TIP- Targeted Improvement Plan Application Entry

June 2025

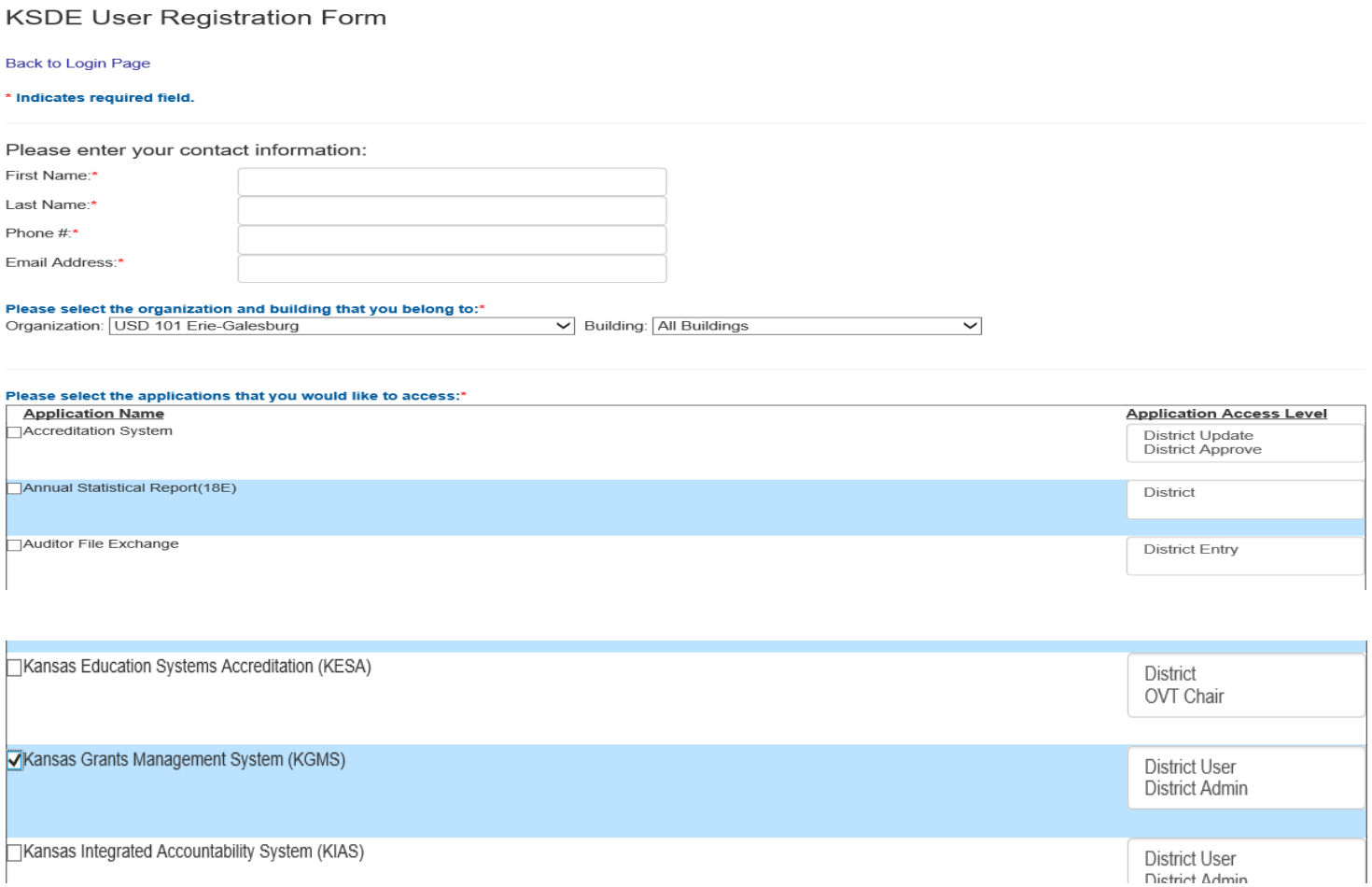
KANSAS STATE DEPARTMENT OF EDUCATION

www.ksde.gov | #KansansCan

Kansas leads the world in the success of each student.

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.gov/authentication/login.aspx Complete requested information, then scroll through the list of available programs and select Kansas Grant 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:*

Last Name:*

Phone #:*

Email Address:*

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

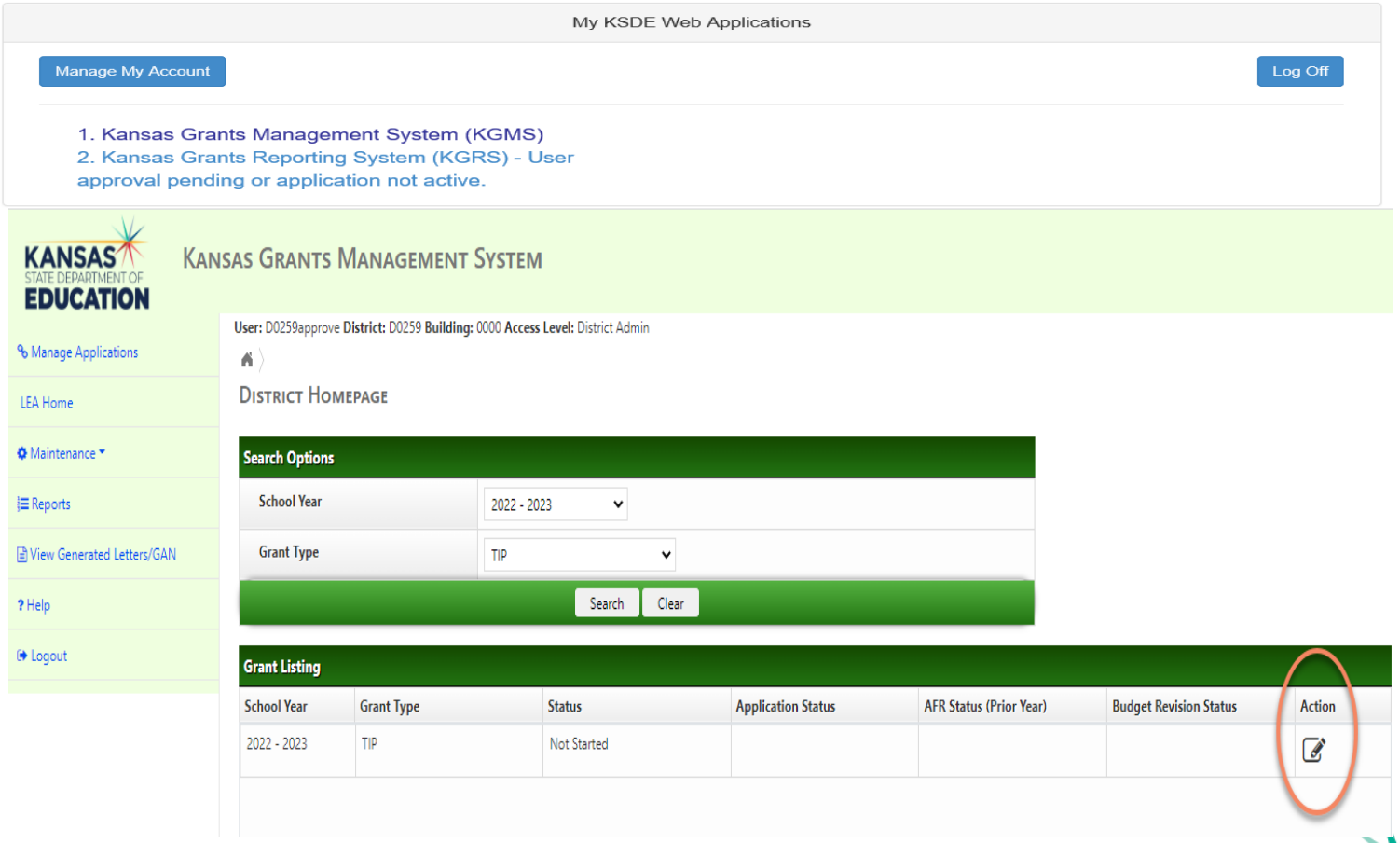
Organization: USD 101 Erie-Galesburg Building: All Buildings

Please select the applications that you would like to access:*

Application Name	Application Access Level
☐ Accreditation System	District Update District Approve
☐ Annual Statistical Report(18E)	District
☐ Auditor File Exchange	District Entry
☐ Kansas Education Systems Accreditation (KESA)	District OVT Chair
☑ Kansas Grants Management System (KGMS)	District User District Admin
☐ Kansas Integrated Accountability System (KIAS)	District User District Admin

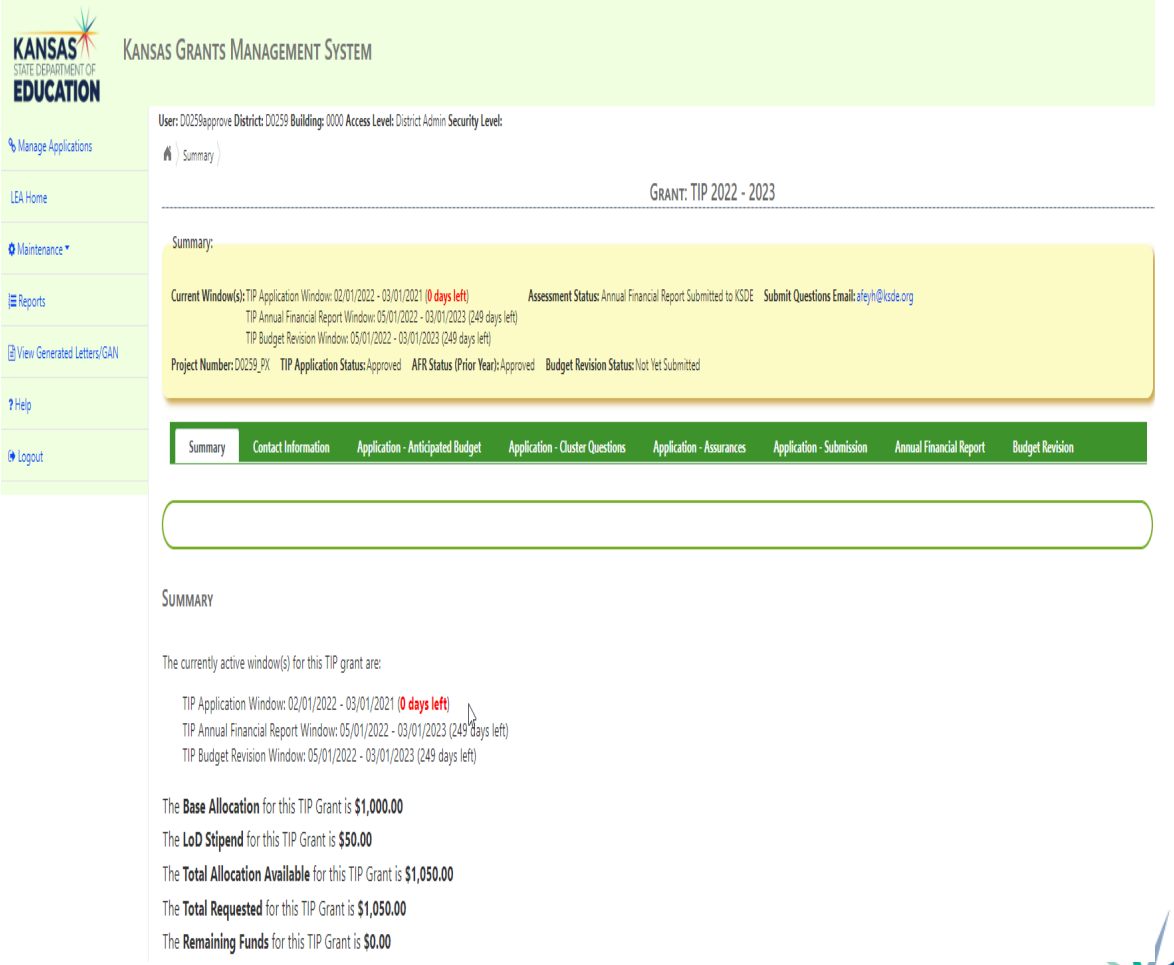
Welcome to the (TIP)- Targeted Improvement Plan Application

- 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 grated.
- Once approved you may enter the TIP Application.
- Select the School Year and Grant type, then click search and Action.



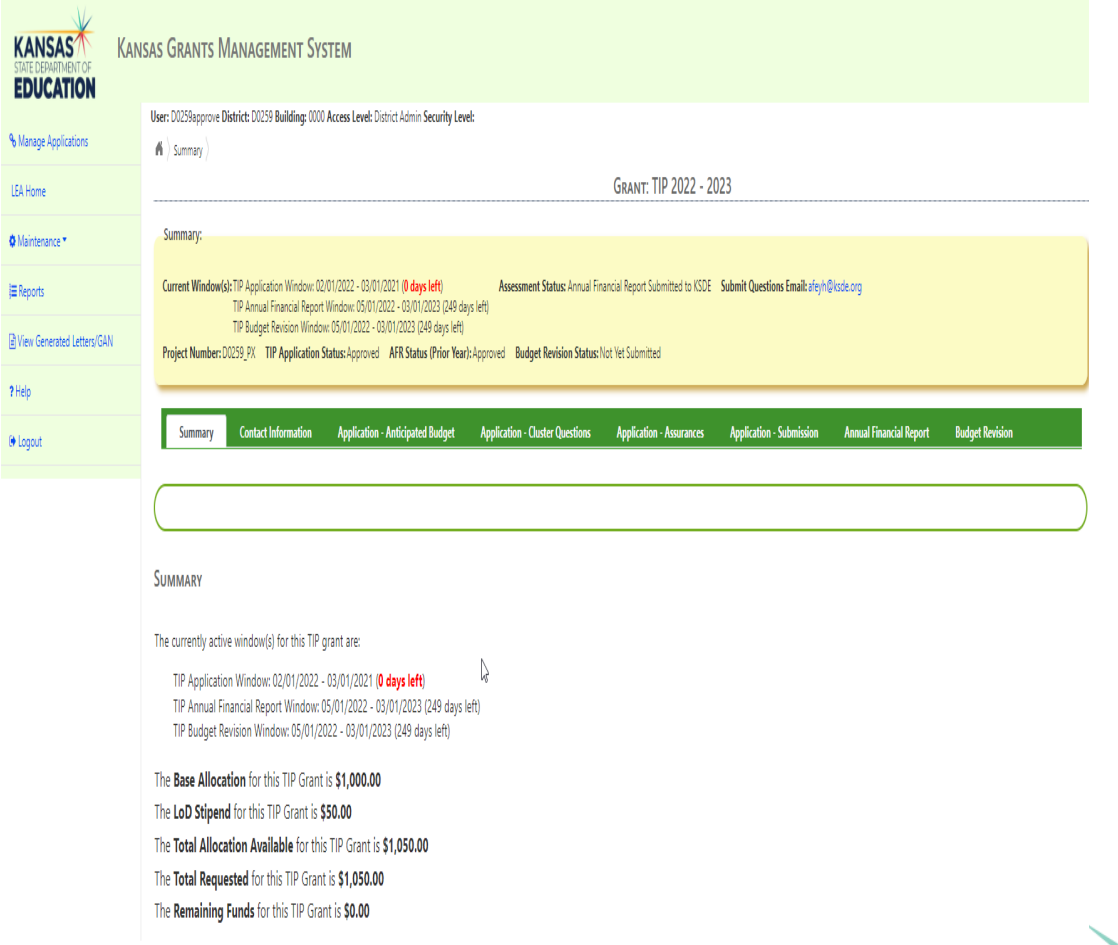
TIP Summary Page

- The Summary page displays:
  - Due dates for TIP related documents
  - Provides a quick reference to the base allocation, LOD stipend, and total allocation available.



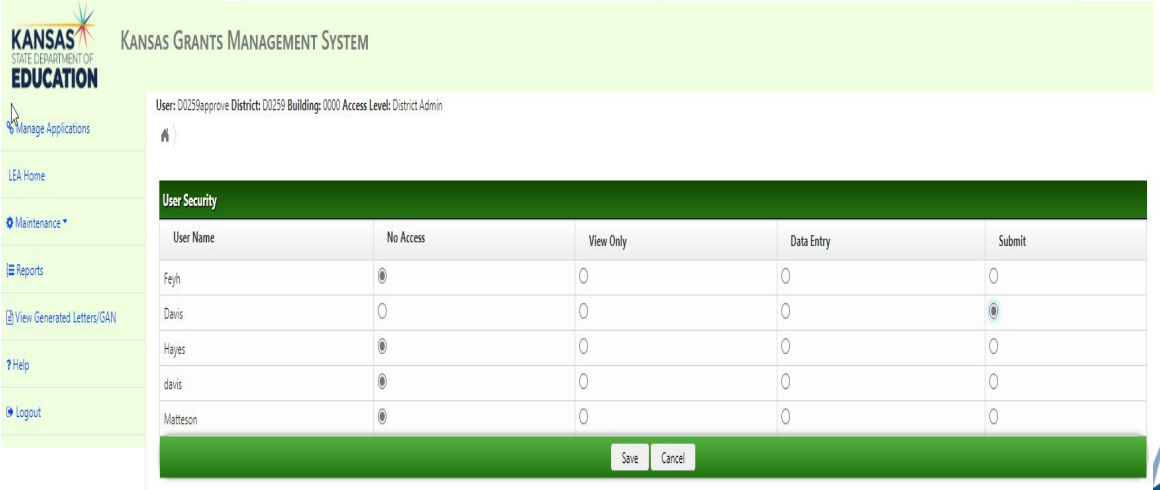
Use Menu to Navigate

- These are located in the top left corner of the screen and will assist the user in navigating throughout the application.
- "Manage Applications"- allows the district admin user to set the User Security for other users logging into the application.
- "Reports"- displays a list of Reports accessible to the user for both current and previous years submissions
- "View Generated Letters/Gans"- allows the district easy access to both current and previous years Award Letters and Grant Award Notifications
- "?Help"- displays a list of phone numbers and hours of operation for assistance, in addition to a list of links to other resources available for assistance.



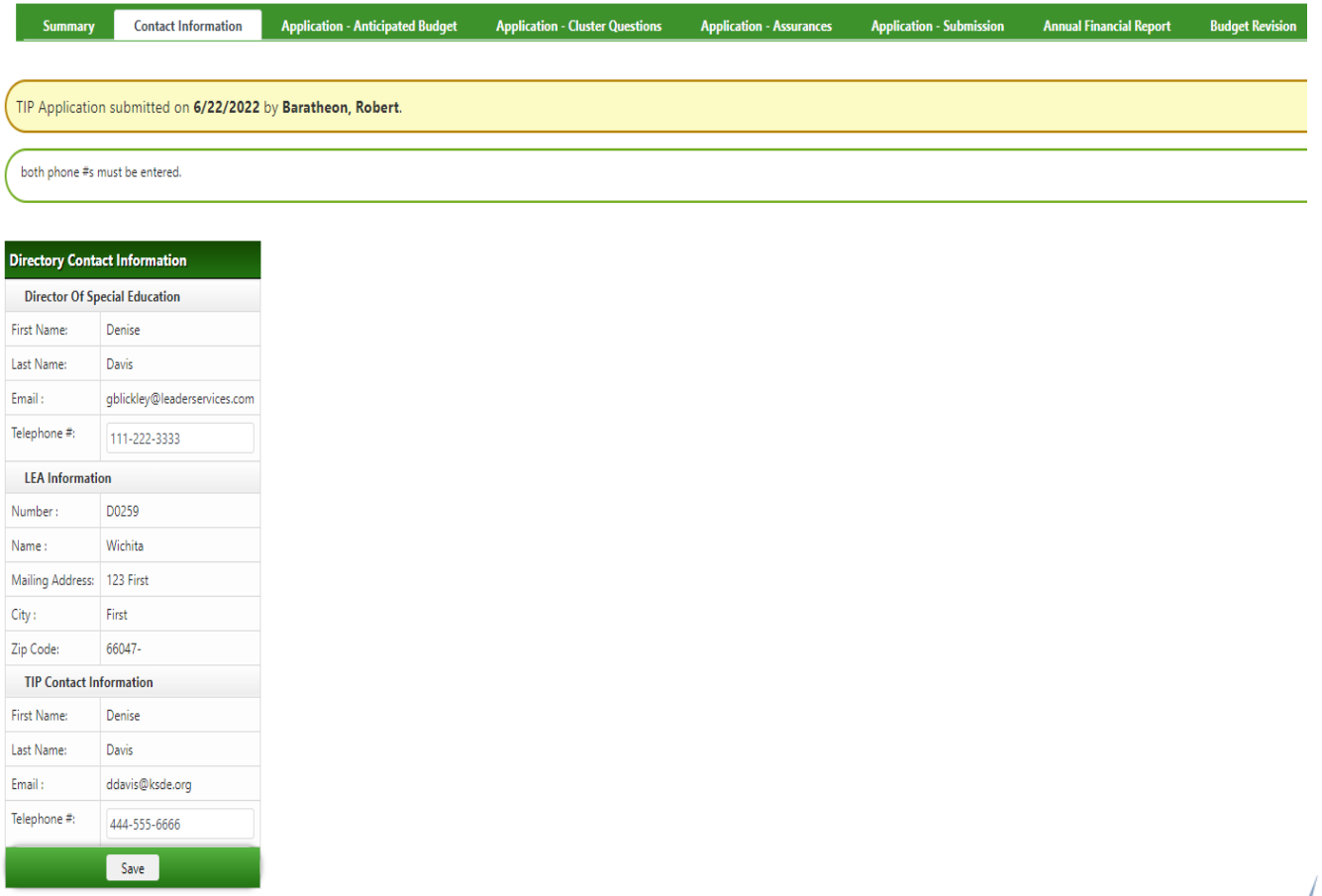
Grant Access Levels

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



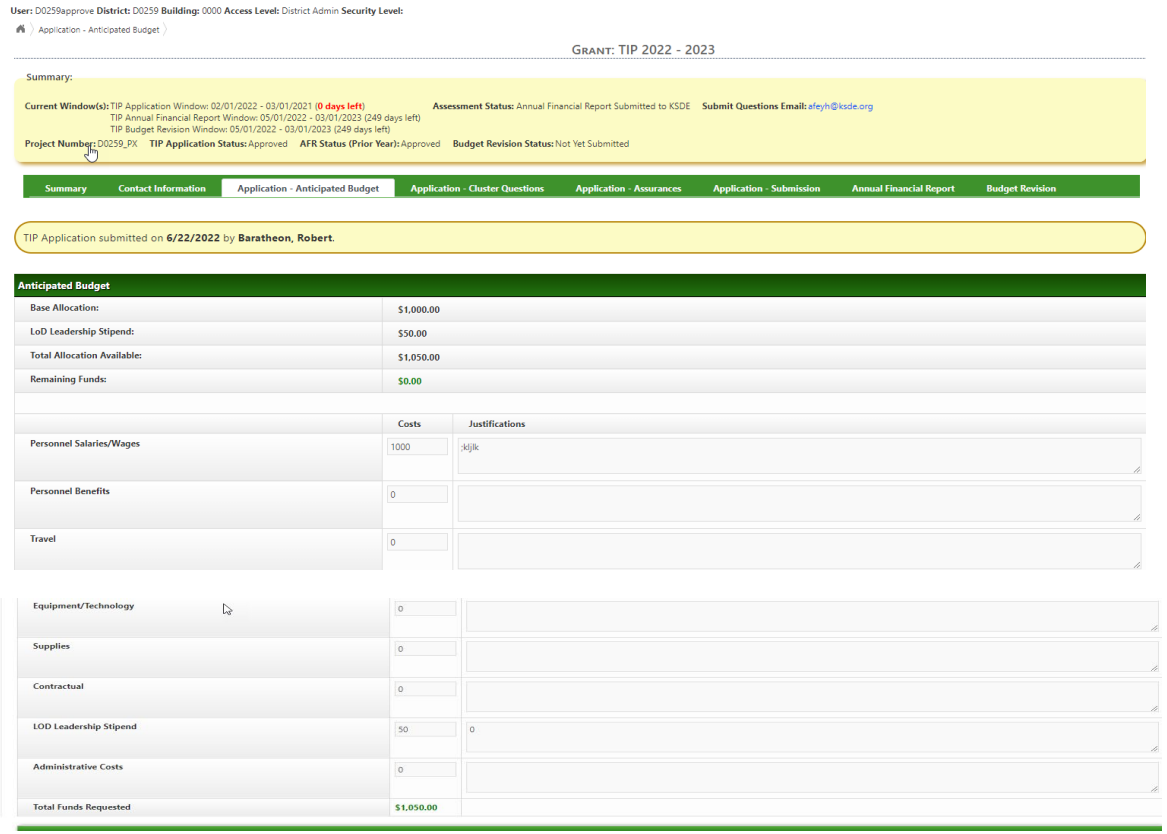
Contact Information & Phone Entry

- 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.



Application – Anticipated Budget

- Only include figures for the IDEA Title VIB funding in the application.
- Budget justification describes how expenditures are related to the applicants 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.



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

Application - Anticipated Budget

GRANT: TIP 2022 - 2023

Summary:

Current Window(s): TIP Application Window: 02/01/2022 - 03/01/2021 (**0 days left**)
TIP Annual Financial Report Window: 05/01/2022 - 03/01/2023 (249 days left)
TIP Budget Revision Window: 05/01/2022 - 03/01/2023 (249 days left)

Assessment Status: Annual Financial Report Submitted to KSDE **Submit Questions Email:** afeyh@ksde.org

Project Number: D0259_PX **TIP Application Status:** Approved **AFR Status (Prior Year):** Approved **Budget Revision Status:** Not Yet Submitted

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

TIP Application submitted on **6/22/2022** by **Baratheon, Robert**.

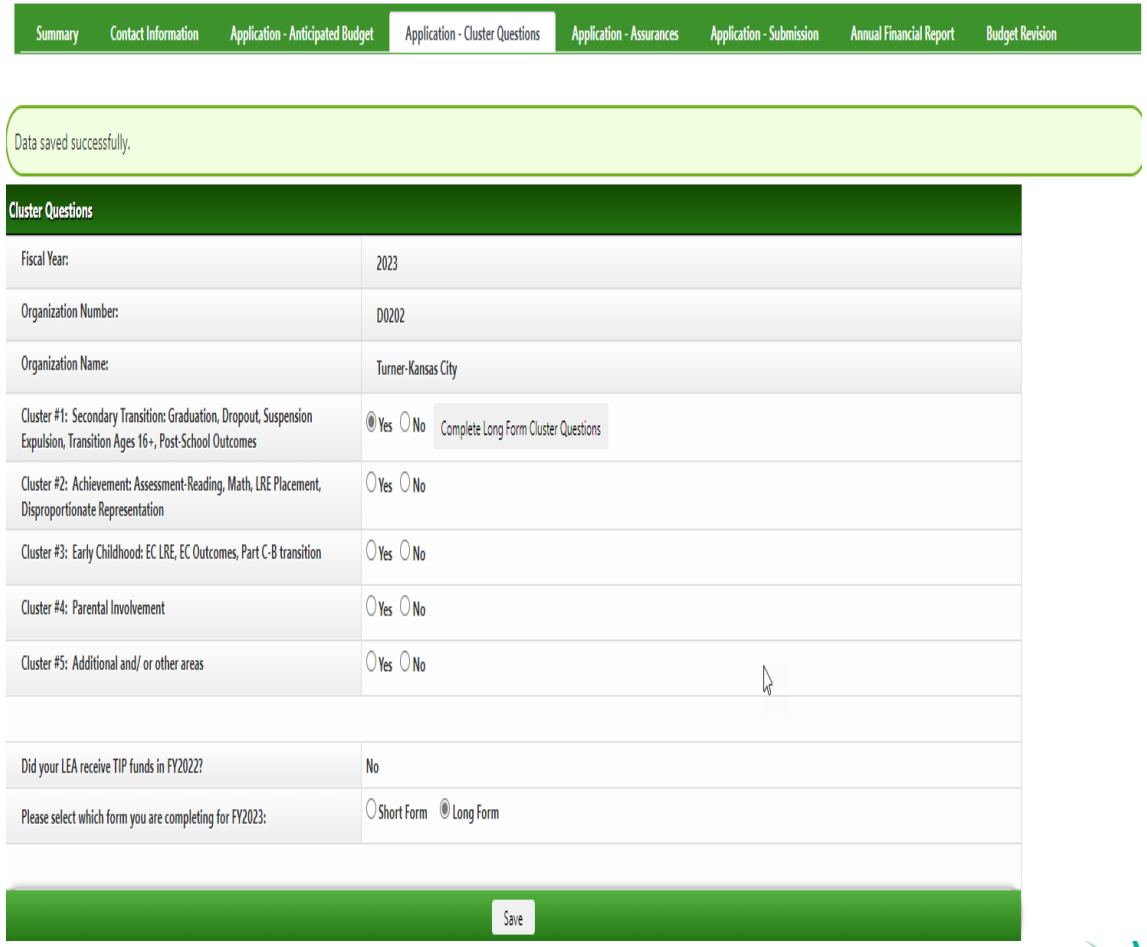
Anticipated Budget

Base Allocation:	$1,000.00
LoD Leadership Stipend:	$50.00
Total Allocation Available:	$1,050.00
Remaining Funds:	$0.00

	Costs	Justifications
Personnel Salaries/Wages	1000	;kljlk
Personnel Benefits	0	
Travel	0	
Equipment/Technology	0	
Supplies	0	
Contractual	0	
LOD Leadership Stipend	50	0
Administrative Costs	0	
Total Funds Requested	$1,050.00	

Cluster Questions

- Aligned with IDEA SPP District Level Indicators. Select most relevant
- Each cluster must be checked Yes or No. At least one cluster <u>must</u> be answered Yes.
- Everyone completes same form. No option for short or long.



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.

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, Parts 75-99 EDGAR, 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 CCR.

In addition, the LEA assures that it is not identified as ineligible by the Excluded Parties List System at https://www.sam.gov/portal/public/SAM/. 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 200.338, 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 180 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 (EDGAR), 34 CFR 76.401, as amended which are included in this application package. They are also available at: http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.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. 72-6215), 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 III, Part 300 Individuals with Disabilities Education Act, Kansas Statutes Annotated Chapter 72, Article 9, 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 certify 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. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

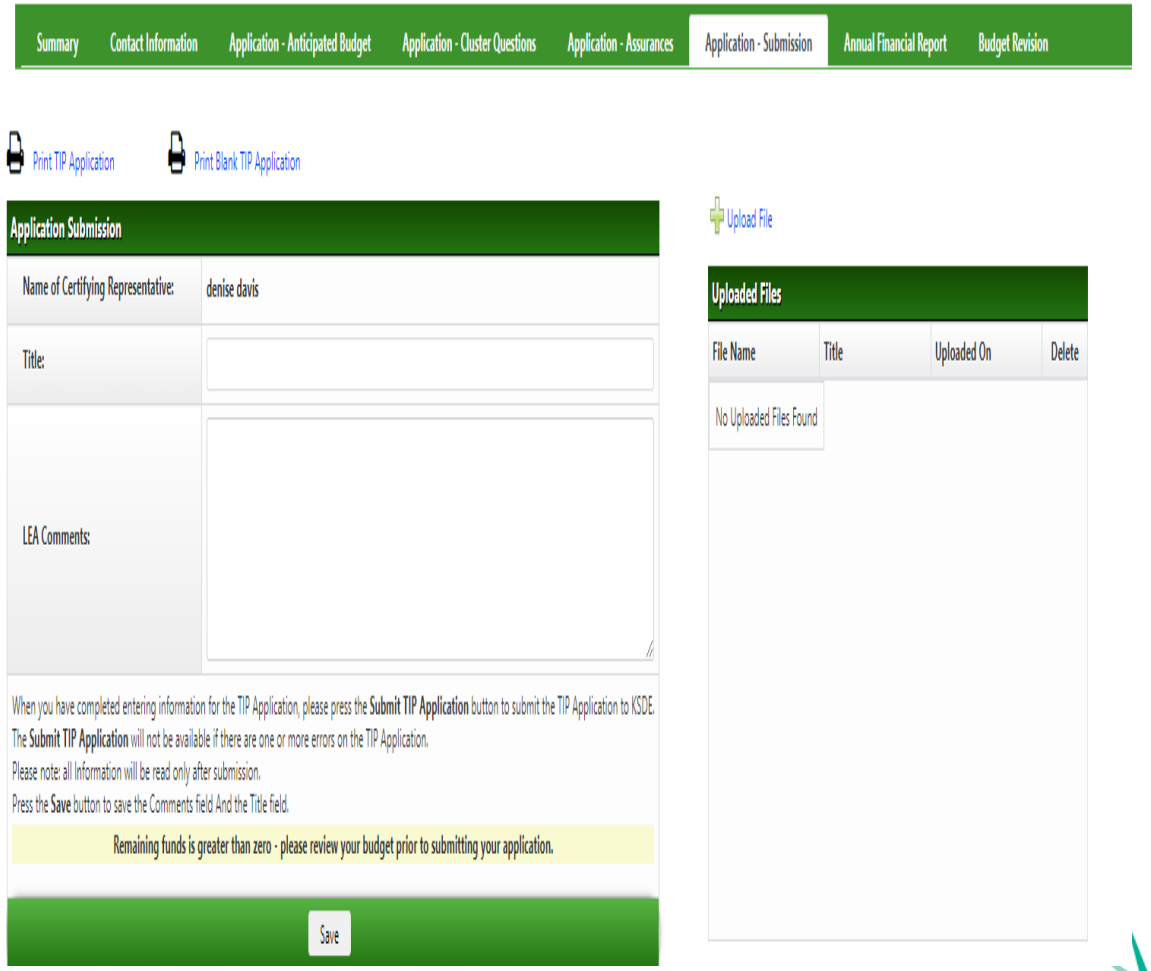
FURTHER CERTIFY that I have the legal authority to apply for and receive funds under this program, and that I have been authorized by the participating public educational agencies to do so on their behalf.

Title:		☐ **I certify that all the information in this application is accurate and true.**
Name:		

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.

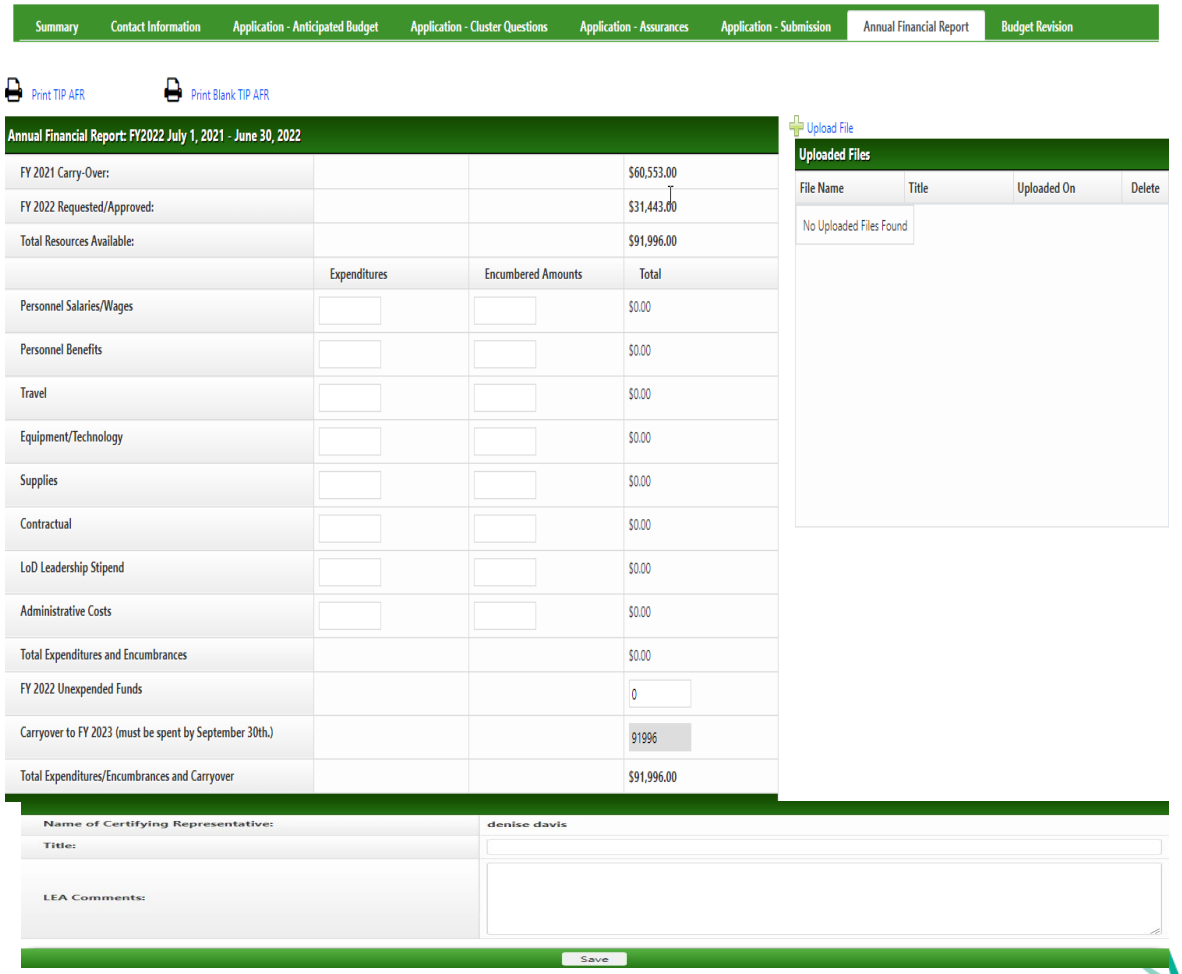


How to Upload Optional Files

- 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.

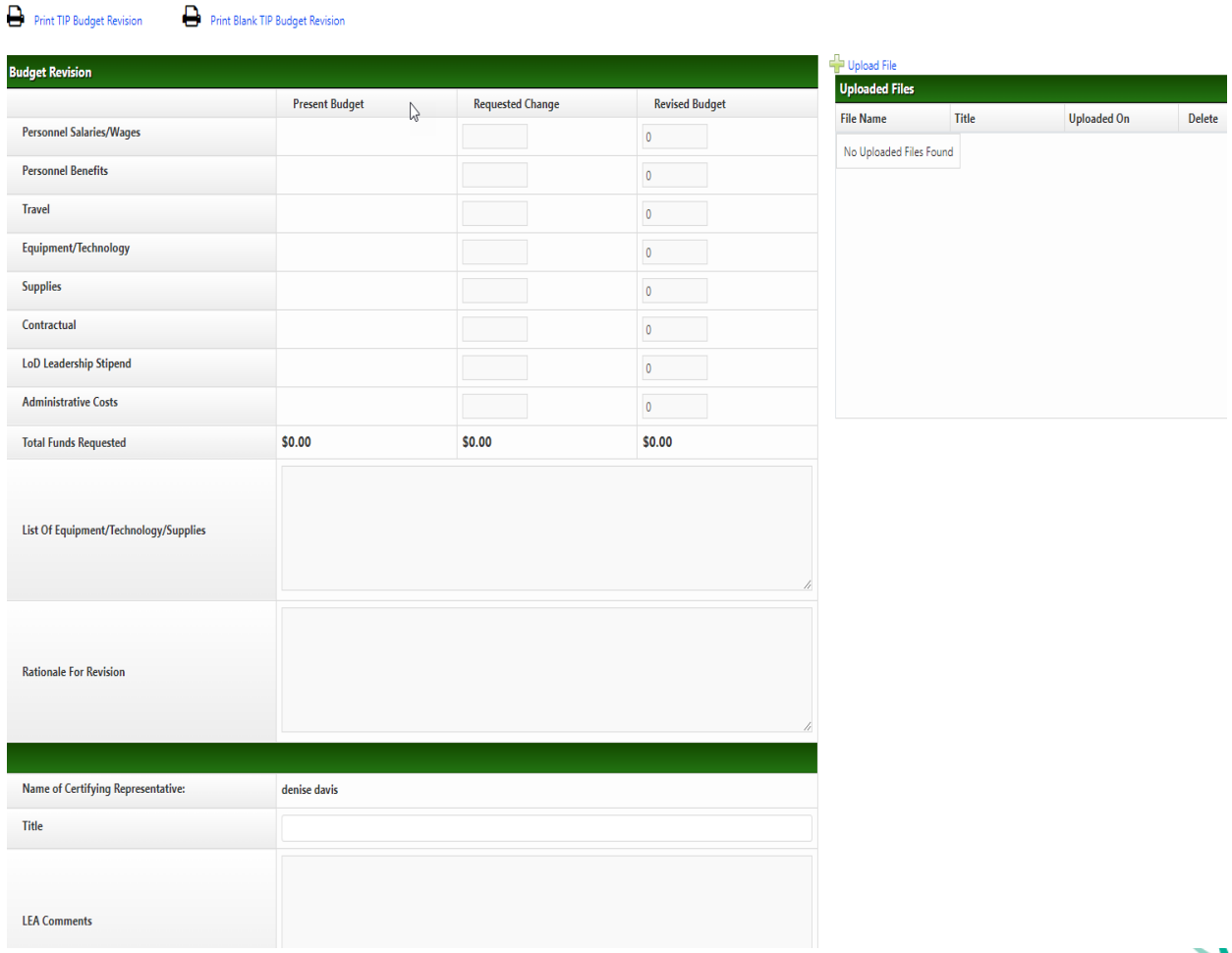
FR - Submission

- 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 <u>not expended , not drawn down, not encumbered and /not obligated</u> 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.



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.



Contact information for TIP – Targeted Improvement Plan:

Application help/status: Sarah Reed, Public Service Administrator at TIPHelp@ksde.gov or at 785-296-1222

Leve of Determination Rewards and Sanction Questions go to:

Melissa Valenza at Melissa.Valenza@ksde.gov

Program questions : Kerry Haag, Assistant Director Kerry.Haag@ksde.gov

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 7 AM -5 PM (CST)

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.