

KGRS

Kansas Grants Reporting System

MODULE: MAINTENANCE OF EFFORT
(MoE) & EXCESS COST



Introduction



This guide explains how Standalone, Member Districts, & Coops/Interlocals can use the Kansas Grants Reporting System (KGRS) to enter and submit data to their Coop/ Interlocal or KSDE for compliance with the Individuals with Disabilities Education Act (IDEA) LEA Maintenance of Effort (MoE) and Excess Cost requirements.

Table of Contents

SYSTEM BASICS

System Requirements	4
Login	4
Navigation	5
Information Fields	6
Timeout Session	6

DATA COLLECTION

Overview	7
LEA Displays	7
Steps	8
Data Collection Tabs	8
Summary	8
Contact	8
Maintenance of Effort	9
Excess Cost	13

DISTRICT ADMINISTRATORS

User Security	16
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REPORTING & PROCESSING

Reports	17
Maintenance of Effort & Excess Cost Reports	17

GETTING HELP

Support	19
Notes	20

System Requirements

KSDE currently supports the following web browsers for use with its web applications:

- Microsoft Edge (version 18 or higher), Apple Safari (version 12.1 or newer), Google Chrome (version 76 or newer), Mozilla Firefox (version 68 or newer). *Most modern web browsers are updated to the latest version automatically.

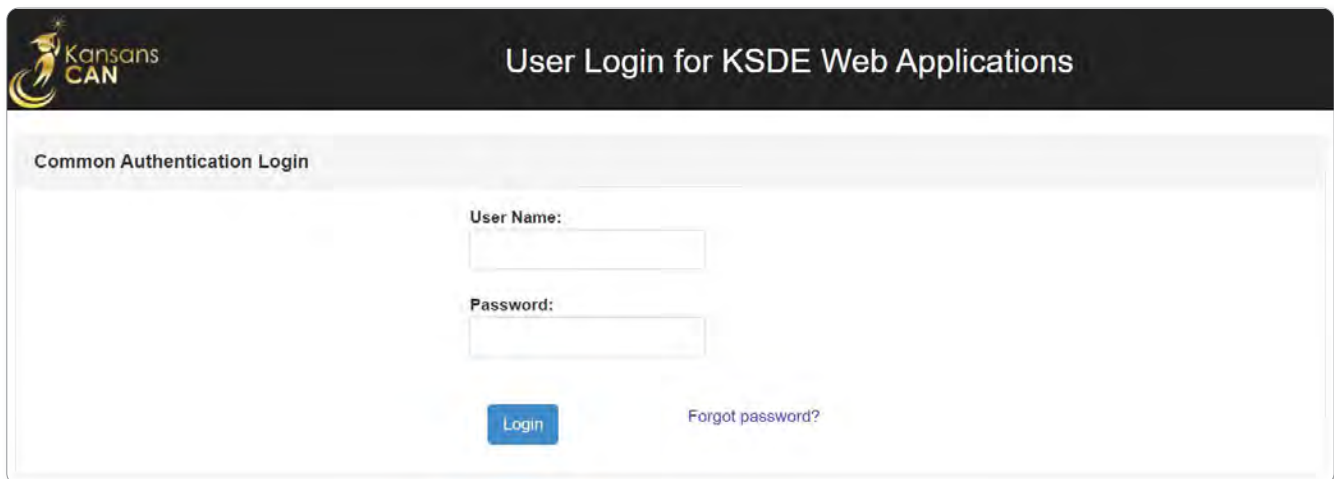
NOTE: Please ensure you are using one of these browsers before contacting technical support.

Microsoft Internet Explorer Users: Microsoft has ended support for IE and is encouraging users to discontinue its use. While IE may work with KSDE web applications, it *should not* be used.

Login

KGRS is part of the KSDE single sign-on system. To reach the KSDE Web Applications page, type the following URL into your browser's address bar:

<https://apps.ksde.gov/authentication/login.aspx>



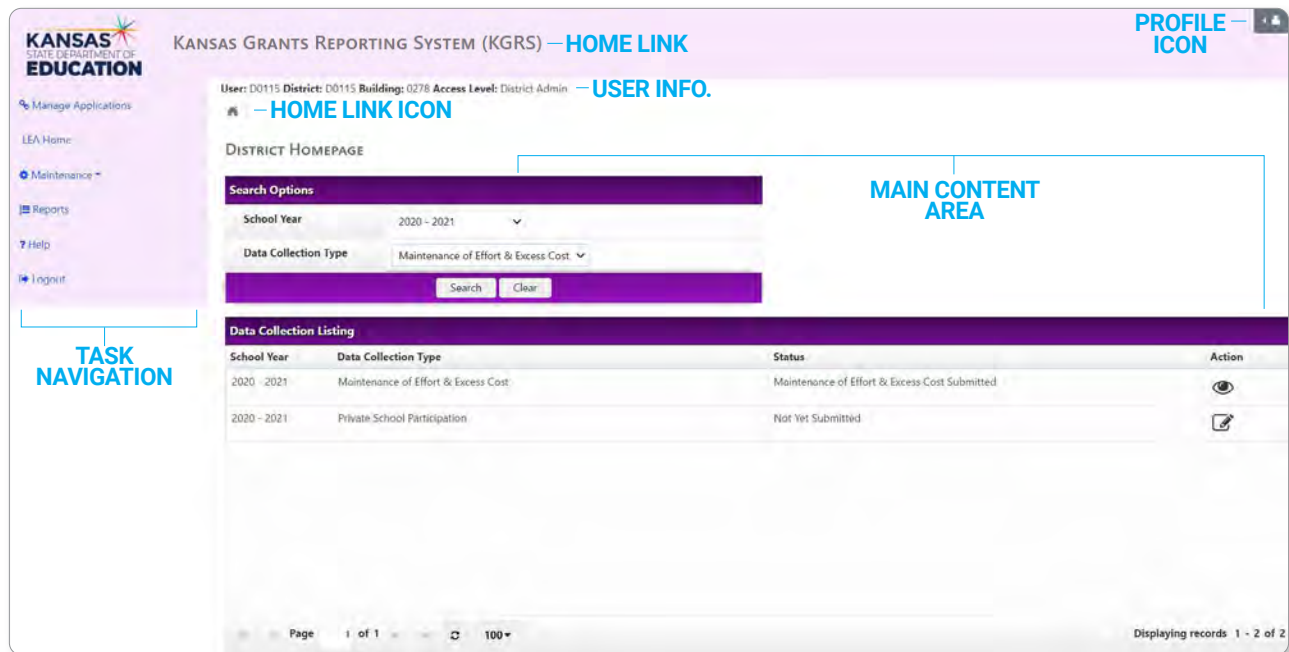
Once there, enter your **User Name** and **Password** in the fields and click the blue Login button. Next, you must request access to the KGRS application by filling out the **KSDE Registration Form**.

Fill out contact information form fields, and choose your **organization + building** from the drop-down menus. Select the **Kansas Grants Reporting System (KGRS)** from the list of available applications. *A period of wait time for access credentials may exist. Please contact your State Administrator for updates on progress.

After access is granted, you may log back into the system and choose KGRS to access the **home page**. Once there, a summary review of past and present data collections by organization is visible, along with search options for filtering.

Navigation

KGRS has several wayfinding elements that can be found on each page of the application.



The **Task Navigation** menu is the area along the left side of each page that provides links to common tasks within the site. **NOTE:** State **users** see the following list of options: Manage Applications, LEA Home, Help, and Logout. District **admins.** see each of the above options, as well as a Maintenance link.

- > **Manage Applications** Returns you to the main KSDE Web Applications page
- > **LEA Home** Returns you to the state homepage to select another year
- > **Maintenance** Allows the **district admin.** to perform site maintenance as well as assign security settings for other users
- > **Reports** Lists any available reports for viewing data collection information
- > **Help** Displays a list of phone numbers, hours of operation, and other assistance resources
- > **Logout** Logs you out of the application

Navigating to the **Home Page** can be achieved one of 3 ways:

Via the Home Link, the Profile Icon, or the Task Navigation menu link, "LEA Home."

Information Fields

The MoE and EC module features helpful visual elements for quick recognition of information. Each data collection page contains a yellow **Summary Field** which displays a summary of the current event window, the dates for that window, the remaining days, assessment status, MoE and Excess Cost status, as well as the name for the current organization choice.

Summary:

Organization	Current	Assessment Status:
Name: D0101 Leader Test District	Maintenance of Effort & Excess Cost Data Collection Window: Window(s): 08/01/2020 - 12/31/2020 (70 days left)	Not Yet Submitted
Maintenance of Effort Status: Not Yet Submitted Excess Cost Status: Not Yet Submitted		

Each page contains an **Instructions Field** which displays state-assigned instructions for that page.

Organization: Summary Tab Instructions!!!

When page data is saved correctly, a green field will appear to confirm success.

Data saved successfully.

When required data is missing, a red **Error Field** will appear, alerting you to a mistake on that page.

Please correct the following errors:

- Please Select a Data Collection Type

Session Timer

To keep track of session length, each login is automatically set to 20 minutes. Once remaining time reaches 2 minutes, a pop-up window warning of session expiration will appear. You have a choice to either stay signed in or sign out. If you choose to stay signed in, the session timer resets to 20 minutes each time you perform a page action or navigate to a new page. If you are automatically signed out, you will return to the main KDE Web Applications page.

Your session is about to expire!

You will be logged out in **96** seconds.

Do you want to stay signed in?

✦ **NOTE:** Save work... Automatic logout due to session timeouts = all unsaved data is lost

✦ **NOTE:** Manually **logging out** of the system can be done by clicking the Profile Icon logout option or clicking the Logout link in the Task Navigation menu.

DATA COLLECTION

Overview

Data entry tabs within the application will appear based on the logged in 'type' of organization. The four types of views are as follows:

LEA DISPLAYS

- > **Standalone District:** Not associated with a Coop/Interlocal; submits data directly to KSDE
- > **Member District:** Linked to a Coop/Interlocal; submits data to their associated Coop/Interlocal
- > **Coop/Interlocal - Member District:** View upon Coop/Interlocal maintaining one of their Member Districts' data
- > **Coop/Interlocal:** View for Coop/Interlocal working on its own data
 - The Coop/Interlocal will enter & submit their own data (Coop/Interlocal - Self) to KSDE; it will also view and submit their combined Member District data (Coop/Interlocal - Combined) to KSDE.

From **Search Options**, select **School Year** and **Data Collection Type**. Click **Maintenance of Effort & Excess Cost**. Click the Search button. Your results will appear in the **Data Collection Listing** grid.

The screenshot shows the 'Search Options' form. The 'School Year' is set to '2020 - 2021'. The 'Data Collection Type' dropdown is open, showing 'Maintenance of Effort & Excess Cost' selected. The 'Maintenance of Effort Status / Excess Cost Status' dropdown is also open, showing options: 'Not Yet Submitted', 'Submitted to KSDE', 'Submitted to Coop/Interlocal', 'Approved', and 'Disapproved'. A blue box highlights the 'Not Yet Submitted' option in the first dropdown, and another blue box highlights the 'Not Yet Submitted' option in the second dropdown.

✦ **NOTE:** Coop/Interlocals have additional filter options: Organization and Status

The screenshot shows the 'Search Options' form with 'School Year' set to '2020 - 2021' and 'Data Collection Type' set to 'Select a Data Collection Type'. Below the form is the 'Data Collection Listing' table. The table has columns: 'School Year', 'Data Collection Type', 'Status', and 'Action'. The first row shows '2020 - 2021', 'Maintenance of Effort & Excess Cost', and 'Not Yet Submitted'. The 'Action' column contains a pencil icon and a blue arrow pointing right.

The **Data Collection Listing** section will display your search results as well as the collection window. Under the **Action** column, you will see an icon, indicating available next steps.

✦ **NOTE:** Records with the **View icon**  are view only and cannot be edited.

Records with the **Edit icon**  can be viewed or edited.

To maintain the data collection, click on the **Edit icon**. This opens to the first tab of the data entry screens.

Steps

DATA COLLECTION TABS

Four tabs are present in the data collection section: **Summary**, **Contact Information**, **Maintenance of Effort**, and **Excess Cost**. **NOTE: Coop/Interlocals** see different tabs. In addition to Summary and Contact, the first two MoE/EC tabs are to enter their own information: Coop/Interlocal Maintenance of Effort, Coop/Interlocal Excess Cost. The last two tabs contain display-only screens of all member districts with Submit to KSDE tabs: District Maintenance of Effort, and District Excess Cost. Coop/Interlocals can submit their own MoE and EC, and also submit all their Member Districts MoE and EC.



DATA
COLLECTION
TABS

Summary

The **Summary** page provides a quick reference to track progress/submission status and show if requirements have been *Met* or have *Not Been Met*. From here, you can see the currently active collection window, how many days are left, and the Maintenance of Effort /Excess Cost status breakdown of organizations assigned to the collection. If submissions have been made, this will display the date and submitting user, as well as approval status.

Summary:

Current Window(s): Maintenance of Effort & Excess Cost Data Collection Window: 01/01/2020 - 12/31/2020 (14 days left) Assessment Status: Not Yet Submitted

Maintenance of Effort Status: Not Yet Submitted Excess Cost Status: Not Yet Submitted

Summary

Organization Summary Tab instructions.

Summary Information

The currently active window(s) for the Maintenance of Effort are:

Maintenance of Effort & Excess Cost Data Collection Window: 01/01/2020 - 12/31/2020 (14 days left)

Overall **Maintenance of Effort** has been met.

The current status of **Maintenance of Effort** is **Not Yet Submitted**.

Overall **Excess Cost** has not been met.

The current status of **Excess Cost** is **Not Yet Submitted**.

Continue

NOTE: This information displays in the yellow summary fields at the top of system pages.

Click the **Continue** button to move on.

DATA
COLLECTION
TABS

Contact

The **Contact** tab displays information for the Special Education Director that is auto-populated from the KSDE directory. You only have the ability to edit the optional phone number field. Enter the Phone Number contact information. Click the **Save** button to set the data or click the **Save and Continue** button to save & move on.

Summary

Contact

Maintenance of Effort

Excess Cost

Directory Contact Information

Director of Special Education

First Name: Greg

Last Name: Blickley

Email: blicko@gmail.com

Phone Number: 11-867-5309

Save

Save And Continue

Maintenance of Effort

This tab contains four data entry screens as well as a **Submit** section.

Maintenance of Effort ▾

- Gifted Expenditures
- Special Education Expenditures
- Special Education Revenue and Adjustments
- 50% Reduction Rule and Allowable Exceptions
- Submit to KSDE

- > **Gifted Expenditures**
- > **Special Education Expenditures**
- > **Special Education Revenue and Adjustments**
- > **50% Reduction Rule and Allowable Expenses**
- > **Submit to KSDE** (*Member Districts see "Submit to Coop/Interlocal")

◆**NOTE:** All MoE editable fields are required to have a value; use "0" for no amount.

Gifted Expenditures

This form will display columns (right to left) for the current year, prior year, and 2 years prior. To begin, enter the actual LEA expenditures into each of the row fields for the *prior year* **Actual** column (center). Enter the amount budgeted for the *current fiscal year* into each of the row fields for the **Budgeted** column (right).

*Coops/Interlocals input funding and expenditure data specific to a district in the same manner as described for a standalone district.

Summary Contact Maintenance of Effort ▾ Excess Cost ▾

Standalone/Member Districts/Coops can use this page to enter Maintenance of Effort - Gifted Expenditures data

Print Gifted Expenditures Print Blank Gifted Expenditures

Example displays columns for the 2020-2021 SFY collection.

Gifted Expenditures	2 YRS. PRIOR	PRIOR YR.	CURRENT YR.
Accounting Codes (Use whole Dollar Amounts)	2018-2019 Actual	2019-2020 Actual	2020-2021 Budgeted
Professional Salaries	\$113,000		
Paraeducator Salaries	\$0		
Administrative Salaries	\$1,000		
Employee Benefits	\$6,500		
Instructional Materials & Equipment from Code 30-Interlocal and districts or Code 78-Cooperative	\$0		
Transportation from Code 30-Interlocal and districts or Code 78-Cooperative	\$0		
TOTALS for Year	\$120,500	\$0	\$0

Save Save And Continue

When complete, click the **Save and Continue** button.

◆**NOTE:** Various Print  link icons are present throughout application sections. Here, you can print the gifted expenditures (completed or blank). Click either link to download in pdf format.

Special Education Expenditures

This form will display columns (right to left) for the current year, prior year, and 2 years prior. Expended funds are pulled from the loaded district budget data. Member district funds are transferred to this page from their reports. If necessary, enter adjustments into each of the row fields for the *prior year* **Actual** column (center), as well as for the *current fiscal year* **Budgeted** column (right). *Coops/Interlocals input funding and expenditure data specific to a district in the same manner as described for a standalone district.

Summary Contact Maintenance of Effort Excess Cost

Standalone/Member Districts/Coops can use this page to enter Maintenance of Effort - Special Education Expenditures data

Print Special Education Expenditures Print Blank Special Education Expenditures

Example displays columns for the 2020-2021 SFY collection.

Special Education Expenditures	2 YRS. PRIOR	PRIOR YR.	CURRENT YR.
Accounting Codes (Use whole Dollar Amounts)	2018-2019 Actual	2019-2020 Actual	2020-2021 Budgeted
District funds expended for Special Education	\$6,551,101	\$6,853,324	\$8,064,000
Additional Special Ed expenditures from funds other than special ed Code 30 (transportation, equipment, etc.)	\$0		
Special Ed audit corrections, adjusted upward from CPA audit, if not already included in funds	\$0		
Special Ed audit corrections, adjusted downward from CPA audit, if not already included in funds	\$0		
Subtotal of district special ed expenditures	\$6,551,101	\$6,853,324	\$8,064,000

Save Save And Continue

When complete, click the **Save and Continue** button.

Special Education Revenue and Adjustments

This form will display columns (right to left) for the current year, prior year, and 2 years prior. If necessary, adjust federal funding drawdowns to reflect actual encumbered expenditures for the *prior year* **Actual** column (center), as well as for the *current fiscal year* **Budgeted** column (right). The gifted expenditures are pulled from the respective gifted sections. LEAs can also enter all Part C expenditures, if applicable. LEAs will also complete the **Budgeted** cell for **Total State Aid Minus Gifted and Infant Toddler**. *Coops/Interlocals input data specific to a district in the same manner as described for a standalone district.

Summary Contact Maintenance of Effort Excess Cost

Standalone/Member Districts/Coops can use this page to enter Maintenance of Effort - Special Education revenue and adjustments data

Print Special Education Revenue and Adjustments Print Blank Special Education Revenue and Adjustments

Example displays columns for the 2020-2021 SFY collection.

Special Education Revenue and Adjustments	2 YRS. PRIOR	PRIOR YR.	CURRENT YR.
Accounting Codes (Use whole Dollar Amounts)	2018-2019 Actual	2019-2020 Actual	2020-2021 Budgeted
All federal funds utilized to support Special Education.	\$2,184,892	\$1,418,971	\$1,400,000
Enter all special education federal revenue included in 2a, but not expended until the following year (VI-B Code 30, Line 55; Other Code 30, Line 65)	\$0		
Federal funds received in prior year, but expended in the following year.	\$0	\$0	\$0
Total Federal Funds expended	\$2,184,892	\$1,418,971	\$1,400,000
Total Gifted Expenditures from Gifted Expenditure Report:	\$120,500	\$0	\$0
ALL Part C expenditures if reported in special ed Code 30	\$0		
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budgeted
Total State Aid Minus Gifted and Infant Toddler.	\$3,105,775	\$3,244,409	

Save Save And Continue

Click the **Save and Continue** button.

50% Reduction Rule and Allowable Exceptions

Enter any reductions or exemptions to Maintenance of Effort. If reductions are claimed, upload applicable documentation. **NOTE:** As a best practice, all MoE exceptions should be claimed and documented, even if they are not immediately necessary in order to meet MoE for the current fiscal year. *KSDE staff will review exception documentation prior to final approval of reduction.

*Coops/Interlocals input data specific to a district in the same manner as described for a standalone district.

Standalone/Member Districts/Coops can use this page to enter Maintenance of Effort - 50% reduction rule and allowable exceptions data

Print 50% Reduction Rule and Allowable Exceptions | Print Blank 50% Reduction Rule and Allowable Exceptions

Example displays columns for the 2020-2021 SFY collection.

50% Reduction Rule and Allowable Exceptions	2 YRS. PRIOR	PRIOR YR.	CURRENT YR.
Accounting Codes (Use whole Dollar Amounts)	2018-2019 Actual	2019-2020 Actual	2020-2021 Budgeted
Available 50% MOE Reduction Rule based on % of increase in federal funds.	\$123		
Allowable Exceptions (Per 34 C.F.R. 300.204) Requires Prior Approval by KSDE SES Team	\$789		

Save | Save And Continue

Upload File

Uploaded Files

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			

When complete, click the **Save and Continue** button.

Submit to KSDE

Upon arrival to this page, a yellow highlighted message at the top of the page will display whether or not the Maintenance of Effort *Has* been met, or *Has Not* been met.

NOTE: The print links on this screen download ALL Maintenance of Effort pages, combined into one report.

Print | Print Blank

Maintenance of Effort | Maintenance of Effort

Submit MoE to KSDE

Overall Maintenance of Effort HAS been met.

This district is prepared to justify, from the CPA audit and other records, the figures reported in this LEA Application for Federal Funds.

☒ Yes ☐ No

☒ I certify to the best of my knowledge the information provided is accurate and correct

LEA Comments:

Submit to KSDE

Review all entries for errors. Complete this section by clicking the "Yes" radio button for justification of MOE explanations/documentation. Click the checkbox to certify accuracy of information. If necessary, enter comments in the text field. When finished, click the **Submit to KSDE** button.

Once submitted to KSDE, all Maintenance of Effort pages are in view-only mode. If disapproved by KSDE, all MoE pages become editable; the **Submit** page is active for submission to KSDE when ready. * Coops/Interlocals complete this section in the same manner as described for a standalone district.

✦ **NOTE:** After submission, a yellow **Date of Submission** and **Submitting User** status field displays above the print links.

Maintenance of Effort submitted on 12/14/2020 by Steinlage, Shana

Member Districts complete this section in the same manner as described for a standalone district. When finished, click the **Save** button. A pop-up message will appear for you to confirm submission. Click the blue, "OK" button. Next, click the **Submit to Coop/Interlocal** button- linked to the assigned Coop/Interlocal for their review and submission to KSDE.

The screenshot shows the 'Submit MoE to Coop/Interlocal' form. It includes a section for justifying CPA audit figures with 'Yes' and 'No' radio buttons. Below this is a checkbox for certifying the accuracy of the information. There is a text area for 'LEA Comments' with the placeholder 'Any LEA comments go here.'. At the bottom are 'Save' and 'Submit to Coop/Interlocal' buttons. A blue arrow points to the 'Submit to Coop/Interlocal' button. A pop-up window from 'ksdc.dev.leaderservices.com' is overlaid on the right, asking for confirmation to submit to the Coop/Interlocal, with 'OK' and 'Cancel' buttons.

Once submitted to the Coop/Interlocal, all Maintenance of Effort pages are in view-only mode. A **Coop/Interlocal Approval Status Comments** box displays if any text is entered. After submission, a yellow Date of Submission and Submitting User status field is displayed above the print links.

Additionally, a **KSDE Approval** field displays and populates after KSDE approves the overall combined Coop/Interlocal, Member District submission. A **KSDE Comments** box also displays any comments entered in by KSDE for this Member District.

The screenshot shows a section with three rows: 'LEA Comments' with a text area, 'KSDE Approval Status' with 'Approved' and 'Disapproved' radio buttons, and 'KSDE Comments' with a text area.

Coops/Interlocals (as Member Districts) complete this section in the same manner as described for a standalone district. **Coop/Interlocal Comments** (viewable by a Member District) can be entered into the available field. A **Save** button as well as a **Reopen** button resides at the bottom of the screen.

The **Reopen** button 'unsubmits' the Maintenance of Effort, providing a Member District the ability to make any changes in MoE pages; then resubmit when ready.

Excess Cost

This tab contains three data entry screens as well as a **Submit** section.

Excess Cost ▾

State and Local

Federal Funds

Submit to KSDE

> **State and Local**> **Federal Funds**> **Submit to KSDE** (*Member Districts see "Submit to Coop/Interlocal")

✦ **NOTE:** All Excess Cost editable fields are required to have a value (use "0" for no amount).

State and Local

To begin, enter the grades 9-12 LEA expenditures into each of the row fields for the **Secondary Expenditures** column (right). Elementary expenditure values are automatically calculated by the system: **Secondary Expenditure** values are subtracted from values in the **Remaining** column. *Coops/Interlocals input expenditure data specific to a district in the same manner as described for a standalone district.

[Print Excess Cost - State and Local](#)
[Print Blank Excess Cost - State and Local](#)

	Budget Amount	Transfers	Remaining	Secondary Expenditures
General (Code 06, line 175)	\$30,096,936	\$13,422,300	\$16,674,636	
Supplemental General (Code 08, line 175)	\$9,206,952	\$4,031,695	\$5,175,257	
At Risk (4yr Old) (Code 11, line 175)	\$399,742	\$0	\$399,742	
At Risk (Code 13, line 175)	\$6,902,163	\$0	\$6,902,163	
Bilingual (Code 14, line 175 less lines 35, 40)	\$723,034	\$0	\$723,034	
Virtual School (Code 15, line 175)	\$53,550	\$0	\$53,550	
Capital Outlay (Code 16, line 175)	\$11,496,113	\$0	\$11,496,113	
Driver Training (Code 18, line 175)	\$0	\$0	\$0	
Food Service (Code 24, line 175)	\$702,654	\$0	\$702,654	
Prof. Development (Code 26, line 175)	\$71,442	\$0	\$71,442	
Summer School (Code 29, line 175)	\$0	\$0	\$0	
Special Education (Code 30, line 175 less lines 55, 60, 65)	\$5,434,353	\$0	\$5,434,353	
Vocational Education (Code 34, line 175 less lines 115, 125, 130)	\$714,712	\$0	\$714,712	
Gifts and Grants (Code 35, line 175)	\$156,703	\$0	\$156,703	
Spec. Liability Expense (Code 42, line 175)	\$0	\$0	\$0	
KPERS Sp. Retirement (Code 51, line 175)	\$4,266,734	\$0	\$4,266,734	
Contingency Reserve (Code 53, line 175)	\$0	\$0	\$0	
Textbook and Fees (Code 55, line 175)	\$709,181	\$0	\$709,181	
Activity Funds (Code 56, line 175)	\$337,311	\$0	\$337,311	
Bond & Interest #1 (Code 62, line 100)	\$6,728,378	\$0	\$6,728,378	
Bond & Interest #2 (Code 63, line 100)	\$0	\$0	\$0	
No Fund Warrants (Code 66, line 85)	\$0	\$0	\$0	
Special Assessment (Code 67, line 175)	\$0	\$0	\$0	
Totals			\$60,545,963	\$0
All 700s throughout the Budget	\$861,442		\$861,442	

[Save](#)
[Save And Continue](#)

When complete, click the **Save and Continue** button.

Federal Funds

To begin, enter the grades 9-12 LEA expenditures into each of the row fields for the **Secondary Expenditures** column. Locate specific code and line items in LEA district budget actual funding and Form 240 drawdowns.
*Coops/Interlocals input expenditure data specific to a district in the same manner as described for a stand-alone district.

Summary
Contact
Maintenance of Effort
Excess Cost

Print Excess Cost - Federal Funds
 Print Blank Excess Cost - Federal Funds

Excess Cost - Federal Funds		
	Budget Amount	Secondary Expenditures
Federal, Total (Code 07, line 175)	\$1,879,061	
Bilingual, Bilingual Aid (Code 14, line 35,)	\$0	
Bilingual, Other Federal Aid (Code 14, line 40)	\$0	
Food Service, Child Nutrition Programs (Code 24, line 75)	\$1,277,362	
Special Education, Aid Regular (Code 30, line 55)	\$905,114	
Special Education, Medicaid (Code 30, line 60)	\$513,857	
Special Education, Other Reserve Grants in Aid (Code 30, line 65)	\$0	
Vocational, Regular Aid (Code 34, lines 115,)	\$0	
Vocational, Special Project Aid (Code 34, line 125)	\$54,000	
Vocational, Other Federal Aid (Code 34, line 130)	\$0	
Total Federal Funds	\$4,629,394	\$0

	Secondary Expenditures	Amount from Draw
IDEA, Part B as Requested from Form 240		\$905,114
Title I Draws as Requested from Form 240		\$1,266,756
Title III Draws as requested from Form 240		\$94,770

Save
Save And Continue

When complete, click the **Save and Continue** button.

Submit to KSDE

Upon arrival to this page, a yellow highlighted message at the top of the page will display whether or not the Excess Cost *Has* been met, or *Has Not* been met.

✦ **NOTE:** The print links on this screen download ALL Excess Cost pages, combined into one report.

Review all entries for errors. Complete this section by clicking the “Yes” radio button for justification of federal funds. Click the checkbox to certify accuracy of information. If necessary, enter comments in the text field. When finished, click the **Submit to KSDE** button.

Once submitted to KSDE, all Excess Cost pages are in view-only mode. If disapproved by KSDE, all Excess Cost pages become editable; the **Submit** page is active for submission to KSDE when ready. *Coops/Interlocals complete this section in the same manner as described for a standalone district.

✦ **NOTE:** After submission, a yellow **Date of Submission** and **Submitting User** status field displays above the print links (just as in MoE pages).

Member Districts complete this section in the same manner as described for a standalone district. When finished, click the **Submit to Coop/Interlocal** button- linked to the assigned Coop/Interlocal for their review and submission to KSDE.

Once submitted to the Coop/Interlocal, all Excess Cost pages are in view-only mode. A **Coop/Interlocal Approval Status Comments** box displays if any text is entered. After submission, a yellow Date of Submission and Submitting User status field is displayed above the print links.

Additionally, a **KSDE Approval** field displays and populates after KSDE approves the overall combined Coop/Interlocal, Member District submission. A **KSDE Comments** box also displays any comments entered in by KSDE for this Member District.

Coops/Interlocals (as Member Districts) complete this section in the same manner as described for a standalone district. **Coop/Interlocal Comments** (viewable by a Member District) can be entered into the available field. A **Save** button as well as a **Reopen** button resides at the bottom of the screen.

The **Reopen** button ‘unsubmits’ the Excess Cost, providing a Member District the ability to make any changes in Excess Cost pages; then resubmit when ready.

DISTRICT ADMINISTRATORS

User Security

District Administrators can grant access to **State Users** through the **Maintenance > User Security** link in the Task Navigation Menu. To begin, from the Search Options, choose **School Year** and **Data Collection Type**.

Search Options	
School Year	2020 - 2021
Data Collection Types	Maintenance of Effort & Excess Cost
Users	
User Name	Description
D0202_DataEntry, D0202_DataEntry	No Access
D0202_Submit, D0202_Submit	No Access
D0202_View, D0202_View	No Access
Maintain Security	

After choosing the school year and Maintenance of Effort & Excess Cost Data Collection, you will see a listing of users. Click the **Maintain Security** button to edit/manage security settings for users.

User Name	No Access	View Only	Data Entry	Submit
D0202_DataEntry	☐	☐	☒	☐
D0202_Submit	☐	☐	☐	☒
D0202_View	☐	☒	☐	☐
Save Cancel				

A District Administrator has access to all components within the Maintenance of Effort & Excess Cost Data Collection. A District User must be granted access from their Admin., in advance of accessing the application.

Security roles are as follows:

No Access - Cannot view information entered by organizations. *Default security level before permissions are granted.

View Only - Can only view (but not edit) the information, approval status, and KSDE comments.

Approval - Can edit information, approval status, and KSDE comments, but cannot access Maintenance functionality.

When finished assigning user security settings, click the **Save** button to set the data.

REPORTING & PROCESSING

Reports

This area allows access to all Reports available within the KGRS. From the **Task Navigation** menu, click the Reports link to see the list. PDF or Excel export options are available for most records.

MAINTENANCE OF EFFORT & EXCESS COST REPORTS

- [Forms \(Maintenance of Effort\)](#)
- [Forms \(Excess Cost\)](#)
- [State and Local Maintenance of Effort](#)
- [Excess Cost Report](#)

MAINTENANCE OF EFFORT AND EXCESS COST REPORTS

This area allows access to all District level Reports available within the KGRS.

Forms (Maintenance of Effort)

This report displays summary information that is generated from the various “Print” links found on all data entry tabs. Filter by **School Year** and choose a Report from the drop-down list.

Coops/Interlocals have the option to view either Member district data or their own reports, via an additional field: **Report Type**.

Descriptions:

- > **50% Reduction Rule and Allowable Expenditures**
This report displays a quick summary of the three editable columns on the **50% Reduction Rule and Allowable Exceptions** data collection tab for a chosen organization during a school year.
- > **50% Reduction Rule Expenditures**
This report displays any reductions or exemptions to Maintenance of Effort from the data collection tabs for a chosen organization during a school year.
- > **Submit Maintenance of Effort to KSDE**
This report displays the Data Collection submission status to KSDE for the chosen school year.

The following four reports display the same summary information that is generated from the various Print links found on corresponding data entry tabs:

- > **Gifted Expenditures**
- > **Special Education Expenditures**
- > **Special Education Revenue and Adjustments**
- > **State and Local Maintenance of Effort**

Click the **Generate** button to view the report. **NOTE:** Some reports can be printed blank. To do this, choose the corresponding radio button.

Forms (Excess Cost)

This report displays summary information that is generated from the various “Print” links found on all data entry tabs. Filter by **School Year** and choose a **Report** from the drop-down list.

The screenshot shows a 'Filter Options' form with a purple header. It has two main fields: 'School Year' with a dropdown menu set to '2020 - 2021', and 'Report' with a dropdown menu set to 'Excess Cost Capital Outlay'. Below these fields are 'Generate' and 'Cancel' buttons. A blue-bordered dropdown menu is open from the 'Report' field, listing five options: 'Excess Cost Federal Funds', 'Excess cost IDEA Part B and ESEA Title I & III', 'Excess Cost State and Local Funds', 'Submit Excess Cost to KSDE', and 'Excess Cost Report'.

Coops/Interlocals have the option to view either Member district data or their own reports, via an additional field: **Report Type**.

The screenshot shows a 'Report Type' field with two radio buttons. The first is 'Member' and the second is 'Coop/Interlocal', which is selected with a blue dot.

Descriptions:

- > **Excess Cost Capital Outlay**
This report displays two lines from the **Excess Cost - State and Local** data collection page.
- > **Excess Cost State and Local Funds**
This report displays summary information from the **Excess Cost - State and Local** data collection page.
- > **Excess Cost Federal Funds**
This report displays summary information from the **Excess Cost - Federal Funds** data collection page.
- > **Submit Excess Cost to KSDE**
This report displays the Data Collection submission status to KSDE for the chosen school year.
- > **Excess Cost Part B and ESEA Title I & III**
This report displays three lines from the **Excess Cost - Federal Funds** data collection page.
- > **Excess Cost Report**
This report is used to determine if the Excess Cost HAS or HAS NOT been met.

Click the **Generate** button to view the report. **NOTE:** Some reports can be printed blank. To do this, choose the corresponding radio button.

State and Local Maintenance of Effort

This report displays the same summary information generated from a Print link on the State and Local data entry tab page. Filter by **School Year** and click the **Generate** button to view the report.

The screenshot shows a 'Filter Options' form with a purple header. It has a 'School Year' dropdown menu set to '2020 - 2021' and 'Generate' and 'Cancel' buttons at the bottom.

Excess Cost Report

This report is used to determine if the Excess Cost HAS or HAS NOT been met. This contains same information found in the previous report (from the Forms drop-down list). From this link, you can return results more conveniently. Filter by **School Year** and click the **Generate** button to view the report.

GETTING HELP

Support

Software support associated with KGRS system navigation, data entry, and editing is provided by the Leader Services Help Desk staff (M - F | 7 am - 5 pm). The Help Desk can be reached via email or toll-free phone number.

email: helpdesk@leaderservices.com

phone: 877-456-8777

General help topics related to workflows and processes is provided by the KSDE Help Desk. **email:** helpdesk@ksde.gov

phone: 785-296-7935

front desk: 785-296-3201

fax: 785-296-7933

◆ **NOTE:** Information about the Leader/KSDE help desk, additional KGRS system resources and other links can be accessed by clicking the Help link in **Task Navigation**.

KANSAS GRANTS REPORTING SYSTEM (KGRS)

User: D0115, View District: D0115 Building: 0278 Access Level: District User

HELP DESK - ASSISTANCE WITH THE KGRS SYSTEM (NAVIGATING, DATA ENTRY, EDITING, ETC).
 PHONE TOLL-FREE: (877) 456-8777
 HOURS (EXCLUDING HOLIDAYS):
 MONDAY-FRIDAY, 7 A.M. - 5 P.M.

GENERAL HELP (KSDE):
 HELP DESK: (785) 296-7935
 FRONT DESK: (785) 296-3201
 FAX: (785) 296-7933
HELPDESK@KSDE.ORG

Security Access

Data Collection Type	Access Level
Maintenance of Effort & Excess Cost	No Access
Outcomes	No Access
Private School Participation	View Only

If you need your Security Access changed for one or more of the following modules, please contact your District Administrator:

Name	Email
Shana Steinlage	shicko@gmail.com

SYSTEM REQUIREMENTS:
 THE KGMS APPLICATION SHOULD WORK WITH THE LATEST VERSIONS OF ALL MODERN BROWSERS. HOWEVER, FOR BEST RESULTS, KSDE RECOMMENDS USE OF THE FOLLOWING:

- Microsoft Edge version 18 or newer
- Apple Safari version 12.1 or newer
- Google Chrome version 76 or newer
- Mozilla Firefox version 68 or newer

MICROSOFT INTERNET EXPLORER USERS:

- Microsoft has ended support for IE, and is encouraging users to discontinue its use.
- While Internet Explorer may work with the KGMS application, it should not be used.

HELP LINKS

Private School Participation

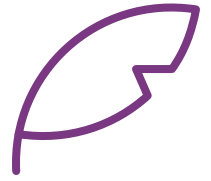
HELP FILES

Private School Participation

- Users Guide

◆ **NOTE:** District **users** (excluding district administrators) will be able to see their security access level for all of the grant types on the top right-hand side of the Help page.

KGRS



Notes:





3.19.21_KGRS-MoE-LEAu