

Coronavirus Aid, Relief, and
Economic Security (CARES)
Act

Alaska Grants Management
System (GMS) Application
Handbook



Alaska Department of Education & Early Development
801 West 10th St, Suite 200
PO Box 110500
Juneau, AK 99811-0500
education.alaska.gov

Table of Contents

Overview	2
Overview of the Grants Management System (GMS)	2
Overview of the CARES Act Application.....	3
Updating Address Book and Grant Contacts	5
Submission and Approval.....	5
DEED Review	6
GMS Validation Checks	6
Completing the CARES Act Application in GMS.....	7
General Application Instructions	7
Allocations.....	7
Accept/Waive Indirect Cost (For Both Grants)	7
Budgets (For Both Grants)	8
Budget Overview (For Both Grants).....	10
Elementary and Secondary School Emergency Relief Fund.....	11
ESSERF Use of Funds	11
ESSERF Budget Purpose Codes.....	11
ESSERF Available Budget Tags.....	12
ESSERF Program Details	12
[Updated 9/25/20] FY21 ESSERF Related Documents	12
Governor’s Emergency Education Relief Fund	13
GEERF Use of Funds	13
GEERF Budget Purpose Codes.....	13
GEERF Available Budget Tags.....	13
GEERF Program Details	14
[Updated 9/25/20] FY21 GEERF Related Documents.....	14
Contacts	15
Assurances	15
Assurances	15
Related Documents.....	15
General GMS Guidance	16
What is the Budget Template?	16
Excel Worksheets.....	16
Budget Data	16
Available Budget Cells.....	16
Tips for Using the Budget Template	17
Steps for Creating or Modifying a Budget.....	19
Adding Budget Tags	21

Overview

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law on March 27, 2020. It includes two grant programs to help educational entities prevent, prepare for, and respond to coronavirus:

1. The Elementary and Secondary School Emergency Relief Fund (ESSERF), and
2. The Governor's Emergency Education Relief Fund (GEERF).







Overview of the Grants Management System (GMS)

The Grants Management System (GMS) is the online tool the Alaska Department of Education and Early Development (DEED) uses to administer several federally funded grants. Districts will use GMS to apply for CARES Act funding – both ESSERF and GEERF. To access GMS, go to gms.education.alaska.gov. Each user must have a User ID set up by the district's User Access Administrator in order to enter information into the system.

The screenshot shows the GMS Sign-In page. At the top, there is a yellow navigation bar with the 'State of Alaska' logo and links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a dark blue header for the 'Alaska Department of Education & Early Development' with its logo. A left sidebar contains links: 'GMS Home', 'Search', 'Contact DEED', 'Document Library', 'Help', and 'GMS Sign-In'. The main content area is titled 'GMS Sign-In' and features a 'Sign-In' section with input fields for 'Email Address' and 'Password'. A 'Forgot your password?' link is located below the password field. A 'Submit' button is at the bottom right of the sign-in area. At the bottom left of the page, it says 'Public Access' and 'Production'.

Overview of the CARES Act Application

Once logged into GMS, to access the CARES Act Application, locate the blue sidebar menu on the upper-left side. Select Funding, then Funding Application, Select the Fiscal Year (FY20 or FY21), and then CARES Act. This navigates the user to the CARES Act Sections page. The Sections page is considered the homepage of the CARES Act Application, as it displays the status of the application as well as links to each of the sections and pages that comprise the application.

Sections		
<p>Application Status: Draft Started</p> <p>Change Status To: Draft Completed</p> <p>View Change Log</p>		
Description (View Sections Only View All Pages)	Validation	Print ■ Select Items
All	Messages	Print
 Grantee Checklist		Print
 History Log		Print
 Allocations		Print
 Elementary and Secondary School Emergency Relief Fund	Messages	Print
Accept/Waive Indirect Cost		
Private School Allocations		Print
Budget	Messages	Print
Budget Overview		Print
Program Details	Messages	Print
Related Documents		
 Governor's Emergency Education Relief Fund	Messages	Print
Accept/Waive Indirect Cost		
Private School Allocations		Print
Budget	Messages	Print
Budget Overview		Print
Program Details		Print
Related Documents		
 Contacts	Messages	Print
Contacts	Messages	Print
 Assurances		Print
Assurances		Print
Related Documents		Print
 Substantially Approved Dates		Print

More detailed application instructions for ESSERF and GEERF are provided later in this handbook, but below is an abbreviated description of all Sections and instructions for the entire CARES Act Application:

- **Application Status** – Automatically records and displays the current approval level of the application.
- **Change Status To** – Indicates current options for changing the status of the application. When beginning a draft, users must select Draft Started to open the application. Additionally, this is where users indicate that their draft application is complete and they want to submit the application to the next level of approval either within the district or to DEED.
- **Grantee Checklist** – Districts are able to read feedback from DEED on this page. If the application is returned unapproved, DEED Program Manager(s) will describe what revisions must be made in order for the application to be approvable.
- **History Log** – Automatically documents and displays key changes in application status. Additionally, allows district and DEED to create comments which are displayed here and may also be sent to users via email from the Create Comment page.
- **Allocations** – Allocations for ESSERF and GEERF grants in the application, including carryover, are shown here.
- **ESSERF and GEERF Grants** – The CARES Act Application includes specific sections for both ESSERF and GEERF. However, only the grants that a district qualifies and receives an allocation for will be displayed here. Both grant sections have similar sub-sections:
 - Accept/Waive Indirect Cost – waive or accept and apply the approved indirect rate to specific grant sub-categories of spending which are designated by purpose code.
 - **FY20 APPLICATION ONLY** Private School Allocation – determine the equitable share for participating private schools under each grant.
 - Budget – enter dollar amount and narrative description of planned expenditures, categorized according to chart of account codes, and, if applicable, by purpose code.
 - Budget Overview – summary screen showing budget totals by account codes and purpose code. This screen is for viewing information only.
 - Program Details – enter the detailed descriptive information required to apply for both ESSERF and GEERF.
 - **[Updated 9/25/20]** FY21 Related Documents – Upload written affirmations or documentation of attempted consultation for each private school. This will only be used as applicable. Also upload CARES Act Equitable Share Calculations (excel document).
- **Assurances** – Enter the district DUNS number, the current System for Award Management (SAM) expiration date and agree to required statements. Additionally, download the Assurances and Certification Packet, sign the appropriate pages, convert them to a PDF file, and then upload the signed document to this sub-section.

Updating Address Book and Grant Contacts

Before submitting the application, locate the blue sidebar menu on the upper-left side. Select Address Book, and then CARES Act. For both ESSERF and GEERF, ensure the correct Grantee Contact is listed. For most districts, it might be appropriate for one district representative to be listed for both ESSERF and GEERF. If a Grantee Contact needs to be updated, click on the name of that grant. If a district representative is not appearing on the dropdown menu, a district representative with the User Access Administrator role will need to add them as a user and assign appropriate roles. It is imperative that the Address Book and Grant Contacts are kept updated so that notifications and emails are received by the correct district representative.

Address Book		
View All Grantee Contacts		
General Contacts		
Application	Contact Type	Contact
Planning Tool	Grantee Contact	
Homeless Education Liaison	Grantee Contact	
Entitlement Contacts		
Application	Contact Type	Contact
Career Technical Education	Grantee Contact DEED Application Contact Grants Management Contact	
CARES Act	Grantee Contact DEED Application Contact Grants Management Contact	

Grant Contacts	
Return To Address Book	
Grant	Grantee Contact
Elementary and Secondary School Emergency Relief Fund	
Governor's Emergency Education Relief Fund	

Submission and Approval

Once the grant application has been completed by the district staff with the Consolidated Update role, the user will mark the application as *Draft Completed*. Next, the district business manager who has been given the Fiscal Representative Role will review and either approve or return to the Grantee CARES Act Update role. The last approval step at the district level is the Authorized Representative Approval. Once the Authorized Representative has approved the application submission, it will be submitted to DEED and automatically given a Substantially Approvable date by the system.

Application Status	Change Status To	Who Can Make this Change
Not Started	Draft (Revision) Started	Grantee CARES Act Update
Draft (Revision) Started	Draft (Revision) Completed	Grantee CARES Act Update
Draft Completed	Fiscal Representative Approved	Grantee Fiscal Representative
Fiscal Representative Approved	Authorized Representative Approved	Grantee Authorized Representative

In a small district where one district representative may fill several of the user roles, the application will still need to be approved by each user role before it can advance through the district and onto DEED. Even in a case as mentioned above. **DEED expects a minimum of two people to participate in the application process and be given distinct approval roles in order to assure fiscal oversight and accountability.**

DEED Review

Once the district submits the CARES Act Application, DEED program and grants staff will review the application. DEED aims to approve or return applications within three weeks of receiving. The DEED Program Manager(s) will mark each item in the checklist as *OK* or *Needs Attention*. If any items in the funding application are marked as *Needs Attention*, the application will be returned by the DEED Program Manager to the district for revisions. This cycle will continue until the application is approvable.

Description (View Sections Only View All Pages)		Validation	Print <input type="checkbox"/> Select Items
All		Messages	Print
<input type="checkbox"/> Grantee Checklist			Print
Grantee Checklist			Print
<input type="checkbox"/> History Log			Print
History Log			Print
Create Comment			
<input type="checkbox"/> Allocations			Print
Allocations			Print

Check Feedback from
DEED Program Managers

GMS Validation Checks

If GMS does not allow the district to submit the application, go to the Sections page, find the Validation column, click on Messages in the All row and then search the messages for any errors written in red and correct.

Description (View Sections Only View All Pages)		Validation	Print <input type="checkbox"/> Select Items
All		Messages	Print
<input type="checkbox"/> Grantee Checklist			Print
Grantee Checklist			Print
<input type="checkbox"/> History Log			Print
History Log			Print
Create Comment			
<input type="checkbox"/> Allocations			Print
Allocations			Print
<input type="checkbox"/> Elementary and Secondary School Emergency Relief Fund		Messages	Print
Accept/Waive Indirect Cost			
Private School Allocations			Print
Budget		Messages	Print
Budget Overview			Print
Program Details		Messages	Print
Related Documents			
<input type="checkbox"/> Governor's Emergency Education Relief Fund		Messages	Print
Accept/Waive Indirect Cost			
Private School Allocations			Print


Check Validation
Messages

Completing the CARES Act Application in GMS

General Application Instructions


Allocations

No action is required on this page of the application. The Allocations page will display the district's allocation amounts for ESSERF and GEERF.

Allocations			
Go To 			
	(1) <u>ESSERF</u> CFDA:	(2) <u>GEERF</u> CFDA:	Total
Original	\$12,548,438.00	\$63,008.00	\$12,611,446.00
Incoming Carryover	\$0.00	\$0.00	\$0.00
Outgoing Carryover	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00
Total	\$12,548,438.00	\$63,008.00	\$12,611,446.00


Accept/Waive Indirect Cost (For Both Grants)

Use the Accept/Waive Indirect Cost screen to apply indirect cost rates to each grant. The approved indirect rates for each district will be entered into the system by DEED. Check the box to accept the indirect rate for each purpose code as desired.

Accept/Waive Indirect Cost	
Save And Go To 	
Purpose Code	Accepting Indirect Cost (5.09 %)
Regular Grant	<input checked="" type="checkbox"/>
Equitable Services	<input checked="" type="checkbox"/>

Budgets (For Both Grants)

Budget information is entered by each account code. To match expenditures to the correct account code, see the [Alaska Department of Education and Early Development Uniform Chart of Accounts](http://education.alaska.gov/publications/chart_of_accounts.pdf) (education.alaska.gov/publications/chart_of_accounts.pdf)

Budget		
Go To 		
View Budget Upload Download Budget Data		
<div>Select "Modify"</div>	Action	Account Code
	Modify	310 - Certificated Salaries
	Modify	320 - Non-Certificated Salaries
	Modify	360 - Employee Benefits
	Modify	390 - Transportation Allowance
	Modify	410 - Professional & Technical
	Modify	420 - Staff Travel
	Modify	425 - Student Travel
	Modify	430 - Utility Services
	Modify	440 - Other Purchased Services
	Modify	450 - Supplies/Materials/Media
	Modify	490 - Other Expenses (Dues and Fees)
	Modify	495 - Indirect
	Modify	480 - Tuition & Stipends (Students)
	Modify	510 - Equipment
	Modify	540 - Other Capital Outlay Expenses
Total		\$17,000.00
Adjusted Allocation		\$12,548,438.00
Remaining		\$12,531,438.00

Click on Modify in order to add, delete, or modify entries in an account code.

<div>Add New Budget Item</div> <div>Delete Budget Item</div> <div>Edit Budget Item</div>	<div>Add Budget Item</div> <div>Delete</div> <div>Edit</div>	<div><< First < Previous 1 Next > Last >></div> <div>Items 1-2 out of 2</div> <div>Items/Page: 10</div>
	<div>Budget Item</div> <div>Narrative Description</div>	<div>Account Code: 310 - Certificated Salaries</div> <div>Purpose Code: BG - Regular Grant</div> <div>Authorized Activities: Elementary and Secondary Education ...</div> <div>Optional Sub-Code:</div> <div>Location Code: Anchorage School District (5)</div> <div>Quantity: 1.00</div> <div>Cost: \$100,000.00</div> <div>Line Item Total: \$100,000.00</div> <div>1.0 FTE Teacher</div>

To enter an item, select **Add Budget Item**.

If desired, enter an applicable sub-code (or object code such as teacher salary within Certificated Salaries). The sub-code must be within the account code in the [Alaska Department of Education and Early Development Uniform Chart of Accounts](#).

Enter the **Quantity** and **Cost** of the item. The total will be automatically calculated. The district may choose to enter multiple items of the same unit cost or enter items individually. With the new budget upload and download process, districts should not “group” together the estimated total cost of multiple budget items (i.e., several positions). The district may budget all certificated salaries (310), non-certificated salaries (320), and benefits (360) for one school in the same box. Do not include budget items for multiple schools in the same box.

Enter information in the **Narrative Description** to clearly delineate the expenses in each entry. Include enough information such as FTE of positions, locations of activities, schools served, number of people traveling, etc. A thorough Narrative Description allows the reviewer to compare the Narrative Description to the descriptions of the activities and use of the funds on the Program Details page for both ESSERF and GEERF.

Location Codes - Select the appropriate Location Code to indicate whether the expense is a district level expense or if it is for a specific school within the district. School districts may allocate the funding to site/schools as they determine. The Location Code is not required except for Private School expenses. Districts must select the Private School from the Location Code drop-down.

Please reference the ESSERF and GEERF sections of this handbook for information about each grant’s **purpose codes** and **budget tags**.

The screenshot shows the 'Update Budget Item' form with the following fields and callouts:

- Account Code:** 310 - Certificated Salaries (Callout: Select Appropriate Account Code)
- Purpose Code:** BG - Regular Grant (Callout: Select Appropriate Purpose Code)
- Authorized Activities:** Elementary and Secondary Education ... (Callout: Select All Applicable Tags)
- Optional Sub-Code:** (Callout: Select Appropriate Location Code (i.e., district level or specific school))
- Location Code:** Anchorage School District (5) (Callout: Select Appropriate Location Code (i.e., district level or specific school))
- Quantity:** 1.00 (Callout: Provide Quantity of Item Budgeted)
- Cost:** \$100,000.00 (Callout: Provide Cost of Item Budgeted)
- Budget Item Total:** \$100,000.00 (Callout: Provide Applicable Sub-Code (Optional))
- Narrative Description:** 1.0 FTE Teacher (Callout: Provide Narrative Describing Item Budgeted)
- GMS Calculates Total Cost (Quantity x Cost)** (Callout: GMS Calculates Total Cost (Quantity x Cost))

Summary Totals:

Total for all other Budget Items:	\$2,218,182.54
Total for all Budget Items:	\$2,318,182.54
Adjusted Allocation:	\$12,548,438.00
Remaining:	\$10,230,255.46

Budget Overview (For Both Grants)

The Budget Overview page shows the totals that have been budgeted by account code and, if utilized, purpose code. This screen is view only.

Budget Overview

Go To

Filter by Location: All - \$17,000.00

[Hide Unbudgeted Categories](#)

Account Code	Purpose Code	BG - Regular Grant	PS - Equitable Services	Total
310 - Certificated Salaries		11,000.00	0.00	11,000.00
320 - Non-Certificated Salaries		0.00	0.00	0.00
360 - Employee Benefits		0.00	0.00	0.00
390 - Transportation Allowance		0.00	0.00	0.00
410 - Professional & Technical		0.00	0.00	0.00
420 - Staff Travel		0.00	0.00	0.00
425 - Student Travel		0.00	0.00	0.00
430 - Utility Services		0.00	0.00	0.00
440 - Other Purchased Services		0.00	0.00	0.00
450 - Supplies/Materials/Media		4,000.00	2,000.00	6,000.00
490 - Other Expenses (Dues and Fees)		0.00	0.00	0.00
495 - Indirect		0.00	0.00	0.00
480 - Tuition & Stipends (Students)		0.00	0.00	0.00
510 - Equipment		0.00	0.00	0.00
540 - Other Capital Outlay Expenses		0.00	0.00	0.00
Total		15,000.00	2,000.00	17,000.00

Elementary and Secondary School Emergency Relief Fund

ESSERF Use of Funds

Districts may spend their funds on a wide variety of activities:

1. Any activity authorized by the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Act (IDEA), Adult Education and Family Literacy Act (AEFLA), the Carl D. Perkins Career and Technical Education Act (Perkins), or the McKinney Vento Homeless Education Assistance Act,
2. Coordination of LEA preparedness and response efforts to improve coordinated responses with other agencies to prevent, prepare for, and respond to coronavirus,
3. Providing principals and other school leaders with the resources necessary to address school needs,
4. Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth,
5. Developing and implementing procedures and systems to improve LEA preparedness and response efforts,
6. Training and professional development for LEA staff on sanitation and minimizing the spread of infectious diseases,
7. Purchasing supplies to sanitize and clean LEA facilities,
8. Planning for and coordinating during long-term closures, including how to provide meals, technology for online learning, guidance on IDEA requirements, and ensuring other educational services can continue to be provided consistent with all applicable requirements,
9. Purchasing educational technology (including hardware, software, and connectivity) for students served by the LEA that aids in regular and substantive educational interactions between students and their classroom teachers, including assistance technology or adaptive equipment,
10. Providing mental health services and supports,
11. Planning and implementing activities related to summer learning and supplemental afterschool programs and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care, and
12. Other activities that are necessary to maintain operations and continuity of services and continuing to employ existing staff.

ESSERF Budget Purpose Codes

If desired or required, select the appropriate purpose code. Be aware that budgeting an item in a purpose code is like creating “sub-budgets” within the particular grant. There will be two purpose codes for the ESSERF application:

- Equitable Services (required for all private school expenses)
- Regular Grant

Note: If a district chooses to use purpose codes in their budget, reimbursements must also be submitted by each purpose code used. The district will need to track expenses by purpose code in order to submit reimbursements requests.

ESSERF Available Budget Tags

Select all appropriate Tags. At least one tag must be selected. See [Adding Budget Tags](#) section of this document. Unlike purpose codes, tags are not tied to reimbursement requests. Tags are strictly for budgeting purposes and do not affect reimbursements. The available tags for ESSERF are:

Tag Names	Budget Upload Text
Elementary and Secondary Education Act	AA=ESEA
Individuals with Disabilities Education Act	AA=IDEA
Adult Education and Family Literacy Act	AA=AEFLA
Carl D. Perkins Career and Technical Education Act	AA=CTE
McKinney Vento Homeless Education Assistance Act	AA=MKV
Coordination with other agencies	AA=1
Supporting principals and other school leaders	AA=2
Addressing needs of special populations	AA=3
Developing procedures to improve district preparedness	AA=4
Training on minimizing spread of COVID-19	AA=5
Purchasing supplies to sanitize facilities	AA=6
Planning for long-term closures	AA=7
Purchasing educational technology	AA=8
Providing mental health services and supports	AA=9
Summer programming for special populations	AA=10
Other activities to ensure continuity	AA=11

ESSERF Program Details

Answer each of the questions listed on the Program Details page. Below is list of the questions.

1. How did the LEA determine its most important educational needs as a result of COVID-19?
2. What is the LEA's proposed timeline for providing services and assistance to students and staff in both public and non-public schools?
3. To what extent does the LEA intend to use ESSER funds to promote remote learning?
4. How does the LEA intend to assess and address student learning gaps resulting from the disruption in educational services?
5. How will the LEA provide equitable services to students and teachers in non-public schools located within the LEA in the same manner as provided under section 1117 of the ESEA? (if applicable)
6. Describe how the LEA will comply with the requirements of Section 427 of GEPA, 20 U.S.C 1228a. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.

[Updated 9/25/20] FY21 ESSERF Related Documents

For participating private schools, upload written affirmations or documentation of attempted re-consultation for each participating private school. Also upload CARES Act Equitable Share Calculations (excel document).

Governor's Emergency Education Relief Fund

GEERF Use of Funds

Districts may spend their funds on a wide variety of activities:

1. Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins Act"), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).
2. Support the ability of the LEAs to continue to provide educational services to public and non-public school students and to support the on-going functionality of the LEA.
3. The provision of childcare and early childhood education, social and emotional support, and the protection of education-related jobs.

GEERF Budget Purpose Codes

There will be two purpose codes for the GEERF application:

- Equitable Services (required for all private school expenses)
- Regular Grant

Note: If a district chooses to use purpose codes in their budget, reimbursements must also be submitted by each purpose code used. The district will need to track expenses by purpose code in order to submit reimbursements requests.

GEERF Available Budget Tags

Select all appropriate Tags. At least one tag must be selected. See [Adding Budget Tags](#) section of this document. Unlike purpose codes, tags are not tied to reimbursement requests. Tags are strictly for budgeting purposes and do not affect reimbursements. The available tags for GEERF are:

Tag Name	Budget Upload Text
Elementary and Secondary Education Act	AA=ESEA
Individuals with Disabilities Education Act	AA=IDEA
Adult Education and Family Literacy Act	AA=AEFLA
Carl D. Perkins Career and Technical Education Act	AA=CTE
McKinney Vento Homeless Education Assistance Act	AA=MKV
Supporting on-going functionality of the LEA	AA=1
Continued staffing during period of disruption	AA=2
Carrying out emergency educational services	AA=3
Addressing digital divide and related issues in distance learning	AA=4
Childcare and early childhood education	AA=5
Social and emotional support	AA=6

GEERF Program Details

Answer each of the questions listed on the Program Details page. Below is list of the questions.

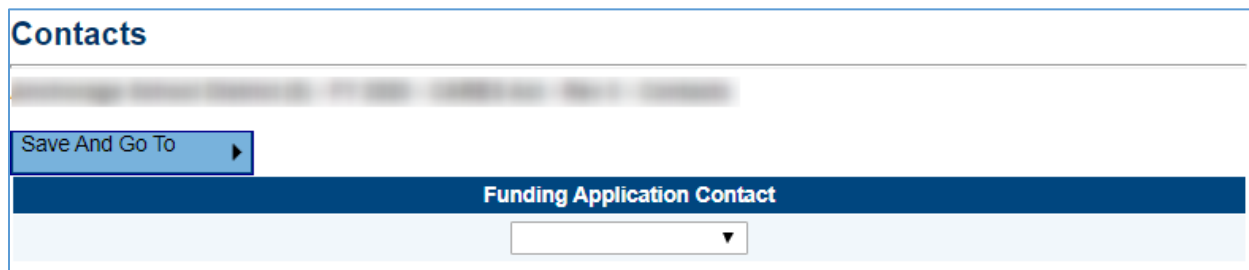
1. How will the LEA continue to provide educational services to students?
2. How will the LEA provide equitable services to students and teachers in non-public schools located within the LEA in the same manner as provided under section 1117 of the ESEA?
3. Describe how the LEA will comply with the requirements of Section 427 of GEPA, 20 U.S.C 1228a. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.

[Updated 9/25/20] FY21 GEERF Related Documents

For participating private schools, upload written affirmations or documentation of attempted re-consultation for each participating private school. Also upload CARES Act Equitable Share Calculations (excel document).

Contacts

Select from the drop-down menus the name of the district user who is the primary contact for the CARES Act Application (all programs). Note: The individual must be a GMS user to show up in the drop down.



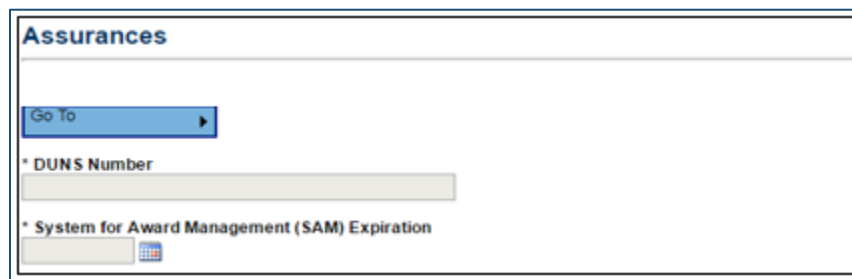
The screenshot shows a form titled "Contacts". Below the title is a blurred text field. Underneath is a blue button labeled "Save And Go To" with a right-pointing arrow. Below the button is a dark blue header bar labeled "Funding Application Contact". Under this header is a white drop-down menu with a downward arrow.

Assurances

The Assurances section describes the overall assurances that the district agrees to in accepting the federal funds under this funding application.

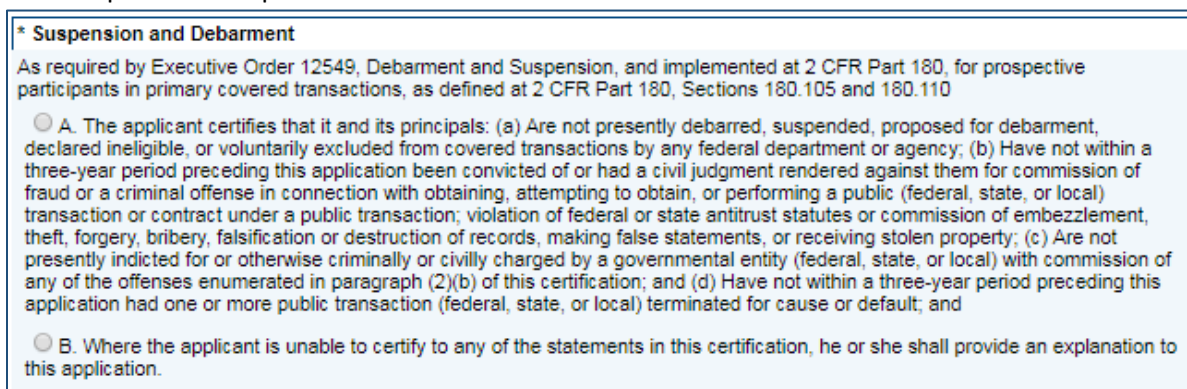
Assurances

1. Insert district's Dun and Bradstreet Data Universal Numbering System (DUNS) Number and the System for Award Management (SAM) Expiration date. If the district's SAM registration date is likely to expire prior to the application being approved, go to sam.gov to renew, and then enter new expiration date. If the SAM expiration date listed has passed, a validation error will occur.



The screenshot shows a form titled "Assurances". Below the title is a blue button labeled "Go To" with a right-pointing arrow. Below the button are two text input fields. The first is labeled "* DUNS Number". The second is labeled "* System for Award Management (SAM) Expiration" and includes a small calendar icon to its right.

2. Complete the Suspension and Debarment section.



The screenshot shows a form section titled "* Suspension and Debarment". Below the title is a paragraph of text: "As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180, Sections 180.105 and 180.110". Below this paragraph are two radio button options. Option A is selected and reads: "A. The applicant certifies that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) Have not within a three-year period preceding this application been convicted of 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 public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default; and". Option B reads: "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 application."

Related Documents

The complete packet of assurances, the **CARES Act Assurances and Certifications Packet**, must be completed, signed by the district's superintendent or authorized designee, scanned, and uploaded under the Required Documents section.

General GMS Guidance

What is the Budget Template?

The Excel budget template contains four worksheets.

- The first is the *Budget Data* worksheet and contains the column headings and any budget detail information currently in the grant from which it is downloaded. This is the sheet that is used to create, update, or delete budget detail information.
- The *Available Budget Cells* worksheet contains the list of allowable account code/purpose code combinations for the grant.
- The *Available Budget Tags* worksheet contains the list of required/optional tags for the grant.
- The *Available Organizations* worksheet contains the list of organizational codes (e.g., district and school codes) for the district's grant.

The *Available Budget Tags*, *Available Budget Cells*, and *Available Organizations* worksheets are for reference and can be used to copy and paste information to the *Budget Data* worksheet.

Excel Worksheets

Budget Data	Available Budget Cells	Available Budget Tags	Available Organizations
--------------------	------------------------	-----------------------	-------------------------

Budget Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Item Key	Action	Account C	Account C	Purpose C	Purpose C	Optional	Budget Ta	Organizati	Organizati	Quantity	Cost	Total	Narrative Description	
930455	Update	310	Certificate	BG	Regular Gi		AA=ESEA	5	Anchorage	1	6000	6000	Narrative Description	
930454	Update	310	Certificate	BG	Regular Gi		AA=AEFLA	5	Anchorage	1	5000	5000	Narrative Description	
930457	Update	450	Supplies/I	BG	Regular Gi		AA=6	5	Anchorage	1	4000	4000	Narrative description	
930458	Update	450	Supplies/I	PS	Equitable		AA=6	05NP004	Anchorage	1	2000	2000	Equitable Services	

Available Budget Cells

A	B	C	D	E	F
Account C	Account C	Purpose C	Purpose C	Code Description	
310	Certificate	BG	Regular Grant		
310	Certificate	PS	Equitable Services		
320	Non-Certi	BG	Regular Grant		
320	Non-Certi	PS	Equitable Services		

Tips for Using the Budget Template

- It is recommended that a budget template be downloaded whenever a new budget upload is being created so that the most current system information is available.
- Columns in the template can be rearranged, but it is critical that the text of the column heading remain exactly as downloaded.
- Required columns cannot be deleted.
- Additional columns can be added, but these will be ignored in the upload process. For example, a column for notes could be added for reference but they would not create errors nor would the data in these columns affect the budget detail in the upload process.
- Rows for budget details which have no changes can be deleted if desired. Leaving them in with the *Update* Action will not make any changes if nothing was changed in the Excel file. Note: If the budget detail is to be removed from the budget, leave the row in and use *Delete* in the Action column.
- While an entire budget can be uploaded at once, it is also possible to upload only one or a group of budget details.
- Indirect lines in the file will be ignored, as they are automatically generated based on the content in the other budget entries. A warning will appear but it will not prevent the budget template from uploading.

Grant Budget Upload Messages	
Emergency Relief Fund - FY 2020 - CARES Act - Rev 0 - Elementary and Secondary School	
Return to Grant Budget Upload	
Row 4	
495 - Indirect cannot be created, updated, or deleted through the budget upload. These line items are automatically generated based on other budget entries. These rows will be ignored when the file processes.	Warning

- Indirect lines can be manually deleted from the budget template before uploading, but this action is not necessary.

The Budget Template contains the following columns.

1. Item Key (required column)

- A value is required for rows that are being updated or deleted. The value would need to remain the same from the budget download.
- This column contains the system's identification for an existing budget detail. When creating new budget details, this cell will be left blank.

2. Action (required column)

- A value is required for this column in every budget detail row.
- Three possible entries – *Update*, *Delete*, and *Create*.
- An existing budget detail can only have *Update* or *Delete*. The default is *Update*.
- New budget details must use the term *Create*.

3. Account Code (required column)

- A value is required for this column in every budget detail row.
- Can only have a code that is listed on the available Budget Cells sheet

4. Account Code Description (optional column)

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.

5. Purpose Code (required column)

- A value is required for this column in every budget detail row.
- must be listed on the Budget Cells sheet in combination with the Account Code selected.

6. Purpose Code Description (optional column)

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.

Tip: The Account Code, Account Code Description, Purpose Code and Purpose Code Description can be copied and pasted to the appropriate location in the Budget Data sheet.

7. Optional Sub-Code (optional column)

8. Budget Tags (optional column)

- For Title Programs that require a tag, there will be a validation error that will force a budget tag to be entered before submission.
- Districts can also manually select tags from the drop-down menu for each budget item in GMS itself.

9. Organization Number (required column)

- A value is required for this column in every budget detail row.
- Data entered must be on the Available Organization page in the exact format as listed.

10. Organization (optional column)

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.
- Can be copied and pasted with the code from the Available Organization sheet.

11. Quantity (required column)

- A value is required for this column in every budget detail row.
- Must be greater than 0.
- Data can be entered up to two decimal places.

12. Cost (required column)

- A value is required for this column in every budget detail row.
- Must be greater than 0.
- Data can be entered up to two decimal places.

13. Total (optional column)

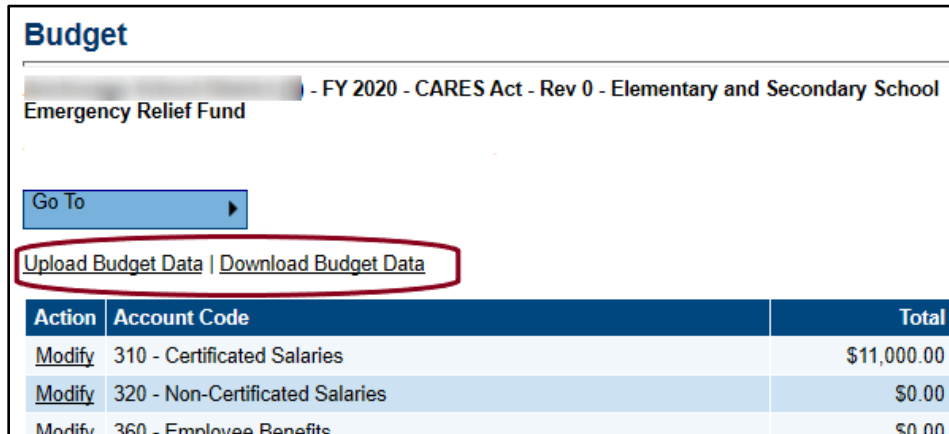
- This will be automatically calculated as $\text{Quantity} \times \text{Cost} = \text{Total}$.

14. Narrative Description (required column)

- A value is required for specific account code/purpose code combinations. If an upload file is missing one or more required narrative descriptions, an error message will indicate which rows require a value.
- Limit to 2,000 characters.
- Use ALT+Enter (Windows) or Control+Option+Enter (Mac) to create line breaks in the text.

Steps for Creating or Modifying a Budget

- Step 1.** From the Budget page click on *Download Budget Data*. This will download an Excel file containing the budget data and other information specific to the grant.

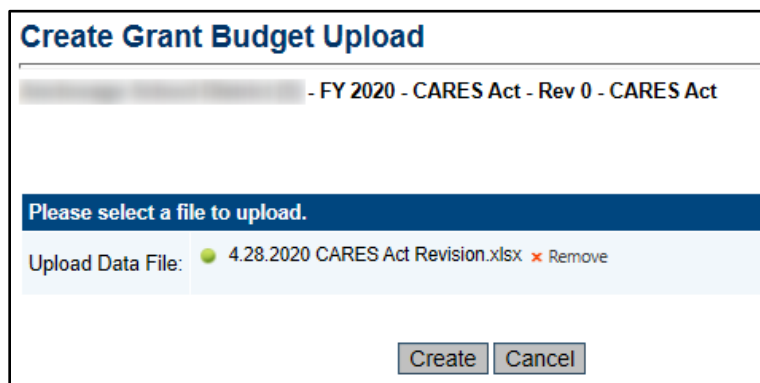


Action	Account Code	Total
Modify	310 - Certificated Salaries	\$11,000.00
Modify	320 - Non-Certificated Salaries	\$0.00
Modify	360 - Employee Benefits	\$0.00

- Step 2.** Open the downloaded Excel file. The column headings in the file must not be renamed nor required columns deleted. However, the columns can be reordered if desired. Make any desired changes to any existing budget details. The default Action value is *Update* which indicates a change to data within the budget detail. To delete a budget detail, use *Delete* in the Action column. Create new budget details as needed, putting *Create* in the Action column.

If creating a budget “from scratch,” or to provide a user with a blank upload file, use *Download Budget Data* before any budget details are created or download the budget and delete all the rows except the one with the column headings. This process could be used to provide an empty spreadsheet to individual schools for creating their own budgets. The completed sheets would be uploaded into the district budget.

- Step 3.** Save the file with an appropriate file name.
- Step 4.** From the Budget page, click on *Upload Budget Data*.
- Step 5.** Locate the file by clicking on *Choose File* and click on *Create* after finding the file.



Create Grant Budget Upload

FY 2020 - CARES Act - Rev 0 - CARES Act

Please select a file to upload.

Upload Data File: 4.28.2020 CARES Act Revision.xlsx Remove

Create Cancel

- If the file is missing any required data, a message will appear and the file will not be uploaded. Open the file in Excel, enter the missing data, save the file and upload again.

Step 6. If the file uploads, the system will display the Grant Budget Upload Screen.

[Process Grant Budget Upload](#)
[Delete Grant Budget Upload](#)

Grant Budget Upload Functions	Description
View Messages	View any issues with the upload file.
Upload Data File	Upload a new file to replace the current one.
View Data File	View the current file.

[Return](#)

Process Grant Budget Upload: Completes the upload process and makes changes to the budget.

Delete Grant Budget Upload: Ends the current upload action. No changes will be made to the budget.

View Messages: Check for validation errors.

Upload Data File: Upload a new file to correct any validation errors.

View Data File: Opens the uploaded file.

Step 7. Click on *View Messages* to see if there are any validation errors. An error will prevent the file from being processed. If errors exist, correct them in the Excel file and click on *Upload Data File* from this screen to load the corrected file.

Step 8. If there are no error messages, click on *Process Grant Budget Upload* to complete the budget upload.

Step 9. A budget upload must be processed before another one can be started. If a budget upload has been started but not completed, the Budget page will display a *View Budget Upload* link. If you do not want to complete the current budget upload process for any reason, click on *Delete Grant Budget Upload*. No changes will be made to the budget.

[Process Grant Budget Upload](#)
[Delete Grant Budget Upload](#)

Grant Budget Upload Functions	Description
View Messages	View any issues with the upload file.
Upload Data File	Upload a new file to replace the current one.
View Data File	View the current file.

[Return](#)

Adding Budget Tags

Available Budget tags are listed on the *Available Budget Tags* worksheet of the budget template.

A	B	C	D	E
Tag Group Name	Tag Group	Tag Name	Tag Load	Upload Text
Authorized Activities	AA	Elementary and Secondary Education Act	ESEA	AA=ESEA
Authorized Activities	AA	Individuals with Disabilities Education Act	IDEA	AA=IDEA
Authorized Activities	AA	Adult Education and Family Literacy Act	AEFLA	AA=AEFLA
Authorized Activities	AA	Carl D. Perkins Career and Technical Education Act	CTE	AA=CTE
Authorized Activities	AA	McKinney Vento Homeless Education Assistance Act	MKV	AA=MKV
Authorized Activities	AA	Coordination with other agencies	1	AA=1
Authorized Activities	AA	Supporting principals and other school leaders	2	AA=2
Authorized Activities	AA	Addressing needs of special populations	3	AA=3
Authorized Activities	AA	Developing procedures to improve district preparedness	4	AA=4
Authorized Activities	AA	Training on minimizing spread of COVID-19	5	AA=5
Authorized Activities	AA	Purchasing supplies to sanitize facilities	6	AA=6
Authorized Activities	AA	Planning for long-term closures	7	AA=7

To add multiple tags, tags need to be separated by commas in the *Budget Tags* column on the *Budget Data* worksheet. [Tag Group Code]= [Tag Load Name 1], [Tag Load Name 2], [Tag Load Name 3]. See example below.

B	C	D	E	F	G	H
Action	Account C	Account C	Purpose C	Purpose C	Optional S	Budget Tags
Update	310	Certificate BG	Regular G			AA=ESEA, 2
Update	310	Certificate BG	Regular G			AA=AEFLA
Budget Data		Available Budget Cells		Available Budget Tags		Available

Districts can also manually select tags from the drop-down menu for each budget item in GMS itself.