

WISEgrants - Know the Tips & Tricks to Enhance Your Job Satisfaction

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WI Federal Funding Conference
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WISEgrants

In this session we're going to cover various aspects and features of WISEgrants.

The application continues to grow as we have the capacity to add new grants (as in not yet fully administered through WISEgrants) and we create new functionality based on identified needs.

We are always open to your suggestions and feedback.

If you would like, you can log into WISEgrants and follow along...

Application Status Panel		Budget Last Status	Budget Status Date	Budget Revisions	Claim Last Status	Claim Status Date	Claimed to Date
Title I-A	Public	Under DPI Review	12/18/2019	No revisions made	Partial - Approved	02/06/2020	\$221,528.78
	Private				Partial - Approved	02/06/2020	\$19,069.55
Title II-A	Public	Returned	02/24/2020	No revisions made			\$102,669.20
	Private						\$596.10
Title IV-A	Public	Approved	01/08/2020	Revised, not submitted	Partial - Under Review by DPI	02/24/2020	\$31,759.76
	Private				Partial - Approved	01/21/2020	\$4,605.00
Carl Perkins CTE		Approved	01/02/2020	No revisions made	Partial - Submitted to Authorizer	01/13/2020	\$10,646.10
Title V-B RLIS		Approved	11/04/2019	No revisions made	Partial - Approved	01/08/2020	\$1,332.76
IDEA - Flow-through - CEIS		Unlocked	07/17/2019	No revisions made			\$0.00
IDEA - Flow-through - Title I Schoolwide		Approved	12/18/2019	No revisions made	Partial - Returned	01/10/2020	\$28,663.24
IDEA - Flow-through		Submitted	02/12/2020	No revisions made	Partial - Approved	01/24/2020	\$198,766.89

Claimed to Date is the Approved amount (does not include submitted)

Grant Summary Panel

Grant	Allocation Amount	Public Carryover Amount	Private Carryover Amount	Fund Management Selection
	\$0.00	\$0.00	N/A	Consortium - Cooperative Ed Serv Agcy 11
	\$0.00	\$213,006.19	N/A	Manage Own
	\$0.00	\$0.00	N/A	Manage Own
	\$0.00	\$56,225.82	\$1,450.35	Manage Own
Title II-A	\$75,124.00	\$17,940.31	\$2,583.74	Manage Own
Title III-A	\$3,832.00	\$0.00	N/A	Consortium - Cooperative Ed Serv Agcy 11
Title IV-A	\$27,107.00	\$3,524.73	\$771.37	Manage Own

Carryover, or if applicable Public/Private carryover (ESEA Formula grants)
Preliminary or Final carryover

Menu Search

- ★ Another option to quickly navigate the application
- ★ Magnifying Glass in the menu bar
- ★ Search by keyword
- ★ Grant-specific menu items only appear if the user has the grant open
- ★ Menu items limited to the user's access rights
- ★ Not fast enough? You can open the search menu with Ctrl-Shift-Q



Stimulus Grants Summary Panel

- Stimulus Grants - Grant Summary

This panel provides a summary of the LEA's education stabilization funds (ESF). Click the grant name to access the grant application and specific grant year in WISEgrants.

Grant	WISEgrants Grant Year	Grant End Date	Allocation Amount	Amount Claimed to Date (across all subbudgets)	Amount Remaining to Claim (total allocation – claimed to date)
ESSER I	2020-2021	9/30/2022	\$538,682.00	\$538,682.00	\$0.00
GEER	2020-2021	9/30/2022	\$307,971.00	\$307,971.00	\$0.00
ESSER II	2021-2022	9/30/2023	\$2,170,153.00	\$1,537,137.97	\$633,015.03
ESSER III	2021-2022	9/30/2024	\$4,878,085.00	\$232,915.64	\$4,645,169.36
ARP-HCY II	2021-2022	9/30/2024	\$12,401.00	\$0.00	\$12,401.00

View/Edit Funding - Current Funding

Current Funding

Title IV-A - Preliminary Allocation: \$21,389.00

Field editable until finalized carryover loaded
This additional amount cannot be claimed until finalized

\$1,158.00
\$345.00

Preliminary

Save

Current Funding

IDEA - Flow-through - Final Allocation: \$1,711,977.00

IDEA - Preschool - Final Allocation: \$85,742.00

Fields locked once finalized carryover loaded

IDEA - Flow-through - Final Carryover: \$358,912.70
\$0.00
IDEA - Preschool - Final Carryover: \$46,487.68

Final

Save

View/Edit Funding - Current Preliminary Carryover

This panel displays funding information by grant subbudget for most formula grants

Current Preliminary Carryover

Preliminary carry over amounts displayed below are based on the submission of final and revised final FY 2021-2022 claims. These amounts will update if additional claims are submitted. Preliminary carry over amounts can be entered and saved by the user in the Current Funding panel above. Final carry over amounts will be loaded by DPI later in the fiscal year.

Sub Budget Name	2021-2022 Total Available Amount	2021-2022 Approved Claimed to Date	Claim Type	Current Preliminary Carryover Available
Title I-A Public	\$6,758,896.62	\$5,803,676.00	Final	\$955,220.62
Title I-A Private	\$1,881,231.62	\$1,604,709.50	Final	\$276,522.12

The Current Preliminary Carryover Available field will display a projected amount of carryover based on unspent funds in the previous fiscal year.

Current Preliminary Carryover

Preliminary carry over amounts displayed below are based on the submission of final and revised final FY 2021-2022 claims. These amounts will update if additional claims are submitted. Preliminary carry over amounts can be entered and saved by the user in the Current Funding panel above. Final carry over amounts will be loaded by DPI later in the fiscal year.

Sub-Budget	2021-2022 Total Available Amount	2021-2022 Approved Claimed to Date	Claim Type	Current Preliminary Carryover Available
Comprehensive CEIS (CCEIS)	\$988,251.50	\$872,267.92	Final	\$115,983.58
		2,875.29	Final	\$1,485,268.82
		5,587.36	Final	\$150,185.65

Additional factors such as carryover limitations (TI-A) or Tydings may cause final carryover to differ from the amount displayed

Tydings Amendment

Formula grant funds are available for 27 months (and not just 12) because of the Tydings Amendment.

However, at the end of 27 months, funds not obligated and liquidated are no longer available to the subrecipient.



Senator Joseph Tydings

20 USC 1225(b)

First In, First Out

Carryover and Tydings

- ❖ The oldest grant funds are always paid out first.
- ❖ For a subrecipient to have an issue with the Tydings timeline, the aggregated claimed amounts for 27 months would need to be less than the original allocation amount.

Original Allocation: \$100,000	-	Amount Claimed First 12 Months: \$50,000	-	Amount Claimed Second 12 Months: \$40,000	-	Amount Claimed Final 3 Months: \$7,000	=	Amount Lost to Tydings: \$3,000
--	---	--	---	---	---	--	---	---

View/Edit Funding - Tydings Table

2019-20

IDEA - Flow-through Tydings Table

FY 2017-2018 Unspent Funds
This is Tydings amount to be obligated by September 30, 2019; liquidated and claimed by November 22, 2019

FY 2019-2020 Amount Claimed between 7/1/2019 - 9/30/2019

FY 2019-2020 Obligated Amount Claimed between 10/1/2019 - 11/22/2019

Amount Lost to Tydings

\$4,336.96
\$1,123.58
\$245.54
\$2,967.84

2020-21

Title IV-A Tydings Table

FY 2018-2019 Unspent Funds
This is Tydings amount to be obligated by September 30, 2020; liquidated and claimed by November 22, 2020

FY 2020-2021 Amount Claimed between 7/1/2020 - 9/30/2020

FY 2020-2021 Obligated Amount Claimed between 10/1/2020 - 11/22/2020

Tydings Amount Remaining

Public	\$1,854.54	\$572.54
	\$1,354.54	\$0.00
	\$500.00	\$0.00
	\$0.00	\$572.54

[Amount Allocated FY 1]
minus
[Amount Claimed FY 1]
minus
[Amount Claimed FY 2]
equals

Fiscal year two years prior

ESEA formula grant funds are tracked by Public and Private subbudget, if applicable

Amount not spent within Tydings window and LOST

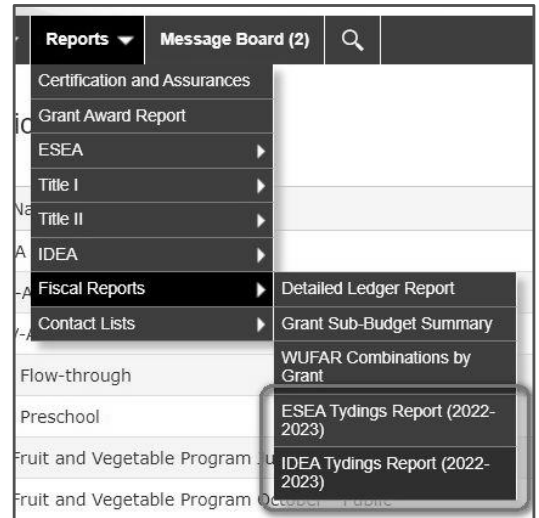
Amount claimed by 9/30 (or by 11/22 if obligated by 9/30)

Carryover Waivers and Tydings

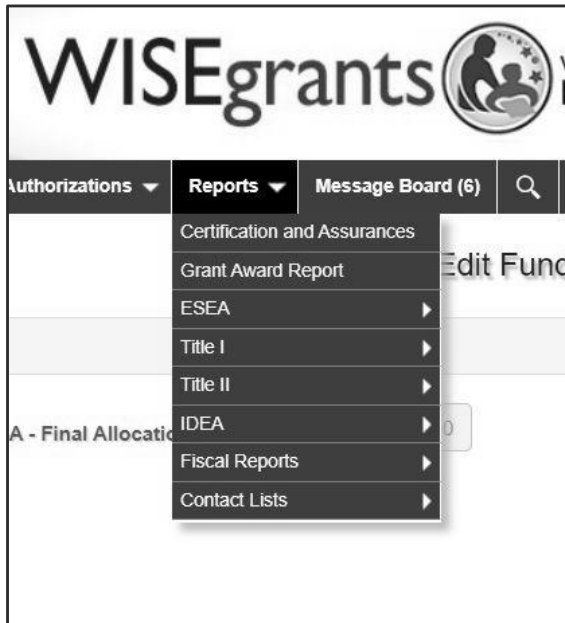
As part of the recovery acts (CARES Act, CRRSA, ARPA), there have been waivers affecting the period of performance for formula grants under ESEA and IDEA.

IDEA Flow-through and Preschool grants are no longer affected. 2018-19 and 2019-20 unspent funds both expired September 30, 2021

ESEA Title unspent funds from 2019-20 and 2020-21 expired September 30, 2022.



The Reports Menu



- ★ Located in menu bar
- ★ Viewable by all users
- ★ Displays view-only reports with LEA-specific information
- ★ Includes reports to view:
 - Entire ESSA LEA Plan
 - Completed assurances
 - LEA users with authorizer access
 - Grant subawards
 - Budget summary by grant subbudget
 - Chart of available WUFAR combinations by grant

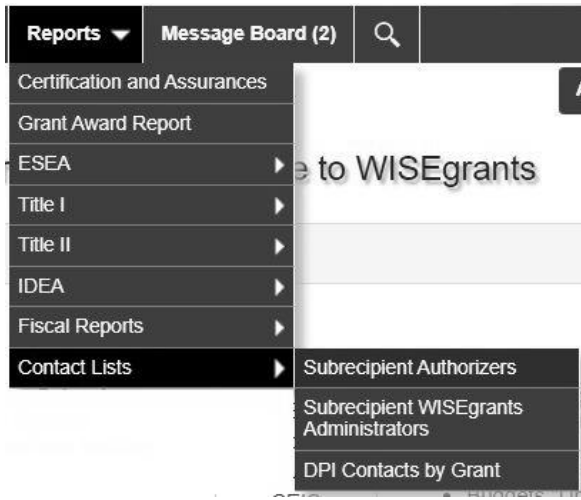
Grant Award Report

The screenshot shows the 'Grant Award Report' page. At the top, there is a navigation bar with several dropdown menus: 'Admin Menu', 'Programs', 'Application', 'Authorizations', 'Reports', and 'Message Board (2)'. The 'Reports' dropdown menu is open, showing the same options as in the previous screenshot, with 'Grant Award Report' highlighted. Below the navigation bar, the page title 'Grant Award Report' is displayed. The main content area features a table with two columns: 'Act Name' and 'Grant Name'. The table contains the following data:

Act Name	Grant Name
ESEA	Title I-A
ESEA	Title II-A
ESEA	Title IV-A
IDEA	IDEA - Flow-through
IDEA	IDEA - Preschool
National School Lunch Act	Fresh Fruit and Vegetable Program July - Public
National School Lunch Act	Fresh Fruit and Vegetable Program October - Public
Carl D. Perkins Act	Carl Perkins CTE

To the right of the table, there is a 'Grant Award Document' column with a dropdown menu. The dropdown menu is open, showing a list of 'Grant Award' entries, each with a right-pointing arrow next to it. The 'Grant Award' option is highlighted with a white background.

Contact Lists - Subrecipient Reports



The Reports menu includes a Contact Lists menu.

This menu contains links to various reports for both subrecipient user and DPI contact information.

The Subrecipient Authorizer report will display the list of WISEgrants users for your agency that have Authorization access, allowing them to sign off on assurances and claims.

The Subrecipient WISEgrants Administrators report will display users for your agency that have admin access in the system and can update user access for WISEgrants Users.

DPI Contacts by Grant displays application and claim reviewer information for all grants.

Contact Lists - DPI Contacts

DPI Contacts by Grant for FY 2022-2023

Drag a column header and drop it here to group by that column						
Grant	Sub-Budget	Application Reviewer	Application Reviewer Email	Claim Reviewer	Claim Reviewer Email	
Carl Perkins CTE	Perkins CTE	Christina Patrin	christina.patrin@dpi.wi.g...	Jake Smith	Jake.Smith@dpi.wi.gov	
IDEA - Flow-through	CEIS	William Cannon	william.cannon@dpi.wi.g...	Glenn Aumann	glenn.aumann@dpi.wi.gov	
IDEA - Flow-through	Flow-through	William Cannon	william.cannon@dpi.wi.g...	Glenn Aumann	glenn.aumann@dpi.wi.gov	
IDEA - Flow-through	Title I Schoolwide	William Cannon	william.cannon@dpi.wi.g...	Glenn Aumann	glenn.aumann@dpi.wi.gov	
IDEA - Preschool	Preschool	William Cannon	william.cannon@dpi.wi.g...	Glenn Aumann	glenn.aumann@dpi.wi.gov	
LETRS Reimbursement (ARPA)	LETRS Reimbursement	Rachel Zellmer	rachel.zellmer@dpi.wi.gov	Aaron Ziemke	Aaron.Ziemke@dpi.wi.gov	
Title I-A	Title I-A (ESSA)	Brianna Pero	brianna.pero@dpi.wi.gov	Ryan Egan	Ryan.Egan@dpi.wi.gov	
Title II-A	Title II-A (ESSA)	Abdallah Bendada	abdallah.bendada@dpi.w...	Jacqueline Jordee	jacqueline.darrow@dpi.w...	
Title III-A	Title III-A (ESSA)	Amy Maciolek	amy.maciolek@dpi.wi.gov	Aaron Ziemke	Aaron.Ziemke@dpi.wi.gov	
Title IV-A	Title IV-A (ESSA)	Emily Holder	emily.holder@dpi.wi.gov	Aaron Ziemke	Aaron.Ziemke@dpi.wi.gov	

Message Board

Open Messages on the Message Board

[Message Board Administration](#) ▲

Instructions ▼

The message board is intended for centralized communication and documentation regarding an agency's grants. 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 WISEgrants notifications are provided in this guide.

The top panel will display current fiscal year messages that are either labeled "Information Only" or open messages that require action by the subrecipient or DPI staff. If you initiated a message and the required action has been completed, please click the "Change Status" button to archive the message to the "Resolved Messages" panel (messages from prior years may be listed in the current fiscal year panel if the status has not been flipped to "resolved").

PLEASE NOTE - If you are:

- experiencing what appears to be a software bug; or
- in need of software technical support or DPI intervention in your application; or
- requesting a WUFAR combination...

Do not use the WISEgrants Message Board. Please submit a WISEgrants help ticket instead for a timely response. WISEgrants Product Support does not receive WISEgrants Message Board notifications.

Message Filter List:

Add new Message

Clear Filter

📄 Export to Excel

Tydings Report

Tydings Report for Kenosha School District - 2019-2020

Includes same information as Tydings panel on View/Edit Funding screen, but displays all formula grants

Agency Code	Agency Name	Grant	FY 2018-2019 Claim Type	FY 2017-2018 Unspent Funds	FY 2019-2020 Amount Obligated between 7/1/2019 - 9/30/2019	FY 2019-2020 Amount Claimed between 7/1/2019 - 9/30/2019	FY 2019-2020 Obligated Amount Claimed between 10/1/2019 - 11/22/2019	Tydings Amount Remaining
302793	Kenosha School District	IDEA - Flow-through	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302793	Kenosha School District	IDEA - Preschool	Final	\$0.00	\$0.00	\$9,644.23	\$0.00	\$0.00
302793	Kenosha School District	Title I-A	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302793	Kenosha School District	Title I-D Delinquent	Final	\$0.00	\$0.00	\$2,788.86	\$0.00	\$0.00
302793	Kenosha School District	Title II-A	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302793	Kenosha School District	Title III-A	Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302793	Kenosha School District	Title IV-A	Final	\$0.00	\$0.00	\$2,398.87	\$0.00	\$0.00

Let's Talk Reconciliations

- ★ A subrecipient's ledger should match what is claimed through WISEgrants. Even if crosswalks are employed with Function and Object codes, the expenditure needs to be associated with the correct Project, either by utilizing the Project Code or the Program/Project Tags.
 - If the subrecipient has claimed \$125,000 of Title I-A funds in FY 2022-2023, then the subrecipient's ledger *must* have \$125,000 in expenditures associated with Project Code 141 (or if using a different PC, have an associated Program Tag in WISEdata Finance) in FY 2022-2023.
- ★ WISEgrants pulls financial data for determining IDEA Maintenance of Effort directly from WISEdata Finance. Future functionality may exist to help ensure grant claims in WISEgrants aligns with financial data in WISEdata Finance.

Detailed Ledger Report

The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Home, Admin Menu, Programs, Authorizations, Reports, and Message Board (8). The 'Reports' menu is expanded, showing a list of report types: ESEA, Certification and Assurances, Title I, Title II, Title III, Flowthrough, Preschool, Detailed Ledger Report, Subrecipient Authorizers, Grant Sub-Budget Summary, Grant Award Report, Tydings Report, and WUFAR Combinations by Grant. A large black arrow points from the 'Detailed Ledger Report' option in the expanded menu to the left side of the page. On the left side, there are sections for 'Messages' (with a sub-item 'Reporting issue help ticket.'), 'Announcements', and 'New! ESEA Final' (with sub-items: 'DPI has load', 'If there is a you to make', and 'Carryover to determine how to resolve app').

Detailed Ledger Report

Fiscal Year	Grant	Sub-Budget Claim Grouping	Account Number	Account Description	Amount
2018-2019	IDEA - Flow-through	Flow-through	27100156200341	Salaries	\$377.16
2018-2019	IDEA - Flow-through	Flow-through	27100156600341	Salaries	\$1,000.00
2018-2019	IDEA - Flow-through	Flow-through	27100156600341	Salaries	\$851.69
2018-2019	IDEA - Flow-through	Flow-through	27100158000341	Salaries	\$219,391.25
2018-2019	IDEA - Flow-through	Flow-through	27100159100341	Salaries	\$5,393.05
2018-2019	IDEA - Flow-through	Flow-through	27100221300341	Salaries	\$11,276.90
2018-2019	IDEA - Flow-through	Flow-through	27100221300341	Salaries	\$39,984.10
2018-2019	IDEA - Flow-through	Flow-through	27200156200341	Employee Benefits	\$53.22
2018-2019	IDEA - Flow-through	Flow-through	27200156600341	Employee Benefits	\$300.00
2018-2019	IDEA - Flow-through	Flow-through	27200156600341	Employee Benefits	\$197.95
2018-2019	IDEA - Flow-through	Flow-through	27200158000341	Employee Benefits	\$76,977.53
2018-2019	IDEA - Flow-through	Flow-through	27200158000341	Employee Benefits	\$430.73
2018-2019	IDEA - Flow-through	Flow-through	27200158000341	Employee Benefits	\$1,441.16

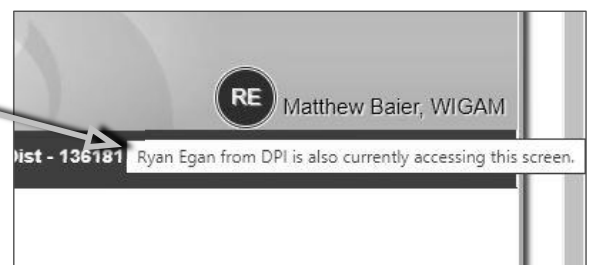
Real-time User Tracking

Indicates other active users on the same screen, or within the same set of screens (such as any of the different budget sections within a subbudget)

- Displays the initials of the other user in the upper right of the screen
- Additional user information available if you hover over the bubble



We find this useful when providing technical assistance to ensure we're looking at the same screen as you.



Search by Budget Combination

- ★ Often reconciliation errors occur because the individual preparing the budget does not know where or how to add certain items to the budget to match up with the subrecipient's ledger.
 - The most common question we receive is “*where is it?*”
- ★ A recently added feature to WISEgrants is the “Search for Budget Items” available at the top of every budget section in every grant:

Search for Budget Combinations

Instructions:

1. Type a term into the search bar below.
2. The search tool will display a list of all WUFAR combinations containing the specified term(s).
3. Select the desired WUFAR combination from the list.
4. If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

Search for Budget Combinations

Search by Budget Combination

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4. If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

Search for Budget Combinations

Purchased Services

Program Type:	Public School	Purchase Detail:	Postage
Type of Purchase:	Communication	Object:	Select an Object Number...
Function:	Select a Function Label...	General Ledger Account:	
Amount:	\$0.00		
Vendor:			
Detailed Description:			

Search by Budget Combination

If it is not available through the search, check:

- ★ Are you in the right budget section? Some items located under Purchased Services versus Non-Capital Objects are not intuitive.
 - Postage is a “purchased service,” whereas the envelopes the mailings go into are a supply under “non-capital objects.”
- ★ Is it an allowed cost under the grant? Look for technical assistance, such as the IDEA Allowables document (<http://bit.ly/idea-allowable>).
- ★ Is it the correct WUFAR combination? Common errors:
 - Function “156600” (S/L) with Object “371” (purchased instruction).
 - Function “XXXX” with Object “XXX”

The Kendo Grid

One of the primary interfaces within WISEgrants consists of Kendo grids.

These grids display application, budget, and claims data and offers the user several options for viewing or manipulating the information contained within the grid.

The grid displayed below is an example from the grant budget Non-Capital Object budget section.

Program Type	Purchase Item	Purchase Item Detail	Function Number	Function Label	Amount	Description	Edit	Delete
Schoolwide	Private Vendor Contract	Family Engagement	219000	Other Pupil Services	\$700.00	Newsletters in math, science, and language arts for parents (161).		
Schoolwide	Private Vendor Contract	School Climate	219000	Other Pupil Services	\$1,000.00	Author to visit school (168).		
Schoolwide	Private Vendor Contract	School Climate	219000	Other Pupil Services	\$4,000.00	Brendan Kiely		
Schoolwide	Private Vendor Contract	Professional Development	221300	Instructional Staff Training	\$785.00	Registration fees for instructional staff to participate in professional development to enhance instruction for learning (168).		
Schoolwide	Private Vendor Contract	Professional Development	221300	Instructional Staff Training	\$500.00	Instructional staff will participate in professional development to enhance		

The Kendo Grid

Filter box: Allows user to search (in all columns) by word or number and filters the grid with search results

Export to Excel: Exports currently visible columns, sections, and data to Excel as a .csv file

Program Type	Purchase Item	Purchase Item Detail	Function Number	Function Label	Amount	Description	Edit	Delete
Schoolwide	Private Vendor Contract	Professional Development	221300	Instructional Staff Training	\$16,850.00	EL Education for Staff Services (146).		
Schoolwide	Pupil Transportation	Pupil Transportation-Shuttle Services	256720	Shuttle Services	\$640.00	Students will engage in instructional field trips (167).		
Foster Care	Pupil Transportation	Pupil Transportation-Shuttle Services	256720	Shuttle Services	\$20,000.00	Transportation for students in out of home care to maintain school of origin		
Schoolwide	Technology and Software Services	Reading	122000	English Language	\$1,800.00	Read software license (155)		

The Kendo Grid

Sort by column content: Click on the vertical ellipsis and select Sort Ascending/Descending or click on column header to sort by the contents of selected column

Section by column content: Drag column header to top of grid to create sections and subsections within the kendo grid. This will create sections from the data in the selected column.

Program Type	School Name	Purchase Item	Purchase Item Detail	Function Number	Function Label	Amount	Description	Edit	Delete
▲ Purchase Item: Private Vendor Contract									
▲ School Name: Frank El									
Schoolwide	Frank El	Private Vendor Contract	Professional Development	221300	Instructional Staff Training	\$16,850.00	EL Education for Staff Services (146).		
▲ Purchase Item: Pupil Transportation									
▲ School Name:									
Foster Care		Pupil Transportation	Pupil Transportation-Shuttle Services	256720	Shuttle Services	\$20,000.00	Transportation for students in out of home care to maintain school of origin		

The Kendo Grid

Columns options: Click on the vertical ellipsis to view the Columns menu to select which columns will be visible with the grid

Filter options: Click on the vertical ellipsis to view the Filter menu to filter grid data by custom values

Filter: Clear Filter Refresh

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

Program Type	School Name	Purchase Item	Purchase Item Detail	Function Number	Function	Amount	Description	Edit	Delete
Schoolwide	Frank El	Private Vendor Contract	Professional Development	221300		16,850.00	EL Education for Staff Services (146).		
Schoolwide	Wilson El	Pupil Transportation	Pupil Transportation-Shuttle Services	256720		\$640.00	Students will engage in instructional field trips (167).		
Foster Care		Pupil Transportation	Pupil Transportation-Shuttle Services	256720			Transportation for students in out of home care to maintain school of origin		
Schoolwide	McKinley El	Technology and Software Services	Reading	122000	English Language	\$1,800.00	Read software license (155)		
Schoolwide	McKinley El	Technology and Software Services	Mathematics	124000	Mathematics	\$1,800.00	Math software license (155).		

Columns menu options: Sort Ascending, Sort Descending, Columns, Filter

Filter menu options: Show items with value that: Contains, services, Or, Is equal to

The Kendo Grid

Purchased Services

Filter: Clear Filter Refresh

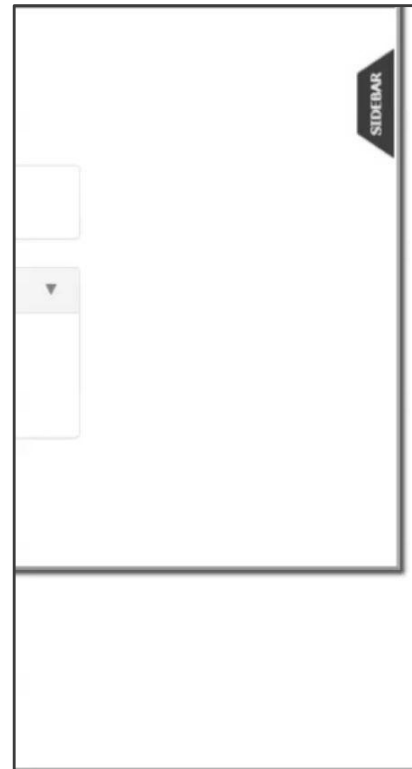
Drag a column header and drop it here to group by that column

Program Type	Purchase Item	Purchase Item Detail	Function Number	Function Label	Amount	Description	Edit	Delete
Schoolwide	Private Vendor Contract	Professional Development	221300	Instructional Staff Training	\$16,850.00	EL Education for Staff Services (146).		
Schoolwide	Pupil Transportation	Pupil Transportation-Shuttle Services	256720	Shuttle Services	\$640.00	Students will engage in instructional field trips (167).		
Schoolwide	Technology and Software Services	Reading	122000	English Language	\$1,800.00	Read software license (155)		
Schoolwide	Technology and Software Services	Mathematics	124000	Mathematics	\$1,800.00	Math software license (155).		
Foster Care	Pupil Transportation	Pupil Transportation-Shuttle Services	256720	Shuttle Services	\$20,000.00	Transportation for students in out of home care to maintain school of origin		
					Total	\$41,090.00		

State Superintendent of Public Instruction Carolyn Stanford Taylor, Department of Public Instruction
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Budget Sidebar

- ★ Displays summary grant budget and claim information
- ★ Easy to reference while working in the budget
- ★ Can be opened or hidden as needed
- ★ Really the only excuse I have left to use the word 'trapezoid' in day-to-day conversation



Also on Enter Claims screen

- ★ In addition to the budget screens, the sidebar is available on the Enter Claims screen for all grant subbudgets
- ★ Also available on the IDEA Flow-through/Preschool Plan Reservations screen



Budget Validations

The budget landing page/submission screen will contain a detailed list of all budget validations.

These validations address fiscal or program requirements that will need to be resolved prior to submitting a budget revision OR claim.

In order to submit the Title IV-A (Public, Private) budget, complete the tasks identified here: ▼

- The amount budgeted of \$528,138.19 for Public exceeds the amount available of \$527,550.02 for Public.
- The amount budgeted for indirect cost recovery is currently greater than the amount allowed. The amount budgeted must be fixed before budget submission.
- The ESEA Assurances form has not been digitally signed by your District Authorizer. Contact your District Authorizer and have them digitally sign the ESEA Assurances form on the [Authorizations](#) screen
- The amount budgeted for Technology Infrastructure cannot exceed 15 percent of the total amount budgeted for the Effective Use of Technology and Technology Infrastructure program types (Public, Private) combined.
- Question #'20' in the Title IV-A LEA Narrative questions is required. Please complete your answer to submit your LEA Plan Title IV-A Questions.

Claim Overage Validation

Claiming over the budgeted amount will require you to revise your budget prior to submitting a budget revision or additional claim.

Claim overage validations display on submission screen and in the specific budget section.

Carl Perkins CTE Budget - All Schools

Non-Capital Objects

Submission Personnel Purchased Services Non-Capital Objects Capital Objects Insurance Other Objects Indirect Program Requirements
View All Sections

Please complete the tasks identified here: ▼

- The following budget combinations have been claimed in amounts greater than the current budget revision. Please update the following items and submit for approval:
 - Non-Capital Objects - 470/Textbooks & Workbooks - 130000/Vocational Curriculum: The cumulative claimed to date amount is \$19,826.21. Line items with this combination must be increased by \$5,029.21

Enter Claims Screen

Budget validations need to be resolved prior to submitting claim. Claim data can be saved but not submitted.

Maintain Claims - Title IV-A Public

Messages

- Claim data can now be entered by using the Upload / Download spreadsheet feature located below this message panel. [A tutorial screencast is available to walk the user through this process.](#)
- Edits to this claim can be saved but not submitted unless it is a claim amendment and the amount requested remains \$0. The Title IV-A Public budget has validations that must be resolved prior to claim submission. To see a list of required corrections, visit the budget landing page.**

Upload Title IV-A Public - Claim

Title IV-A Public - Claim

Enter Claims Screen

- ★ Downloadable .CSV claims template that can be populated with claims data and uploaded
- ★ Data will only upload in the Obligations and Amount Requested this claim columns
- ★ Uploads will overwrite any previously draft claims information

Upload Title II-A Public - Claim

LEAs may enter data manually or use a template to upload expenditure information for the claim.

1. Click "Download" to download an Excel file listing the the approved budget items.
2. Enter data on the template.
3. Save the file to your computer as a .CSV file.
4. Click "Select File" to find the file on your computer.
5. Click on the file name.
6. Click "Open"
7. Click "Upload" to upload the file. (This may take a few seconds.)
8. Review the data to make sure it is correct. Data will only upload in the **Obligations and Amount Requested this claim** columns.
9. Changes may be made to individual records or the template may be re-loaded.

Note: Every time a file is uploaded, all previous draft claim data is deleted and replaced with data from the new file.

Download

Select files...

Upload

Enter Claims Screen

- ★ LEAs identified during risk assessment may be required to submit detailed general ledger data that ties to the claim
- ★ Upload as PDF
- ★ Documentation will be reviewed by the grant accountant during claim review

Upload Fiscal Monitoring Supporting Documentation

For this federal grant claim, a PDF report of the LEA's detailed general ledger that ties to the claim must be uploaded using the button below. Be sure to provide enough information that the accountant reviewing the ledger report will be able to recognize the accounts that tie to the line item on the claim for reimbursement. As a reminder, expenditures must be directly coded to the appropriate federal grant project code when recorded in the general ledger.

After selecting the file, click on the "Upload" button to attach the report to the claim. The uploaded document is viewable by selecting the "View Ledger Report" button below the claim.

Note: Every time a supporting document is uploaded, the previous document is deleted and replaced with the new file.

↑ Select files...

Upload

Enter Claims Screen

Title: Set Report Period Ending Date

Report Period Ending Date: 06/30/2020

Partial Claim Final Claim

Set Claim Type - A Final claim will need to be submitted for each grant for each fiscal year

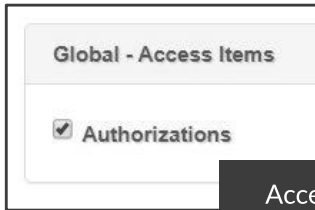
Account	Object Name	Approved Budget	Total Amount	Date	Obligations	Amount Requested this Claim	Amount Remaining	Cumulative Claimed to Date
10-386-221300-365	Payment to CE		\$0.00		\$1,000.00	\$1,500.00	\$3,000.00	\$0.00
	Subtotal	\$3,000.00	\$0.00		\$0.00	\$0.00	\$3,000.00	\$0.00
	Indirect	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
	Running Total	\$3,000.00	\$0.00		\$0.00	\$0.00	\$3,000.00	\$0.00

Obligations column must be cleared prior to submitting Final claims

Error: There cannot be any outstanding obligations present on a final claim. Please remove any obligations listed or select partial claim.

Buttons: Cancel, Submit, View PI-1086

Authorizations Menu



Access set on
Admin Menu >
Maintain User >
Edit Access screen

- ★ Accessible through the menu bar
- ★ Only visible to LEA users with Authorizations privilege
- ★ Assurances - Authorizers digitally sign off on required forms, including Act and Grant-level assurances and consortium verification
- ★ Claims - Authorizers check and authorize submitted claims prior to them being submitted to DPI
- ★ Transfer Funds - Under ESEA, if the LEA is transferring funds from one formula grant to another, the funds transfer must be authorized by an subrecipient authorizer

Edit Access

LEA user access is set by an LEA WISEgrants Administrator on Admin Menu > Maintain User > Edit Access screen

Administrators can also the View Notifications settings for each LEA user

Filter List:

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

ASM User	Email	Phone Number	Agency Name	Role Name	Authorizer	View Notifications
				WISEgrants Administrator	X	View Notifications
				WISEgrants User	X	View Notifications
				WISEgrants User	X	View Notifications
				WISEgrants User		View Notifications
				WISEgrants User		View Notifications
				WISEgrants User		View Notifications
				WISEgrants User		View Notifications

Please click a user's name to adjust their access profile

Edit Access

User Information

User Name:
Role: WISEgrants User
Agency Name:

Back Assign View Access to All Grants Save

Global - Access Items

- Auditor - State & Single Audits
- Authorizations

Edit Access

Act - Access Items

- CARES Act: Private School Affirmation Forms
- ESEA: ESEA - Continuous Improvement for Identified Schools
- ESEA: Private School Affirmation Forms

Grant - Access Items

Grant	Application/Budgeting Area	Claiming Area
<input checked="" type="checkbox"/> ARPA Homeless Children and Youth II	<input checked="" type="radio"/> Edit <input type="radio"/> View	<input type="radio"/> Edit <input checked="" type="radio"/> View
<input type="checkbox"/> ARPA - IDEA Flow-through		
<input type="checkbox"/> ARPA - IDEA Preschool		
<input checked="" type="checkbox"/> Elementary and Secondary School Emergency Relief Fund III	<input type="radio"/> Edit <input checked="" type="radio"/> View	<input type="radio"/> Edit <input checked="" type="radio"/> View

Notification Management

ESEA

- LEA Plan
- End-of-Year Report
- Private School Affirmation Forms

IDEA

- Maintenance of Effort (MOE)

Allows the user to determine which Act and Grant-level system notifications the user will receive.

Certain notifications, such as notifications related to Authorizer access, cannot be opted out of

Each user can modify their own settings via Home > User: [your name] > Notifications Management

Grant - Notifications ▼

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

Act	Grant	Budgeting <input checked="" type="checkbox"/>	Claiming <input checked="" type="checkbox"/>
Carl D. Perkins Act	Carl Perkins CTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ESEA	1003(a) District Improvement Grant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ESEA	Comprehensive Supports and Improvements (CSI)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ESEA	Title I-A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Help is Just a Click Away

WISEgrants Administrator Landing Page

Messages ▼

- Reporting issues of concern: If you are experiencing something with your application or claim that you think is a bug or otherwise incorrect, or you have a technical support question, please submit a [WISEgrants help ticket](#). Guides for submitting a help ticket exist for [subrecipients](#) and [DPI staff](#), and contain a hyperlink to the form.

Help is Just a Click Away

State Superintendent of Public Instruction Carolyn Stanford Taylor, Department of Public Instruction
125 S Webster Street
P.O. Box 7841, Madison, WI 53707-7841 (800) 441-4563

Contact Us | About Us | Copyright | Privacy | Non-Discrimination | Accessibility | DPI Home | Agencies | Logout

Contact Us

Get In Touch

Your issues and concerns are important to us. Please let us know how we can help you.

• Submitting a Customer Services Help Ticket

- General License
- My Licensing Situation
- Educator Preparation Programs
- Other licensing questions...

Contact Licensing

- A staff member of ours
- A teacher of my child

Contact Licensing About Someone Else

Data and Reporting

I need help with ...

- Using WISEdash for Districts and/or the WISEdash Public Portal
- Requesting Confidential or Non-Confidential Data

- Submitting a Customer Services Help Ticket

WISEgrants Help Ticket

WISEgrants

- WISEgrants Web Portal
- Technical Assistance
- TA for Auditors
- WISEgrants Podcast
- Help Ticket
- Claiming or Returning Federal Funds
- Uniform Grant Guidance
- Federal Funding Conference

Contact Us

Start a Help Ticket

WISEGRANTS / WISEGRANTS WEB PORTAL / TECHNICAL ASSISTANCE

Technical Assistance

Using WISEgrants

- How to Get Help with WISEgrants
- Accessing WISEgrants
- Completing Necessary Forms
- Grant Application Guides for 2022-23
- Budgeting and WUFAR Combinations
- Submitting a Claim
- Using the Message Board
- Managing E-mail Notifications and WISEgrants Administrator Role Changes
- ESSA LEA Plan
- Reporting Grant Fraud to DPI or the Office of Inspector General

I Want To: *

- Ask a question
- Make a Suggestion for Improvement
- Other
- Report a Problem (user access issue, bug or error message)
- Request to add a WUFAR combination

Which WISEgrants grant or feature are you contacting us about? *

include fiscal year, specific grant or feature

Description of Issue: *

include the URL of the affected screen and the text of any error message you

Attach Files (if applicable)

Choose Files No file chosen

Submit

Bookmark This Page

WISEgrants

WISEgrants Web Portal

Technical Assistance

TA for Auditors

WISEgrants Podcasts

Claiming or Returning
Federal Funds

Uniform Grant Guidance ▼

Federal Funding
Conference

WISE

WISEGRANTS / WISEGRANTS WEB PORTAL

WISEgrants Web Portal

Click to login:



What do IDEA, ESEA, Carl Perkins, and many other federal education grants have in common? In Wisconsin, they have WISEgrants, an innovative federal grants management system designed, developed and operated by the Wisconsin Department of Public