

2020-2024

Perkins V Grant User's Guide for GMS

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Introduction: Perkins V

The Strengthening Career and Technical Education for the 21st Century Act which amended the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) was signed into law on July 31, 2018. The amended Act, now Perkins V, brings changes to the \$1.2 billion annual federal investment in career and technical education (CTE). The new legislation went into effect on July 1, 2019 and provides new opportunities to improve CTE and enables more flexibility for states to meet the unique needs of their learners, educators, and employers.

NDE's Grants Management System

There are several different Business Roles activation codes available for the Grant Management System:

District Administrator (Dist Admin): This role allows access for data entry; ability to sign the assurances and submit the application, future amendments; accessing reimbursements; and submitting claims. NOTE: The District Administrator is the only role that has the "Submit to NDE" button for submitting applications. However, District Admin (DA) and the Bookkeeper role can submit reimbursement requests.

Data Entry: This role allows access for data entry to the application and payments submission to the District Administrator, but does not allow for submitting to NDE.

Bookkeeper: This role allows rights to the application and access to the payment portion of the GMS. NOTE: The bookkeeper role has the "Submit to NDE" button for submitting reimbursement requests and final reports only.

View Only: This role allows view only rights to the application pages and payment portion of the GMS.

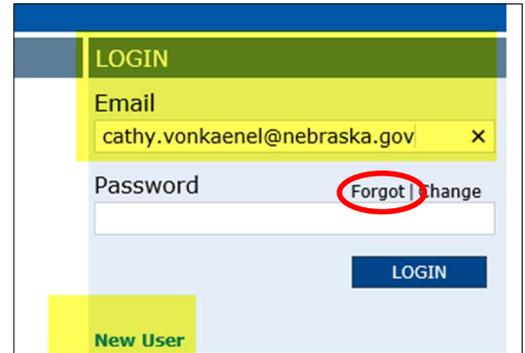
EACH USER SHOULD LOG IN WITH HIS/HER OWN USER ID AND PASSWORD

The Authorized Representative should not permit use of his/her login information by other individuals.

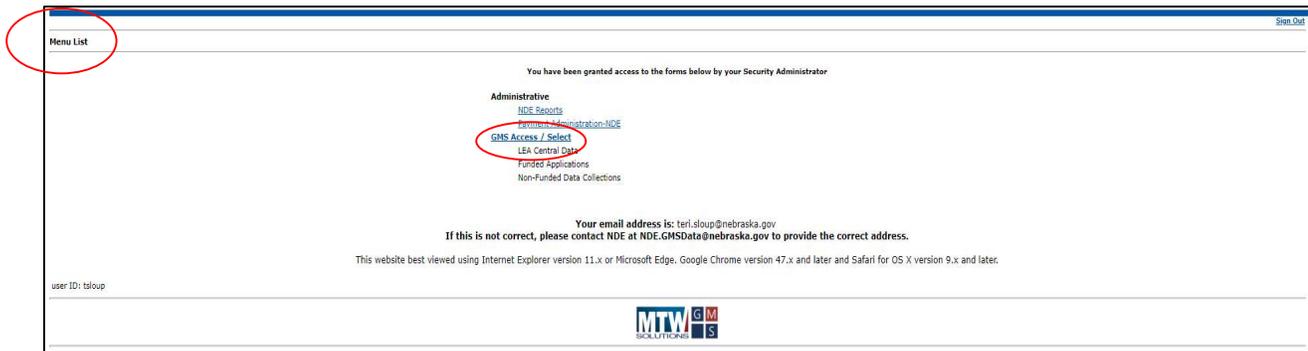
Getting Started-

1. First-time users go to the GMS login page <https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx>.
2. Enter your email address and then click on the New User request button. Complete the popup window questions and submit to Administrator.

The Administrator will need to approve the access requests for their agency through the User Maintenance link found on the Menu List within GMS. The Administrator controls who can use the system for their agency and at what level.

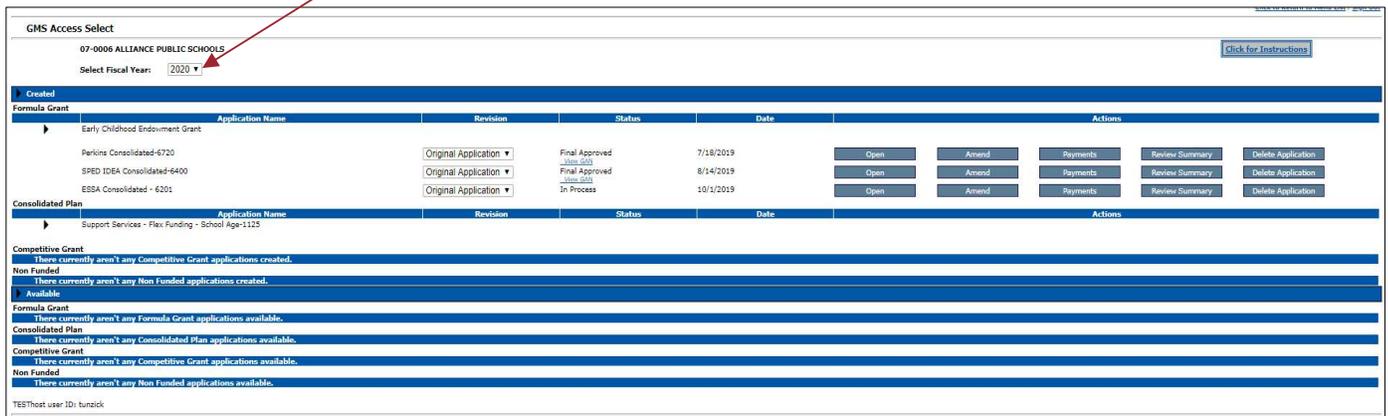


3. Once the account is created and approved the user logs in with their email (the system now recognizes the user's role approved by the Administrator) and clicks Forgot. They will receive an email with a temporary password and follow the popup window instructions.
4. Login with your email address and new password. This password will be good for 90 days. This will open the "Menu List" for the Grants Management System (GMS)



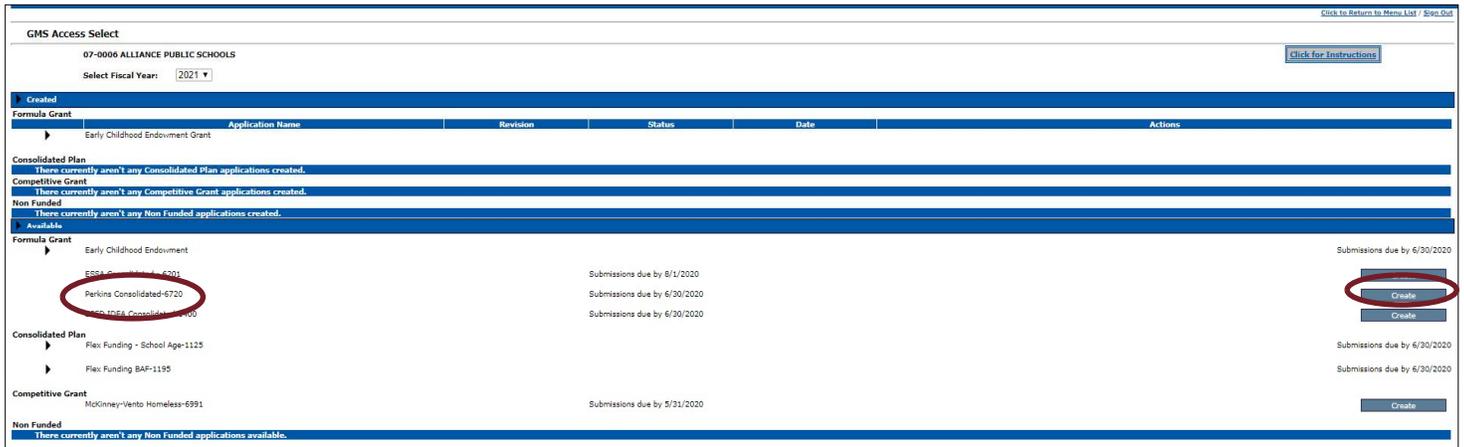
Select the **GMS Access / Select** link to open the Grants Management System.

Check that the new Fiscal Year is showing. You may need to select the next year from the drop-down box.

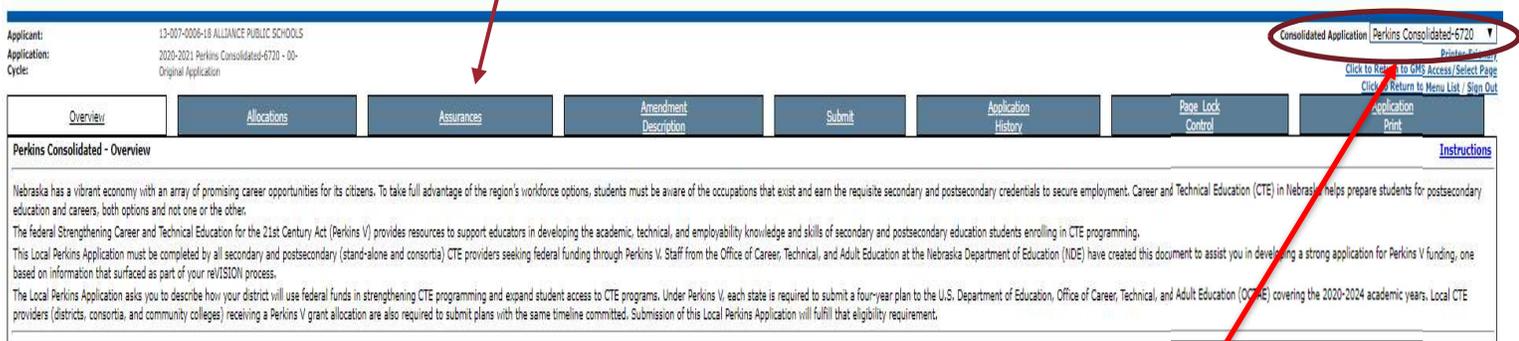


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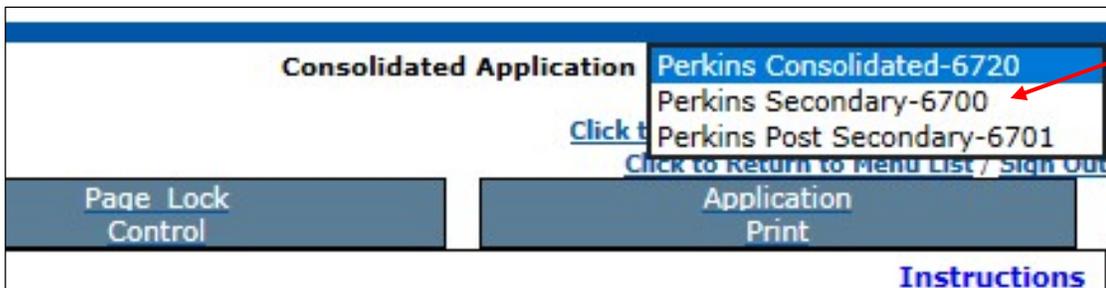
Click on the Create button across from the application you are creating.



You are now in the Perkins Consolidated section of the Application. Review each of the tabs. Assurances will need to be submitted to NDE before the application can be submitted. These can only be submitted by the District Administrator.



Select from the drop-down menu in the upper right-hand corner. Here you will select either Secondary or Post-Secondary pages to complete for your grant.

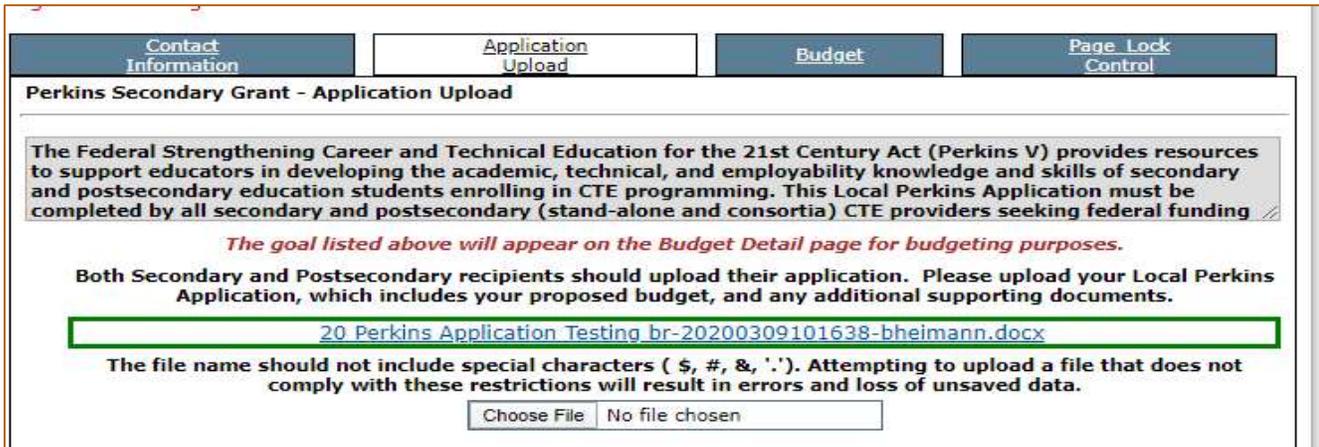


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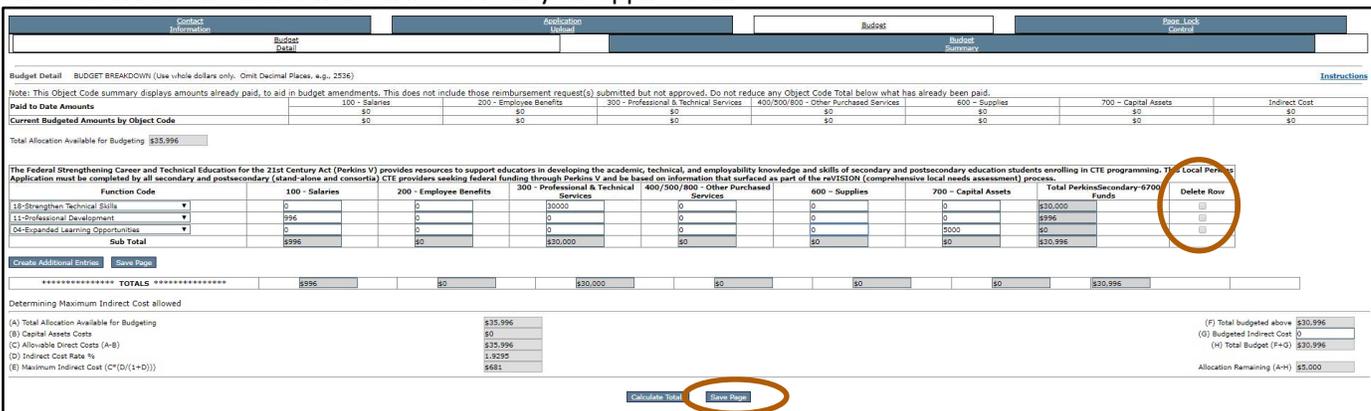
This opens the Application's detail pages.

Click on Application Upload. Click on Choose File and browse to your file locations. Select the file and Click on Upload button. Please upload your four-year Application and the corresponding Excel Budget sheet. The text "No files are currently uploaded for this page" will change to the name of each file uploaded. Upload as many files as needed. This may need to be done one file at a time.

Click the Save Page button to lock the files to the application.



Click on the Budget tab. This opens Budget Detail and Budget Summary tabs. The budget you need to complete in the Budget Detail tab is for the new grant year. Complete the budget in alignment with the uploaded budget worksheet and the outcomes of the reVISION process. **New for Perkins V:** there will not be a budget to create for each activity. These activities should be written in the four-year application.



Based on the Action Steps identified for each element for the program years, detail your budget request for the **upcoming program year**. List all direct costs associated with the implementation of the proposed activities/action steps that are allowable and justified. Calculate Totals and Save Page.

If you use the same budget code twice, you will receive an error message: **Function Code has been selected on more than one row. Please use Function Code only once within the same Topic.** If this happens, you can Delete a row on the far right-hand column or edit the Function Code.

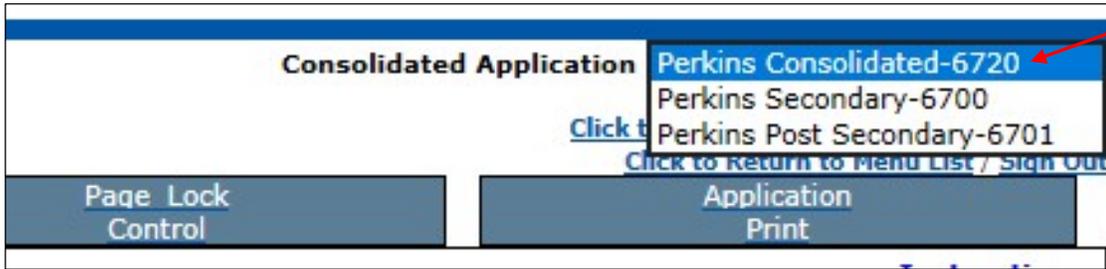
If you try to leave a page *before* saving your data, you may receive an error:
Click Cancel and return to Save Page.



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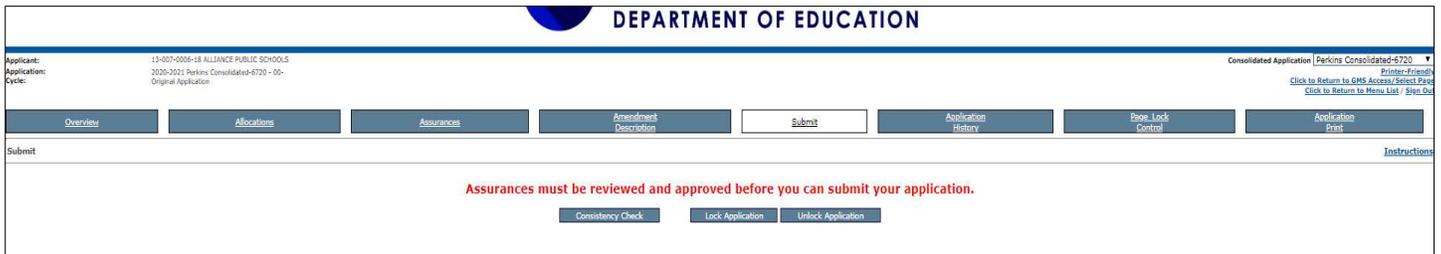
Review Budget Summary. This page is Read Only and shows a snapshot of requested funding.

Return to Perkins Consolidated-6720 from the drop-down box in the upper right-hand corner.



The Assurances (in the Assurances tab) should be approved by the District Administrator if not already done.

Click on the Submit Tab and then the Consistency Check button.



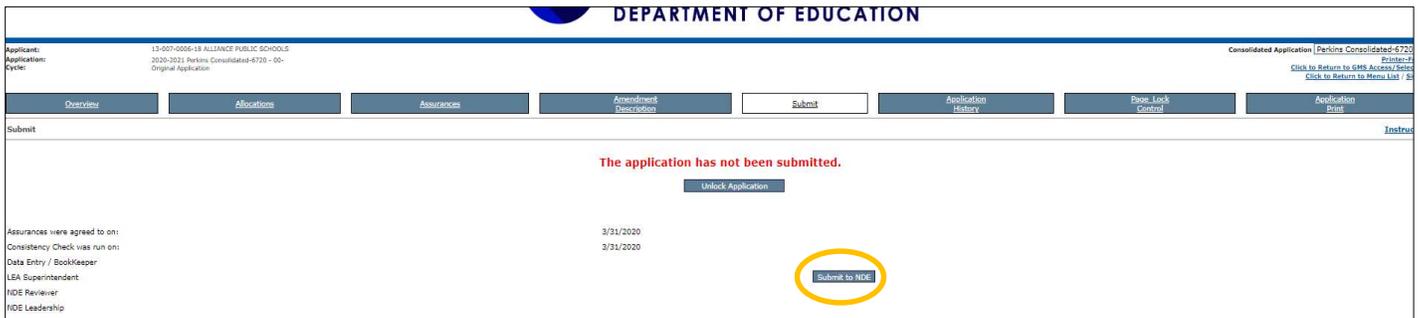
If any errors are found by the Consistency Check, they will be listed by section. See examples below:

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.
Perkins Consolidated-6720

- Passed consistency check.
- Perkins Secondary-6700
 - Contact Information - Authorized representative information is required.

Complete any missing fields within the grant.

If no errors are found after running a consistency check, a Submit to NDE button will appear:



After submitting, you can check on the grants progress by opening the Application History tab.

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The Review Summary button also provides the status of the application and who needs to review and approve it. The Review Summary can be accessed from the Access / Select page.

Select Fiscal Year: 2020

Created					
Formula Grant	Application Name	Revision	Status	Date	Actions
	SPED Planning Region Team Grant-6416	Original Application	Final Approved View GAN	12/10/2019	Open Payments Review Summary Regenerate GAN CC Override
	Perkins Consolidated-6720	Original Application	Final Approved View GAN	6/28/2019	Open Payments Review Summary Regenerate GAN CC Override
	Migrant-TitleC-6915	Amendment 1	In Process View GAN	2/19/2020	Open Payments Review Summary Regenerate GAN CC Override

Consolidated Plan
There currently aren't any Consolidated Plan applications created.

Competitive Grant
There currently aren't any Competitive Grant applications created.

Non Funded
There currently aren't any Non Funded applications created.

Available

Formula Grant
There currently aren't any Formula Grant applications available.

Consolidated Plan

When accessing the Review Summary, select the radial button next to the person reviewing your grant (your Grant Monitor).

Review Summary
Latest submission to NDE occurred on: 3/31/2020

Round 1

Select	Stop	Group	Staff	Status	Status Date
	1	Data Entry - Perkins Grant	LEA User		
	2	District Admin - Perkins Grant	LEA User		
<input type="radio"/>	3	NDE Reviewer	Tony Glenn	Not Started	3/31/2020
<input type="radio"/>	4	NDE Leader	Katie Graham	Preassignment	

Review Checklist

Click on the Review Checklist button.

(Be sure you do not have your "Pop up Blocker" turned on or the page will not open until you release the blocker.)

This opens the communications side of the Grants Management System.

Applicant: ALLIANCE PUBLIC SCHOOLS
Application Section: Perkins Consolidated-6720

Applicant Cycle: 2020-2021 Perkins Consolidated-6720 - DC Original Application

Review Checklist: [Print Checklist](#) [Close Process](#)

Perkins Secondary and Post Secondary Grant - Communications

Grant reviewers can enter comments and/or upload periodic communications throughout the grant year. If comments are entered, save the page prior to uploading a document. You can upload a document by attaching a file with the 'Browse' button. Click on the 'Browse' button, select the document to upload and click 'open'. When the file name is listed in the text box, press the 'Upload' button. When complete, the file name will be shown in green. Save the page.

Grant Reviewer Comments:

The file name should not include special characters [\, /, &, '., ']; Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File | No file chosen

Click on the Communications Tab to review any comments or attached files from NDE.

If no follow up is necessary, you can now sign out of GMS or return to the Access / Select page to review another application.

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Creating Amendments

Open the approved application. Click on the “Amend” button under the Actions Column. This creates a new Amendment with the Number 1 in the Revision column. Click on the Open button. This opens the Application and its Tabs.

Select Fiscal Year:		2017			
Created					
Formula Grant					
Application Name	Revision	Status	Date	Actions	
Perkins Basic/Tech Prep/Post Secondary Grants	Original Application	Not Submitted		Open	Amend
Early Childhood Endowment Grant	Original Application	Not Submitted		Open	Amend
Consolidated Plan					
Application Name	Revision	Status	Date	Actions	
LEP and Poverty Plans	Original Application	Final Approved	11/10/2015	Open	Amend
Competitive Grant					
Application Name	Revision	Status	Date	Actions	
McKinney-Vento Homeless Education Assistance Competitive Grant	Original Application	Submitted For Review	5/31/2016	Open	Amend

Click on the Amendment Description tab to open a description text box where all changes need to be listed for NDE’s review. Save Page when finished.

Application Cycle: 2020-2021 Perkins Consolidated-4720 - 00 - Amendment 1

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to News List / Sign Out

Overview | Allocations | Assurances | **Amendment Description** | Submit | Application History | Page Lock Control | Application Print

Perkins Consolidated - Amendment Description

Please describe what has changed. Character Counter: (34 of 1000 maximum characters used.)
Test Amendment with Budget changes

Save Page

The amendment description text box must have a “Save Page” button available. If none show, the Application may need to be “unlocked” under Page Lock Control Tab. *See below.

Go to Budget page and make revisions on the allocated amounts into new or revised categories. Calculate totals. Save Page when finished.

Go to the Submit Tab. Rerun Consistency Check and Submit. The amendment will be moved to the District Administrator. The District Administrator approves the amendment. The amendment is forwarded to NDE for final Approval. A notification is sent to the NDE monitor that an amendment has been submitted for review.

The status of the amendment’s submission can be reviewed within the Review Summary tab.

*Because the application was submitted and approved by NDE, it is set to a Locked Status. Pages can be unlocked for changes in the Page Lock Control tab and may need to be unlocked before creating an amendment.

To reduce the number of amendments, the expenditures for a major object code can exceed the approved budget by 25% or \$2,500 (whichever is greater) before an amendment is needed provided there are no program restrictions on that activity or major object code (e.g., an administrative cost limitation). A sub-category or budget line item must exist in the annual budget (money budgeted and previously approved for the line item) in order to move money into it without prior approval. Keep in mind that a budget category for \$0.00 has no flexibility.

Budgets

A budget is a statement of anticipated costs for which grant funds would be used in support of the activities and strategies proposed to meet grant program goals. The budget is of equal importance to the narrative and can be approached as an important final check in clarifying the practical application of the program. Budgets will use whole dollar amounts only.

Before developing a project budget, the applicant must have an understanding of the regulations and requirements of the funding source (State and/or Federal funding agency). This includes allowable direct costs, indirect costs, assurances, project forms and instructions, and changes permitted in a budget once the project is approved.

These documents and other supporting information must be maintained by the grant recipient and will be used by NDE staff and local auditors to determine fiscal and program compliance.

Major Object Codes: Identifies the object of expenditures for each activity. Major object codes are 100 – Salaries, 200 – Employee Benefits, 300 – Professional & Technical Services, 400/500/800 – Other Purchased Services, 600 – Supplies, 700 – Capital Assets.

Application: 2020-2021 Perkins Consolidated-6720 - 00-
 Cycle: Original Application

Printer-Friendly
[Click to Return to GMS Access Screen Page](#)
[Click to Return to Menu List / Save Out](#)

Context Information	Application Upload	Budget	Budget Summary	Print/Link Control
Budget Detail				

The application has been submitted. No more updates will be saved for the application.

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places. e.g., 2536) [Instructions](#)

Note: This Object Code summary displays amounts already paid, to aid in budget amendments. This does not include those reimbursement request(s) submitted but not approved. Do not reduce any Object Code Total below what has already been paid.

Paid to Date Amounts	100 - Salaries	200 - Employee Benefits	300 - Professional & Technical Services	400/500/800 - Other Purchased Services	600 - Supplies	700 - Capital Assets	Indirect Cost
Current Budgeted Amounts by Object Code	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$996	\$0	\$30,000	\$0	\$0	\$5,000	\$0

Total Allocation Available for Budgeting: \$35,996

The Federal Streamlined Career and Technical Education for the 21st Century Act (Perkins V) provides resources to support educators in developing the academic, technical, and employability knowledge and skills of secondary and postsecondary education students enrolling in CTE programming. This application must be completed by all secondary and postsecondary (stand-alone and consortia) CTE providers seeking federal funding through Perkins V and be based on information that surfaced as part of the reVISION (comprehensive local needs assessment) process.

Function Code	100 - Salaries	200 - Employee Benefits	300 - Professional & Technical Services	400/500/800 - Other Purchased Services	600 - Supplies	700 - Capital Assets	Total Perkins-Secondary-6700 Funds	Delete Row
04-Expanded Learning Opportunities	0	0	0	0	0	5000	\$5,000	<input type="checkbox"/>
11-Professional Development	0	0	0	0	0	0	\$0	<input type="checkbox"/>
18-Strengthen Technical Skills	0	0	30000	0	0	0	\$30,000	<input type="checkbox"/>
	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	\$0	<input type="checkbox"/>
Sub Total	\$996	\$0	\$30,000	\$0	\$0	\$5,000	\$35,996	

Create Additional Entries

TOTALS *****	\$996	\$0	\$30,000	\$0	\$0	\$5,000	\$35,996	
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Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$35,996	(F) Total budgeted above	\$35,996
(B) Capital Assets Costs	\$5,000	(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	\$30,996	(H) Total Budget (F+G)	\$35,996
(D) Indirect Cost Rate %	1.9255	Allocation Remaining (A-H)	\$0
(E) Maximum Indirect Cost *(D/(1+D))	\$586		

[Calculate Totals](#)

Performance Improvement Plan—Not required for 2019-2020.

Operational Equipment and Capital Assets

Equipment is defined as any instrument, machine, apparatus or set of articles that meets ANY of the following:

- Under normal conditions of use can be expected to last longer than a year;
- Does not lose its identity through fabrication or incorporation into a different or more complex unit;
- Is nonexpendable (more feasible to repair the item than to replace);
- Retains its appearance and character through use;
- Is of significant value; and/or may be
- Small and Attractive

Equipment items costing \$5,000 or more should be capitalized (depreciated). In the grants management system, only equipment that has a unit cost of \$5,000 or more (each) can be budgeted in Object Code 700 on the Budget Detail page.

Equipment items costing at least \$5,000 must be inventoried although it is prudent to inventory any equipment that meets the definition above. Items that are considered “small and attractive,” such as i-pads, i-pods, laptop computers, etc., should also be inventoried.

Acquisition cost of an item of purchased equipment means the net invoice unit price of the equipment including the cost of modifications, accessories or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as cost of installation, transportation, taxes, duty or protective intransit insurance shall be included or excluded from the unit acquisition cost in accordance with the grantee’s regular accounting practice.