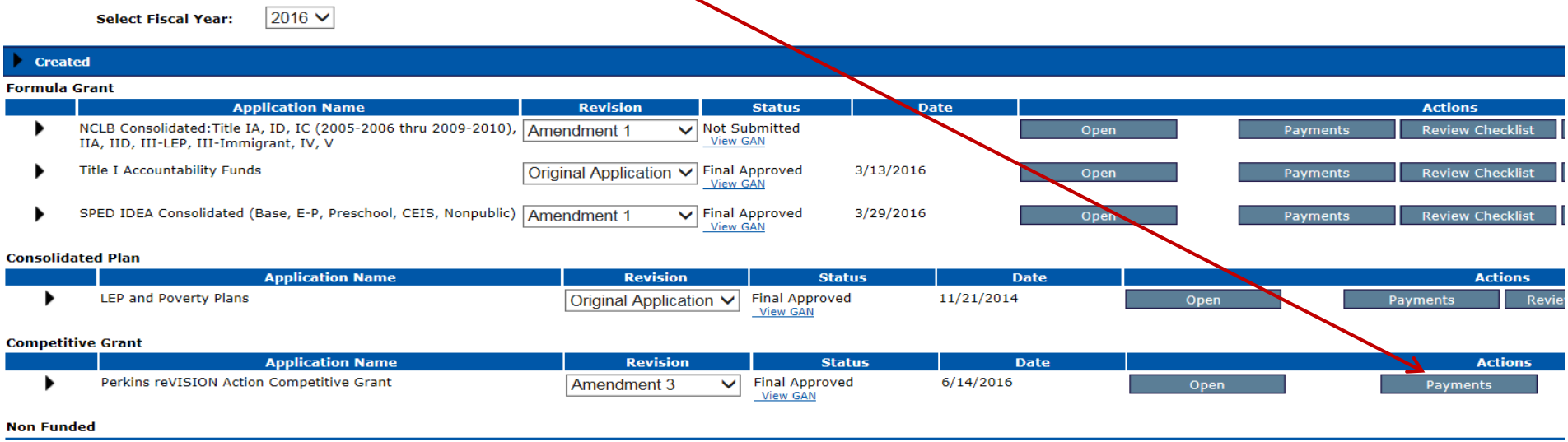
reVISION Closeout and the End of Year Report 2015-2016

Log into the Grants Management System: https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx?SessionTimeout=2

Find the Perkins reVISION Grant and Click on the blue Payments button.



***For the reVISION Initial and Action grants, an End of Year Report needs to be included and uploaded with the expenditure documents. You do <u>not</u> need to select the End of Year Report tab within the application.**

Select the "View Reimbursement Requests/Financial Reports" button to access the Reimbursement Requests Menu.

This opens the Reimbursement Request Page. Create reimbursement.

Claiming Expenditures when requesting a *Final* Reimbursement

Enter LEA Contact Information (District Financial Contact). Select the check box for Final Reimbursement Request. This option is to close out a program by entering YTD expenditures and determines whether a final payment is due or if there is cash on hand to be returned to NDE. This can only be selected if there are no *pending* reimbursement requests.

Complete the "Actual Expenditures YTD" Column. This column is used to determine cash on hand. *This needs to be completed when submitting a Final Reimbursement Request*.

☑ **Select here to add a report for this program**

☑ **Select here if this is the Final Reimbursement Request**

Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD
$3,000	$0	$0
$525	$0	$0
$0	$0	$0

Enter whole dollar amounts only

Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
$3,000	$1340	$1,340
$525	$103	$103
$0	$0	$0
$2,175	$1916	$1,916
$0	$0	$0
$300	$0	$0

Select **Save Page** then select the (RE)**Calculate Closeout Amounts** button. "Projected Grant Closeout Summary" is populated.

Be sure to attach (upload) supporting documentation for expenditures and the Narrative Final Report.

Scroll to the bottom of the page and click in the box to add a report.

☐ **Select here to add a report for this program**

Select *Browse,* go to file, and after attaching Final Report and expenditure documentation, select ***Save***

Select the **Submit to NDE** button. A message will appear indicating if the request is forwarded to NDE for review and approval or whether there are errors.