

Nebraska Department of Education
Grants Management System
<https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx>

Grants Management System (GMS)

User Guide

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Table of Contents

Introduction	1
General Navigation	2
Hardware, Software and Browser Requirements	2
Operating Systems and Browsers	2
Pop-up Blocker	2
Resolution	2
Authorized Representative	3
Role and Responsibility of the Authorized Representative	3
Business Roles	4
Entering the GMS System	5
Overview of the Grants Management System.....	6
System Rules	6
Save Page	6
Printing.....	7
Page Design.....	11
Access Select Page	11
Status Bar	12
Applications/Amendments	14
Tab Strip	15
NDE Review and Approval of Applications	17
Page Lock Control.....	18
Returned for Changes	19
Budgets	20
Payments.....	24
Expenditure Reports and Supporting Documentation	26
Expenditures	26
Equipment/Capital Outlay	26

Introduction

The purpose of this user guide is to:

- ▶ Provide information on the policies governing all grants in the Grants Management System (GMS) awarded by the Nebraska Department of Education, excluding those issued by Vocational Rehabilitation Services, Disability Determination Section, and the Assistive Technology Partnership,
- ▶ To communicate the procedures and guidelines,
- ▶ To support sound accounting practices and,
- ▶ To provide consistency throughout the Department in the administration of all State and Federal grants.

It is not intended to address program specific requirements or regulations.

This guidance and requirements are identified as applicable to grants funded by the State where they differ from Federal grants. Since regulations and guidance apply to both the State (the Nebraska Department of Education) and to the agencies or organizations that receive grants from the State, there are a number of descriptors used that can be confusing (i.e., grantee, sub-grantee, recipient and sub-recipient, etc.). To maintain some consistency, this guidance will use the term “grant recipient” or “grantee”, whenever possible to mean the agency that receives the grant from the Nebraska Department of Education.

Changes, which result from implementation of the Grants Management System (GMS), are indicated. As programs are added to the GMS, these changes will apply to them.

General Navigation

Hardware, Software and Browser Requirements

The Grants Management System (GMS) is functional on both PCs and Macs.

Internet Access

An internet connection is required to access the Grants Management System (GMS). A high speed connection is recommended, but is not required.

There is no minimum requirement for computer processor/speed. No software beyond a browser is required to use the system. Some reports may be delivered as PDF documents. To open and save PDF documents, you must install a free copy of Adobe Reader. To download: <http://get.adobe.com/reader/>

Operating Systems and Browsers

The GMS is accessible on PCs and Macs using Operating systems that are currently supported by their respective owners (Microsoft/Apple).

The following Internet Browsers are supported when using the GMS:

- Microsoft Internet Explorer 11.x

- Microsoft Edge

- Google Chrome 47.x and later - Recommended for PC users

- Mozilla Firefox – 3.5 or higher

- Safari for OS x Version 9.x and later

All browsers must disable Pop-up Blockers for the GMS site in order to view the Review Checklist.

Pop-up Blocker

The Review Checklist documents within the GMS open in a second window. Turn off the pop-up blocker in your browser to allow these documents to open. Some computers may have multiple pop-up blockers installed; all will need to be set to allow the pop-up window in order to view the checklist.

Resolution

The GMS is best viewed in 1024 x 768 or higher resolution.

Authorized Representative

The “authorized representative” is a person who legally acts on behalf of the recipient of Federal and State grants. The authorized representative is the liaison between the grant recipient and NDE as the grantor.

The governing body of an agency delegates their authority to the person (e.g., district superintendent or ESU administrator) who will act as the authorized representative of the agency receiving State or Federal grants. **This authorization must be done annually, for some programs, and duly noted in recorded board minutes.** The chairperson of the managing board or committee of the grantee organization is assumed to be the authorized representative for applicants that are not districts or ESUs, unless otherwise indicated by the managing board.

Role and Responsibility of the Authorized Representative

The signature of the authorized representative protects the legal rights and interests of the recipient and commits the recipient to fulfill the obligations of the grant project. The signature of the authorized representative is required in order to form a legal contract between the recipient and the Department of Education as the grantor agency. By signing grant related documents on behalf of the organization, the authorized representative binds the recipient to operate the grant within the terms of the grant agreement, assurances, administrative and program requirements as the electronic signature for online submissions.

The authorized representative is responsible for:

- ▶ Developing a work plan or calendar to administer and achieve the goals and objectives of the grant award;
- ▶ Informing the business manager/financial contact of the application, approval of the award, applicable requirements for allowable costs of the program, reporting requirements, budget or program modifications, close-out procedures, etc;
- ▶ Ensuring an appropriate system of time and effort records is used in cases where an employee that is paid using grant funds is also paid using local or state funds or funds of another Federal program;
- ▶ Submitting timely and accurate program reports and ensuring the person responsible for fiscal reporting is also prompt and accurate, and;
- ▶ Ensuring the grant award is administered in compliance with applicable State and Federal laws, regulations, statement of assurances and terms and conditions of the grant award.

See the State and Federal Grant Management Requirements and Guidance for further information.

https://cdn.education.ne.gov/wp-content/uploads/2017/07/NDE_Grant_Mgt_Guidance_2016-07-22.pdf

Business Roles

► 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.

Entering the GMS System

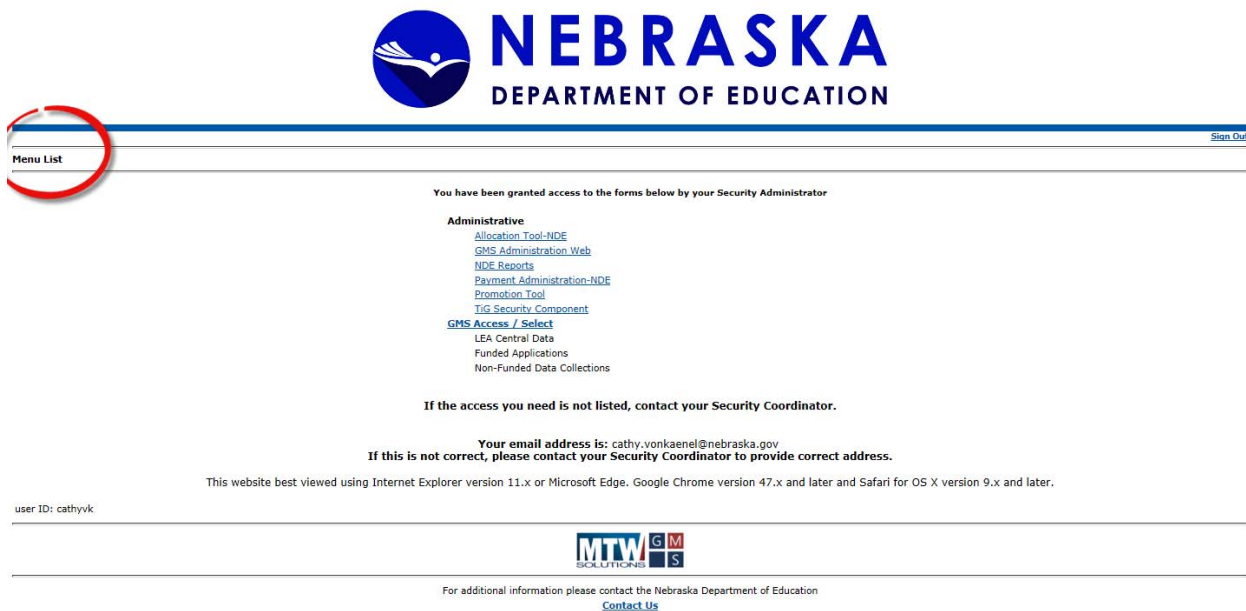
▶ **The GMS is no longer in the portal - it is a single sign on system using your email address and password. Please bookmark the below URL:**

▶ Go to <https://nde.mtwgms.org/NDEGMSWebv02/logon.aspx>

▶ Sign in with your email address and password. Users will need to set their password when logging in the first time using the following steps:

1. Type your email address in the Username/Email text box
2. Click “Forgot Password”
3. Follow the directions found in the pop-up window

▶ This will open the “Menu List” for the Grants Management System (GMS)



The screenshot shows the Nebraska Department of Education logo at the top center. Below it is a blue horizontal bar with a "Menu List" button on the left and a "Sign Out" link on the right. The main content area is titled "You have been granted access to the forms below by your Security Administrator" and lists several administrative tools and data sources. A red circle highlights the "Menu List" button. At the bottom, there is a footer with the MTW GMS SOLUTIONS logo and contact information.

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Menu List Sign Out

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

Administrative

- [Allocation Tool-NDE](#)
- [GMS Administration Web](#)
- [NDE Reports](#)
- [Payment Administration-NDE](#)
- [Promotion Tool](#)
- [TIG Security Component](#)
- [GMS Access / Select](#)
- LEA Central Data
- Funded Applications
- Non-Funded Data Collections

If the access you need is not listed, contact your Security Coordinator.

Your email address is: cathy.vonkaenel@nebraska.gov
If this is not correct, please contact your Security Coordinator to provide 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.

user ID: cathyvk

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

▶ Organization Select – If an administrator is responsible for more than one district, the “Organization Select” screen appears first. This screen will list all the districts to which the individual has access. To enter, click on the radio button next to district to view.

Overview of the Grants Management System

System Rules


- ▶ To move across the page or between Tab sections, use the computer mouse – DO NOT USE the computer’s “tab” key. Move from left to right across the tabs.
- ▶ DO NOT use the “BACK” button on the browser to move among tabs. Click on the next tab or use the pull-down menu of applications.
- ▶ When inserting text, do not use quotation marks, bullets or other special characters. When copying and pasting from another document, ensure the results do not include hypertext (
). Proofread the text information and remove any of these characters. The page will give an error and will not save if hypertext is present.
- ▶ To check for spelling errors, click on the “Spell Check” button to sweep the page.

Save Page

- ▶ SAVE - The “Save” button is at the end of each page. If data has been omitted or is inaccurate, **an error message in red** will appear at the top of the page. Make the necessary corrections or additions and click on the “Save Page” button again.
- ▶ SAVE OFTEN – The GMS system has a security feature and times out after 20 minutes of inactivity, so save often to prevent loss of data.
- ▶ Pages with multiple text boxes/questions – **All text boxes/questions must be completed before the page will save if they are required.** You may need to enter one word in each text box to save the page, then go back and work on each box, saving after each. This will eliminate timing out and losing previously entered data.
- ▶ Once all information has been entered, use the “Save Page” button. **Clicking on another section Tab before saving a page will result in the loss of data entered on that page!**
- ▶ Users can move among tabs and programs without having to SAVE the information entered on one page. Selecting another Tab without clicking “Save Page” (and resolving any errors) will result in loss of data entered.
- ▶ Pre-populated pages do not have a “Save Page” button because that information is already saved by the GMS and is for your review.
- ▶ Data that has been saved can be changed at any time until the application’s final submission to NDE.

Printing

► **Printer Friendly:** To print individual web pages, click on the “**Printer Friendly**” link in the upper right hand corner of any application page. This is an immediate print for individual pages only. To get the entire document in one request, see “**Selectable Application Print**” below.



Applicant: 18-055-0001-11 LINCOLN PUBLIC SCHOOLS Consolidated Application NCLB Consolidated - 4201
Application: 2015-2016 NCLB Consolidated - 00- 2015-2016 7/1/2015 - 9/30/2016
Cycle: Amendment 1 Click to Return to Organization Select

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

Overview	Allocations	Contact Information	Goals and Needs	Assurances	Amendment Description	Submit	Application History	Page Lock Control	Application Print
NCLB Federal Programs - Overview Click for Instructions									
<p>Program: The NCLB Consolidated Application includes the annual applications for:</p> <p>Title I, Part A Improving the Academic Achievement of the Disadvantaged (CFDA #84.010)</p> <p>Title I, Part D Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk (CFDA #84.010)</p> <p>Title II, Part A Teacher Quality (CFDA #84.367)</p> <p>Title II, Part D Enhancing Education through Technology (CFDA #84.318) - no new funding for current year.</p> <p>Title III Limited English Proficiency (LEP) (CFDA #84.365)</p> <p>Title III Immigrant Education (CFDA #84.365)</p> <p>Title IV, Part A Safe and Drug-Free Schools and Communities (CFDA #84.186) - no new funding for current year.</p> <p>Title V, Part A Innovative Programs (CFDA #84.298) - no new funding for current year.</p> <p>Purpose: In July of 2002, Nebraska developed a Comprehensive State Plan for School Improvement that identified four goals for the State and included a consolidated application for all programs under No Child Left Behind. This NCLB Consolidated Application continues to support the integration of Federal support for local improvement efforts while focusing on the following State goals:</p> <ol style="list-style-type: none"> 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. This is, 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: <ul style="list-style-type: none"> Professional development, Using technology to improve achievement, and Parent/family literacy and involvement. <p>Federal Formula Grants Program Type: Public Law 107-110, the No Child Left Behind Act of 2001 Legislation</p>									

► **Selectable Application Print:** The “Selectable Application Print” tab is on the tab strip of each grant application - This print function can be accessed to (1) print the entire application, or (2) create a single document of selected pages when the entire document isn’t needed but many pages need to be printed (i.e. ESSA Consolidated-selected Title I application only). This tab allows a complete document by just selecting the pages that have data on them.

► The print function can be accessed to request a single document copy of the entire document. This will send a request to the system and will run an automatic process hourly. This print job will be available on the hour after you request the print job (i.e. order print job at 9:00 am – completed job available at 10:00 a.m.). The printed application will appear as a green link and will provide a pdf document for printing or saving.

The screenshot displays the Nebraska Department of Education's GMS application interface. At the top, the logo and name 'NEBRASKA DEPARTMENT OF EDUCATION' are visible. Below this, application details are shown: Applicant: 18-055-0001-11 LINCOLN PUBLIC SCHOOLS, Consolidated Application: NCLB Consolidated - 4201, Application Cycle: 2015-2016 NCLB Consolidated - 00-Amendment 1, and Cycle Dates: 2015-2016 7/1/2015 - 9/30/2016. A navigation menu includes tabs for Overview, Allocations, Contact Information, Goals and Needs, Assurances, Amendment Description, Submit, Application History, Print Lock Control, and Application Print. The 'Application Print' tab is highlighted with a red circle. Below the menu, the 'Selectable Application Print' section is active, showing a 'Request Print Job' list with checkboxes for various titles (e.g., Title I - 4200, Title II-A - 4310, Title II-D - 4985, Title III - Limited English Proficient - 4925, Title III - Immigrant Education - 4926, Title IV - 4960, Title V - 4320, Title ID - N or D - 4230). A 'Request Print' button is located at the bottom of this list. Below the list, there are sections for 'Requested Print Jobs' and 'Completed Print Jobs'.

► Select the link next to the application to expand the selection of pages - Select the checkbox next to the page or pages that you wish to print and click the “Request Print” button.

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DEPARTMENT OF EDUCATION

Applicant: 18-055-0001-11 LINCOLN PUBLIC SCHOOLS Consolidated Application: NCLB Consolidated - 4201
Application: 2015-2016 NCLB Consolidated - 00- Amendment 1 2015-2016 7/1/2015 - 9/30/2016
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](#)

Overview Allocations Contact Information Goals and Needs Assurances Amendment Description Submit Application History Page Lock Control Application Print

Selectable Application Print [Instructions](#)

Request Print Job

NCLB Consolidated - 4201
 Title I - 4200
 Guidance

Program Information
 Targeting
 Staff
 Capital Outlay/Equipment
 Budget
 Page_Lock Control

Title II-A - 4310
 Title II-D - 4985
 Title III - Limited English Proficient - 4925
 Title III - Immigrant Education - 4926
 Title IV - 4960

Title ID - N or D - 4230

Requested Print Jobs
Requested by SEA Cathy Von Kaenel on 5/2/2016 12:12:03 PM
Completed Print Jobs

► After your print request has been ordered, the “Requested Print Jobs” will indicate who ordered the request along with the date and time it was ordered.

▶ You should receive an email once the link is ready. Click the link to open a pdf which can be printed and/or saved.

Overview	Allocations	Contact Information	Goals and Needs	Assurances	Amendment Description	Submit	Application History	Page Lock Control	Application Print
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Selectable Application Print [Instructions](#)

Request Print Job	
<input type="checkbox"/>	NCLB Consolidated - 4201
<input type="checkbox"/>	Title I - 4200
<input type="checkbox"/>	Title II-A - 4310
<input type="checkbox"/>	Title II-D - 4985
<input type="checkbox"/>	Title III - Limited English Proficient - 4925
<input type="checkbox"/>	Title III - Immigrant Education - 4926
<input type="checkbox"/>	Title IV - 4960
<input type="checkbox"/>	Title V - 4320
<input type="checkbox"/>	TN Title B - N or D - 4230

[Request Print](#)

Requested Print Jobs	
Completed Print Jobs	
Completed	SEA Cathv Von Kaenel on 5/2/2016 1:01:18 PM

Page Design

Access Select Page

District Name: Exampleville Public Schools

ESU/County District: 00-000-0000-00

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GMS Access Select

Select Fiscal Year: 2016

Click to Return to Menu List / Sign Out

Click for Instructions

Created	Application Name	Revision	Status	Date	Actions
Formula Grant	NCLB Consolidated: Title IA, ID, IC (2005-2006 thru 2009-2010), IIA, IID, III-LEP, III-Immigrant, IV, V	Original Application	Final Approved	10/22/2015	Open, Amend, Payments, Delete Application
Formula Grant	LEP and Poverty Plans	Original Application	Final Approved	11/5/2014	Open, Amend, Payments, Delete Application
Discretionary Grant					
There currently aren't any Discretionary Grant applications created.					
Competitive Grant	Early Childhood State Continuation Grant	Original Application	Final Approved	7/19/2015	Open, Amend, Payments, Delete Application
Maintenance of Effort					
There currently aren't any Maintenance of Effort 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.					
Discretionary Grant					
There currently aren't any Discretionary Grant applications available.					
Competitive Grant	Perkins reVISION Action Grant			Submissions due by 5/16/2016	Create
Competitive Grant	Perkins reVISION Initial Grant			Submissions due by 5/16/2016	Create
Maintenance of Effort					
There currently aren't any Maintenance of Effort applications available.					
Non Funded					
There currently aren't any Non Funded applications available.					

▶ **District Name and Number:** The top of each page displays the District Name and ESU/County/District Number.

▶ **Page Title:** The title of the page you are on will be in the upper left corner (Access Select in the screen shot above).

▶ **Instructions:** Links to Instructions will be in the upper right hand corner. This link will bring up a list of instructions for the page and is available on nearly every page in the application. Detailed program instructions are available on the Overview page.

Status Bar

- ▶ **Application Name:** Lists the application year and allows a selection via radio button.
- ▶ **Revision:** Indicates if it is an Original Application or Amendment #1, etc.
- ▶ **Status:**
 - ‘Not Submitted’ – Application still resides at the District in progress.
 - ‘Submitted for Review’ – Submitted to NDE or District Administrator.
 - ‘Returned for Changes’ – District needs to make revisions based on NDE findings listed on the Review Checklist.
 - ‘In Process’ – First level of NDE approval passed. Now needs to be final approved by NDE.
 - ‘Final Approved’ – Application has been final approved by NDE and GAN has been created.
- ▶ **View GAN:** Click on link “View GAN” to bring up the most current pdf of the Grant Award Notification or move to the Allocations page and retrieve the history of all GANs on the GAN link.
- ▶ **Date:** the application/amendment date based on the status of the approval cycle.

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Click to Return to Menu List / Sign Out

GMS Access Select

001 LINCOLN PUBLIC SCHOOLS

Select Fiscal Year: 2016

Click for Instructions

Created	Application Name	Revision	Status	Date	Actions
▶	NCLB Consolidated: Title IA, ID, IC (2005-2006 thru 2009-2010), IIA, IID, III-LEP, III-Immigrant, IV, V	Amendment 1	Not Submitted		Open, Payments, Review Checklist, Regenerate GAN, CC Override
▶	Federal School Improvement Funds for Schools/Districts Not Meeting Adequate Yearly Progress (AYP)	Original Application	Final Approved View GAN	3/17/2016	Open, Payments, Review Checklist
▶	Perkins Basic/Tech Prep/Post-Secondary Grants	Original Application	Final Approved View GAN	8/24/2015	Open, Payments, Review Checklist, Regenerate GAN, CC Override
▶	LEP and Poverty Plans	Original Application	Final Approved View GAN	11/12/2014	Open, Payments, Review Checklist, CC Override
▶	Title IC - Migrant (beginning with the 2010-2011 school year to present)	Original Application	Final Approved View GAN	1/6/2016	Open, Payments, Review Checklist, Regenerate GAN, CC Override
▶	SPED IDEA Consolidated (Base, E-P, Preschool, CEIS, Nonpublic)	Original Application	Final Approved View GAN	2/18/2016	Open, Payments, Review Checklist, Regenerate GAN, CC Override
▶	SPED Planning Region Team Grant	Amendment 1	Not Submitted		Open, Payments, Review Checklist, Regenerate GAN, CC Override


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

Competitive Grant	Application Name	Revision	Status	Date	Actions
▶	McKinney-Vento Homeless Education Assistance Competitive Grant	Amendment 1	Final Approved View GAN	8/13/2015	Open, Payments, Review Checklist, Regenerate GAN, CC Override
▶	Perkins reVISION Action Competitive Grant	Original Application	Returned for Changes	7/6/2015	Open, Payments, Review Checklist, Regenerate GAN, CC Override

- ▶ **Actions:** These buttons take action on the application – Open, Amend, Payments and Delete Application.
- ▶ **Contact Us:** Link available at the bottom of each page. Lists important contact names, email and phone numbers for all NDE contacts for GMS applications and payments for grants.

Action Buttons

- ▶ **Open:** To open the application, click on the “Open” button to the right of the application/amendment you want to view.
- ▶ **Amend:** To create an amendment on an approved application, click on the “Amend” button to the right of the most current approved application.
- ▶ **Payments:** To create or view a reimbursement request, click on the “Payment” button to the right of the most recently approved application/amendment.
- ▶ **Delete Application/Amendment:** To withdraw an application/amendment, click on the “Delete” button to the right of the application/amendment you want to withdraw. An application/amendment cannot be withdrawn if it has already been submitted to NDE or approved by NDE.
- ▶ **Review Checklist:** To view the review checklist, click on the “Review Checklist” button to the right of the most current approved application/amendment. Remember, this is a pop-up window, so be sure to have your pop-up blockers turned off.



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GMS Access Select

001 LINCOLN PUBLIC SCHOOLS

Select Fiscal Year:

▶ Created

Formula Grant

Application Name	Revision	Status	Date	Open	Payments	Review Checklist
▶ NCLB Consolidated: Title IA, ID, IC (2005-2006 thru 2009-2010), IIA, IID, III-LEP, III-Immigrant, IV, V	Amendment 1	Not Submitted		Open	Payments	Review Checklist
▶ Federal School Improvement Funds for Schools/Districts Not Meeting Adequate Yearly Progress (AYP)	Original Application	Final Approved View GAN	3/17/2016	Open	Payments	Review Checklist
▶ Perkins Basic/Tech Prep/Post Secondary Grants	Original Application	Final Approved View GAN	8/24/2015	Open	Payments	Review Checklist
▶ LEP and Poverty Plans	Original Application	Final Approved View GAN	11/12/2014	Open	Payments	Review Checklist
▶ Title IC - Migrant (beginning with the 2010-2011 school year to present)	Original Application	Final Approved View GAN	1/6/2016	Open	Payments	Review Checklist
▶ SPED IDEA Consolidated (Base, E-P, Preschool, CEIS, Nonpublic)	Original Application	Final Approved View GAN	2/18/2016	Open	Payments	Review Checklist
▶ SPED Planning Region Team Grant	Amendment 1	Not Submitted		Open	Payments	Review Checklist

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

Competitive Grant

Application Name	Revision	Status	Date	Open	Payments	Review Checklist
▶ McKinney-Vento Homeless Education Assistance Competitive Grant	Amendment 1	Final Approved View GAN	8/13/2015	Open	Payments	Review Checklist
▶ Perkins reVISION Action Competitive Grant	Original Application	Returned for Changes	7/6/2015	Open	Payments	Review Checklist

Applications/Amendments

Follow the steps below through the available tabs.

If this is a consolidated application, in the upper right hand corner there will be a pull-down menu where you can select the sub-program. Use the pull-down menu to complete the pages for each of the programs that you have an allocation.

Note: Using ESSA as example



Applicant:	18-055-0001-11 LINCOLN PUBLIC SCHOOLS	Consolidated Application:	ESSA Consolidated - 6201
Application Cycle:	2018-2019 ESSA Consolidated - 6201 - 00-Original Application		Title I- 6200 Title ID - N or D - 6230 Title II-A - 6310 Title III-EL-6925 Title III - Immigrant Education - 6926 Title IV-A SSAE - 6967
Overview	Allocations	Contact Information	District Goals and Needs
Assurances	Amendment Description	Submit	Application History
			Page 1 of 1 Call

ESSA Consolidated - Overview

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. The six AQUESTT tenets are College and Career Ready; Assessment; Educator Effectiveness; Positive Partnerships, Relationships, and Student Success; Transitions; and Educational Opportunities and Access. The State Board of Education believes these tenets represent key investments that are necessary for a quality education system. The tenets reflect effective practices for schools that will promote success for every student.

- All students will perform to a high level of achievement.
- All students will be taught by quality staff.
- All students will learn in a safe, supportive learning environment.
- 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

Tab Strip

Across the screen is a TAB strip designed to look like the tabs from a file folder. The number and name of tabs vary based on the program you are in. Each tab represents a different web page that should be reviewed and/or completed by the applicant.



- ▶ **Overview Tab:** The Overview provides the background information for the grant application and all of the programs in the application. There is no action needed on this page.
- ▶ **Allocations Tab:** This tab lists the allocations for the program(s) within the application that a district received. Down the left hand column are variables that can affect the total allocation. These include reallocation funds, carryover funds (not included until after the previous year’s project is closed out), and released funds, if any. When carryover funds are available, an amendment will be necessary to add them to the application budget. If a district has assigned their funds to their consortia, that information is indicated on the Allocations page by clicking the green hyperlink within the program column. The fiscal agent will complete those applications for the districts who have assigned funds to the consortia.
- ▶ **Contact Information Tab:** This tab asks for contact information for staff that can be contacted by NDE regarding the application. **The authorized representative (This is usually the Superintendent or ESU Administrator) section is required.**
- ▶ **Goals and Needs:** The “Goals and Needs” tab is the “heart” and the most critical part of all applications. It is important to understand how the information entered here will be used throughout the application and is used for budgeting purposes. Goals based budgeting is an integral part of the GMS. The Goal entered or funding source selected will reappear on the “**Budget Detail**” page. All funds must be budgeted in support of one or more of the Goals. Once funds have been budgeted on the Budget Detail page in support of a particular goal, the checkbox on the Goals and Needs page that caused this Goal to be copied to the Budget Detail page cannot be unchecked. In order to unselect such a checkbox, the user must first delete all rows on the Budget Detail page for that program associated with the Goal and save. Once these budget details and enterable text on the Goals and Needs pages are deleted, then the checkbox can be unchecked and the page saved.
- ▶ **Assurances:** Assurances for all programs in the application are provided under this tab. At the end of the assurances is the “**Organization Agrees**” button. NOTE: This button will only be displayed to the authorized representative. Once the district agrees to the assurances, it does not need to repeat this step for amendments or changes later in the year. To agree to assurances, select the radio button and save page.
- ▶ **Amendment Description:** The Amendment Description Page is a page that was created for NDE Reviewer efficiency and auditing purposes. This page only needs to be completed upon an amendment to the original approved application which requires information describing the changes made to the application. This text box description allows the NDE Reviewer to accurately determine and approve changes from the original application. The amendment is unable to be submitted without this page completed.
- ▶ **Submit:** This is the last step in the process and is used only when all application pages are complete for. Prior to the authorized representative clicking on the “**Submit**” button, the system requires a “**Consistency Check**” to be successfully performed. The consistency check examines the entire application, as opposed to a single web page of the application. Example: If any page contains required responses that were skipped or if any available funds were not budgeted, an error message is displayed. The “Submit to NDE” button is only available after the consistency check has successfully passed. Further, when the consistency check does pass, the application is “**Locked**”. This prevents modifications to the application that could nullify the consistency check. If changes need to be made before submission, the user who ran the consistency check must click the “Unlock” button on the Submit page. **This can only be done by the person’s credentials (login id and password) who “locked” the application. By unlocking the application at this time, the record of successful consistency check is erased, necessitating the consistency check being run again prior to submission.**

The submit page will be different for a person designated for data entry. The data entry person will have a “submit to District Administration” button and will send the completed application or payment request to the authorized representative. **Only the authorized representative can submit the application to NDE for review and approval.** If an attempt is made to submit an application before the agency has agreed to the assurances, an error message will direct the applicant to the Assurances for completion and the consistency check will need to be run again.

► Application History: This tab will display the progress of your application after submission to NDE. (Dates/User ID’s).

NDE Review and Approval of Applications

► Each application will be reviewed and approved by one of the NDE Program staff. The final approval of all applications will be given by the NDE Leadership Council member.

► When an application is being reviewed for approval, the NDE Reviewer will use the Reviewer Checklist. This checklist is available to all applicants as a reference during the process of completing their application. Any applicable item on the checklist that is not acceptable will cause the application to be returned to the district, ESU, or institution for changes. The checklist will identify the needed changes and contain the comments of the reviewer as to what changes are needed. The checklist can be accessed by clicking the Review Checklist button on the Access Select page. The checklist will open in a separate browser. This enables NDE Reviewers or applicants to easily toggle between the application they are reviewing and the Review Checklist that they must complete before approving the application. During the review and approval process, the Department staff will never be able to change anything on the application.

► When the application has received final approval the system will notify the authorized representative through email. A Grant Award Notification (GAN) will be generated and available to view or print from the Access Select page or the Allocations page.

Page Lock Control

Once an application is submitted to NDE, it is set in a “Locked Status”. This feature was put in place as an audit control. If a page is locked, no changes can be saved. If the application, amendment, or reimbursement is being returned to you for changes, pages can be unlocked under the “Page Lock Control” tab.

- ▶ **Expand All:** Click on the “Expand All” to display the lowest level of detail for each application section. All pages in each of the application sections will display in the left-hand column.
- ▶ **Page Status:** The Page Status column displays the status of the GMS Web pages.
- ▶ **Open Page for Editing:** A page or section can be unlocked by clicking the check box next to the page name and clicking on the “Save Page” button. Pages marked FINAL (i.e. Assurances) will NOT be edited or unlocked by the district. Once the page is OPEN, users can navigate to the page and edit as required.



Overview	Allocations	Contact Information	Goals and Needs	Assurances	Amendment Description	Submit	Application History	Page Lock Control	Application Print
Page Review Status									Instruction
<input type="checkbox"/> Expand All									
NCLB Consolidated								Page Status	Open Page for editing
NCLB Consolidated - 4201								Unlock Section	<input type="checkbox"/>
Title I - 4200								Unlock Section	<input type="checkbox"/>
Title II-A - 4310								Unlock Section	<input type="checkbox"/>
Title II-D - 4985								Unlock Section	<input type="checkbox"/>
Title III - Limited English Proficient - 4925								Unlock Section	<input type="checkbox"/>
Title III - Immigrant Education - 4926								Unlock Section	<input type="checkbox"/>
Title IV- 4960								Unlock Section	<input type="checkbox"/>
Title V - 4320								Unlock Section	<input type="checkbox"/>
Title ID - N or D - 4230								Unlock Section	<input type="checkbox"/>

Returned for Changes

If an original application, amendment, or reimbursement is being returned for changes, information is provided by your NDE Reviewer on the “Review Checklist”.

Created							
Formula Grant							
	Application Name	Revision	Status	Date		Payments	Actions
▶	NCLB Consolidated:Title IA, ID, IC (2005-2006 thru 2009-2010), IIA, IID, III-LEP, III-Immigrant, IV, V	Amendment 1	Not Submitted View GAN			Open	Payments Review Checklist
▶	Federal School Improvement Funds for Schools/Districts Not Meeting Adequate Yearly Progress (AYP)	Original Application	Final Approved View GAN	3/17/2016		Open	Payments Review Checklist
▶	Perkins Basic/Tech Prep/Post Secondary Grants	Original Application	Final Approved View GAN	8/24/2015		Open	Payments Review Checklist
▶	LEP and Poverty Plans	Original Application	Final Approved View GAN	11/12/2014		Open	Payments Review Checklist
▶	Title IC - Migrant (beginning with the 2010-2011 school year to present)	Original Application	Final Approved View GAN	1/6/2016		Open	Payments Review Checklist
▶	SPED IDEA Consolidated (Base, E-P, Preschool, CEIS, Nonpublic)	Original Application	Final Approved View GAN	2/18/2016		Open	Payments Review Checklist
▶	SPED Planning Region Team Grant	Amendment 1	Not Submitted View GAN			Open	Payments Review Checklist

To view the Review Checklist, click on the “Review Checklist” button of the most current approved application, amendment, or reimbursement request. Remember, this is a pop-up box, so be sure to have your pop-up blockers off for this site.

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. Careful deliberation should go into completing the budget section to insure that the financial support requested will be adequate to carry out the goals of the project. 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. For assistance on specific programs, the applicant can contact the NDE program consultant who can help specify what information is necessary in the final document.

A complete copy of the approved application, approved budget, and all approved amendments must be maintained by the grant recipient. These documents and other supporting information will be used by Department staff and local auditors to determine fiscal and program compliance.

In the GMS, the following terms apply and vary from the current edition of Program Budgeting, Accounting, and Reporting System for Nebraska School Districts User’s Manual.

- a. <https://www.education.ne.gov/FOS/users-manual/>

► **Function:** For Federal programs, the four digit function is a specific number in the range of 4000 to 4999 assigned by NDE School Finance and Organization Services used at the district level for financial purposes. The Budget Detail page uses Function Codes (Activities) for allowable uses of funds defined by the program itself. Activities are defined in the GMS and identified by the allowable uses of funds for each program. An activity might be a summer program or nonpublic school instructional costs.

Overview	Allocations	Contact Information	Program Information	Program Updates and Plans	Staff	Budget	Equipment/Capital Assets	Application Summary	Assurances	Amendment Description	Submit	Application History	Page Lock Control	Application Print
Budget Narrative				Budget Detail				Budget Summary						

Budget Detail with Matching Sources [Instructions](#)

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.

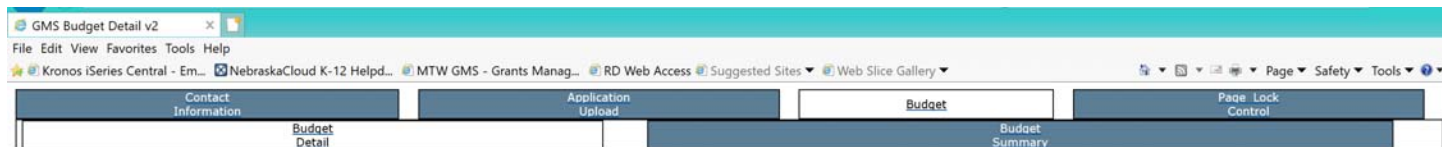
Paid to Date Amounts	100 - Salaries	200 - Employee Benefits	300 - Professional & Technical Services	400/500 - Other Purchased Services	600 - Supplies	700 - Capital Assets	Indirect Cost
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Budgeted Amounts by Object Code	\$93,597	\$25,470	\$3,533	\$50,000	\$2,200	\$0	\$0

Program Funds Allocated: \$174,800 Program Funds Budgeted: \$174,800 Amount Remaining: \$0
 Match/In-Kind Required: \$174,800 Match/In-Kind Budgeted: \$174,800 Match/In-Kind Required: \$0

Complete Budget Details for each use of funds copied from the Sources of Funds page of your application. These Budget Details should indicate how you will use funds for allowable activities from this program to address that specific Goal and/or Need.

EC Endowment Grant Request								Percent of Budget 50 %	
Grant funds will be used to fund two Home Visitors along with any supplies, socializations, mileage, and staff professional development costs. It also funds approximately 1 hr per week of SCLC teacher time to collaborate with our Home Visitors.									
Function Code	100 - Salaries	200 - Employee Benefits	300 - Professional & Technical Services	400/500 - Other Purchased Services	600 - Supplies	700 - Capital Assets	Total EC Endowment 3541 Funds	Delete Row	
02-Personnel	90218	0	0	0	0	0	\$90,218		
03-Fringe Benefits	0	25470	0	0	0	0	\$25,470		
06-Contractual Services	0	0	0	50000	0	0	\$50,000		
07-Materials/Supplies	0	0	0	0	200	0	\$200		
11-Family Involvement	0	0	0	0	2000	0	\$2,000		
13-Staff Development	0	0	1133	0	0	0	\$1,133		
14-Staff Travel	0	0	2400	0	0	0	\$2,400		
15-Other	3379	0	0	0	0	0	\$3,379		
	0	0	0	0	0	0	\$0		
Sub Total	\$93,597	\$25,470	\$3,533	\$50,000	\$2,200	\$0	\$174,800		

► **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. Budgets will be submitted using major object codes.



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	\$784,480	\$0	\$0	\$0

Total Allocation Available for Budgeting \$784,480

The Federal Strengthening 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 Local Perkins 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
17-Strengthen Academic Skills	0	0	0	784480	0	0	\$784,480	<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	\$0	\$0	\$0	\$784,480	\$0	\$0	\$784,480	

Create Additional Entries

***** TOTALS *****	\$0	\$0	\$0	\$784,480	\$0	\$0	\$784,480	
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Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$784,480	(F) Total budgeted above	\$784,480
(B) Capital Assets Costs	\$0	(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	\$784,480	(H) Total Budget (F+G)	\$784,480
(D) Indirect Cost Rate %	2.1175		
(E) Maximum Indirect Cost (C*(D/(1+D)))	\$16,266	Allocation Remaining (A-H)	\$0

Calculate Totals

Amendments

To create an amendment, click on the “Amend” button to the right of the most current approved application/amendment.



[Click to Return to Menu List / Sign Out](#)

GMS Access Select

001 LINCOLN PUBLIC SCHOOLS [Click for Instructions](#)

Select Fiscal Year:

Created

Formula Grant

Application Name	Revision	Status	Date	Actions				
▶ NCLB Consolidated: Title IA, ID, IC (2005-2006 thru 2009-2010), IIA, IID, III-LEP, III-Immigrant, IV, V	Amendment 1	Not Submitted View GSI		Open	Amend	Payments	Review Checklist	Delete Application
▶ Federal School Improvement Funds for Schools/Districts Not Meeting Adequate Yearly Progress (AYP)	Original Application	Final Approved View GSI	3/17/2016	Open	Amend	Payments	Review Checklist	Delete Application
▶ Perkins Basic/Tech Prep/Post Secondary Grants	Original Application	Final Approved View GSI	8/24/2015	Open	Amend	Payments	Review Checklist	Delete Application
▶ LEP and Poverty Plans	Original Application	Final Approved View GSI	11/12/2014	Open	Amend	Payments	Review Checklist	Delete Application
▶ Title IC - Migrant (beginning with the 2010-2011 school year to present)	Original Application	Final Approved View GSI	1/6/2016	Open	Amend	Payments	Review Checklist	Delete Application
▶ SPED IDEA Consolidated (Base, E-P, Preschool, CEIS, Nonpublic)	Original Application	Final Approved View GSI	2/18/2016	Open	Amend	Payments	Review Checklist	Delete Application
▶ SPED Planning Region Team Grant	Amendment 1	Not Submitted View GSI		Open	Amend	Payments	Review Checklist	Delete Application

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

Competitive Grant

Application Name	Revision	Status	Date	Actions				
▶ McKinney-Vento Homeless Education Assistance Competitive Grant	Amendment 1	Final Approved View GSI	8/13/2015	Open	Amend	Payments	Review Checklist	Delete Application
▶ Perkins reVISION Action Competitive Grant	Original Application	Returned for Changes	7/6/2015	Open	Amend	Payments	Review Checklist	Delete Application

Amendments to an approved application are required when:

- ▶ The scope of the programs is expected to change, either to remove or add a new activity (example: Adding a new component like summer school); or
- ▶ Grantees wish to budget for more available funds (i.e., carryover); or
- ▶ Grantee wishes to revise amounts across major object codes.
- ▶ Changes to the original approved budget will require 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, but the total cannot exceed the Allocated Amount) before an amendment is needed, provided there are no program restrictions on that activity or major object code (i.e., administrative cost limitation).

Carryover funds, which if not obligated by the end of the grant period, remain available to the grant recipient for one additional time period, usually one year, unless the program has carryover limitations (i.e., Title I). Costs allowable using Federal carryover funds are subject to the same requirements as all other funding under that particular Federal program. Most formula grant programs usually require the funds to be carried over to the agency that received the original grant award. Competitive grants may or may not allow carryover. **Please check individual program guidelines for further clarification.** Carryover funds from the prior grant year must be included in the current years and budget and approved before being spent or obligated. Some programs do not allow carryover.

The amount of carryover for Federal Title I, Part A, Improving Basic Programs, is limited to 15% of the original allocation for districts that receive an allocation of \$50,000 or more. A grantee may request a waiver to exceed the 15% limitation only once every three years.

IDEA regulations do not limit the amount of carryover for Part B or Preschool entitlement funds. Any “current year” funds available to the grantee not expended during the grant period will be available to the grantee in the next school year.

Payments

Payment requests can be found on the “Access Select” page, by clicking on the “Payments” button of the most current approved application/amendment.

Detailed payment instructions can be found at:

[http://www.education.ne.gov/FOS/GrantsManagementSystem/Payment Instructions.pdf](http://www.education.ne.gov/FOS/GrantsManagementSystem/Payment%20Instructions.pdf)

NEBRASKA DEPARTMENT OF EDUCATION

GMS Access Select

001 LINCOLN PUBLIC SCHOOLS

Select Fiscal Year: 2016

Created

Application Name	Revision	Status	Date	Open	Amend	Payments	Review Checklist	Delete Application
NCLB Consolidated: Title 1A, ID, IC (2005-2006 thru 2009-2010), IIA, IID, III-LEP, III-Immigrant, IV, V	Amendment 1	Not Submitted		Open	Amend	Payments	Review Checklist	Delete Application
Federal School Improvement Funds for Schools/Districts Not Meeting Adequate Yearly Progress (AYP)	Original Application	Final Approved	3/17/2016	Open	Amend	Payments	Review Checklist	Delete Application
Perkins Basic/Tech Prep/Post Secondary Grants	Original Application	Final Approved	8/24/2015	Open	Amend	Payments	Review Checklist	Delete Application
LEP and Poverty Plans	Original Application	Final Approved	11/12/2014	Open	Amend	Payments	Review Checklist	Delete Application
Title IC - Migrant (beginning with the 2010-2011 school year to present)	Original Application	Final Approved	1/6/2016	Open	Amend	Payments	Review Checklist	Delete Application
SPED IDEA Consolidated (Base, E-P, Preschool, CEIS, Nonpublic)	Original Application	Final Approved	2/18/2016	Open	Amend	Payments	Review Checklist	Delete Application
SPED Planning Region Team Grant	Amendment 1	Not Submitted		Open	Amend	Payments	Review Checklist	Delete Application

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

Application Name	Revision	Status	Date	Open	Amend	Payments	Review Checklist	Delete Application
McKinney-Vento Homeless Education Assistance Competitive Grant	Amendment 1	Final Approved	8/13/2015	Open	Amend	Payments	Review Checklist	Delete Application
Perkins reVISION Action Competitive Grant	Original Application	Returned for Changes	7/6/2015	Open	Amend	Payments	Review Checklist	Delete Application

► **Reimbursement Payments:** Require the applicant to have **expended funds first** and are made only after supporting documentation for those expenditures have been approved by the Department. Payments for State and Federal grants are made on a reimbursement basis only. There are no scheduled payments nor advance payments.

TitleI-4200

Actual Expenditures YTD only need to be entered when Financial Report is required

Object Code Summary: Select here if this is the Final Reimbursement Request

Show Budget Summary: Yes No Remove Blank Rows from Display: Yes No

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD	Remaining for Expenditure/Payment	Actual Expenditures YTD	(Overpaid)/Underpaid
100 - Salaries	\$4,850,475	\$0	\$0	\$4,850,475	\$0	\$0
200 - Employee Benefits	\$1,443,096	\$0	\$0	\$1,443,096	\$0	\$0
300 - Purchased Service / Lease Agreement	\$2,290,979	\$0	\$0	\$2,290,979	\$0	\$0
400 - Supplies & Materials / Operational Equip.	\$310,584	\$0	\$0	\$310,584	\$0	\$0
500 - Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
600 - Travel / Professional Development	\$79,250	\$0	\$0	\$79,250	\$0	\$0
Indirect Costs (max approved rate is 24.2741%)	\$249,721	\$0	\$0	\$249,721	\$0	\$0
Totals:	\$9,224,105	\$0	\$0	\$9,224,105	\$0	\$0

1 - Submitted Expenditures YTD does not include line items on this Reimbursement Request / Closeout

Expenditures:

Expenditures Object Code	Current Expenditure	Date	Delete
	\$0		<input type="checkbox"/>
	\$0		<input type="checkbox"/>
	\$0		<input type="checkbox"/>
Total Expenditures:	\$0		

Buttons: Add Additional Entries, Save Page, Calculate Totals

Links: Add Comment to NDE, Add Comment to LEA

► **Payment Order of Grant Funds:** The GMS will always pay the oldest funds first which eliminates the need for separate accounting of carryover funds. ESSA and SPED IDEA grant applications have options for using funds under

other programs: Section 6123 (ESSA) allows funds to be transferred to another program and REAP-FLEX allows funds from one program to be used for the purposes of another program. In the ESSA Consolidated Application other carryover funds of the transferred funds under Section 6123 or REAP-FLEX option are paid before the current year funds (i.e., 4100 for Title I carryover funds.) Districts must continue to receipt the payment of any funds designed for REAP-FLEX or Section 6123 to the original program. For example, Title IIA funds used for Title I purposes under REAP-FLEX must be receipted as Title IIA funding. Special Education IDEA also allows for transfers under CEIS into Enrollment/Poverty (E/P) only. Payment of these transferred funds is paid out of E/P.

Expenditure Reports and Supporting Documentation

Reports of expenditures and requests for reimbursement are an accounting of a project's expenditures through a specified period of time and must be accompanied by supporting detail documentation (e.g. accounting system printout). The Department uses this information to monitor each project for appropriate use of funds.

The GMS will not allow reporting of expenditures that were not budgeted or amounts that are not within the acceptable variance for budgeting items as approved within the program. The acceptable variance is an allowance that expenditures in a major object code can exceed the already approved amount for that major object code before an amendment to that budget is required. The acceptable variance from the approved amount in a major object code is 25% or \$2,500 (whichever is greater).

Cash-On-Hand (COH) results when the total of payments received exceeds the expenditures reported to date. Excess cash-on-hand is determined by taking the amounts requested but not receipted plus receipted to date minus the total amount expended per grant period. A positive balance indicates excess cash-on-hand. This amount will be withheld from subsequent payment(s) to the grantee. A recipient may be required to reimburse the Department for excess cash-on-hand.

Payments, like budgets, will use only whole dollar amounts. Supporting documentation, like computer printouts of expenditures, can include exact amounts (including cents) but payments will be rounded-down to the next whole dollar to avoid overpaying the total of the grant award or approved budget.

Expenditures

All costs charged to a grant must be allowable under that program and must meet general grant management principles. These require that any costs charged to a grant must be (1) necessary and reasonable; (2) allocable to the grant award; and (3) legal. For Federally funded grants, the Uniform Grants Guidance on allowable costs, located at [2 CFR 200 Subpart E—Cost Principles](#), must be followed.

- ▶ **Necessary and reasonable** means the proposed expenditure must meet the purpose of the program to which it is charged and be of reasonable cost. Guidance from the program will help determine if costs are appropriate. Some programs have specific allowable and non-allowable costs identified in the statute, guidance or regulations.
- ▶ **Allocable** costs means the funding program must receive the benefit. Example: a teacher normally funded through Federal Title I cannot be paid by Title I on any days spent performing as a substitute teacher in a regular classroom since the district must pay the cost of all substitute teachers.
- ▶ **Legal** costs for Federal programs are definite in Circular A-87. In addition, almost all Federal programs have a “supplement, no supplant” requirement. This means that Federal grant funds must be used to enhance the existing educational program and to supplement state or local funds or services that would otherwise be used. The general rule asks: Would this program or service be required in the absence of these Federal funds? If the answer is yes, then Federal funds may only be used to supplement the required program. Example: State and Federal law requires the provision of a free, appropriate education to children with identified disabilities. Federal ESSA Title I funds cannot be used to provide services to children with disabilities if those services are identified by the Multi-disciplinary Team or are on the Individual Education Plan (IEP).

Equipment/Capital Assets

To bring this guidance in line with the Department's Program Budgeting, Account and Reporting System for Nebraska School Districts: <https://www.education.ne.gov/FOS/users-manual/>

Equipment is defined as any instrument, machine, apparatus or set of articles that meets ALL 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 non-expendable (more feasible to repair the items than to replace);
- ▶ Retains its appearance and character through use;
- ▶ Is of significant value and, may be;
- ▶ Small and attractive.

▶ Refer to the following reference document for further information:

“Nebraska Department of Education State and Federal Grant Management Requirements and Guidance”

https://www.education.ne.gov/wp-content/uploads/2017/07/NDE_Grant_Mgt_Guidance_2016-07-22.pdf