



COLORADO
Department of Education

State Grants for Libraries GAINS System Training





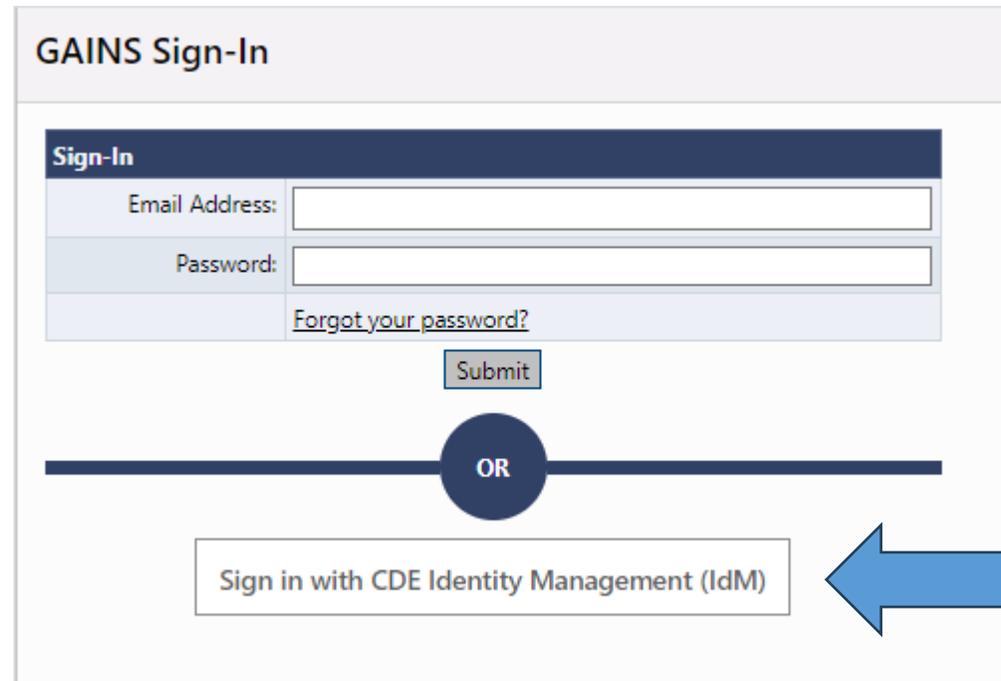
- How to access and login to GAINS
- Various Roles and Permissions in GAINS
- How to Locate and Navigate through the State Grants for Libraries application in GAINS
- GAINS Technical Support
- Webinar link: <https://vimeo.com/994253516?share=copy>



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>

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



GAINS Sign-In

Sign-In

Email Address:

Password:

[Forgot your password?](#)

Submit

OR

Sign in with CDE Identity Management (IdM)

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).
- Try the [CDE IdM Password Reset](#)
- Submit a Help Desk Ticket in GAINS

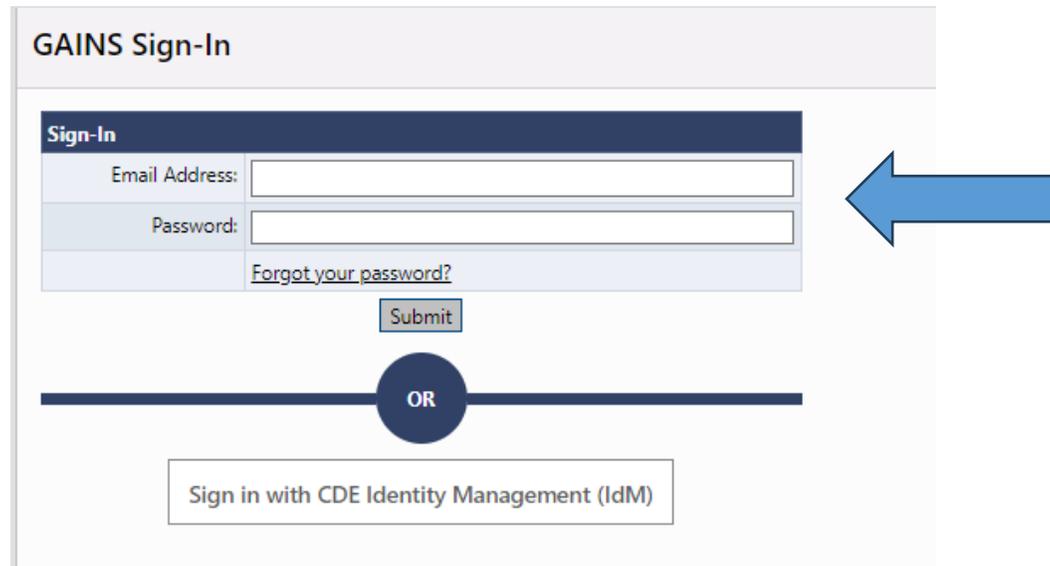
Please Note: Most Academic and Public Library personnel WILL NOT log in through IdM



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**.



GAINS Sign-In

Sign-In

Email Address:

Password:

[Forgot your password?](#)

Submit

OR

Sign in with CDE Identity Management (IdM)

Navigate to Funding Applications



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

Grant Administration Implementation and Navigation System Home BS Session Timeout: 59:51 [\(Hide Timer\)](#)

Boulder RE2, Boulder Valley (07020) Administrative Unit

This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Mar 14 2024 11:03AM.

Associated Organizations	
Organization Number	Organization Name
07020	Boulder RE2, Boulder Valley

Announcements

GAINS Grants Calendar (3/1/2024)

The following grants have upcoming opening or closing dates in GAINS:

- [Comprehensive Early Literacy Grant Program: Cohort 7 - January 29 - March 13, 2024](#)
- [Concurrent Enrollment Expansion and Innovation Grant - February 7 - March 18, 2024](#)
- [Student Wellness Grant - February 7 - March 20, 2024](#)
- [Vaping Prevention Education - March 13 - April 24, 2024](#)
- [Education Program for Children and Youth of Agriculture Workers - March 4 - June 3, 2024](#)

Coming Soon

- Universal Screening and Qualified Personnel Grant - **Opens in late March 2024**

Reminders

Help Desk Tickets for Technical Support (12/14/2023)

Please submit a [Help Desk Ticket](#) if you are experiencing technical issues such as trouble logging in, assigning roles and permissions, or adding users.

Non-District Organization Access to GAINS (12/1/2023)

Non-district organizations, such as Community-Based Organizations (CBOs) or Institutes of Higher Education (IHEs), should use the [Non-District Organization GAINS Access Form](#) to request access and logins into GAINS.



Find the State Grants for Libraries Grant



Step 4: Select “State Grants for Libraries”

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

Funding Applications BS Session Timeout: 59:50 [\(Hide Timer\)](#)

Boulder Valley Re 2 (0480) District - FY 2025

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



- **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.

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. T

Application Status: Not Started

Change Status To: **Draft Started**

[View Change Log](#)

Description ([View Sections Only](#) [View All](#))

All
 History Log

Role(s) that can perform this status change:
LEA All Funding Applications Director
LEA Authorized Representative
LEA Fiscal Representative
LEA State Grants to Libraries Director

User(s) that can perform this status change:
Erin Christiansen
Stephanie Sanders
Boulder Valley Re 2 Superintendent
Boulder Valley Re 2 Treasurer

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.



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

Application Status: Not Started
Change Status To: [Draft Started](#)

[View Change Log](#)

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 BS **Session Timeout: 59:50** ([Hide Timer](#))

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.

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> Allocations		Print
Allocations		Print
<input type="checkbox"/> 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.

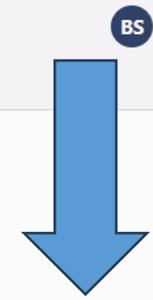
Sections
Boulder Valley Re 2 (0480) District - FY 2025 - State Grants to Libraries - Rev 0
This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jul 24 2024 9:18AM.

Application Status: Draft Started
Change Status To: [Draft Completed](#)

[View Change Log](#)

BS Session Timeout: 59:50 ([Hide Timer](#))

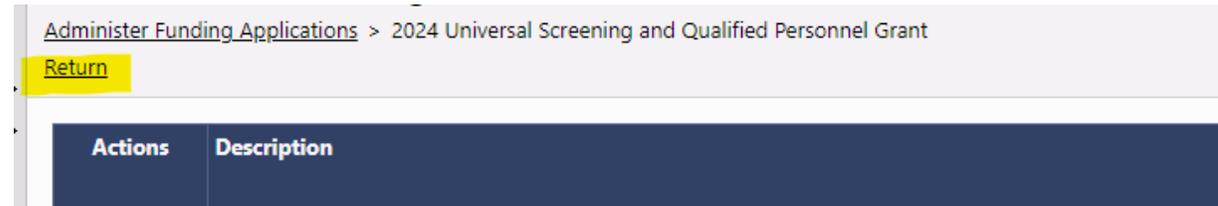
Description (View Sections Only View All Pages)	Validation	Print ■ Select Items
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> Allocations		Print
Allocations		Print
<input type="checkbox"/> State Grant to Libraries	Messages	Print
Program Selection and Eligibility		Print
Assurances		Print
Budget	Messages	Print
Budget Overview		Print
Related Documents		Print
All	Messages	Print



Navigation Basics – Moving through Sections

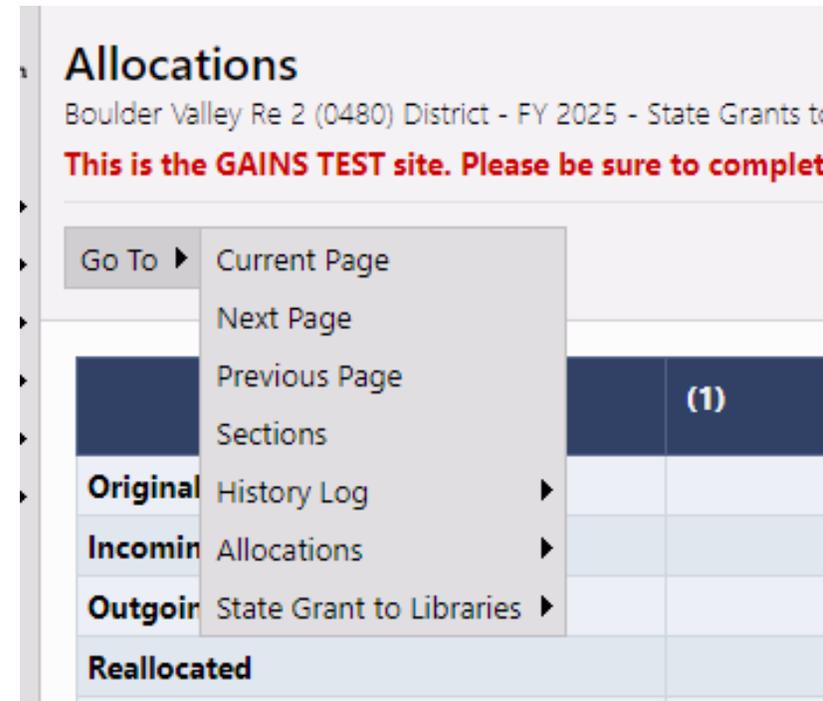


- For easiest navigation, **DO NOT USE** your browser’s back/forward buttons; use GAINS menus and links to navigate.



- 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 BS **Session Timeout: 59:25** ([Hide Timer](#))
Boulder Valley Re 2 (0480) District - FY 2025 - State Grants to Libraries - Rev 0 - Allocations
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.

Description (View Sections Only View All Pages)	
	All
<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	Allocations
	Allocations
<input type="checkbox"/>	State Grant to Libraries
	Program Selection and Eligibility
	Assurances
	Budget
	Budget Overview
	Related Documents
	All



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.

Program Selection and Eligibility
Boulder Valley Re 2 (0480) District - FY 2025 - State Grants to Libraries - Rev 0 - State Grant to Libraries
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.

Save And Go To ▶

Please only select the option that matches your library type.
Please note that all questions with an asterisk(*) are required.

Academic Libraries - Post-secondary, colleges, universities.

Public Libraries

School Libraries (K-12)

Allowable Use of Funds
Please find the allowable use of funds on the [How State Grants Can Be Used - an Eligible Uses Checklist](#) webpage.

Please only select the option that matches your library type.
Please note that all questions with an asterisk(*) are required.

Academic Libraries - Post-secondary, colleges, universities.

Public Libraries

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)



- 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	*	<input type="text"/>
Contact Person Name	*	<input type="text"/>
Contact Person Title	*	<input type="text"/>
Contact Person Telephone	*	<input type="text"/>
Contact Email	*	<input type="text"/>
Fiscal Contact Name (optional)		<input type="text"/>
Fiscal Contact Email (optional)		<input type="text"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
2. Borrows and lends to other Colorado libraries without a charge.	<input type="checkbox"/>	<input type="checkbox"/>
3. Belongs to the Colorado Libraries Collaborate Group .	<input type="checkbox"/>	<input type="checkbox"/>
4. When applicable, primary clientele can use the interlibrary loan service and access the Internet without a charge.	<input type="checkbox"/>	<input type="checkbox"/>
5. Reporting - will submit report to State Library by July 31, 2025.	<input type="checkbox"/>	<input type="checkbox"/>

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	* \$ <input type="text"/>
FY22-23	* \$ <input type="text"/>
FY23-24	* \$ <input type="text"/>
FY24-25 (planned)	* \$ <input type="text"/>

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

Public Libraries

Contact Information

Name of Library/Library District	*	<input type="text"/>
Contact Person Name	*	<input type="text"/>
Contact Person Title	*	<input type="text"/>
Contact Person Telephone	*	<input type="text"/>
Contact Person Email	*	<input type="text"/>
Fiscal Contact Name (optional)		<input type="text"/>
Fiscal Contact Email (optional)		<input type="text"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>
2. Legally established and operated under Colorado Library Law.	<input type="checkbox"/>	<input type="checkbox"/>
3. Borrows and lends to other Colorado libraries without a charge.	<input type="checkbox"/>	<input type="checkbox"/>
4. When applicable, primary clientele can use the interlibrary loan service and access the Internet without a charge.	<input type="checkbox"/>	<input type="checkbox"/>
5. Meets the Internet access by minors requirements in C.R.S. 24-90-404(2)(C)(I,II,III) .	<input type="checkbox"/>	<input type="checkbox"/>
6. Staffing and service hours - has paid staff available in the library for a minimum of 20 hours each week.	<input type="checkbox"/>	<input type="checkbox"/>
7. Reporting - will submit report to State Library by July 31, 2025.	<input type="checkbox"/>	<input type="checkbox"/>

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	* \$ <input type="text"/>
FY22-23	* \$ <input type="text"/>
FY23-24	* \$ <input type="text"/>
FY24-25 (planned)	* \$ <input type="text"/>



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

School Libraries (K-12)

Contact Information

Contact Person Name	*	<input type="text"/>
Contact Person Title	*	<input type="text"/>
Contact Person Telephone	*	<input type="text"/>
Contact Person Email	*	<input type="text"/>
Fiscal Contact Name (optional)		<input type="text"/>
Fiscal Contact Email (optional)		<input type="text"/>

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).	<input type="checkbox"/>	<input type="checkbox"/>
2. When applicable, students or faculty can use the interlibrary loan service and access the Internet without a charge.	<input type="checkbox"/>	<input type="checkbox"/>
3. Meets the Internet access by minors requirements in C.R.S. 24-90-404(2)(C)(I,II,III) .	<input type="checkbox"/>	<input type="checkbox"/>
4. Meets the definition in the State Grants to Libraries Guidelines of a school library, including a circulating collection, paid staff, and scheduled services.	<input type="checkbox"/>	<input type="checkbox"/>
5. Reporting - will submit report to State Library by July 31, 2025.	<input type="checkbox"/>	<input type="checkbox"/>

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	* \$ <input type="text"/>
FY22-23	* \$ <input type="text"/>
FY23-24	* \$ <input type="text"/>
FY24-25 (planned)	* \$ <input type="text"/>





- 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

[Upload Budget Data](#) | [Download Budget Data](#)

[Budget by Function Code](#)

<u>Modify All</u>	Object Code
Modify	0800 - Other

#2

0300 - Purchased Services All All No Options Selected

[Download Budget Data](#)

Add Budget Detail << First < Previous Next > Last >> Items 0-0 out of 0

Delete	Edit	Budget Detail



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



Return

Filtering - 1 out of 1 Budget Details match selected filters [Show All](#) / [Clear All](#)

Object Code	Function Code	Location Code	Tags	Narrative
All	All	All	All	No Options Selected



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

Add Budget Detail << First < Previous 1 Next > Last >> Items 1-1 out of 1 Items/Page: 10

Del	Edit	Budget Detail	Narrative Description
		Object Code: 0800 - Other Function Code: Library - Library Program Location Code: Boulder Valley Re 2 (0480) Quantity: 1.00 Cost: \$9,652.00 Line Item Total: \$9,652.00 Item Key: 29628	Budget Placeholder
			Total for filtered Budget Details: \$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

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

Related Documents

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

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.



Session Timeout: 59:06 [\(Hide Timer\)](#)

Go To ▶

Optional Documents

Type	Document Template	Document/Link
State Grants to Libraries Multiple Signatures Upload	State Grants to Libraries Multiple Signatures	Upload New



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

Sections BS Session Timeout: 57:53 ([Hide Timer](#))

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.

Application Status: Draft Started

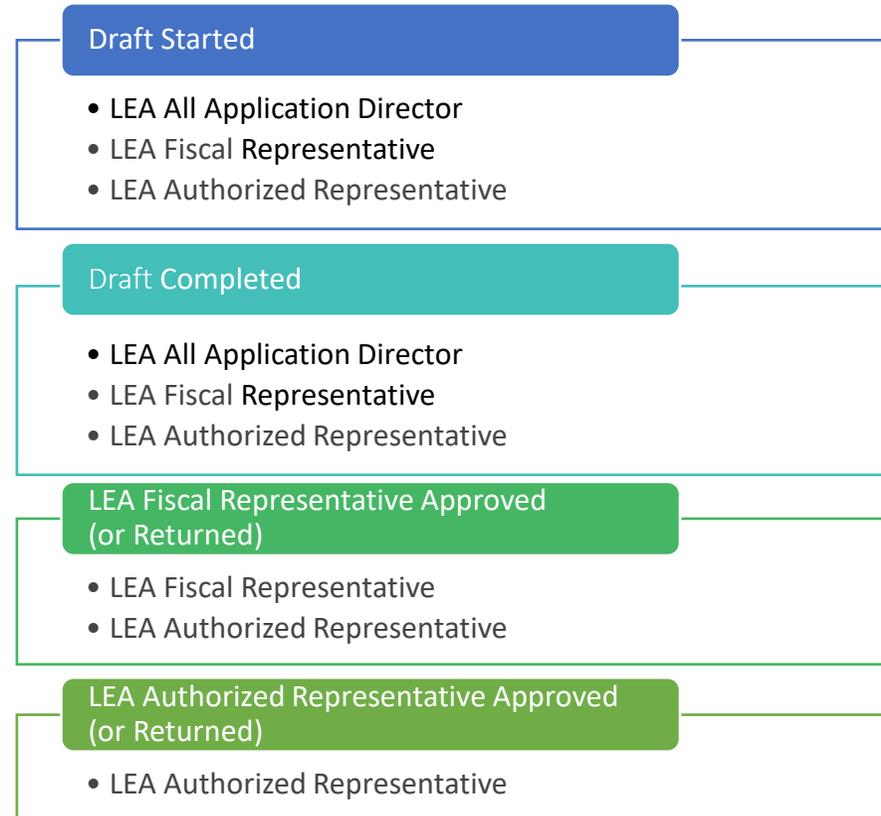
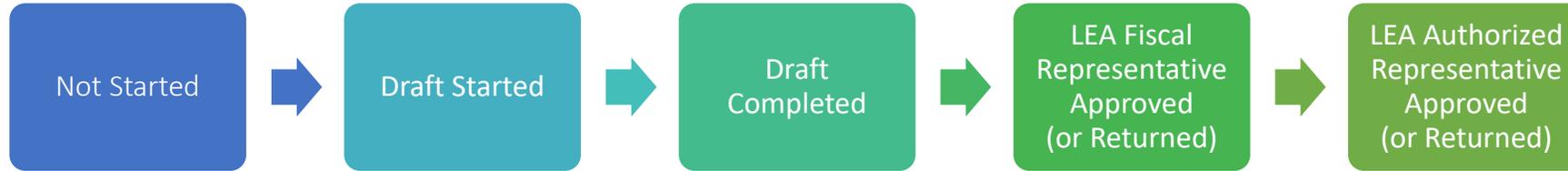
Change Status To: [Draft Completed](#)

[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	Messages	Print
Budget		Print
Budget Overview		Print
Related Documents	Messages	Print
All	Messages	Print



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

- 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 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 Status: LEA Authorized Representative Approved

Change Status To: [CDE Consultant Approved](#)
or
[CDE Consultant Returned For Changes](#)
or
[Reviewed - Not Approved for Funding](#)

Application Support

- 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.





- 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