RE·STORING NORMAL

GMS 101 for New and Experienced Users

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

NEBRASKA DEPARTMENT OF EDUCATION

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

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
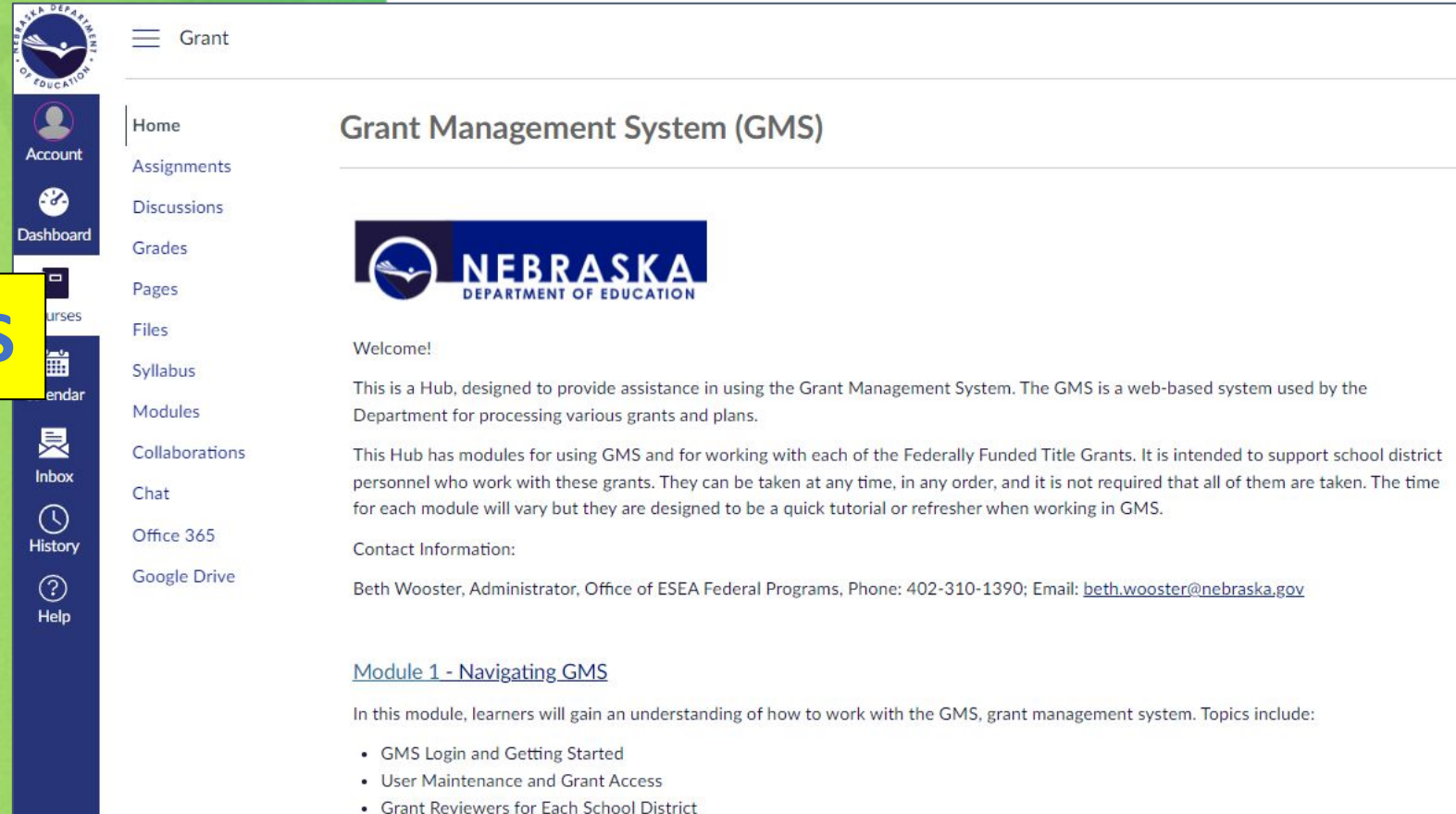
Canvas Course (Hub)

Grant Management System (GMS)
- Navig
- 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/

- **Navigating GMS**

Grant Management System (GMS)

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

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

(Sidebar navigation: Account, Dashboard, Courses, Calendar, Inbox, History, Help; Home, Assignments, Discussions, Grades, Pages, Files, Syllabus, Modules, Collaborations, Chat, Office 365, Google Drive; Grant)

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

| Overview | Central Contacts / DUNS / SAM | Risk Assessment | Indirect Cost Rates | Assurances | Allocations Summary | Grant Summary | Submit | Application History | Application Print |

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

Overview	Central Contacts / DUNS / SAM	Risk Assessment	Indirect Cost Rates	Assurances	Allocations Summary	Grant Summary	Submit	Application History	Application Print

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: 5.1201 %

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

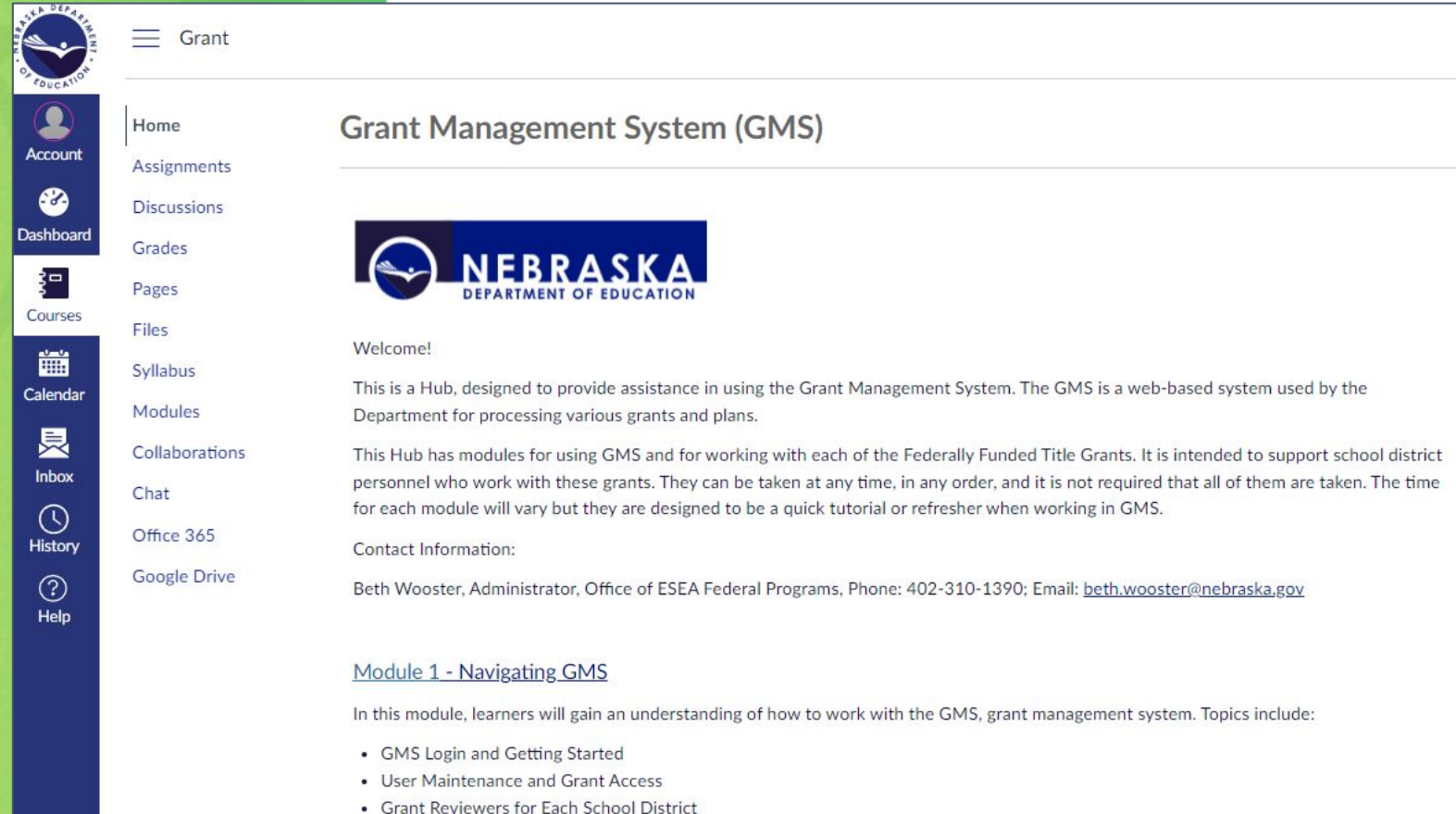A district can amend the UGP at any time throughout the year.

Canvas Course (Hub)

Grant Management System (GMS)
- **Navigating GMS**
- **UGP**
- **ESSA Consolidated**
- **Title I, Part A**
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● **UGP**

Grant

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

Account
Dashboard
Courses
Calendar
Inbox
History
Help

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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 ad assign the appropriate user role before the new user will be able to access the agency's grant information.

User Maintenance and Grant Access

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

Canvas Course (Hub)
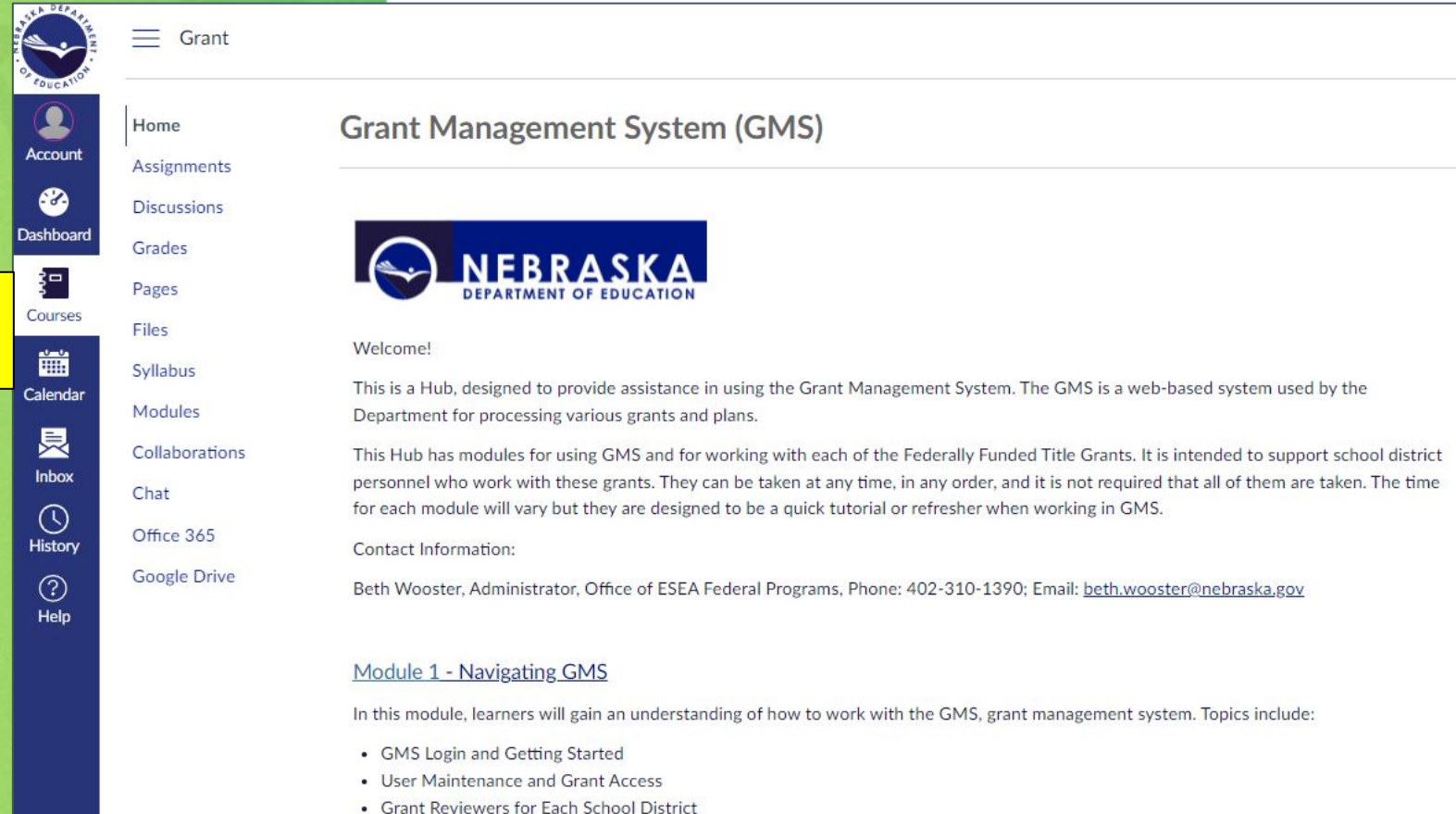
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GMS Tips

❖ 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

Tips within the Grant

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.

| Overview | Allocations | Contact Information | District Goals and Needs | Amendment Description | Submit | Application History | Page_Lock Control | Application Print |

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

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 View GAN	8/18/2021	Open	Amend	Payments	Review Summary	Delete Application
	Perkins Consolidated-6720	Original Application ▾	Final Approved View GAN	6/14/2021	Open	Amend	Payments	Review Summary	Delete Application
	SPED IDEA Consolidated-6400	Original Application ▾	Final Approved View GAN	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 View GAN	9/1/2021	Open	Amend	Payments	Review Summary	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

Application:	2020-2021 ESSA Consolidated - 6201 - 00-	Printer-Friendly
		Click to Return to GMS Access/Select Page
		Click to Return to Menu List / Sign Out

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
Current Year Allocation	$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
Approved Budget --Amendment 1	$534,263	$0	$117,538	$52,913	$0	$57,959	$762,673
Available for Payments							
Scheduled	$0	$0	$0	$0	$0	$0	$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
Completed Payments							
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	$0	$0	$0	$0	$0	$0	
Pending Payments							
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
Remaining Available							
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
NDE Documentation Review							
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

Program Titlel-6200 ⌄

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
⦿	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	View History

FINAL Reimbursements

Reimbursement of Funds – Final

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

Account Inquiry - Date Range - Exclude Encumbrances

05/2022 - 07/2022

Page: 1

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
- Stephanie DeGroot: (402) 540-0649 or 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)
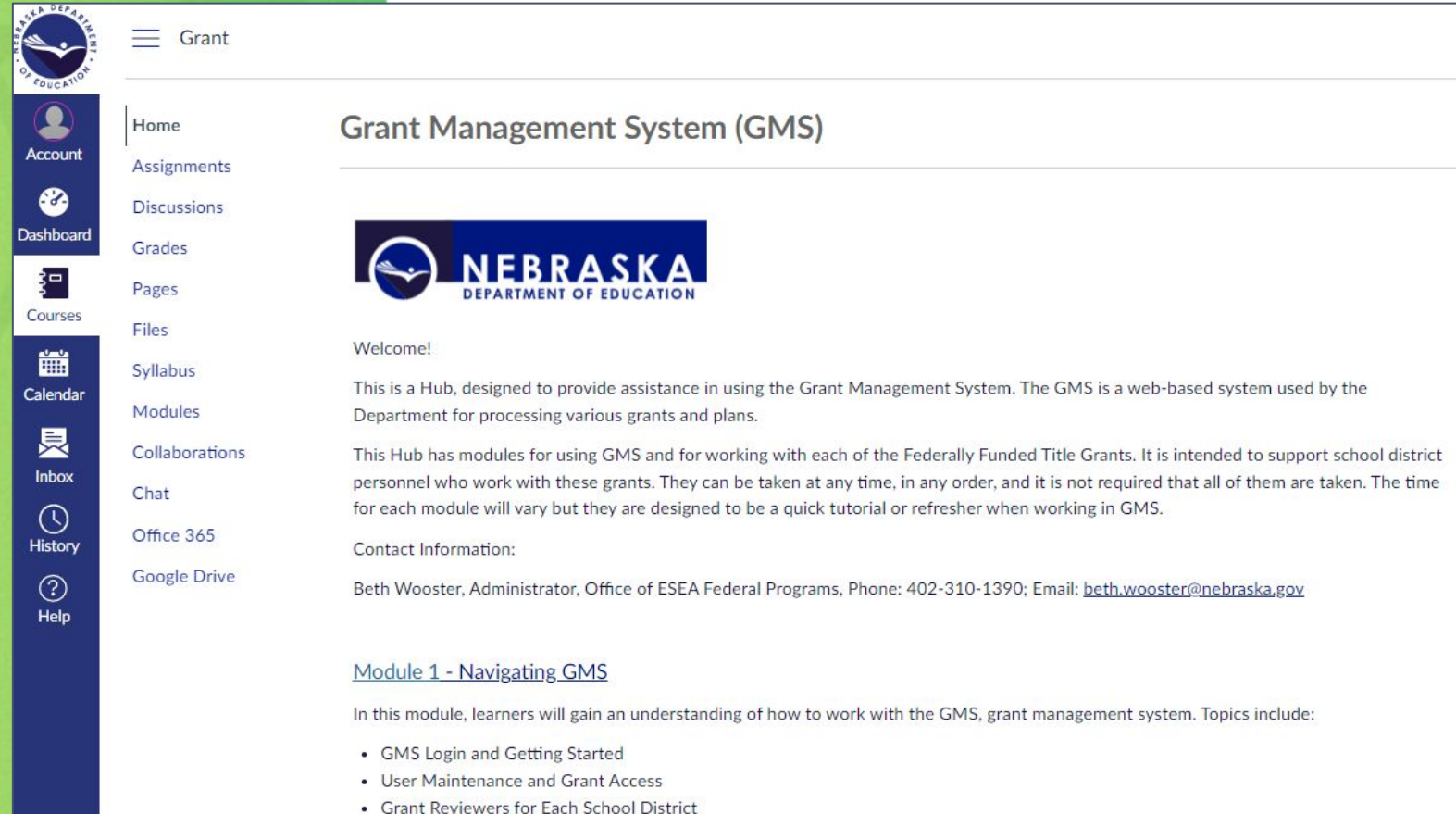- **Navigating GMS**
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Nebraska Dept.of Education
LEARNING NETWORK

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

NDE Federal Programs - Grant Reviewers

--ESSA Consolidated Applications --

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

-- ESSER Fund Grants --

ESU	ESSER Fund REVIEWER	Email	Phone
1	Dottie Heusman	Dottie.Heusman@nebraska.gov	402-219-4802
2	Ken Howard	Ken.Howard@nebraska.gov	402-219-3303
3	Dottie Heusman	Dottie.Heusman@nebraska.gov	402-219-4802
4	Allyson DenBeste	Allyson.DenBeste@nebraska.gov	402-405-5212
5	Benjamin Zink	Benjamin.Zink@nebraska.gov	402-416-9876
6	Ann Carmoney	Ann.Carmoney@nebraska.gov	402-525-7109
7	TBD / Ann temporarily	Ann.Carmoney@nebraska.gov	402-525-7109
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13	Ann Carmoney	Ann.Carmoney@nebraska.gov	402-525-7109
15	Anne Hubbell	Anne.Hubbell@nebraska.gov	402-405-7017
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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 9-30-20**22.**

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!