

### **Tips & Tricks**





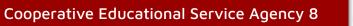
### Introductions





### **Lisa Hoffman CESA 8** Finance Manager / Fiscal Assistant

Bryan Kadlec CESA 8 Business Manager





## **Discussion Topics**

### **WISEgrants 101 Topics**

- WISEgrants Overview
- Entering / Updating Grant Budgets
- Entering Claims for Expenses

### **WISEgrants 201 Topics**

- Handling Budget Changes
- WISEgrants Best Practices

### **WISEgrants 301 Topics**

- Monitoring Maintenance of Effort
- Special Education License Report
- Technical Documentation



1	min Menu 🔫	Programs 👻	Authorizations -	Reports 👻	Message Board	Technical Assista	nce Q		Trevor-Wilmot Consolidated Sch Dist -
						WISEgrar	nts Administ	rator Landing Page	
		Me	ssages						Y
								aim that you think is a bug or otherwise in <u>sients</u> and <u>DPI staff</u> , and contain a hyperli	ncorrect, or you have a technical support question, nk to the form.
		Tre	vor-Wilmot Consoli	dated School	District - Grant Su	ummary			v
		G	rant	Alle	ocation Amount	Public Carr	yover Amount	Private Carryover Amount	Fund Management Selection
		IC	EA - Flow-through		\$106,366.00		\$0.00	N/A	Manage Own
		IC	EA - Preschool		\$3,642.00		\$0.00	N/A	Manage Own
		Ti	tle I-A		\$57,562.00		\$0.00	N/A	Manage Own
		Ті	tle II-A		\$10,613.00		\$0.00	N/A	Manage Own
		Ті	tle III-A		\$960.00		\$0.00	N/A	Consortium - Cooperative Ed Serv Agcy 02



**Trevor-Wilmot Consolidated School District - Application Status** 

Application		Budget Last Status	Budget Status Date	Budget Revisions	Claim Last Status	Claim Status Date	Claimed to Date
Title I-A	Public	Approved	10/26/2023	No revisions made	Partial - Approved	11/16/2023	\$11,521.46
	Private						\$0.00
Title II-A	Public	Approved	08/16/2023	No revisions made			\$0.00
	Private						\$0.00
Title IV-A	Public	Approved	10/28/2023	No revisions made			\$0.00
	Private						\$0.00
IDEA - Flow-t	hrough	Unlocked	08/03/2023	No revisions made			\$0.00
IDEA - Presch	nool	Unlocked	11/07/2023	No revisions made			\$0.00



Contacts

DPI Contacts			Ŧ
Type of Reviewer	Name	E-mail	Phone
Primary - Application/Budget	Meeshay Morris	meeshay.morris@dpi.wi.gov	(608) 264-9324
Primary - Claims	Ryan Egan	Ryan.Egan@dpi.wi.gov	(608) 266-1723

Instructions	for Adding	<b>LEA Contacts</b>
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Please use the drop-down menus below to indicate the Title I Coordinator (under Grant Coordinator) and primary Title I-A fiscal contact for your LEA.

The drop-down choices include all individuals who have edit or view access to this grant. If a name is not listed, but should be, go to the Admin Menu > Maintain User > Edit Access to update the individual's grant access. After saving the contacts below, please double check the grid that will appear to verify the e-mail and phone numbers of the individuals are current. The e-mail and phone number are tied to the user's WAMs ID, which can be updated through the Web Access Management System.

EA Contacts			
Grant Coordinator:	Donich, Tracy	•	
al Contact:	Themanson, Kim	•	
			Cance



ome 🔻	Admin Menu 🔻	Programs 🔻	Application 🔻	Reports 🔻	Message Board (3)	Technical Assistance	Q
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#### Open Messages on the Message Board

Instructions				Y
The message board is intended for centralized WISEgrants notifications are provided in this g		g an agency's gra	. When a message is posted, notification will be sent to the	appropriate DPI grant reviewer and agency staff that have their notifications activated for the particular grant. Further information on who receives
The top panel will display current fiscal year me Messages" panel (messages from prior years r				ou initialed a message and the required action has been completed, please click the "Change Status" button to archive the message to the "Resolved
PLEASE NOTE - If you are:				
<ul> <li>experiencing what appears to be a soft</li> <li>in need of software technical support or</li> <li>requesting a WUFAR combination</li> </ul>				
Do not use the WISEgrants Message Board. P	lease submit a WISEgrants help ticket instea	d for a <mark>time</mark> ly res	se. WISEgrants Product Support does not receive WISEgra	ants Message Board notifications.
Message Filter List:	Add new Message	Clear Filter	X Export to Excel	

Drag a column header and drop it here to group by that column

Grant	Sub-Budget	Торіс	Subject	Fiscal Year	Message Type	Message Status	Updated : Date	Posted By	Number of Responses	Edit Original Post	Edit Status
IDEA - Preschool	Preschool	Claim	2022-23 IDEA Preschool Final Claim Needed	2022-2023	Action Required	Open	10/24/2023	Glenn Aumann	0	Edit	
Evidence-Based After School Grant (ARPA)	General Education	Budget	Budget Revisions	2022-2023	Action Required	Open	08/10/2023	Lisa Hoffman	3	Edit	
		ESEA LEA Plan	LEA Plan Narrative	2019-2020	Action Required	Open	08/09/2023	Wendy Savaske	4		

#### Cooperative Educational Service Agency 8



Gresham Sch Dist - 582415 2023-2024 🔻

						View All Sections				
			Submission Pers	onnel Purchased	l Services Non-Capital	Objects Capital Objects I	eases and Insurance Other C	Dbjects Indirect View All Sections		
			)[]	(	Denner	Budget Items Modified	Budget Items Added			
Filter List:		Clear Filter	Expand All	Collapse All	Export to Excel	Since Last Revision	Since Last Revision			
† Budget Section	x									
Sub-Budget	Budget Section	Program	n Type	Institution	Position Labe	el 🚺 Area Label		Function Number	Object Number	Amount :
A Budget Section:	Non-Capital Objects									
Public	Non-Capital Objects	Schoolv	vide					219000	411	\$928.47
										Total \$928.47
	Personnel									
Budget Section:			vide		Teacher	Reading Su	port / Interventions	122000	200	\$37,219.86
Budget Section: Public	Personnel	Schoolv								
		Schoolv Schoolv	vide		Teacher	Reading Su	port / Interventions	122000	200	\$26,159.85



Home 👻	Admin Menu 🔫	Programs 🔻	Application 👻	Reports 👻	Message Board (3)	Technical Assistance	Q.								Gresham Sch Dist - 582415	2023-2024
								Title	I-A Bu	udget - Public						
									Pers	sonnel						SIDEBAR
					Subm Search for Budget Co nstructions:		chased Services Non-Caj	oital Ob	bjects Ci	apital Objects Leases	and Insurance Other	Objects In	direct View All Section	s V		
					2. The search too 3. Select the desi	red WUFAR combination combination you are looki	/UFAR combinations contail from the list. ng for is not listed, try using				will not search by Pro	gram Type).				
				P	Personnel											
					Program Type: Position:	Schoolwide Teacher	• •	- 0	0	Area	Reading Support / In	nterventions		o		
					Position Activity:	Standard (Default)		• •	0							
					Function: School:	122000 - English Langu Gresham Hi		•	• 0	Object	100 - Salary / 200 -	Employee B	enefits 🔻 🔾			
						\$23,970.33				Benefits	\$13,249.53					
					General Ledger Account: FTE:	0.40	0			ELO Entity #	682268 Osborn		0.	Jenna		
				1	Objection C		ig support and intervention i									
					Objective.	LEAs will make progress	s on closing the achievemer	it gap fo	for all sub	groups in English langua	ge arts and math so al	Save	Save and Repea	t Combo		

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Objective: Select an Objective..

Home 🔻 Admin Menu 👻 Programs 👻 Application 👻 Reports 👻 Message Board (3) Technical A	Assistance Q		Gresham Sch Dist - 582415 2023-2024 ▼
	Title I-A Budget - Public		
	Purchased Services		SIDERAR
Submission Perso	sonnel Purchased Services Non-Capital Objects Capital Objects Leases and	Insurance Other Objects Indirect View All Sections	
Search for Budget Combinations		Ÿ	
3. Select the desired WUFAR co 4. If the WUFAR combination you	a list of all WUFAR combinations containing the specified term(s).	l not search by Program Type).	
Search for Budget Combinations Purchased Services	×	v	
Program Type: SchoolWide Type of Purchase: Payment to C	Durshaas Datait	Staffina 🗸 C	
Position: Reading Spec	ecialist 🔹 🔾 Area: N	No Description Beyond Position	
School: Gresham El		186 - Payment to CESA 🔹 🗘	
Amount: 50 00	General Ledger Account		
Vendor: Detailed Description:		0	



- C

Cancel Save Save and Repeat Combo



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Gresham Sch Dist - 582415 2023-2024 🔻

Title I-A Budget - Public

Submission

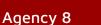
Submission Personnel Purchased Services Non-Capital Objects Capital Objects Leases and Insurance Other Objects Indirect View All Sections

Messages:

If using the Wisconsin Uniform Financial Accounting Requirements (WUFAR), a subrecipient's ledger should appropriately reflect the approved budget (and local WUFAR crosswalk, if applicable). The "Search for Budget Combinations" panel displayed at the top of each budget section will assist you in finding the correct WUFAR account string. If you need further assistance, please submit a Help Ticket. Please review the user guide for how best to fill out the form.

**Budget Submission** 

The Title I-A (Public, Private) budget has no pending changes.



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### **WISEgrants 101 - Claims**

Instructions Upload Title LA Public - Claim Title LA Public - Claim Report Period Ending Date: 010010001 Period Endin@Final Claim Pitter: Clear Fitter Sort by Function Sort by Obje
Title I-A Public - Claim         Report Period Ending Date:         0!Partial Claim         Filter:       Clear Filter         Sort by Obje
Report Period Ending Date: 01/01/0001
Partial Claim     Filter:     Clear Filter     Sort by Function     Sort by Obje
Account Object Name Function Name Approved Budget Amount Total Amount Claimed to Date Enter Obligations Requested this Claim Amount Remaining Cumulative Claimed to Date
10-100-122000-141 Salaries English Language \$40,841.73 \$9,092.10 \$0.00 \$0.00 \$0.00 \$31,749.63 \$9,092
10-200-122000-141 Employee Benefits English Language \$22,537.98 \$5,782.74 \$0.00 \$0.00 \$16,755.24
10-411-219000-141         General Supplies         Other Pupil Services         \$928.47         \$0.00         \$0.00         \$0.00         \$928.47         \$0
Subtotal         \$64,308.18         \$14,874.84         \$0.00         \$0.00         \$49,433.34         \$14,874
Indirect         \$0.00



### **WISEgrants 101 - Claims**



Wisconsin Department of Public Instruction PROGRAM FISCAL REPORT PI-1086 (Rev. 07-15)

District / Agency No.	District / Agency Legal Name	strict / Agency Legal Name				
582415	Gresham School District	Bresham School District				
Grant Number	Program			Project Beginning Date	Project Ending Date	
2024-582415-DPI-TI- A-141	ESEA-Title I-A Public		07/01/2023	06/30/2024		
Name of Person Preparing this Report		Phone Area/No.	Email Address	Email Address		
		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 penalities for fraud, false statements, false claims, or otherwise. (U.S. Code, Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)

Name of District / Agency Administrator or Designee		Title of District / Agency Adminis					Signature of District / Agency Administrator or Designee		
				SUMMARY					
Account Code Fund-ObjFuncProj.		Account Name	Approved Budget 10/13/2023			Obligations	Total	to Date	Unencumbered Balance
10-100-122000-141	Salaries - English Lan	40,841.73				.00	9,092.10	31,749.63	
10-200-122000-141	Employee Benefits - English Language				(	.00	5,782.74	16,755.24	
10-411-219000-141	General Supplies - Other Pupil Services				928.47	(	.00	0.00	928.47
Indirect Costs (Effective Rate: 0.00%)				0.00	(	.00	0.00	0.00	
	(Exact effective rate us	sed for calculation:			1.8.1				a
	0)	the back of a state of the back of the					<u></u>		2
			TOTALS	\$ 6	4,308.18	\$ 0	00 \$	14,874.84	\$ 49,433.34
Total Funds Received to Date	Cash Summary Total Disbursements to Date	Cash on Hand at End of Period		Funds If Applicable ntation on file at District	Report Ty	pe Check all that app	y Amount F	Requested This	
\$ 14,874.84	The second	\$ (0.00)	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		Partia	Claim Revised Fir	s s	0.00	)
DPI Use Only							10		1. A.
		Invoice Date	Pay Date		Amount Approved				



### **WISEgrants 201 - Budget Changes**

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Gresham Sch Dist - 582415 2023-2024 -

#### **Plan Reservations**

nstructions		
teservations		
	Public Reservation	Private Reservation
Proportional Share of Title I, Part A funds	\$64,808.18	\$0.00
Family Engagement	\$0.00	\$0.00
Administration	\$0.00	\$0.00
Centralized Services	\$0.00	
Professional Development	\$0.00	
Homeless LEA identified 7 students as experiencing homelessness in 2021-2022. 3 students have currently been identified as experiencing homelessness in 2022-2023	\$500.00	
Migrant	\$0.00	
Neglected	\$0.00	
Delinquent	\$0.00	
Preschool	\$0.00	
Out-of-Home Care (Example: Foster Care)	\$0.00	
Estimated Indirect Costs Indirect Estimate Calculator	\$0.00	\$0.00
Total Reservations	\$500.00	\$0.00
Total for Instruction	\$64,308.18	\$0.00

#### **Cooperative Educational Service Agency 8**



## **WISEgrants 201 - Best Practices**

### **Quarterly Claims**

- Why: Cash Flow, Create Habits, Offload Year-end
- Run / Name Skyward Report by Quarter
- Run / Name PI-1086 Report by Quarter

### **Fourth Quarter Claims**

- Run in Early June / Receipt by June 30
- Receipt after June 30 / Accrue Revenue / Using PI-1086

### **Supporting Documentation**

- Skyward Grant Reconciliation Report; Matching PI-1086
- Spreadsheet of Allocations



Admin M	Aenu 🔻 F	Programs 👻	Application 👻	Reports 🔫	Message Board (1)	Techni	ical Assistance	٩				Shawano	Sch Dist	- 585264		•	2
aintenar	nce of E	ffort Sum	imary														
Instructi	ions																
			schedule an appo ity (Budget to A		tual or by phone) with	n Rachel		cuss IDEA Main (Actual to Actu		please visit the	DPI Speci	al Education ID	EA Fisca	l Bookings sit	9.		
Fiscal Yea	ar		ity Status		gibility Report	:	Compliance	• • • • • • • • • • • • • • • • • • • •	Complian	ce Report	:	Submitted	:	Approved			:
2023-2024	4	Met		Eliç	jibility Report		Results Not Ye	t Available	Complianc	e Report			\$0.00		Enter Exceptions for 20	23-202	24
2022-2023	3	Met		Eliç	jibility Report		Met - Final Re	sults	Complianc	e Report		\$52	4,949.78		\$524	4,949.7	78
2021-2022	2	Met		Elig	ibility Report		Met - Final Re	sults	Complianc	e Report		\$36	5,641.85		\$365	5,641.8	85
2020-202	1	Met		Elig	jibility Report		Met		Complianc	e Report		\$36	9,869.86		\$369	9,869.8	86
2019-2020	0	Met		Elig	jibility Report		Met		Complianc	e Report		\$13	7,918.76		\$13	7,918.7	76
2018-2019	9	Met		Eliç	jibility Report		Met		Complianc	e Report		\$6	3, <mark>7</mark> 89.39		\$63	3,7 <mark>89</mark> .3	39
2017-2018	8	Met		Eliç	jibility Report		Met		Complianc	e Report		\$10	6,53 <mark>4</mark> .00		\$106	5,534.0	00
2016-2017	7	Met		Elig	jibility Report		Met		Complianc	e Report			\$0.00		Enter Exceptions for 20	16-201	17
2015-2016	6	Failed		Eliç	jibility Report		Met		Complianc	e Report			\$0.00		Enter Exceptions for 20	15-201	16



Home 👻	Admin Menu 👻	Programs 🔻	Application -	Reports 👻	Message Board (1	Technical Assistan	ce Q			Shawano Sch Di	st - 585264	
					IDEA M	aintenance of I	Effort (I	MOE) Eligibili	ity Report - 2023-2	024		
						Maintenance	of Effor	rt for Eligibility h	nas been met			
					(P	State & Local roject 011 & 019)	(Fund 10	ocal Only 0 to 27 Transfer)	State & Local Student per Capita (Oct. 1 Child Count)	Local Only Student Per Capita (Oct. 1 Child Count)		
				Comparison Difference	200	\$509,239.16	\$4	137,024.62	\$591,531.65	\$493,192.39		
						Met		Met	Met	Met		
		То	schedule an ap	pointment (virt	ual or by phone) w	ith Rachel Zellmer to	discuss IE	DEA Maintenance of	f Effort, please visit the DPI	Special Education IDEA Fise	cal Bookings site.	

	ed Compliance reports are populated grants. Changes that are pushed to V	by WISEdata Finance. In order to a VISEdata Finance today will appear	
2023-2024	Local Account	Local Budget	Local Actual
WISEdata Finance Portal - Data Last Received	11/15/2023 3:53:09 PM	11/15/2023 3:53:09 PM	11/15/2023 3:53:11 PM



IDEA MOE Exception Status for 2023-2024

	Main	tenance of Effort for Eligibility has beer	n met	
Comparison Difference	State & Local ( <i>Project 011 &amp; 019</i> ) \$509,239.16	Local Only (Fund 10 to 27 Transfer) \$437,024.62	State & Local Student per Capita (Oct. 1 Child Count) \$591,531.65	Local Only Student Per Capita (Oct. 1 Child Count) \$493,192.39
	Met	Met	Met	Met

IDEA MOE Exception Status									
Exception Type	Submitted	Approved	Denied						
Voluntary Departure of Special Education Staff	\$0.00	\$0.00	\$0.00						
Student with costly special education services left the LEA or no longer needs the costly program	\$0.00	\$0.00	\$0.00						
Capital Expenditures	\$0.00	\$0.00	\$0.00						
Decrease in Students with Disabilities	\$0.00	\$0.00	\$0.00						
Assumption of High Cost Revenue	\$0.00	\$0.00	\$0.00						
50% Adjustment Rule	\$0.00	\$0.00	\$0.00						
Special Circumstances – DPI Administrative	\$0.00	\$0.00	\$0.00						
Totals	\$0.00	\$0.00	\$0.00						



MOE Calcualation		
	Amount	
Source 347 & 780	\$200,000.00	
Grants	\$680,006.26	
Other State & Other	\$1,419,400.00	
Total Revenue	\$2,299,406.26	
011 Expense	\$4,653,521.53	
019 Expense	\$299,577.48	
Other	\$0.00	
Grant Expense	\$680,006.26	
Total Expense	\$5,633,105.27	
Revenue - Expense	(\$3,333,699.01)	
Fund 10 Transfer	\$3,333,699.01	
	\$0.00	
	Budget	Scenario
State / Local Cost	\$4,953,099.01	\$4,453,099.01
Revenue	\$200,000.00	\$200,000.00
Local Only Cost	\$3,333,699.01	\$2,933,699.01

#### **Scenario Calculator**

Replace the values below and click on the "Calculate Projections" button to temporarily update the results of the MOE comparison tests based on projected amounts. Click the "Reset" button to restore the original values.

ct. 1 Child Count		State/Local Cost	Revenue	Local Only Cost		
3	54	\$4,953,099.01	\$200,000.00	\$3,333,699.01		
Reset			Calculate Projections			

## **WISEgrants 301 - SPED License Report**

	WISEgrants Wisconsin Information System for Education Federal Grants Portal	
through		Lisa Hoffman, WISEgrants Adr
Admin Menu   Programs  Application  Reports	Message Board (3) Technical Assistance Q	Gresham Sch Dist - 582415 202
	Gresham Sch Dist No Valid Special Education License Report	
Instructions		Ŧ
To view complete instructions and screencasts for completing	this page, please see the Spacial Education "No-Valid License" Reporting Guidance	
	Edit NVL Audit Amounts	
		Special Education NVL Report Submitted by Newell Haffner on 09/19/2023
Count of NVL Staff: 1 Total Questioned Costs: \$26,923.01 Amount Reported as Project 011: \$26,923.01 Amount Reported as Project 019: \$0.00 Amount Reported as Other: \$0.00		
Mass Upload Option of NVL License Compensation Informati	on	Υ
Instructions 1. Click "Download" to download an excel file listing the 2. The fields "Last Name," "First Name," "WISEstarf Pos- 3. Save the file to your device as a. CSV the 4. Click on the "Select files" button and find the file on yr 5. Once the file appears betwork, click on the "Upload" but 6. Review the data to make sure it is correct. 7. Changes may be made to individual records or the te	tion," "EFN" and "Fund" must not be edited. If edited, any attempts to upload the data will fail. Only enter in the function of the individual's account and compensation amou u device. Click on the file name and select "Open." for.	unts lied to Object / Project.
Download		
<u>↑</u> Select files		

**Cooperative Educational Service Agency 8** 

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### **WISEgrants 301 - Technical Assistance**

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WISEgrants Technical Assistance

Technical Assistance Library				
Grant Act	: Grant	: Sub-Budget	Document Name	URL
ESEA			ESEA Centralized Enrollment	View
ESEA			ESEA End-of-Year Report (EOY)	View
ESEA			ESSA LEA Plan Road Map and Review Criteria	View
ESEA	• Title I-A (ESSA)		Title I, Part A Application: A Start Guide for LEAs	View
Slobal			Accessing the Spring Alternate Assessment Participation Rates	View
Global			Alternate Assessment 1% Justification Submission Procedures	View
Global			Certifications & Assurances for Federal Grants	View
Slobal			Continuous Improvement Process Criteria and Rubric	View
DEA	IDEA - Flow-through	Flow-through	NVL Audit Report - Guidance for the Field	View
IDEA	<ul> <li>IDEA - Flow-through</li> <li>IDEA - Preschool</li> </ul>		Equitable Services for Parentally Placed Private School Students and the Proportionate Share Calculation	View
IDEA	<ul> <li>IDEA - Flow-through</li> <li>IDEA - Preschool</li> </ul>		IDEA Determinations - Progress Monitoring Calls and Continuous Improvement Self-Assessments	View
IDEA	<ul><li>IDEA - Flow-through</li><li>IDEA - Preschool</li></ul>		IDEA Formula Carryover and Tydings Guidance	View
IDEA	<ul> <li>IDEA - Flow-through</li> <li>IDEA - Preschool</li> </ul>		Wisconsin Act 221 - LEA Implementation Guidelines	View
IDEA	<ul> <li>IDEA - Flow-through</li> <li>IDEA - Preschool</li> </ul>	<ul><li>Flow-through</li><li>Preschool</li></ul>	Allowable Costs	View
DEA	IDEA - Flow-through     IDEA - Preschool	Flow-through     Preschool	Private Vendor Contracts Eligible for State Special Education Categorical Aid	View
DEA	IDEA - Flow-through     IDEA - Preschool	Flow-through     Preschool	Recording IDEA Indirect Cost Recovery	View

**Cooperative Educational Service Agency 8** 



### **Open Discussion**

### What Tips / Tricks Are you Willing to Share?

### **Question & Answer**





# Thank you!

