

# reVISION Reference Guide

## Application and Closeouts

### Application Procedure

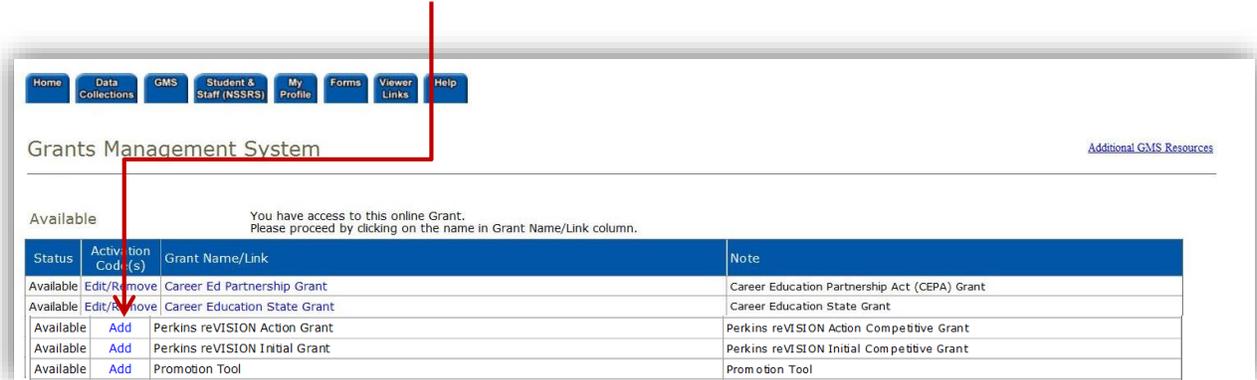
Access the NDE Portal at <https://portal.education.ne.gov>

Register/Sign In (Each "user" must be registered within the NDE Portal)

Select the blue tab  
"GMS"



Select the **Perkins Initial or Action Grant** (they may need to be "ADDED" by the District Administrator with an Activation Code).



Select the green button: **Create Application**

Year:

Select an application from the list(s) below and press one of the following buttons:

## Overview, Project Information, Program Information tabs

Your Application opens to the Overview tab. Read the explanation. Select the **Project Information Tab** and complete the Contact Information form.

Also under the Project Information tab is the Allocations Tab. Opening this tab will show a green link of the Grant Award once the application has been approved by NDE Staff.

The screenshot shows a navigation menu at the top with tabs: Overview, Project Information, Program Information, Goals and Needs, Budget, Assurances, Amendment Description, End of Year Report, Submit, Application History, and Page Lock Control. Below the menu, the 'Contact Information' tab is active. The 'Allocations' section contains a red message: "The application has been approved. No more updates will be saved for the application." Below this, a table lists a "Grant Award Notification" with a green link "Grant Award Notification - 1" and the date "9/3/2014". A red arrow points to this link.

## Program Information tab

Program Information opens with sub-tabs. Under the **Proposal Information tab**, check all areas that the proposal serves and the correct reVISION grant.

**Supplemental Documents tab**- required for reVISION ACTION grants only.

**Equipment/Capital Outlay tab**- required for reVISION ACTION grants only.

**Proposal Information tab**- required for reVISION Initial grant only.

## Goals and Needs Tab -

Here is where the descriptions of the program's needs are completed.

It is strongly suggested that the identification of needs is supported with data. (1) reVISION proposals should focus on the need to conduct the evaluation of the career education program. (2) reVISION Action Grant proposals should focus on the needs as identified through the reVISION process.

<b>Integrating Academics into CTE</b>	<b>Develop, improve or expand use of technology</b>	<b>Improve and modernize CTE programs</b>
<b>Linking CTE at Secondary and Postsecondary levels</b>	<b>Provide professional development to CTE teachers</b>	<b>Provide effective services</b>
<b>Provide experience of an industry</b>	<b>Develop CTE program evaluations and assess needs of Special Populations</b>	<b>Provide special populations' activities in CTE</b>

### Budget/Assurances/Submit Tab

Complete the **Budget Detail** section allocating the amount requested to the appropriate categories.

The **Budget Summary** will automatically fill from the **Budget Detail** page.

#### The Assurances Tab

The **Assurances** must be signed by the District Superintendent.

#### The Submit Tab

The Submit button will need to have a consistency check run first. Once that is done, the District Administrator can click on the Submit button to submit the application for NDE review.

### NDE Review

Each application will be reviewed and approved by NDE Program staff. The final approval of all applications will be given by the NDE Leadership Council member.

When an application is being reviewed for approval, the NDE Reviewer will use the Reviewer's Checklist. This Checklist is available to all applicants as a reference during the process of completing their application.

When the application has received final approval, the system will notify the authorized representative through email. A Grant Award Notification will be generated and available to view or print from the Application Select page and the Allocations page.

## Approval and Payments/Reimbursements

Select an application from the list(s) below and press one of the following buttons:

Select	Application / Amendment	Original Submit Date	NDE Final Approval Date	Status	Status Date	Consulting
<b>2014-2015</b>						
<input type="checkbox"/>	15-PerkinsInnv-4730-00 Original Application	07-10-2014	09-03-2014	Final Approved	<a href="#">View GAN</a>	09-03-2014

When requesting reimbursements, select the **Payments** button; this will activate the payments portion of the Application. The Payment Summary page opens. Click on the button **View Reimbursement Requests/Financial Reports**. This opens the Reimbursement Request/Financial Report. Select the **Create New Request** button. These reimbursements are made by Object Code.

## 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

Enter whole dollar amounts only

Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
\$3,000	<input type="text" value="\$1340"/>	\$1,340
\$525	<input type="text" value="\$103"/>	\$103
\$0	<input type="text" value="\$0"/>	\$0
\$2,175	<input type="text" value="\$1916"/>	\$1,916
\$0	<input type="text" value="\$0"/>	\$0
\$300	<input type="text" value="\$0"/>	\$0

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

determine cash on hand. This needs to be completed when submitting a *Final Reimbursement Request*.

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

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

## Expenditures Object Code-when NOT a Final Reimbursement

Select the checkbox to add a report for this program.



<input checked="" type="checkbox"/>	Select here to add a report for this program
<input type="checkbox"/>	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

This opens the Expenditures Object Code form fields (see diagram below). Select from the drop down menus for the object codes you wish to submit expenditures. You must have budgeted for the object codes to enter these expenditures.

**NOTE:** The “Expenditures” Section - Expenditures Object Code is for reporting *current* expenditures when submitting a Reimbursement Request only, NOT a Final Reimbursement Request.

600 - Travel / Professional Development	\$18,943	\$0	\$0	\$18,943	\$1,574	\$1,574
Indirect Costs						
Rates: 2013=1.9937% 2014=3.2591% 2015=5.3841%	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals:</b>	\$55,709	\$0	\$0	\$55,709	\$20,833	\$20,833

1 - Submitted Expenditures YTD does not include line items on this Reimbursement Request / Closeout

**Expenditures:**

Expenditures Object Code	Current Expenditure	Date	Delete
300 - Purchased Service / Lease Agreement	\$9662	December 2013	<input type="checkbox"/>
400 - Supplies & Materials / Operational Equip.	\$9597	December 2013	<input type="checkbox"/>
600 - Travel / Professional Development	\$1574	December 2013	<input type="checkbox"/>
<b>Total Expenditures:</b>	\$20,833		

Enter the amounts of expenditures in the “Current Expenditure” Column; the date of expenditure and click on the “Calculate Totals” button. Attach files for necessary documentation.

**NOTE:** Documentation must agree by object code with the “Expenditures” Section and provide transaction level of detail.

Click on the “Save Page” button.

When complete, select the “Submit to NDE” button.

## Possible GMS Error Messages

If you time out of the system, you may receive a Severity Level Error. In order to log back in, you must close the window that you are in. Go back to the Portal Home Page, and log back in to the portal.

If you are working on a large page, make sure to save often. The Time Out Warning is not always visible.

Once all information has been entered, use the "Save Page" button at the end of each page. *Clicking on another section tab before saving a page will result in the loss of data entered on that page!*

Once you click the Save button on a page, if there is an error, it will display at the top of the page in red. If you navigate away from the page, all of the data on that page will be lost.

## Only those completing the reVISION evaluation process are eligible to apply for a reVISION ACTION Grant

### Requirements:

1. The completion of a virtual reVISION orientation.
2. The identification of the reVISION team.
3. The completion of an analysis of the school's current Career Education system prior to the first regional meeting.

Participation in a meeting facilitated by NCE staff. Regional Meetings will be held, and each reVISION grant recipient is required to attend one of the regional meetings.

Facilitation of a community engagement meeting.

Participation in a second regional meeting facilitated by NCE staff.

As requested, recipients will participate in a technical assistance meeting NCE staff.