

# District Guidelines

Overview of [Grant Management System](#)



**Alaska Department of Education & Early Development (DEED)**



## Alaska Education Grants Management System Home

GMS Sign-In

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.GOV registration requirements (3/10/2023)

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

- ▶ 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

State of Alaska

Alaska Department of Education & Early Development

GMS Home  
Search  
Document Library  
Help  
Contact DEED

GMS Sign-In

Sign-In

Email Address:

Password:

[Forgot your password?](#)

Submit



- GMS Home
- Search
- Inbox
- Planning
- Funding
- Reimbursement Requests
- Project Summary
- LEA Document Library
- Address Book
- Document Library
- Help
- Contact DEED

Business in Alaska Visiting Alaska State

**DJ** Session Tim

**Donna Jones**  
donna.jones@alaska.gov

Edit User Profile  
GMS Sign Out

# 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, 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

▶ 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.

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="____-____"/>

# GMS User Maintenance

- ▶ User Agreement forms will need to be filled out and signed by each new employee who needs access to GMS for their job.
  - The forms will be good until employees either terminate their employment with the grantee or change positions where they no longer need access to 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

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

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

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

DISTRICT/GRANTEE ROLES	
ROLE	DESCRIPTION
<b>User Access Administrator</b> 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
<b>Grantee (Funding Application) Update</b> 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.
<b>Grantee Date View</b> Allows user to view without making any changes in the system	Allows a District/Grantee user to view unapproved items for the District/Grantee.
<b>Grantee Planning Tool Data Entry</b> 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.
<b>Grantee Fiscal Representative</b> 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.
<b>Grantee Authorized Representative</b> 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.
<b>Grantee Superintendent</b>	Allows superintendent or designee name to be printed on Grant Awards.

# User Maintenance Process

## For current employees:

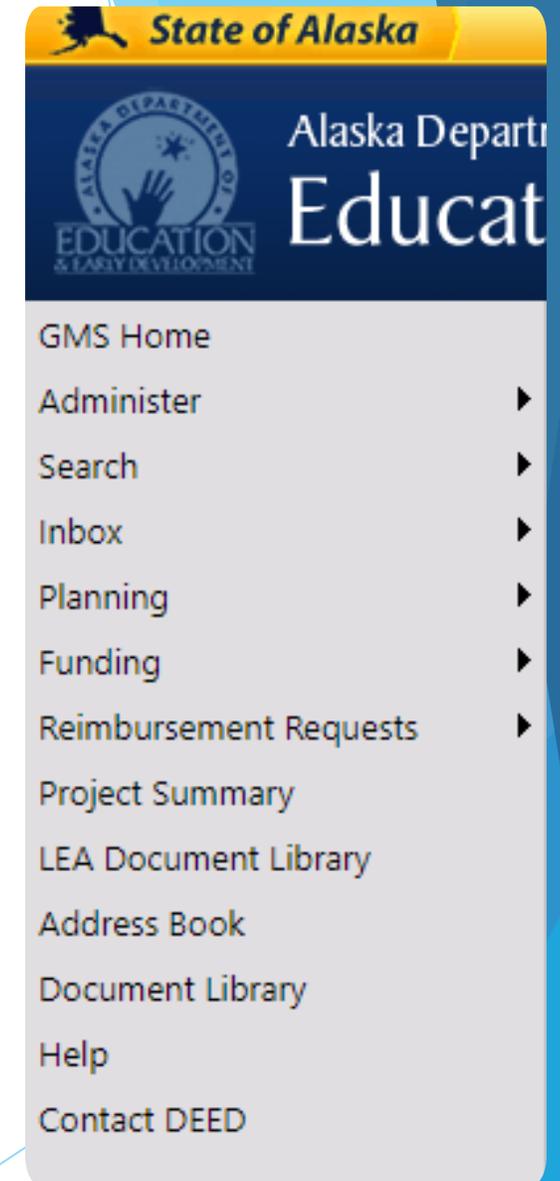
- Is there a signed and dated User Agreement Form on file? The forms are in the GMS Document Library under All Users & Applications.
- Check the roles of existing users to see if they are correct for that employee. Either delete or add roles as necessary.

## 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 the 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 Contacts and grantee Contacts for all funding applications.
- ▶ Contact EED: General Information to contact EED
- ▶ Document Library: Contains resources for grantees
- ▶ Help: Currently under construction.



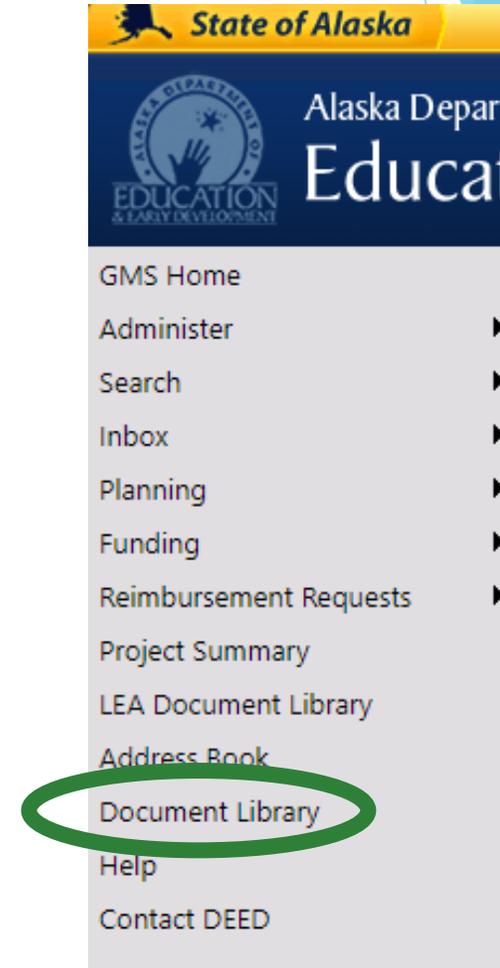
# Document Library

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 for this GMS feature.

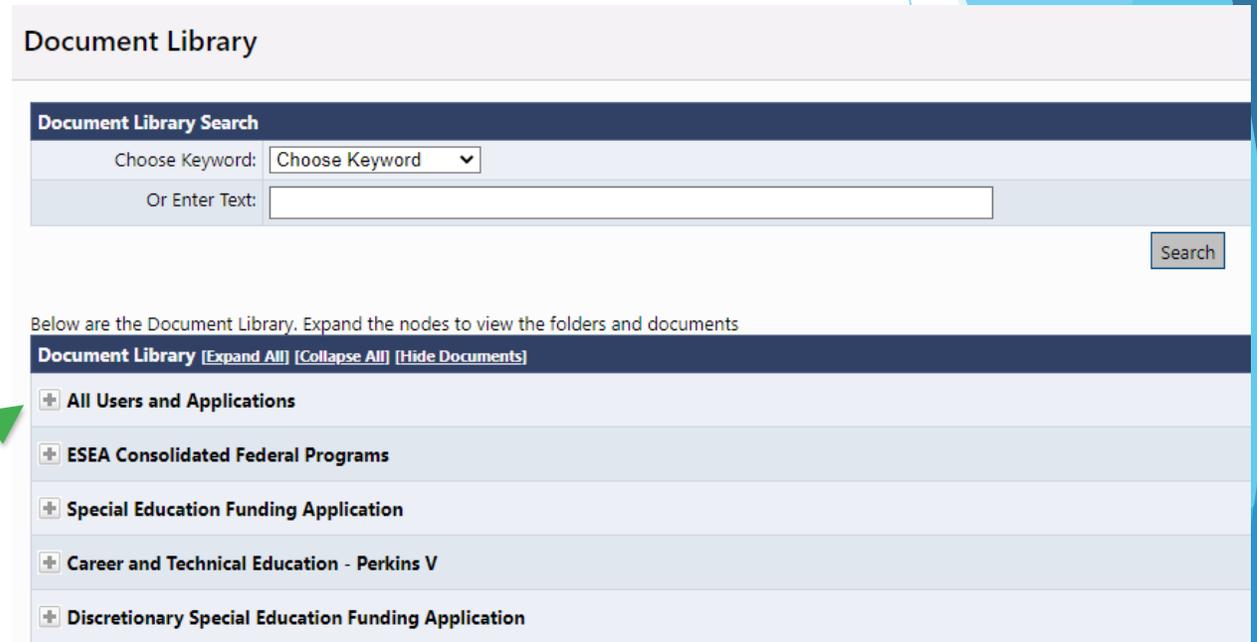


# Document Library, continued

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

**Document Library** [Expand All] [Collapse All] [Hide Documents]

- + All Users and Applications
- + ESEA Consolidated Federal Pr
- + Special Education Funding
- + Career and Technical Educatio
- + Discretionary Special Educati
- + Head Start

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
  - Financial Guidance
    - ED FAQ about Uniform Grant Guidance March 2016
    - FAQs to Assist U.S. Department of Education Grantees re: Conferences/M
    - Nonprofit Chart of Accounts
    - Alaska Department of Education & Early Development - Uniform Chart of
    - Education Department General Administrative Rules (EDGAR)
    - U.S Department of Education
    - The System for Award Management (SAM)
    - U.S. Dept of OMB Uniform Grant Guidance Effective 12/26/14
    - U.S. Department of Education- Laws & Guidance UGG Implementation
    - 2022 OMB Compliance Supplement

A green arrow points from the plus sign next to 'Special Education Funding' in the left sidebar to the minus sign next to 'Financial Guidance' in the expanded view on the right.

# 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 still under development.

The screenshot shows a navigation menu with the following items: GMS Home, Administer, Search, Inbox, Planning, Funding, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, Document Library, Help, and Contact DEED. The 'Funding' item is highlighted, and a sub-menu is open showing: Alaska Education Grant (Juneau Borough School District (22) F), Associated Organizations, Funding Applications, Budget Summary, Last Page Visited, and Application Supplements (2023). Below the sub-menu, there are two informational boxes: 'Final Expenditure Reports (F)' with the text 'The FY2023 FERs are due Augu' and 'FY2024 Application Approva' with the text 'The FY2024 application will nc'.

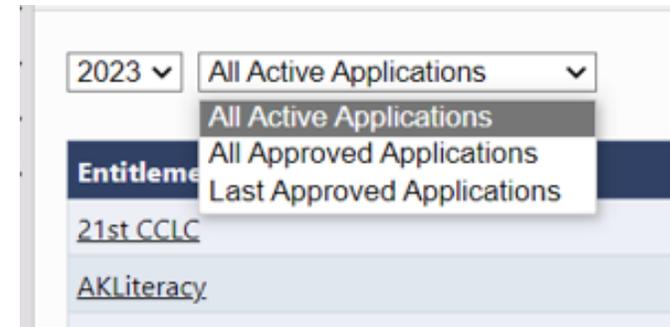
# Funding Applications

2023 ▾ All Active Applications ▾

Entitlement Funding Application	Revision	Status	Status Date
<a href="#">21st CCLC</a>	1	DEED Program Manager Approved	1/25/2023
<a href="#">AKLiteracy</a>	3	DEED Program Manager Approved	4/20/2023

## Filters: Fiscal Year or Application Status

- ▶ 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 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
<a href="#">21st CCLC</a>	1	DEED Program Manager Approved	1/25/2023
<a href="#">21st CCLC</a>	0	DEED Administrator Approved	10/31/2022
<a href="#">AKLiteracy</a>	3	DEED Program Manager Approved	4/20/2023
<a href="#">AKLiteracy</a>	2	DEED Program Manager Approved	1/24/2023
<a href="#">AKLiteracy</a>	1	DEED Program Manager Approved	11/1/2022
<a href="#">AKLiteracy</a>	0	DEED Administrator Approved	10/10/2022
<a href="#">ARP Homeless</a>	1	DEED Program Manager Approved	2/15/2023
<a href="#">ARP Homeless</a>	0	DEED Administrator Approved	11/3/2022
<a href="#">Career Technical Education</a>	3	DEED Program Manager Approved	4/26/2023
<a href="#">Career Technical Education</a>	2	DEED Program Manager Approved	1/24/2023
<a href="#">Career Technical Education</a>	1	DEED Program Manager Approved	11/16/2022
<a href="#">Career Technical Education</a>	0	DEED Administrator Approved	8/30/2022

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

<b>All</b>
<b>Grantee Checklist</b>
<a href="#">Grantee Checklist</a>
<b>History Log</b>
<a href="#">History Log</a>
<a href="#">Create Comment</a>
<b>Allocations</b>
<a href="#">Allocations</a>
<b>Application Development</b>
<a href="#">Consultation and Coordination</a>
<a href="#">District Plan</a>
<a href="#">Contacts</a>
<a href="#">Private Schools Administration</a>
<a href="#">Private Schools Consultation</a>
<a href="#">Related Documents</a>
<b>Title I-A</b>
<a href="#">Ranking and Serving</a>
<a href="#">Building Eligibility</a>
<a href="#">Private School Allocations</a>
<a href="#">Set Asides</a>
<a href="#">Public School Allocations - PPA</a>
<a href="#">Accept/Waive Indirect Cost</a>
<a href="#">Budget</a>
<a href="#">Budget Overview</a>
<a href="#">Budget Revision Plus/Minus</a>
<a href="#">Program Details</a>
<a href="#">Related Documents</a>
<b>Title I-C</b>
<a href="#">Accept/Waive Indirect Cost</a>
<a href="#">Private School Allocations</a>

# Sections (use to maneuver through the Funding Application)

- ▶ **History Log:** Contains the history of the changes to the status of the application and comments. EED and Grantees use this area to communicate with each other.
- ▶ **Allocations:** Shows the Grantee’s allocation for all the different grants under the funding application.
- ▶ **Grants:** For this example, the grants are Title I-A and Title I-C. Each section under the grants must be completed by the grantee.
- ▶ **Contacts:** Grantee Contact for the funding application.
- ▶ **Assurances:** Statement of Assurance required from the grantees.
- ▶ **EED Program Manager Checklist:** Grantees check this for specific details from EED Program Manager regarding areas needing attention.

# Budget Summary

▶ To get to Budget Summary from 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.

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

# Address Book

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



**Address Book**  
Juneau Borough School District (22) Public School District - FY 2023

[View All District Contacts](#)

**LEA Funding Application Contacts**

Application	Contact Type	Contact
21st CCLC	Funding Application Contact	<a href="#">Duvall, Amanda</a>
AKLiteracy	Funding Application Contact	<a href="#">Duvall, Amanda</a>
ARP Homeless	Funding Application Contact	<a href="#">Weiss, Bridget</a>
Career Technical Education	Funding Application Contact	<a href="#">Stiegele, Cynthia "C.J."</a>
COVID Discretionary	Funding Application Contact	<a href="#">Wilson, Theodore</a>

# View all Users & Roles

- ▶ 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.**

## District Contacts

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

DJ

Session Timeout:

[Return To Address Book](#)

### LEA Contacts

Name	Role
<a href="#">Barnes, Molly</a>	Grantee Early Learning Update
<a href="#">Clark, Joni</a>	Grantee ARP Homeless Update
	Grantee Special Education Update
<a href="#">Duvall, Amanda</a>	Grantee 21st CCLC Update
	Grantee AKLiteracy Update
	Grantee Career Technical Education Update
	Grantee Data View
	Grantee ELA Core Literacy Update
	Grantee ESEA Consolidated Update
	Grantee Planning Tool Data Entry

# Adding Funding Application Contacts

- ▶ In the Address Book you will see a list of Funding Application Contacts. These individuals were identified by the LEA 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
[-] Grantee Checklist/Feedback from DEED
Grantee Checklist/Feedback from DEED
[-] History Log
History Log
Create Comment
[-] Allocations
Allocations
[-] 21st CCLC
Accept/Waive Indirect Cost
Budget
Budget Overview
Budget Revision Plus/Minus
Related Documents
[-] 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	<a href="#">Duvall, Amanda</a>
AKLiteracy	Funding Application Contact	<a href="#">Duvall, Amanda</a>
ARP Homeless	Funding Application Contact	<a href="#">Weiss, Bridget</a>

# 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 then expand the folder to see a list of documents available for that year.

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: GMS Home, Administer, Search, Inbox, Planning, Funding, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, Document Library, Help, and Contact DEED. A green arrow points from the text 'Click on LEA Document Library from the menu.' to the 'LEA Document Library' menu item. To the right of the menu is a 'Root Folders' section with a dropdown menu showing years: 2018, 2017, 2016, 2015, and 2014. A green arrow points from the text 'Choose Year then expand the folder to see a list of documents available for that year.' to the '2014' dropdown option. Below the dropdown is a 'Search Folders' button. The main content area is titled 'LEA Document Library [Expand All] [Collapse All]' and shows a tree view for the year 2014. It includes a 'Folders' section with 'Title I-A' expanded to show 'Documents' containing 'Carryover Letter for 15%'. Below that is another 'Documents' section with 'Grant Award' expanded to show 'Document History'. At the bottom is a table with two columns: 'Document Name' and 'Date Created'. The table contains four rows of data.

Document Name	Date Created
<a href="#">Carl Perkins Initial Award</a>	4/10/2014 1:10:06 PM
<a href="#">Carl Perkins Amendment 1</a>	4/10/2014 1:10:10 PM
<a href="#">Consolidated Initial Award</a>	4/10/2014 1:10:10 PM
<a href="#">Special Education Initial Award</a>	4/10/2014 1:10:00 PM

# 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: Hoonah City School District	Grant Number: IP 23.HHSD.01
Vendor Number: THC84307	Revision: 0 <b>INITIAL AWARD</b>
Authorized Representative: Role Not Assigned	Total Grant Amount: \$160,192.18
Funding Application: ESEA Consolidated	Previous Amount: \$0.00
Contact Person: Soles Michaud	Change: \$160,192.18
Grant Period: 7/1/2022 - 6/30/2023	UEI/DUNS #: JCWKMMJNANW4

Total	Previous	Change	Financial Coding	Indirect Rate	CFDA	Grant	Federal Award	Federal Award Period of Availability	Federal Award Date	Awarding Agency
\$87,356.00	\$0.00	\$87,356.00	1004 052132003 2211 TITLE1BASI PY2023 HHSD	3.96	84.010	Title I-A	S010A220002	7/1/2022 - 9/30/2024	7/1/2022	USDOE
\$42,335.07	\$0.00	\$42,335.07	1004 052132003 2211 TITLE1BASI PY2022 HHSD	3.96	84.010	Title I-A	S010A210002	7/1/2021 - 9/30/2023	7/1/2021	USDOE
\$15,194.00	\$0.00	\$15,194.00	1004 052132003 2211 TITLE2AGRT PY2023 HHSD	3.96	84.367	Title II-A	S367A220003	7/1/2022 - 9/30/2024	7/1/2022	USDOE
\$2,498.11	\$0.00	\$2,498.11	1004 052132003 2211 TITLE2AGRT PY2022 HHSD	3.96	84.367	Title II-A	S367A210003	7/1/2021 - 9/30/2023	7/1/2021	USDOE
\$12,809.00	\$0.00	\$12,809.00	1004 052132003 2211 TITLE4GRAN PY2023 HHSD	3.96	84.424A	Title IV-A	S424A220002	7/1/2022 - 9/30/2024	7/1/2022	USDOE

Consultant Approval Step: DEED Program Manager Approved      Director Approval Step: DEED Administrator Approved

Consultant Approver: Courtney Preziosi      Director Approver: Deb Riddle

Consultant Approval Date: 9/20/2022 1:48:53 PM      Director Approval Date: 9/20/2022 1:50:44 PM

For questions regarding this grant award, please contact the Grant Administration Team, 907-465-8694.

# 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 ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print <input type="checkbox"/> Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>

- ▶ Click on **Draft Started** to open the application 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

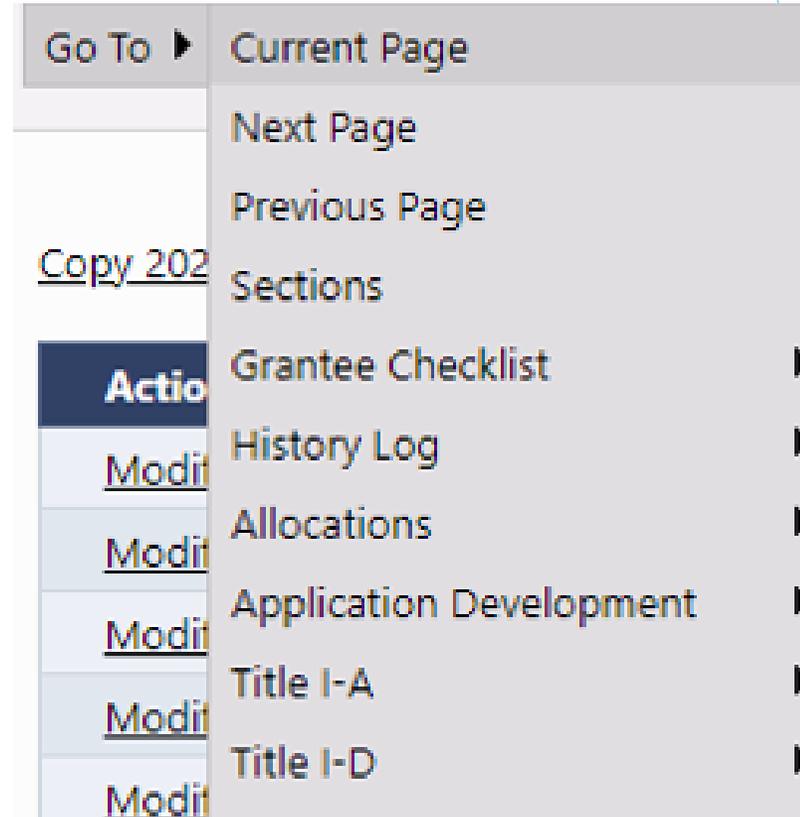
**Application Status:** EED Administrator Approved

**Change Status To:** Revision Started  
or  
FER Draft Started

FER Draft Started will be listed but the system will not allow grantees to start the FER process before July of the next fiscal year.

# Funding Application 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.

	(1) <u>I-A</u> CFDA: 84.010	(2) <u>I-C</u> CFDA: 84.011	(3) <u>I-D</u> CFDA: 84.013	(4) <u>II-A</u> CFDA: 84.367	(5) <u>III-A</u> CFDA: 84.365	(6) <u>IV-A</u>	(7) <u>CAP</u>	<u>Total</u>
<b>Original</b>	\$1,071,629.00	\$0.00	\$35,345.00	\$330,886.00	\$20,181.00	\$95,247.00	\$0.00	\$1,553,288.00
<b>Incoming Carryover</b>	\$117,394.97	\$0.00	\$48,998.05	\$65,403.65	\$1.00	\$67,846.04	\$0.00	\$299,643.71
<b>Outgoing Carryover</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Reallocated</b>	\$22,188.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,188.00
<b>Additional</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Released</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Consortium</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Forfeited</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$1,211,211.97	\$0.00	\$84,343.05	\$396,289.65	\$20,182.00	\$163,093.04	\$0.00	\$1,875,119.71

# Budget Overview

- ▶ 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.

Purpose Code	BG - Basic Grant	PE - Parent Engagement	H - Homeless	Total
<b>Account Code</b>				
310 - Certificated Salaries	477,379.83	5,525.00	0.00	482,904.83
320 - Non-Certificated Salaries	96,387.00	5,510.00	24,164.43	126,061.43
360 - Employee Benefits	175,073.90	676.29	6,361.34	182,111.53
410 - Professional & Technical	61,628.00	2,000.00	0.00	63,628.00
420 - Staff Travel	51,135.00	0.00	0.00	51,135.00
440 - Other Purchased Services	2,500.00	0.00	0.00	2,500.00
450 - Supplies/Materials/Media	33,941.00	14,684.36	8,555.00	57,180.36
490 - Other Expenses (Dues and Fees)	0.00	0.00	600.00	600.00
495 - Indirect	50,739.51	1,604.35	2,241.96	54,585.82
<b>Total</b>	948,784.24	30,000.00	41,922.73	1,020,706.97
			<b>Adjusted Allocation</b>	1,020,706.97
			<b>Remaining</b>	0.00

# Modifying a Budget

REMEMBER : 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.

Discretionary	
<a href="#">Accept/Waive Indirect Co</a>	<a href="#">Action</a> <a href="#">Account Code</a>
<a href="#">Budget</a> 	<a href="#">Modify</a> 100 - Personnel/Benefits
<a href="#">Budget Overview</a>	<a href="#">Modify</a> 200 - Travel
<a href="#">Budget Revision Plus/Mi</a>	<a href="#">Modify</a> 300 - Contractual
<a href="#">Proposal and Activity Pla</a>	<a href="#">Modify</a> 310 - Certificated Salaries
<a href="#">Related Documents</a>	<a href="#">Modify</a> 320 - Non-Certificated Salaries
	<a href="#">Modify</a> 360 - Employee Benefits
	<a href="#">Modify</a> 390 - Transportation Allowance
	<a href="#">Modify</a> 400 - Supplies
	<a href="#">Modify</a> 410 - Professional & Technical

# Revising the Budget Narrative

When revising the budget, update the narrative with date of change and what is being changed. Enter it at the end of the previous narrative.

Update your program details page to reflect the changes in your budget 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.

Delete	Edit	Budget Item	Narrative Description
		<b>Account Code:</b> 310 - Certificated Salaries	5 - 1.0 FTE Certified Special Education Teachers, salary estimate prior to finalized negotiations for FY23  4.7.14 Decrease Salaries \$100,000 due to employee resigning (Scrooge McDuck) Funds moved to 410 for staff training in May.
		<b>Purpose Code:</b> BG - Title VI-B	
		<b>Optional Sub-Code:</b>	
		<b>Location Code:</b> Juneau Borough School District (22)	
		<b>Quantity:</b> <input type="text" value="1.00"/>	
		<b>Cost:</b> <input type="text" value="\$413,108.00"/>	
		<b>Line Item Total:</b> <input type="text" value="\$413,108.00"/>	

# Statement of Assurances

\* UEI #

[Redacted]

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 States 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 pr

- A. The applicant certifies that it and its principals: (a) Are not presently debarred, suspended, proposed for c or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receipt paragraph (2)(b) of this certification; and (d) Have not within a three-year period preceding this application had
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall provi

**REQUIRED: Select the applicable statement.**

180.105 and 180.110

al department or agency; (b) Have not within a three-year period preceding this application been convicted of r contract under a public transaction; violation of federal or state antitrust statutes or commission of by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in

# VALIDATIONS/PRINTING

Changes, Validation or Print:

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Changes	Validation	Print ■ Select Items
All	Changes	Messages	Print
[-] Grantee Checklist			Print
Grantee Checklist			Print
[-] History Log			Print
History Log			Print
Create Comment			
[-] Allocations	Changes		Print
Allocations	Changes		Print
[-] Title VI-B		Messages	Print
Accept/Waive Indirect Cost			
Budget			Print
Budget Overview			Print
Budget Revision Plus/Minus			Print
Program Details			Print
Related Documents		Messages	
[-] Section 619	Changes		Print
Accept/Waive Indirect Cost			
Budget	Changes		Print
Budget Overview			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 Session Timeout: 59:11

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.**

[Return To Sections Page](#)

**Title VI-B**

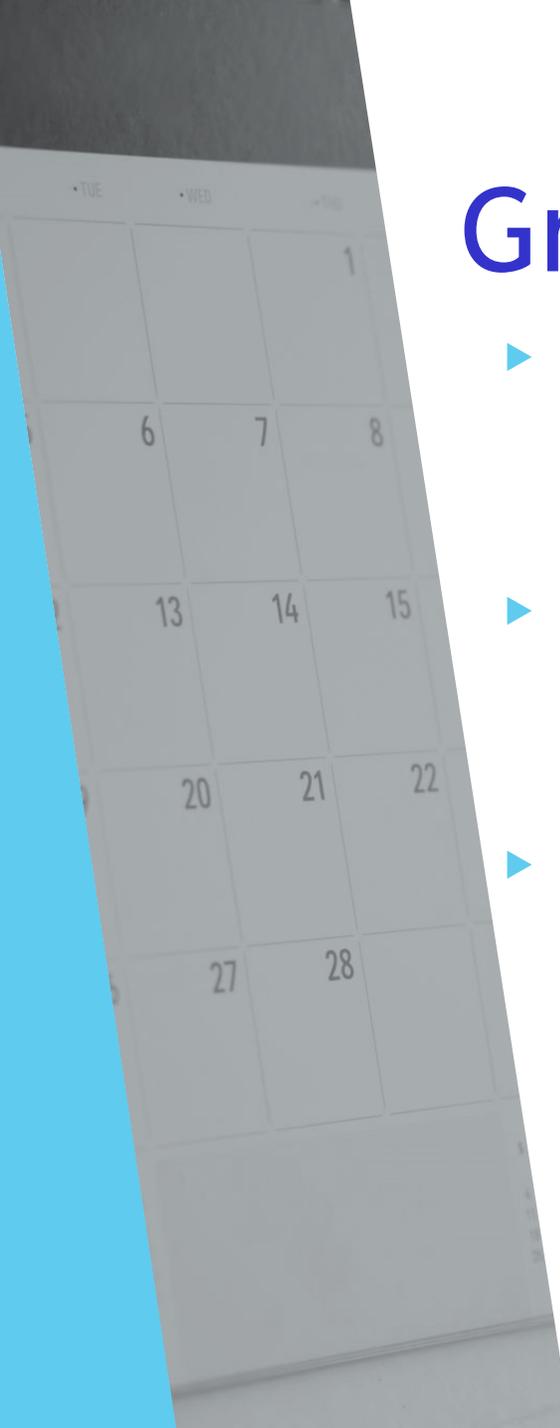
Budget		
<a href="#">Review</a>	The Title VI-B budget of \$115,613.93 is less than the Adjusted Allocation amount of \$121,460.00.	Warning

**Related Documents**

<a href="#">Review</a>	The optional Related Document 'Alternate Special Education Policies/Procedures' has not been uploaded. Please be certain this is the intention.	Warning
<a href="#">Review</a>	The optional Related Document 'CEIS Expenditure Plan' has not been uploaded. Please be certain this is the intention.	Warning
<a href="#">Review</a>	The optional Related Document 'Excess Cost Calculations' has not been uploaded. Please be certain this is the intention.	Warning

**Contacts**

Contacts		
<a href="#">Review</a>	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 EED Program Manager for further information. Applications must be submitted by the required submission date for the grant award to start July 1.
- ▶ Applications will be reviewed by the EED Program Managers.
  - ▶ If edits are needed, the Program Manger completes a checklist then returns the application. The grantee revises the application until it is EED approvable.
- ▶ EED Administrator approves the 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 1<sup>st</sup> quarter reimbursement requests.*
  - ▶ Timely and accurate submission of financial reports is necessary.

# Workflow Process for Applications and Revisions

<b>Application Status</b>	<b>Change Status To:</b>	<b>Who Can Make This Change</b>
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.

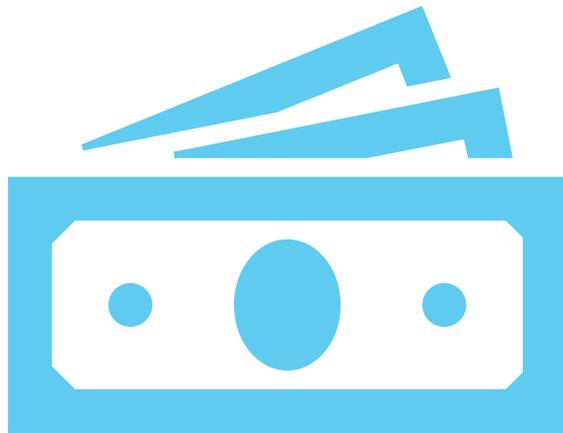
## Revisions:

- ▶ 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

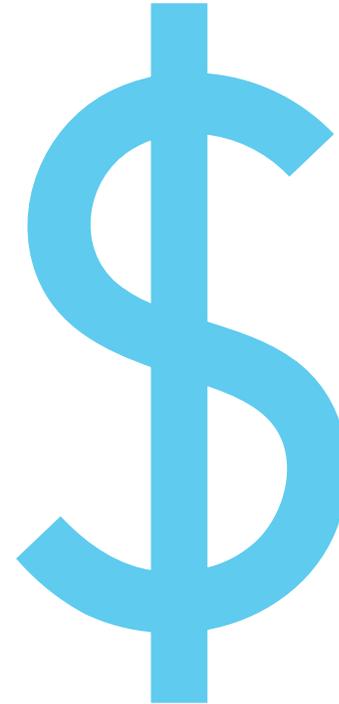


- ▶ Only 1 reimbursement request per grant may be in process at a time.
- ▶ Allow about 2 weeks for processing and approval of a reimbursement.

**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.**

# Reimbursement Requests, continued

- ▶ 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.



# Quarterly Program Reports

If a 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	<a href="#">Upload New</a>
Discretionary Quarterly Program Reports [Upload between 1 and 4 document(s)]	N/A	<a href="#">Upload New</a>

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

[-] **Grantee Checklist**

[Grantee Checklist](#)

[-] **History Log**

[History Log](#)

[Create Comment](#)

[-] **Allocations**

[Allocations](#)

[-] **Early Learning**

[Accept/Waive Indirect Cost](#)

[Budget](#)

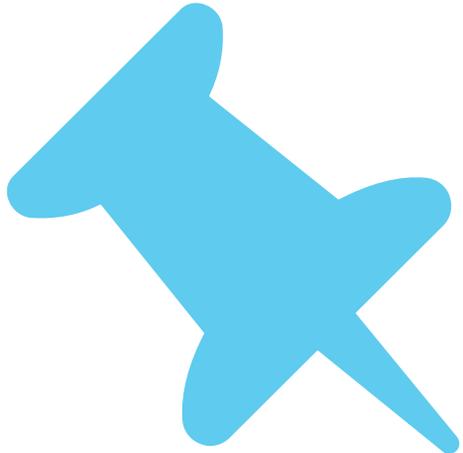
[Budget Overview](#)

[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 your EED Program Manager.

\*This information is located in the GMS Address Book

## **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](mailto:noreply@egrantsmanagement.com)