

GEMS/MARS Help Guide

Partnership District Portal

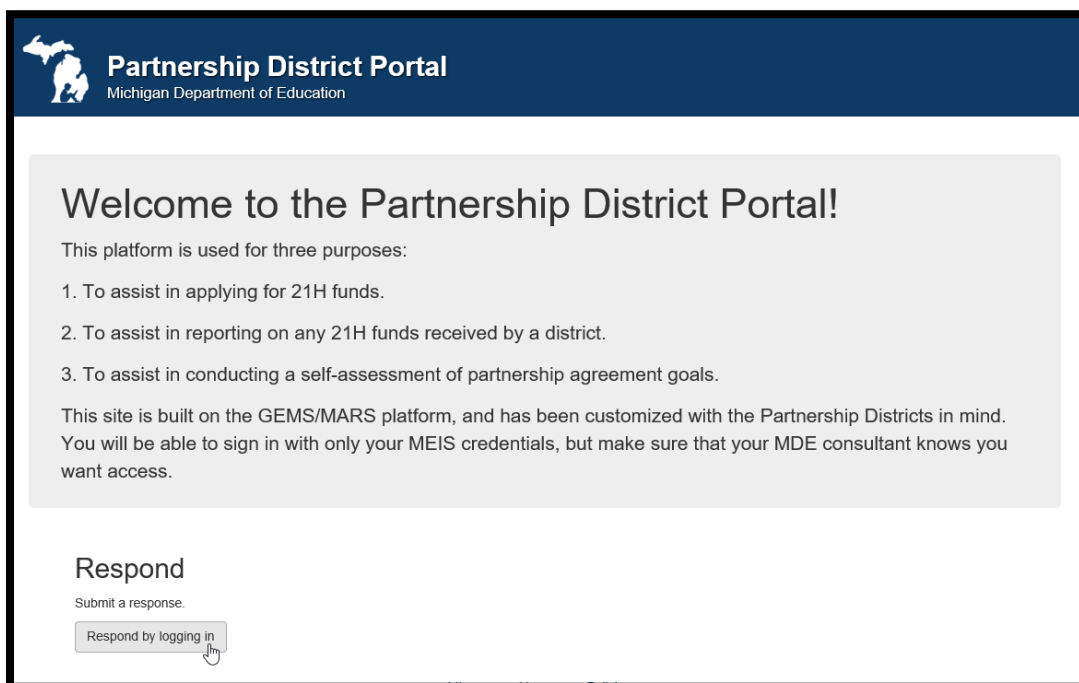
State School Aid ~ Section 21H

ANY QUESTIONS, PLEASE CONTACT THE GEMS/MARS HOTLINE 517-241-6270

PLEASE NOTE: MAKE CERTAIN POP-UP WINDOWS ARE ENABLED AND ALLOWED

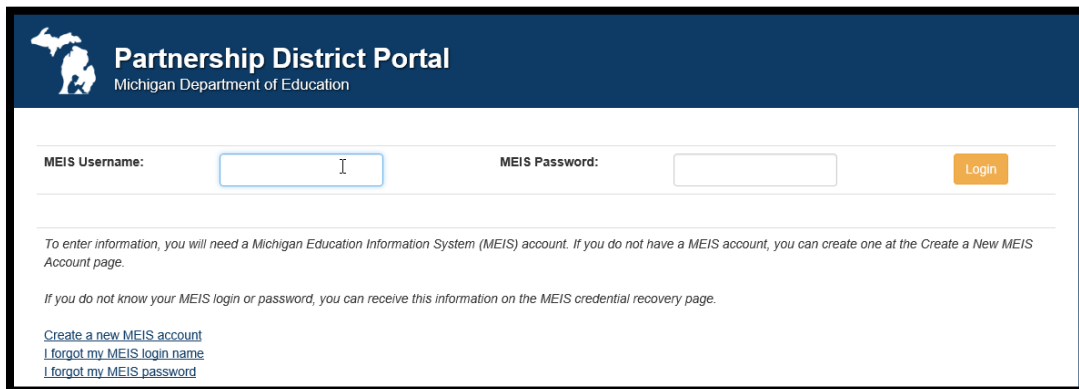
The preferred browser is either Internet Explorer or Firefox.

To log into the [21H Portal](https://mdoe.state.mi.us/gems/public/QuestionnaireHome.aspx?code=i3tg9rab) [https://mdoe.state.mi.us/gems/public/QuestionnaireHome.aspx?code=i3tg9rab] by utilizing the Michigan Educator Information System (MEIS) credentials. To obtain [MEIS credentials](#) go to <https://mdoe.state.mi.us/meis/login.aspx>.



The screenshot shows the top of the Partnership District Portal. The header includes the Michigan Department of Education logo and the text "Partnership District Portal" and "Michigan Department of Education". The main content area has a large heading "Welcome to the Partnership District Portal!" followed by a paragraph: "This platform is used for three purposes:" and a numbered list: 1. To assist in applying for 21H funds. 2. To assist in reporting on any 21H funds received by a district. 3. To assist in conducting a self-assessment of partnership agreement goals. Below the list is another paragraph: "This site is built on the GEMS/MARS platform, and has been customized with the Partnership Districts in mind. You will be able to sign in with only your MEIS credentials, but make sure that your MDE consultant knows you want access." At the bottom of the page, there is a "Respond" section with the text "Submit a response." and a button that says "Respond by logging in".

Log into the Partnership District Portal



The screenshot shows the login page of the Partnership District Portal. The header is the same as the previous screenshot. Below the header, there are two input fields: "MEIS Username:" and "MEIS Password:". To the right of the password field is an orange "Login" button. Below the input fields, there is a paragraph of text: "To enter information, you will need a Michigan Education Information System (MEIS) account. If you do not have a MEIS account, you can create one at the Create a New MEIS Account page." Below that is another paragraph: "If you do not know your MEIS login or password, you can receive this information on the MEIS credential recovery page." At the bottom, there are three links: "Create a new MEIS account", "I forgot my MEIS login name", and "I forgot my MEIS password".

Click "Create New 21H Application."

- It may take a brief moment for the dynamic form to be built.
- You will also be able to view existing submissions from this page.

Section I: Demographic Information

- Enter the requested information in the appropriate fields.
- Email address entered will receive a confirmation once application is submitted.

21H Application
Michigan Department of Education

At the bottom of the page, you can save your progress and return later or submit when finished.

Section I: Demographic Information

LEA Information

Legal Name of LEA Application: required

District Code: ▼

LEA Contact for the Partnership District Fund Application

Name: required

Position and Office: required

Telephone: required

Fax: required

Email address: required

This person will receive a confirmation once this application is submitted.

Section II: Funding Request and Rationale

Section II: Funding Request and Rationale

How many items do you have? 1 2 3 4 5 6 7 8 9 10

In this section, please provide the amount of funding being requested. The request should reflect the actual amount being requested not the total amount.

Item	Rationale
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- Select the number of requests. *[A data input table will automatically generate.]*
- Provide the item name, amount, and rationale for each request.

Section III: Matching Funds

Section III: Matching Funds

How many partners are you adding?

Matching of funds, for the purposes of this application will refer to funds directly matched through monetary means, in-kind donations, and/or cost-sharing. In the spirit of partnership, all applicants are required to seek out matching funds. Districts should work closely with the Partnership District Liaison for assistance in securing community and business partners to support the application request.
*Please note that if matching funds are not obtained, the application will still be considered for funding.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Partners Name and Address	Match \$	In-Kind	Cost-Share	Match
Some partner, 123 somewhere ave, somewhere MI 00000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Select the number of partners. *[A data input table will automatically generate.]*
- Provide the partner name, type and amount for each partner.

Section IV: Exhaustive Demonstrated Need

How many additional demonstrated lines do you need

All partnership districts and schools are eligible to request funds. The Partnership District Funds, however, have been created and secured as a means for funding when all other avenues have been exhausted. In this section, you will be asked to address all the funding sources that are typical to the district and priority schools. Each funding source listed must have an explanation of why these particular funds may not be redirected to address the requested need or have been exhausted. Begin by providing an explanation for not using the following funding sources. Add additional sources as appropriate.

NA	Funding Source	Amount Received	Explanation of Exhaustive Measures
<input type="checkbox"/>	General Funds		
<input type="checkbox"/>	Title 1 Allocation		
<input type="checkbox"/>	Title II Allocation		
<input type="checkbox"/>	Title III Allocation		
<input type="checkbox"/>	31(a)		
<input type="checkbox"/>	School Improvement Grant		
<input type="checkbox"/>	School Sustainability Grant		
<input type="checkbox"/>	Perkins		
<input type="checkbox"/>	21st Century		
<input type="checkbox"/>	35 (a)		
<input type="checkbox"/>	104(d)		

- Address each of the common funding sources.
 - Explain amount received and the reason these funds could not be applied to meet the demonstrated need.
 - If no funding was received for the funding source, click the NA checkbox.
- If you need additional funding source rows, click “How many additional demonstrated lines do you need”.

Section V: Monitoring and Evaluation

Please explain how you will monitor and evaluate the use of the funds. List all strategies and tools that will be used in this process. Include in your explanation a tentative timeline. The strategies and evaluation tools should be practical and align with existing processes to minimize superfluous duties and tasks. *Please note that failure to adequately monitor funds will result in disqualification for future funds.

Explanation

I

- Use the text box to explain how you will monitor and evaluate the use of funds.
- List all strategies and tools to be used.
- Provide a tentative timeline.
- Failure to adequately monitor funds will result in disqualification for future funds.

Assurances and Certifications

Assurances and Certifications

ASSURANCES AND CERTIFICATIONS

CERTIFICATION REGARDING NONDISCRIMINATION UNDER FEDERALLY AND STATE ASSISTED PROGRAMS

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity from which it is responsible or for which it receives financial assistance from the Michigan Department of Education.

CERTIFICATION REGARDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, STATE AND LOCAL GOVERNMENT SERVICES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or

- Carefully review the Assurances and Certifications section.
- By submitting this application, you are agreeing to these terms.

Save, Submit, or Cancel

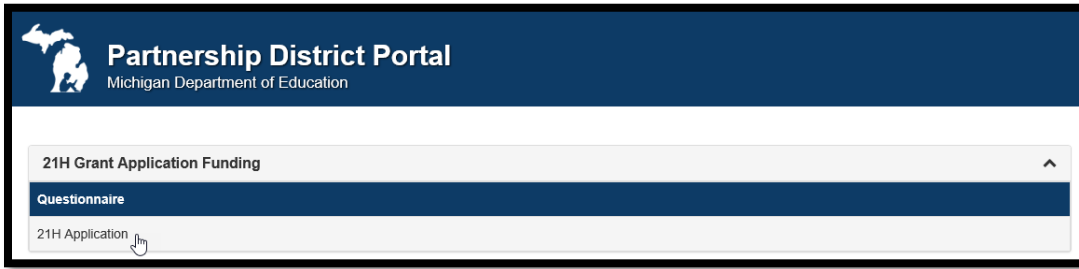
Save and Close Cancel Submit

- At the bottom of the page there are three options for the user:
 - To save work in progress, the user will click **Save and Close** button.
 - To cancel and try again later, the user will click the **Cancel** button.
 - When the user has entered and **verified the data**, the user will click the **Submit** button.
- After you click **Save and Close**, you will see this message.

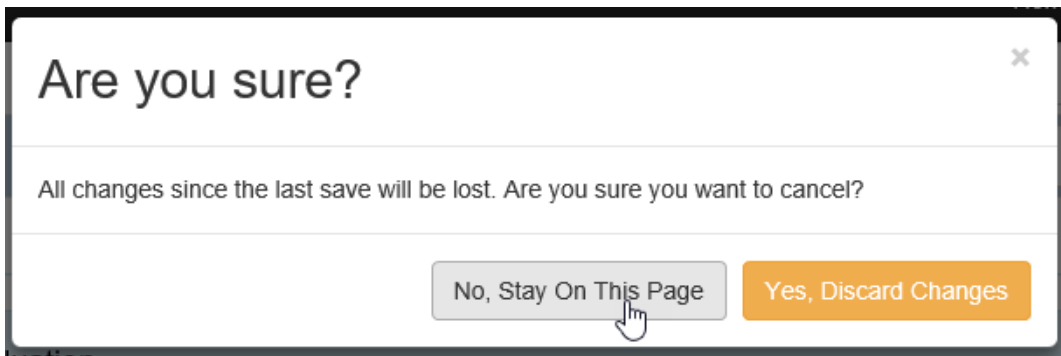
Your request is currently being processed.

29%

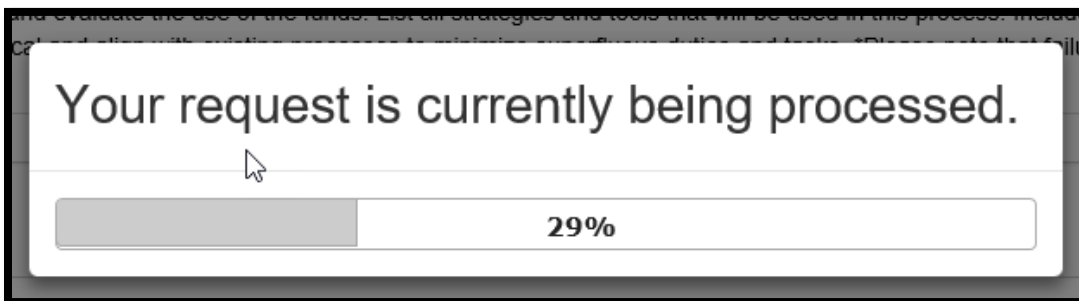
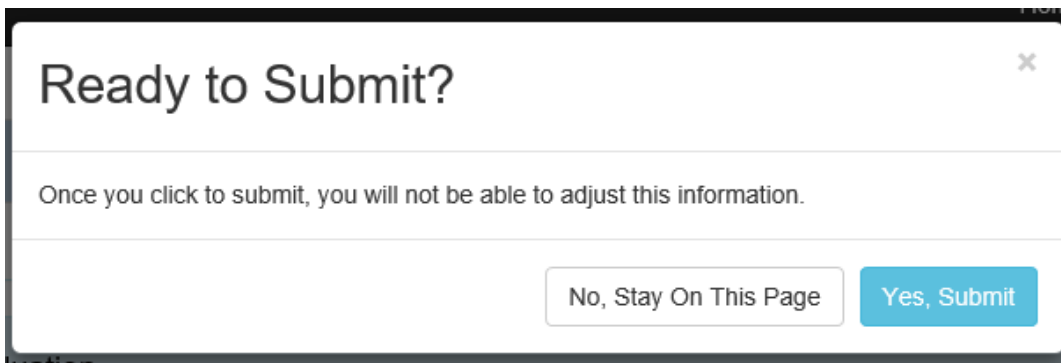
- When you come back to submit or review the Application, you will see the screen below.
- Open your application by clicking on “21H Application”. It may take a moment for the dynamic form to load.



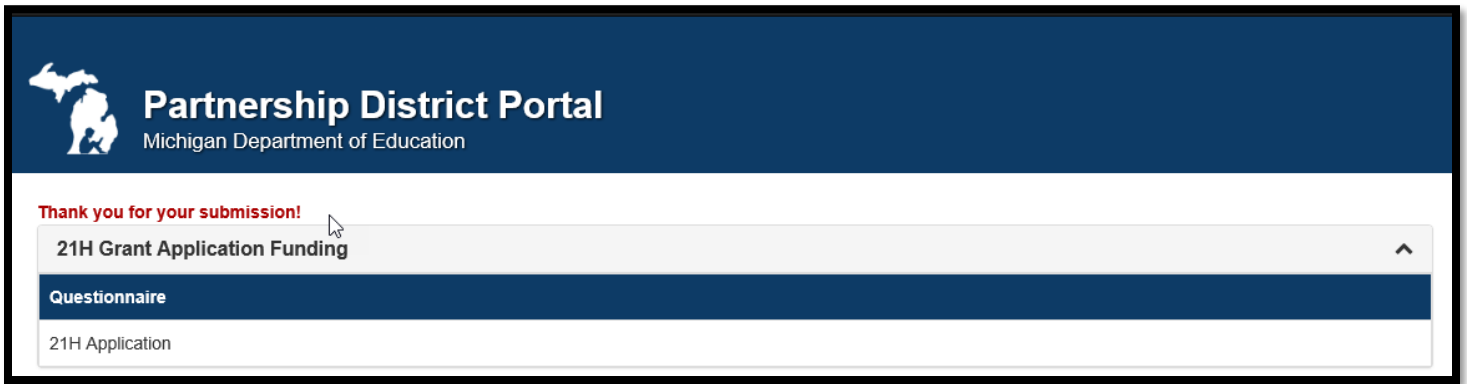
- If you click Cancel, you will see the below confirmation message.
 - *All changes since the last save will be discarded.*



- Once you click Submit, you will receive the below messages.
 - *This is your official submission to MDE.*



- You will be returned to the Partnership Portal with a message thanking you for your submission.



The screenshot shows the top section of the Partnership District Portal. It features a dark blue header with the Michigan Department of Education logo and the text "Partnership District Portal" and "Michigan Department of Education". Below the header, a white message box contains the text "Thank you for your submission!". Underneath the message box is a navigation menu with three items: "21H Grant Application Funding" (highlighted in light gray), "Questionnaire" (highlighted in dark blue), and "21H Application".

~ This completes the 21H submission process ~