COLORADO
Department of Education

READ Act Budget Request
GAINS System Training

GAINS
Grants Administration
Implementation &
Navigation System

Agenda

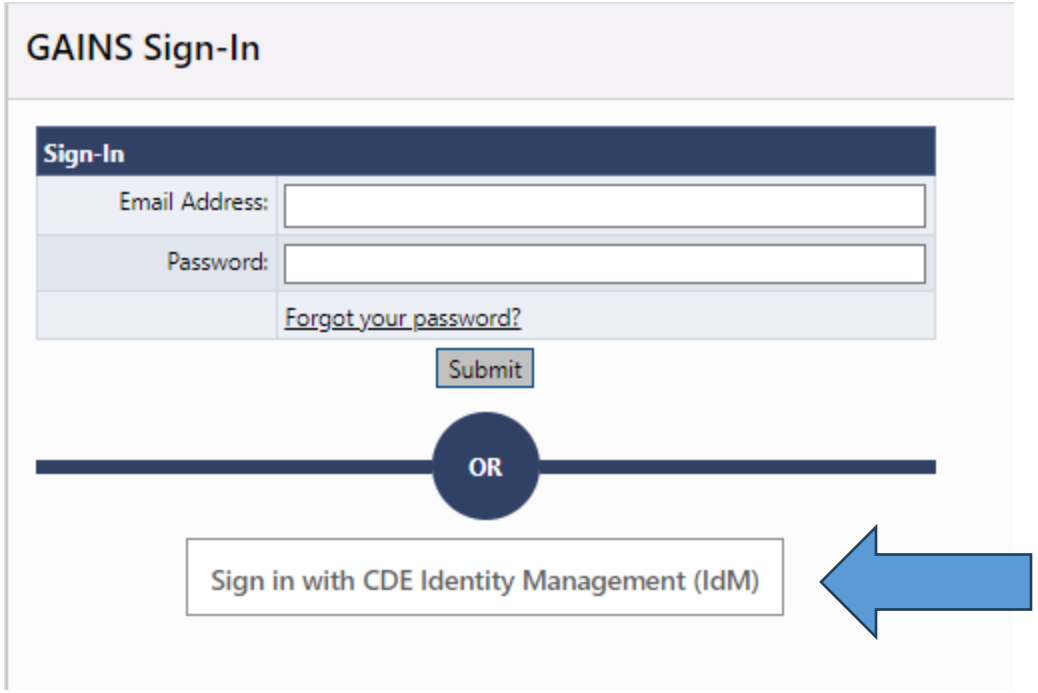
- How to access and login to GAINS
- How to Locate and Navigate through the READ Act Budget Submission in GAINS
- Roles and Permissions in GAINS
- Demo – Live Application Walkthrough

Consolidated Application & GAINS

- The READ Act Budget Submission is now in the Grant Administration Implementation and Navigation System (GAINS)
- To access GAINS, you will need to communicate with your Local Access Manager or LAM to ensure you have the right roles and permissions for the Read Act Budget Submission.
  - If they have any trouble adding you as a user or assigning your role, please let us know either by emailing GAINS@cde.state.co.us or filling out a Help Desk Ticket.

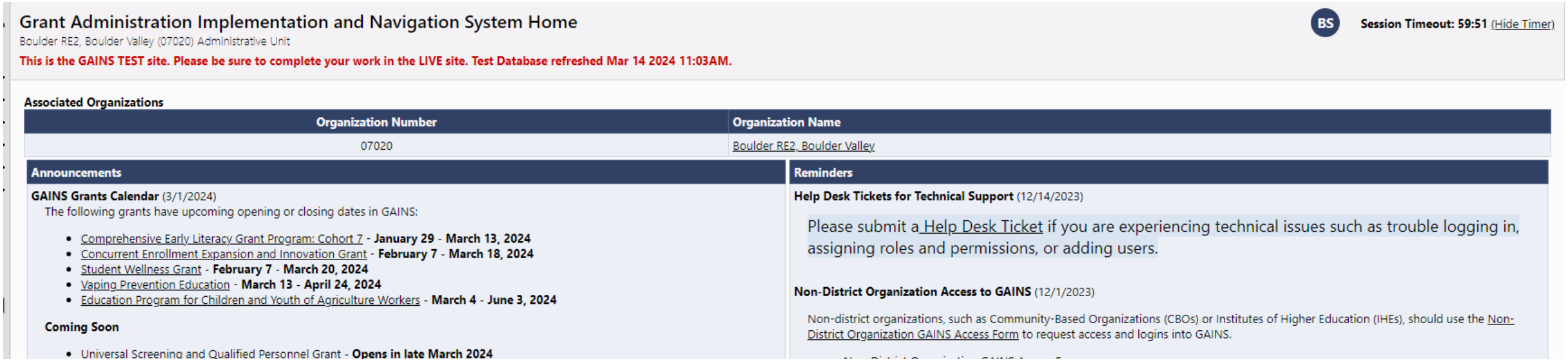
Online Application – IdM Users

Find the login button on the top right of your screen. Login to the GAINS through the Identity Management System:



Navigate to Funding Applications

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



Find the READ Act Budget Submission

Select “READ Act Budget Submission”

Funding Applications

DC **Session Timeout: 59:41** (Hide Timer

Adams 12 Five Star Schools (0020) 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.

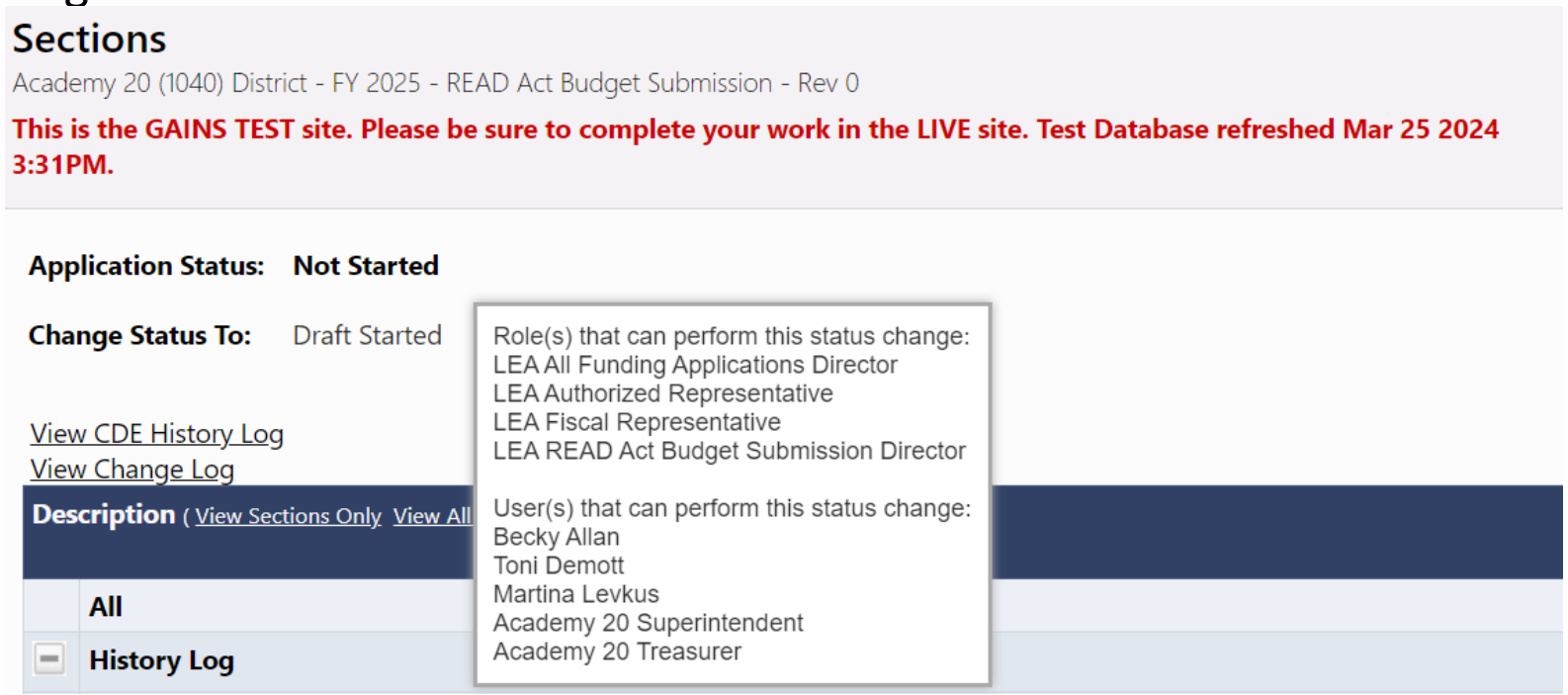
2025 | All Active Applications

Entitlement Funding Application	Revision	Status	Status Date
ESEA Consolidated	0	Not Started	3/25/2024
READ Act Budget Submission	0	Not Started	3/11/2024

Competitive Funding Application	Due Date	Revision	Status	Status Date
21st Century Community Learning Centers	2/15/2024 4:00:00 PM	0	LEA Authorized Representative Approved	2/14/2024
Building Excellent Schools Today	2/5/2024 4:00:00 PM	0	Not Started	1/7/2024
Comprehensive Early Literacy Grant Program	3/13/2024 5:00:00 PM	0	Not Started	1/17/2024

Start Draft

- Once inside, be sure to change the application status to **“DRAFT STARTED”**
  - When hovering over the "Draft Started" link, applicants can see the roles eligible to perform status changes.



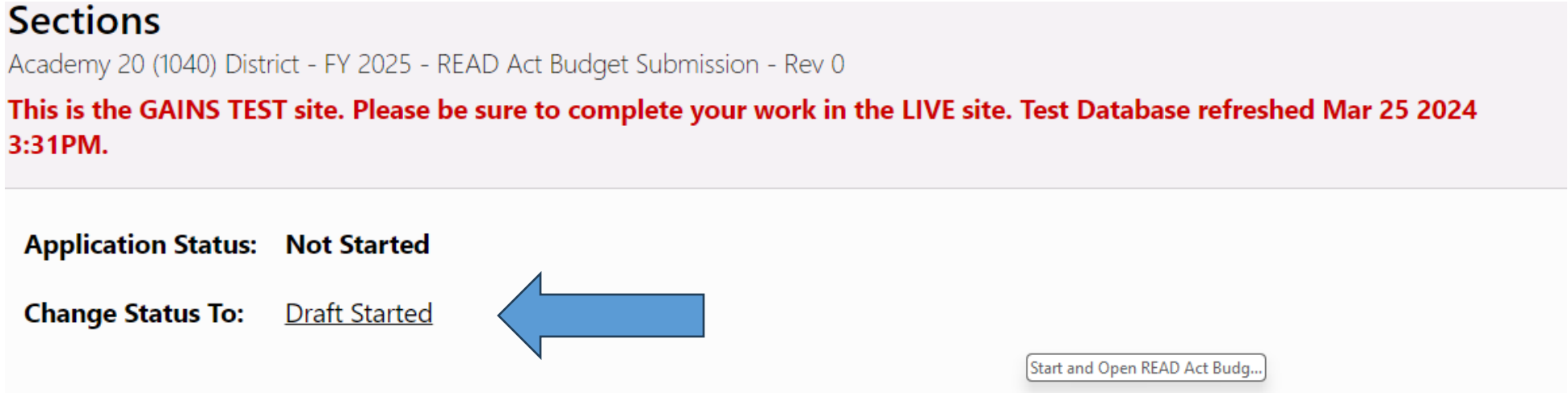
Please note: Applicants will not be able to answer application questions until the status is changed to “Draft Started”

Start and Open READ Act Budget Submission Application in GAINS

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.



Application Navigation

Navigating Basics- Sections Overview

Sections Page is your READ Act Budget Submission home page and main navigation center. From here you can access several features related to your application, but today we focusing on the required application submission sections.

Navigating Basics – Sections Overview (cont.)

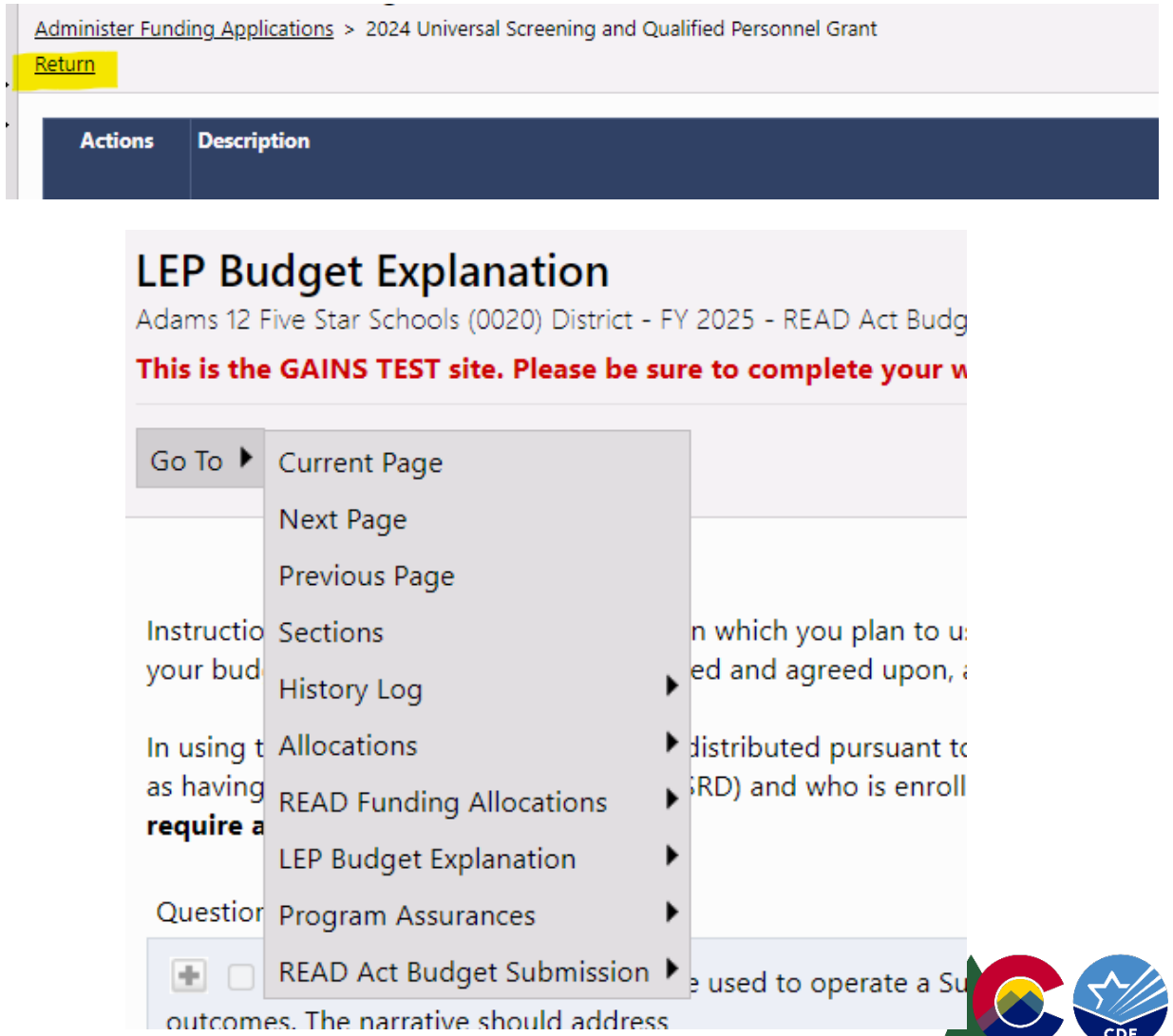
In addition to the Sections, you will have a Validation column which will let you know when a section has errors that would prevent you from submitting or warnings to check before submitting.

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
READ Funding Allocations		Print
Prior Year Funding Allocation and Carryover		Print
LEP Budget Explanation		Print
LEP Budget Explanation		Print
Program Assurances	Messages	Print
Program Assurances	Messages	Print
READ Act Budget Submission		Print
Budget		Print
Budget Overview		Print
Related Documents		Print
All	Messages	Print

Navigation Basics – Moving through Sections

- **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

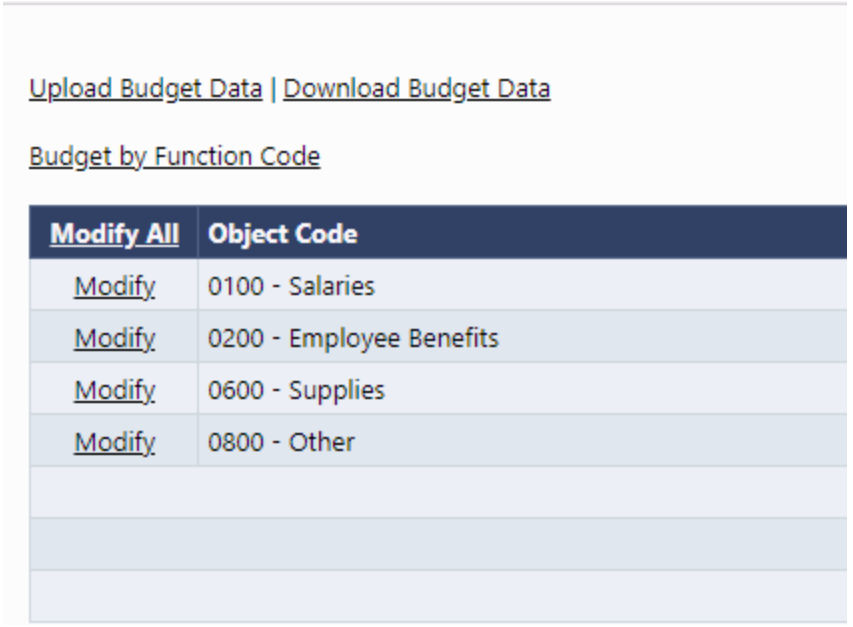


Creating the Application Budget

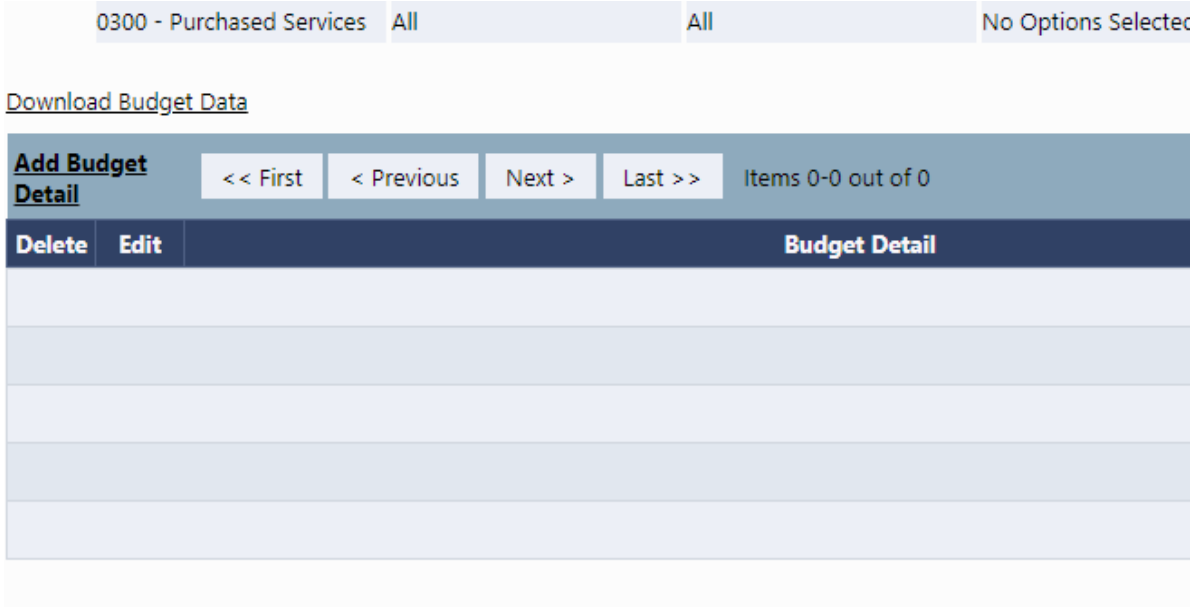
To create the budget, first select **Budget** from the Sections page:

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

#1



#2



Budget Detail- Creating Budget Detail Line Items

- **Object Code:** Defaults to the line selected to modify "0300-Purchased Services"
- **Function Code**: (*fka Allowable Activities)* Select 1 of the following
  - BOCES Services
  - Core Reading
  - PD Programming
  - Summer School
  - Technology
  - Tutoring Services
  - Other
- **Budget Tags**
  - Core Programs, Intervention Programs, Supplemental Programs: (*fka Read Program)* Select 1 from the list of approved programs.
- **Location Code**: Pre-populated with LEAs and Schools
- **Quantity**: Defaults to 1 and can be left at 1.
- **Cost:** Total Cost must be entered here.
- **Budget Detail Total**: Cost x Quantity

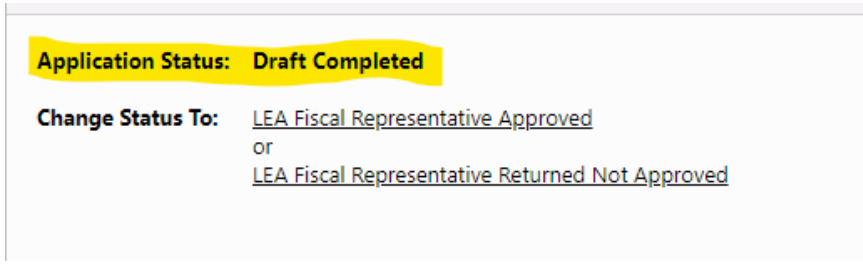
Budget Detail Page

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

Add more budget line items

Application Submission

- **Application due on June 30, 2024**
  - Application status must be changed to at least “Draft Completed” by 11:59 pm on June 30, 2024, to be considered for funding



- Applicants will have until June 15, 2024, to ensure the status is changed to "LEA Authorized Representative Approved“
  - Your application is considered fully submitted to CDE when Application Status is at "LEA Authorized Representative Approved"

Roles and Permissions in GAINS

Roles for READ Act Budget Submission Grant

- **LEA READ Act Budget Submission Director-** Authorized to create and complete named grant. The specific person managing the grant if this is not a centralized role for your organization.

- **LEA READ Act Budget Submission Update** – The individual(s) authorized to complete the named grant. This individual is not able to move the grant from one status to the next.

- **LEA Fiscal Representative-** The Fiscal Representative is authorized to approve grants, complete and submit requests for funds, and will receive fiscal related communication regarding the application. Usually the Fiscal Manager, but other personnel can also have this role in your budgeting office.

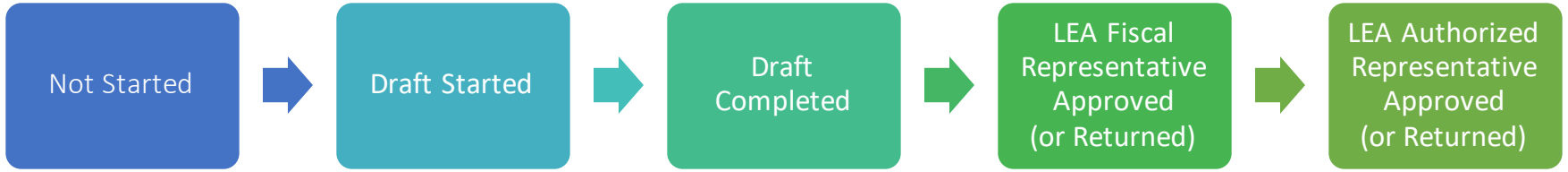
- **LEA Authorized Representative-** The Authorized Representative is the individual authorized to provide final LEA approval and submit the application to CDE on behalf of the LEA. This individual will receive the Grant Award Letter (GAL). Can be a superintendent and/or anyone else at the organization who has authority to approve an application.

**One individual could serve in all roles

Roles Within GAINS

- 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 Local Access Manager (LAM) to have a role assigned.

Application Workflow



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

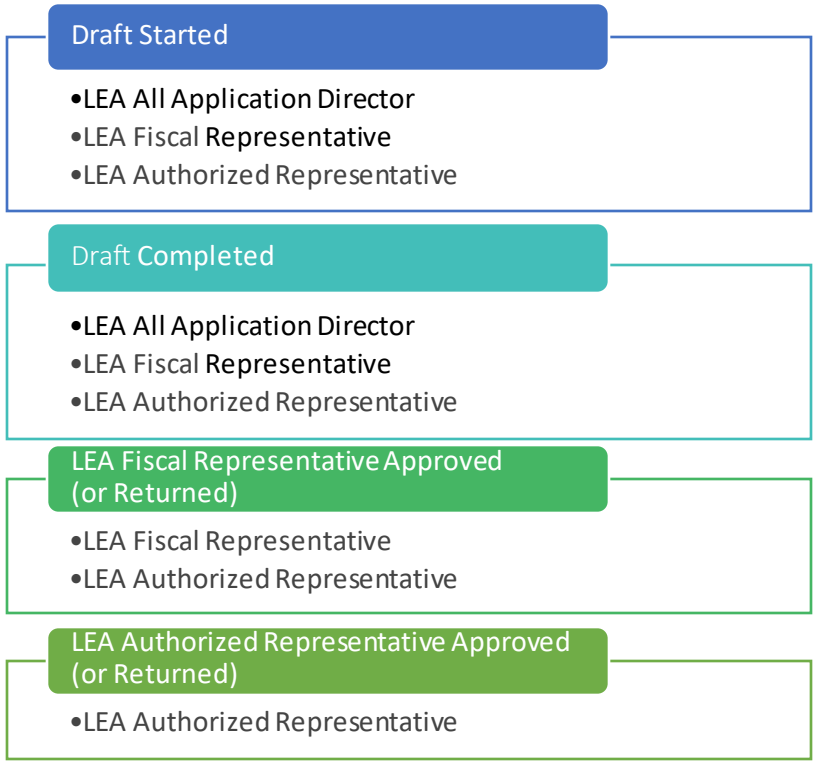
LEA Authorized Representative Approved (or Returned)

- LEA Authorized Representative

Notes on Workflow and Roles

- The LEA Authorized Representative and LEA Fiscal Representative 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, if this individual is not the one filling out the application.



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, DeLilah Collins, at collins_d@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.

Application Contacts

- Program Questions
  - Nancy Taylor, READ Act Senior Literacy Consultant
    - Taylor_n@cde.state.co.us
- Application System Questions
  - DeLilah Collins, Grants Program Administration
    - Collins_d@cde.state.co.us
  - GAINS general email
    - GAINS@cde.state.co.us

GAINS

Grants Administration Implementation & Navigation System

Questions?