



**COLORADO**  
Department of Education

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# READ Act Budget Request GAINS System Training





# 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](mailto: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:

A screenshot of the "GAINS Sign-In" page. The page has a light gray header with the text "GAINS Sign-In". Below the header is a dark blue bar with the text "Sign-In" in white. Underneath are two input fields: "Email Address:" and "Password:". Below the password field is a link that says "Forgot your password?". A "Submit" button is centered below the input fields. A thick dark blue horizontal line with a dark blue circle containing the text "OR" in white is positioned below the "Submit" button. Below this line is a white rectangular button with a thin gray border that says "Sign in with CDE Identity Management (IdM)". A large blue arrow points from the right towards this button.



# Navigate to Funding Applications



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

**Grant Administration Implementation and Navigation System Home** BS Session Timeout: 59:51 [\(Hide Timer\)](#)

Boulder RE2, Boulder Valley (07020) Administrative Unit

**This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Mar 14 2024 11:03AM.**

Associated Organizations	
Organization Number	Organization Name
07020	<a href="#">Boulder RE2, Boulder Valley</a>

**Announcements**

**GAINS Grants Calendar** (3/1/2024)

The following grants have upcoming opening or closing dates in GAINS:

- [Comprehensive Early Literacy Grant Program: Cohort 7](#) - January 29 - March 13, 2024
- [Concurrent Enrollment Expansion and Innovation Grant](#) - February 7 - March 18, 2024
- [Student Wellness Grant](#) - February 7 - March 20, 2024
- [Vaping Prevention Education](#) - March 13 - April 24, 2024
- [Education Program for Children and Youth of Agriculture Workers](#) - March 4 - June 3, 2024

**Coming Soon**

- Universal Screening and Qualified Personnel Grant - **Opens in late March 2024**

**Reminders**

**Help Desk Tickets for Technical Support** (12/14/2023)

Please submit a [Help Desk Ticket](#) if you are experiencing technical issues such as trouble logging in, assigning roles and permissions, or adding users.

**Non-District Organization Access to GAINS** (12/1/2023)

Non-district organizations, such as Community-Based Organizations (CBOs) or Institutes of Higher Education (IHEs), should use the [Non-District Organization GAINS Access Form](#) to request access and logins into GAINS.





# Find the READ Act Budget Submission



## Select “READ Act Budget Submission”

### Funding Applications



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
<a href="#">ESEA Consolidated</a>	0	Not Started	3/25/2024
<a href="#">READ Act Budget Submission</a> ⓘ	0	Not Started	3/11/2024

Competitive Funding Application	Due Date	Revision	Status	Status Date
<a href="#">21st Century Community Learning Centers</a> ⓘ	2/15/2024 4:00:00 PM	0	LEA Authorized Representative Approved	2/14/2024
<a href="#">Building Excellent Schools Today</a> ⓘ	2/5/2024 4:00:00 PM	0	Not Started	1/7/2024
<a href="#">Comprehensive Early Literacy Grant Program</a> ⓘ	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.

**Sections**  
Academy 20 (1040) District - FY 2025 - READ Act Budget Submission - 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 3:31PM.**

**Application Status:** Not Started

**Change Status To:** Draft Started

[View CDE History Log](#)  
[View Change Log](#)

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

All	Role(s) that can perform this status change: LEA All Funding Applications Director LEA Authorized Representative LEA Fiscal Representative LEA READ Act Budget Submission Director  User(s) that can perform this status change: Becky Allan Toni Demott Martina Levkus Academy 20 Superintendent Academy 20 Treasurer
History Log	

**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.***

### Sections

Academy 20 (1040) District - FY 2025 - READ Act Budget Submission - 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 3:31PM.**

Application Status: **Not Started**

Change Status To: Draft Started



Start and Open READ Act Budg...





# 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.

[View CDE History Log](#)  
[View Change Log](#)

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

All
<input type="checkbox"/> <b>History Log</b>
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<input type="checkbox"/> <b>Allocations</b>
<a href="#">Allocations</a>
<input type="checkbox"/> <b>READ Funding Allocations</b>
<a href="#">Prior Year Funding Allocation and Carryover</a>
<input type="checkbox"/> <b>LEP Budget Explanation</b>
<a href="#">LEP Budget Explanation</a>
<input type="checkbox"/> <b>Program Assurances</b>
<a href="#">Program Assurances</a>
<input type="checkbox"/> <b>READ Act Budget Submission</b>
<a href="#">Budget</a>
<a href="#">Budget Overview</a>
<a href="#">Related Documents</a>
All



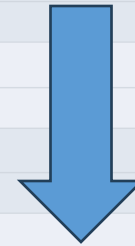


# Navigating Basics – Sections Overview (cont.)



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.

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>
[-] History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
[-] Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
[-] READ Funding Allocations		<a href="#">Print</a>
<a href="#">Prior Year Funding Allocation and Carryover</a>		<a href="#">Print</a>
[-] LEP Budget Explanation		<a href="#">Print</a>
<a href="#">LEP Budget Explanation</a>		<a href="#">Print</a>
[-] Program Assurances	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Program Assurances</a>	<a href="#">Messages</a>	<a href="#">Print</a>
[-] READ Act Budget Submission		<a href="#">Print</a>
<a href="#">Budget</a>		<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>





# 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

Administer Funding Applications > 2024 Universal Screening and Qualified Personnel Grant

Return

Actions	Description
---------	-------------

## LEP Budget Explanation

Adams 12 Five Star Schools (0020) District - FY 2025 - READ Act Budget

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

Go To ▾

- Current Page
- Next Page
- Previous Page
- Sections
- History Log
- Allocations
- READ Funding Allocations
- LEP Budget Explanation
- Program Assurances
- READ Act Budget Submission

Instructional Services: ... in which you plan to use ... ed and agreed upon, ...

In using the ... distributed pursuant to ... (RD) and who is enroll ...

as having ... require a ...

Question ... e used to operate a Su ...

outcomes. The narrative should address





# 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

[Upload Budget Data](#) | [Download Budget Data](#)

Budget by Function Code

<u>Modify All</u>	Object Code
<a href="#">Modify</a>	0100 - Salaries
<a href="#">Modify</a>	0200 - Employee Benefits
<a href="#">Modify</a>	0600 - Supplies
<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





# 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



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

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](#)





# 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"

**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



# 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



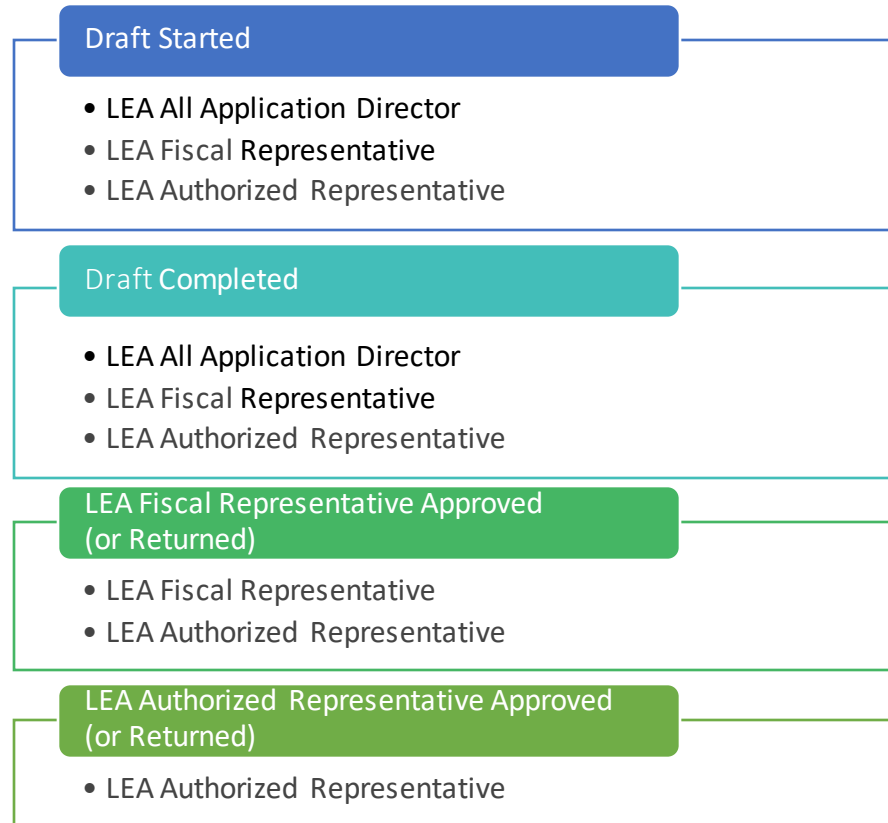
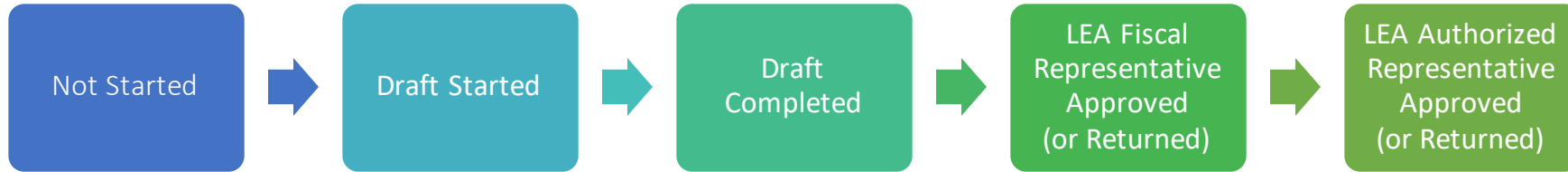


## Roles Within GAINS

- 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

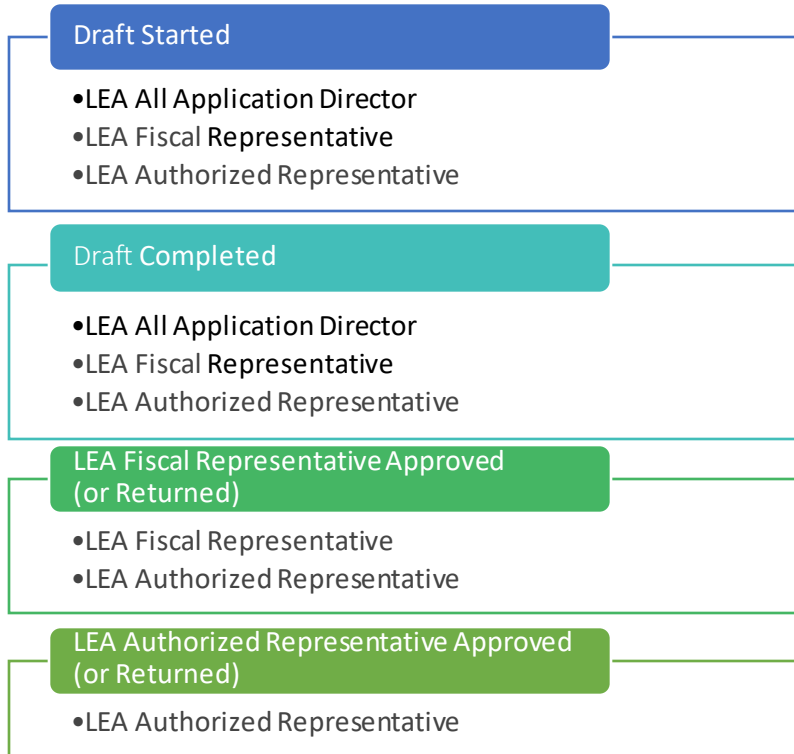




# Notes on Workflow and Roles



- 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](mailto: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](mailto:Taylor_n@cde.state.co.us)
- Application System Questions
  - DeLilah Collins, Grants Program Administration
    - [Collins\\_d@cde.state.co.us](mailto:Collins_d@cde.state.co.us)
  - GAINS general email
    - [GAINS@cde.state.co.us](mailto:GAINS@cde.state.co.us)







# GAINS

Grants Administration  
Implementation & Navigation  
System

## Questions?