity to all students with disabilities ages birth to 21 residing within its jurisdiction by the 2014 hool year as required by 34 C.F.R. §300.109.		
	3.	Eq pa ca	uitable Services for Students Parentally Placed in Private Schools. To the extent consistent with the number and location of students with disabilities enrolled by their rents in private, including religious, elementary and secondary schools located in the district, provision will be made for their participation in programs assisted or rried out under IDEA Part B in accordance with 34 CFR §300.130 through §300.144 and Policy 2419.		
4. Public Control of Funds. The LEA assures control of funds provided to the LEA and title to property acquired with those funds will be in the LEA, and that it we such property and funds and apply them only for the purposes for which they are granted. Public control includes ensuring equipment and supplies for progestudents parentally placed in a private school are used only for Part B purposes and are removed from the school when no longer needed to implement see The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, funds paid to the agency. The LeA will use fiscal control and fund accounting the Chart of Accounts regarding fund accounting, procurement, equipment and inventory control.		blic Control of Funds. The LEA assures control of funds provided to the LEA and title to property acquired with those funds will be in the LEA, and that it will administer ch property and funds and apply them only for the purposes for which they are granted. Public control includes ensuring equipment and supplies for programs serving idents parentally placed in a private school are used only for Part B purposes and are removed from the school when no longer needed to implement services plans. e LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, funds paid to the agency. The LEA assures herence to IDEA and WV Board Policy 8100, 8200 and the Chart of Accounts regarding fund accounting, procurement, equipment and inventory control.			
	5.	Th	e LEA provides assurance it meets the requirements for eligibility in 34 C.F.R. §§300.201 through 300.213 as follows.		
		a.	Policies and procedures. The LEA has in effect policies, procedures and programs consistent with the State policies and procedures established under §§ 300.101 through 300.163, and §§ 300.165 through 300,174 as set forth in WV Board Policy 2419: Regulations for the Education of Students with Exceptionalities, which the LEA has adopted as local policy and procedures, and Policy 4350: Procedures for the Collection, Maintenance and Disclosure of Student Information.		
		b.	Excess Cost and Nonsupplanting. The LEA will use funds provided under IDEA Part B, in accordance with the approved plan, only to provide for the excess cost of special education and related services for students with disabilities as described in §300.202. IDEA funds will be used to supplement state, local, and other federal funds and not to supplant those funds. An LEA meets the excess cost requirement if it has spent at least a minimum average amount for the education of its children with disabilities before IDEA Part B funds are used. The average amounts are calculated in accordance with 34 CFR §300.16, separately for elementary and secondary education, exclusive of federal IDEA, Title I and Title III funds, capital outlays and debt service expenditures for the prior year, multiplied by the December 1 child count of students with disabilities in the current year. The district will maintain records to verify excess cost compliance.		
		C.	Maintenance of Effort. Except in allowable circumstances as provided in §§ 300.204 and 300.205 and approved by the WVDE, funds provided to an LEA under IDEA Part B will not be used to reduce the level of expenditures for the education of students with disabilities made by the LEA from state and local or local only funds below the level of those expenditures for the preceding fiscal year, either in total or on a per pupil basis. To receive its IDEA grant award, the LEA ensures it has budgeted for the enducation of a students with disabilities of local on a per pupil basis.		



Budget

Indirect Cost Guide

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Budget

Berkeley County Schools (004) Public District - FY 2019 - Results-Driven Priorities - Rev 0 - Project AWARE

Go To

Indicast Cast	
indirect Cost	
Total Allocation	\$52,272.62
Budgeted Amount	\$0.00
Excludable Costs	\$0.00
Indirect Cost Rate	2.47%
Max Indirect Cost based on Budgeted Amount	\$0.00
Max Indirect Cost based on Total Allocation	\$1,260.01

Budget by Object

Function	Total
11111 - Instruction - K-12	\$0.00
11121 - Instruction - Pre-Kindergarten	\$0.00
12110 - Attendance and Social Work Services - General	\$0.00
12120 - Guidance - General	\$0.00
12139 - Health - Other	\$0.00
12140 - Psychology - General	\$0.00
	Function 11111 - Instruction - K-12 11121 - Instruction - Pre-Kindergarten 12110 - Attendance and Social Work Services - General 12120 - Guidance - General 12139 - Health - Other 12140 - Psychology - General





Budget sheet can be viewed in two different formats – by Function or by Object.

Budget by Object

Action	Function	Total
Modify	11111 - Instruction - K-12	\$0.00
<u>Modify</u>	11121 - Instruction - Pre-Kindergarten	\$0.00
Modify	12110 - Attendance and Social Work Services - General	\$0.00
Modify	12120 - Guidance - General	\$0.00
Modify	12139 - Health - Other	\$0.00
Modify	12140 - Psychology - General	\$0.00
Modify	12190 - Other	\$0.00
Modify	12213 - Professional Personnel Staff Development	\$0.00
Modify	21210 - Multi-Categorical	\$0.00
Modify	21211 - Mental Impairment	\$0.00
Modify	21215 - Multi-Categorical - Academic Coaches	\$0.00
Modify	21219 - Multi-Categorical - Extended Day/Year	\$0.00
Modify	21221 - Hearing Impairment	\$0.00
Modify	21223 - Visual Impairment, including blindness	\$0.00
Modify	21224 - Deaf-Blindness	\$0.00
<u>Modify</u>	21231 - Emotional/Behavior Disorders	\$0.00
Modify	21232 - Autism	\$0.00
<u>Modify</u>	21241 - Specific Learning Disabilities	\$0.00
Modify	21251 - Orthopedic Impairment	\$0.00
11.00		@0.00



Next Steps

- The application is now live and can be submitted at any time.
- Applications will be reviewed as soon as possible following submission.
- Final deadline June 1st.
- Send questions through WVDE Contact site or email/call Shana Clay at OSE.

