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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 <u>https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx.</u>
- 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.

 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)

		Sic
Menu List		
	You have been granted access to the forms below by your Security Administrator	
	Administrative	
	NDE Reports Participation (NDE	
	GINS Access / Select	
	LEA Central State Funded Applications	
	Non-Funded Data Collections	
	Your email address is: teri sloup@nebraska.gov If this is not correct, loleas contact ND E at NDE: GNSData@nebraska.gov to provide the correct address.	
	This website best viewed usion Internet Evolver varion 11 v or Microsoft Edua Govnia Chrome varion 47 v and later and Safari for DS V varion 9 v and later	
	The received any incrite capital relation record cage, coopie carolic relation in a minimum of or A relation of an accu-	
user ID: tsloup		

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.

GMS A	Access Select								STOR IN BEIMTLEN DESK DE
	07-0006 ALLIANCE PUBLIC SCHOOLS Select Fiscal Year: 2020 V							g	ick for Instructions
Created									
ormula Gr	rant			100					
	Application Name	Revision	Status	Date			Actions		
•	Early Childhood Endowment Grant								
	Perkins Consolidated-6720	Original Application •	Final Approved	7/18/2019	Open	Amend	Payments	Review Summary	Delete Application
	SPED IDEA Consolidated-6400	Original Application V	Final Approved	8/14/2019	Open	Amend	Payments	Review Summary	Delete Application
	ESSA Consolidated - 6201	Original Application 🔻	In Process	10/1/2019	Open	Amend	Payments	Review Summary	Delete Application
onsolidate	ed Plan								
	Application Name	Revision	Status	Date			Actions		
,	Support Services - Flex Funding - School Age-1125								
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There	currently aren't any Competitive Grant applications created.								
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Click on the Create button across from the application you are creating.

				Click to Return to Menu List / Sign Out
GMS Access Select				
07-0006 ALLIANCE PUBLIC SCHOOLS				Click for Instructions
Select Fiscal Year: 2021 V				En la constante de la constante
Created				
Formula Grant				
Application Name	Revision Status	Date	Actions	
Early Childhood Endowment Grant				
c the lot				
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				
Early Childhood Endowment				Submissions due by 6/30/2020
ESSA 0 6201	Submissions due by 8/1/2020			
Perkins Consolidated+6720	Submissions due by 6/30/2020			Create
SO IDEA Contalidation (00	Submissions due by 6/30/2020			Create
Consolidated Plan				
Flex Funding - School Age-1125				Submissions due by 6/30/2020
Flex Funding BAF-1195				Submissions due by 6/30/2020
Competitive Grant				
McKinney-Vento Homeless-6991	Submissions due by 5/31/2020			Create
Non Funded				
There currently aren't any Non Funded applications available.				

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.

nlicant:	13-007-0006-18 ALLIANCE PUBLIC SCHOOLS					Const	slittered Application Perkins Consolidated-6720
plication: :le:	2020-2021 Perkins Consolidated-6720 - 00- Original Application	4					Click to Retroit to GMS Access/Select Page
<u>Overview</u>	Allocations	Assurances	Amendment Description	Submit	<u>Application</u> History	Page Lock Control	<u>Click & Return to Menu List / Sign Ou</u> <u>Application</u> Print
erkins Consolidated - (Dverview						Instructions
ebraska has a vibrant eci Jucation and careers, bot re federal Strengthening	onomy with an array of promising career opportunities for its citize in options and not one or the other. Career and Technical Education for the 21st Century Act (Perkins V ion must be completed by all secondary and postsecondary (stand-	ns. To take full advantage of the region's workforce /) provides resources to support educators in devel alone and consortia) CTE providers seeking federal	options, students must be aware of the occupatio oping the academic, technical, and employability k funding through Perkins V. Staff from the Office o	ns that exist and earn the requisite secondar nowledge and skills of secondary and postse f Career, Technical, and Adult Education at th	y and postsecondary credentials to secure emplo condary education students enrolling in CTE prog e Nebraska Department of Education (NDE) have	yment. Career and Technical Education (CTE) in Nel ramming. e created this document to assist you in developing	brasile helps prepare students for postsecondary a strong application for Perkins V funding, one
ased on information that	surfaced as part of your reVISION process.						

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.

	Consolidated	Application	Perkins Consolidated-6720
			Perkins Secondary-6700
		Click t	Perkins Post Secondary-6701
		<u></u>	ick to Return to Menu List / Sign Out
Page Lock			Application
Control		4	Print
			Instructions

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.

Contact			Application			Budget			Page Lock	
Internation	Budget Detail		Upload				Budast Summary		Control	
Budget Detail BUDGET BREAKDOWN (Use whole dollars only.	Omit Decimal Places, e.g., 2536)									Inst
Note: This Object Code summary displays amounts already	paid, to aid in budget amendme	ents. This does not include those re-	mbursement request(s)	submitted but not approved.	Do not reduce any O	biect Code Total below what ha	as already been paid.			
Paid to Date Amounts	100 - S	Salaries 200 - E	imployee Benefits	300 - Professional & Technica	Services 400/500/	300 - Other Purchased Services	600 - Supplies	700 - Capital Ass	ets	Indirect Cost
Commit Redented Amounts in obtaint Code	50	0	\$0	\$0		\$0	\$0	\$0		\$0
The Federal Strengthening Career and Technical Education f Application must be completed by all secondary and postser	or the 21st Century Act (Perkins condary (stand-alone and consor	V) provides resources to support e tia) CTE providers seeking federal f	ducators in developing th unding through Perkins	the academic, technical, and e V and be based on informatio	nployability knowled that surfaced as par	ge and skills of secondary and t of the reVISION (comprehen	postsecondary education stude sive local needs assessment) p	ents enrolling in CTE programming. rocess.	The Local Perkins	
Function Code	100 - Salaries	200 - Employee Benefits	300 - Professional & Services	Technical 400/500/800 - 0 Serv	ther Purchased	600 - Supplies	700 - Capital Assets	Total PerkinsSecondary-6700 Funds	Delete Row	
18-Strengthen Technical Skills	0	0	30000	0		0	0	\$30,000	8	
11-Professional Development	996	0	0	0		0	0	\$996		
11-Professional Development O4-Expanded Learning Opportunities	996	0	0	0		0	0 5000	\$996 \$0		
11-Professional Development O4-Expanded Learning Opportunities Sub Total	996 0 \$996	0 0 \$0	0 0 \$30,000	0		0 0 \$0	0 5000 \$0	\$996 \$0 \$30,996		
11-Drofessional Development Co-Expanded Learning Opportunities Sub Total Create Additional Entries: Save Page	996 0 \$996	0 0 80	0 0 \$20,000	0 0 \$0		0 0 \$0	0 5000 \$0	\$996 \$0 \$30,996		
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11-Drefessional Development V Or-Erspanded Learning Coperturities Sub Total Create Additional Intrins Eaver Page TOTALE Determining Maximum Indirect Cost allowed	996 0 \$996 \$996	0 0 80 80	0 0 \$30,000 \$30,000	0 0 90 90	\$0	0 0 \$0 \$0	0 5000 \$0 }	\$996 \$0 \$20,996 \$30,996		
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	996 0 \$996 \$996	0 0 80 80 835. 80 835. 80 835. 82 835. 82	0 0 \$20,000 \$2	0 0 80	\$0	0 0 80 80	0 5000 \$0 \$0	8996 80 430,996 830,996	(F) Total (G) Budget (H) Tot	budgeted above \$30,996 ad Indirect Cost 0 al Budget (F+Q) \$30,996

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.

Leave site?		
Changes you made may not be saved.		
	D	

The Perkins V Guide for GMS

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

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

Consolidated Applica	ation Perkins Consolidated-6720
-	Click t Perkins Secondary-6700 Click to Perkins Post Secondary-6701 Click to Return to Menu List / Sign Out
Page Lock Control	Application Print

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.

			DEPARTM	ENT OF EDUCAT	ION		
Applicant: Application: Cycle:	13-007-0006-18 ALLTANCE PUBLIC SCHOOLS 2020-2021 Perkins Consolidated-6720 - 00- Original Application					,	Consolidated Application Perkins Consolidated-6720 Printer-Friendly Click to Return to GMS Access/Select Page Click to Return to Menu List / Sign Out
Overview	Allocations	Assurances	Amendment Description	Submit	Application History	Page Lock Control	Application Print
Submit							Instructions
		Assurances r	Consistency Check	ved before you can submit y ock Application Unlock Application	your application.		

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:

			DEPARTMEN	T OF EDUCATIC	0 N		
Applicant: Application: Cycle:	13-007-0006-18 ALLIANCE PUBLIC SCHOOLS 2020-2021 Perkins Consolidated-6720 - 00- Original Application					Co	nsolidated Application Perkins Consolidated-6720 Printer-F Click to Return to GMS Access/Selec Click to Return to Menu List / Si
Overview	Allocations	Assurances	Amendment Description	Submit	Application History	Page Lock Control	Application Print
Submit							Instruc
			The application has no Unlock A	t been submitted.			
Assurances were agreed to on:			3/31/2020				
Consistency Check was run on:			3/31/2020				
Data Entry / BookKeeper							
LEA Superintendent				Submit to NDE			
NDE Reviewer							
NDE Leadership							

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

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	12/10/2019	Open	Payments	Review Summary	Regenerate GAN	CC Override
Perkins Consolidated-6720	Original Application V	Final Approved	6/28/2019	Open	Payments	Review Summary	Regenerate GAN	CC Override
Migrant-TitleIC-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 Summar Latest submissio	y In to NDE occurr	ed on: 3/31/2020				Instruction
Round 1						
Select	Stop	Group		Staff	Status	Status Date
	1	Data Entry - Perkins Grant		LEA User		
	2	District Admin - Perkins Grant		I SA Liteor		
0	3	NDE Reviewer		Tony Glenn	Not Started	3/31/2020
	4	NDE Leader		Katie Graham	Preassignment	
			Revi	ew Checklist		No.

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: Application: Cycle:	ALLIANCE FURILIS SCHOOLS 2023-2021 Parken Canadaeus-4928 - 00- Organal Agalisation	Application Sections [Press, Consolitated 4772 1	Review Checklist Paters-Transfer Case Transfer
G Perkins Secondary and	All Secondary Grant Grant - Comunications	Boti Secondary Grant	Communications
Grant reviewers can ente button. When complete, Grant Reviewer Commen	er comments and/or upload periodic communications throughout the grant year. If comments are the file name will be shown in green. Save the page. nts:	e 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' b	witten, select the document to upload and click 'open'. When the file name is listed in the text box, press the 'Upload'
		No files are currently uploaded for this page.	
	The file name show	uld not include special characters (\$, #, &, '.'). Attempting to upload a file that does not comply with these restrictions will result in error Choose File No file chosen	rs and loss of unsaved data.

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.

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							
Forn	nula Grant							
	Application Name	Revision Status	Date			Actions		
•	Perkins Basic/Tech Prep/Post Secondary Grants	Original Application V Not Submitted		Open	Artend	Payments	Review Checklist	Delete Application
•	Early Childhood Endowment Grant	Original Application Vot Submitted		Open	Amend	Payments	Review Checklist	Delete Application
Cons	olidated Plan							
	Application Name	Revision Status	Date			Actions		
•	LEP and Poverty Plans	Original Application View GAN	11/10/2015	Open	Amend		Review Checklist	Delete Application
Com	petitive Grant			N				
	Application Name	Revision Status	Date			Actions		
•	McKinney-Vento Homeless Education Assistance Competitive Grant	Original Application Submitted For Review	5/31/2016	Open	Amend	Payments	Review Checklist	Delete Application

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.



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.

ycle:	2020-2021 Perkins Consolidated-672 Original Application																	
	Contact Information				A	uplication Upload					Budget						Page Lock Control	
		<u>Budget</u> Detail											Budget Summary					
application has been subn	mitted. No more updates will be s	saved for the application.																
get Detail BUDGET BREAK	KDOWN (Use whole dollars only. Om	it Decimal Places, e.g., 2536)																Instr
a: This Object Code summ	ary displays amounts already pa	id, to aid in budget amendn	nents. This does	not include the	ose reimbursemen	nt request(s)	submitted l	but not appr	roved. Do not reduce	any Object Code	Total below wi	hat has alre	ady been paid					
to Date Amounts		100 -	Salaries	2	200 - Employee Bene	efits	300 - Profe	essional & Tech	hnical Services 400,	/500/800 - Other Pu	chased Service	5	600 - Supp	ies		700 - Capital Ass	ets	Indirect Cost
			\$0		\$0			\$0		\$0		_	\$0		-	\$0		\$0
it Budgeted Amounts by	y Object Code	3	330		50			\$30,000		20			50			\$5,000		\$U
Federal Strengthering ca	reer and Technical Education for completed by all secondary and po	ostsecondary (stand-alone a	nd consortia) CT	E providers se	eking federal fund	ling through	Perkins V a	nd be based	on information that	surfaced as part of	the reVISION	(comprehe	ensive local ne	ation students eds assessme	nt) proces	in CTE programmin	9-100-00	
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ederal Street Lange of Application must be of Function Reparted Learning	reer and Technical Education for completed by all secondary and po on Code	o	nd consortia) CT 200 - En 0	E providers se nployee Benef	eking federal fund fits 300 - Pro	ling through ofessional & Services	Perkins V a Technical	nd be based 400/500/80	on information that 10 - Other Purchased Services	surfaced as part of 600 - Su 0	the reVISION	(comprehe 70	0 - Capital As	ation students eds assessme iets T 35,	otal Perki	in CTE programmin ss. nsSecondary-6700 Funds	Delete Row	
ederal Strong Col opplication must be co Functio ipanded Learning ofessional Development	reer and Technical Education for completed by all secondary and po on Code	the 21st Century Act (Perki) sstsecondary (stand-alone a 100 - Salaries	ond consortia) CT 200 - Er	E providers se nployee Benef	eking federal fund fits 300 - Pro	ling through ofessional & Services	Perkins V a	nd be based 400/500/80	on information that 30 - Other Purchased Services	surfaced as part o 600 - Su 0	the reVISION	i (comprehe 70	onuary educ ensive local ne 0 - Capital As:	eds assessme ets T 35,	otal Perki	In CTE programmir ss. nsSecondary-6700 Funds	Delete Row	$\mathbf{>}$
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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.