

TIP- Targeted Improvement Plan Application Entry

May 2020



Register in Common Authentication



- Register for the Targeted Improvement Plan (TIP) Application within Common Authentication.
- To register for the TIP Application use the following web address: <https://apps.ksde.org/authentication/login.aspx>. Complete requested information, then scroll through the list of available programs and select Kansas Grants Management System (KGMS).
- At least one individual will need to be registered as the District Admin access level in order to set security access for other users.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Phone #: *	<input type="text"/>
Email Address: *	<input type="text"/>

Please select the organization and building that you belong to: *

Organization: <input type="text" value="USD 101 Erie-Galesburg"/>	Building: <input type="text" value="All Buildings"/>
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Please select the applications that you would like to access: *

Application Name	Application Access Level
<input type="checkbox"/> Accreditation System	District Update District Approve
<input type="checkbox"/> Annual Statistical Report (ASR)	District
<input type="checkbox"/> Auditor File Exchange	District Entry
<input type="checkbox"/> Kansas Education Systems Accreditation (KESA)	District OVT Chair
<input checked="" type="checkbox"/> Kansas Grants Management System (KGMS)	District User District Admin
<input type="checkbox"/> Kansas Integrated Accountability System (KIAS)	District User District Admin

Welcome to the Targeted Improvement Plan (TIP) Application



- When the registration request for the TIP is completed, click on the submit button.
- All registrations and changes are reviewed and approved by the superintendent. Users will receive an email when access is granted.
- Once approved you may enter the TIP Application.
- Select the School Year and Grant Type, then click search and Action.

My KSDE Web Applications

[Manage My Account](#) [Log Off](#)

1. Kansas Grants Management System (KGMS)
2. Kansas Grants Reporting System (KGRS) - User approval pending or application not active.

KANSAS GRANTS MANAGEMENT SYSTEM

User: D0259approve District: D0259 Building: 0000 Access Level: District Admin

[Manage Applications](#)
[LEA Home](#)
[Maintenance](#)
[Help](#)
[Logout](#)

DISTRICT HOMEPAGE

Search Options

School Year: 2018 - 2019
Grant Type: Select a Grant Type
TIP

Grants by Organization Listing

School Year	Grant Type	Status	Application Status	AFR Status (Prior Year)	Budget Revision Status	Action
2018 - 2019	TIP	In Process	Disapproved	Disapproved	Not Yet Submitted	

TIP Summary Page



- The Summary page displays:
 - due dates for TIP related documents
 - provides a quick reference to the base allocation, LoD stipend, and total allocation available

The screenshot shows the 'KANSAS GRANTS MANAGEMENT SYSTEM' interface. The user is logged in as 'User: 00259approve District: 00259 Building: 0000 Access Level: District Admin'. The page title is 'GRANT: TIP 2018 - 2019'. A yellow summary box contains the following information:

- Summary:**
- Current Window(s):** TIP Application Window: 02/01/2019 - 04/30/2019 (8 days left) | Assessment Status: In Process
- Annual Financial Report Window: 02/01/2019 - 04/30/2019 (8 days left)
- Budget Revision Window: 02/01/2019 - 04/30/2019 (8 days left)
- Project Number:** 00259 | **TIP Application Status:** Disapproved | **AFR Status (Prior Year):** Disapproved | **Budget Revision Status:** Not Yet Submitted

A red circle highlights the 'TIP Application Status: Disapproved' and 'AFR Status (Prior Year): Disapproved' text. Below the summary box is a navigation menu with tabs: Summary, Contact Information, Application, Anticipated Budget, Application - Cluster Questions, Application - Assurance, Application - Submission, Annual Financial Report, and Budget Revision. The 'Summary' tab is selected. Below the menu is a placeholder for instructional text: 'INSTRUCTIONAL TEXT WILL BE INCLUDED IN THIS AREA.' The main content area is titled 'SUMMARY' and contains the following text:

The currently active window(s) for this TIP grant are:

- TIP Application Window: 02/01/2019 - 04/30/2019 (8 days left)
- Annual Financial Report Window: 02/01/2019 - 04/30/2019 (8 days left)
- Budget Revision Window: 02/01/2019 - 04/30/2019 (8 days left)

The **Base Allocation** for this TIP Grant is **\$346381.00**
The **LoD Stipend** for this TIP Grant is **\$5000.00**
The **Total Allocation Available** for this TIP Grant is **\$351381.00**
The **Total Requested** for this TIP Grant is **\$0**
The **Remaining Funds** for this TIP Grant is **\$0**

Use Menu to Navigate



- Menu options are located in the top left corner of the screen, use them to navigate
- “Manage Applications”- returns the user to KSDE Web Applications listing.
- “LEA Home”- returns the user to the District Homepage to select another year or Grant Type.
- “Maintenance”- where the district admin user to grant access for other users logging into the application.
- “?Help”- phone numbers and hours of operation for assistance, in addition to a list of links to other resources available
- “Logout”- logs the user out of the application.

The screenshot displays the Kansas Grants Management System interface. On the left, a navigation menu includes "Manage Applications", "LEA Home", "Maintenance", "? Help", and "Logout". The main content area shows the user's session information: "User: D0259approve District: D0259 Building: 0000 Access Level: District Admin". The current grant is identified as "GRANT: DEAF-BLIND 2019 - 2020". A yellow summary box contains the text: "Summary: Current Window(s): Deaf-Blind Application Window: 01/01/2019 - 06/30/2019 (79 days left) Assessment Status: In Process". Below this, a green tabbed interface shows "Summary" and "Student Applications". The "Summary" tab is active, displaying an "ORG-SUMMARY" section. The text below the summary states: "The currently active window(s) for this Deaf-Blind grant are: Deaf-Blind Application Window: 01/01/2019 - 06/30/2019 (79 days left). There are 29 Student Applications entered. There are 25 Student Applications Submitted to KSDE. Total Submitted: \$119,594.64. Total Approved: \$16,987.69. Total Amended: \$0.00. Total Reimbursed: \$0.00."

Grants Access Levels



- The District Admin user will set the access level for the other users by clicking the View/Edit next to the User Name.
- The options are:
 - **No Access**- not be able to view the application
 - **View Only**- ability to view only and not enter/edit data
 - **Update**- ability to enter and edit data but NOT Submit
 - **Submit**- ability to enter, edit, and submit data
- When finished setting User Security click on LEA Home on menu options to return to the Summary page

KANSAS GRANTS MANAGEMENT SYSTEM

User: D0259approve District: D0259 Building: 0000 Access Level: District Admin

USER SECURITY

Search Options

School Year: 2018 - 2019

Grant Types: TRF

User Name	Description	View/Edit
Davis, Denise	Approve	
Davis, Denise	APPROVE	
Matheson, RichardL	Update	
Martin, Amy	NO ACCESS	

KANSAS GRANTS MANAGEMENT SYSTEM

User: D0259approve District: D0259 Building: 0000 Access Level: District Admin

User Security

User Name	Access Level
Davis, Denise	

Dropdown menu options: No Access, View Only, Update, Submit

Contact Information & Phone Entry



- Auto populated using data from main KSDE LEA Directory
- User must enter phone number for Director of Special Education and TIP Contact before application can be submitted.

Summary **Contact Information** Application - Anticipated Budget Application - Cluster Questions Application - Assurances Application - Submission Annual Financial Report Budget Revision

INSTRUCTIONAL TEXT WILL BE INCLUDED IN THIS AREA.

Directory Contact Information	
Director Of Special Education	
First Name:	Denise
Last Name:	Davis
Email:	ddavis@ksde.org
Telephone #:	785-368-7192
LEA Information	
Number :	00259
Name :	Wichita
Mailing Address:	123 First
City:	First
Zip Code:	66047
TIP Contact Information	
First Name:	Denise
Last Name:	Davis
Email:	ddavis@ksde.org
Telephone #:	785-368-7192

Save

Application - Anticipated Budget



- Only include figures for the IDEA Title VI-B funding in the application.
- Budget justification describes how expenditures are related to the applicant's SPP plan.
- LoD Leadership Stipends amount cannot be combined with another line item and must be explained separately.
- Administrative Costs capped at the indirect cost rate the district has on file with KSDE.
- Costs –
 - Enter numeric data for each direct cost line item
- Justifications –
 - field is text only and will not calculate numeric entries
 - include expenditure type and how amounts were calculated

Anticipated Budget		
Base Allocation:		\$346,381.00
LoD Leadership Stipend:		\$5,000.00
Total Allocation Available:		\$351,381.00
Remaining Funds:		\$1,000.00

Remaining funds is greater than zero - please review your budget prior to submitting your application.

	Costs	Justifications
Personnel Salaries/Wages	300000	foofbarfoof
Personnel Benefits	29062	idfidfaufndf
Travel	0	
Equipment/Technology	0	
Supplies	0	
Contractual	0	
LoD Leadership Stipend	5000	dkfjocfiasdf
Administrative Costs	18319	idfidcdfkoad
Total Funds Requested	\$350,381.00	

Save

Cluster Questions & Form Type Selection



- Districts who “meet KIAS requirements’ have the option to select Short or Long Form.
- Each cluster must be checked Yes or No. At least one cluster must be answered Yes.
- Long Form- after clicking Save the “Complete Long Form Cluster Questions” box will appear along side any cluster where the user has indicated Yes. Click on the grey box to open up the additional question required.

Summary Contact Information Application - Anticipated Budget **Application - Cluster Questions** Application - Assurances Application - Submission Annual Financial Report Budget Revision

Data saved successfully.

INSTRUCTIONAL TEXT WILL BE INCLUDED IN THIS AREA.

Cluster Questions

Fiscal Year:	2019
Organization Number:	00259
Organization Name:	Wichita
Cluster #1: Secondary Transition: Graduation, Dropout, Suspension Expulsion, Transition Ages 16+, Post-School Outcomes	<input checked="" type="radio"/> Yes <input type="radio"/> No Complete Long Form Cluster Questions
Cluster #2: Achievement: Assessment-Reading, Math, LRE Placement, Disproportionate Representation	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cluster #3: Early Childhood: EC LRE, EC Outcomes, Part C-B transition	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cluster #4: Parental Involvement	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cluster #5: Additional and/ or other areas	<input type="radio"/> Yes <input checked="" type="radio"/> No
Did your LEA receive TIP funds in FY2018?	Yes
Please select which form you are completing for FY2019:	<input type="radio"/> Short Form <input checked="" type="radio"/> Long Form

Save

Please correct the following errors before submitting the TIP Application to KSDE:

- Application - Cluster Questions: Cluster #1 must be completely filled out before submitting an application.

Long Form Users Only Requirements



- LEAs that received funds in the previous fiscal year are required to report how the funds were utilized.
- All five questions for each cluster must be answered if the Long Form is required.
- If Short Form was originally selected for your LEA, you are NOT required to complete the Long Form Cluster Questions. You can Cancel and select the Short Form radio box.

Summary Contact Information Application - Anticipated Budget Application - Cluster Questions Application - Resources Application - Submission Annual Financial Report Budget Review

INSTRUCTIONAL TEXT WILL BE INCLUDED IN THIS AREA.

Long Form Cluster Questions

Fiscal Year:	2019
Organization Number:	D0258
Organization Name:	White
Cluster #1: Secondary Transition, Graduation, Dropout, Suspension/Expulsion, Transition Ages 16+, Post-School Outcomes	
Accomplishments: Describe in detail: 1. What activities were implemented? 2. How the district/LEA/COOP implemented the activities.	
Challenges: Describe challenges faced in implementing the targeted improvement activities.	
Evidence of Improvement: 1. Report the results of progress monitoring and evaluation data collected. 2. Describe how you know your improvement efforts were effective.	
Improvement Plan: 1. What evidence-based practices, interventions and activities will be implemented? 2. How the activities will be carried out and evaluated. 3. What student groups or audiences will be targeted for participation? 4. Which SPP cluster(s) contained noncompliance, if any?	
Monitoring and Evaluation: Describe in detail how the effectiveness of each intervention and/or activity will be monitored and evaluated.	

Save Cancel

Assurances



- Assurances must be agreed to prior to submitting the Application. The user must enter the following for certification purposes:

- Title
- Name
- Check the box to certify the information is accurate and true

- After entering select Save.

Summary Contact Information Application - Anticipated Budget Application - Cluster Questions **Application - Assurances** Application - Submission Annual Financial Report Budget Review

Assurances

Section I. ASSURANCES

Throughout the period of the grant award, the LEA will comply with all requirements of:

- (a) Title 34, Code of Federal Regulations, Part 75-59 EDCAR, as amended; and
- (b) Title 2, Code of Federal Regulations Part 200, Uniform Grant Guidance, as amended; and
- (c) The LEA assures it has obtained a DUNS number and has registered with the CDS.

In addition, the LEA assures that it is not identified as ineligible by the Excluded Parties List System at <https://www.eam.gov/parts/public/SAMP/>. The LEA further assures that all contracted vendors paid with federal funds are not identified by the Excluded Parties List System. Upon request, the local educational agency shall make this complete application available to the public for review.

Section II. REMEDIES AND CONDITIONS

If the LEA fails to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or the Kansas State Department of Education (KSDE) may impose additional conditions, as described in 2 CFR 200.207 specific conditions. If the Federal awarding agency or KSDE determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or pass-through entity may take one or more of the following actions, as described in 2 CFR 200.336, and as appropriate in the circumstances:

- (a) Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity;
- (b) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- (c) Wholly or partly suspend or terminate the Federal award;
- (d) Initiate suspension or debarment proceedings as authorized under 2 CFR part 100 and Federal awarding agency regulations or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency;
- (e) Withhold further Federal awards for the project or program;
- (f) Take other remedies that may be legally available.

The local educational agency has the opportunity to request a hearing if the State Educational Agency finds areas of noncompliance and consequently disapproves this application and receipt of federal funds. The hearing procedures will be conducted according to Education Department General Administrative Regulations (60GAR), 34 CFR 74.401, as amended which are included in this application package. They are also available at: <https://www2.ed.gov/policy/fundreg/edgpa/regindex.html>.

Section III. STUDENT DATA

It shall be the policy of this local educational agency that the confidentiality of personally identifiable data relating to children and their families be protected during collection, storage, disclosure, and destruction. This LEA assures that it is in compliance with the Family Education Rights and Privacy Act (FERPA); 20 U.S.C. § 1232g; 34 CFR Part 99; the Kansas Student Data Privacy Act (K.S.A. 72-6213); and all other federal and state regulations, statutes, and standards related to the confidentiality of student data.

Section IV. ADDITIONAL PROGRAM ASSURANCES

The LEA makes the following assurances that it has policies and procedures in place as required by Title 34, Code of Federal Regulations, subtitle B, Chapter II, Part 300 Individuals with Disabilities Education Act, Kansas Statutes Annotated Chapter 72, Article 8, Kansas Children with Exceptionalities Act, and the LEA further assures that all programs for children will be operated in compliance with all applicable state and federal statutes, rules, and regulations.

Section V. CERTIFICATION

BY SIGNING THIS REPORT, I verify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (25 U.S.C. Title 18, Section 1001 and 1344 E, Sections 8720-8730 and 8801-8812).

FURTHER CERTIFY that I have the legal authority to apply for and receive funds under this program, and that I have been authorized by the participating public educational agencies to do so on their behalf.

Title: _____ GSE
Name: _____ DORIS DAVIS

I certify that all the information in this application is accurate and true.

Save

Application- Submission



- The Name of Certifying Representative will be populated from the user id of the person submitting.
- The Title of the person certifying needs to be entered and is required for submission.
- LEA Comments are optional.
- The user can choose to ‘Upload File’ to provide any additional documentation for the application.
- When required data fields have been entered and errors resolved the Submit button will be displayed.
- Done? Click Submit.

Summary Contact Information Application - Anticipated Budget Application - Cluster Questions Application - Assurances **Application - Submission** Annual Financial Report Budget Revision

Application Submission

Name of Certifying Representative: Denise Davis

Title: QAT

LEA Comments: LEA comments for testing

When you have completed entering information for the TIP Application, please press the **Submit TIP Application** button to submit the TIP Application to KSDE. The **Submit TIP Application** will not be available if there are one or more errors on the TIP Application. Please note: all information will be read only after submission. Press the **Save** button to save the Comments field And the Title field.

Save Submit TIP Application

Upload File

Uploaded Files

File Name	Title	Uploaded On	Delete
H/GRANTS MANAGEMENT SCREEN PRINTS/AMENDMENTS AMOUNT SA.jpg	APPL FILE FOR TESTING	May 6 2019 9:31AM	

How to Upload Optional Files



- The Upload File option will be available on the following pages:
 - Application Submission
 - Annual Financial Report
 - Budget Revision
- File Title will be required for the file uploaded.
- Each file uploaded to a page will be displayed and available to click on and view as needed.

The screenshot shows a web application interface with a green navigation bar at the top. The navigation bar contains several tabs: "Summary", "Contact Information", "Application - Anticipated Budget", "Application - Cluster Questions", "Application - Assurances", "Application - Submission" (which is highlighted), "Annual Financial Report", and "Budget Revision". Below the navigation bar, there is a dark green header for the current page that reads "Upload Files/Documentation for Application - Submission". The main content area has a "Title" label followed by a yellow input field. Below that is a "File to Upload" label followed by a grey button labeled "Browse...". At the bottom of the form, there is a note: "Files being uploaded must be one of these types:" followed by a list of file extensions: ".docx .doc .xls .xlsx .txt .pdf .csv .ppt .xps .bmp .gif .jpg .jpeg .tif .tiff .png". At the very bottom of the form, there are two buttons: "Upload File" and "Cancel".

AFR - Submission



- AFR must be completed, submitted, and approved before the system will generate annual award.
- The amounts for encumbered, unexpended funds and carryover, if requested, will need to be locally calculated and entered by the district business manager and /or business office.
- NOTE: Unexpended funds are the fiscal year amount **not expended, not drawn down, not encumbered and /or not obligated** prior to the end of the fiscal year.
- User may choose to ‘Upload File’ to provide any additional documentation if needed.
- LEA Comments will be required when Carryover is >0.
- When required data fields have been entered and errors have been resolved the Submit button will be displayed.

Summary Contact Information Application - Anticipated Budget Application - Cluster Questions Application - Assurances Application - Submission **Annual Financial Report** Budget Revision

Annual Financial Report: FY2019 July 1, 2018 - June 30, 2019

FY 2018 Carry-Over:			\$250.00
FY 2019 Requested/Approved:			\$145,814.00
Total Resources Available:			\$145,814.00
	Expenditures	Encumbered Amounts	Total
Personnel Salaries/Wages	132324		\$132324.00
Personnel Benefits	250		\$250.00
Travel	4750		\$4750.00
Equipment/Technology	500		\$500.00
Supplies	700		\$700.00
Contractual	0		\$0.00
LOD Leadership Stipend	0		\$0.00
Administrative Costs	7290		\$7290.00
Total Expenditures and Encumbrances			\$145,814.00
FY 2019 Unexpended Funds			0
Carryover to FY 2020 (must be spent by September 30th.)			0
Total Expenditures/Encumbrances and Carryover			\$145,814.00

Upload File

Uploaded Files

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			

Name of Certifying Representative: Denise Davis
 Title: CIAT

LEA Comments:

Save

Budget Revision - Submission



- This form needs to be submitted when the direct cost line item transfers exceed 10% of the grant total or an additional cost/new activity within line item expenditure is needed.
- Use a minus (-) sign when reducing a line item amount
- The user may choose to ‘Upload File’ if additional documentation is needed.
- When required data fields have been entered and errors have been resolved the Submit button will be displayed.

Summary Contact Information Application - Anticipated Budget Application - Cluster Questions Application - Assurances Application - Submission Annual Financial Report **Budget Revision**

TIP: Application must be approved by KSDE before this page can be edited.

Budget Revision

	Present Budget	Requested Change	Revised Budget
Personnel Salaries/Wages	100000		100000
Personnel Benefits	45814		45814
Travel	0		0
Equipment/Technology	0		0
Supplies	0		0
Contractual	0		0
LoD Leadership Stipend	5000		5000
Administrative Costs (May not exceed 5%)	0		0
Total Funds Requested	\$150814.00	\$0.00	\$150814.00

List Of Equipment/Technology/Supplies

Rationale For Revision

Name of Certifying Representative: Denise Davis
Title: CJAT

LEA Comments

Upload File

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			

Contact Information For Targeted Improvement Plan :

Karen Maddox, Public Service Executive at kmaddox@ksde.org at 785-291-3098

OR

Level of Determination Rewards and Sanction Questions go to:
Stacie Martin at smartin@ksde.org at 785-296-6855

OR

Targeted Improvement Plan Requirements. Pdf -
[www.ksde.org/Search-Results?search=targeted improvement plan](http://www.ksde.org/Search-Results?search=targeted%20improvement%20plan)

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.



Technical assistance questions with navigating, data entry, and editing in KGMS System:

Leader Services

Phone Toll-Free: (877) 456-8777

OR

helpdesk@leaderservices.com

Hours (excluding Holidays): Monday- Friday 7AM – 5PM (CST)

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