



Alaska Department of Education & Early Development (DEED)

Non-Profit Guidelines

Overview of [Grant Management System](#)

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of
Education & Early Development

GMS Home
Search
Document Library
Help
Contact DEED

Alaska Education Grants Management System Home

1 Unfortunately, your browser session has expired. This means that the information you were working on is no longer ... [more](#)

Announcements

FY2023 Wrap Up (6/1/2023)

Final Expenditure Reports (FERs)
The FY2023 FERs are due August 15, 2023.

FY2024 Application Approval
The FY2024 application will not be approved until the FY2023 FER is submitted.

Encumbrances
The Department of Education and Early Development does not process reimbursement requests against obligations captured in an encumbrance, payment is made against expenditures only. While grant recipients can encumber funds for goods ordered but not received by 6/30, or for services received during the fiscal year, but not billed until after 6/30, those encumbrances must be released or paid prior to the August 15 FER deadline.

Should a grantee reach mid-August and have obligations outstanding there are a few options:

1. Move the obligation to another funding source.
2. For grants with carryforward, place the obligation in the FY2024 application.
3. If the grantees Policy & Procedure allows, pay the vendor prior to receiving the goods, or prior to receiving an invoice for services.

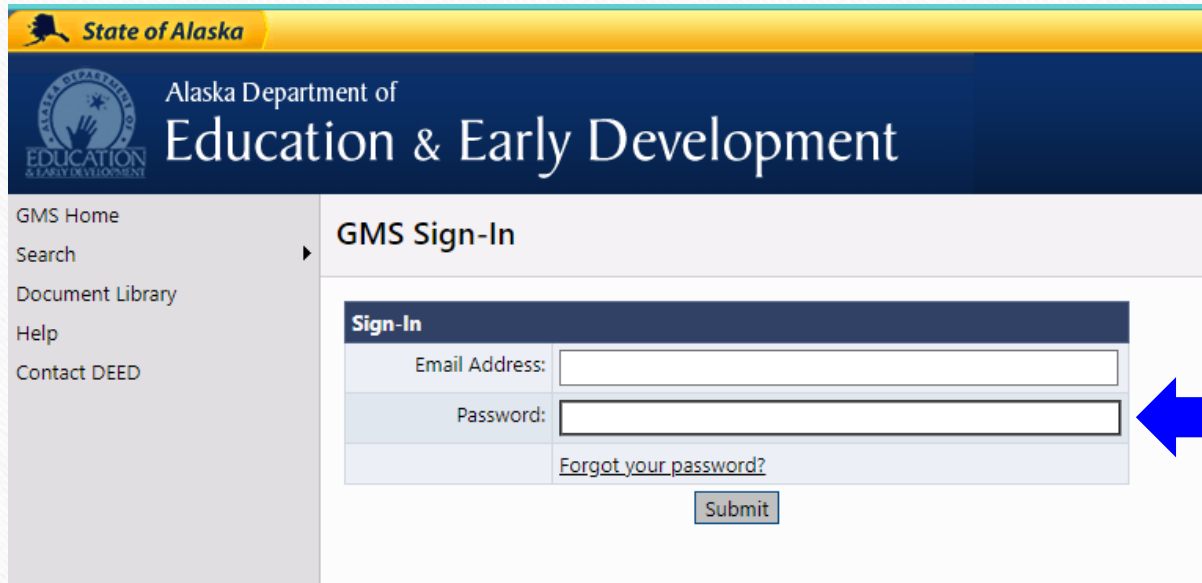
Change to SAM GGV registration requirements (3/30/2023)

GMS Sign-In

Click on GMS Sign in to access more system features.

The Grant Management System (GMS) Home Screen will display helpful announcements and reminders posted by EED. We recommend GMS users check the Home Screen for updates.

Sign In Page

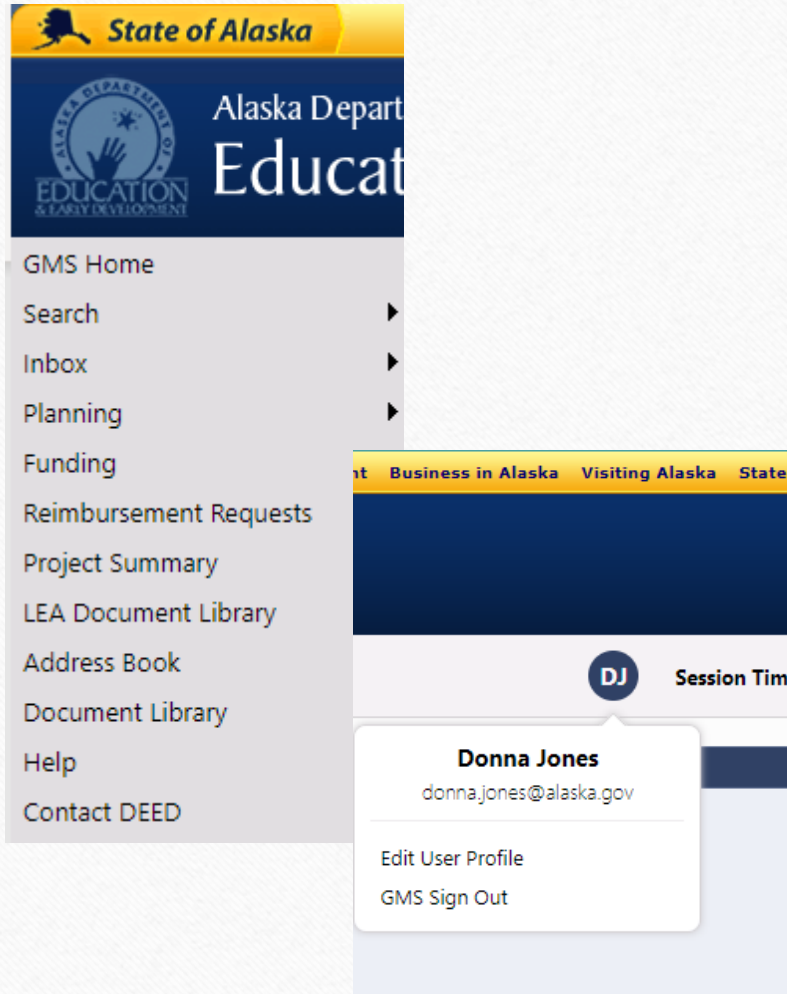


The screenshot shows the 'GMS Sign-In' page of the Alaska Department of Education & Early Development. The page has a yellow header with the 'State of Alaska' logo and a dark blue banner with the department's name. A left sidebar contains links: 'GMS Home', 'Search', 'Document Library', 'Help', and 'Contact DEED'. The main content area is titled 'GMS Sign-In' and contains a 'Sign-In' form. The form has two input fields: 'Email Address:' and 'Password:'. Below the 'Password:' field is a link that says 'Forgot your password?'. At the bottom of the form is a 'Submit' button. A blue arrow points from the right towards the 'Password:' input field.

- Enter your Email Address (this must be the one your User Access Administrator entered for you in the system)
- Password: Enter your password and click on Submit

Passwords are required to be changed every 90 days. The system will prompt you when it is time to change the password

General Information



- Once you have logged in, the GMS Home Page will display additional items in the menu on the left as well as the User Profile and Session Timeout information on the right.

➤ Session Timeout:

- User will have one hour before they are timed out of the system.
- Each time you click on another page or section, the session timeout will refresh.
- Be sure to save your work as you go. If you time out and haven't saved it, your edits will be lost.
- When you click from one page to the next, it will refresh session timeout.

- ## ➤ User Profile:
- Place the cursor over your initials to access the Edit User Profile button.

User Profile

User Profile	
Profile	
Email Address:	<input type="text" value="donna.jones@alaska.gov"/>
First Name:	<input type="text" value="Donna"/>
Last Name:	<input type="text" value="Jones"/>
Phone Number:	<input type="text" value="907-465-8717"/>
Phone Extension:	<input type="text"/>
Fax Number:	<input type="text" value="___-___-___"/>

On this new screen you can:

- Edit your personal information.
- Reset your password.

Please make sure your contact information is correct so that EED staff can reach you to discuss your grant.

GMS User Maintenance

User Agreement forms will need to be filled out and signed for each new employee who needs access to GMS for their job.

- The forms are good until employees either terminate their employment with the grantee or change positions where they no longer need access in GMS.
- Grantee *User Access Administrators* are responsible for reviewing and updating their GMS user list at least annually.

User Access Administrator Agreement Forms and User Agreement Forms: Located in the Document Library/All Users & Applications/User Access Policy and Forms.

New Users & Roles

DISTRICT/GRANTEE ROLES

ROLE	DESCRIPTION
User Access Administrator Maintains the Users in the system	Allows a District/Grantee user to administer other users for the District/Grantee. Add new users, assign roles, delete roles, reset passwords. EED must add this user to the system
Grantee (Funding Application) Update Updates the Application, Budget Revisions and Reimbursement Requests for appropriate funding application	Allows a District/Grantee to enter and edit information in the appropriate funding application. More than one user can be assigned this role.
Grantee Date View Allows user to view without making any changes in the system	Allows a District/Grantee user to view unapproved items for the District/Grantee.
Grantee Planning Tool Data Entry Updates Planning Tool within Consolidated Application	Allows a District/Grantee to enter and edit the district plan. The district plan includes goals, strategies, and fiscal resources that can be used for any funding application.
Grantee Fiscal Representative Approves the application, budget revisions and reimbursement requests (most likely the Business Manager)	Allows a District/Grantee to take actions associated with the district business manager. This user must provide approval before submission to the district superintendent or designee.
Grantee Authorized Representative Final Approval of application and revisions (most likely the Superintendent or designee)	Allows a District/Grantee to take actions associated with the district superintendent or designee. This user provides the final approval step for the application or revision to be submitted to EED.
Grantee Superintendent	Allows superintendent or designee name to be printed on Grant Awards.

Do you have a new employee who needs access to GMS?

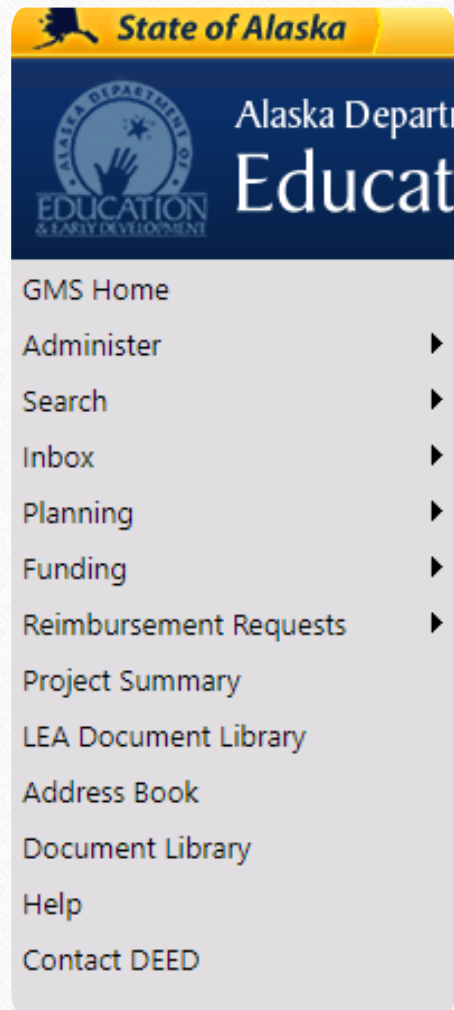
- Complete Grantee User Agreement Form.
- Add user to GMS.
- Create appropriate roles.

A copy of the GMS roles is located in the Document Library under All Users & Application.

User Maintenance Process

- For current employees:
 - Is there a signed and dated User Agreement Form on file? The forms are in the GMS Document Library under All Users & Applications.
 - Check the roles of existing users to see if they are the correct roles for that employee. Either delete or add roles as necessary.
- For users who have separated from your agency:
 - Delete all roles in the system for the user.
 - Write “no longer employed,” date and initial on the User Agreement Form when you delete the roles.

Main Menu



Administer: Only visible to those with User Access Administrator role

Search: Search Organizations

Inbox: Email Message Archive

Planning: Planning Tool Link

Funding: Link to all funding applications in the system

Reimbursement Requests: Link to Reimbursement Requests section

LEA Document Library: Location where EED may upload copies of letters or other documents sent to the grantee.

Address Book: EED and Grantee Contacts for all funding applications

Contact EED: General Information to contact EED

Document Library: Contains resources for grantees

Help: Currently under construction

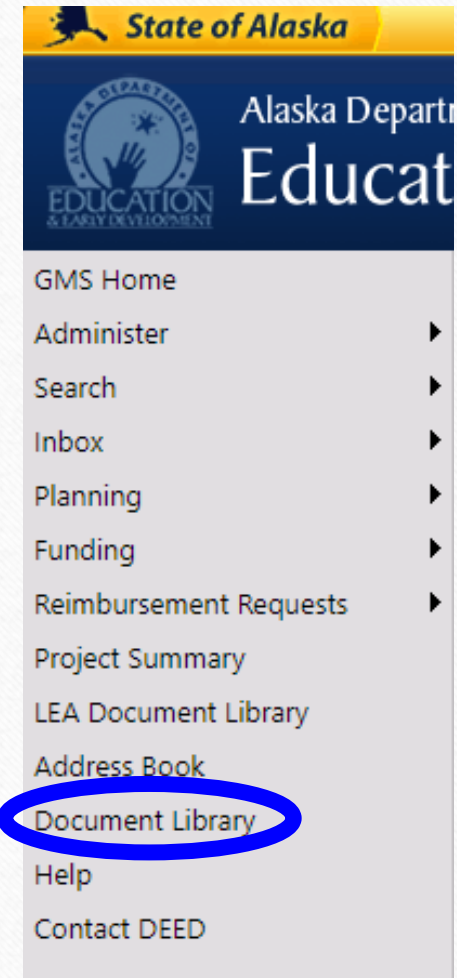
Document Library

The Document Library contains resources such as web links, manuals and forms.

Program specific information is located under the Program Title.

Search for Documents based on keywords contained in the documents/links.

Anyone can access the Document Library, signing in is not required to use this feature.



Document Library, continued

To search for a document:

- Choose a keyword or Enter text
or
- Click on the + next to the category to see the choices available

This presentation is located under All Users & Applications/System Instructions & Resources

Document Library

Document Library Search

Choose Keyword:

Or Enter Text:

Below are the Document Library. Expand the nodes to view the folders and documents

Document Library [\[Expand All\]](#) [\[Collapse All\]](#) [\[Hide Documents\]](#)

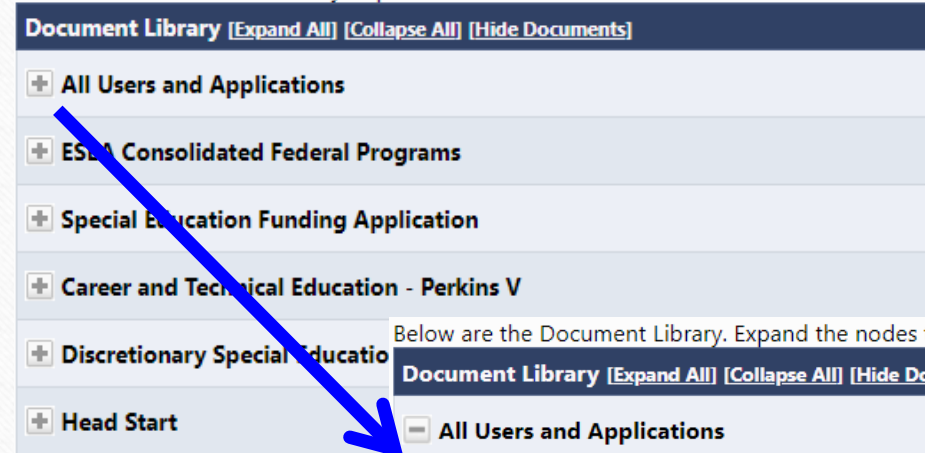
- + All Users and Applications
- + ESEA Consolidated Federal Programs
- + Special Education Funding Application
- + Career and Technical Education - Perkins V
- + Discretionary Special Education Funding Application

Document Library, continued

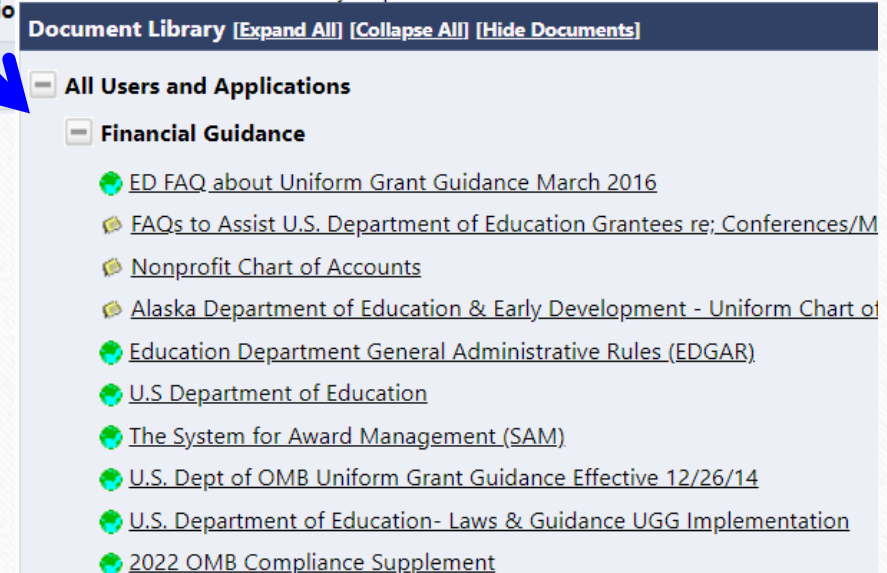
To view the list of available documents, click on the plus sign. Once you locate the document you wish to view, click on the document name to open it.

More documents will be added as EED builds the system.

Below are the Document Library. Expand the nodes to view the folders and documents



Below are the Document Library. Expand the nodes to view the folders and documents



Funding Menu

Place the cursor over the Main Menu to select one of the following options:

- **Funding Applications**
- **Budget Summary**
- **Last Page Visited**
- **Application Supplements** – new feature that is currently not used.

GMS Home

Administer

Search

Inbox

Planning

Funding

Reimbursement Requests

Project Summary

LEA Document Library

Address Book

Document Library

Help

Contact DEED

▶ Alaska Education Grant
Juneau Borough School District (22) F
▶ **This is the TEST site. Please be su**

▶ **Associated Organizations**

▶ Funding Applications

▶ Budget Summary

Last Page Visited

Application Supplements (2023)

Final Expenditure Reports (F
The FY2023 FERs are due Aug

FY2024 Application Approva
The FY2024 application will nc

Funding Applications

Filters: Fiscal Year or Application Status

Funding Applications
Juneau Borough School District (22) Public School District - FY 2023

DJ

Session Timeout: 59:19

2023 ▾

All Active Applications ▾

Entitlement Funding Application	Revision	Status	Status Date
21st CCLC	1	DEED Program Manager Approved	1/25/2023
AKLiteracy	3	DEED Program Manager Approved	4/20/2023

2023 ▾

All Active Applications ▾

Entitlement

All Active Applications

All Approved Applications

Last Approved Applications

21st CCLC

AKLiteracy

- Click the drop-down arrow to select the fiscal year.
- Click the drop-down arrow to select the application status. All Active Applications are all current applications, whether it has been approved or is in revision status.

Funding Applications, continued

When All Approved Applications is selected, GMS lists every approved funding application for the selected fiscal year. The original application is Revision Zero (0) and the rest are revisions.

You can go back and review a previous revision to see prior approved status and/or budgets. To view an application, click on the title.

At end of year, FER's will also be visible under All Approved Applications. The FER sections will look the same as the funding application but will not have the Grant Award Report.

2023 ▾

All Approved Applications ▾

Entitlement Funding Application	Revision	Status	Status Date
21st CCLC	1	DEED Program Manager Approved	1/25/2023
21st CCLC	0	DEED Administrator Approved	10/31/2022
AKLiteracy	3	DEED Program Manager Approved	4/20/2023
AKLiteracy	2	DEED Program Manager Approved	1/24/2023
AKLiteracy	1	DEED Program Manager Approved	11/1/2022
AKLiteracy	0	DEED Administrator Approved	10/10/2022
ARP Homeless	1	DEED Program Manager Approved	2/15/2023
ARP Homeless	0	DEED Administrator Approved	11/3/2022
Career Technical Education	3	DEED Program Manager Approved	4/26/2023
Career Technical Education	2	DEED Program Manager Approved	1/24/2023
Career Technical Education	1	DEED Program Manager Approved	11/16/2022
Career Technical Education	0	DEED Administrator Approved	8/30/2022

Sections (use to maneuver through the Funding Application)

Description (View Sections Only View All Pages)	
All	
[-] Grantee Checklist	Grantee Checklist
[-] History Log	History Log Create Comment
[-] Allocations	Allocations
[-] Application Development	Consultation and Coordination District Plan Contacts Private Schools Administration Private Schools Consultation Related Documents
[-] Title I-A	Ranking and Serving Building Eligibility Private School Allocations Set Asides Public School Allocations - PPA Accept/Waive Indirect Cost Budget Budget Overview Budget Revision Plus/Minus Program Details Related Documents
[-] Title I-C	Accept/Waive Indirect Cost Private School Allocations

History Log: Contains the history of the changes to the status of the application. EED and Grantees use this area to communicate with each other.

Allocations: Shows the Grantee's allocation for all the different grants under this funding application.

Grants: For this example, the grant is Discretionary. Each section under the grants must be completed by the grantee.

Contacts: Grantee Contact for this funding application.

Assurances: Statement of Assurance required from the grantees.

EED Program Manager Checklist: Grantees check this for specific details from EED Program Manager for areas needing attention.

Budget Summary

Budget Summary

Fairbanks North Star Borough School District (16) Public School District - FY 2023 - ESEA Consolidated - Rev 3

Budget Summary Selection Criteria:	
Fiscal Year:	2023 ▼
Funding Application:	ESEA Consolidated ▼
Application Status:	Approved Application ▼
Code:	Account Code ▼

[\[Print\]](#) [\[Download Data\]](#)

Account Code	Grant	I-A	I-C	I-D	II-A	III-A
310 - Certificated Salaries		426,719.03	99,642.05	1,500.00	365,073.38	7,773.20
320 - Non-Certificated Salaries		940,648.05	584,723.70	15,927.45	105,538.99	3,562.00
360 - Employee Benefits		686,956.52	397,238.79	10,004.70	203,545.24	3,346.40
410 - Professional & Technical		142,841.16	330,940.57	16,020.05	143,984.86	4,750.00
420 - Staff Travel		135,842.00	35,500.00	2,500.00	228,776.82	0.00
425 - Student Travel		78,200.00	18,000.00	500.00	0.00	0.00
440 - Other Purchased Services		2,000.00	3,700.00	0.00	0.00	0.00
450 - Supplies/Materials/Media		855,053.75	114,619.27	10,449.02	21,264.48	11,236.21
490 - Other Expenses (Dues and Fees)		4,693.00	0.00	0.00	10,501.95	840.00
495 - Indirect		197,686.33	95,695.60	3,436.83	65,152.60	1,903.07
480 - Tuition & Stipends (Students)		500.00	1,560.40	0.00	0.00	0.00
Total		3,471,139.84	1,681,620.38	60,338.05	1,143,838.32	33,410.88

- To get to Budget Summary form the Main Menu Bar:
 - Click Funding then select Budget Summary.
- The Budget Summary allows you to:
 - View all grant budgets within a Funding Application at one time.
 - Switch between Funding Applications.

Address Book

To View the Users and their roles in the system, click on **View All District Contacts**.

Address Book

Stone Soup Group (236) Nonprofit - FY 2023

[View All District Contacts](#)

☐ **LEA Funding Application Contacts**

Application	Contact Type	Contact
Discretionary Special Education	Funding Application Contact	Middleton, Mary

☐ **LEA Role Contacts**

Role	Contact
Grantee Authorized Representative	Bennett, Lisa
	Middleton, Mary

View all Users & Roles

District Contacts

Stone Soup Group (236) Nonprofit - FY 2023

GMS Sig

[Return To Address Book](#)

☐ LEA Contacts

Name	Role
Anderson, Cindy	Grantee Fiscal Representative
Bennett, Lisa	Grantee Authorized Representative
	User Access Administrator
Middleton, Mary	Grantee Authorized Representative
	Grantee Discretionary Special Education Update

Click on a person's name, for:

- their phone number,
- fax number and,
- email address.

- Click on the email address to send an email.
- The email will use your computer email program.

**EED USES THIS INFORMATION SO
PLEASE KEEP IT CURRENT.**

Adding Funding Application Contacts

- In the Address Book you will see a list of Funding Application Contacts. These individuals were identified by the non-profit agency under the Contacts section of the Application.
- If the contact needs to be updated, the application must be revised. The person(s) with the User Access Administrator role should be consulted as they may need to add the individual to GMS and assign them roles first.
- The User Access Administrator should refer to the GMS Document Library for User Access Administrator Guidelines.

Description (View Sections Only View All Pages)

All
<input type="checkbox"/> Grantee Checklist/Feedback from DEED
Grantee Checklist/Feedback from DEED
<input type="checkbox"/> History Log
History Log
Create Comment
<input type="checkbox"/> Allocations
Allocations
<input type="checkbox"/> 21st CCLC
Accept/Waive Indirect Cost
Budget
Budget Overview
Budget Revision Plus/Minus
Related Documents
<input type="checkbox"/> Contacts
Contacts

Address Book

Juneau Borough School District (22) Public School District - FY 2023

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

[View All District Contacts](#)

☐ LEA Funding Application Contacts

Application	Contact Type	Contact
21st CCLC	Funding Application Contact	Duvall, Amanda
AKLiteracy	Funding Application Contact	Duvall, Amanda
ARP Homeless	Funding Application Contact	Weiss, Bridget

LEA Document Library

- EED loads district specific documents into the LEA Document Library such as:
 - Grant Awards/Amendments (2014 to 2019 only),
 - Title I-A 15% Carryover Letters, and
 - Other documentation yet to be determined
- Click on LEA Document Library from the menu.
- Choose Year to see documents for that year.

GMS Home
Administer ▶
Search ▶
Inbox ▶
Planning ▶
Funding ▶
Reimbursement Requests ▶
Project Summary
LEA Document Library
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Document Library
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Contact DEED

Root Folders:

2020
2019
2018
2017
2016

Search Folders



LEA Document Library [Expand All] [Collapse All]

2016

Folders

- + Discretionary Special Education
- + SPED
- + Title I-A
- + Title I-C
- + Head Start

Documents

- Grant Award
- + Document History

Document Name

- + [Discretionary Special Education Initial Award](#)
- + [Discretionary Special Education Amendment](#)

Grant Award

- A SCANNED copy of the signed Grant Awards from 2014 through 2019 are uploaded in the grantee's LEA Library in GMS.
- All Grant Awards from 2020 onward are available to download from the Funding Application and will contain electronic signatures.
- Any notes would be placed in the history log and emails sent to the Fiscal Rep and Program Manager.
- The award will be for the whole allocation for the fiscal year.
- Funding information is displayed at the bottom of the report. If funds are federal, the CFDA, Federal Award Number, Federal Agency and federal period of availability will be listed.

Alaska Department of Education and Early Development

Grant Recipient: Special Education Service Agency (SESA)	Grant Number: DS 23.116.01
Vendor Number: SES86248	Revision: 0 INITIAL AWARD
Authorized Representative: Olivia Yancey	Total Grant Amount: \$397,527.00
Funding Application: Discretionary Special Education	Previous Amount: \$0.00
Contact Person: Olivia Yancey	Change: \$397,527.00
Grant Period: 7/1/2022 - 6/30/2023	UEI/DUNS #: L4ADLKNFA3V3

Total	Previous	Change	Financial Coding	Indirect Rate	CFDA	Grant	Federal Award	Federal Award Period of Availability	Federal Award Date	Awarding Agency
\$20,000.00	\$0.00	\$20,000.00	1004 052132003 2610 SPEDPRDISC PY2023	.00	84.173	Discretionary	H173A220019	7/1/2022 - 9/30/2024	7/1/2022	USDOE
\$100,000.00	\$0.00	\$100,000.00	1004 052132003 2610 VIDDISCRET PY2023	.00		Discretionary		7/1/2022 - 9/30/2024	7/1/2022	USDOE
\$188,000.00	\$0.00	\$188,000.00	1004 052812003 2610	.00	Mental Health-GF	Discretionary	General Funds	7/1/2022 - 6/30/2023	7/1/2022	SOA/DEED
\$50,000.00	\$0.00	\$50,000.00	1092 052712003 2610	.00	Mental Health Trust Authority-GF	Discretionary	General Funds	7/1/2022 - 6/30/2023	7/1/2022	SOA/DEED
\$39,527.00	\$0.00	\$39,527.00	1004 052132003 2610 SPEDPRDISC PY2021	.00	84.173	Discretionary	H173A180019	7/1/2020 - 9/30/2022	7/1/2020	USDOE

Consultant Approval Step: DEED Program Manager Approved	Director Approval Step: DEED Administrator Approved
Consultant Approver: Don Enoch	Director Approver: Don Enoch
Consultant Approval Date: 10/3/2022 5:07:48 PM	Director Approval Date: 10/3/2022 5:07:53 PM

Application Status

Application Status: **Not Started**



Application Status: *This is the current status of the application.*

Change Status To: Draft Started



Change Status To: *This is the status the application will be changed to.*

[View DEED History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

Validation

Print

☐ **Select Items**

All

[Messages](#)

[Print](#)

- Click on Draft Started to open the application up for editing.
- Links are always active; if user lacks permission, the status change confirmation screen will indicate user doesn't have permissions.
- Status applies to all grants in the funding application.

NOTE: Application will go into Draft Started when the allocations are entered by EED into the system.

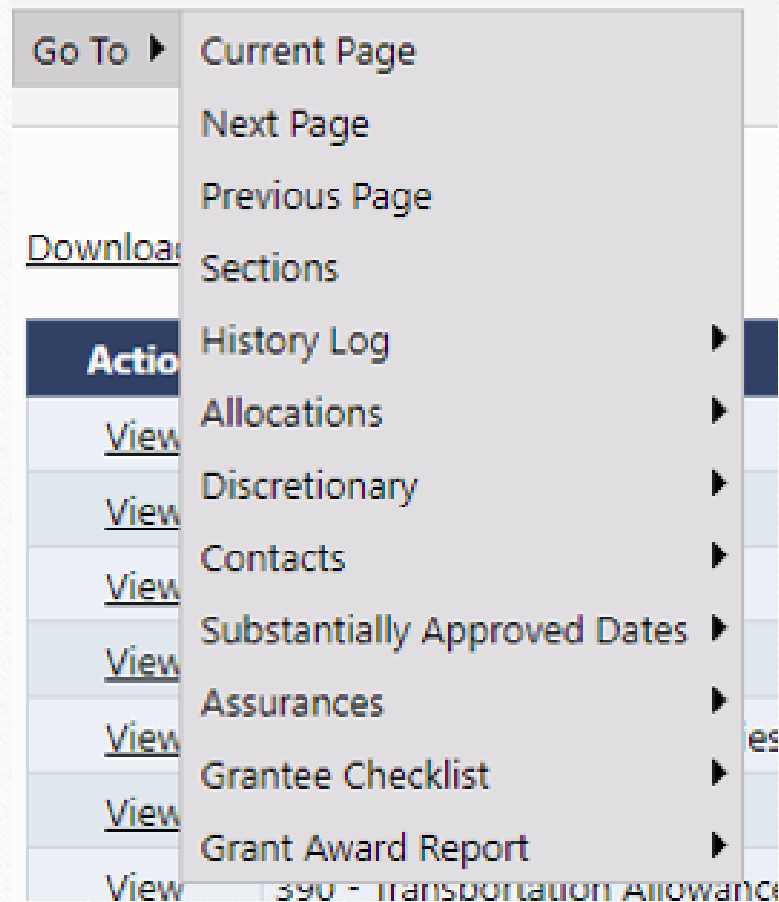
Application Status

Application Status: EED Administrator Approved

Change Status To: Revision Started
or
FER Draft Started

FER Draft Started will show up but the system will not allow the FER process to be started before July of the next fiscal year.

Funding Application Page Navigation



- Save/Go To or the Go To menu allows navigation between any pages in funding application.
- DO NOT USE YOUR BROWSER'S BACK BUTTON TO MOVE THROUGH YOUR APPLICATION.
- Use this menu to move around in the application to get to the different pages.
- Using Save and Go To refreshes session timeout.

Allocations Page

Displays allocation for each grant.

Go To ▶


	(1)	<u>Discretionary</u>	Total
Original		\$358,000.00	\$358,000.00
Incoming Carryover		\$0.00	\$0.00
Outgoing Carryover		\$0.00	\$0.00
Reallocated		\$0.00	\$0.00
Additional		\$393,527.00	\$393,527.00
Released		\$0.00	\$0.00
Consortium		\$0.00	\$0.00
Forfeited		\$0.00	\$0.00
Total		\$751,527.00	\$751,527.00

Budget Overview

Purpose Code	VIBDISC - VIB Discretionary	619DISC - 619 Discretionary	MH - Mental Health	Total
Account Code				
100 - Personnel/Benefits	172,186.00	17,321.50	238,000.00	427,507.50
200 - Travel	35,542.50	4,214.50	0.00	39,757.00
300 - Contractual	143,248.78	2,929.00	0.00	146,177.78
400 - Supplies	84,270.01	28,265.00	0.00	112,535.01
600 - Other	18,752.71	6,797.00	0.00	25,549.71
Total	454,000.00	59,527.00	238,000.00	751,527.00
Adjusted Allocation				751,527.00
Remaining				0.00

- To see a Budget Overview: On Sections Menu Bar, click Budget Overview under grant.
- Shows the budget for all Chart of Account Codes on one page.
- Includes any Purpose Codes for which funds have been budgeted.
- This is an easy way to view the entire breakdown of all budgets. No entry can be made here.

Modifying a Budget

	Discretionary	
	Accept/Waive Indirect Cost	
	Budget	
	Budget Overview	
	Budget Revision	
	Proposal and Activities	
	Related Documents	
	Action	Account Code
	Modify	100 - Personnel/Benefits
	Modify	200 - Travel
	Modify	300 - Contractual
	Modify	310 - Certificated Salaries
	Modify	320 - Non-Certificated Salaries
	Modify	360 - Employee Benefits

REMINDER: If you don't see **Modify** on this screen, go back to the Sections page and check the status of the application.

Changes can only be made when the application is in Draft or Revision Started status.

REMEMBER: Work with your Business office in preparing budget revisions to ensure that the budget revision covers previous and future expenditures.

Check to see what role you have to determine if your role allows you to make changes to the application.

REMEMBER TO USE NON-PROFIT CHART OF ACCOUNT CODES.

Revising the Budget Narrative

Budget Item	Narrative Description	
100 - Personnel/Benefits	These funds cover part of all of the following staff: The Executive Director, Administrative Services Manager, Staff Accountant, Program Director, Parent Navigators, MAP Coordinator, Communications and Outreach Manager, Communications and Outreach Specialist and the Administrative Assistant.	
D - Discretionary		
Stone Soup Group (236)	4.7.14 Decrease Salaries \$50,000 due to employee resigning (Scrooge McDuck) Funds moved to 410 for staff training in May.	
1.00		
\$134,043.00		
\$134,043.00		
Total for filtered Budget Items:		\$134,043.00
Total for all other Budget Items:		\$25,957.00
Total for all Budget Items:		\$160,000.00
Adjusted Allocation:		\$160,000.00
Remaining:		\$0.00

When revising the budget, **update the narrative with date of change and what is being changed.**

Enter it at the end of previous narrative.

Do not delete previous narrative.

This allows for a quicker review of your revision as it clearly shows what is being changed and what was previously approved.

Please include a **COMPLETE** description of each line item.

Purpose Code: Pick which budget these funds are associated with.

Statement of Assurances

* UEI #



UEI Number: **REQUIRED**

Obtain information from your Business Manager if you don't have it.

Required

The System for Award Management Registration (SAM) combines the federal procurement system and the Catalog of Federal Domestic Assistance into one system. Included in SAM are the following: Central Contractor Registry (CCR); Federal Agency Registration (Fedreg); Online Representations and Certifications Application; Excluded Parties List System (EPLS). An entity must provide information required for the conduct of business as a recipient. Information about registration procedures can be found at <http://www.sam.gov>.

As an authorized agency that makes sub-awards that contain federal funds, 2 CFR 25.200 requires the Department of Education & Early Development (DEED) to ensure that each entity that does not have an exemption under 2 CFR 25.110 does the following:

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by DEED; and
- Provide its Unique Entity Identifier (UEI) in each application or plan it submits to DEED.

Assurances

The parties referred to in this document are all Federal agencies, including but not limited to the United States Department of Education, the United States Department of Agriculture, the United State Department of Health and Human Services and the United States Department of Labor, all herein referred to as the "DEPARTMENT," and the Alaska Department of Education and Early Development, herein referred to as the "Alaska Department of Education and Early Development", and the local educational agency, herein referred to as the "SUBGRANTEE." The Alaska Department of Education and Early Development may make funds available to the SUBGRANTEE for programs operated by the SUBGRANTEE in accordance with requirements and regulations applicable to such programs. Consistent with 2 CFR Part 200 and 34 CFR Sections 75-79 and 81-86, the SUBGRANTEE assures, if awarded a grant, subgrant, or contract:

1. For the period of the grant award, the district assures that it will implement policies, procedures, and programs that are consistent with all requirements of the Elementary and Secondary Education Act (ESEA) and applicable regulations and consistent with Alaska statutes and regulations.
2. The district will use ESEA funds to supplement the district's existing programs and will not use ESEA funds to supplant existing or reduced general or other funds.
3. The district will provide, on request, other data as required, and will maintain all required documentation at the district office.
4. The district completed the ESEA consolidated application with group planning and input from teachers, principals, program administrators, parents, community, and other required participants.
5. The district certifies that it has no policy that prevents, or otherwise denies participation in, constitutionally protected school prayer in public elementary and secondary schools under Title IX Section 9524 of ESEA and as detailed in the US Department of Education guidance of February 7, 2003.
6. The district understands and will comply with all applicable assurances for ESEA federal grant funds as provided in the ESEA Federal Programs Assurances and Certifications Packet uploaded as a related document.

☐ * Agreed

Suspension and Debarment

- * As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in
- ☐ A. The applicant certifies that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ine or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a contract with the federal government, a state, or a local government, or the commission of such other offense as to render the individual or entity ineligible for the award of a contract with the federal government; (b) Have not within a three-year period preceding this application been convicted of or enjoined under a public transaction; violation of federal or state antitrust statutes or commission of an offense under the environmental entity (federal, state, or local) with commission of any of the offenses enumerated in 2 CFR 180.110
 - ☐ B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall provide an explanation to this

REQUIRED: Select the applicable Suspension and Debarment Statements.

nd 180.110
ment or agency; (b) Have not within a three-year period preceding this application been convicted of
under a public transaction; violation of federal or state antitrust statutes or commission of
rmental entity (federal, state, or local) with commission of any of the offenses enumerated in

VALIDATIONS/PRINTING

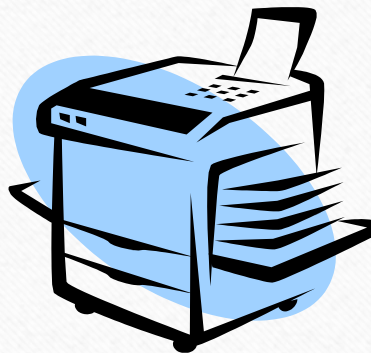
All	Changes	Messages	Print
Grantee Checklist			Print
Grantee Checklist			Print
History Log			Print
History Log			Print
Create Comment			
Allocations			Print
Allocations			Print
Title VI-B	Changes	Messages	Print
Accept/Waive Indirect Cost			
Budget	Changes		Print
Budget Overview			Print
Budget Revision Plus/Minus			Print
Program Details			Print
Related Documents		Messages	
Section 619			Print
Accept/Waive Indirect Cost			
Budget			Print
Budget Overview			Print

Changes, Validation or Print:

ALL Line: Shows changes, messages or prints for entire Funding Application.

VI-B Line: Shows changes, messages or prints for this grant only.

Budget Line: Shows changes, messages or prints for budget page only.



VALIDATION MESSAGES

Error: The error must be fixed before application can be moved to Draft completed.

Warning: Check to verify this is the intention. Application can be moved to Draft Completed if there are warnings.

Validation Messages

FY 2024 - Special Education - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Session Timeout: 59:54

[Return To Sections Page](#)

Title VI-B

	Budget	
Review	The Title VI-B budget of \$115,613.93 is less than the Adjusted Allocation amount of \$121,460.00.	Warning
	Related Documents	
Review	The optional Related Document 'Alternate Special Education Policies/Procedures' has not been uploaded. Please be certain this is the intention.	Warning
Review	The optional Related Document 'CEIS Expenditure Plan' has not been uploaded. Please be certain this is the intention.	Warning
Review	The optional Related Document 'Excess Cost Calculations' has not been uploaded. Please be certain this is the intention.	Warning

Contacts

	Contacts	
Review	There must be a District Contact for this Funding Application.	Error

Grant Submission & Approval

- Grantee Authorized User must submit application to EED for approval.
 - Submission dates vary by grant, please check with your Program Manager for further information. Applications must be submitted by the required submission date for the grant award to start July 1.
- Application will be reviewed by the EED Program Managers.
 - If edits are needed, the Program Manager completes a checklist then returns the application to the grantee. The grantee revises the application until it is EED approvable.
- EED Administrator approves application, and the Grant award is electronically signed. Reimbursements may be submitted.
 - Grants will not be approved by EED until final allocations have been received.
 - Initial Application *must be approved by October 31* in order to submit 1st quarter reimbursement requests.
 - Timely and accurate submission of financial reports is necessary.

Workflow Process for Applications and Revisions

Application Status	Change Status To:	Who Can Make This Change
Not Started	Draft (Revision) Started	Grantee (Program) Update
Draft (Revision) Started	Draft (Revision) Completed	Grantee (Program) Update
Draft Completed	Fiscal Rep Approved	Grantee Fiscal Rep
Fiscal Rep Approved	Authorized Rep Approved	Grantee Authorized Rep

See *EED GMS Workflow Process* located in the Document Library/All Users and Applications to see the workflow process and email notification recipients when the application status is changed.

Revisions and Reimbursements

Revisions:

- A revision must be started in GMS for any budget or program changes.
- Fiscal Representative must submit revision to EED for approval before reimbursements may be submitted.
- Allow approximately 2 weeks for processing and approval of a revision.

Reimbursement Request:

- To be able to Create a Reimbursement Request, user must have the Fiscal Representative and/or Update role for the funding application being processed.
- The Grantee Update Role is specific to each funding applications.



Reimbursement Requests

- Only 1 reimbursement request per grant may be in process at a time.
 - Allow about 2 weeks for processing and approval of a reimbursement.
- Submit reimbursement requests quarterly (Sept 30, Dec 31, Mar 31, June 30)
 - Previous request must be released for payment before submitting another request.
 - Zero Expenditures? A reimbursement request must be submitted, and the supporting backup documentation uploaded.
 - All quarterly requests must be submitted before grant can be closed out for the year.
 - **PLEASE MAKE SURE BACKUP DOCUMENTATION DOES NOT CONTAIN SOCIAL SECURITY NUMBERS or other personally identifiable information of a sensitive nature, such as dates of birth.**



Quarterly Program Reports

If a Quarterly Program Report is required with the Reimbursement Request (example: Discretionary Special Education):

- It would be listed under the Related Documents section of the Reimbursement Request.
- The Program Report upload must be separate from the Expenditure Backup upload.
- If the report is not uploaded, the system will give a validation error and you will not be able to submit your Reimbursement Request.

Save And Go To ▶

Required Documents		
Type	Document Template	Document/Link
Expenditure Backup [Upload between 1 and 4 document(s)]	N/A	Upload New
Discretionary Quarterly Program Reports [Upload between 1 and 4 document(s)]	N/A	Upload New

If a Program Report is required under the Application Sections Page (example: some Early Learning):

- An application revision must be started.
- The report is uploaded in the application under the Related Documents for the grant.
- The revised application must be submitted through the approval process so that EED can receive the report.

Change Status To: [Revision Started](#)
or
[FER Draft Started](#)

[View DEED History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	
All	
<input type="checkbox"/> Grantee Checklist	Grantee Checklist
<input type="checkbox"/> History Log	History Log Create Comment
<input type="checkbox"/> Allocations	Allocations
<input type="checkbox"/> Early Learning	Accept/Waive Indirect Cost Budget Budget Overview Budget Revision Plus/Minus Site Information: Ages 3-5 Related Documents

REMINDERS:

- When submitting budgets revisions, please talk to your Business Manager and make sure the budget will be sufficient to cover all expenditures.
- If the Business Manager tries to enter the Reimbursement Request and the expenditures are over the allowed 110%, the system will not allow the Reimbursement Request to move forward. A Budget Revision **will be** required. EED's policy for turnaround is 10 working days.
- Once applications are approved, they become a public document in GMS. Anyone can access specific parts of the application and the reimbursement requests. Related documents uploaded by the grantee cannot be opened by the public.



QUESTIONS?

Programmatic or Budget Questions:

Contact EED Program Manager.

GMS or Budget Questions:

Contact your EED Grants Administrator.

*This information is located in the GMS Address Book

You will receive emails from GMS from this address noreply@egrantsmanagement.com

