

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.

Select Fiscal Year: 2016 ▼

Created						
Formula Grant						
	Application Name	Revision	Status	Date	Actions	
▶	NCLB Consolidated:Title IA, ID, IC (2005-2006 thru 2009-2010), IIA, IID, III-LEP, III-Immigrant, IV, V	Amendment 1 ▼	Not Submitted View GAN		Open	Payments Review Checklist
▶	Title I Accountability Funds	Original Application ▼	Final Approved View GAN	3/13/2016	Open	Payments Review Checklist
▶	SPED IDEA Consolidated (Base, E-P, Preschool, CEIS, Nonpublic)	Amendment 1 ▼	Final Approved View GAN	3/29/2016	Open	Payments Review Checklist
Consolidated Plan						
	Application Name	Revision	Status	Date	Actions	
▶	LEP and Poverty Plans	Original Application ▼	Final Approved View GAN	11/21/2014	Open	Payments Review Checklist
Competitive Grant						
	Application Name	Revision	Status	Date	Actions	
▶	Perkins reVISION Action Competitive Grant	Amendment 3 ▼	Final Approved View GAN	6/14/2016	Open	Payments
Non Funded						

***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 not 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.

View Reimbursement Requests/Financial Reports

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.