

TIP- Targeted Improvement Plan Application Entry

June 2025

Register in Common Authentication



- Register for the Targeted Improvement Plan (TIP) Application within Common Authentication
- To register for the TIP Application use the following web address: <https://apps.ksde.gov/authentication/login.aspx> Complete requested information, then scroll through the list of available programs and select Kansas Grant Management System (KGMS).
- At least one individual will need to be registered as the District Admin access level in order to set security access for other users.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Phone #:*	<input type="text"/>
Email Address:*	<input type="text"/>

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

Organization: <input type="text" value="USD 101 Erie-Galesburg"/>	Building: <input type="text" value="All Buildings"/>
-------------------------------------------------------------------	------------------------------------------------------

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

Application Name	Application Access Level
<input type="checkbox"/> Accreditation System	District Update District Approve
<input type="checkbox"/> Annual Statistical Report(18E)	District
<input type="checkbox"/> Auditor File Exchange	District Entry
<input type="checkbox"/> Kansas Education Systems Accreditation (KESA)	District OVT Chair
<input checked="" type="checkbox"/> Kansas Grants Management System (KGMS)	District User District Admin
<input type="checkbox"/> Kansas Integrated Accountability System (KIAS)	District User District Admin

Welcome to the (TIP)- Targeted Improvement Plan Application


- When the registration request for the TIP is completed , click on the submit button
- All registrations and changes are reviewed and approved by the superintendent. Users will receive an email when access is granted.
- Once approved you may enter the TIP Application.
- Select the School Year and Grant type, then click search and Action.

My KSDE Web Applications

Manage My Account

Log Off

1. Kansas Grants Management System (KGMS)
2. Kansas Grants Reporting System (KGRS) - User approval pending or application not active.

**KANSAS**
STATE DEPARTMENT OF
EDUCATION

[Manage Applications](#)
[LEA Home](#)
[Maintenance](#)
[Reports](#)
[View Generated Letters/GAN](#)
[Help](#)
[Logout](#)

KANSAS GRANTS MANAGEMENT SYSTEM

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

[Home](#)

DISTRICT HOMEPAGE

Search Options

School Year

2022 - 2023


Grant Type

TIP

Search

Clear

Grant Listing

School Year	Grant Type	Status	Application Status	AFR Status (Prior Year)	Budget Revision Status	Action
2022 - 2023	TIP	Not Started				



TIP Summary Page

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

KANSAS STATE DEPARTMENT OF EDUCATION KANSAS GRANTS MANAGEMENT SYSTEM

User: D0259approve District: D0259 Buildings: 0000 Access Level: District Admin Security Level:

Summary

GRANT: TIP 2022 - 2023

Summary:

Current Window(s): TIP Application Window: 02/01/2022 - 03/01/2021 (0 days left) Assessment Status: Annual Financial Report Submitted to KSDE Submit Questions Email: afeyh@ksde.org
TIP Annual Financial Report Window: 05/01/2022 - 03/01/2023 (249 days left)
TIP Budget Revision Window: 05/01/2022 - 03/01/2023 (249 days left)

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

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

SUMMARY

The currently active window(s) for this TIP grant are:

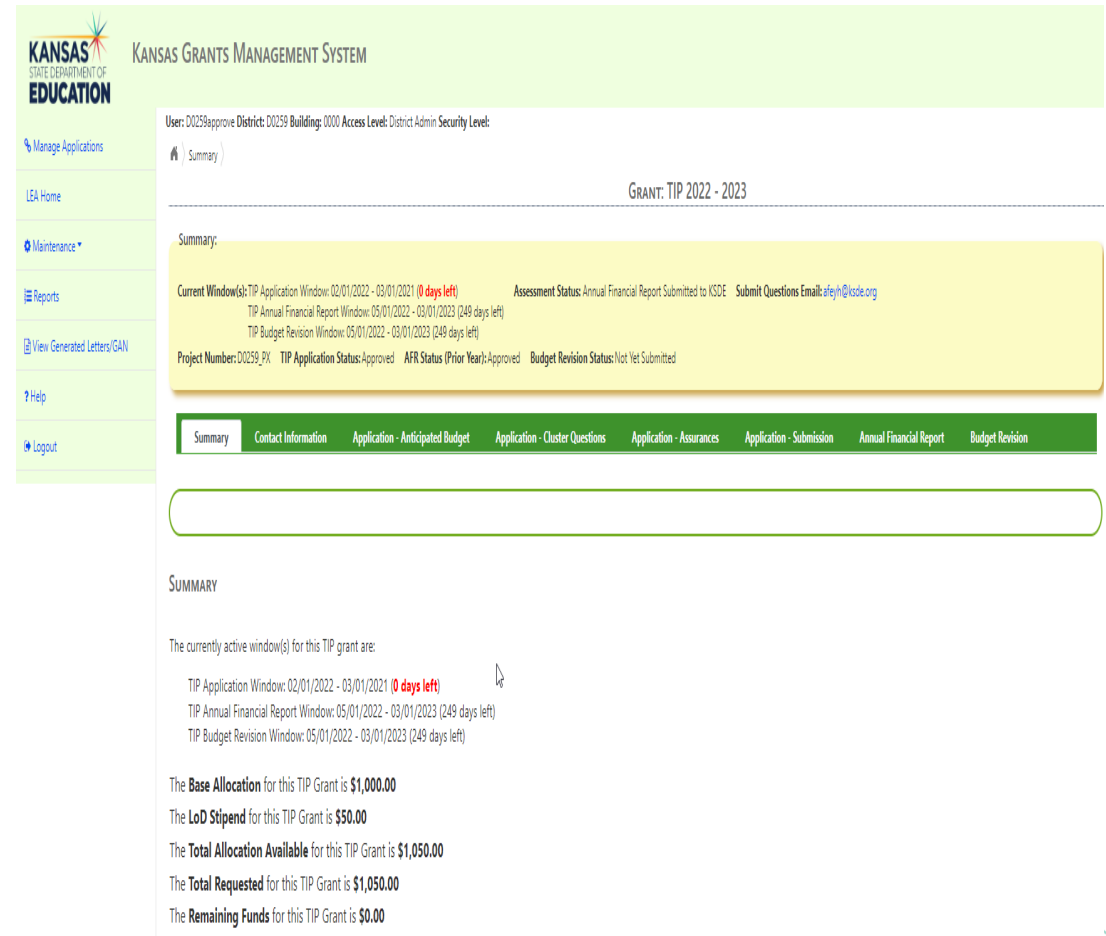
TIP Application Window: 02/01/2022 - 03/01/2021 (0 days left)
TIP Annual Financial Report Window: 05/01/2022 - 03/01/2023 (249 days left)
TIP Budget Revision Window: 05/01/2022 - 03/01/2023 (249 days left)

The **Base Allocation** for this TIP Grant is **\$1,000.00**
The **LoD Stipend** for this TIP Grant is **\$50.00**
The **Total Allocation Available** for this TIP Grant is **\$1,050.00**
The **Total Requested** for this TIP Grant is **\$1,050.00**
The **Remaining Funds** for this TIP Grant is **\$0.00**



Use Menu to Navigate

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



The screenshot displays the Kansas Grants Management System interface. On the left is a vertical navigation menu with the following items: Manage Applications, LEA Home, Maintenance, Reports, View Generated Letters (GAN), Help, and Logout. The main content area has a header with the Kansas State Department of Education logo and the system title. Below the header, it shows user information: User: D0259approve District: D0259 Buildings: 0000 Access Level: District Admin Security Level: Summary. The current grant is identified as GRANT: TIP 2022 - 2023. A yellow summary box contains the following details: Current Windows (TIP Application Window: 02/01/2022 - 03/01/2021 (0 days left), TIP Annual Financial Report Window: 05/01/2022 - 03/01/2023 (249 days left), TIP Budget Revision Window: 05/01/2022 - 03/01/2023 (249 days left)), Assessment Status (Annual Financial Report Submitted to KSDE), Submit Questions Email (afeyh@ksde.org), Project Number (D0259_PX), TIP Application Status (Approved), AFR Status (Prior Year: Approved), and Budget Revision Status (Not Yet Submitted). Below this is a green navigation bar with tabs: Summary, Contact Information, Application - Anticipated Budget, Application - Cluster Questions, Application - Assurances, Application - Submission, Annual Financial Report, and Budget Revision. The Summary tab is active, showing a section titled SUMMARY. The text indicates the currently active window(s) for this TIP grant are: TIP Application Window: 02/01/2022 - 03/01/2021 (0 days left), TIP Annual Financial Report Window: 05/01/2022 - 03/01/2023 (249 days left), and TIP Budget Revision Window: 05/01/2022 - 03/01/2023 (249 days left). Financial details listed include: The Base Allocation for this TIP Grant is \$1,000.00, The LoD Stipend for this TIP Grant is \$50.00, The Total Allocation Available for this TIP Grant is \$1,050.00, The Total Requested for this TIP Grant is \$1,050.00, and The Remaining Funds for this TIP Grant is \$0.00.



Grant Access Levels

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

KANSAS STATE DEPARTMENT OF EDUCATION KANSAS GRANTS MANAGEMENT SYSTEM

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

User Security

Search Options

School Year	2022 - 2023
Grant Types	TIP

Users

User Name	No Access	View Only	Data Entry	Submit
Feyh	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Davis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hayes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
davis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Matteson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Cancel



Contact Information & Phone Entry

- Auto populated using data from main KSDE LEA Directory
- User must enter phone number for Director of Special Education and TIP Contact before application can be submitted.

Summary	Contact Information	Application - Anticipated Budget	Application - Cluster Questions	Application - Assurances	Application - Submission	Annual Financial Report	Budget Revision
TIP Application submitted on 6/22/2022 by Baratheon, Robert.							
both phone #'s must be entered.							
Directory Contact Information							
Director Of Special Education							
First Name:	Denise						
Last Name:	Davis						
Email :	gblickley@leaderservices.com						
Telephone #:	111-222-3333						
LEA Information							
Number :	D0259						
Name :	Wichita						
Mailing Address:	123 First						
City :	First						
Zip Code:	66047-						
TIP Contact Information							
First Name:	Denise						
Last Name:	Davis						
Email :	ddavis@ksde.org						
Telephone #:	444-555-6666						
<input type="button" value="Save"/>							



Application – Anticipated Budget

- Only include figures for the IDEA Title VIB funding in the application.
- Budget justification describes how expenditures are related to the applicants SPP plan.
- LOD Leadership Stipends amount cannot be combined with another line item and must be explained separately
- Administrative Costs capped at the indirect cost rate the district has on file with KSDE.
- Costs-
 - Enter numeric data for each direct cost line item
- Justifications-
 - Field is text only and will not calculate numeric entries
 - Include expenditure type and how amounts were calculated.

User: D0259approve District: D0259 Building: 0000 Access Level: District Admin Security Level:
Application - Anticipated Budget

GRANT: TIP 2022 - 2023

Summary:

Current Window(s): TIP Application Window: 02/01/2022 - 03/01/2021 (0 days left) Assessment Status: Annual Financial Report Submitted to KSDE Submit Questions Email: efeyh@ksde.org
TIP Annual Financial Report Window: 05/01/2022 - 03/01/2023 (249 days left)
TIP Budget Revision Window: 05/01/2022 - 03/01/2023 (249 days left)

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

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

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

Anticipated Budget		
Base Allocation:		\$1,000.00
LoD Leadership Stipend:		\$50.00
Total Allocation Available:		\$1,050.00
Remaining Funds:		\$0.00
	Costs	Justifications
Personnel Salaries/Wages	1000	skijk
Personnel Benefits	0	
Travel	0	
Equipment/Technology	0	
Supplies	0	
Contractual	0	
LOD Leadership Stipend	50	0
Administrative Costs	0	
Total Funds Requested		\$1,050.00



Cluster Questions

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

Summary	Contact Information	Application - Anticipated Budget	Application - Cluster Questions	Application - Assurances	Application - Submission	Annual Financial Report	Budget Revision
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Data saved successfully.

Cluster Questions	
Fiscal Year:	2023
Organization Number:	D0202
Organization Name:	Turner-Kansas City
Cluster #1: Secondary Transition: Graduation, Dropout, Suspension Expulsion, Transition Ages 16+, Post-School Outcomes	<input checked="" type="radio"/> Yes <input type="radio"/> No Complete Long Form Cluster Questions
Cluster #2: Achievement: Assessment-Reading, Math, LRE Placement, Disproportionate Representation	<input type="radio"/> Yes <input type="radio"/> No
Cluster #3: Early Childhood: EC LRE, EC Outcomes, Part C-B transition	<input type="radio"/> Yes <input type="radio"/> No
Cluster #4: Parental Involvement	<input type="radio"/> Yes <input type="radio"/> No
Cluster #5: Additional and/ or other areas	<input type="radio"/> Yes <input type="radio"/> No
Did your LEA receive TIP funds in FY2022?	No
Please select which form you are completing for FY2023:	<input type="radio"/> Short Form <input checked="" type="radio"/> Long Form

Save



Assurances

- Assurances must be agreed to prior to submitting the Application. The user must enter the following for certification purposes:
 - Title
 - Name
 - Check the box to certify the information is accurate and true.
- After entering select Save.

Assurances

Section I. ASSURANCES

Throughout the period of the grant award, the LEA will comply with all requirements of:

- a) Title 34, Code of Federal Regulations, Parts 75-99 EDGAR, as amended; and
- b) Title 2, Code of Federal Regulations Part 200, Uniform Grant Guidance, as amended; and
- c) The LEA assures it has obtained a DUNS number and has registered with the CCR.

In addition, the LEA assures that it is not identified as ineligible by the Excluded Parties List System at <https://www.sam.gov/portal/public/SAM/>. The LEA further assures that all contracted vendors paid with federal funds are not identified by the Excluded Parties List System. Upon request, the local educational agency shall make this complete application available to the public for review.

Section II. REMEDIES AND CONDITIONS

If the LEA fails to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or the Kansas State Department of Education (KSDE) may impose additional conditions, as described in 2 CFR 200.207 Specific conditions. If the Federal awarding agency or KSDE determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or pass-through entity may take one or more of the following actions, as described in 2 CFR 200.338, and as appropriate in the circumstances:

- (a) Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- (b) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- (c) Wholly or partly suspend or terminate the Federal award.
- (d) Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- (e) Withhold further Federal awards for the project or program.
- (f) Take other remedies that may be legally available.

The local educational agency has the opportunity to request a hearing if the State Educational Agency finds areas of noncompliance and consequently disapproves this application and receipt of federal funds. The hearing procedures will be conducted according to Education Department General Administrative Regulations (EDGAR), 34 CFR 76.401, as amended which are included in this application package. They are also available at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

Section III. STUDENT DATA

It shall be the policy of this local educational agency that the confidentiality of personally identifiable data relating to children and their families be protected during collection, storage, disclosure, and destruction. This LEA assures that it is in compliance with the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Kansas Student Data Privacy Act (K.S.A. 72-6215), and all other federal and state regulations, statutes, and standards related to the confidentiality of student data.

Section IV. ADDITIONAL PROGRAM ASSURANCES

The LEA makes the following assurances that it has policies and procedures in place as required by Title 34, Code of Federal Regulations, Subtitle B, Chapter III, Part 300 Individuals with Disabilities Education Act, Kansas Statutes Annotated Chapter 72, Article 9, Kansas Children with Exceptionalities Act, and the LEA further assures that all programs for children will be operated in compliance with all applicable state and federal statutes, rules, and regulations.

Section V. CERTIFICATION

BY SIGNING THIS REPORT, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

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

Title:	<input type="text"/>	<input type="checkbox"/> I certify that all the information in this application is accurate and true.
Name:	<input type="text"/>	
<div>Save</div>		



Application - Submission

- The Name of Certifying Representative will be populated from the user id of the person Submitting.
- The Title of the person certifying needs to be entered and is required for submission.
- LEA Comments are optional.
- The user can choose to “upload file” to provide any additional documentation for the application.
- When required data fields have been entered and errors resolved the Submit button will be displayed.
- Done? Click Submit.

The screenshot displays the 'Application Submission' web form. At the top is a green navigation bar with tabs: Summary, Contact Information, Application - Anticipated Budget, Application - Cluster Questions, Application - Assurances, Application - Submission (selected), Annual Financial Report, and Budget Revision. Below the navigation bar are two links: 'Print TIP Application' and 'Print Blank TIP Application'. The main form area has a green header 'Application Submission'. It contains three input fields: 'Name of Certifying Representative' (populated with 'denise davis'), 'Title' (empty), and 'LEA Comments' (a large text area). To the right of the form is an 'Upload File' section with a table titled 'Uploaded Files'. The table has columns: File Name, Title, Uploaded On, and Delete. The table is currently empty, showing 'No Uploaded Files Found'. Below the form fields, there is a block of instructional text: 'When you have completed entering information for the TIP Application, please press the Submit TIP Application button to submit the TIP Application to KSDE. The Submit TIP Application will not be available if there are one or more errors on the TIP Application. Please note: all Information will be read only after submission. Press the Save button to save the Comments field And the Title field.' Below this text is a yellow warning box that says 'Remaining funds is greater than zero - please review your budget prior to submitting your application.' At the bottom of the form is a green bar with a 'Save' button.

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			



How to Upload Optional Files

- The Upload File option will be available on the following pages:
 - Application Submission
 - Annual Financial Report
 - Budget Revision
- File Title will be required for the file uploaded.
- Each file uploaded to a page will be displayed and available to click on and view as needed.

The screenshot displays a web application interface. At the top, a green navigation bar contains several tabs: 'Summary', 'Contact Information', 'Application - Anticipated Budget', 'Application - Cluster Questions', 'Application - Assurances', 'Application - Submission' (which is highlighted), 'Annual Financial Report', and 'Budget Revision'. Below this, a dark green header reads 'Upload Files/Documentation for Application - Submission'. The main content area is a table with two rows. The first row is labeled 'Title' and has a yellow input field. The second row is labeled 'File to Upload' and contains a 'Choose File' button and the text 'No file chosen'. Below the table, a message states 'Files being uploaded must be one of these types:' followed by a list of file extensions: docx, doc, xls,xlsx,txt,pdf,csv,ppt,xps, bmp, gif, jpeg, jpeg, tif, tiff, png. At the bottom, a green bar contains 'Upload File' and 'Cancel' buttons.

Upload Files/Documentation for Application - Submission	
Title	<input type="text"/>
File to Upload	<input type="button" value="Choose File"/> No file chosen

Files being uploaded must be one of these types:
docx, doc, xls, xlsx, txt, pdf, csv, ppt, xps, bmp, gif, jpeg, jpeg, tif, tiff, png



FR - Submission

- AFR must be completed, submitted, and approved before the system will generate annual award.
- The amounts for encumbered, unexpended funds and carryover, if requested, will need to be locally calculated and entered by the district business manager and/or business office.
- NOTE: Unexpended funds are the fiscal year amount not expended, not drawn down, not encumbered and /not obligated prior to the end of the fiscal year.
- User may choose to “Upload File” to provide any additional documentation if needed.
- LEA Comments will be required when carryover is >0.
- When required data fields have been entered and errors have been resolved the submit button will be displayed.

[Summary](#)
[Contact Information](#)
[Application - Anticipated Budget](#)
[Application - Cluster Questions](#)
[Application - Assurances](#)
[Application - Submission](#)
[Annual Financial Report](#)
[Budget Revision](#)

[Print TIP AFR](#)
[Print Blank TIP AFR](#)

[Upload File](#)

Annual Financial Report: FY2022 July 1, 2021 - June 30, 2022			
FY 2021 Carry-Over:			\$60,553.00
FY 2022 Requested/Approved:			\$31,443.00
Total Resources Available:			\$91,996.00
	Expenditures	Encumbered Amounts	Total
Personnel Salaries/Wages	<input type="text"/>	<input type="text"/>	\$0.00
Personnel Benefits	<input type="text"/>	<input type="text"/>	\$0.00
Travel	<input type="text"/>	<input type="text"/>	\$0.00
Equipment/Technology	<input type="text"/>	<input type="text"/>	\$0.00
Supplies	<input type="text"/>	<input type="text"/>	\$0.00
Contractual	<input type="text"/>	<input type="text"/>	\$0.00
LoD Leadership Stipend	<input type="text"/>	<input type="text"/>	\$0.00
Administrative Costs	<input type="text"/>	<input type="text"/>	\$0.00
Total Expenditures and Encumbrances			\$0.00
FY 2022 Unexpended Funds			<input type="text" value="0"/>
Carryover to FY 2023 (must be spent by September 30th.)			<input type="text" value="91996"/>
Total Expenditures/Encumbrances and Carryover			\$91,996.00

[No Uploaded Files Found](#)

Name of Certifying Representative:
denise davis

Title:

LEA Comments:



Budget revision Submission

- This form needs to be submitted when the direct cost line item transfers exceed 10% of the grant total or an additional cost/new activity within line item expenditure is needed.
- Use a minus (-) sign when reducing a line item amount
- The user may choose to “upload file” if additional documentation is needed.
- When required data fields have been entered and errors have been resolved the Submit button will be displayed.

[Print TIP Budget Revision](#) [Print Blank TIP Budget Revision](#)

Budget Revision			
	Present Budget	Requested Change	Revised Budget
Personnel Salaries/Wages		<input type="text"/>	<input type="text" value="0"/>
Personnel Benefits		<input type="text"/>	<input type="text" value="0"/>
Travel		<input type="text"/>	<input type="text" value="0"/>
Equipment/Technology		<input type="text"/>	<input type="text" value="0"/>
Supplies		<input type="text"/>	<input type="text" value="0"/>
Contractual		<input type="text"/>	<input type="text" value="0"/>
LoD Leadership Stipend		<input type="text"/>	<input type="text" value="0"/>
Administrative Costs		<input type="text"/>	<input type="text" value="0"/>
Total Funds Requested	\$0.00	\$0.00	\$0.00
List Of Equipment/Technology/Supplies	<div></div>		
Rationale For Revision	<div></div>		

Name of Certifying Representative:	
denise davis	
Title	<input type="text"/>
LEA Comments	<div></div>

[Upload File](#)

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			



Contact information for TIP – Targeted Improvement Plan:

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

Leve of Determination Rewards and Sanction Questions go to:

Melissa Valenza at Melissa.Valenza@ksde.gov

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

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.



Technical assistance questions with navigating, data entry, and editing in KGMS System:

Leader Services

Phone Toll-Free: (877) 456-8777

Or

helpdesk@leaderservices.com

Hours (excluding Holidays): Monday – Friday 7 AM -5 PM (CST)

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