COLORADO
Department of Education

State Grants for Libraries GAINS System Training

GAINS
Grants Administration Implementation & Navigation System

Outline

- How to access and login to GAINS
- Various Roles and Permissions in GAINS
- How to Locate and Navigate through the State Grants for Libraries application in GAINS
- GAINS Technical Support

- Webinar link: https://vimeo.com/994253516?share=copy

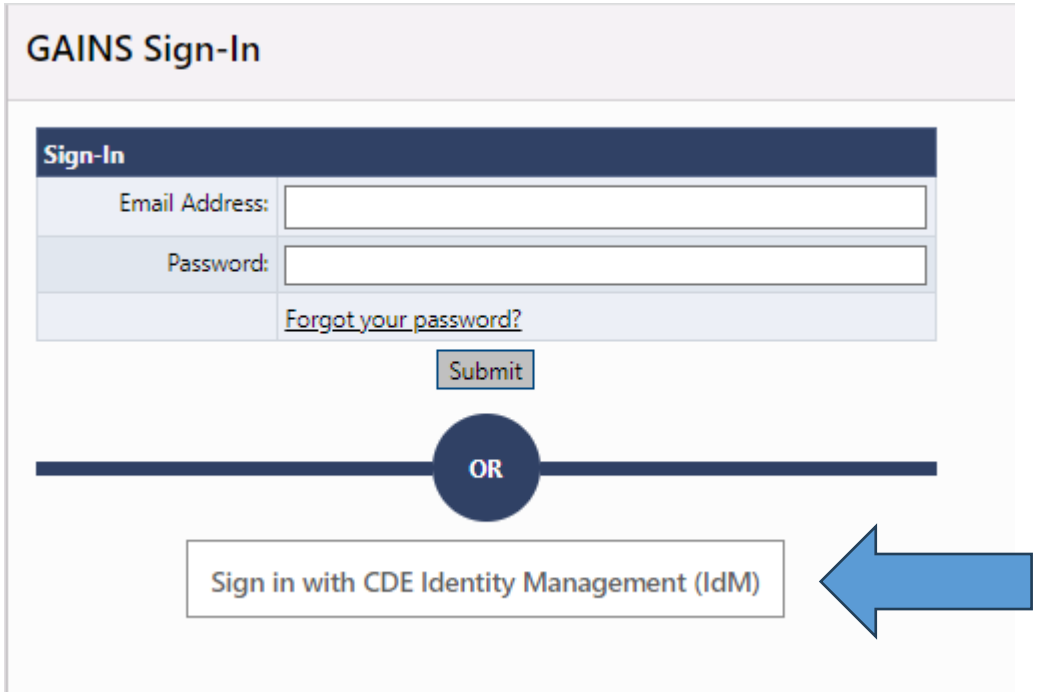
Introduction to GAINS

State Libraries Applicants will complete their responses in CDE's new Grant Administration Implementation and Navigation System (GAINS).

- GAINS is a role-based system and users must have a role to apply for funding.
- For School District Libraries access to GAINS, your district Local Access Manager (LAM) will be able to provide you with the correct role, if you do not already have it. If your LAM is having any issue, please feel free to reach out to Megan Winicki (allen_m@cde.state.co.us) or the GAINS team (GAINS@cde.state.co.us).
- For Public Libraries and Academic Libraries (post-secondary), please fill out the following Smartsheet form for GAINS access: https://app.smartsheet.com/b/form/a9d03a75f23e4c4cbcae4e27815da3bc

Access GAINS- IdM Users

- **Step 1 (IdM users*):** Find the login button on the top right of your screen. Login to the GAINS through the Identity Management System:



Please Note: Most Academic and Public Library personnel WILL NOT log in through IdM

Logging In- IdM

- **Step 2**:** The next page you will see is where you enter your Single Sign-on credentials. The username will be your full email and the password will align to other CDE logins.



If your IdM login doesn't work –

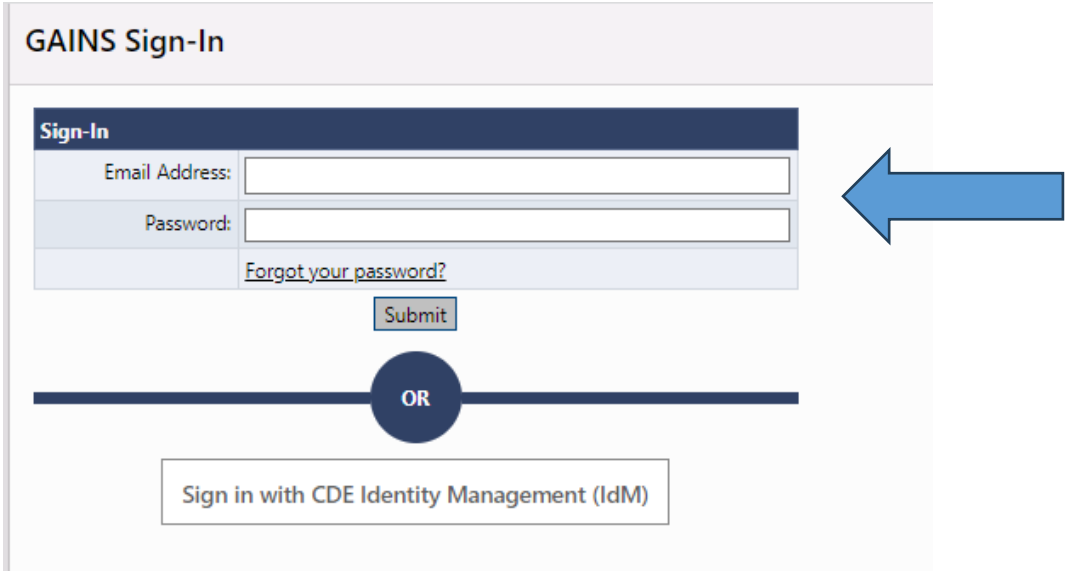
- **Contact your district Local Access Manager (LAM) to make sure you have access to the Identity Management System (IdM).**
- **Submit a Help Desk Ticket in GAINS**

Please Note: Most Academic and Public Library personnel WILL NOT log in through IdM

Logging In – Public and Academic (post-secondary) Library Applicants

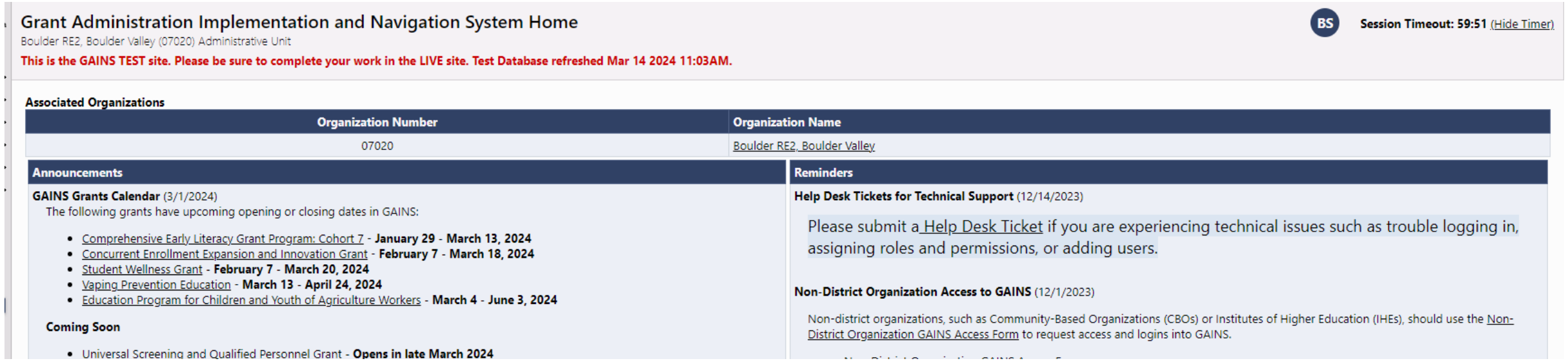
Before you can login, CDE will need to provide you with access to GAINS. Please fill out the GAINS Application Access Request Form.

Step 2 : Once CDE creates the user in GAINS, the applicant will be notified via email to create a password. Once the password is setup, non-IdM Applicants will access GAINS through the **native login.**



Navigate to Funding Applications

- **Step 3:** Select your Organization's name:
  - This allows users to see all eligible grants

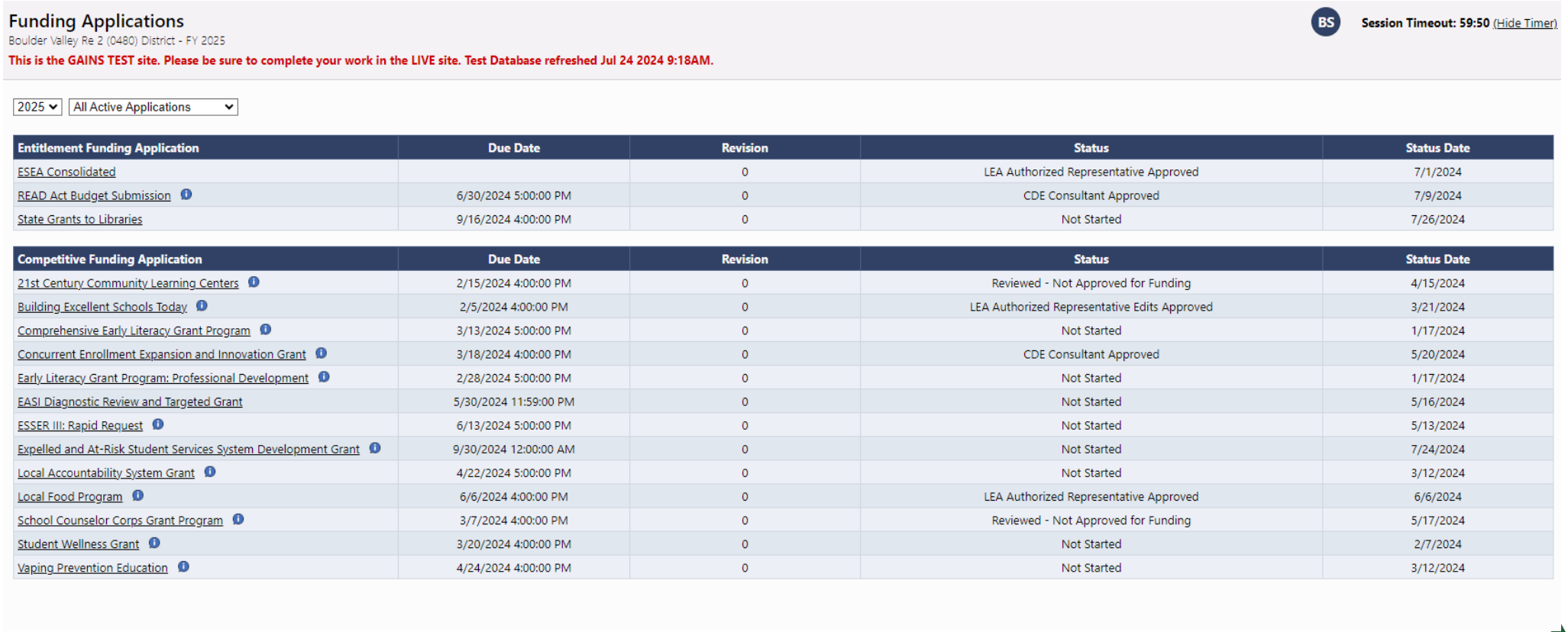


Find the State Grants for Libraries Grant

GAINS
Grants Administration Implementation & Navigation System

Step 4: Select “State Grants for Libraries”

This grant will appear in the “Entitlement Funding Application” table



Funding Applications

Boulder Valley Re 2 (0480) District - FY 2025

BS Session Timeout: 59:50 (Hide Timer)

This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jul 24 2024 9:18AM.

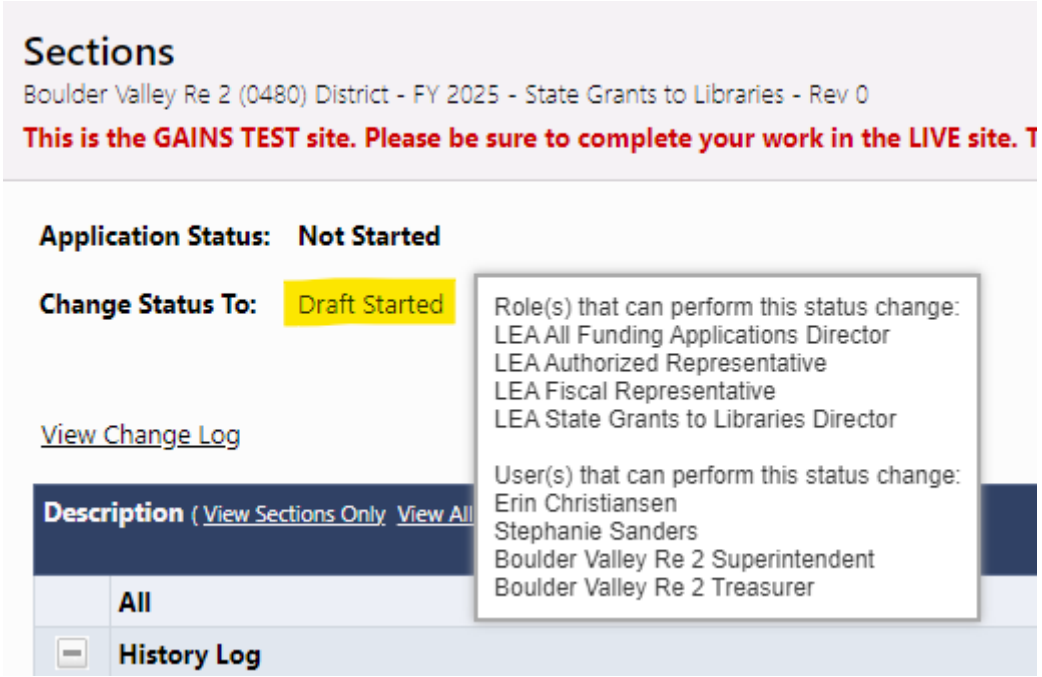
2025 | All Active Applications

Entitlement Funding Application	Due Date	Revision	Status	Status Date
ESEA Consolidated		0	LEA Authorized Representative Approved	7/1/2024
READ Act Budget Submission	6/30/2024 5:00:00 PM	0	CDE Consultant Approved	7/9/2024
State Grants to Libraries	9/16/2024 4:00:00 PM	0	Not Started	7/26/2024

Competitive Funding Application	Due Date	Revision	Status	Status Date
21st Century Community Learning Centers	2/15/2024 4:00:00 PM	0	Reviewed - Not Approved for Funding	4/15/2024
Building Excellent Schools Today	2/5/2024 4:00:00 PM	0	LEA Authorized Representative Edits Approved	3/21/2024
Comprehensive Early Literacy Grant Program	3/13/2024 5:00:00 PM	0	Not Started	1/17/2024
Concurrent Enrollment Expansion and Innovation Grant	3/18/2024 4:00:00 PM	0	CDE Consultant Approved	5/20/2024
Early Literacy Grant Program: Professional Development	2/28/2024 5:00:00 PM	0	Not Started	1/17/2024
EASI Diagnostic Review and Targeted Grant	5/30/2024 11:59:00 PM	0	Not Started	5/16/2024
ESSER III: Rapid Request	6/13/2024 5:00:00 PM	0	Not Started	5/13/2024
Expelled and At-Risk Student Services System Development Grant	9/30/2024 12:00:00 AM	0	Not Started	7/24/2024
Local Accountability System Grant	4/22/2024 5:00:00 PM	0	Not Started	3/12/2024
Local Food Program	6/6/2024 4:00:00 PM	0	LEA Authorized Representative Approved	6/6/2024
School Counselor Corps Grant Program	3/7/2024 4:00:00 PM	0	Reviewed - Not Approved for Funding	5/17/2024
Student Wellness Grant	3/20/2024 4:00:00 PM	0	Not Started	2/7/2024
Vaping Prevention Education	4/24/2024 4:00:00 PM	0	Not Started	3/12/2024

Start Draft

- **Step 5:** Once inside, be sure to change the application status to **“DRAFT STARTED”**
  - When hovering over the "Draft Started" link, applicants can see the roles eligible to perform status changes.



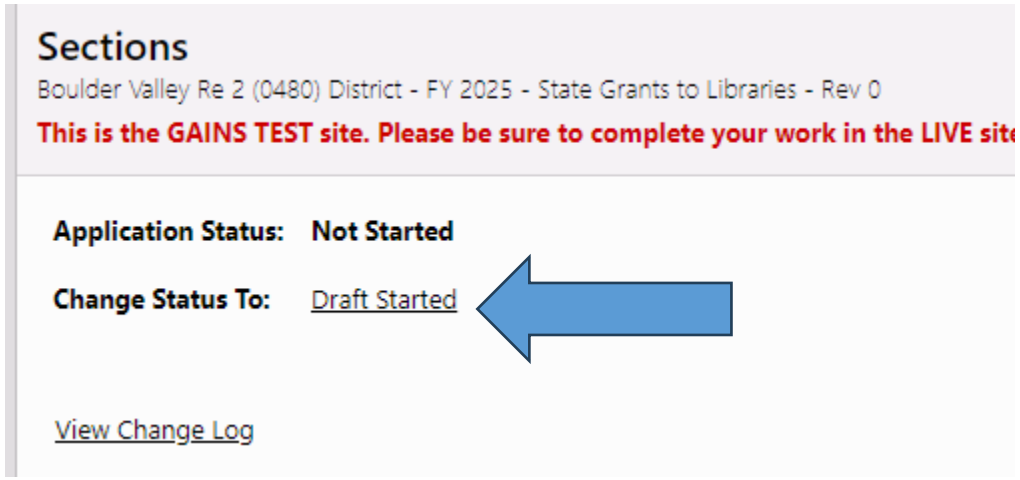
Please note: Applicants will not be able to answer application questions until the status is changed to “Draft Started”

Start and Open State Grants to Libraries 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.



Roles and Permissions in GAINS

Roles in GAINS

- GAINS is a roles-based system, and roles must be assigned to complete and submit applications. A user role is a set of permissions that allows a person to enter and edit grant applications, view grant data, complete monitoring, and reporting requirements, submit revisions, approve various workflow steps, and more.
- Please keep in mind the following aspects of User Roles:
  - A role grants a set of permissions,
  - A user can have more than one role,
  - A role can be assigned to more than one user, and
  - Every organization MUST have a LEA Fiscal Representative and LEA Authorized Representative assigned to submit applications and create fund requests.
- The system uses LEA (Local Education Agency) verbiage for all external users accessing the system, even if not a school district related-entity.

Roles for State Grants to Libraries

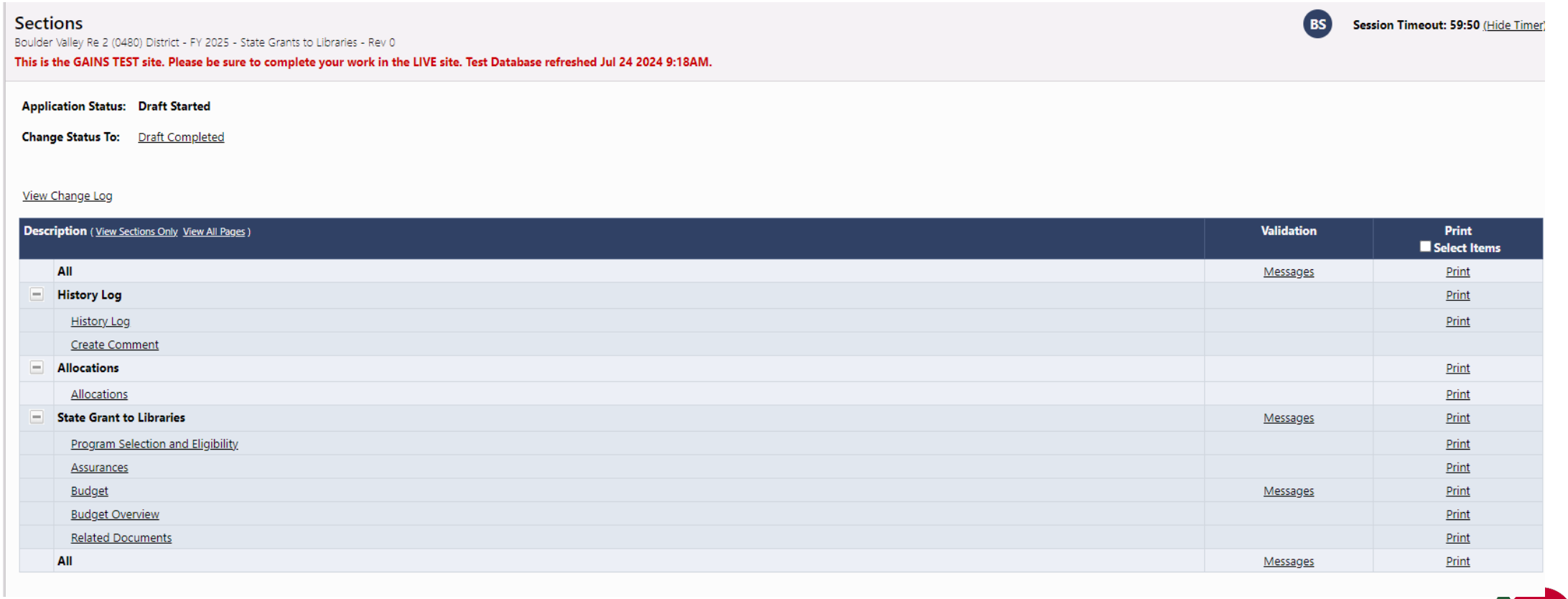
- **LEA State Grants for Libraries Application Director-** Authorized to create and complete named grant. The specific person managing the grant if this is not a centralized role for your organization.
- **LEA Fiscal Representative-** The Fiscal Representative is authorized to approve grants, complete 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 anyone at the organization who has authority to approve an application.

*One person could serve in all three roles

Application Navigation

Navigating Basics- Sections Overview

Sections Page is your Application home page and main navigation center. From here you can access a number of features related to your application, but today we focusing on the required application submission sections.



Sections

Boulder Valley Re 2 (0480) District - FY 2025 - State Grants to Libraries - Rev 0

This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jul 24 2024 9:18AM.

BS Session Timeout: 59:50 (Hide Timer)

Application Status: Draft Started

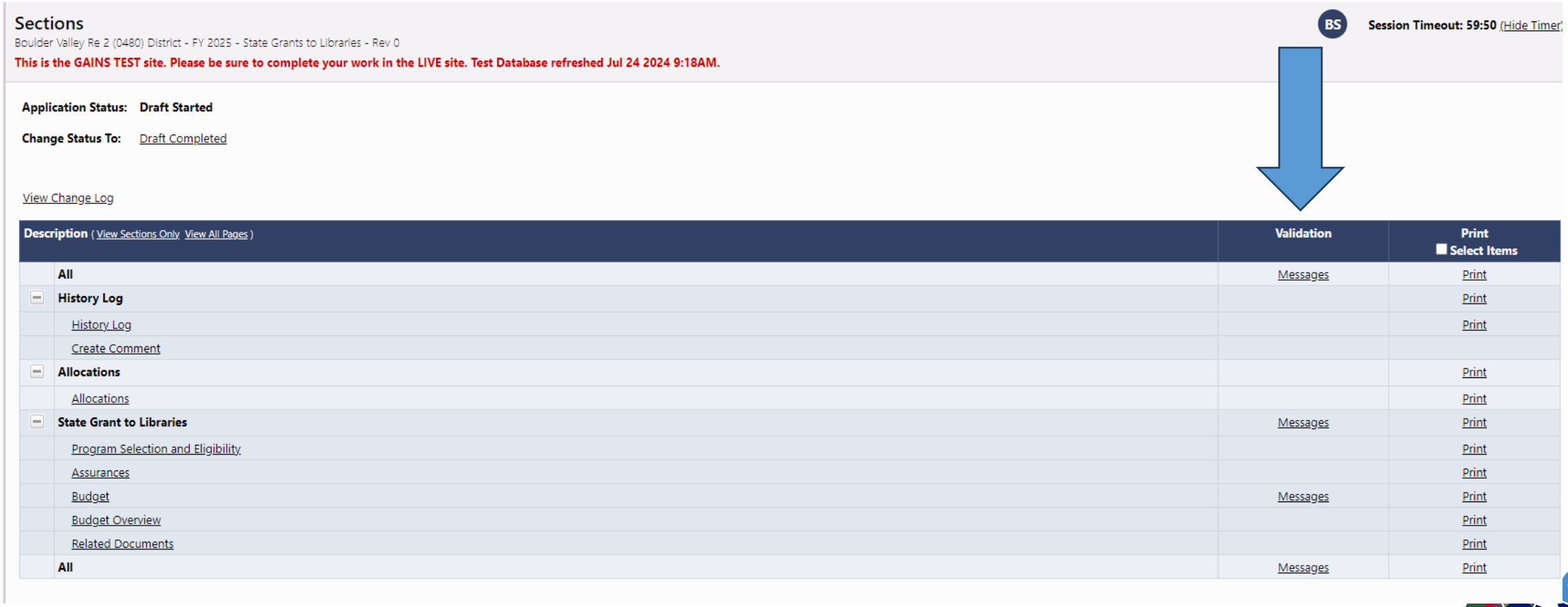
Change Status To: Draft Completed

View Change Log

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
State Grant to Libraries	Messages	Print
Program Selection and Eligibility		Print
Assurances		Print
Budget	Messages	Print
Budget Overview		Print
Related Documents		Print
All	Messages	Print

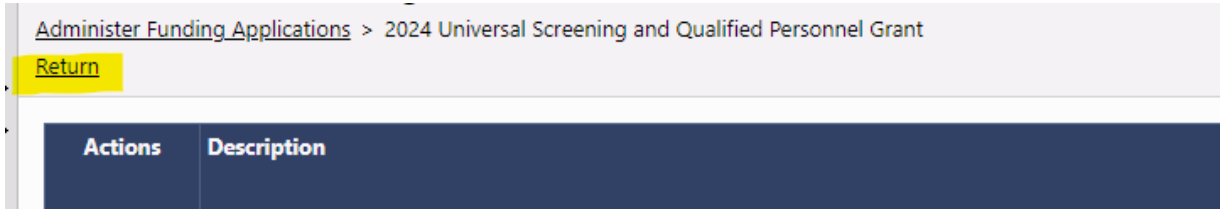
Navigating Basics – Sections Overview (cont.)

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.

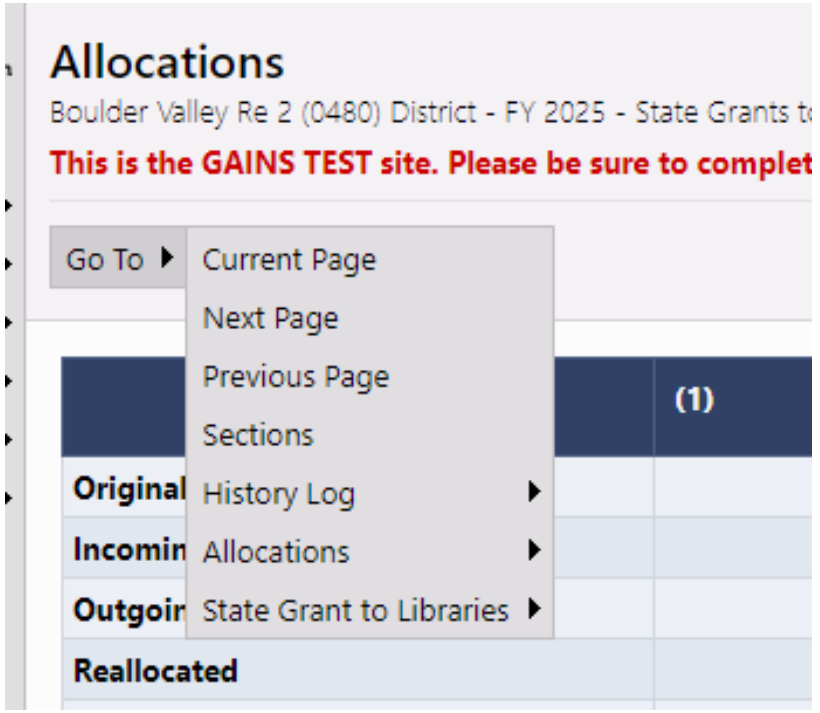


Navigation Basics – Moving through Sections

- For easiest navigation, **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



Navigating Basics – Allocations

This grant is an entitlement grant which means you will start with allocations. To view the allocations, navigate to the “Allocations” Section. The allocations will also appear within the budget.

Please note: there is no action required on this page

Allocations

Boulder Valley Re 2 (0480) District - FY 2025 - State Grants to Libraries - Rev 0 - Allocations

BS **Session Timeout: 59:25** (Hide Timer)

This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jul 24 2024 9:18AM.

Go To

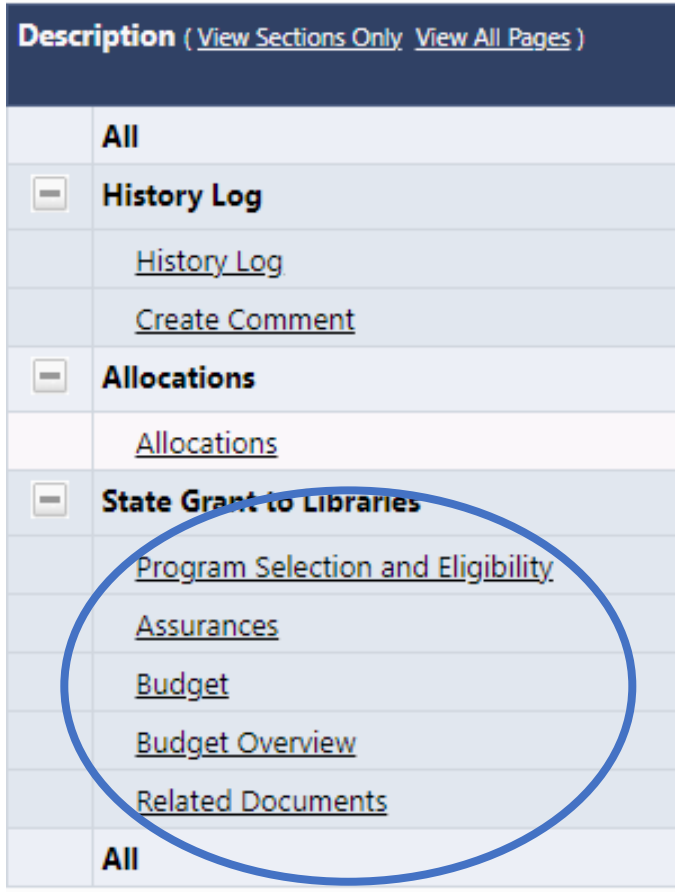
Allocation Type	(1)	State Libraries	Total
Original		$9,652.00	$9,652.00
Incoming Carryover		$0.00	$0.00
Outgoing Carryover		$0.00	$0.00
Reallocated		$0.00	$0.00
Additional		$0.00	$0.00
Released		$0.00	$0.00
Consortium		$0.00	$0.00
Forfeited		$0.00	$0.00
FER Released		$0.00	$0.00
Total		$9,652.00	$9,652.00

Navigating Basics – State Grants to Libraries Program

The required pieces for applications submission are:

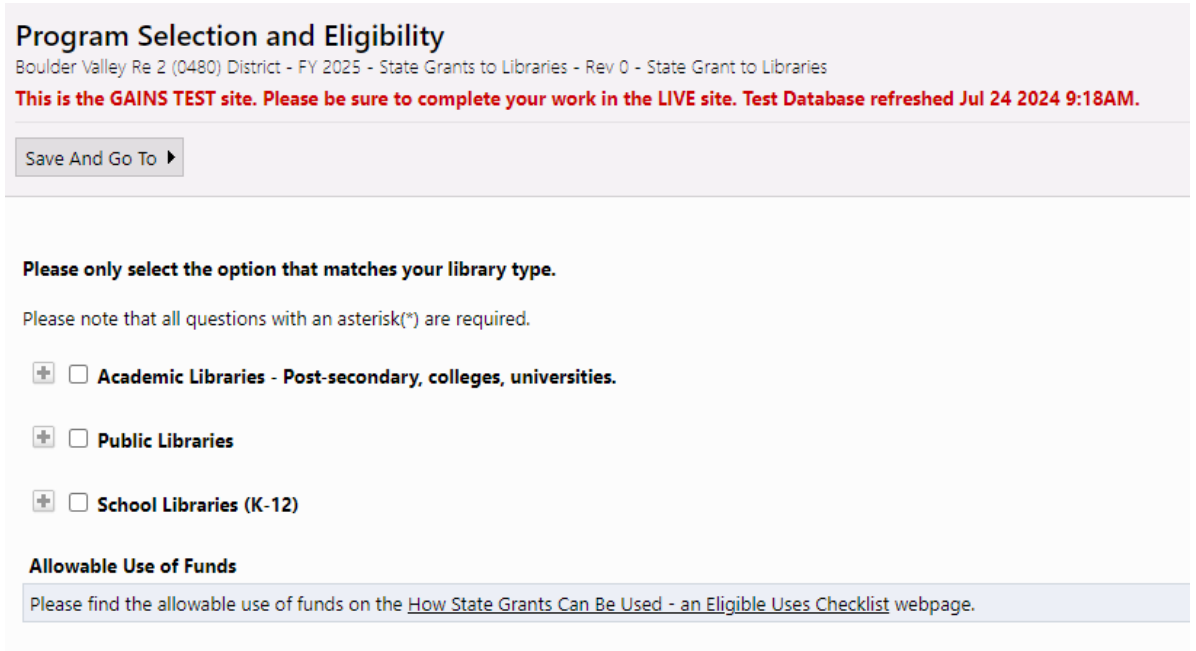
- Program Selection and Eligibility
- Assurances
- Budget

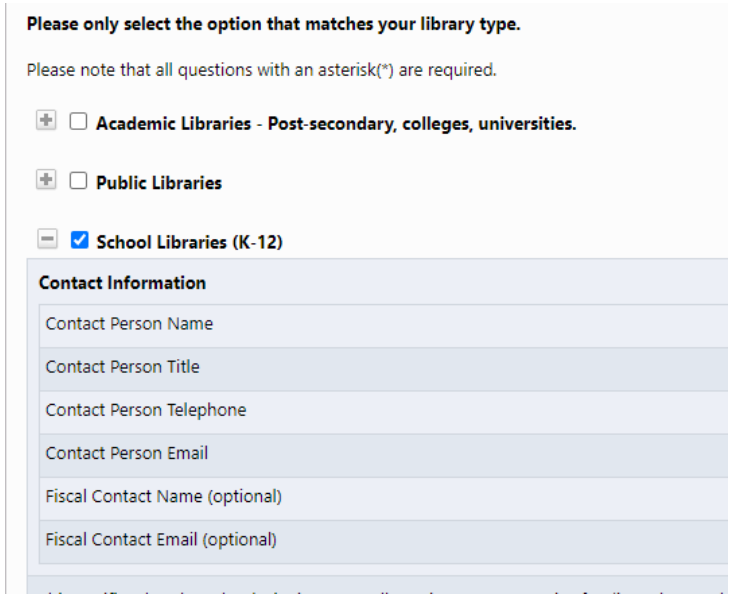
If needed, please utilize the “Related Documents” sections to upload your multiple signatures page.



Program Selection and Eligibility

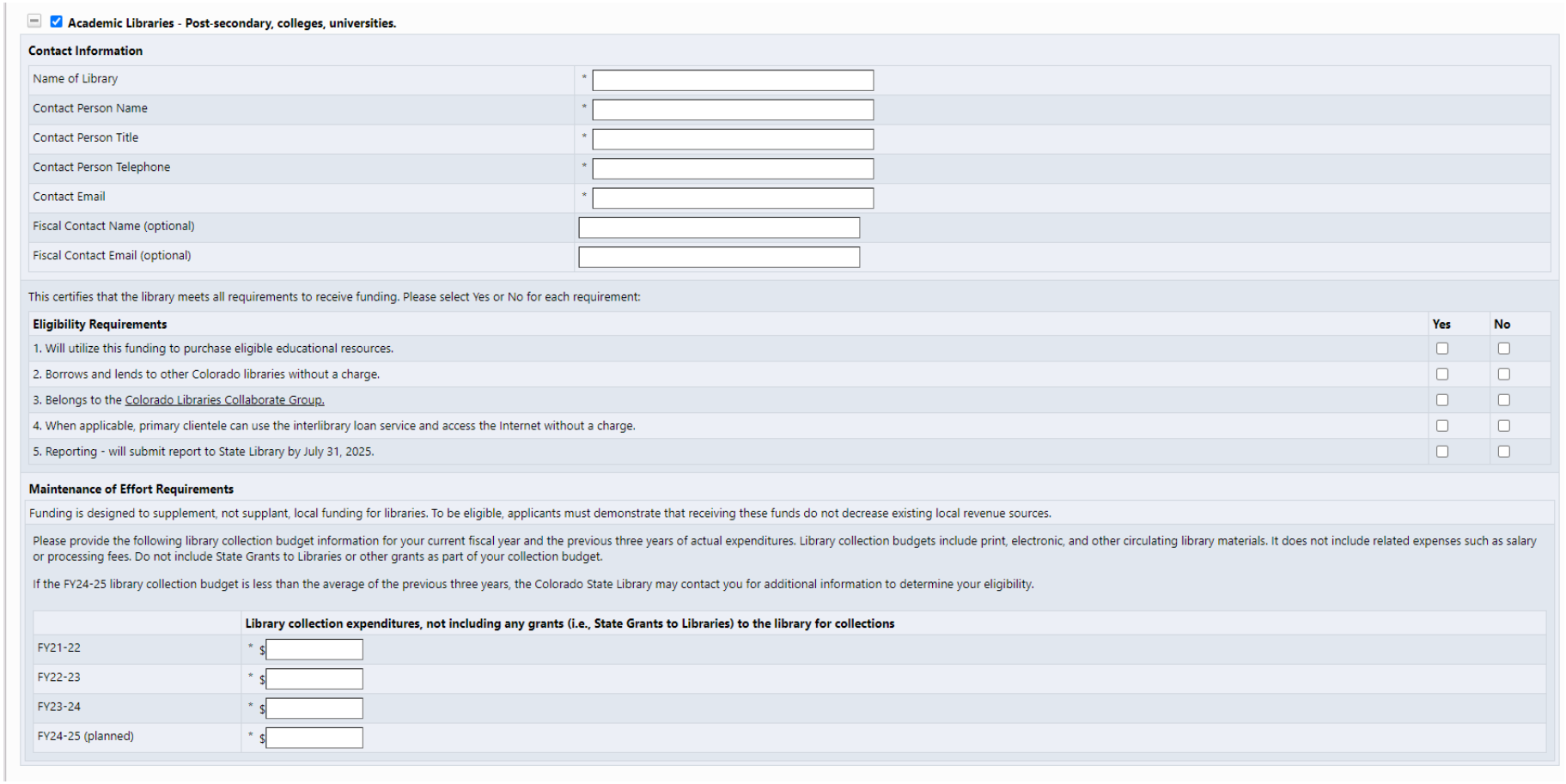
- This page will allow you to select and fill out the necessary questions for the correct library type
  - Academic Libraries- post-secondary institutions, colleges, universities, etc.
  - Public Libraries
  - School libraries- K-12 school libraries
- In order to fill out the information within your selected library type, you must see a blue check in the box. This will expand the selected library type section.
- Please note that all questions with an asterisk(*) are required.





Academic Libraries

- Please fill out the contact information, Eligibility Requirements, and the Maintenance of Effort Requirements



Academic Libraries - Post-secondary, colleges, universities.

Contact Information

Name of Library	*
Contact Person Name	*
Contact Person Title	*
Contact Person Telephone	*
Contact Email	*
Fiscal Contact Name (optional)	
Fiscal Contact Email (optional)	

This certifies that the library meets all requirements to receive funding. Please select Yes or No for each requirement:

Eligibility Requirements	Yes	No
1. Will utilize this funding to purchase eligible educational resources.	☐	☐
2. Borrows and lends to other Colorado libraries without a charge.	☐	☐
3. Belongs to the Colorado Libraries Collaborate Group.	☐	☐
4. When applicable, primary clientele can use the interlibrary loan service and access the Internet without a charge.	☐	☐
5. Reporting - will submit report to State Library by July 31, 2025.	☐	☐

Maintenance of Effort Requirements

Funding is designed to supplement, not supplant, local funding for libraries. To be eligible, applicants must demonstrate that receiving these funds do not decrease existing local revenue sources.

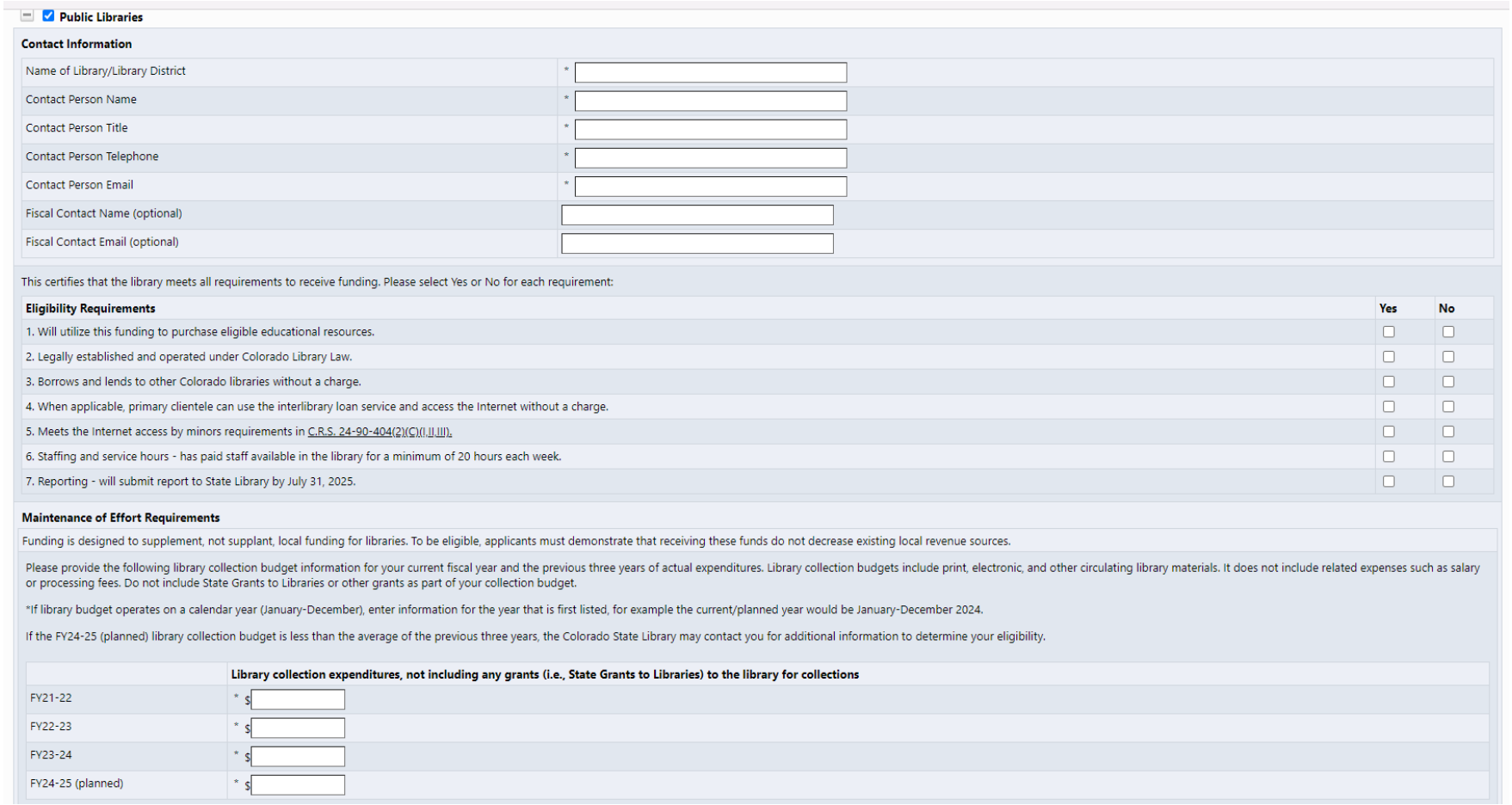
Please provide the following library collection budget information for your current fiscal year and the previous three years of actual expenditures. Library collection budgets include print, electronic, and other circulating library materials. It does not include related expenses such as salary or processing fees. Do not include State Grants to Libraries or other grants as part of your collection budget.

If the FY24-25 library collection budget is less than the average of the previous three years, the Colorado State Library may contact you for additional information to determine your eligibility.

	Library collection expenditures, not including any grants (i.e., State Grants to Libraries) to the library for collections
FY21-22	* $
FY22-23	* $
FY23-24	* $
FY24-25 (planned)	* $

Public Libraries

- Please fill out the contact information, Eligibility Requirements, and the Maintenance of Effort Requirements



Public Libraries

Contact Information

Name of Library/Library District	*
Contact Person Name	*
Contact Person Title	*
Contact Person Telephone	*
Contact Person Email	*
Fiscal Contact Name (optional)	
Fiscal Contact Email (optional)	

This certifies that the library meets all requirements to receive funding. Please select Yes or No for each requirement:

Eligibility Requirements	Yes	No
1. Will utilize this funding to purchase eligible educational resources.	☐	☐
2. Legally established and operated under Colorado Library Law.	☐	☐
3. Borrows and lends to other Colorado libraries without a charge.	☐	☐
4. When applicable, primary clientele can use the interlibrary loan service and access the Internet without a charge.	☐	☐
5. Meets the Internet access by minors requirements in C.R.S. 24-90-404(2)(C)(I.)(II.)(III).	☐	☐
6. Staffing and service hours - has paid staff available in the library for a minimum of 20 hours each week.	☐	☐
7. Reporting - will submit report to State Library by July 31, 2025.	☐	☐

Maintenance of Effort Requirements

Funding is designed to supplement, not supplant, local funding for libraries. To be eligible, applicants must demonstrate that receiving these funds do not decrease existing local revenue sources.

Please provide the following library collection budget information for your current fiscal year and the previous three years of actual expenditures. Library collection budgets include print, electronic, and other circulating library materials. It does not include related expenses such as salary or processing fees. Do not include State Grants to Libraries or other grants as part of your collection budget.

*If library budget operates on a calendar year (January-December), enter information for the year that is first listed, for example the current/planned year would be January-December 2024.

If the FY24-25 (planned) library collection budget is less than the average of the previous three years, the Colorado State Library may contact you for additional information to determine your eligibility.

	Library collection expenditures, not including any grants (i.e., State Grants to Libraries) to the library for collections
FY21-22	* $
FY22-23	* $
FY23-24	* $
FY24-25 (planned)	* $

School Libraries

- Please fill out the contact information, Eligibility Requirements, and the Maintenance of Effort Requirements

School Libraries (K-12)

Contact Information

Contact Person Name	*
Contact Person Title	*
Contact Person Telephone	*
Contact Person Email	*
Fiscal Contact Name (optional)	
Fiscal Contact Email (optional)	

This certifies that the School District meets all requirements to receive funding. Please select Yes or No for each requirement:

Eligibility Requirements	Yes	No
1. Will utilize this funding to purchase eligible educational resources for use in a self-contained library or license electronic educational resource to be used by students in the district's school(s).	☐	☐
2. When applicable, students or faculty can use the interlibrary loan service and access the Internet without a charge.	☐	☐
3. Meets the Internet access by minors requirements in C.R.S. 24-90-404(2)(C)(I.II.III).	☐	☐
4. Meets the definition in the State Grants to Libraries Guidelines of a school library, including a circulating collection, paid staff, and scheduled services.	☐	☐
5. Reporting - will submit report to State Library by July 31, 2025.	☐	☐

Maintenance of Effort Requirements

Funding is designed to supplement, not supplant, local funding for libraries. To be eligible, applicants must demonstrate that receiving these funds do not decrease existing local revenue sources.

Please provide the following library collection budget information for your current fiscal year and the previous three years of actual expenditures. Library collection budgets include print, electronic, and other circulating library materials. It does not include related expenses such as salary or processing fees. Do not include State Grants to Libraries or other grants as part of your collection budget.

If the FY24-25 library collection budget is less than the average of the previous three years, the Colorado State Library may contact you for additional information to determine your eligibility.

	District's library collection expenditures, not including any grants (i.e., State Grants to Libraries) to the library for collections.
FY21-22	* $
FY22-23	* $
FY23-24	* $
FY24-25 (planned)	* $

Budget

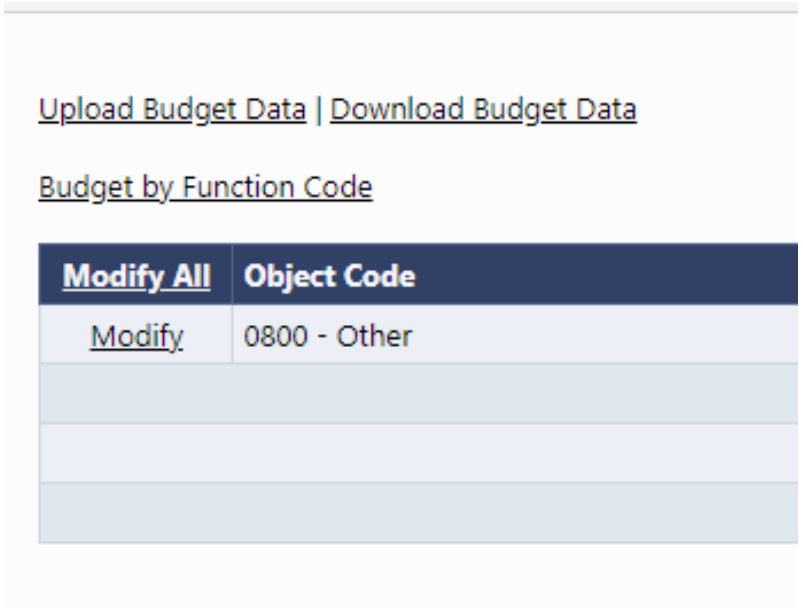
- With the transition to GAINS, a budget is necessary for fund distribution
- For the purposes of this application, you can fill out your budget in two ways:
  - Include a “Placeholder” budget line item that is equivalent to your allocation
    - Using this method will require you to revise your line items once you are requesting funds to show what is being reimbursed
  - If you know what you are planning to spend your funds on this year, you can include budget line items for those intended expenses
- You can find a list of the allowable use of funds of the How State Grants Can Be Used - an Eligible Uses Checklist webpage

Creating the Application Budget

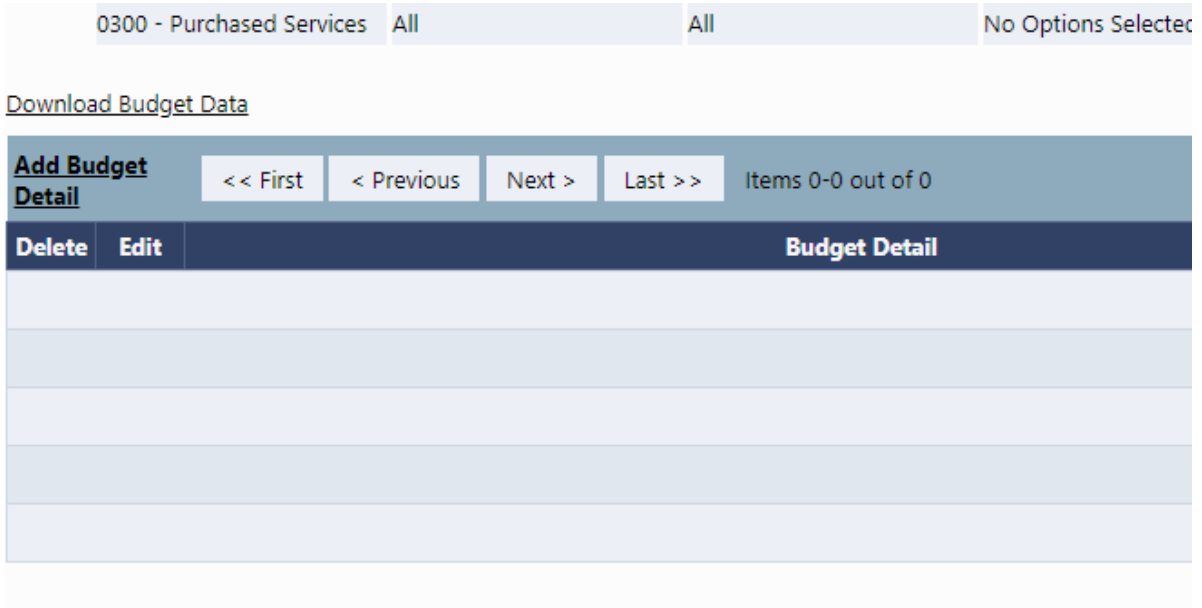
To create the budget, first select **Budget** from the Sections page:

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

#1

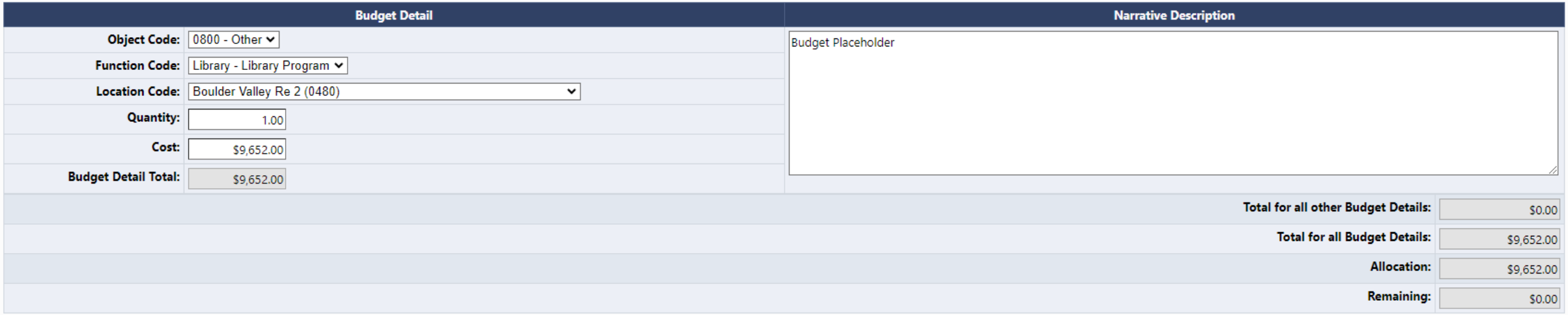


#2



Budget Detail- Creating Budget Detail Line Items

- Object Code: Defaults to the line selected to modify, below “0800- Other”
- Function Code: Prepopulated to: Library – Library Program

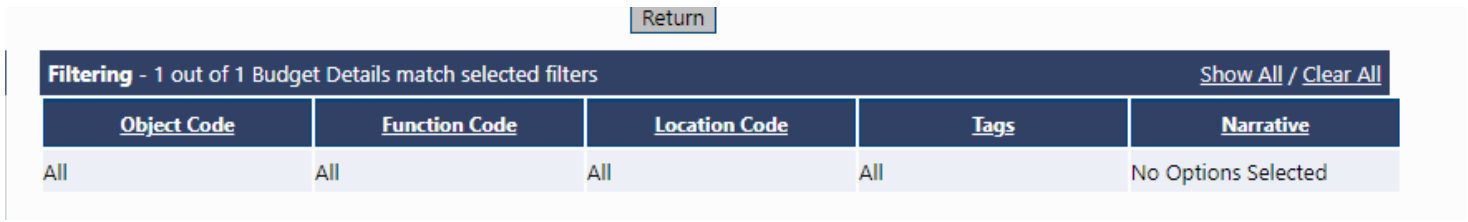


Budget Detail		Narrative Description
Object Code:	0800 - Other	Budget Placeholder
Function Code:	Library - Library Program	
Location Code:	Boulder Valley Re 2 (0480)	
Quantity:	1.00	
Cost:	$9,652.00	
Budget Detail Total:	$9,652.00	

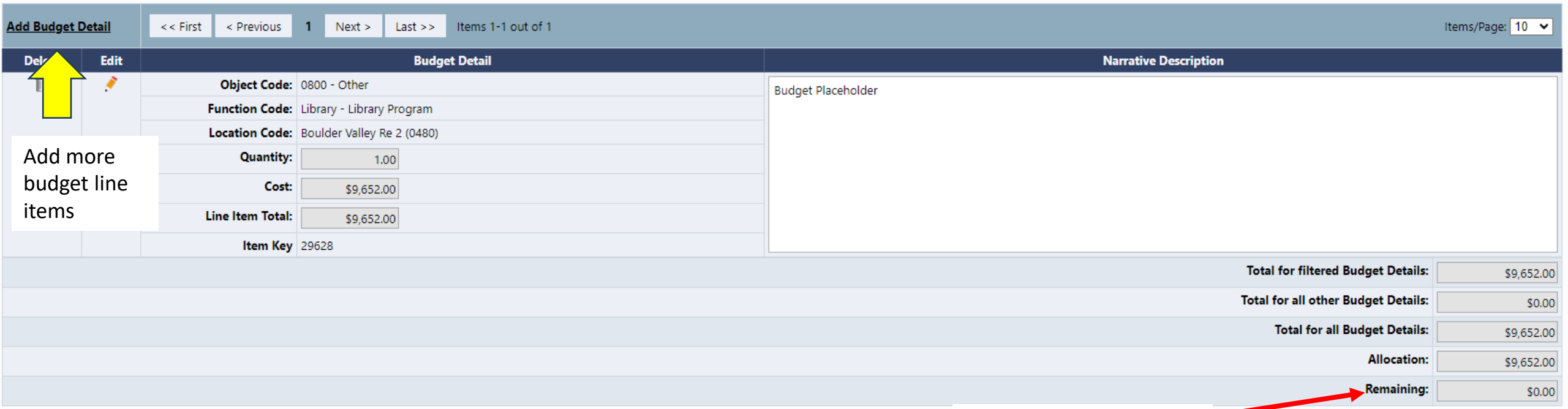
Total for all other Budget Details:	$0.00
Total for all Budget Details:	$9,652.00
Allocation:	$9,652.00
Remaining:	$0.00

- Location Code: Pre-populated by Application Name
- Quantity: Defaults to 1 and can be left at 1.
- Cost: Total Cost must be entered here.
- Budget Detail Total: Cost x Quantity
- Narrative Description: include “Placeholder Allocation” or include project description

Budget Detail Page



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

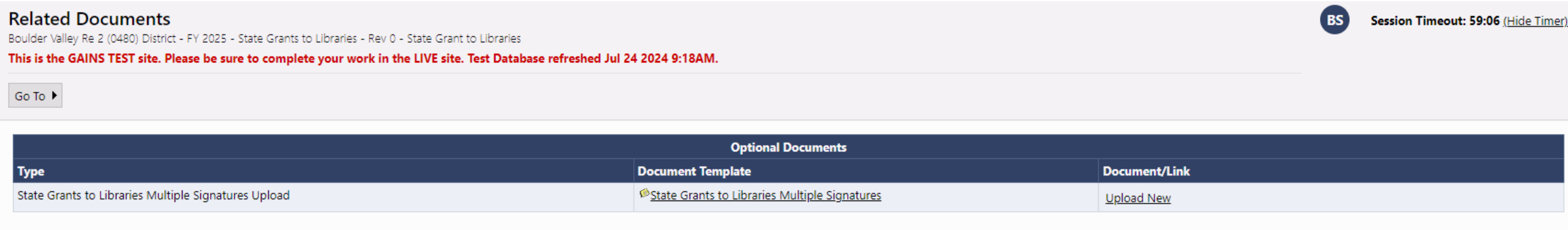


Add more budget line items

The remaining amount should be $0.00 when ready to submit.

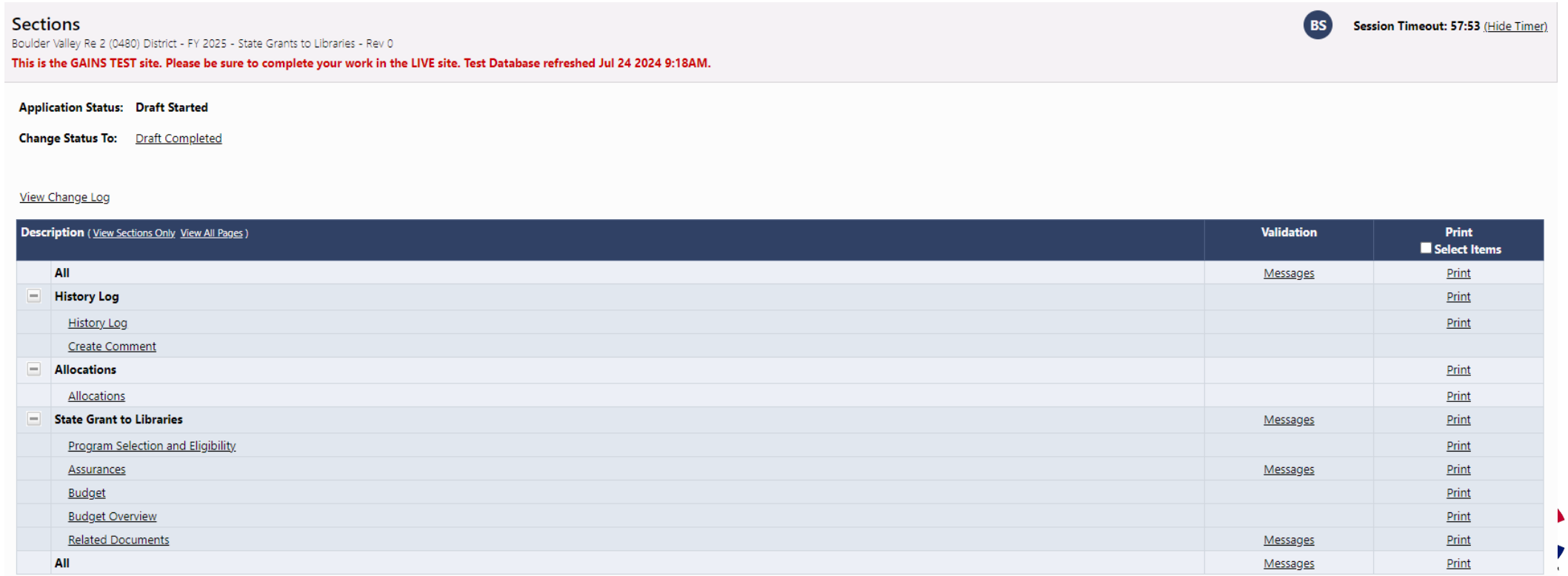
Signature Upload (if needed)

- If your application requires additional signatures, utilize the “Related Documents” page
  - Please download the document template
  - Upload your signatures within the “Upload New” link

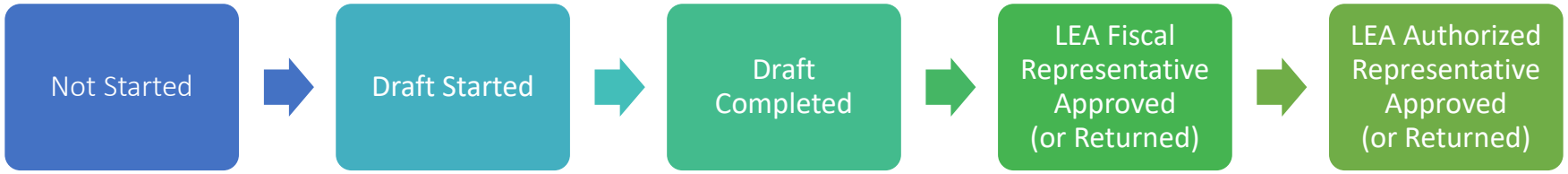


Submitting Application

- When you are ready to submit an application, navigate back to the main section page
  - Check your Validation messages
- Change Application Status to “Draft Completed” to initiate the submission workflow



Application Submission Workflow



Draft Started

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

Draft Completed

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

LEA Fiscal Representative Approved (or Returned)

- LEA Fiscal Representative
- LEA Authorized Representative

LEA Authorized Representative Approved (or Returned)

- LEA Authorized Representative

Notes on Workflow and Roles

Draft Started

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

Draft Completed

- LEA All Application Director
- LEA Fiscal Representative
- LEA Authorized Representative

LEA Fiscal Representative Approved (or Returned)

- LEA Fiscal Representative
- LEA Authorized Representative

LEA Authorized Representative Approved (or Returned)

- LEA Authorized Representative

- 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.

Application Submission

- Application due on September 16, 2024
  - Application status is considered fully submitted to CDE when the status is at "LEA Authorized Representative Approved."
  - This must be completed by 4:00 pm on September 16, 2024 to be considered for funding.



Application Support

Roles Within GAINS

- If you login and see a message that states *"User (your email) does not have any roles or has been deactivated..."*
  - School Libraries: Please contact your district LAM to ensure you have the correct roles set up within your district.
  - Academic and Public Libraries: Please contact me at allen_m@cde.state.co.us or GAINS@cde.state.co.us to ensure you have the correct role set up for your organization after having filled out the access request form: https://app.smartsheet.com/b/form/a9d03a75f23e4c4cbcae4e27815da3bc

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, Megan Winicki, at allen_m@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
  - Melissa Carlson, Colorado State Library
    - Carlson_m@cde.state.co.us
- Application System Questions
  - Megan Winicki, Grants Program Administration
    - allen_m@cde.state.co.us
  - GAINS general email
    - GAINS@cde.state.co.us