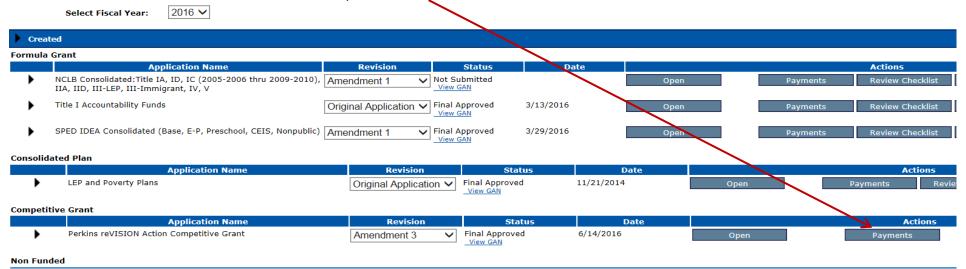# reVISION Closeout and the Final Report

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, a Final Report needs to be included and uploaded with the expenditure documents. A template for the Final Report can be found here: https://www.education.ne.gov/nce/revision.html. 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 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.