

# RE • STORING NORMAL

## GMS 101 for New and Experienced Users

Beth Wooster, Dottie Heusman, Anne Hubbell  
July 27, 2022



# Session Objectives:

- Brief explanation and description of the Grant Management System (GMS)
- The Unified Grant Profile (UGP)
- User Maintenance and Accessing the Grants
- Tips within the Grant
- Creating Amendments
- Requesting Reimbursements
- GMS Course in Canvas



# What is the Grant Management System?

The GMS is a web-based system used by NDE for processing various grants and plans.

Its purposes are to provide:

1. districts an easy to use mechanism with a common look and feel
2. quick response time between NDE and districts
3. real time financial representation

# Grants Management System Website



**NEBRASKA**  
DEPARTMENT OF EDUCATION

## Grants Management System

Users who are tasked with the management/oversight of their agency's grant applications and missed one of our District Administrator GMS Security Webinars can find resources below.

### Grants Management System (GMS) Description and Purpose

The GMS is a web-based system used by the Department for processing various grants and plans. The system supports application submissions, amendments, and approval as well as the issuance of grant award notifications. The system also supports the processing of payments against grant awards through reimbursement requests.

Its purposes are to provide:

1. districts an easy to use mechanism with a common look and feel originating from various sources;
2. quick response time between the Department and districts;
3. real time financial representation

**Grants Management System Home**

- Grants Management System (GMS) Login Page
- Grant Management Guidance
- USDE Guidance on Transferability Authority
- Grants Management Fiscal Monitoring
- Resources**
  - GMS Communications
  - NDE GMS Contact Information

## Additional Links:

- [NDE State and Federal Grant Management Requirements and Guidance](#)
- [Grant Management User Guide](#)
- [NDE GMS Contact Information](#)
- **Bookmark the GMS Site on your computer for quick access**



# Canvas Course (Hub)

## Grant Management System (GMS)

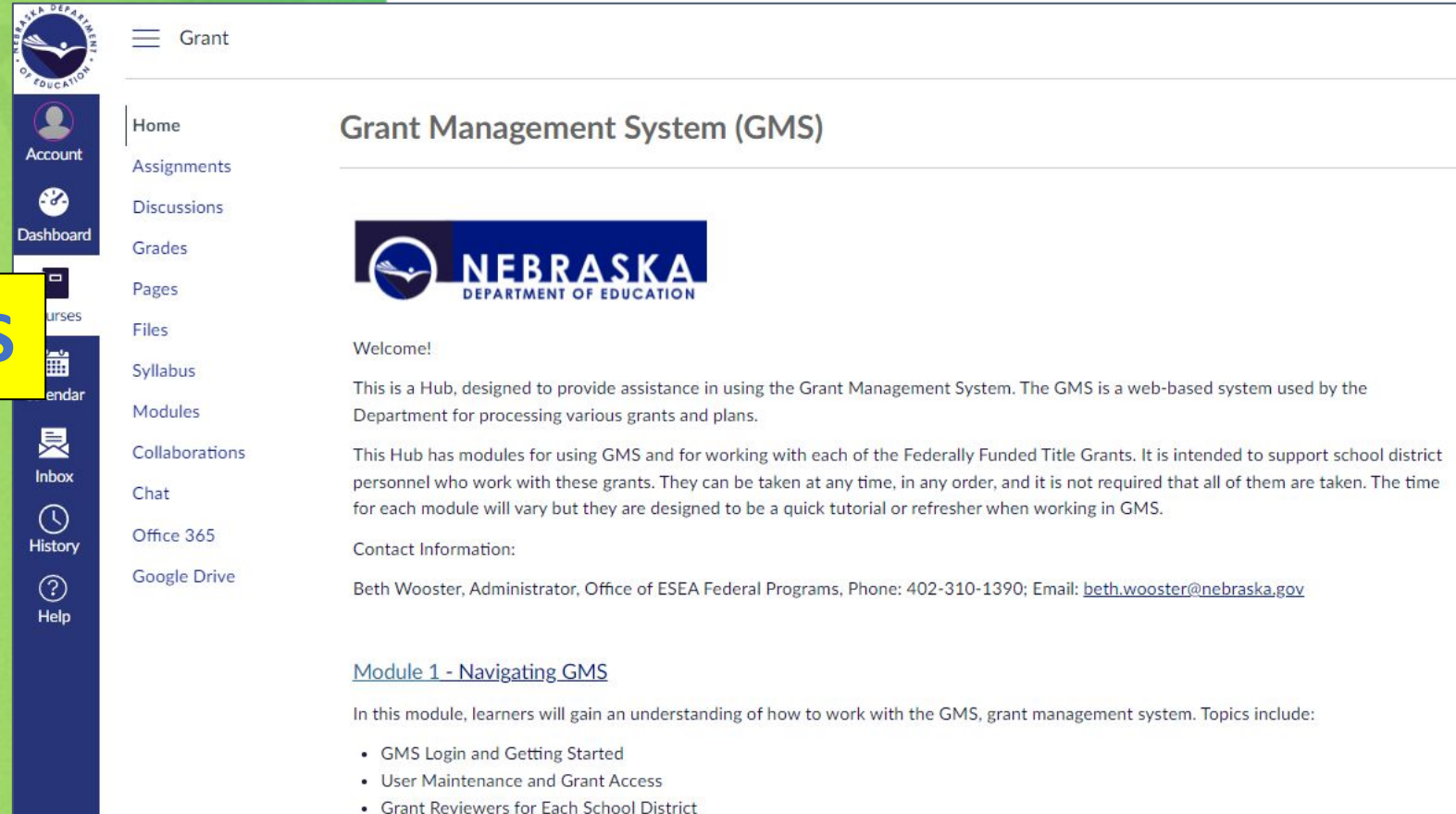
- Navigating GMS
- UGP
- ESSA Consolidated
- Title I, Part A
- Title I, Part D
- Title II, Part A
- Title III, EL and IE
- Title IV, Part A
- Nonpublics

Coming Soon

*Staffing, NSSRS, Time and Effort, Reimbursements*

Canvas Catalog -

<https://canvas.education.ne.gov/>



The screenshot displays the Grant Management System (GMS) Hub interface. On the left is a dark blue sidebar with the Nebraska Department of Education logo at the top, followed by navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a white background with a 'Grant' header. Below this is a list of navigation options: Home, Assignments, Discussions, Grades, Pages, Files, Syllabus, Modules, Collaborations, Chat, Office 365, and Google Drive. The main content area features the Nebraska Department of Education logo, a 'Welcome!' message, and a paragraph explaining the Hub's purpose. It then provides contact information for Beth Wooster, Administrator of ESEA Federal Programs, including phone and email details. A section titled 'Module 1 - Navigating GMS' lists topics to be covered in the module.

Grant Management System (GMS)

Welcome!

This is a Hub, designed to provide assistance in using the Grant Management System. The GMS is a web-based system used by the Department for processing various grants and plans.

This Hub has modules for using GMS and for working with each of the Federally Funded Title Grants. It is intended to support school district personnel who work with these grants. They can be taken at any time, in any order, and it is not required that all of them are taken. The time for each module will vary but they are designed to be a quick tutorial or refresher when working in GMS.

Contact Information:

Beth Wooster, Administrator, Office of ESEA Federal Programs, Phone: 402-310-1390; Email: [beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov)

Module 1 - Navigating GMS

In this module, learners will gain an understanding of how to work with the GMS, grant management system. Topics include:

- GMS Login and Getting Started
- User Maintenance and Grant Access
- Grant Reviewers for Each School District

# What is the UGP?

- ❖ The Unified Grant Profile (UGP) contains the district's contact information and assurances for all of the federal grants of the current year.
- ❖ The UGP addresses the risk management, SAM UEI#, indirect cost rate (IDC), and provides an allocation summary as well as a grant summary for the current school year.
- ❖ IDC is NEW this year.
- ❖ Updates to any contact information is made in the UGP.
- ❖ Districts can update their UGP at anytime throughout the year by clicking the "Amend" button.



# Unified Grant Profile

Application: 2022-2023 Unified Grant Profile - 00-  
Cycle: Original Application

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

<a href="#">Overview</a>	<a href="#">Central Contacts / DUNS / SAM</a>	<a href="#">Risk Assessment</a>	<a href="#">Indirect Cost Rates</a>	<a href="#">Assurances</a>	<a href="#">Allocations Summary</a>	<a href="#">Grant Summary</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Application Print</a>
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## Unified Grant Profile Overview

### Unified Grant Profile

You are required to provide contact information and agree to assurances for the applicable programs contained in the GMS. The Standard Agreement Clauses and Common Assurances agreed to in the Unified Grant Profile will apply to all federal program applications in the GMS.

**Please note, the contact information and assurances for the following programs are collected through the application process: Planning Region Team (PRT) and IDEA Flex Funding Preschool and School Age.**

The Federal Funding Accountability and Transparency Act (FFATA) requires that all grant awardees create and/or validate existing Data Universal Number System (DUNS) or SAM Managed Identifier (SAMMI) and System for Award Management (SAM) registration data to be eligible for federal funds. Every LEA must provide their DUNS Number and SAM Expiration Date on the next tab Central Contracts/DUNS/SAM. Your SAM Registration can be confirmed, or you can register if needed using the SAM website. If your LEA does not have a DUNS number, you can request one through the federal Grants.Gov website.

### Legislation and Guidance:

[System for Award Management](#)  
[Grants.Gov](#)

- Contact Information and SAM UEI#
- Risk Assessment
- Indirect Cost Ratio
- Assurances
- Allocations Summary
- Grant Summary
- Submit
- Application History
- Application Print

# Unified Grant Profile IDC

<a href="#">Overview</a>	<a href="#">Central Contacts / DUNS / SAM</a>	<a href="#">Risk Assessment</a>	<a href="#">Indirect Cost Rates</a>	<a href="#">Assurances</a>	<a href="#">Allocations Summary</a>	<a href="#">Grant Summary</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Application Print</a>
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**Indirect Cost**

Federal regulations require districts to apply Indirect costs consistently to all federal and non-federal grants. (2CFR 200.403).

*Administrative Costs and Limitations on Recovery of Indirect Cost*

Regulations of some grant programs limit the amount of administrative costs a grantee can pay from the grant. The total direct administrative costs plus the indirect administrative cost cannot exceed any administrative cost limitations established by specific grant programs. Recovery of indirect costs on grants is subject to availability of funds. Indirect costs may be recovered only to the extent that direct costs are incurred. The approved indirect cost rate is applied against the amount of direct costs of the program minus exclusions for the period in which the indirect cost rate is effective, not the total grant award. It is possible that a grant recipient may have a different approved indirect cost rate applicable to different periods covered by a grant award. A local education agency may not recover more costs in any program than they incur. If all costs are allocated directly to a program, no indirect cost may be charged to the program.

**Consistency**

Consistency of expenditure classification is a basic principle applied when developing or using indirect cost rates. The simultaneous use of direct cost allocation and the indirect cost rate application against the same expense is prohibited. For example, all allowable indirect costs, with respect to certain services or function, are not readily assignable to a specific program or cost objective. In order to assign these indirect types of cost, some allocation processes must be applied. Such functions would include, but are not limited to, General Administration – Business Services such as fiscal services, internal services, and data processing. Direct cost allocation of these types of administrative costs to a program is permissible providing that supporting records and documentation are maintained by the district. Example: If the salary of a bookkeeper was shown as a direct cost on the program budget, the salary of that bookkeeper cannot be part of the indirect cost pool used to calculate the indirect cost rate.

The district's restricted Indirect Cost rate for 2022-2023 is: %

1. ☐ Yes ☒ No Will your district be budgeting and claiming Indirect Costs during the 2022-2023 application year?

If using IDC, this rate will need to be applied on all grants - federal and state.



# Unified Grant Profile Amendment

Select Fiscal Year:

Created

Collections

	Application Name	Revision	Status	Date	Actions		
	Unified Grant Profile	<input type="text" value="Original Application"/>	<input type="text" value="Final Approved"/>	7/13/2022	<input type="button" value="Open"/>	<input type="button" value="Amend"/>	<input type="button" value="Delete Application"/>

Formula Grant

	Application Name	Revision	Status	Date	Actions		
	ESCA Consolidated 2021						

A district can amend the UGP at any time throughout the year.

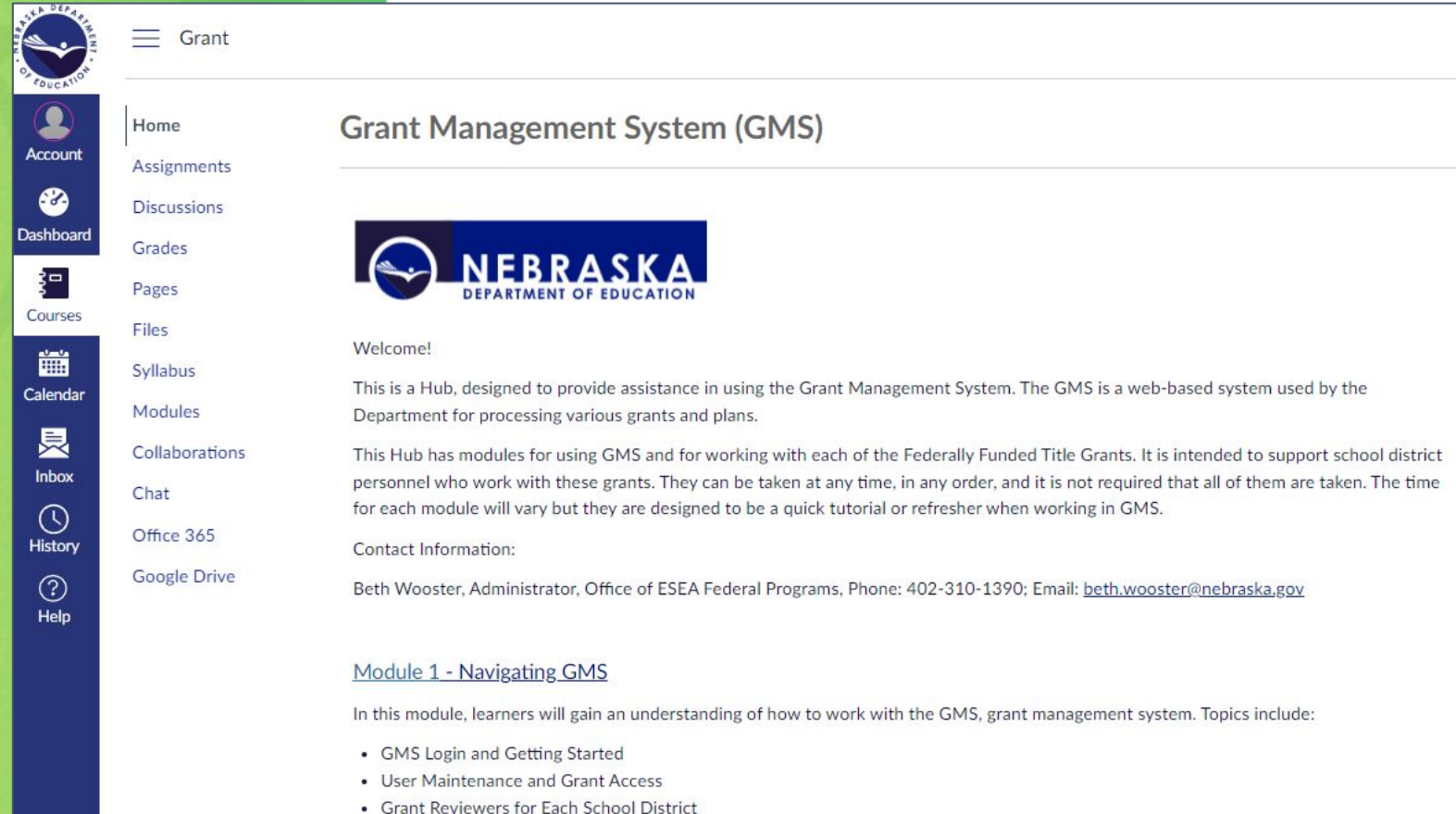
# Canvas Course (Hub)

## Grant Management System (GMS)

- Navigating GMS
- UGP
- ESSA Consolidated
- Title I, Part A
- Title I, Part D
- Title II, Part A
- Title III, EL and IE
- Title IV, Part A
- Nonpublics

Coming Soon  
*Staffing, NSSRS, Time and Effort,  
Reimbursements*

Canvas Catalog -  
<https://canvas.education.ne.gov/>




The screenshot displays the Grant Management System (GMS) interface. On the left is a dark blue sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a white background with a top navigation bar containing a hamburger menu and the word 'Grant'. Below this is a section titled 'Grant Management System (GMS)' featuring the Nebraska Department of Education logo. The content includes a 'Welcome!' message, a paragraph explaining the GMS as a web-based system for processing grants, another paragraph detailing the Hub's modules for various federal grants, and contact information for Beth Wooster. At the bottom, there is a link to 'Module 1 - Navigating GMS' and a list of topics covered in the module: GMS Login and Getting Started, User Maintenance and Grant Access, and Grant Reviewers for Each School District.

Grant

Home  
Assignments  
Discussions  
Grades  
Pages  
Files  
Syllabus  
Modules  
Collaborations  
Chat  
Office 365  
Google Drive

Account  
Dashboard  
Courses  
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Inbox  
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Help

### Grant Management System (GMS)



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- GMS Login and Getting Started
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# How do I access the grants and make any updates?

To access the grants....

**Users who have NEVER had access to GMS will need to request access from the agency's district administrator using the following:**

1. Click "New User".
2. Type in the name of the agency you wish to be associated with and click the SEARCH button.
3. From the drop down list, select the appropriate agency and click the SELECT ORG button (the New User window should display the administrator for the agency selected).
4. Click the REQUEST button.
5. Complete the New User Request and click the SUBMIT button.
6. The administrator will need to accept the New User Request and assign the appropriate user role before the new user will be able to access the agency's grant information.



# User Maintenance and Grant Access

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Menu List

You have been granted access to the forms below by your Security Administrator

**Administrative**  
[User Maintenance](#)  
[GMS Access / Select](#)  
LEA Central Data  
Funded Applications  
Non-Funded Data Collections

Your email address is: The email of the person signed in will show  
**If this is not correct, please contact NDE at NDE.GMSData@nebraska.gov to provide the correct address.**

This website best viewed using Internet Explorer version 11.x or Microsoft Edge. Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

**MTW** **GMS**  
SOLUTIONS

For additional information please contact the Nebraska Department of Education  
[Contact Us](#)

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GMS LEA User Maintenance

Organization: DISTRICT NAME WILL SHOW [NEW USER](#)

Username/Email  [SEARCH](#)

**NEW USER REQUESTS**  
No requests found

**DISTRICT USERS**

Name	Email Address
User Role	
USER NAME	USER EMAIL ADDRESS
leaBookKeeper	
USER NAME	USER EMAIL ADDRESS
leaDataEntry , leaBookKeeper	

- District Users are Found in User Maintenance
- Updates are done in the Unified Grant Profile (UGP)

# Canvas Course (Hub)

## Grant Management System (GMS)

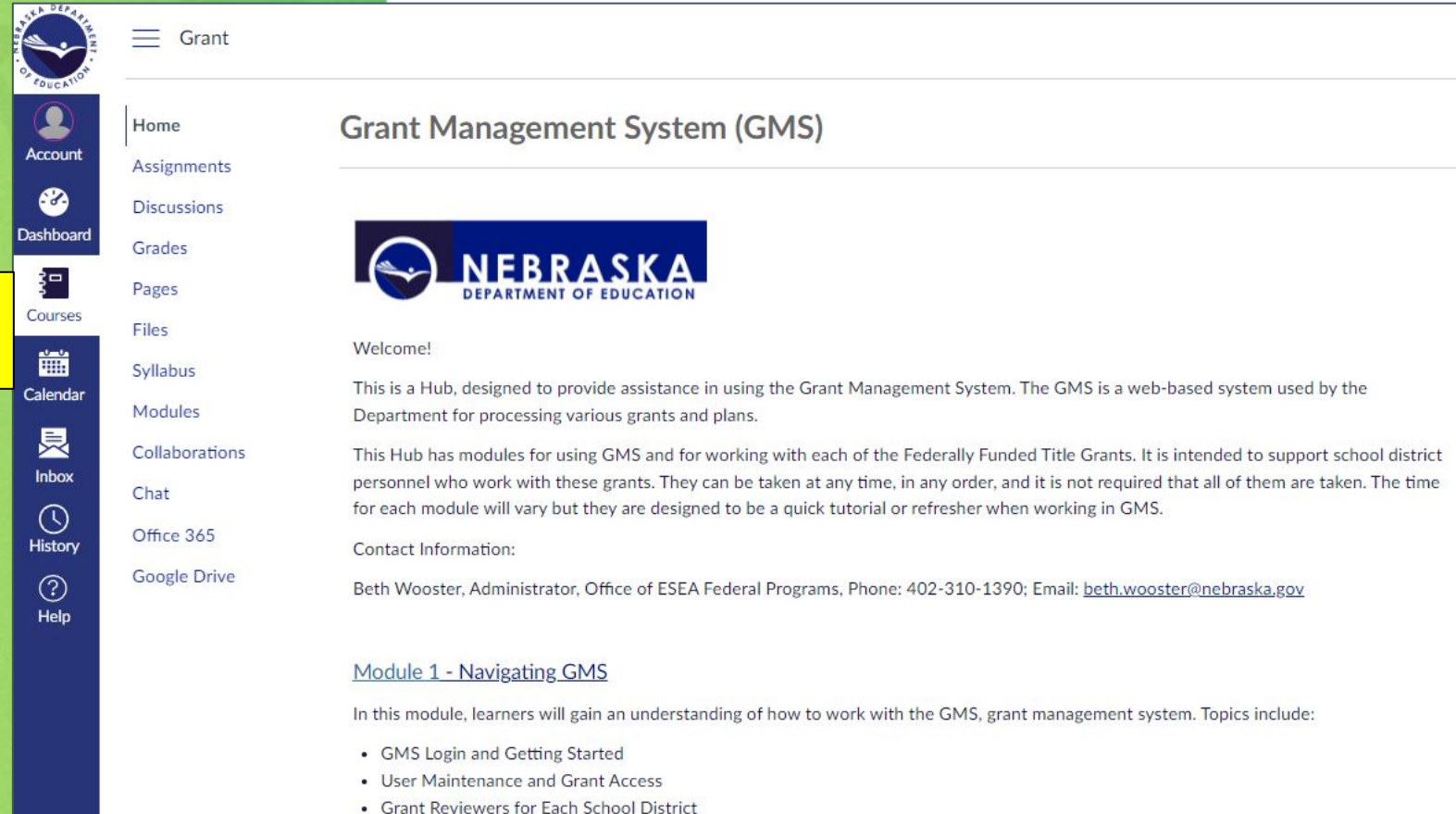
- Navigating GMS
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Canvas Catalog -

<https://canvas.education.ne.gov/>



Grant

Home

Assignments

Discussions

Grades

Pages

Files

Syllabus

Modules


Collaborations

Chat

Office 365

Google Drive

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# GMS Tips

- ❖ Application history is a great tool for you to understand the status of the grant
- ❖ Better to navigate through the tabs rather than using the back button
- ❖ Round down to the nearest whole dollar when doing reimbursement requests not to exceed the total budget
- ❖ Each user should have their own log in and password
- ❖ Request reimbursements in a timely manner
- ❖ Only code up to your reimbursement total amount. Know what you are purchasing!
  - Example: ESSER II Account 6997 allocation amount is \$50,100. You should ONLY code \$50,100 to that account. The additional amount must go to fund most closely related to the expense.
- ❖ Contact the NDE Help Desk for assistance: [AdvisorHelp@nebraskacloud.org](mailto:AdvisorHelp@nebraskacloud.org)



# Tips within the Grant



# NEBRASKA

DEPARTMENT OF EDUCATION

[District Goals and Needs](#)

[Amendment Description](#)

[Submit](#)

[Application History](#)

[Page Lock Control](#)

Consolidated Application

ESSA Consolidated - 6201

ESSA Consolidated - 6201

Title I- 6200

Title ID - N or D - 6230

Title II-A - 6310

Title III-EL-6925

Title III - Immigrant Education - 6926

TitleIV-A-SSAE-Formula-6969

Includes the annual applications for:

Disadvantaged (CFDA #84.010A)

Children and Youth who are Neglected, Delinquent, or At-Risk (CFDA #84.010D)

367A)

55A)

(CFDA #84.424A)

Education System, Today and Tomorrow (AQuESTT) Accountability System for public schools and districts. This was revised in 2019. The six AQuESTT tenets are Educational Opportunities and Access; Relationships, and Success; Educator Effectiveness; Student Achievement and Growth; and Postsecondary, Career, and Civic Readiness.



# Creating Amendments

Formula Grant						
Application Name	Revision	Status	Date	Actions		
ESSA Consolidated - 6201	Original Application ▼	Not Submitted		Open	Amend	Payments
					Review Summary	Delete Application

Consolidated Plan

# Amendments

Application: 2021-2022 ESSA Consolidated - 6201 - 00-  
Cycle: Amendment 1

[Printer-Friendly](#)  
[Click to Return to Organization Select](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

The application has been locked. Go to the Submit page to unlock the application.

<a href="#">Overview</a>	<a href="#">Allocations</a>	<a href="#">Contact Information</a>	<a href="#">District Goals and Needs</a>	<a href="#">Amendment Description</a>	<a href="#">Submit</a>	<a href="#">Application History</a>	<a href="#">Page Lock Control</a>	<a href="#">Application Print</a>
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ESSA Consolidated - Overview [Instructions](#)

**Program: The ESSA Consolidated Application includes the annual applications for:**

- Title I, Part A** Improving the Academic Achievement of the Disadvantaged (CFDA #84.010A)
- Title I, Part D** Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk (CFDA #84.010D)
- Title II, Part A** Supporting Effective Instruction (CFDA #84.367A)
  - Title III** English Language Acquisition (CFDA #84.365A)
  - Title III** Immigrant Education (CFDA #84.365)
- Title IV, Part A** Student Support and Academic Enrichment (CFDA #84.424A)

**Purpose:**

In 2014, Nebraska implemented A Quality Education System, Today and Tomorrow (AQuESTT) Accountability System for public schools and districts. This was revised in 2019. The six AQuESTT tenets are Educational Opportunities and Access; Transitions; Positive Partnerships, Relationships, and Success; Educator Effectiveness; Student Achievement and Growth; and Postsecondary, Career, and Civic Readiness.

1. All students will perform to a high level of achievement.
2. All students will be taught by quality staff.
3. All students will learn in a safe, supportive learning environment.
4. All schools and NDE will be learning organizations that are involved in a continuous improvement process. Throughout the goals are themes that support student learning and high achievement with an emphasis on coordination and integration, accountability, and equity which include:
  - Professional development,
  - Using technology to improve achievement, and
  - Parent/family literacy and involvement.

**Federal Formula Grants Program Type:**

Public Law 114-95, the Every Student Succeeds Act of 2015 Legislation <https://www.ed.gov/essa?src=rn>

NDE Federal Programs website <https://www.education.ne.gov/federalprograms/>



# Amendments

<a href="#">Overview</a>	<a href="#">Allocations</a>	<a href="#">Contact Information</a>	<a href="#">District Goals and Needs</a>	<a href="#">Amendment Description</a>	<a href="#">Submit</a>
<b>ESSA Consolidated - Amendment Description</b>					
<p>Select the program(s) that are affected by this amendment and provide details where requested.</p> <div><input type="checkbox"/> ESSA Consolidated</div> <div><input type="checkbox"/> 1. Title I-A - Disadvantaged</div> <div><input type="checkbox"/> 2. Title I-D - Neglected or Delinquent</div> <div><input checked="" type="checkbox"/> 3. Title II-A - Teacher Quality</div> <div><p>Please describe what has changed.</p><div>Budgeting for Carryover Funds.</div></div> <div><input type="checkbox"/> 4. Title III - EL</div> <div><input type="checkbox"/> 5. Title III - Immigrant</div> <div><input type="checkbox"/> 6. Title IV-A- SSAE</div>					

# Reimbursements

Must have an approved application

- Staff names must be listed on the Staff Pages if applicable
- Equipment must be listed on the Operational Equipment page

Must spend the money, have the proper receipts, and complete a reimbursement request

Coding to the “right” grant number & object code is critical

Complete the request

# Reimbursements

Must meet the deadlines for submission

Use all of the funds allocated to the district

Allowable Variance by Budget Code

- The greater of:
- 25% or \$2,500 whatever is most beneficial to the District



Select Fiscal Year: 2022 ▼

Created

Collections

	Application Name	Revision	Status	Date	Actions		
	Unified Grant Profile	Original Application ▼	Final Approved	5/24/2021	Open	Amend	Delete Application

Formula Grant

	Application Name	Revision	Status	Date	Actions				
	SPED Planning Region Team Grant-6416	Original Application ▼	Final Approved <a href="#">View GAN</a>	8/18/2021	Open	Amend	Payments	Review Summary	Delete Application
	Perkins Consolidated-6720	Original Application ▼	Final Approved <a href="#">View GAN</a>	6/14/2021	Open	Amend	Payments	Review Summary	Delete Application
	SPED IDEA Consolidated-6400	Original Application ▼	Final Approved <a href="#">View GAN</a>	9/1/2021	Open	Amend	Payments	Review Summary	Delete Application
	ESSA Consolidated - 6201	Original Application ▼	Submitted to NDE	11/2/2021	Open	Amend	Payments	Review Summary	Delete Application

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

Competitive Grant

	Application Name	Revision	Status	Date	Actions			
	McKinney-Vento Homeless Competitive Grant-6991	Original Application ▼	Final Approved <a href="#">View GAN</a>	9/1/2021	Open	Amend	Payments	Delete Application

Non Funded

There currently aren't any Non Funded applications created.

Available

Collections

There currently aren't any Central Data applications available.

Formula Grant

## Payment Summary

[Instructions](#)[View Reimbursement Requests/Financial Reports](#)

## Payment Summary as of 7/22/2022

	TitleI-6200	TitleID-NorD-6230	TitleII-A-6310	TitleIII-EL-6925	TitleIII-ImmigrantEd-6926	TitleIV-A-SSAE-6969	Total
<b>Current Year Allocation</b>	\$532,599	\$0	\$101,738	\$32,609	\$0	\$34,226	\$701,172
(+/-) Adjustments	\$1,664	\$0	\$15,800	\$20,304	\$0	\$23,733	\$61,501
(+/-) Multidistrict	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(+/-) Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funds Available	\$534,263	\$0	\$117,538	\$52,913	\$0	\$57,959	\$762,673
<b>Approved Budget --Amendment 1</b>	\$534,263	\$0	\$117,538	\$52,913	\$0	\$57,959	\$762,673
<b>Available for Payments</b>							
Scheduled	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	\$0
Reimbursement	\$534,263	\$0	\$117,538	\$52,913	\$0	\$57,959	\$762,673
Total	\$534,263	\$0	\$117,538	\$52,913	\$0	\$57,959	\$762,673
<b>Completed Payments</b>							
Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Manual	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	\$0
<b>Pending Payments</b>							
Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement	\$534,263	\$0	\$78,003	\$34,958	\$0	\$57,959	\$705,183
Manual	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$534,263	\$0	\$78,003	\$34,958	\$0	\$57,959	\$705,183
<b>Remaining Available</b>							
Scheduled	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursement	\$0	\$0	\$39,535	\$17,955	\$0	\$0	\$57,490
Total	\$0	\$0	\$39,535	\$17,955	\$0	\$0	\$57,490
<b>NDE Documentation Review</b>							
Date	N/A	N/A	N/A	N/A	N/A	N/A	
Amount	\$0	\$0	\$0	\$0	\$0	\$0	

## Cash Request/Expenditure Report Menu

[Instructions](#)

Program

### Cash Requests:

Select a Cash Request/Financial Report from the list(s) below and press one of the following buttons:

[Open Request](#)

[Create New Request](#)

[Delete Request](#)

Select	Reimbursement Request	Type	Date Created	Date Submitted	Final Approval Date	Status	Status Date	History
<input checked="" type="checkbox"/>	Reimbursement Request 1	I-NS (F)	11/2/2021 10:00:28 AM	11/2/2021 10:03:42 AM		Submitted to NDE	11/2/2021 10:03:42 AM	<a href="#">View History</a>



## Reimbursement of Funds – Final

**Applicant:** [Redacted]  
**Application Number:** [Redacted]  
**Date:** 2025-08-28 10:58 AM EST  
[Return to Dashboard](#)

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### Rainforest Request

---

**LEA Contact:**  
 First Name: [Redacted]  
 Phone: [Redacted]  
 Email Address: [Redacted]

[Return to Dashboard](#)

---

**Title# 9200**

---

**Object Code Summary:**  
 Show Budget Summary: ☐ Yes ☒ No      Remove Blank Rows from Display: ☒ Yes ☐ No

[Select here if this is the final Reforestation Request](#)

[Actual Expenditures YTD must be entered](#)

Expenditure Object Code	Budgeted	Submitted Expenditures YTD	Scheduled Payments YTD	Remaining for Expenditure/Payment	Actual Expenditures YTD	(Overpaid)/Underpaid
200 - Salaries	\$6,837,745	\$2,200,964	\$0	\$4,636,780	\$4,636,780	\$0
200 - Employee Benefits	\$1,965,587	\$709,644	\$0	\$1,255,943	\$1,255,943	\$0
200 - Professional & Technical Services	\$482,008	\$26,505	\$0	\$455,503	\$455,503	\$0
400/500/600 - Other Purchased Services	\$13,526	\$1,969	\$0	\$11,557	\$11,557	\$0
400 - Supplies	\$224,637	\$33,740	\$0	\$190,897	\$190,897	\$0
700 - Capital Assets	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs (Rate approved rate is 2.482%)	\$259,222	\$0	\$0	\$259,222	\$0	\$259,222
<b>Totals</b>	<b>\$9,524,177</b>	<b>\$2,972,728</b>	<b>\$0</b>	<b>\$6,551,438</b>	<b>\$6,551,438</b>	<b>\$0</b>

\* Submitted Expenditure YTD does not include line items on this Reforestation Request / Closeout.

**Projected Grant Closeout Summary**

Approved Budget: \$9,524,177

Total of Payments Against Grant (includes Projected Closeout Payment): \$9,524,177

Unexpended Budget: \$305,233

Maximum Amount That Can Be Carried Over (15% of current allocation): \$1,312,567

Funds Transferred to Next Year for Agency: \$305,233

OR: ☐ Release remaining funds to NDE (By selecting this box, funds are not transferred to next year.)

Excess Funds Returned to NDE: \$0

Notes: Unused ESA-R-522 transfer funds will be returned to original program.

**Amount**

\$9,524,177

\$9,524,177

\$305,233

\$1,312,567

\$305,233

\$0

Save Data
Calculate Totals

Enter expenditure amounts and save prior to submission.

Attach Document

File name cannot include special characters (e.g., &, %, & " "), and cannot exceed 10 MB. Uploading files that do not comply with these restrictions may result in error and loss of data.

Choose File | No file chosen

Upload

☐ Check here if documentation has been sent to NDE via Mail

I certify that, to the best of my knowledge and belief, this report is true and correct in all aspects; supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative review; and the federal funds have been expended only for the purposes they were granted.

[Go Back] [Closeout Summary]

# Reimbursements

Add the “right” attachments

- Period to date transaction level Expenditure Audit Report/Account Inquiry on RR
- Transaction Level YTD Expenditure Audit Report/Account Inquiry required on Final RR
- Object Code 100/200 - Payroll Records
- Object Code 300, 400/500/800, 600 and 700 - Invoices
- IDEA – 300 and 500 – Contracted Services Invoices
- All other Programs – invoices dependent on the NDE Review

# Documentation

## Sample Documentation

07/11/2022 3:32 PM

Account Inquiry - Date Range - Exclude Encumbrances

Page: 1

05/2022 - 07/2022

User ID: \

Regular; Beginning Month 05/2022; Processing Month 07/2022; Accounts to Include Accounts with Activity; Chart of Account Number 01 6969 810 0 000, 01 6969 591 0 000; Fund Number 01

Entry Date	Description	JR	Reference Number	Invoice / Cost Center	Purchase Order	Vendor ID/Name	Budgeted Amount	Debit Amount	Credit Amount	Account Balance
Fund: 01	GENERAL FUND									
01 6969 591 0 000	Services Purchased from ESU or district					*Previous Balance				0.00
06/17/2022	Correction: OnToCollege Test Prep	CD *	1 42319	20220616		ESU13 EDUCATIONAL SERVICE UNIT #13		2,560.00		
01 6969 591 0 000	Services Purchased from ESU or district					*Current Activity		2,560.00		2,560.00
	Services Purchased from ESU or district Total:						0.00	2,560.00	0.00	2,560.00
						Budget Balance	(2,560.00)			
01 6969 810 0 000	Title IV - DUES AND FEES					*Previous Balance		240.00		240.00
05/13/2022	Rustic-Winning Mindset Speaker	CD	1 42203	20220513		MC MASTER CARD		48.07		
01 6969 810 0 000	Title IV - DUES AND FEES					*Current Activity		48.07		48.07
	Title IV - DUES AND FEES Total:						0.00	288.07	0.00	288.07
						Budget Balance	(288.07)			
						Expenditure Total:	0.00	2,848.07	0.00	2,848.07
						Budget Balance	(2,848.07)			



# Object Codes

- \*100 - Salaries
- \*200 - Employee Benefits (Insurance, SS, Retirement, etc.)
- \*300 - Purchased Professional & Technical Services (Workshop & registration fees, mileage, tuition for a staff member, etc.)
- \*400 - Purchased Property Services (Leases of computers, Project Manager, Contractors, etc.)
- \*500 - Other Purchased Services (Services purchased from another District or ESU, etc.)
- \*600 - Supplies (equipment less than \$5k per item, web/cloud based software, computers, etc.)
- \*700 - Property/Capital (Equipment or Existing Infrastructure Assets greater than \$5,000, etc.)


# Links

## Annual Financial Report



➤ <https://www.education.ne.gov/fos/annual-financial-report-school-district/>

Program Contacts School Finance:

- Michelle Cartwright: (402) 450-0867 or [michelle.cartwright@nebraska.gov](mailto:michelle.cartwright@nebraska.gov)
- Stephanie DeGroot: (402) 540-0649 or [stephanie.degroot@nebraska.gov](mailto:stephanie.degroot@nebraska.gov)



[Finance and Organizational Services Home](#)  
[Data Searches & Tables](#)  
[Forms](#)  
[Payment Information](#)



[Questions, Comments, or Corrections? Let us know!](#)

### Annual Financial Report (School District)

#### 2021/22 Materials and Instructions

- [Accounting Structure & Users' Manual](#)
- [2021/22 School District Master Code List](#)
- [AFR Test File Upload Link](#)
- [State/Federal Grant Revenue and Disbursement Matching Codes](#)
- [Flex-Funding School Age Support Services Report](#) (not released yet)

#### Other Related AFR Information, Data and Look-Ups

- [Tutorial video on correcting invalid codes and errors on the AFR upload](#)
- AFR Amendment Information
  - [2020/21 School District Master Code List](#)
  - [Steps to Amend the AFR](#) (12/16/2021)
  - [Amendment Template](#) (12/16/2021)
  - [Amendment Process Video](#) (02/17/2021)
- [Flex-Funding School Age Support Services \(2019/20 Disbursements Reimbursed in 2020/21\)](#)
- Data & Look-Ups
  - [Per Pupil Costs](#)
  - Search the AFR Database
    - [ADA and ADM Look-Ups beginning with 2002/03](#)
    - [School District AFR beginning with 1992/93](#)
    - [Statewide AFR beginning with 1992/93](#)
- [Frequently Asked Questions](#)

#### Links

- [School District Audits](#)
- [Audit Confirmation Lookup](#)

Program Contacts:

- Michelle Cartwright: (402) 450-0867 or [michelle.cartwright@nebraska.gov](mailto:michelle.cartwright@nebraska.gov)
- Stephanie DeGroot: (402) 540-0649 or [stephanie.degroot@nebraska.gov](mailto:stephanie.degroot@nebraska.gov)



# How do I Continue to Learn More about GMS?

1. New - Canvas Hub!
2. Federal Programs Website
3. Contact your Grant Reviewer



# Canvas Course (Hub)

## Grant Management System (GMS)

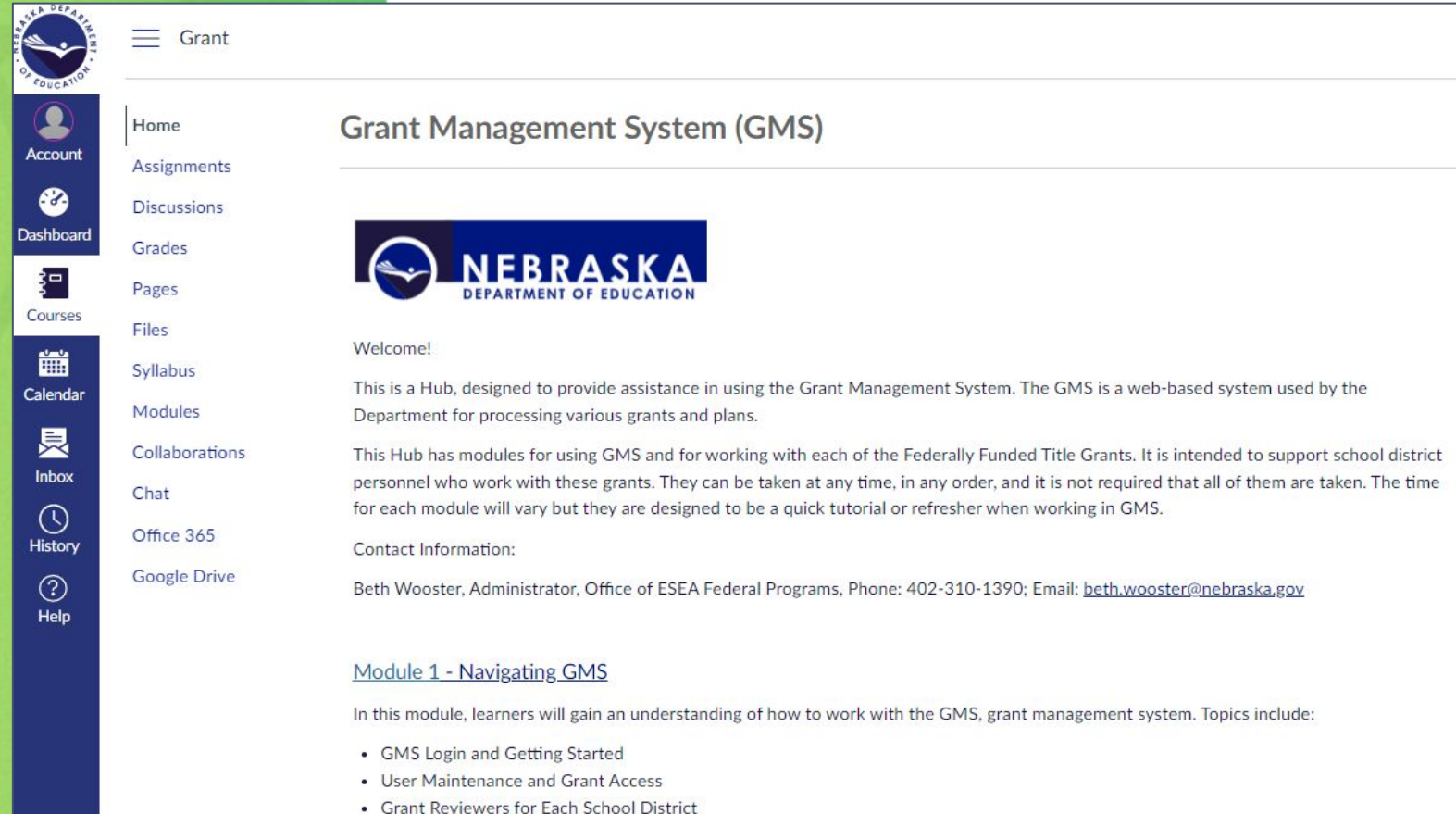
- Navigating GMS
- UGP
- ESSA Consolidated
- Title I, Part A
- Title I, Part D
- Title II, Part A
- Title III, EL and IE
- Title IV, Part A
- Nonpublics

Coming Soon

*Staffing, NSSRS, Time and Effort, Reimbursements*

Canvas Catalog -

<https://canvas.education.ne.gov/>



The screenshot displays the Grant Management System (GMS) interface. On the left is a dark blue sidebar with the Nebraska Department of Education logo at the top. Below the logo are icons and labels for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'History', and 'Help'. To the right of the sidebar is a light blue header with a 'Grant' menu icon. The main content area is titled 'Grant Management System (GMS)' and features the Nebraska Department of Education logo. Below the logo, it says 'Welcome!' and provides a brief overview of the GMS as a web-based system for processing grants. It also mentions that the hub has modules for using GMS and working with Federally Funded Title Grants. Contact information for Beth Wooster is provided, including her phone number (402-310-1390) and email address ([beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov)). A section titled 'Module 1 - Navigating GMS' lists topics that learners will gain an understanding of: GMS Login and Getting Started, User Maintenance and Grant Access, and Grant Reviewers for Each School District.

Grant

Home

Assignments

Discussions

Grades

Pages

Files

Syllabus

Modules

Collaborations

Chat

Office 365

Google Drive

NEBRASKA  
DEPARTMENT OF EDUCATION

Welcome!

This is a Hub, designed to provide assistance in using the Grant Management System. The GMS is a web-based system used by the Department for processing various grants and plans.

This Hub has modules for using GMS and for working with each of the Federally Funded Title Grants. It is intended to support school district personnel who work with these grants. They can be taken at any time, in any order, and it is not required that all of them are taken. The time for each module will vary but they are designed to be a quick tutorial or refresher when working in GMS.

Contact Information:

Beth Wooster, Administrator, Office of ESEA Federal Programs, Phone: 402-310-1390; Email: [beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov)

Module 1 - Navigating GMS

In this module, learners will gain an understanding of how to work with the GMS, grant management system. Topics include:

- GMS Login and Getting Started
- User Maintenance and Grant Access
- Grant Reviewers for Each School District

# NDE Learning Network - Canvas Catalog



Login



## WELCOME TO THE NEW NDE LEARNING NETWORK!

This site has many professional development courses for the Nebraska Education Community. Information to help get you started can be found below.

**NEW USERS** - Click on the link to view the [How to create a NEW account document](#)

**NE. CANVAS DISTRICT/ESU USERS** - Log-in by choosing your district/ESU from the dropdown menu then log-in using your district Canvas credentials.

**NON-CANVAS RETURNING USERS** - Choose "Nebraska Department of Education" from the log-in dropdown then, Log-in to return to your courses.

### 3 WAYS TO SEARCH:

1. Use the search box below to enter the course name you are looking for.
2. Use the categories dropdown to search by NDE office for a course.
3. Browse through the page to see all of course offerings.

Need Help? Log-In to access the Help menu



Categories 

Refine 



# NDE Federal Programs - Website



Select

## Federal Programs





# NDE Federal Programs - Grant Reviewers

## --ESSA Consolidated Applications --

ESU	ESSA REVIEWER	Email	Phone
1	Dottie Heusman	<a href="mailto:Dottie.Heusman@nebraska.gov">Dottie.Heusman@nebraska.gov</a>	402-219-4802
2	Ken Howard	<a href="mailto:Ken.Howard@nebraska.gov">Ken.Howard@nebraska.gov</a>	402-219-3303
3	Dottie Heusman	<a href="mailto:Dottie.Heusman@nebraska.gov">Dottie.Heusman@nebraska.gov</a>	402-219-4802
4	Allyson DenBeste	<a href="mailto:Allyson.DenBeste@nebraska.gov">Allyson.DenBeste@nebraska.gov</a>	402-405-5212
5	Jim Kent	<a href="mailto:Jim.Kent@nebraska.gov">Jim.Kent@nebraska.gov</a>	402-405-6456
6	Ann Carmoney	<a href="mailto:Ann.Carmoney@nebraska.gov">Ann.Carmoney@nebraska.gov</a>	402-525-7109
7	TBD / Ann temporarily	<a href="mailto:Ann.Carmoney@nebraska.gov">Ann.Carmoney@nebraska.gov</a>	402-525-7109
8	Jim Kent	<a href="mailto:Jim.Kent@nebraska.gov">Jim.Kent@nebraska.gov</a>	402-405-6456
9	Jim Kent	<a href="mailto:Jim.Kent@nebraska.gov">Jim.Kent@nebraska.gov</a>	402-405-6456
10	TBD / Dottie temporarily	<a href="mailto:Dottie.Heusman@nebraska.gov">Dottie.Heusman@nebraska.gov</a>	402-219-4802
11	Ann Carmoney	<a href="mailto:Ann.Carmoney@nebraska.gov">Ann.Carmoney@nebraska.gov</a>	402-525-7109
13	Ann Carmoney	<a href="mailto:Ann.Carmoney@nebraska.gov">Ann.Carmoney@nebraska.gov</a>	402-525-7109
15	Anne Hubbell	<a href="mailto:Anne.Hubbell@nebraska.gov">Anne.Hubbell@nebraska.gov</a>	402-405-7017
16	Ken Howard	<a href="mailto:Ken.Howard@nebraska.gov">Ken.Howard@nebraska.gov</a>	402-219-3303
17	Anne Hubbell	<a href="mailto:Anne.Hubbell@nebraska.gov">Anne.Hubbell@nebraska.gov</a>	402-405-7017
18	Kirk Russell	<a href="mailto:Kirk.Russell@nebraska.gov">Kirk.Russell@nebraska.gov</a>	402-405-4616
19	Kirk Russell	<a href="mailto:Kirk.Russell@nebraska.gov">Kirk.Russell@nebraska.gov</a>	402-405-4616
Final Reviewer	Beth Wooster	<a href="mailto:beth.wooster@nebraska.gov">beth.wooster@nebraska.gov</a>	402-310-1390

## -- ESSER Fund Grants --

ESU	ESSER Fund REVIEWER	Email	Phone
1	Dottie Heusman	<a href="mailto:Dottie.Heusman@nebraska.gov">Dottie.Heusman@nebraska.gov</a>	402-219-4802
2	Ken Howard	<a href="mailto:Ken.Howard@nebraska.gov">Ken.Howard@nebraska.gov</a>	402-219-3303
3	Dottie Heusman	<a href="mailto:Dottie.Heusman@nebraska.gov">Dottie.Heusman@nebraska.gov</a>	402-219-4802
4	Allyson DenBeste	<a href="mailto:Allyson.DenBeste@nebraska.gov">Allyson.DenBeste@nebraska.gov</a>	402-405-5212
5	Benjamin Zink	<a href="mailto:Benjamin.Zink@nebraska.gov">Benjamin.Zink@nebraska.gov</a>	402-416-9876
6	Ann Carmoney	<a href="mailto:Ann.Carmoney@nebraska.gov">Ann.Carmoney@nebraska.gov</a>	402-525-7109
7	TBD / Ann temporarily	<a href="mailto:Ann.Carmoney@nebraska.gov">Ann.Carmoney@nebraska.gov</a>	402-525-7109
8	Jim Kent	<a href="mailto:Jim.Kent@nebraska.gov">Jim.Kent@nebraska.gov</a>	402-405-6456
9	Jim Kent	<a href="mailto:Jim.Kent@nebraska.gov">Jim.Kent@nebraska.gov</a>	402-405-6456
10	TBD / Dottie temporarily	<a href="mailto:Dottie.Heusman@nebraska.gov">Dottie.Heusman@nebraska.gov</a>	402-219-4802
11	Ann Carmoney	<a href="mailto:Ann.Carmoney@nebraska.gov">Ann.Carmoney@nebraska.gov</a>	402-525-7109
13	Ann Carmoney	<a href="mailto:Ann.Carmoney@nebraska.gov">Ann.Carmoney@nebraska.gov</a>	402-525-7109
15	Anne Hubbell	<a href="mailto:Anne.Hubbell@nebraska.gov">Anne.Hubbell@nebraska.gov</a>	402-405-7017
16	Sue Henry	<a href="mailto:Sue.Henry@nebraska.gov">Sue.Henry@nebraska.gov</a>	402-219-1788
17	Anne Hubbell	<a href="mailto:Anne.Hubbell@nebraska.gov">Anne.Hubbell@nebraska.gov</a>	402-405-7017
18	Kirk Russell	<a href="mailto:Kirk.Russell@nebraska.gov">Kirk.Russell@nebraska.gov</a>	402-405-4616
19	Kirk Russell	<a href="mailto:Kirk.Russell@nebraska.gov">Kirk.Russell@nebraska.gov</a>	402-405-4616
Final Reviewer	Beth Wooster	<a href="mailto:Beth.Wooster@nebraska.gov">Beth.Wooster@nebraska.gov</a>	402-310-1390

# Top 5 ESSA Points to Remember

1. Schoolwide Title I Building-All paras MUST meet the requirements to work with students **PRIOR to working with students!** In Targeted Title I Building-Any para funded with Title I funds MUST also meet these requirements.
2. Coding of Staff in Federal Funded Positions-All of these MUST match: NSSRS, GMS, Bookkeeping Records, and Time and Efforts. All should have the same percentage.
3. Waivers for carryover: NDE is pursuing this request with the USED. When we hear the answer, we will let you know.
4. We are updating the Monitoring Guide Checklist based on the requirements the USED gave us during our monitoring in March of 2022.
5. Unified Grant Profile must be updated before doing anything in the GMS each year. Current contact information is vital so we can reach out to the right district personnel.



# Top 5 ESSER Points to Remember

1. ESSER I allocations must be obligated by 9-30-2022.
2. Plan for Safe Return MUST be reviewed at minimum once every 6 months until 9-30-2023. Document this information. Make sure the plans are on the website and date stamp them. If changes occur with the Use of Funds, be sure to get input from stakeholders.
3. Programmatic and Fiscal Monitoring have to be done and were started during the 2021-2022 school year. Will continue this year and into the future.
4. Grant coding is important: 6996-ESSER I, 6997-ESSER II, 6998-ESSER III
5. Davis Bacon Rules DO Matter. Take a handout for specific information.





**RE • STORING NORMAL**

**Thank you!**

