AOE - GMS Applicant User Manual

Version 1.0

March 2018

Submitted by MTW Solutions, LLC

VERMONT
AGENCY OF EDUCATION

Revision History

Version	Status	Date	By	Summary of Changes
1.0 DRAFT		January 25, 2018	SM/BS	Original - Draft
1.0		March 28, 2018	SM/BS	Updated Central Data and Continuous Improvement Plan (CIP) sections; CFP and Payments sections pending.

Table of Contents

Document Purpose

This Grants Management System (GMS) User Manual is intended to provide instructions to individuals at Vermont organizations (LEAs) that wish to apply for grant programs administered through the Vermont Agency of Education (AOE).

The document details these processes:

1. Logging on to the GMS
2. Accessing and Completing the Central Data Collection
3. Completing Continuous Improvement Plans

Accessing and completing the Funding Application, and Payments Processes such as Reimbursement Requests and Closeouts, will be detailed in a subsequent release of the User Manual.

Questions regarding completing collections / applications in the GMS should be directed to Program Office contacts, but are frequently detailed on the Overview page of the Collection/Application.

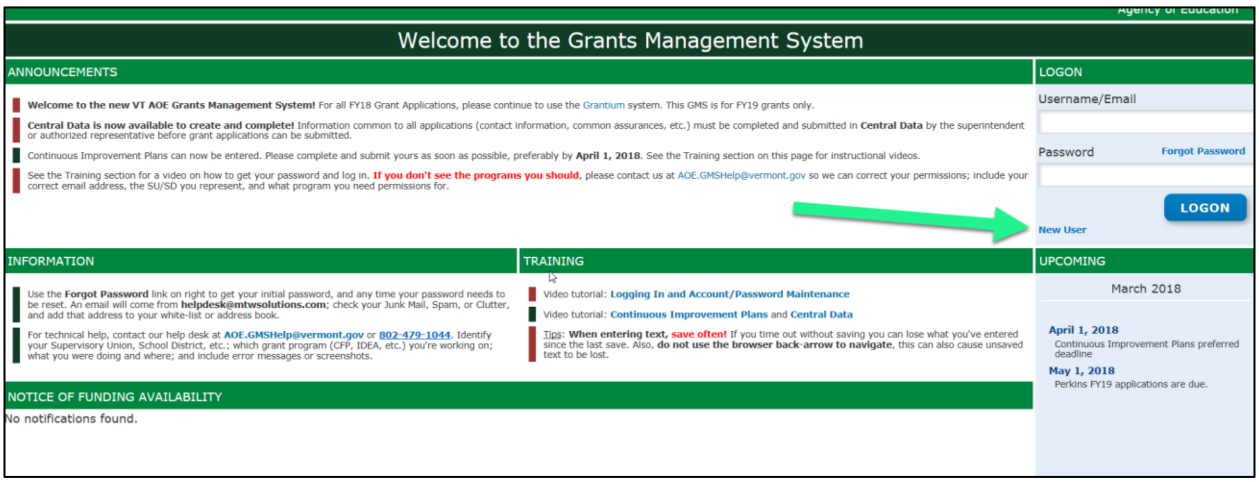
Technical questions regarding GMS Access or system issues should be directed to the AOE GMS Helpdesk. The contact information for the Helpdesk is located in the footer of each webpage in the GMS.

GMS Landing / Logon Page

The GMS Landing / Logon Page is located at the following URL

For any Grant Applicants who do not have a logon ID, please click the New User link located on the GMS. You will be asked to provide the Supervisory Unit Code (e.g. S061) for your organization. If that SU is found, you will be asked for your name, email and requested role, for review by AOE.

If you require credentials for an organization not already known to the GMS, the New User link will direct you to send an email to the AOE GMS Helpdesk to have your organization added.



AOE - GMS Logon Page

The Logon Page contains sections:

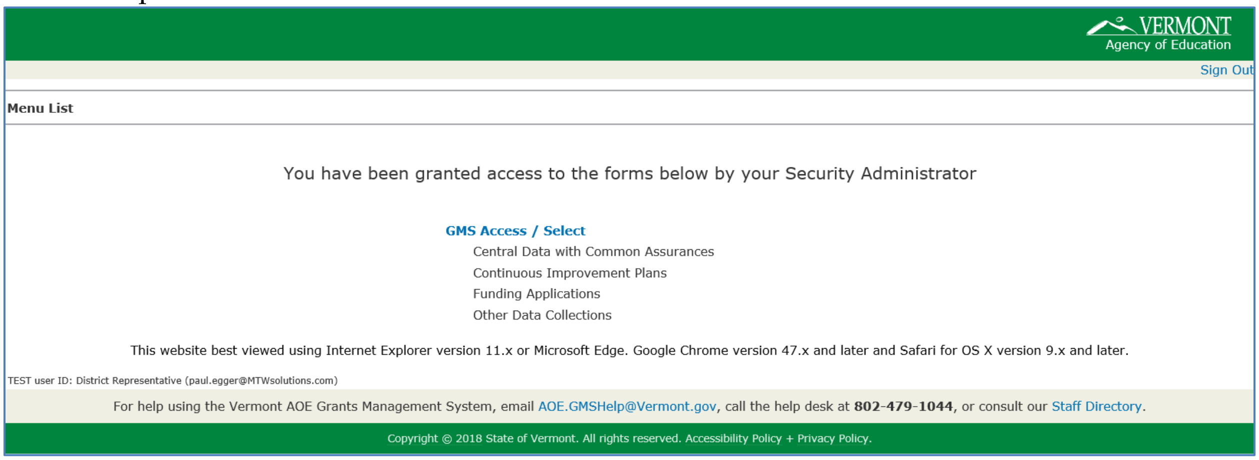
1. Logging on using existing credentials
2. Viewing Announcements from AOE
3. Viewing other GMS related information from AOE
4. Viewing Upcoming Events from AOE
5. Viewing copies of Notices of Funding Availability from AOE

Users with credentials to access the GMS should enter their UserID (which will be their email address), their Password, and click the Logon Button. As part of the first logon, users will be required to set a new password. If you have forgotten your password, press the "Forgot Password" link after entering in your email address. A temporary password will be sent to this address.

Upon successfully logging onto the GMS, users are directed to the GMS Menu List page. Some administrative users have multiple options on this page, but most District users will see the following image.

GMS Menu List

District Representative Menu List



District Representative Menu List

After successful logon, the GMS Menu List page will display. The GMS Menu List shows options for each user based on the authority they have been assigned.

- The hyperlink for "GMS Access/Select" will take users to the list of systems including Central Data, including Contacts and Assurances
- Funding Applications (e.g. Consolidated Application, IDEA Consolidated, Perkins, 21st Century, etc.)

Each GMS Web page after the Menu List contains hyperlinks in the top right corner with the following function:

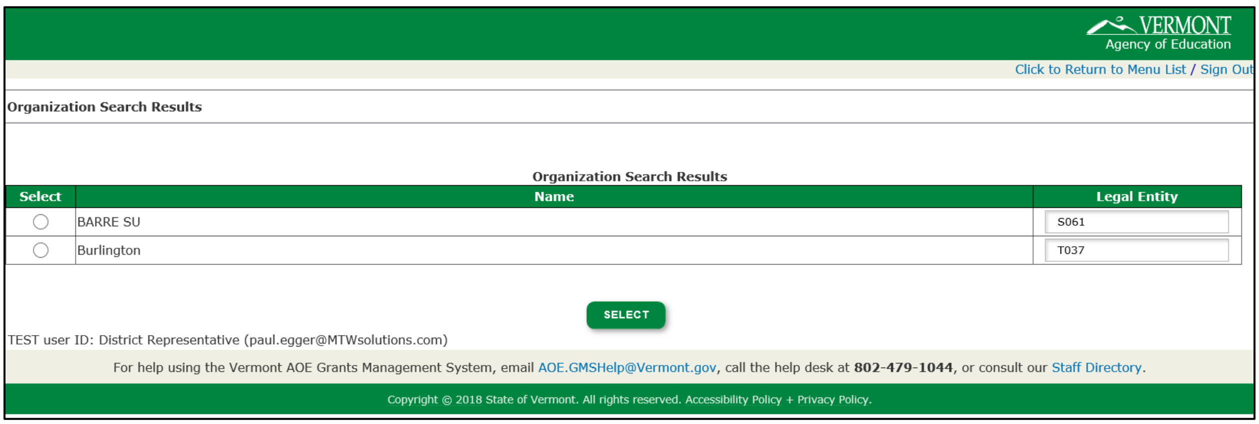
1. Sign Out of the GMS
2. Return to this Menu List web page
3. Return to the GMS Access / Select Page
4. Display the contents of the web page in a format that can be sent to a printer from the Browser being used.

Organization Search Results

Most users will not see the following web page.

This page is needed when the logged on user must select a specific district that they wish to work with. UserIDs are normally only associated with a single district, but in uncommon cases, a user may have permissions for multiple districts. If your UserID has access to multiple districts, you will see the page below after clicking GMS Access/Select, which requires that you select the specific Organization (district) that you wish to work with.

Select the radio button of the organization you wish to access and click the Select button.



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Click to Return to Menu List / Sign Out

Organization Search Results

Organization Search Results

Select	Name	Legal Entity
○	BARRE SU	S061
○	Burlington	T037

SELECT

TEST user ID: District Representative (paul.egger@MTWsolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our Staff Directory.

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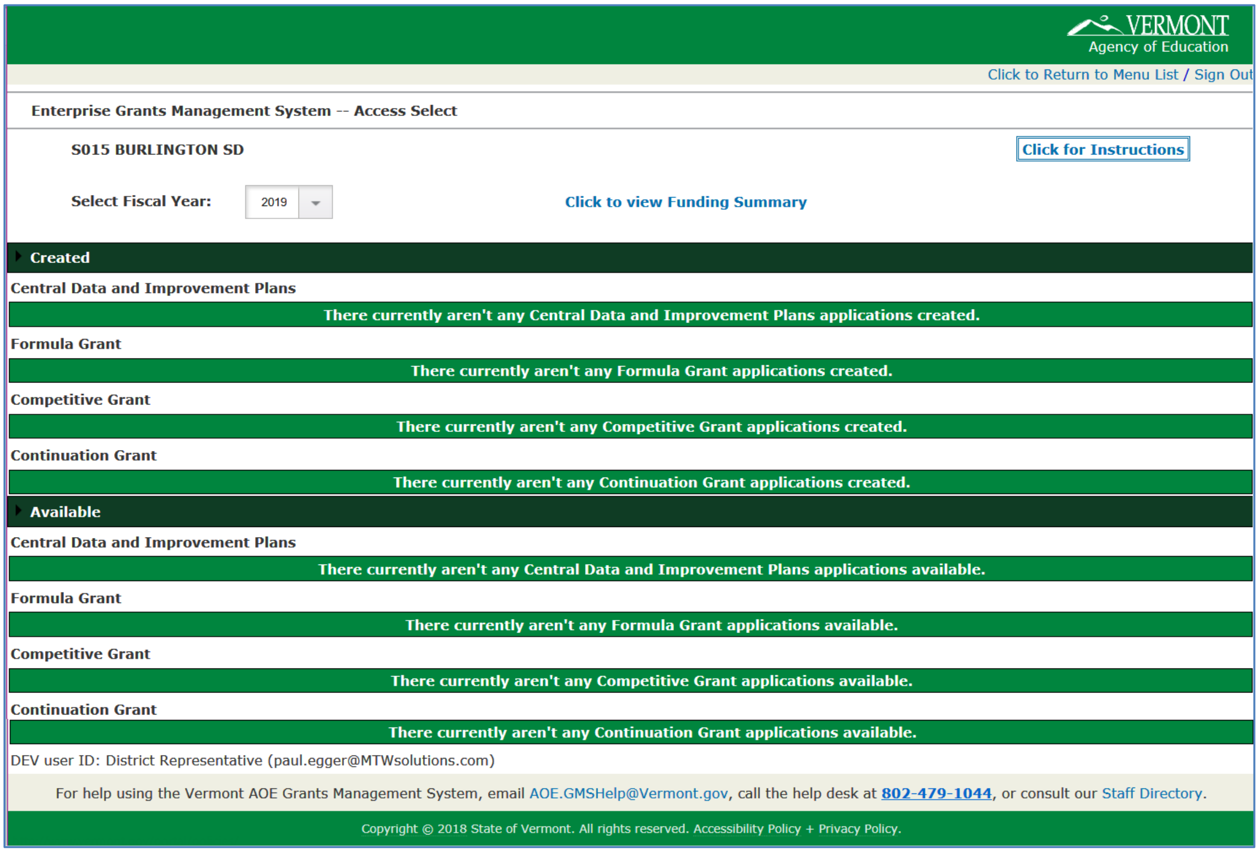
Organization Search Results

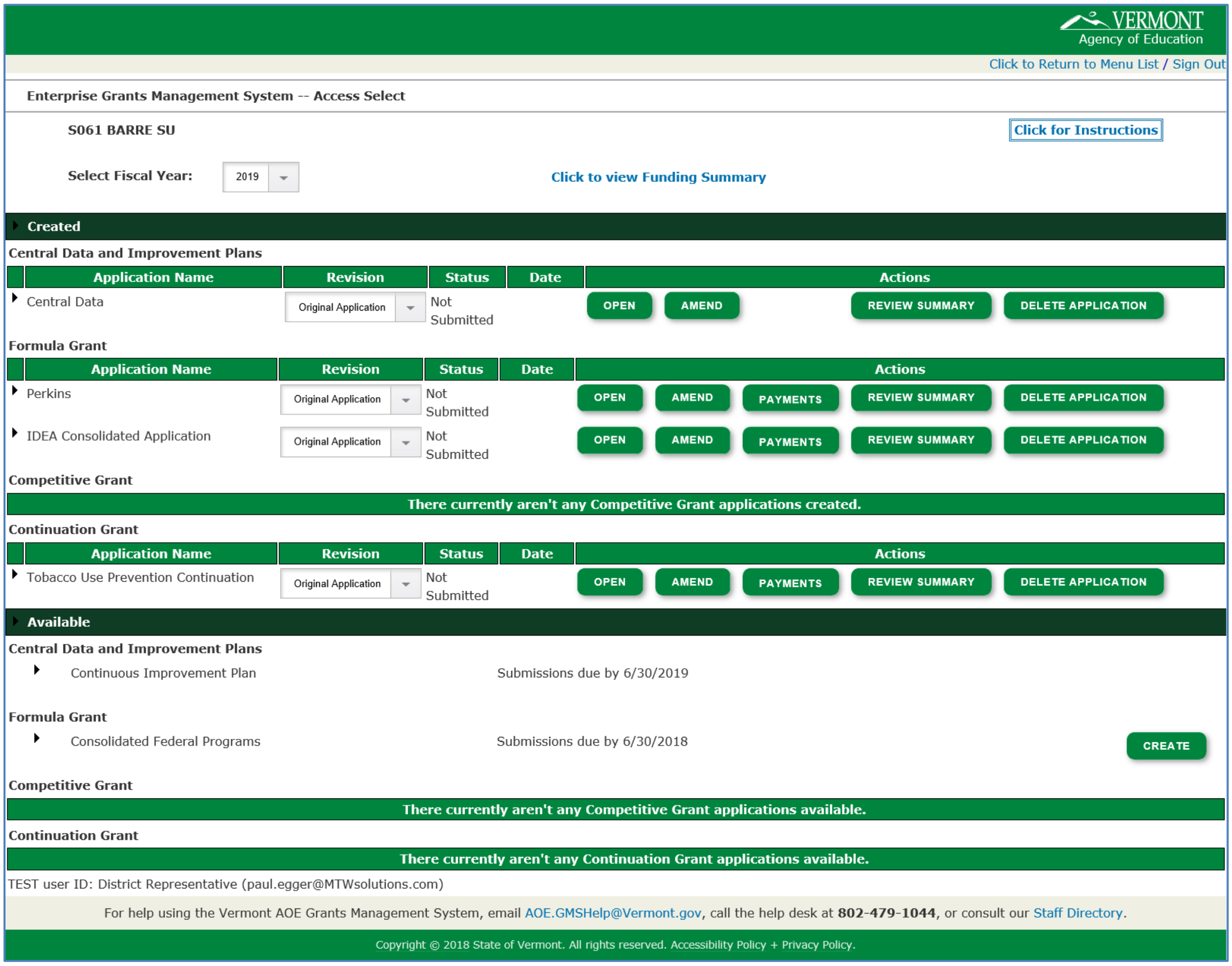
GMS Access / Select

After clicking the GMS Access / Select link from the Menu List Page, the GMS Access / Select page displays. At the beginning of the Fiscal Year, when no applications or other collections have been created, the GMS Access / Select page will appear as below.



Access Select Page – No applications created

After applications have been created though, the following page is a representative view of the Access/Select Page.



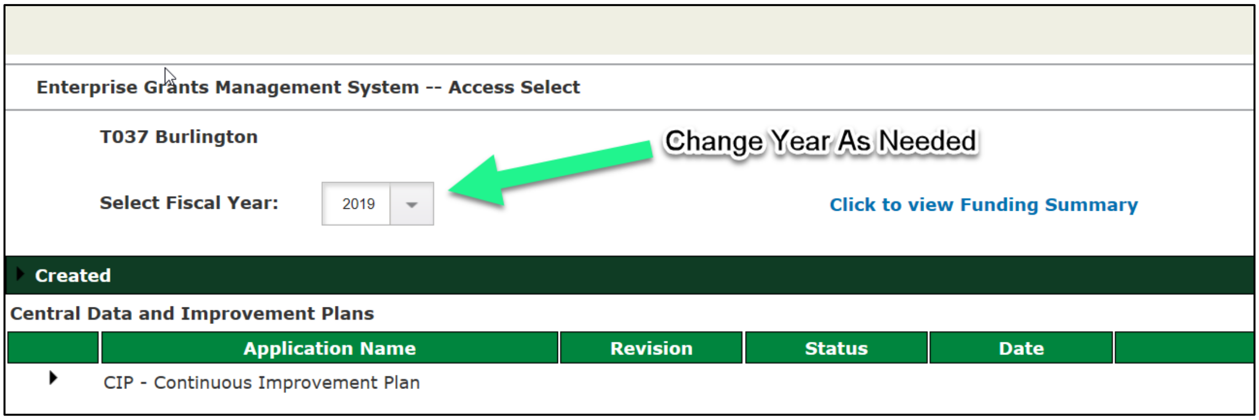
Access Select Page – Applications created

In the preceding image, below the horizonal bar labeled "Created" sub-sections display applications underway or a statement that no application has been created. Within the "Available" sub-sections, the **CREATE** button displays to the right of applications and collections which are available to be started (created) by the District/SU. When the user selects the **CREATE** button, the system creates an application or collection for the Fiscal Year listed in the drop-down list at the top of the page.

Utlimately, as the fiscal year proceeds, many applicants will create multiple grant programs. Once created, the applications move to one of the created sub-sections at the top. Buttons next to created applications facilitate the following actions:

- Opening,
- Creating Amendments,
- Accessing Payments (if final approved),
- Reviewing AOE Comments about submitted applications, or
- Deleting unsubmitted applications.

For Vermont, as the GMS comes online in March 2018 – the initial default Fiscal Year will be 2019. On or around April 1st, 2019, the default year will change to 2020.
As multiple years of data become available in the GMS, users can use the Fiscal Year drop-down list to switch between the years they need to work with.



Access Select Page – Changing Fiscal Year.

Funding Summary

The first link available on the GMS Access / Select Page directs the user to the Funding Summary page for the selected year. The Funding Summary page displays the funds allocated, budgeted and/or paid to the organization for the each program based on the year selected. This page shows users the sum of funding made available to the District/SU for the Fiscal Year. No updates or other data entry can be performed on this page.

Agency of Education

Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Funding Summary

BARRE SU

Click for Instructions

Select Fiscal Year: 2019

Program	Application Name	Total Funds Available	Last Approved Budget	Paid To Date	Amount Remaining
Perkins	Perkins	$0	$0	$0	$0
Tobacco Use Prevention Continuation	Tobacco Use Prevention Cont	$0	$0	$0	$0
IDEA Basic	IDEA Consolidated Application	$854,390	$0	$0	$854,390
IDEA Basic Proportional Share	IDEA Consolidated Application	$0	$0	$0	$0
IDEA PreK Basic	IDEA Consolidated Application	$20,000	$0	$0	$20,000
IDEA PreK Proportional Share	IDEA Consolidated Application	$0	$0	$0	$0
Title I-A	CFP	$0	$0	$0	$0
Title II-A	CFP	$0	$0	$0	$0
Title III-EL	CFP	$0	$0	$0	$0
Title IV-A	CFP	$0	$0	$0	$0
Schoolwide	CFP	$0	$0	$0	$0
Title I-SI	CFP	$0	$0	$0	$0
REAP-FLEX	CFP	$0	$0	$0	$0
Totals:		**$874,390**	**$0**	**$0**	**$874,390**

TEST user ID: District Representative (paul.egger@MTWsolutions.com)
For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our Staff Directory.

Funding Summary

Central Data

From the GMS Access / Select Page, all Applications, Continuous Improvement Plans, Central Data, Non-Funded Collections (e.g. Title I Participation Report) are Created and Accessed. Each year, each organization should start the Central Data Collection for the upcoming Fiscal Year. The District/SU must complete the Central Data collection annually in order to apply for a grant within the GMS. Central Data captures information that is common to the applicant's organization across all grant programs.

Central Data should be completed and submitted to AOE prior to completing the first funding application for the Fiscal Year. Failure to complete the Central Data collection will prevent users from completing Program Specific Assurances pages, and subsequently submitting Funding Applications. Continuous Improvement Plans can be completed and submitted without first completing Central Data.

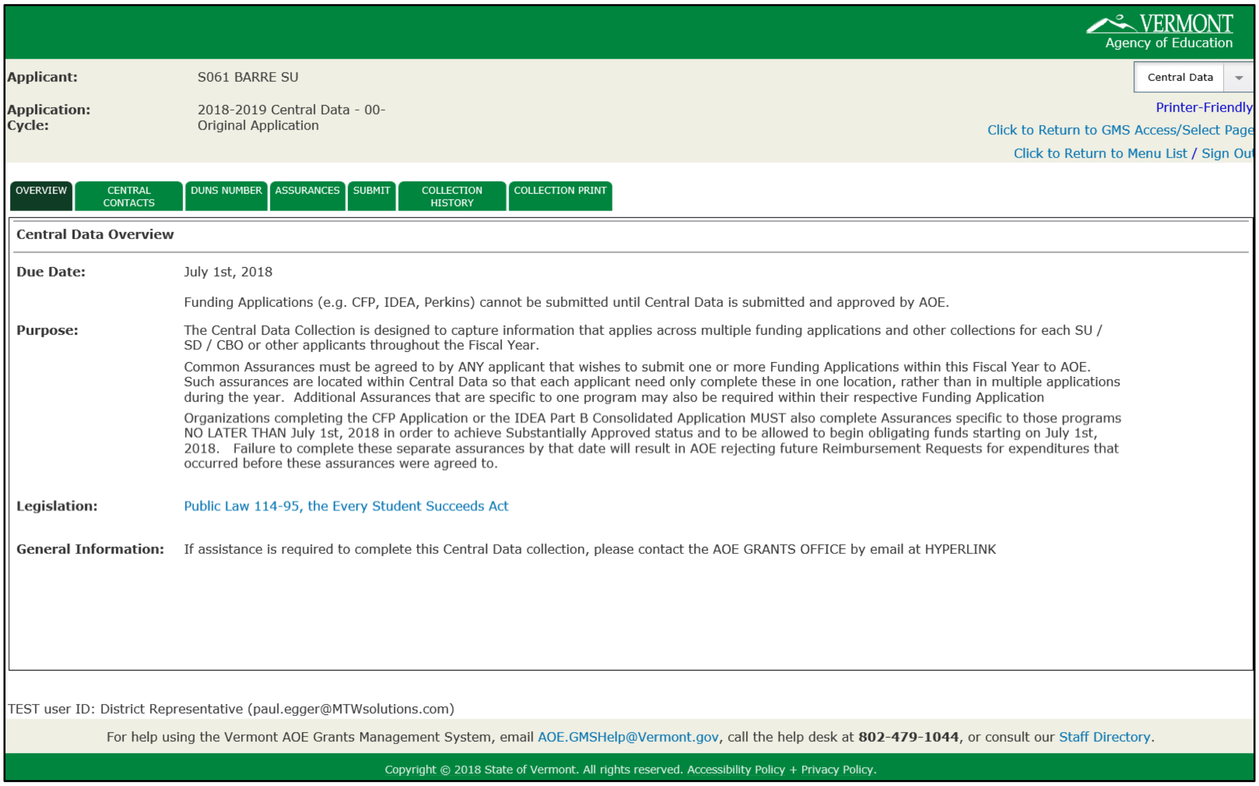
Requirements of Central Data

1. Users must complete Central Contacts. It is used to denote the Administrative Office address and phone number, and the contact information for those persons who lead the organization.
2. DUNS number information is required and is needed for reimbursements.
3. Assurances within Central Data are designed to:
    a. Allow the District/SU to agree to State and Federal assurances one time per fiscal year, without having to agree to the same assurance in multiple grant programs.
    b. Only be accepted by the Authorized Representative, based on GMS Security Setup. Users with Data Entry level security will not see the "Legal Entity Agrees" buttons.

The following images are from pages within the Central Data Collection.

Continuous Improvement Plan Overview

Upon initial creation of Central Data, or subsequent opening of Central Data, the GMS directs the user to the first web page in the collection. This page is most often an Overview page, like the one shown below.


VERMONT
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Applicant: S061 BARRE SU
Application: Cycle: 2018-2019 Central Data - 00- Original Application

Central Data
Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

OVERVIEW | CENTRAL CONTACTS | DUNS NUMBER | ASSURANCES | SUBMIT | COLLECTION HISTORY | COLLECTION PRINT

Central Data Overview

Due Date: July 1st, 2018

Funding Applications (e.g. CFP, IDEA, Perkins) cannot be submitted until Central Data is submitted and approved by AOE.

Purpose: The Central Data Collection is designed to capture information that applies across multiple funding applications and other collections for each SU / SD / CBO or other applicants throughout the Fiscal Year.

Common Assurances must be agreed to by ANY applicant that wishes to submit one or more Funding Applications within this Fiscal Year to AOE. Such assurances are located within Central Data so that each applicant need only complete these in one location, rather than in multiple applications during the year. Additional Assurances that are specific to one program may also be required within their respective Funding Application

Organizations completing the CFP Application or the IDEA Part B Consolidated Application MUST also complete Assurances specific to those programs NO LATER THAN July 1st, 2018 in order to achieve Substantially Approved status and to be allowed to begin obligating funds starting on July 1st, 2018. Failure to complete these separate assurances by that date will result in AOE rejecting future Reimbursement Requests for expenditures that occurred before these assurances were agreed to.

Legislation: Public Law 114-95, the Every Student Succeeds Act

General Information: If assistance is required to complete this Central Data collection, please contact the AOE GRANTS OFFICE by email at HYPERLINK

TEST user ID: District Representative (paul.egger@MTWsolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our Staff Directory.

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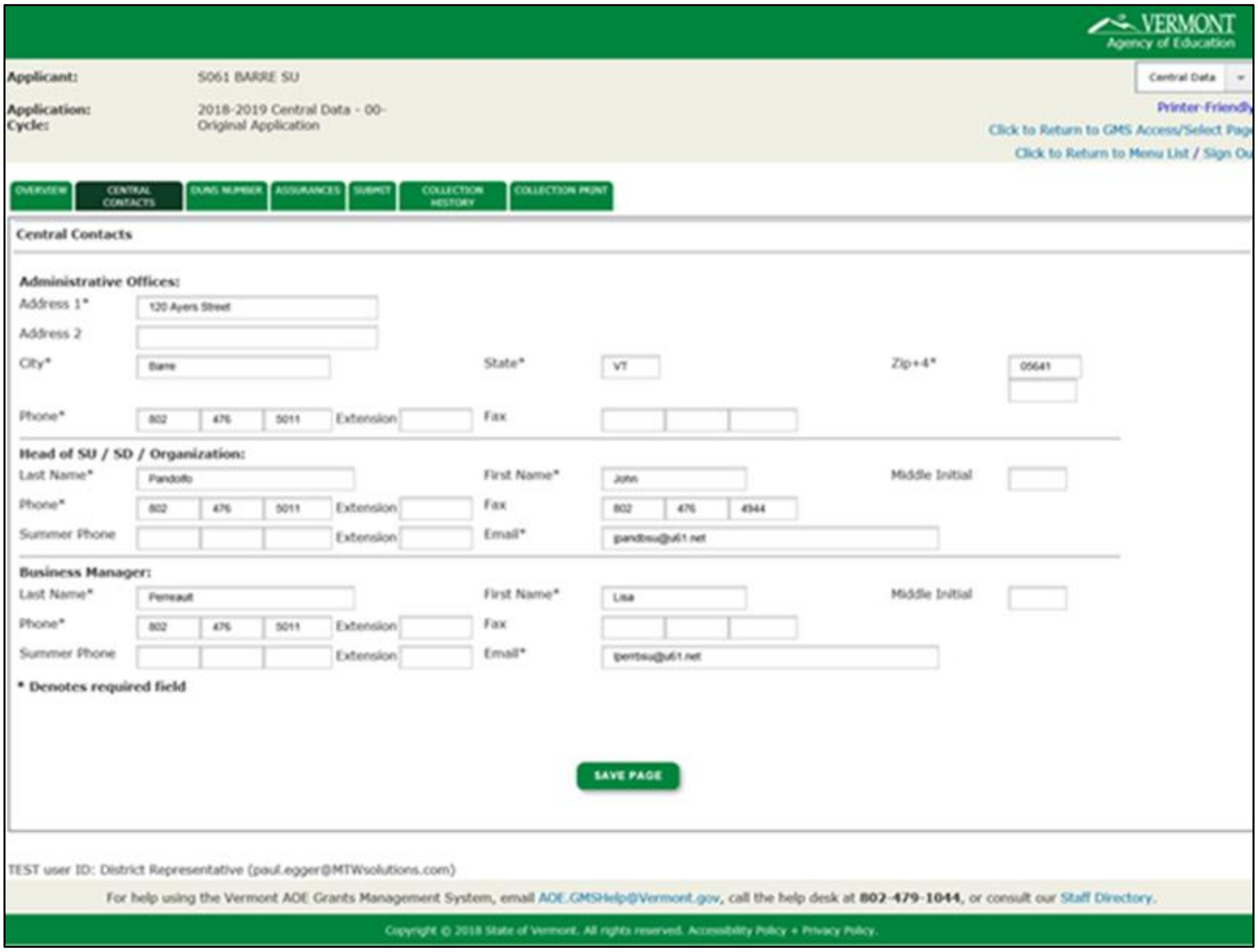
Central Data - Overview

As with all applications and collections in the GMS, a Tab Strip(s) will display. Each rectangle (tab) along the horizontal bar represents a different web page the applicant is to review, and in many cases complete. Occasionally, two levels of tab strips display when there is too much content to place on one web page efficiently.

Central Contact Information

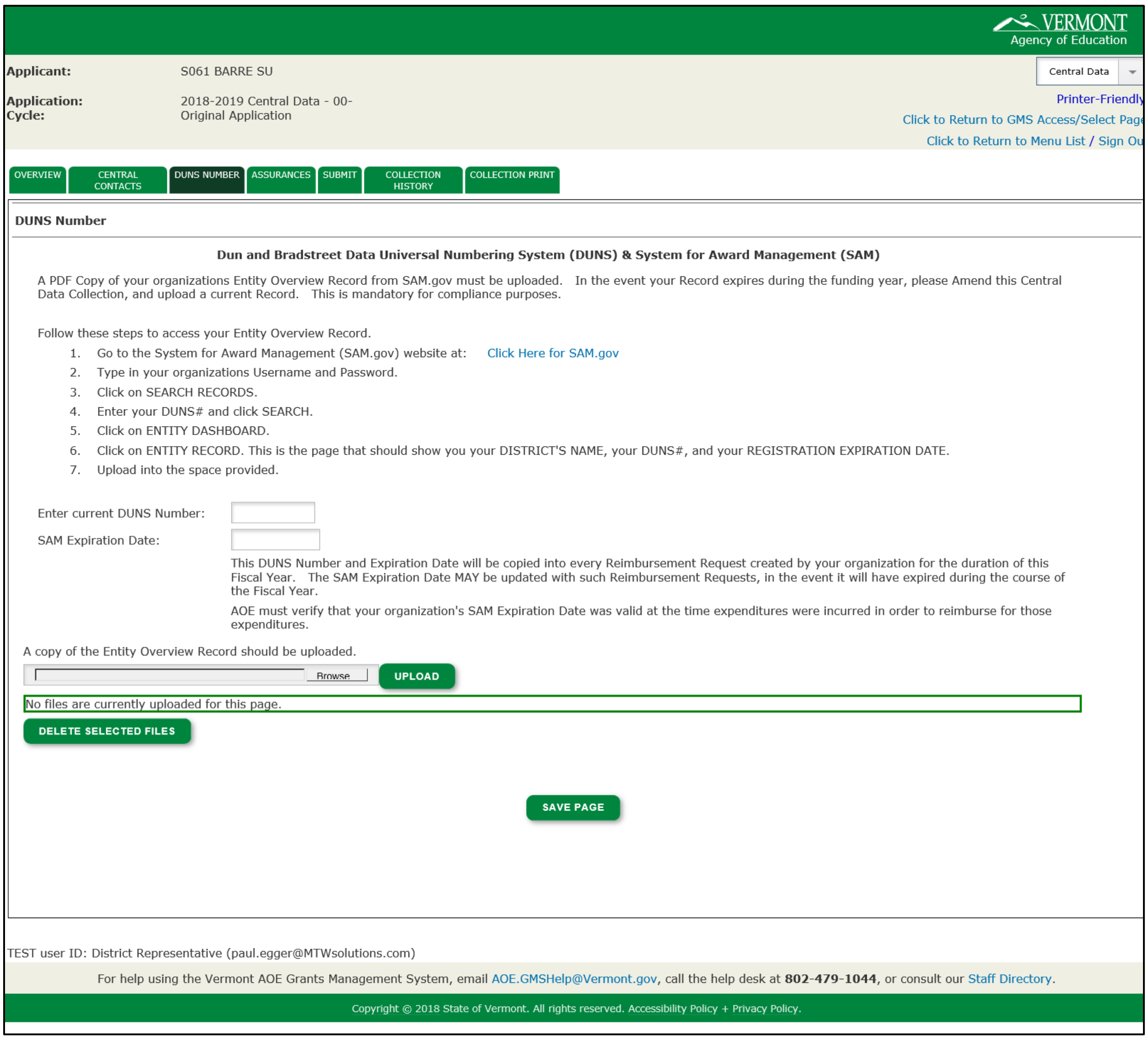
The Central Contact Information Page contains data that is anticipated to be common across all grant programs and collections for the Fiscal Year.



Central Data - Central Contacts

DUNS Number

The second tab requires the organization to enter their DUNS number, and SAM Expiration Date (System for Award Management). Federal Grant programs require that sub-grantees have a valid DUNS Number, and a SAM expiration date that was current at the time of expending funds for which reimbursement will be requested from AOE. The System for Award Management has replaced the Central Contractor Registry (CCR). The data entered on this page relating to the DUNS number and SAM Expiration Date will be pre-populated into every Reimbursement Request created in the GMS for that Fiscal Year. Expenditures that are dated beyond the current SAM Expiration Date will not be allowed to be submitted.



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Applicant: S061 BARRE SU

Application: Cycle: 2018-2019 Central Data - 00- Original Application

Central Data

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

OVERVIEW | CENTRAL CONTACTS | DUNS NUMBER | ASSURANCES | SUBMIT | COLLECTION HISTORY | COLLECTION PRINT

DUNS Number

Dun and Bradstreet Data Universal Numbering System (DUNS) & System for Award Management (SAM)

A PDF Copy of your organizations Entity Overview Record from SAM.gov must be uploaded. In the event your Record expires during the funding year, please Amend this Central Data Collection, and upload a current Record. This is mandatory for compliance purposes.

Follow these steps to access your Entity Overview Record.

1. Go to the System for Award Management (SAM.gov) website at: Click Here for SAM.gov
2. Type in your organizations Username and Password.
3. Click on SEARCH RECORDS.
4. Enter your DUNS# and click SEARCH.
5. Click on ENTITY DASHBOARD.
6. Click on ENTITY RECORD. This is the page that should show you your DISTRICT'S NAME, your DUNS#, and your REGISTRATION EXPIRATION DATE.
7. Upload into the space provided.

Enter current DUNS Number:

SAM Expiration Date:

This DUNS Number and Expiration Date will be copied into every Reimbursement Request created by your organization for the duration of this Fiscal Year. The SAM Expiration Date MAY be updated with such Reimbursement Requests, in the event it will have expired during the course of the Fiscal Year.

AOE must verify that your organization's SAM Expiration Date was valid at the time expenditures were incurred in order to reimburse for those expenditures.

A copy of the Entity Overview Record should be uploaded.

Browse | UPLOAD

No files are currently uploaded for this page.

DELETE SELECTED FILES

SAVE PAGE

TEST user ID: District Representative (paul.egger@MTWsolutions.com)

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Central Data – DUNS Number

At the bottom of this page, the GMS allows applicants to upload supporting documentation. Only files with XLS, DOC, and PDF extensions may be uploaded. Files should be limited to no larger than 6MB in size. Multiple files may be uploaded though if desired. Files inadvertently uploaded can be deleted by the LEA.

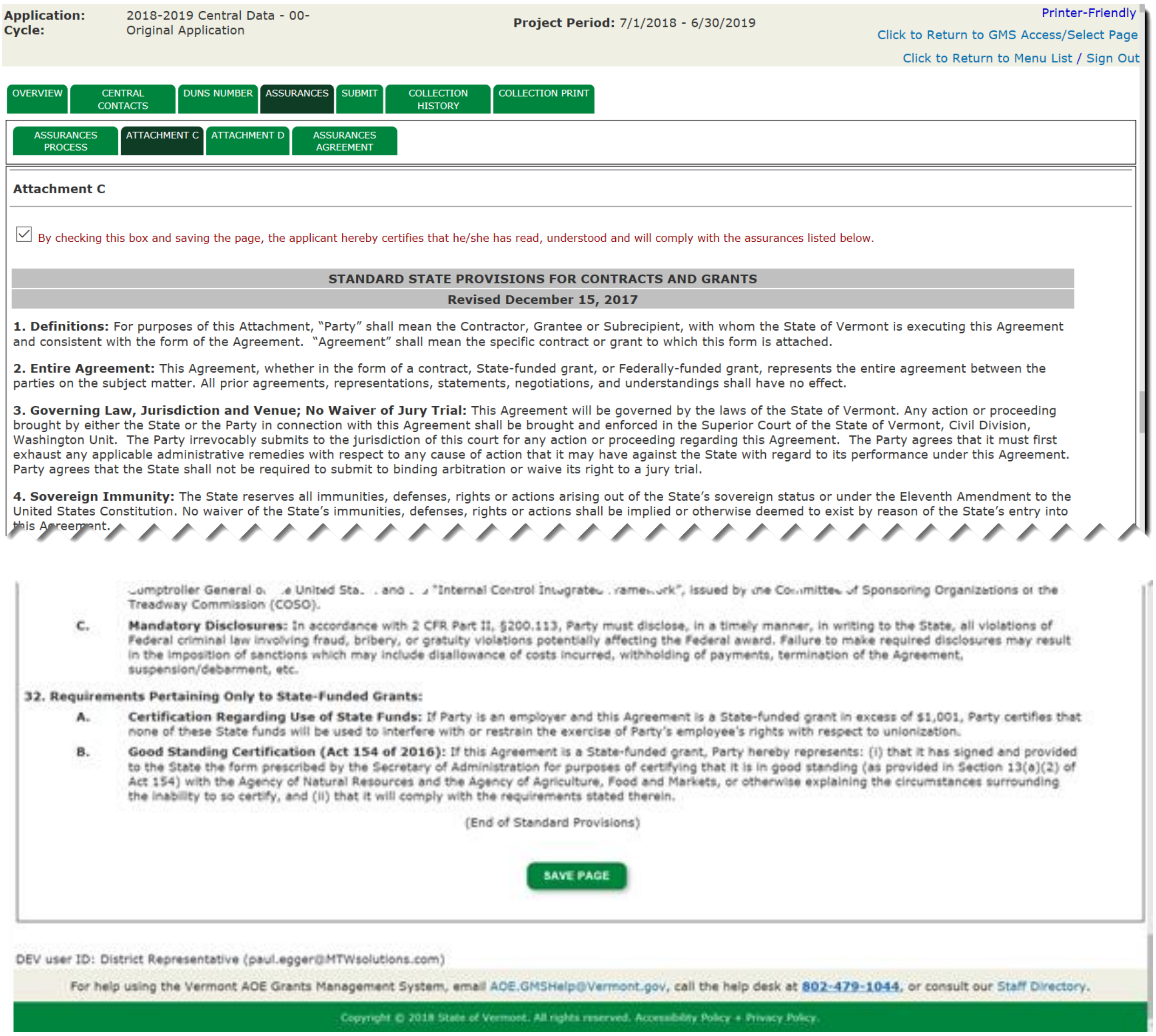
Assurances

As mentioned above, Central Data holds the common assurances known in Vermont as Attachment C (standard State provisions for contracts and grants), as well as Attachment D, which are federal requirements.

Only users with Authorized Representative credentials can agree to Assurance pages. Assurances pages contain an affirmative statement at the top, along with a checkbox for the Authorized Representative to check. At the bottom of the web page, the Authorized Representative must click "Save Page", which constitutes agreement to those Assurances. Users who do not see "Save Page" at the bottom of an un-submitted Central Data collection, are most likely not in a security group (Authorized Representative). If you believe a user in your organization should have such access, or should have such access removed, contact the AOE GMS Helpdesk, using the contact information at the bottom of each webpage.

Where multiple assurances pages exist, an Assurances Summary web page will redisplay the checkboxes (where they cannot be modified). On this Assurances Summary web page, the Authorized Representative must click "Legal Entity Agrees". After this is complete, those assurances are completed and binding for the duration of that Fiscal Year.

The following image shows the Assurance Page that the Authorized Representative must complete. Note that below the first set of tabs, there is an additional row of tabs. This provides for "Attachment C General Assurances", "Attachment D Other Assurance Provisions" and the "Assurances Agreement" Page.



Application: Cycle: 2018-2019 Central Data - 00- Original Application

Project Period: 7/1/2018 - 6/30/2019

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

OVERVIEW | CENTRAL CONTACTS | DUNS NUMBER | ASSURANCES | SUBMIT | COLLECTION HISTORY | COLLECTION PRINT

ASSURANCES PROCESS | ATTACHMENT C | ATTACHMENT D | ASSURANCES AGREEMENT

Attachment C

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS

Revised December 15, 2017

1. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. "Agreement" shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.

...omptroller General o[illegible] United Sta[illegible] and [illegible] "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

C. **Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

A. **Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of $1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

B. **Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

SAVE PAGE

DEV user ID: District Representative (paul.egger@MTWsolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at 802-479-1044, or consult our Staff Directory.

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Central Data – Attachment C Standard State Provisions – top and bottom of page

Additional Assurances

Some Central Data Assurances include an additional Assurance tab; Attachment D. This provides the option to list additional assurance requirements as part of the Central Data collection. Below is an example of an Additional Assurances Page. The page has a **SAVE PAGE** button at the bottom of the page, which will be visible to the user(s) authorized to save Assurance pages.

Application: 2018-2019 Central Data - 00-
Cycle: Original Application

Project Period: 7/1/2018 - 6/30/2019

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

OVERVIEW | CENTRAL CONTACTS | DUNS NUMBER | ASSURANCES | SUBMIT | COLLECTION HISTORY | COLLECTION PRINT

ASSURANCES PROCESS | ATTACHMENT C | ATTACHMENT D | ASSURANCES AGREEMENT

Attachment D

☑ By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

OTHER GRANT AGREEMENT PROVISIONS

1. Cost of Materials: Subrecipient will not buy materials and resell to the State at a profit.

2. Health Insurance Portability and Accountability Act (HIPA): The confidentiality of any health care information acquired by or provided to the Subrecipient shall be maintained in compliance with any applicable State or federal laws or regulations.

3. Confidential Information: Any and all information, the release of which is prohibited by state or federal law or regulation or which is subject to the protection of the Family Educations Rights and Privacy Act (FERPA) obtained by the grantee in the performance of this grant constitutes confidential information. The grantee shall not use or disclose any confidential information except as specifically permitted or required by this grant or as required by law.

4. Supplanting: The Subrecipient will not use Federal Funds to supplant local or other funding. If required, the Subrecipient will submit a certification that funds will not be used to supplant local or other funding.

5. Compliance with Cost Principals and Administrative Regulations: Subrecipient shall comply with the requirements set forth in 2 CFR Part 200, The Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards.

6. Subgrant Agreements: Subrecipient agrees to include in any further subgrant agreement all the conditions included in this agreement.

3. Confid... ...ation: Any and all ... or which is sub...
Family Educations Rights and Privacy Act (FERPA) ... this grant co... confidential information. The grantee shall not use or disclose any confidential information except as specifically perm... required by this grant or as required by law.

4. Supplanting: The Subrecipient will not use Federal Funds to supplant local or other funding. If required, the Subrecipient will submit a certification that funds will not be used to supplant local or other funding.

5. Compliance with Cost Principals and Administrative Regulations: Subrecipient shall comply with the requirements set forth in 2 CFR Part 200, The Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards.

6. Subgrant Agreements: Subrecipient agrees to include in any further subgrant agreement all the conditions included in this agreement.

7. Applicable Law: This Grant Agreement will be governed by the laws of the State of Vermont. The Subrecipient must comply with all the federal requirements pertaining to the expenditure of federal funds.

8. Subgranting: Federal regulations do not permit subrecipients from further subgranting Federal funds except in the case of a Supervisory Union subgranting to its member districts. In this case, the Supervisory Union must also set up a plan for monitoring those subrecipients' use of the funds.

9. Prohibition of Text Messaging and Emailing While Driving During Official Federal Grant Business: Federal grant recipients, subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

10. Trafficking in Persons: The U. S. Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2.ii. are revised to read as follows:

> "a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85."

> "b.2.ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85."

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

SAVE PAGE

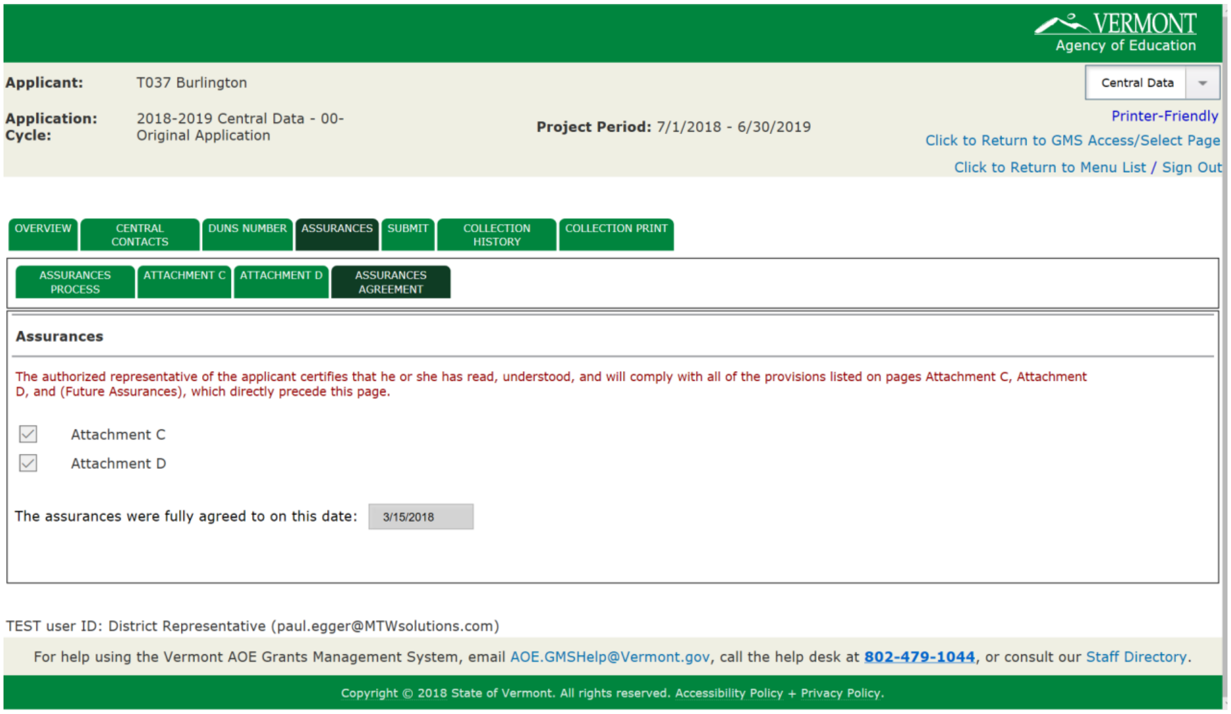
DEV user ID: District Representative (paul.egger@MTWsolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at 802-479-1044, or consult our Staff Directory.

Central Data – Attachment D Other (Federal) Provisions – top and bottom of page

Assurances Agreement

The last tab in the Assurances section will be the Assurances Agreement page. This page allows the authorized user (legal entity) to agree to the Assurances. This user may or may not be the same user authorized to save the previous Assurance pages. When the authorized user clicks on the **Legal Entity Agrees** button, the date will appear in the text field noting when "The assurances were fully agreed to on this date:"

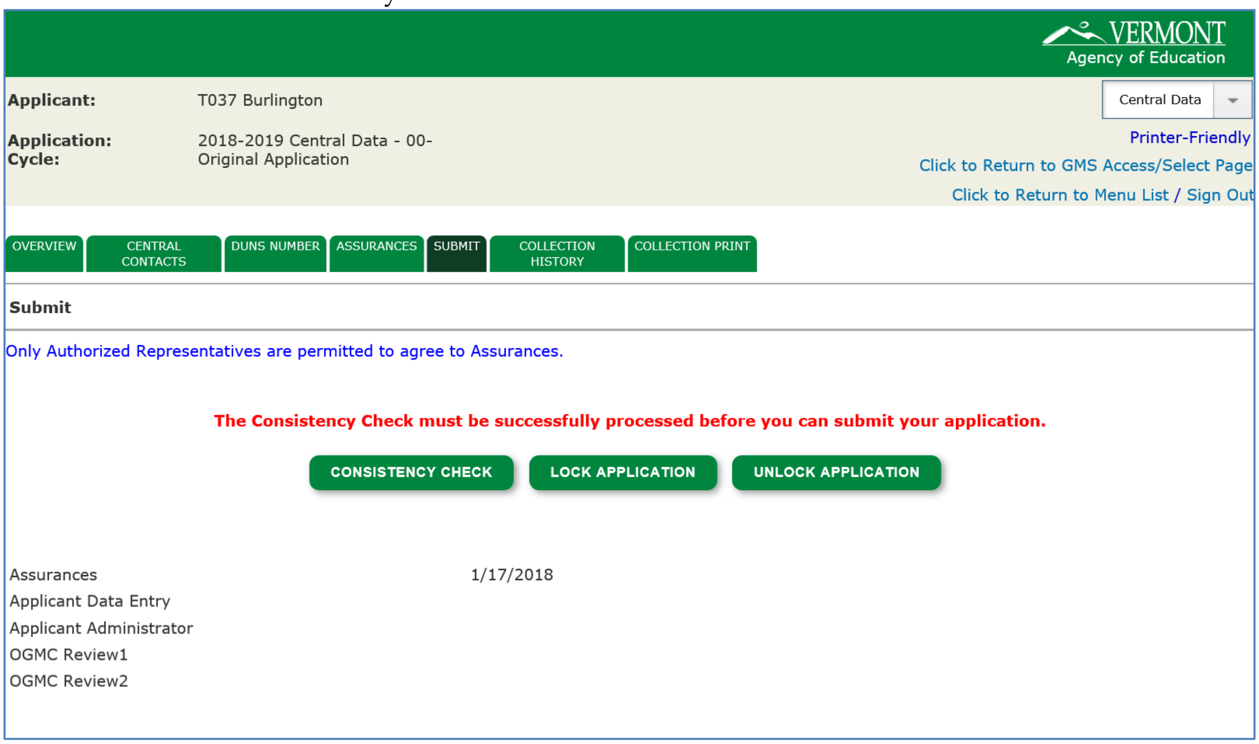


Central Data – Assurances Agreement

Submit

Prior to submitting Central Data, or any application to AOE for review, the Consistency Check function must be executed, and pass all validations. This dramatically reduces the frequency with which applications must be returned by AOE for changes, by having the GMS verify that the collection or application is as complete and correct as possible. Although users with Data Entry security access cannot "Submit the application", or "Agree to Assurances", they can execute the consistency check to confirm the application is ready for submission.

The following image shows the Submit Page, with Assurances already agreed to (date present), and in need of the Consistency Check to be executed.

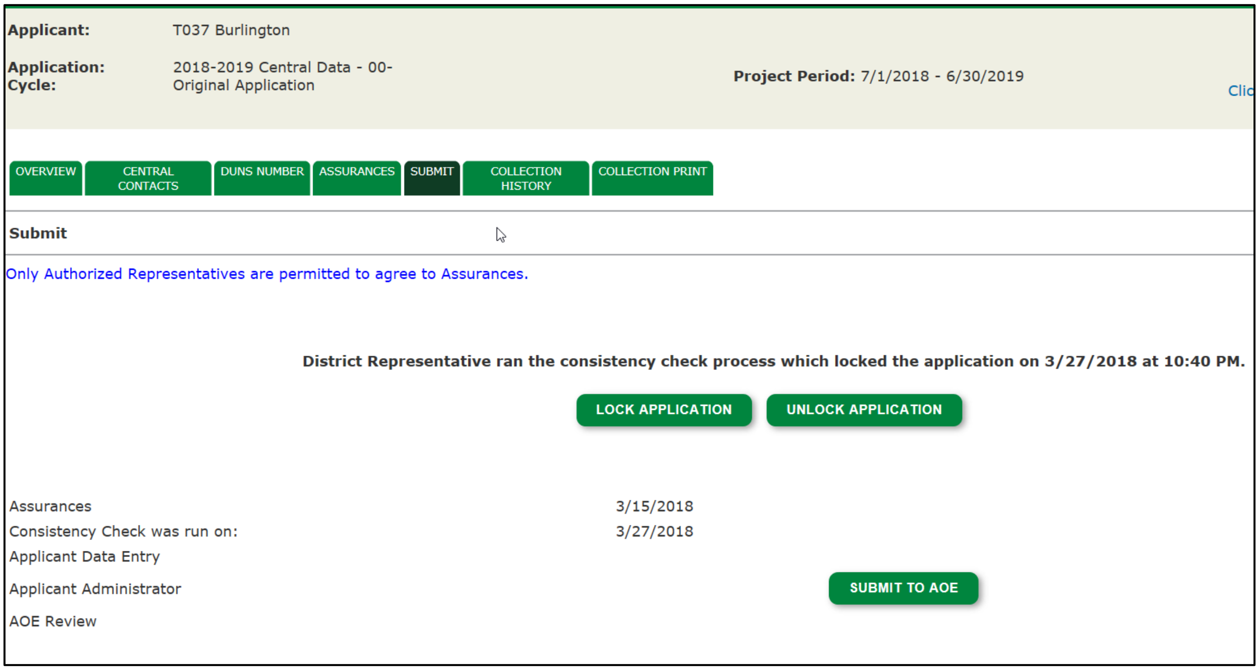


Central Data Submit

Due to the number of validations the Consistency Check is executing, this transaction may run for 30 seconds or more during periods of peak activity for complex Funding Applications.

After the Consistency Check has executed, if there are any errors that prevent submission, they will be displayed on the Submit Page. If there are multiple errors, it may be helpful to cut and paste the contents of those error messages to a separate document. Once the user navigates away from the Submit page to resolve those errors, the error list will only redisplay upon re-executing the Consistency Check.

The following image shows the result of a Successful Consistency Check, with Assurances already completed. The application or collection is now ready for submission by an Authorized Representative from the applicant's organization. Furthermore, the application is now "locked". This means all Save Page buttons have been disabled throughout the application so that it cannot be modified, potentially making it inconsistent.

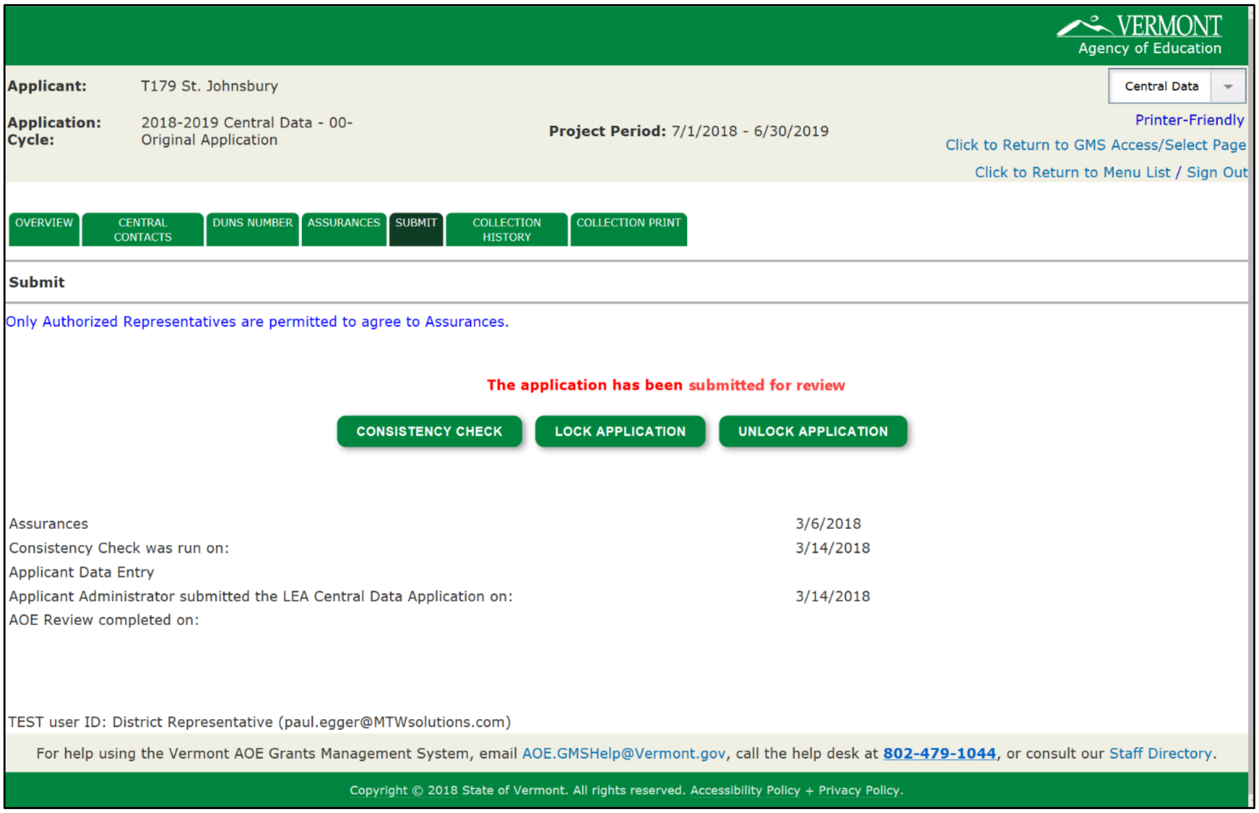


Central Data – Consistency Check completed

The submit process can be divided into a two-step process, where users with Data Entry access can submit the application for an internal review and then the Authorized Representative submits the application to AOE. Alternatively, Authorized Representatives are allowed to submit directly to AOE.

A submitted application will display with the message that it has been submitted to AOE for review. AOE will review the application and if changes are needed, will return the application back to the organization for corrections. If no corrections are needed, then the application will be approved.

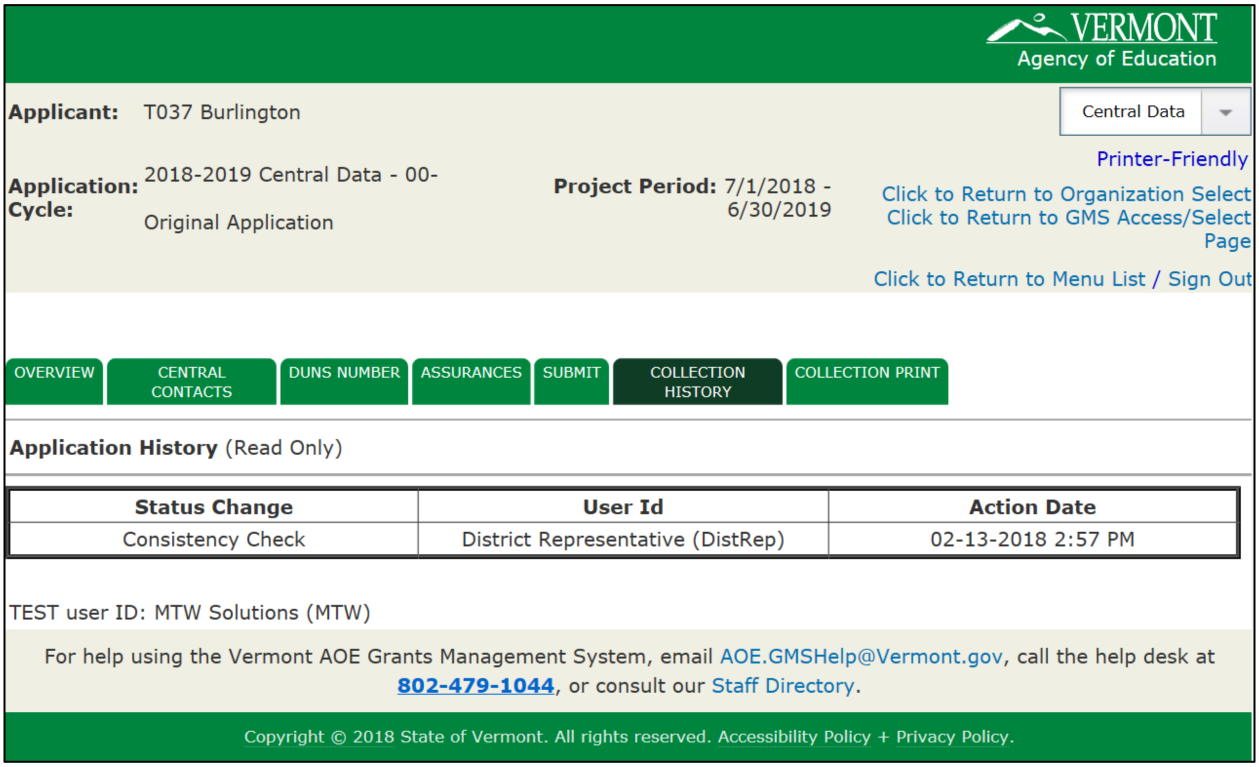
Amendments will be created when the SAM Expiration date has expired to allow the update of this date. Reimbursement Requests require a current DUNS number for their submittal. Reimbursement Requests created within 60 days of SAM expiration will generate a Warning Message informing the organization of the need to create an Amendment of their Central Data and update the SAM Expiration date.



Central Data – Submitted Application

Collection History

The Collection History is a display of the original submittal of the application and any amendments. This page will remain blank until the user submits the application.



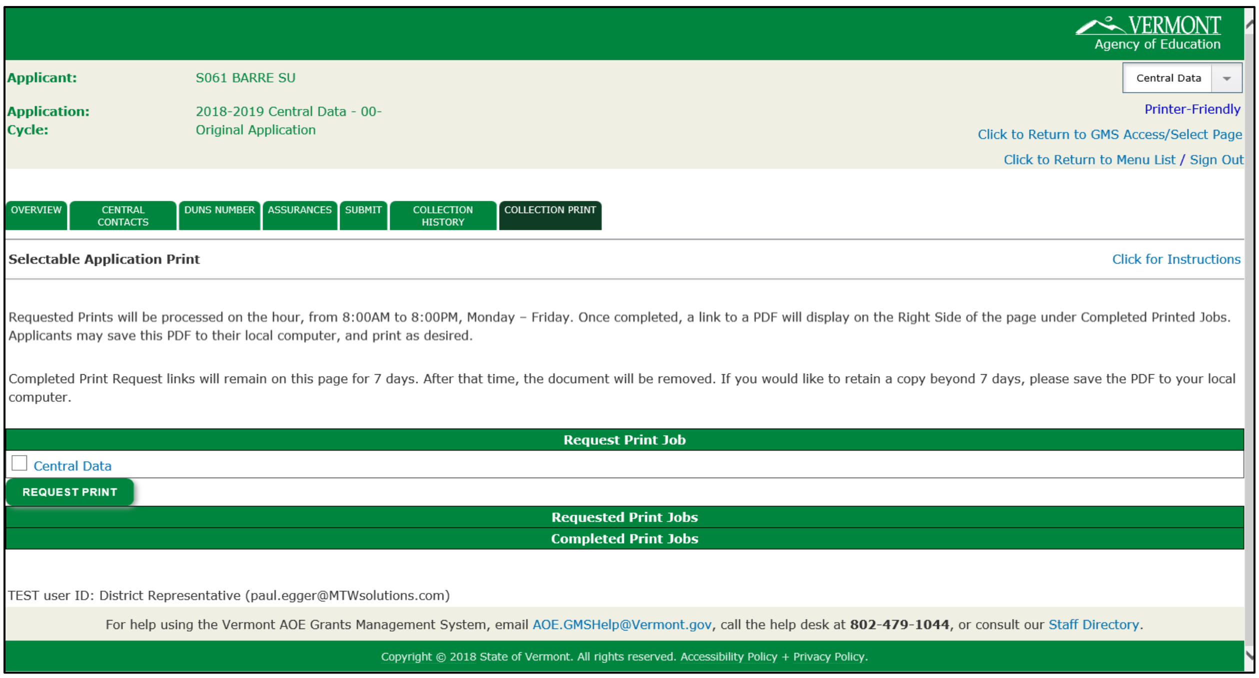
Central Data – Collection History

Collection Print

The system will process Requested Prints on the hour, from 8:00AM to 8:00PM, Monday – Friday. After completed, a link to a PDF will display on the right side of the page under Completed Printed Jobs. Applicants may save this PDF to their local computer, and print as desired.

Completed print request links will remain on this page for 7 days. After that time, the system will remove the document. If you would like to retain a copy beyond 7 days, please save the PDF to your local computer or appropriate file folder.

In the example below, in order to print the Central Data, click the checkbox to the left of the data collection or application and then click the **REQUEST PRINT** button.



Collection Print

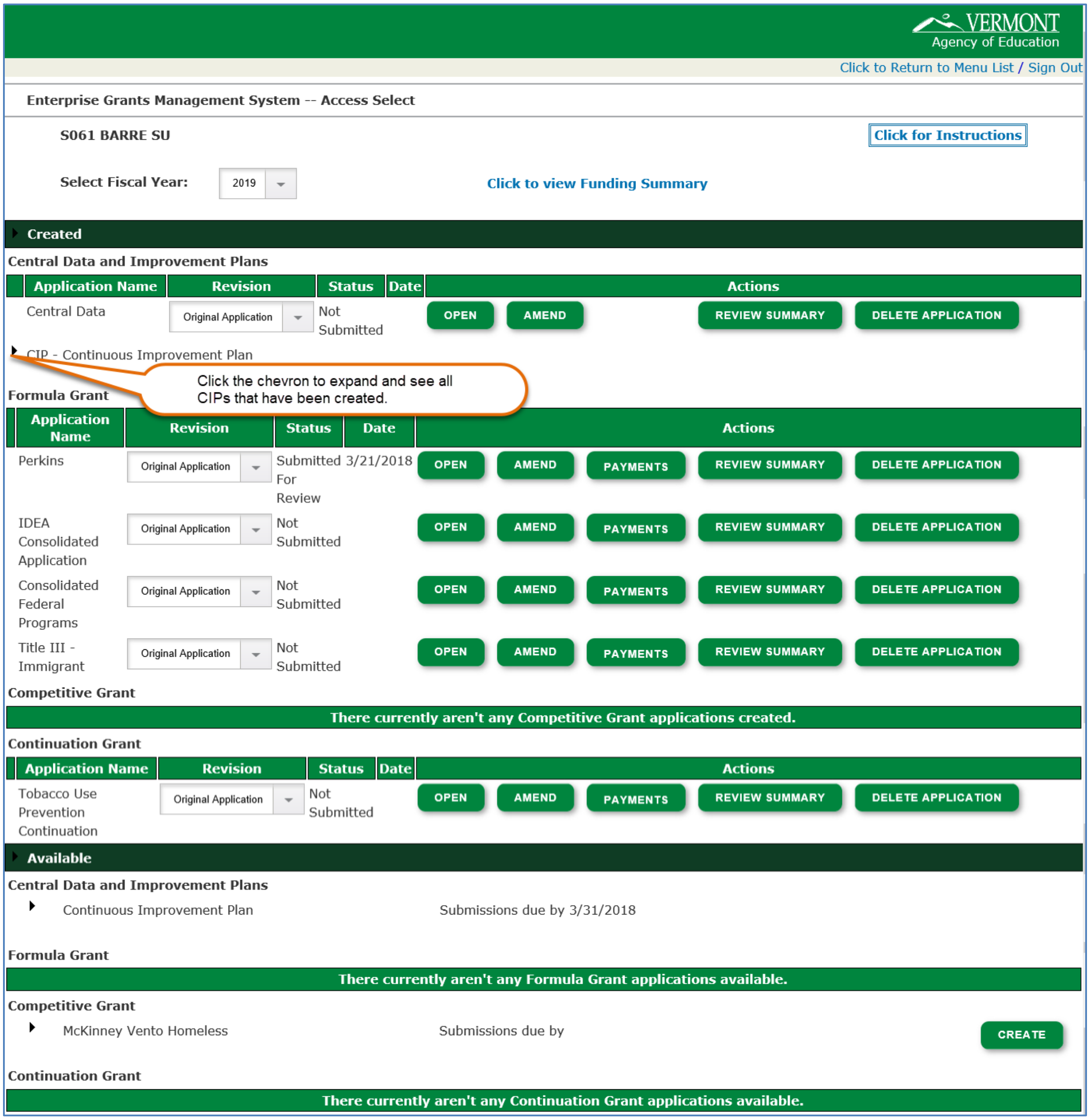
Continuous Improvement Plan

The Continuous Improvement Plan is an iterative four-phase process between the District/SU, School and the AOE. The CIP process begins in March and continues through the fiscal year. Each school in every district/SU must complete a Continuous Improvement Plan beginning in March. The school begins the CIP process from the Access Select page.

Information regarding content AOE would like for you to include in your plan is located on AOE's website. Please refer to the Education Quality Framework and the Continuous Improvement Quality Template links. The content of the CIP follows the framework of the template.

Create a CIP

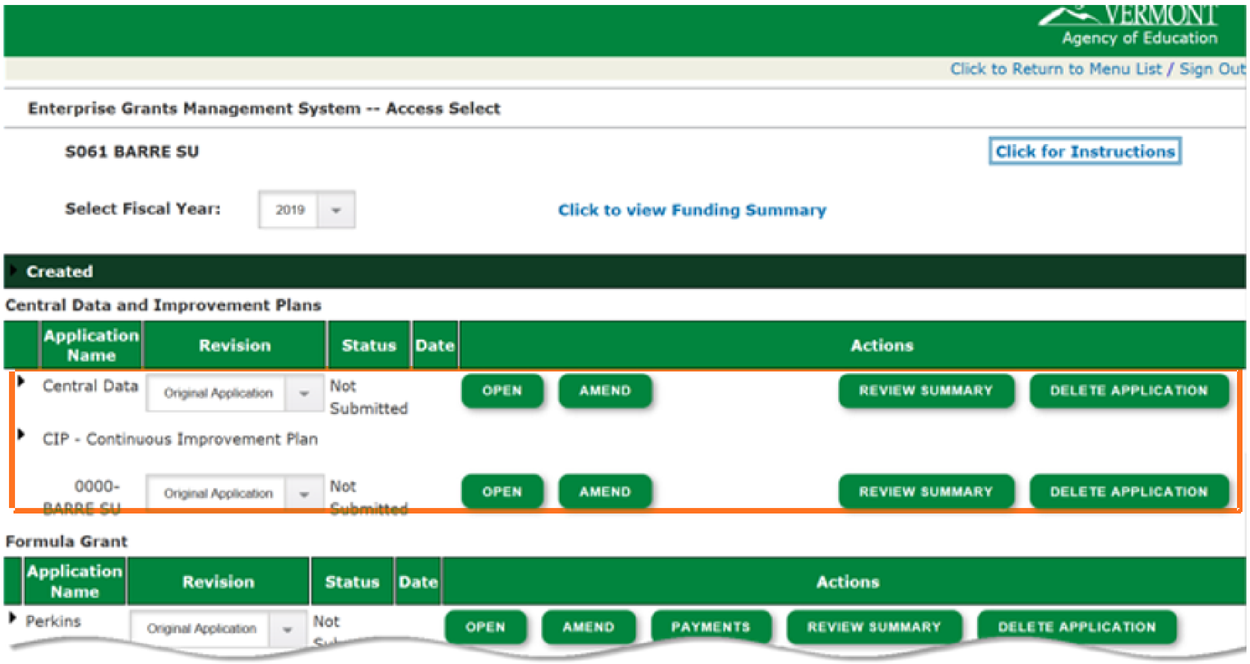
When first accessing the Access Select Page, click the arrow to the left of the CIP – Continuous Improvement Plan, to display the CIP program.



Access Select – Initial Display

The **CREATE** button will display to the right of the CIP program. See the [GMS Access / Select](#) section for an example of the location of the **CREATE** button. Click the **CREATE** button to initiate the CIP.

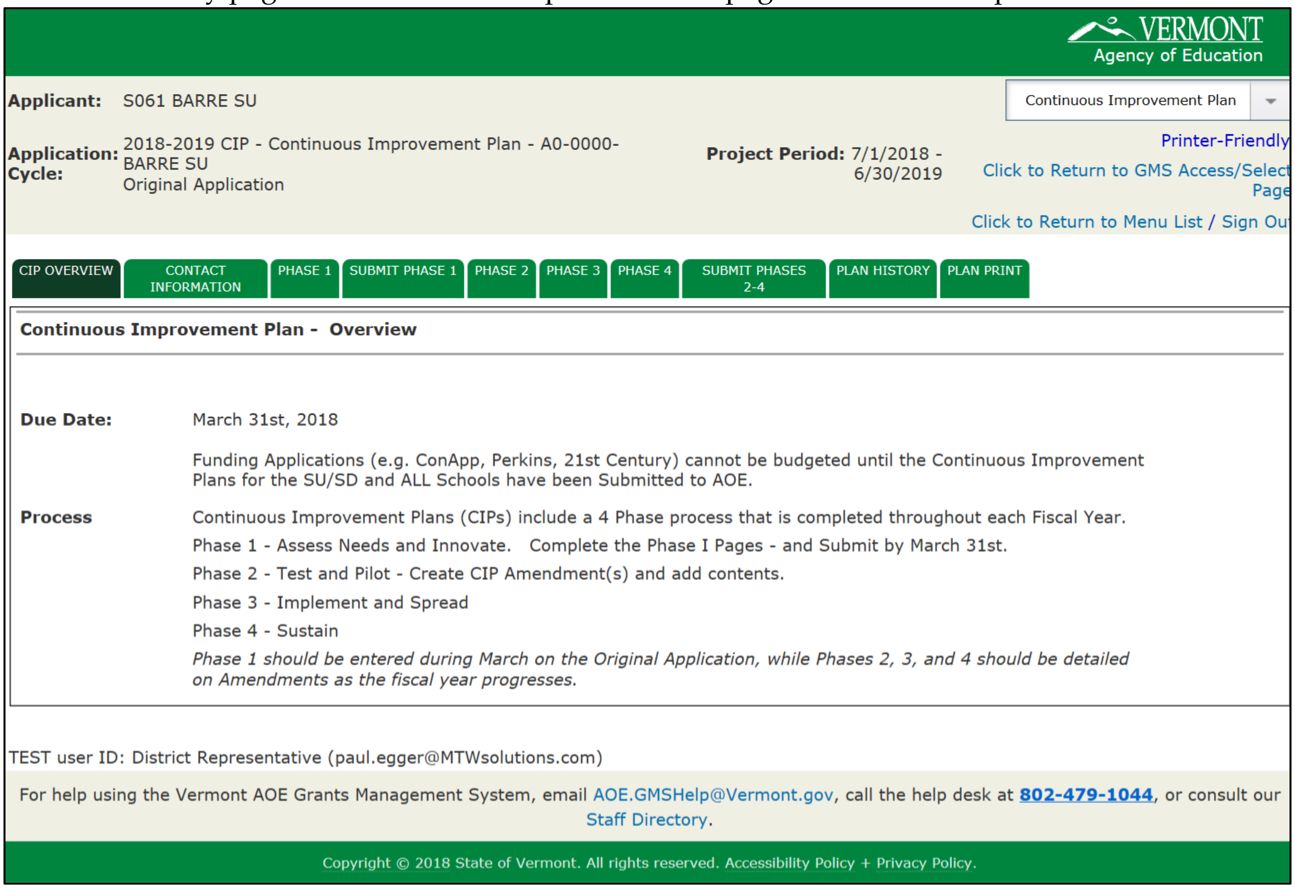
In the following example, the CIP has been started; therefore, the OPEN, AMEND, REVIEW SUMMARY and DELETE APPLICATION buttons display.



Access Select – CIP selected to show CIP program

CIP Overview

After initiating the CIP, a set of tabs will display. AOE designed the CIP for the DISTRICT/SU to complete the plan through a series of phases. The CIP Overview page is the first page to display and provides information about the due date and the process for the CIP. This is an information only page and no action is required on this page. Below is a sample CIP Overview.



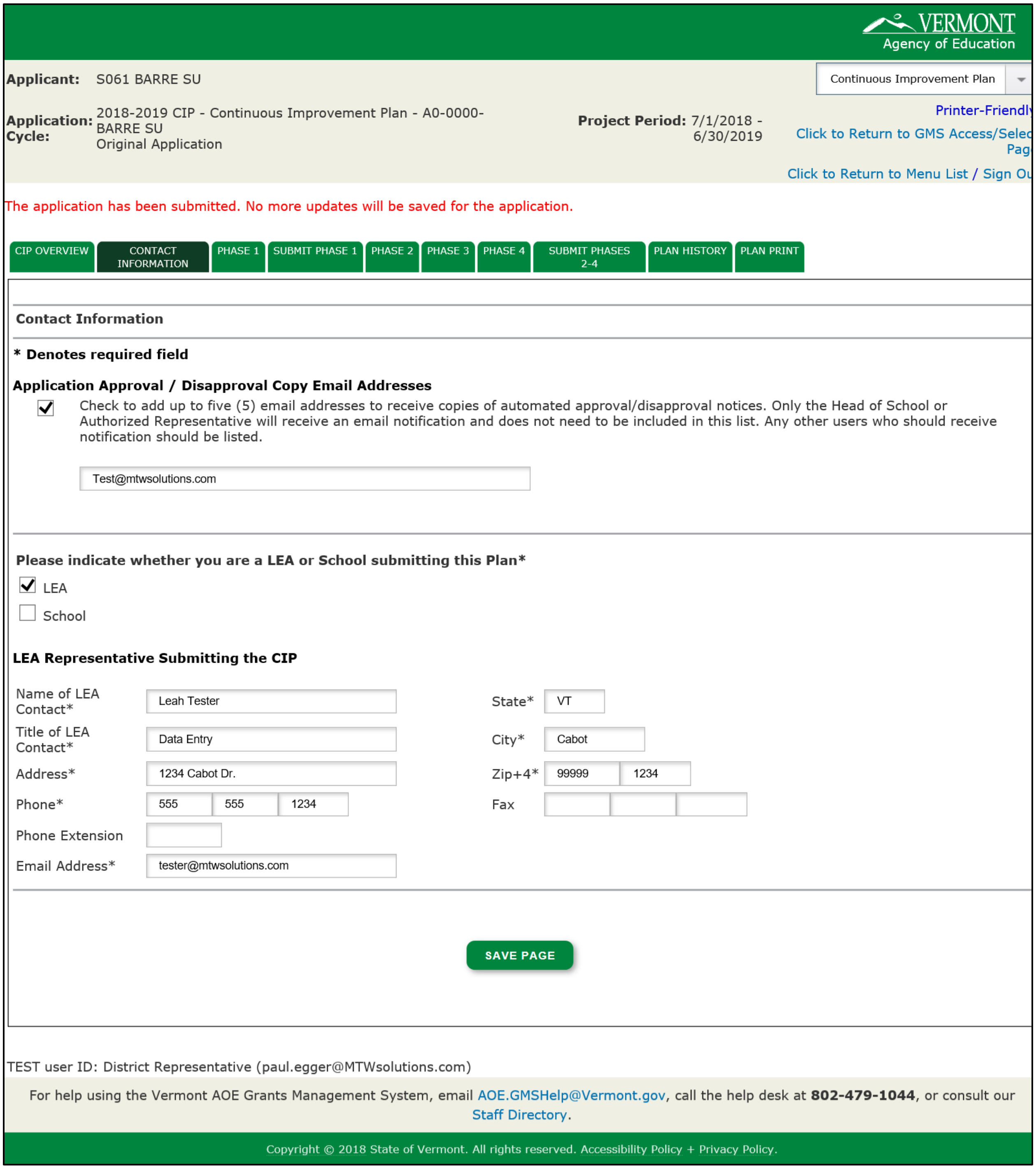
CIP Overview

Contact Information

The second tab is the Contact Information page. The page includes two sections.

1. In the top section, enter up to 5 additional email addresses of individuals who should receive copies of the automated accepted/returned status of the CIP as it moves through the phases.
2. Next, enter the contact information of the DISTRICT/SU Representative or the 'School Principal\ Representative Submitting the CIP' for the entity for which you are submitting the CIP. Fields with asterisks are required fields.
3. Click **SAVE PAGE**.

The following page shows an example of the CIP Contact Information page.



VERMONT
Agency of Education

Applicant: S061 BARRE SU

Continuous Improvement Plan

Application: 2018-2019 CIP - Continuous Improvement Plan - A0-0000-BARRE SU
Cycle: Original Application

Project Period: 7/1/2018 - 6/30/2019

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

The application has been submitted. No more updates will be saved for the application.

CIP OVERVIEW | CONTACT INFORMATION | PHASE 1 | SUBMIT PHASE 1 | PHASE 2 | PHASE 3 | PHASE 4 | SUBMIT PHASES 2-4 | PLAN HISTORY | PLAN PRINT

Contact Information

*** Denotes required field**

Application Approval / Disapproval Copy Email Addresses

☑ Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. Only the Head of School or Authorized Representative will receive an email notification and does not need to be included in this list. Any other users who should receive notification should be listed.

Test@mtwsolutions.com

Please indicate whether you are a LEA or School submitting this Plan*

☑ LEA

☐ School

LEA Representative Submitting the CIP

Name of LEA Contact*	Leah Tester	State*	VT
Title of LEA Contact*	Data Entry	City*	Cabot
Address*	1234 Cabot Dr.	Zip+4*	99999 1234
Phone*	555 555 1234	Fax	
Phone Extension			
Email Address*	tester@mtwsolutions.com		

SAVE PAGE

TEST user ID: District Representative (paul.egger@MTWsolutions.com)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our Staff Directory.

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CIP – Contact Information

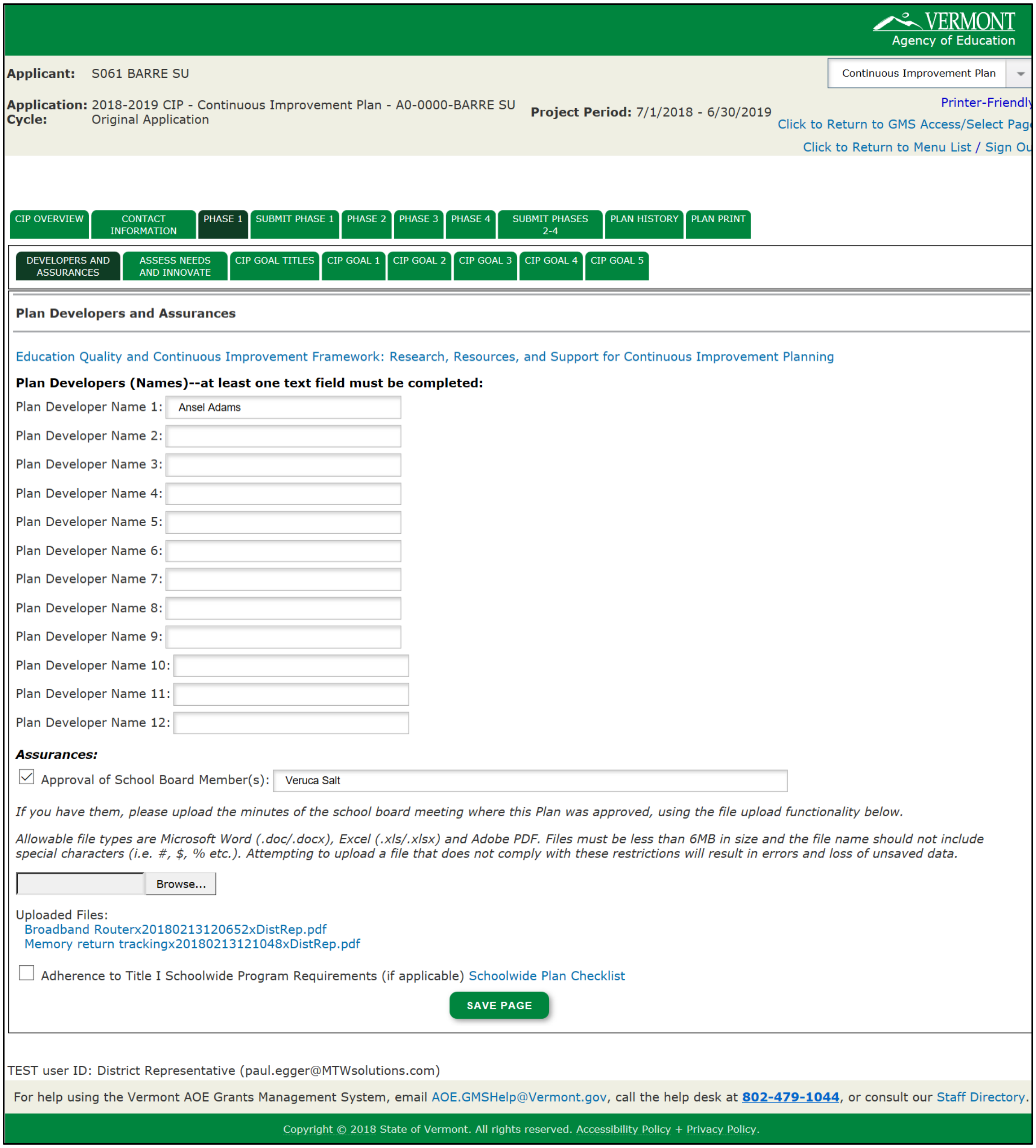
Phase 1

Plan Developers and Assurances

The Phase 1 tab displays a secondary row of tabs. The first tab displays the Plan Developers and Assurances.

1. Enter the name of at least one Plan Developer in the space provided. Also, enter the title of the person following the name.
2. Next, select the checkbox to note that the Plan has approval of one or more School Board Members. Enter the name of the school board member in the text area.
3. Upload the minutes from the school board meeting from which the Plan received approval. To upload a document, review the document requirements and click the Browse button. Locate the file, select it and select the Open button. The file will display in the text field. Click UPLOAD, to load the file to the Phase 1 page. Uploaded pages will display below the UPLOAD button.
4. Next, if applicable, select whether the CIP adheres to the Title I Schoolwide Program Requirements.
5. Click **SAVE PAGE**.

Below is an example of the CIP – Phase 1 - Plan Developers and Assurances page.



CIP Phase 1 - Developers and Assurances

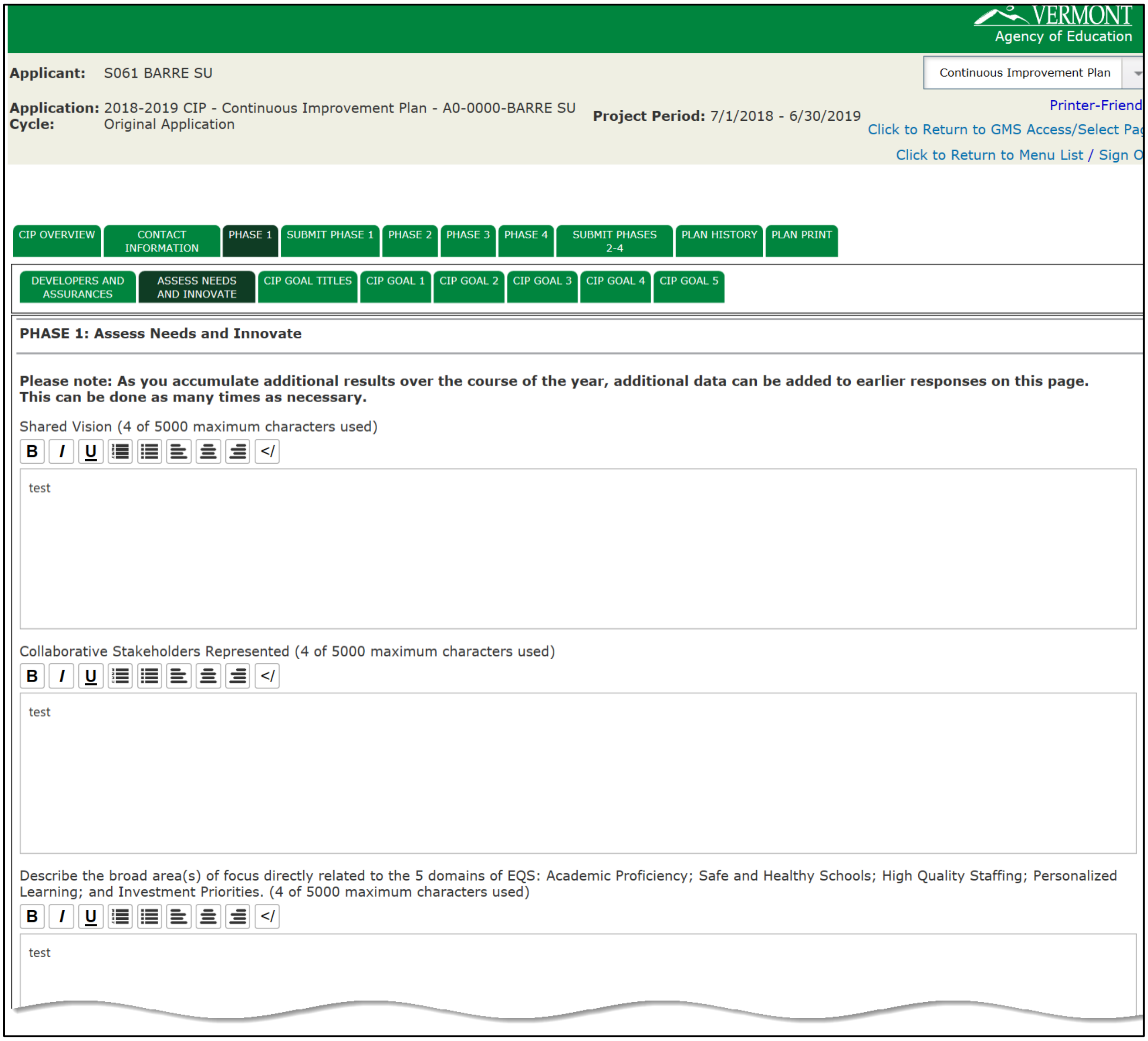
Assess Needs and Innovate

The second tab under Phase 1, Assess Needs and Innovate, provides text area spaces to enter results during Phase 1 of the plan year. After the CIP is Accepted, additional information will be added in Phases 2, 3, and 4. Note the label identifying the section of the plan. For example, the first text area is specific to "Shared Vision". Rich text formatting options appear above each text area. Use these options to format text as desired. Each text area has a maximum character limit. As users enter data, the number of characters remaining will display.

1. Complete each text area and upload supporting documentation as needed.

2. Click **SAVE PAGE**.

An example of the Assess Need and Innovate page appear in the following two screen shots.



CIP Phase 1 – Assess Needs and Innovation (top)

Based on the identified broad focus areas, describe the prioritized problems for which you intend to seek innovative solutions/interventions (Problems of Practice). (4 of 5000 maximum characters used)

B I U </

test

Provide a brief narrative describing the results of your root cause analysis for prioritized problems; include the major factors contributing to each problem; see CNA Toolkit for templates and protocols. (4 of 5000 maximum characters used)

B I U </

test

Based on needs assessment results, data analysis, and research support, define your Theory of Improvement for this goal. See Driver Diagram in the Comprehensive Needs Assessment Toolkit. (4 of 5000 maximum characters used)

B I U </

test

Please attach all relevant documents and supporting data that help justify your decisions and conclusions. Allowable file types are Microsoft Word (.doc/.docx), Excel (.xls/.xlsx) and Adobe PDF. Files must be less than 6MB in size and the file name should not include special characters (i.e. #, $, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Browse... UPLOAD

Uploaded Files:

No files are currently uploaded for this page.

SAVE PAGE

TEST user ID: District Representative (paul.egger@MTWsolutions.com)

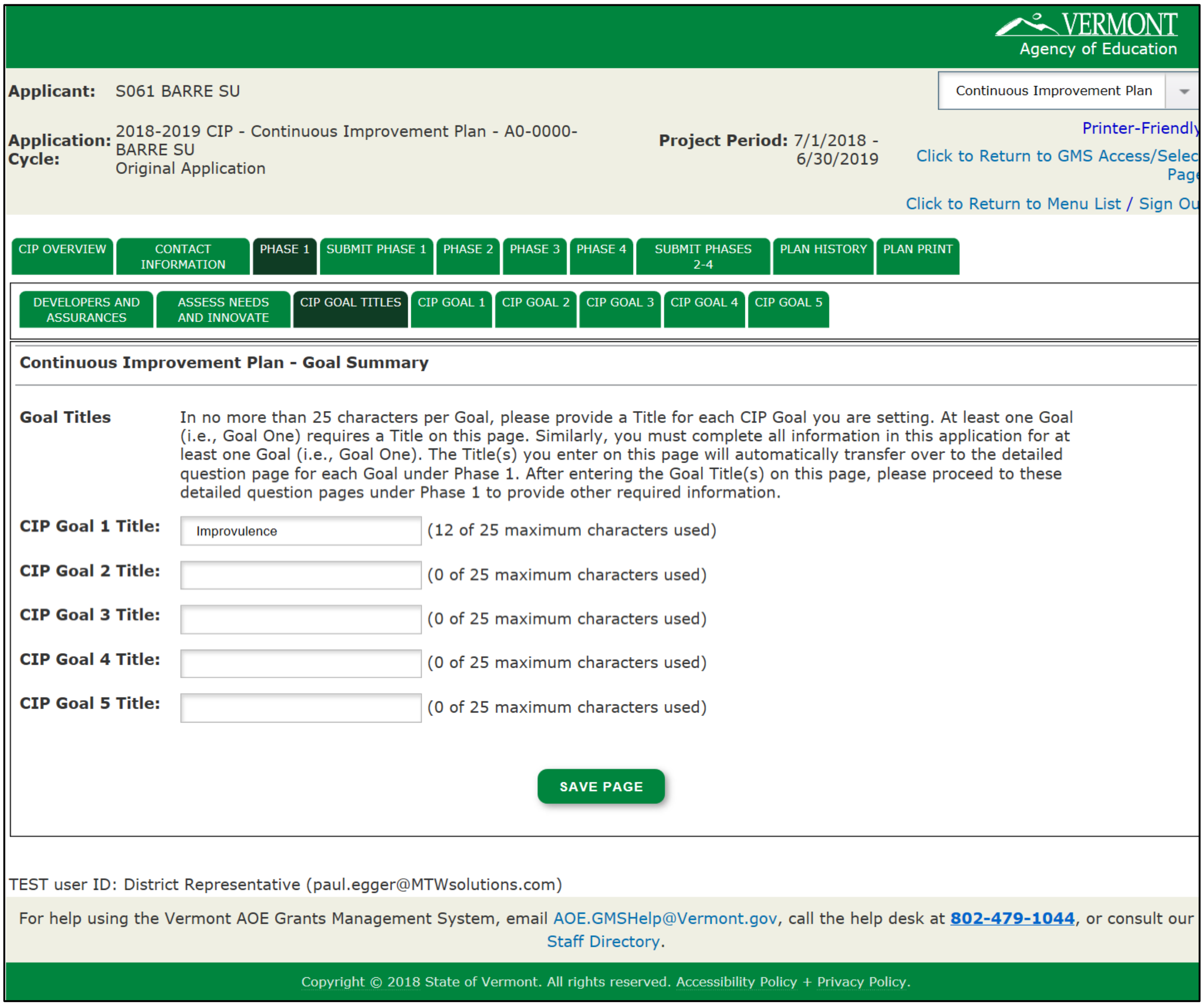
For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at 802-479-1044, or consult our Staff Directory.

CIP Phase 1 – Assess Needs and Innovation (bottom)

CIP Goal Titles

The third tab under Phase 1 is CIP Goal Titles.

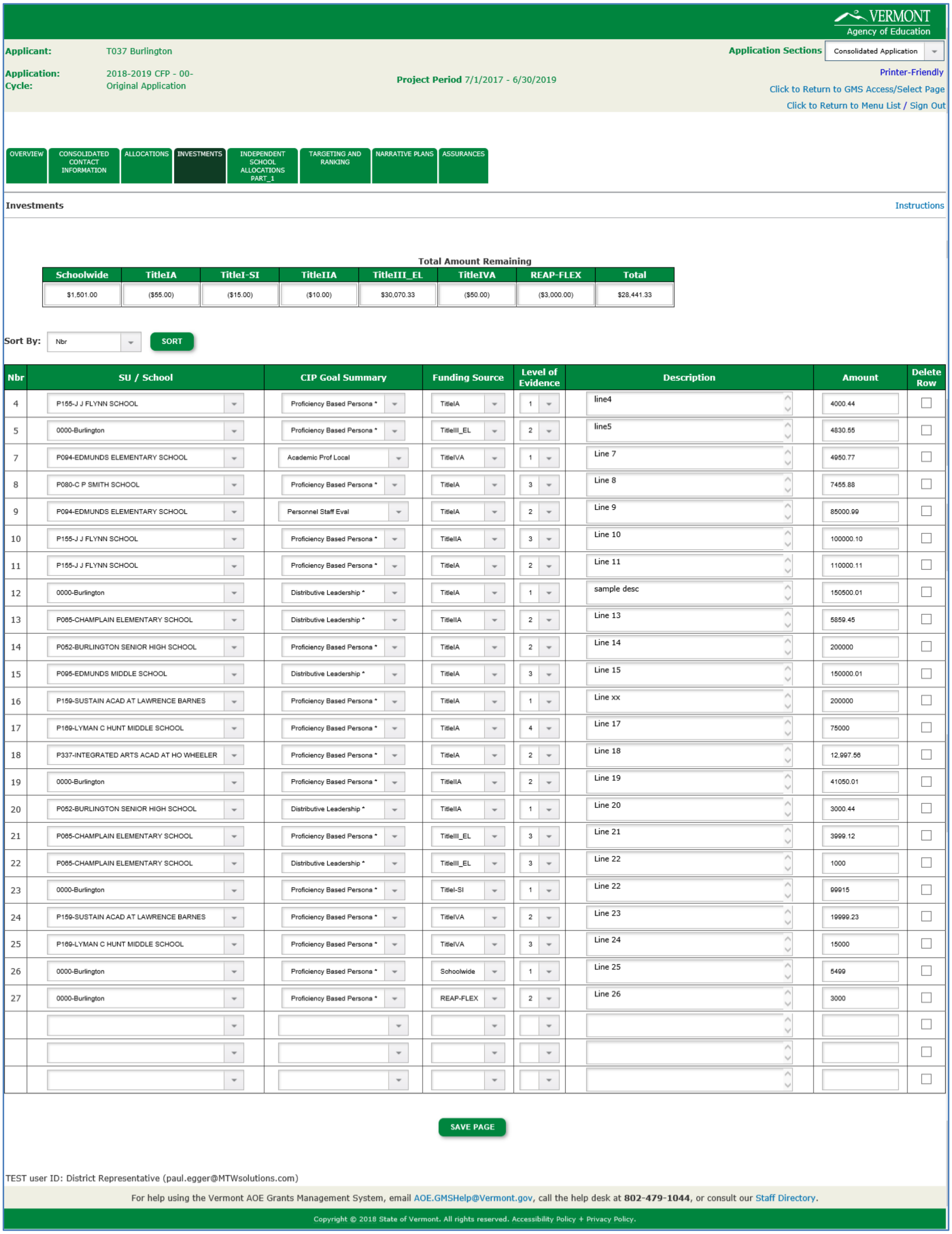
1. Enter a brief (less than 25 characters) title for each CIP Goal. You must complete at least one Title. These Titles will show on subsequent pages, and in the CFP Investments webpage.
2. Click **SAVE PAGE**.



CIP Phase 1 – CIP Goal Titles

CIP Goals 1 – 5

The remaining tabs under Phase 1 are individual Goal pages. There are five CIP Goal tabs available. The CIP goals feed into the Investments page within the Consolidated Federal Program (CFP) when the District/SU submits the CIP application. As AOE brings more grants online within the GMS, many of these new grants will have similar pages to the CFP Investments page that will include the CIP goals. Refer to specific grant information to learn how the District/SU will use the Investments page or related CIP linked pages to manage funding and tasks related to the CIP goals. Currently, there are no plans for the IDEA and Perkins grant programs to use the CIP goals. Below is an example of the Investments page from the Consolidated Federal Programs application.


VERMONT
Agency of Education

Applicant: T037 Burlington

Application Sections: Consolidated Application

Application: Cycle: 2018-2019 CFP - 00- Original Application

Project Period 7/1/2017 - 6/30/2019

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

OVERVIEW | CONSOLIDATED CONTACT INFORMATION | ALLOCATIONS | INVESTMENTS | INDEPENDENT SCHOOL ALLOCATIONS PART_1 | TARGETING AND RANKING | NARRATIVE PLANS | ASSURANCES

Investments

Instructions

Total Amount Remaining

Schoolwide	TitleIA	TitleI-SI	TitleIIA	TitleIII_EL	TitleIVA	REAP-FLEX	Total
$1,501.00	($55.00)	($15.00)	($10.00)	$30,070.33	($50.00)	($3,000.00)	$28,441.33

Sort By: Nbr SORT

Nbr	SU / School	CIP Goal Summary	Funding Source	Level of Evidence	Description	Amount	Delete Row
4	P155-J J FLYNN SCHOOL	Proficiency Based Persona *	TitleIA	1	line4	4000.44	
5	0000-Burlington	Proficiency Based Persona *	TitleIII_EL	2	line5	4830.55	
7	P094-EDMUNDS ELEMENTARY SCHOOL	Academic Prof Local	TitleIVA	1	Line 7	4950.77	
8	P080-C P SMITH SCHOOL	Proficiency Based Persona *	TitleIA	3	Line 8	7455.88	
9	P094-EDMUNDS ELEMENTARY SCHOOL	Personnel Staff Eval	TitleIA	2	Line 9	85000.99	
10	P155-J J FLYNN SCHOOL	Proficiency Based Persona *	TitleIIA	3	Line 10	100000.10	
11	P155-J J FLYNN SCHOOL	Proficiency Based Persona *	TitleIA	2	Line 11	110000.11	
12	0000-Burlington	Distributive Leadership *	TitleIA	1	sample desc	150500.01	
13	P065-CHAMPLAIN ELEMENTARY SCHOOL	Distributive Leadership *	TitleIIA	2	Line 13	5859.45	
14	P052-BURLINGTON SENIOR HIGH SCHOOL	Proficiency Based Persona *	TitleIA	2	Line 14	200000	
15	P095-EDMUNDS MIDDLE SCHOOL	Distributive Leadership *	TitleIA	3	Line 15	150000.01	
16	P159-SUSTAIN ACAD AT LAWRENCE BARNES	Proficiency Based Persona *	TitleIA	1	Line xx	200000	
17	P169-LYMAN C HUNT MIDDLE SCHOOL	Proficiency Based Persona *	TitleIA	4	Line 17	75000	
18	P337-INTEGRATED ARTS ACAD AT HO WHEELER	Proficiency Based Persona *	TitleIA	2	Line 18	12,997.56	
19	0000-Burlington	Proficiency Based Persona *	TitleIIA	2	Line 19	41050.01	
20	P052-BURLINGTON SENIOR HIGH SCHOOL	Distributive Leadership *	TitleIIA	1	Line 20	3000.44	
21	P065-CHAMPLAIN ELEMENTARY SCHOOL	Proficiency Based Persona *	TitleIII_EL	3	Line 21	3999.12	
22	P065-CHAMPLAIN ELEMENTARY SCHOOL	Distributive Leadership *	TitleIII_EL	3	Line 22	1000	
23	0000-Burlington	Proficiency Based Persona *	TitleI-SI	1	Line 22	99915	
24	P159-SUSTAIN ACAD AT LAWRENCE BARNES	Proficiency Based Persona *	TitleIVA	2	Line 23	19999.23	
25	P169-LYMAN C HUNT MIDDLE SCHOOL	Proficiency Based Persona *	TitleIVA	3	Line 24	15000	
26	0000-Burlington	Proficiency Based Persona *	Schoolwide	1	Line 25	5499	
27	0000-Burlington	Proficiency Based Persona *	REAP-FLEX	2	Line 26	3000	

SAVE PAGE

TEST user ID: District Representative (paul.egger@MTWsolutions.com)

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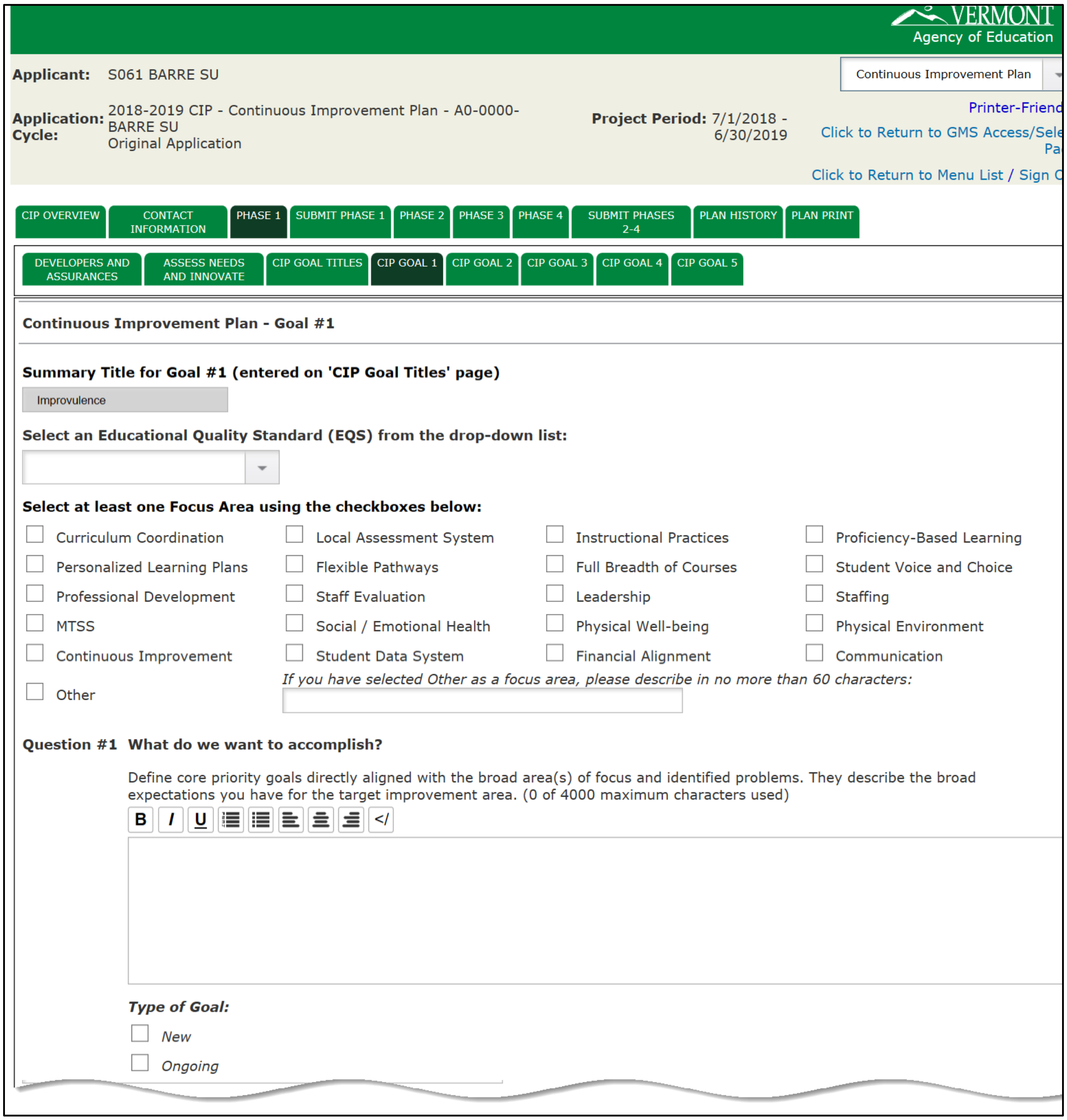
Investments Page from Consolidated Federal Program

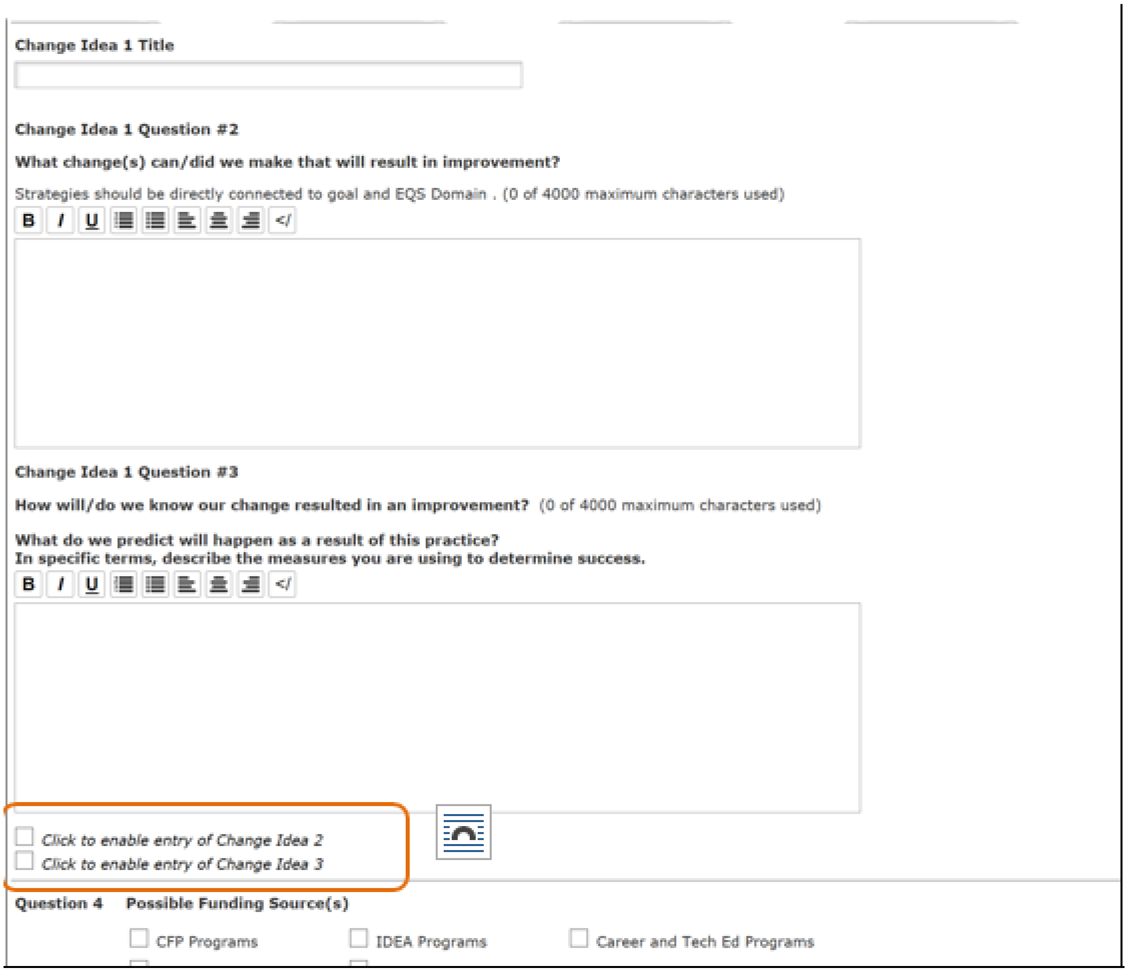
Within the CIP Application, each goal page provides the summary title, a drop-down list to select the Educational Quality Standard, an area to select focus area(s), and a series of questions to detail the change ideas. Click **SAVE PAGE** on each Goal page before continuing to the next Goal. The following two examples illustrate the Goal 1 page. As the District/SU enters the Goal Titles, the Goal tabs will expand accordingly.

Note the checkboxes in the second example that allow expansion of the page to enable entry of Change Idea 2 and 3.

The District/SU only completes Phase 1. Until AOE approves Phase 1, the tabs for the additional Phases will open, but no content will display.



CIP Phase 1 – Goal 1 (top)



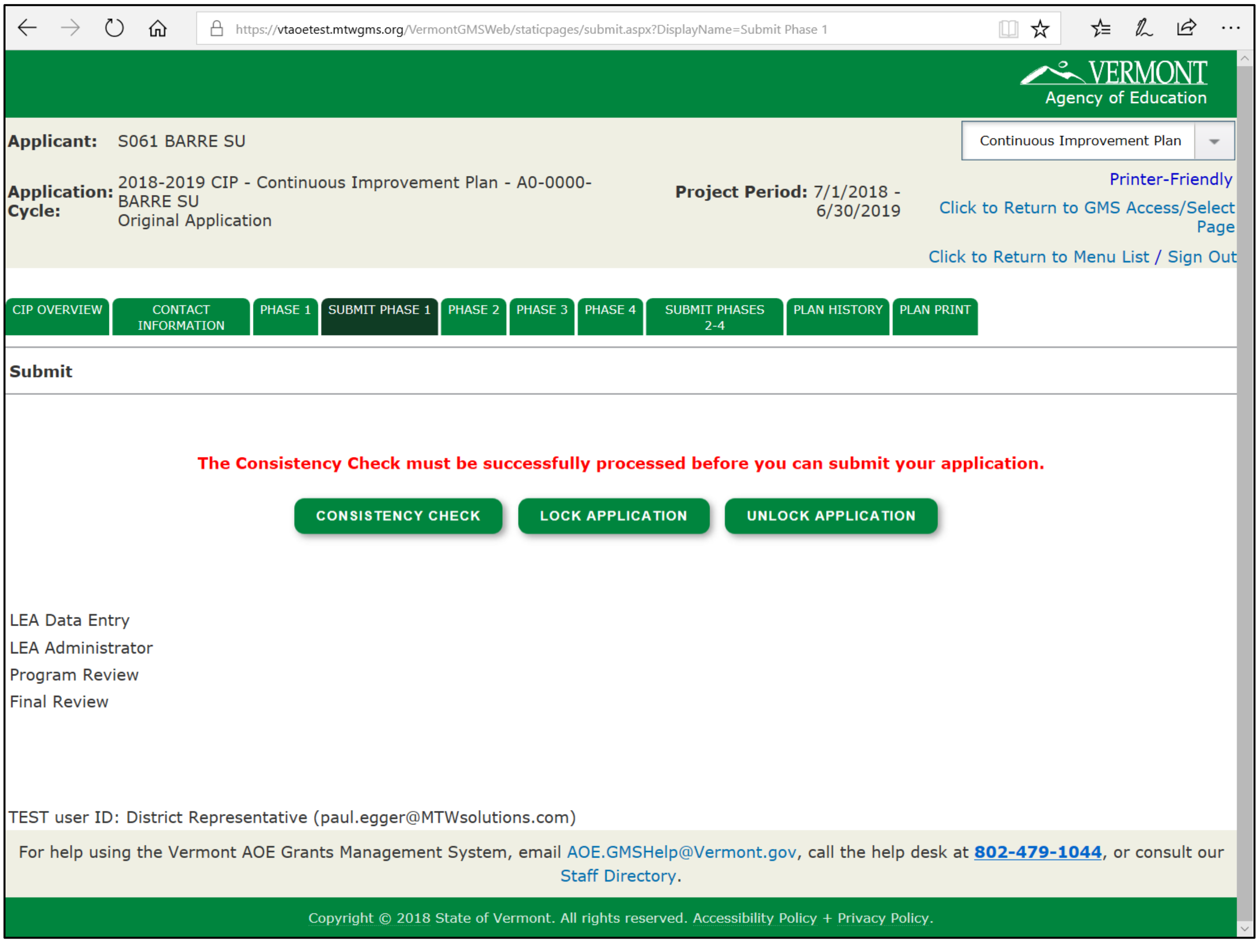
CIP Phase 1 – Goal 1 (bottom)

Submit Phase 1

Following the completion of the Phase 1 section, the District/SU submits the Plan to AOE. Submitting is a two-step process. First, the authorized user will complete a Consistency Check on the completed portion of Phase 1. The consistency check reviews the Contact Information and the pages included in Phase 1 and verifies the information entered meets the validations set within the CIP application. This check includes, but is not limited to, checking for completeness, and checking that uploaded documents meet requirements. For District/SU's with separate District/SU Data Entry and District/SU Administrator roles, the District/SU Data Entry role will complete the Consistency Check and the District/SU Administrator will submit the CIP.

Consistency Check

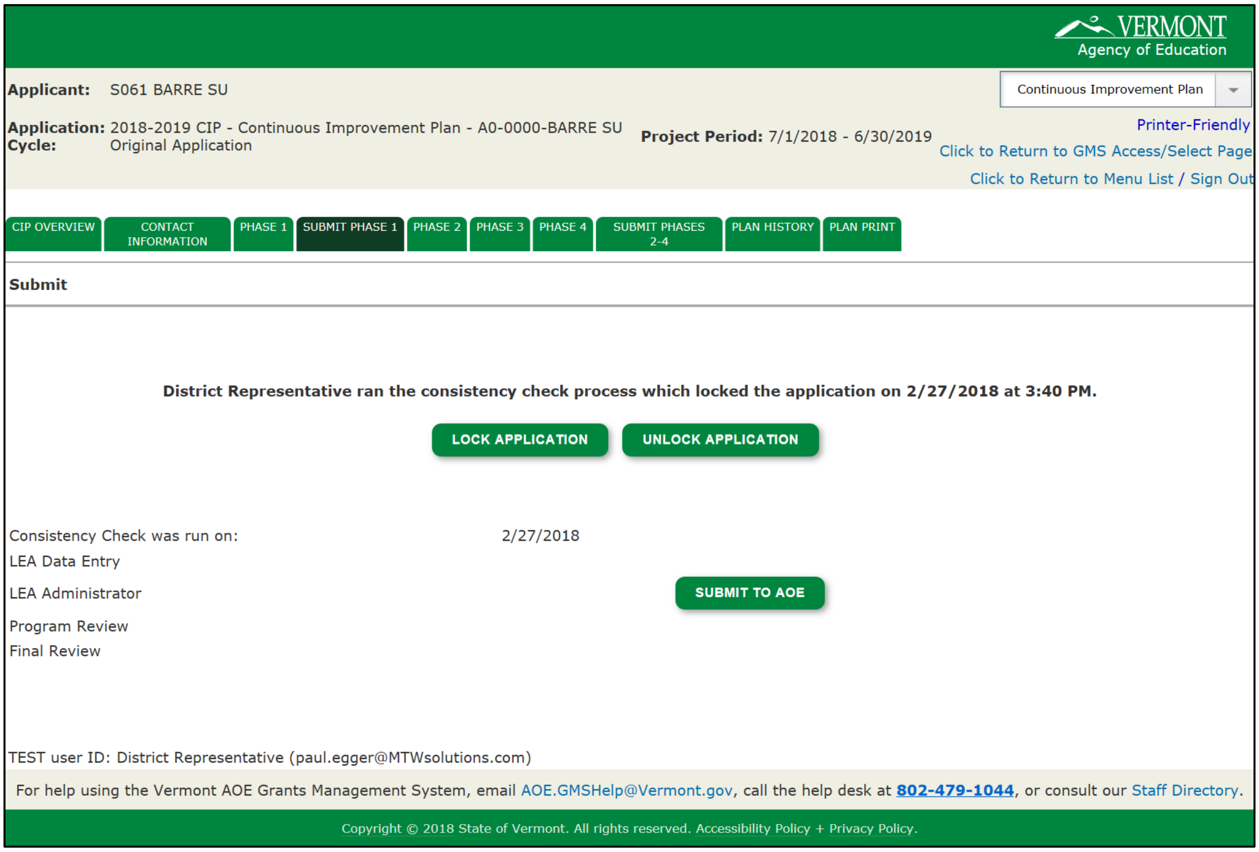
To begin the Consistency Check, the authorized user clicks the **CONSISTENCY CHECK** button.



CIP – Submit Phase 1 – Prior to Consistency Check

If errors exist, the errors will display in red text. The user must return to the designated pages to correct all errors and save each page before returning to the Submit Phase 1 page to re-run the Consistency Check.

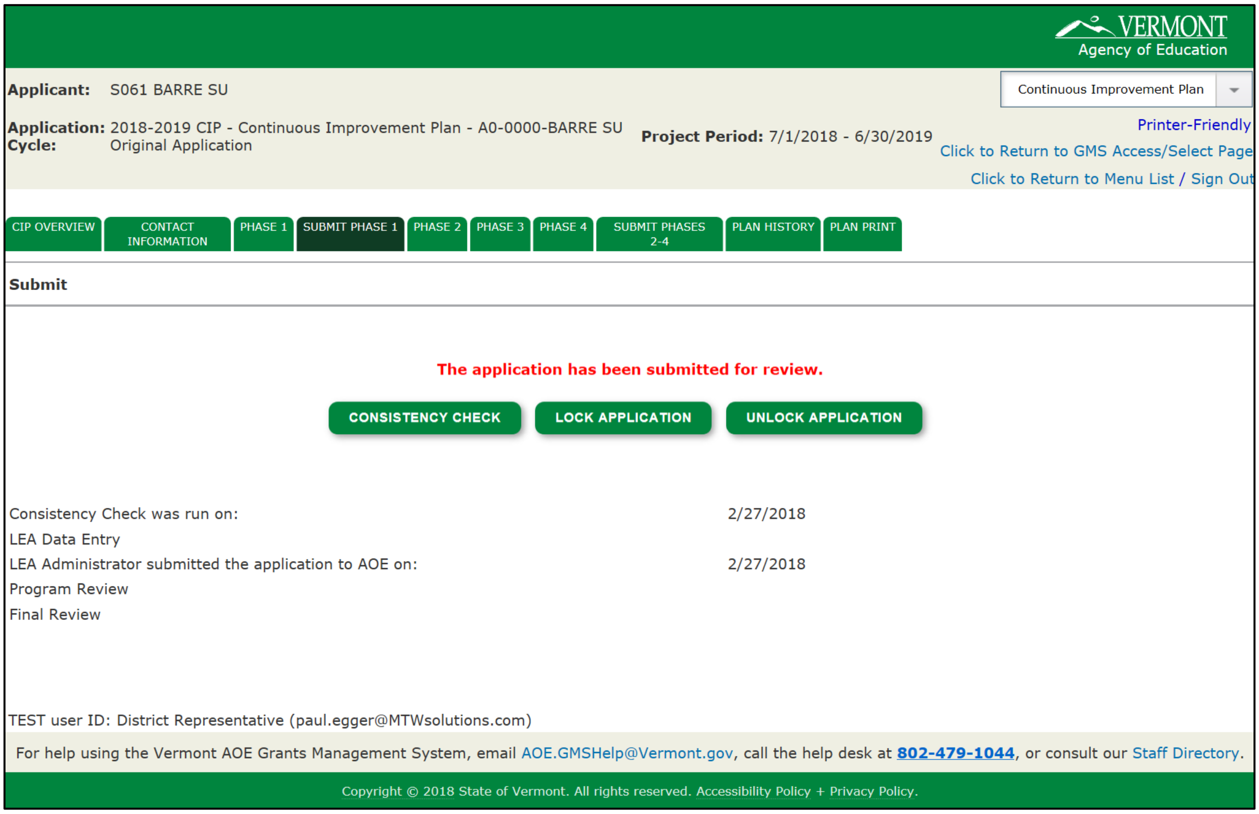
When the Consistency Check is successful, the following message will display: "*District Representative ran the consistency check process which locked the application on {date} at {time}*". Below is an example of how the page will display following the successful completion of the Consistency Check. Note the message that the check was successful, the date that the consistency check ran appears in the list and the **SUBMIT TO AOE** button that corresponds to District/SU Administrator user has been enabled.



CIP – Submit Phase 1 – Successful Consistency Check

Submit to AOE

When the **SUBMIT TO AOE** button appears, the District/SU Administrator receives an email that they can submit Phase 1 to AOE. The District/SU Administrator will access the CIP plan from the Access Select Page. They will review the CIP plan and navigate to the Submit Phase 1 tab. Click the **SUBMIT TO AOE** button to complete the submittal. The following message, *"The application has been submitted for review"*, will display and the submittal date will appear on the page. See the example below.



CIP - Submit Phase 1 – Submitted

Phase 2 – Phase 4

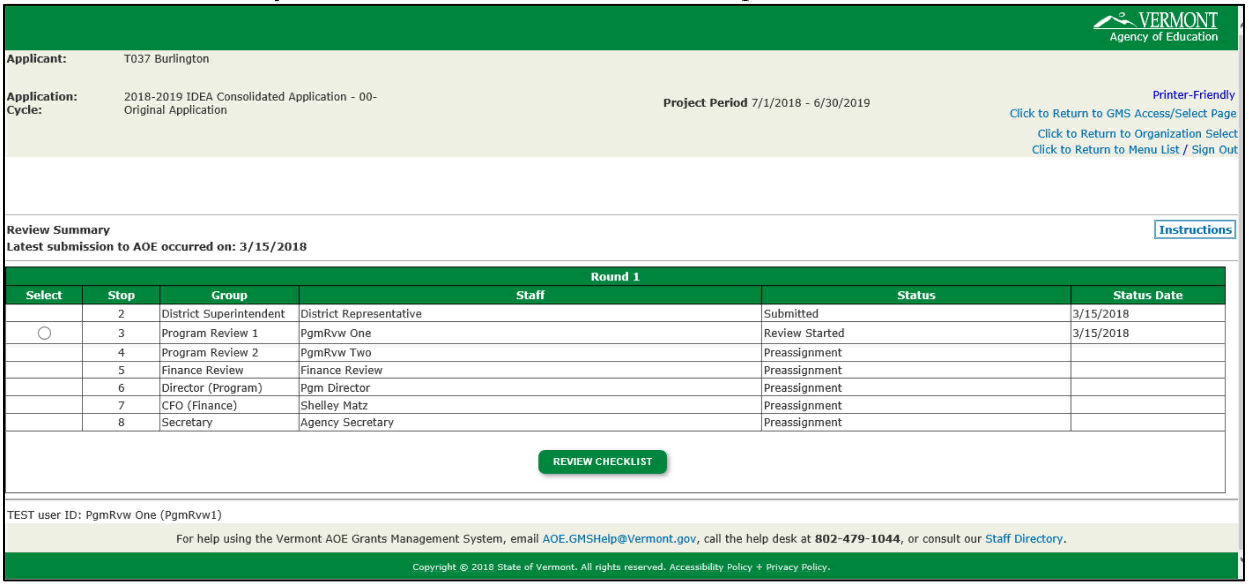
The District/SU submits Phase 2 through Phase 4 via Amendments. There will be an amendment completed for each phase. Phase 2 is the Test and Pilot phase. Phase 3 is the Implement and Spread phase. Phase 4 is the Sustain phase. The District/SU completes and updates the content as needed throughout the fiscal year. Phases 2 through 4 will appear as amendments from the Menu List.

Submit Phases 2-4

When the District/SU has completed Phases 2 through Phase 4, the authorized user submits these phases to the AOE. Like in Phase 1, the Phase 2-4 submit process may include multiple levels. Each phase must pass the Consistency Check process before the District/SU can submit the amendment.

Plan History

From the Plan History tab, users can see the status of the plan or amendment.



VERMONT
Agency of Education

Applicant: T037 Burlington

Application: Cycle: 2018-2019 IDEA Consolidated Application - 00- Original Application

Project Period 7/1/2018 - 6/30/2019

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Organization Select
Click to Return to Menu List / Sign Out

Review Summary
Latest submission to AOE occurred on: 3/15/2018

Instructions

Round 1

Select	Stop	Group	Staff	Status	Status Date
	2	District Superintendent	District Representative	Submitted	3/15/2018
○	3	Program Review 1	PgmRvw One	Review Started	3/15/2018
	4	Program Review 2	PgmRvw Two	Preassignment	
	5	Finance Review	Finance Review	Preassignment	
	6	Director (Program)	Pgm Director	Preassignment	
	7	CFO (Finance)	Shelley Matz	Preassignment	
	8	Secretary	Agency Secretary	Preassignment	

REVIEW CHECKLIST

TEST user ID: PgmRvw One (PgmRvw1)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our Staff Directory.

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Plan History

Plan Print

Users can access the Plan Print tab anytime throughout the CIP process. The GMS processes requested prints on the hour. After the system generates the print process, a PDF will display below the Completed Print Jobs heading on the Plan Print page. Completed print jobs will remain available for 7 days on the Plan Print page or the user can save the PDF locally.

Funding Application

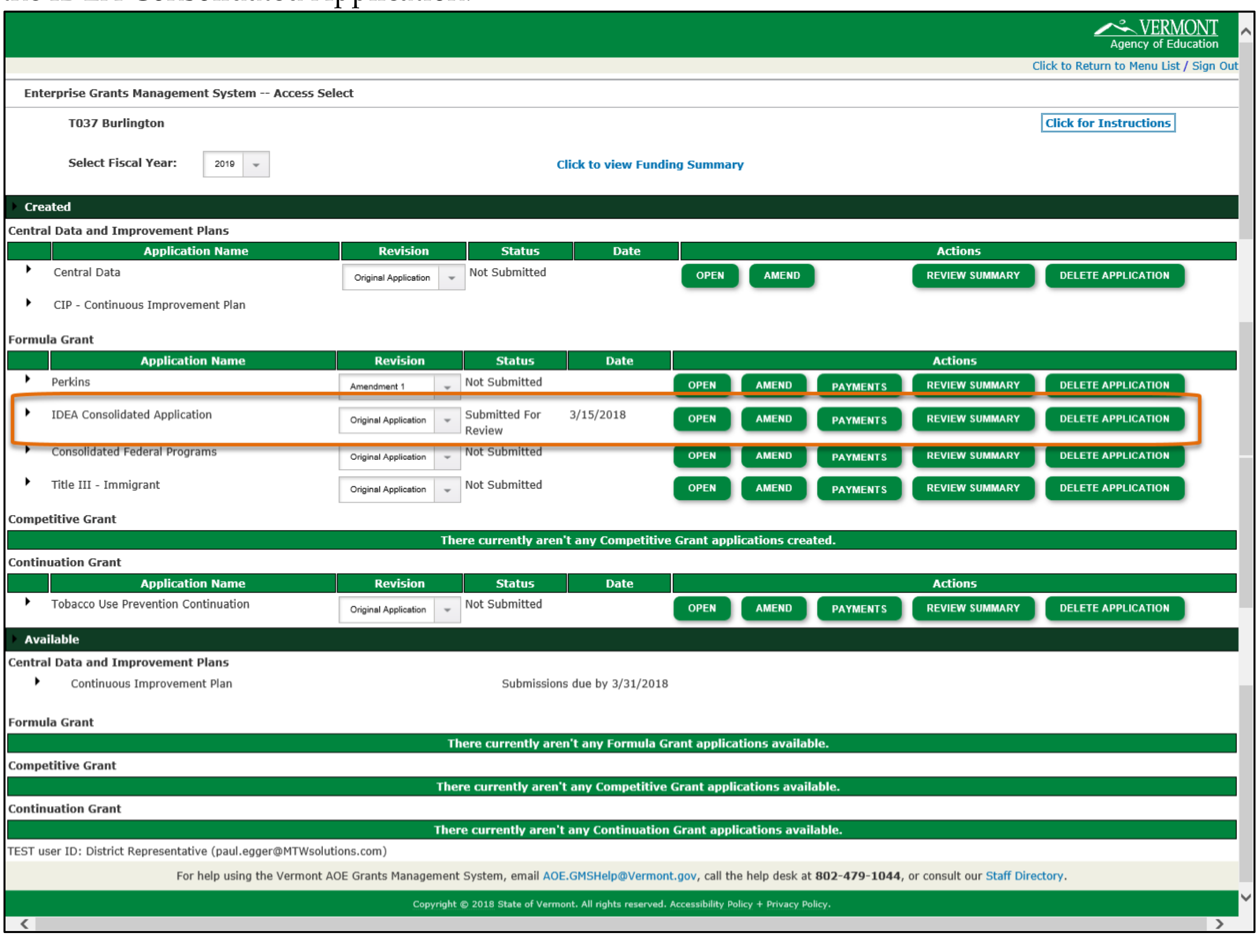
This section will provide instructions for completing various funding applications, such as CFP, Perkins, 21st Century, etc. It will be updated after the CFP application is released in April 2018.

Reviewing Comments from AOE

After an application, Central Data, CIP or other collection (application) has been submitted, AOE staff will perform reviews of the application contents. Once AOE has completed the review(s) of the application, a system-generated email will be sent to the person who submitted the application along with any additional users identified on the applications Contact Information web page. AOE will either "Approve" the submission, or "Return" the submission for changes.

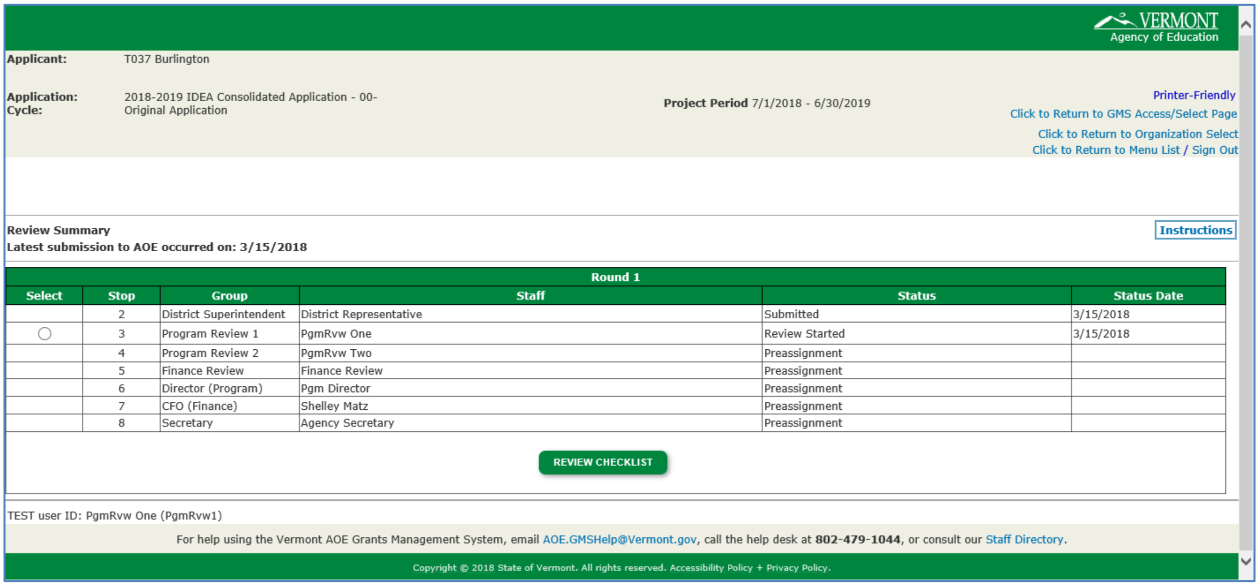
In the event that the application is returned for changes, AOE reviewers should have entered comments into the Review Checklist(s) to advise the applicant what should be revised prior to resubmitting and reviewing the application again.

The Review Checklist comments are accessed from the Access / Select Page. Prior to opening any review checklist, **make sure that the Pop-up blocker within your browser allows Pop-ups from the GMS website**. Otherwise, Review Checklists will not display.
The image below shows the Review Summary button that corresponds to Amendment #1 for the IDEA Consolidated Application.



Access Select Page = Options to select

By clicking the Review Summary button, the following web page will display.



VERMONT Agency of Education

Applicant: T037 Burlington

Application: Cycle: 2018-2019 IDEA Consolidated Application - 00- Original Application

Project Period 7/1/2018 - 6/30/2019

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Organization Select
Click to Return to Menu List / Sign Out

Review Summary
Latest submission to AOE occurred on: 3/15/2018

Instructions

Round 1					
Select	Stop	Group	Staff	Status	Status Date
	2	District Superintendent	District Representative	Submitted	3/15/2018
○	3	Program Review 1	PgmRvw One	Review Started	3/15/2018
	4	Program Review 2	PgmRvw Two	Preassignment	
	5	Finance Review	Finance Review	Preassignment	
	6	Director (Program)	Pgm Director	Preassignment	
	7	CFO (Finance)	Shelley Matz	Preassignment	
	8	Secretary	Agency Secretary	Preassignment	

REVIEW CHECKLIST

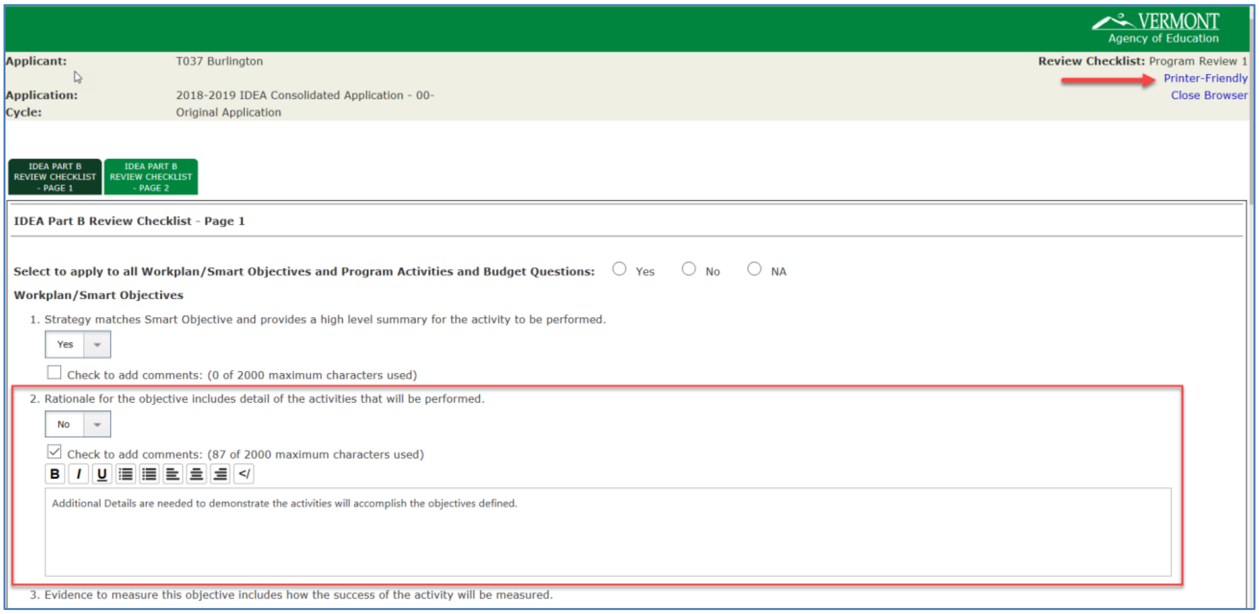
TEST user ID: PgmRvw One (PgmRvw1)

For help using the Vermont AOE Grants Management System, email AOE.GMSHelp@Vermont.gov, call the help desk at **802-479-1044**, or consult our Staff Directory.

Review Summary

For each review level at AOE, a Review Checklist is completed. Sometimes, multiple review levels share the same checklist. Fiscal Reviews and Program staff reviews normally use distinct checklists though. These checklists are comprised of the questions that reviewers use to determine if an application can be approved. Any checklist that shows a status of Rejected should include comments from AOE that the applicant should review. Select the radio button for the desired line(s) (one at a time), and then click the Review Checklist button at the bottom of the page. Upon reviewing these AOE comments, the applicant can update their application, and resubmit to AOE.

The Review Checklists usually contain questions for the reviewer to indicate if the applicant's responses are consistent with program requirements. The following image shows how reviewers at AOE could provide comments that require revision by the applicant. Note the Printer-Friendly link in the upper right hand corner. Use this link to print the displayed checklist.



Review Checklist

Some Review Checklists, as shown above, contain multiple tabs. Others may contain only one page of checklist questions.

The Review Checklist is only intended to be updated by AOE team members. Applicants can view comments in these pages, but are not able to modify the contents of review checklists. In the event that questions exist about what needs to be updated in the application, applicants are encouraged to contact the appropriate reviewer directly.

After the application is resubmitted, the review cycle will begin again, and iterate as many times as is needed until the application is Final Approved. After that time, if updates are needed, an Amendment should be created and submitted.