

Coronavirus Response and
Relief Supplemental
Appropriations (CRRSA) Act
Alaska Grants Management
System (GMS) Application
Handbook



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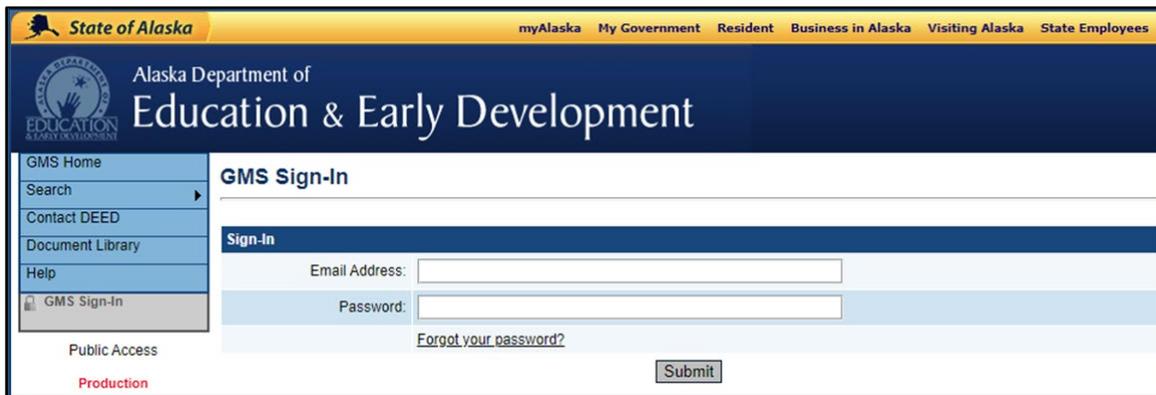
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Overview

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), was signed into law on December 27, 2020 and provides an additional \$54.3 billion for the Elementary and Secondary School Emergency Relief Fund (ESSER II Fund). On January 5, 2021, Secretary DeVos [announced](#) the release to State Education Agencies (SEAs). These funds are in addition to the \$13 billion provided under the CARES Act.

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 CRRSA Act – ESSER II funding. 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 text "State of Alaska" and links for "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". Below this is a dark blue header with the Alaska Department of Education & Early Development logo and the text "Alaska Department of Education & Early Development". A left sidebar contains a menu with items: "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 two input fields: "Email Address:" and "Password:". Below the password field is a link for "Forgot your password?". A "Submit" button is located at the bottom right of the sign-in area. At the bottom left of the page, there is a "Public Access" label and a "Production" status indicator.

Overview of the CRRSA Act Application

Once logged into GMS, to access the CRRSA Act Application, locate the blue sidebar menu on the upper-left side. Select Funding, then Funding Application, Select the Fiscal Year 21, and then CRRSA Act. This navigates the user to the CRRSA Act Sections page. The Sections page is considered the homepage of the CRRSA 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		
- FY 2021 - CRRSA Act - Rev 0		
Application Status: Draft Started		
Change Status To: Draft Completed		
View DEED History Log		
View Change Log		
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 II Fund	Messages	Print
Accept/Waive Indirect Cost		
Budget	Messages	Print
Budget Overview		Print
Related Documents	Messages	
<input type="checkbox"/> Contacts	Messages	Print
Contacts	Messages	Print
<input type="checkbox"/> Assurances	Messages	Print
Assurances	Messages	Print
Related Documents		Print
<input type="checkbox"/> Substantially Approved Dates		Print
Substantially Approved Dates		Print
<input type="checkbox"/> Grant Award Report		Print
Grant Award Report		
All	Messages	Print

More detailed application instructions for ESSER II are provided later in this handbook, but below is an abbreviated description of all Sections and instructions for the entire CRRSA 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 ESSER II grant in the application, including carryover, are shown here.
- **ESSER II Grant**– The CRRSA Act Application includes one section for ESSER II. ESSER II has the following 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.
 - 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.
 - Related Documents – This will only be used as needed.
- **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 CRRSA Act. For ESSER II, ensure the correct Grantee Contact is listed. 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

- FY 2021

[View All Grantee Contacts](#)

General Contacts

Application	Contact Type	Contact
Planning Tool	Grantee Contact	[Redacted]
Homeless Education Liaison	Grantee Contact	[Redacted]

Entitlement Contacts

Application	Contact Type	Contact
Career Technical Education	Grantee Contact DEED Application Contact Grants Management Contact	[Redacted]
CARES Act	Grantee Contact DEED Application Contact Grants Management Contact	[Redacted]
CRRSA Act	Grantee Contact DEED Application Contact Grants Management Contact	[Redacted]

Grant Contacts

- FY 2021

[Return To Address Book](#)

Grant	Grantee Contact
Elementary and Secondary School Emergency Relief II Fund	N/A

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 CRRSA 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 CRRSA Act Update
Draft (Revision) Started	Draft (Revision) Completed	Grantee CRRSA 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 CRRSA 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
[-] Grantee Checklist			Print
	Grantee Checklist		Print
[-] History Log			Print
	History Log		Print
	Create Comment		
[-] 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
[-] Grantee Checklist			Print
	Grantee Checklist		Print
[-] History Log			Print
	History Log		Print
	Create Comment		
[-] Allocations			Print
	Allocations		Print
[-] Elementary and Secondary School Emergency Relief II Fund		Messages	Print
	Accept/Waive Indirect Cost		
	Budget	Messages	Print
	Budget Overview		Print
	Related Documents	Messages	
[-] Contacts		Messages	Print
	Contacts	Messages	Print
[-] Assurances		Messages	Print
	Assurances	Messages	Print
	Related Documents		Print

Check Validation Messages

Completing the CRRSA 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 amount for ESSER II.

Allocations			
- FY 2021 - CRRSA Act - Rev 0 - Allocations			
Go To ▶			
	(1)	<u>ESSER II</u> CFDA:	Total
Original		\$50,070,679.00	\$50,070,679.00
Incoming Carryover		\$0.00	\$0.00
Outgoing Carryover		\$0.00	\$0.00
Reallocated		\$0.00	\$0.00
Additional		\$0.00	\$0.00
Released		\$0.00	\$0.00
Consortium		\$0.00	\$0.00
Forfeited		\$0.00	\$0.00
Total		\$50,070,679.00	\$50,070,679.00

Accept/Waive Indirect Cost

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

Accept/Waive Indirect Cost	
- FY 2021 - CRRSA Act - Rev 0 - Elementary and Secondary School Emergency Relief II Fund	
Save And Go To ▶	
Purpose Code	Accepting Indirect Cost (4.44 %)
ESSER II Fund	<input checked="" type="checkbox"/>

Budget

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 <input type="text"/>		
View Budget Upload Download Budget Data		
Action	Account Code	Total
Modify	310 - Certificated Salaries	\$11,000.00
Modify	320 - Non-Certificated Salaries	\$0.00
Modify	360 - Employee Benefits	\$0.00
Modify	390 - Transportation Allowance	\$0.00
Modify	410 - Professional & Technical	\$0.00
Modify	420 - Staff Travel	\$0.00
Modify	425 - Student Travel	\$0.00
Modify	430 - Utility Services	\$0.00
Modify	440 - Other Purchased Services	\$0.00
Modify	450 - Supplies/Materials/Media	\$6,000.00
Modify	490 - Other Expenses (Dues and Fees)	\$0.00
Modify	495 - Indirect	\$0.00
Modify	480 - Tuition & Stipends (Students)	\$0.00
Modify	510 - Equipment	\$0.00
Modify	540 - Other Capital Outlay Expenses	\$0.00
Total		\$17,000.00
Adjusted Allocation		\$12,548,438.00
Remaining		\$12,531,438.00

Select "Modify"

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

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

Add New Budget Item

Delete Budget Item

Edit Budget Item

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 gives the reviewer enough information to determine whether an expense is allowable.

Location Codes – The district location code is the default location code from the drop-down. It is preferred that districts do not utilize the school location codes as ESSER II is not a school-level program.

Please reference the ESSER II section of this handbook for information about the grant’s **purpose code** and **budget tags**.

Update Budget Item

Budget Item	Narrative Description
Account Code: 310 - Certificated Salaries Purpose Code: BG - ESSER II Fund Authorized Activities: Elementary and Secondary Education ... Optional Sub-Code: Location Code: Anchorage School District (5) Quantity: 1.00 Cost: \$100,000.00 Budget Item Total: \$100,000.00	1.0 FTE Teacher 15 of 2000 characters

Summary Table:

Total for all other Budget Items:	\$7,573.20
Total for all Budget Items:	\$107,573.20
Adjusted Allocation:	\$50,070,679.00
Remaining:	\$49,963,105.80

Callout Boxes:

- Select Appropriate Account Code
- Select Appropriate Purpose Code
- Select All Applicable Tags
- Select Appropriate Location Code (recommend only using district location code)
- Provide Applicable Sub-Code (Optional)
- Provide Narrative Describing Item Budgeted
- Provide Quantity of Item Budgeted
- Provide Cost of Item Budgeted
- GMS Calculates Total Cost (Quantity x Cost)

Budget Overview

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			
- FY 2021 - CRRSA Act - Rev 0 - Elementary and Secondary School Emergency Relief II Fund			
Go To <input type="text"/>			
Filter by Location: <input type="text" value="All - \$891,395.40"/> <input type="button" value="v"/>			
Hide Unbudgeted Categories			
Account Code	Purpose Code	BG - ESSER II Fund	Total
310 - Certificated Salaries		852,500.00	852,500.00
320 - Non-Certificated Salaries		0.00	0.00
360 - Employee Benefits		0.00	0.00
390 - Transportation Allowance		0.00	0.00
410 - Professional & Technical		0.00	0.00
420 - Staff Travel		0.00	0.00
425 - Student Travel		0.00	0.00
430 - Utility Services		1,000.00	1,000.00
440 - Other Purchased Services		0.00	0.00
450 - Supplies/Materials/Media		0.00	0.00
490 - Other Expenses (Dues and Fees)		0.00	0.00
495 - Indirect		37,895.40	37,895.40
480 - Tuition & Stipends (Students)		0.00	0.00
510 - Equipment		0.00	0.00
540 - Other Capital Outlay Expenses		0.00	0.00
Total		891,395.40	891,395.40

Elementary and Secondary School Emergency Relief II Fund

ESSER II 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. Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
3. Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.
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, including how outreach and service delivery will meet the needs of each population.
5. Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
6. Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
7. Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
8. Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the IDEA and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.
9. Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.
10. Providing mental health services and supports.
11. Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, children with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
12. Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by—
 - a. Administering and using high-quality assessments that are valid and reliable, to accurately assess students’ academic progress and assist educators in meeting students’ academic needs, including through differentiating instruction.
 - b. Implementing evidence-based activities to meet the comprehensive needs of students.
 - c. Providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment.
 - d. Tracking student attendance and improving student engagement in distance education.
13. School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.

14. Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.
15. Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

ESSER II Budget Purpose Code

There will be one purpose code for the ESSER II application:

- ESSER II Fund

ESSER II 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 ESSER II are:

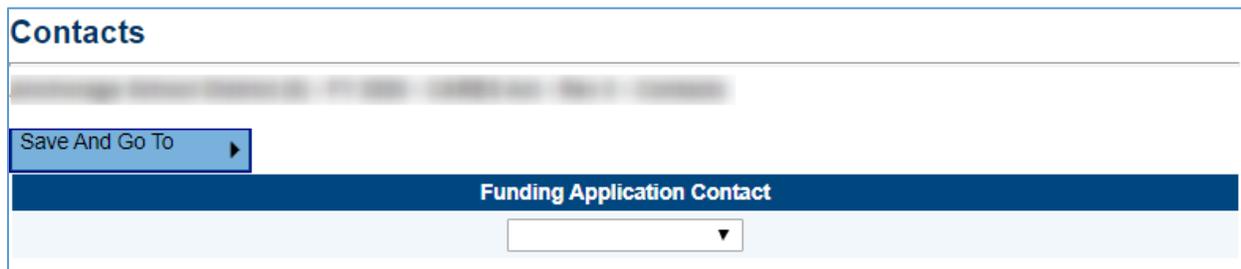
Tag Names	Budget Upload Text
Elementary and Secondary Education Act	AA=ESEA
Individuals with Disabilities Education Act	AA=IDEA
Adult Education and Family Literacy Act	AA=AEFLA
Carl D. Perkins Career and Technical Education Act	AA=CTE
McKinney Vento Homeless Education Assistance Act	AA=MKV
Coordination 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
Addressing learning loss among students	AA=11
School facility repairs and improvement to reduce risk of virus transmission	AA=12
Improving the indoor air quality in school facilities	AA=13
Other activities to ensure continuity	AA=14

ESSER II Related Documents

Upload documentation as needed.

Contacts

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



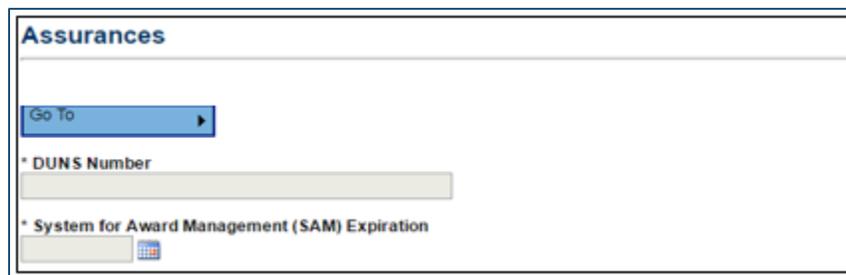
The screenshot shows a web interface for the 'Contacts' section. At the top, there is a header 'Contacts'. Below it, there is a 'Save And Go To' button with a right-pointing arrow. Underneath the button is a dark blue bar with the text 'Funding Application Contact'. Below this bar is a white dropdown menu with a downward-pointing arrow.

Assurances

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

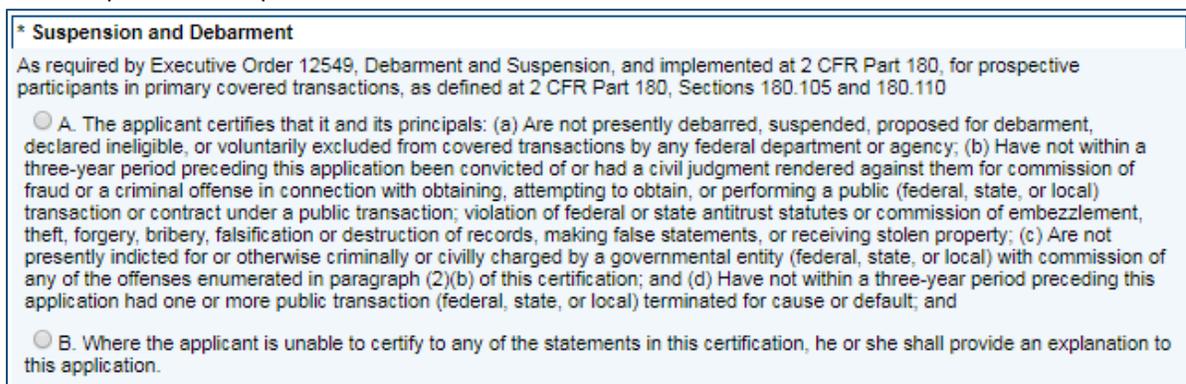
Assurances

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 web interface for the 'Assurances' section. It features a 'Go To' button with a right-pointing arrow. Below the button are two input fields. The first is labeled '* DUNS Number' and the second is labeled '* System for Award Management (SAM) Expiration' and includes a calendar icon.

2. Complete the Suspension and Debarment section.



The screenshot shows a web interface for the '* Suspension and Debarment' section. It contains a title '* Suspension and Debarment', 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 the text are two radio button options: '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' and '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 **CRRSA 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

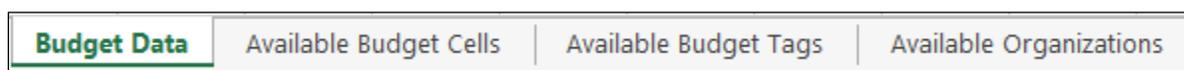
What is the Budget Template?

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Item Key	Action	Account C	Account C	Purpose C	Purpose C	Optional	Budget Ta	Organizat	Organizat	Quantity	Cost	Total	Narrative Description		
2	957015	Update	310	Certificate	BG	ESSER II Fu	AA=MKV	5	Anchorage		189	4500	850500	Narrative Description		
3	957013	Update	310	Certificate	BG	ESSER II Fu	AA=12	5	Anchorage		1	2000	2000	Narrative Description		
4	957016	Update	430	Utility Ser	BG	ESSER II Fu	AA=ESEA,	5	Anchorage		4	250	1000	Narrative Description		
5	957014	Update	495	Indirect	BG	ESSER II Fu		5	Anchorage		1	37895.4	37895.4	Automatically generated In		
6																
7																

Available Budget Cells

	A	B	C	D	E	F
1	Account C	Account C	Purpose C	Purpose Code	Description	
2	310	Certificate	BG	ESSER II Fund		
3	320	Non-Certi	BG	ESSER II Fund		
4	360	Employee	BG	ESSER II Fund		
5	390	Transport	BG	ESSER II Fund		
6	410	Profession	BG	ESSER II Fund		
7	420	Staff Trave	BG	ESSER II Fund		
8	425	Student Tr	BG	ESSER II Fund		

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 II Fund - FY 2021 - CRRSA Act - Rev 0 - Elementary and Secondary School

[Return to Grant Budget Upload](#)

Row 5	
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.

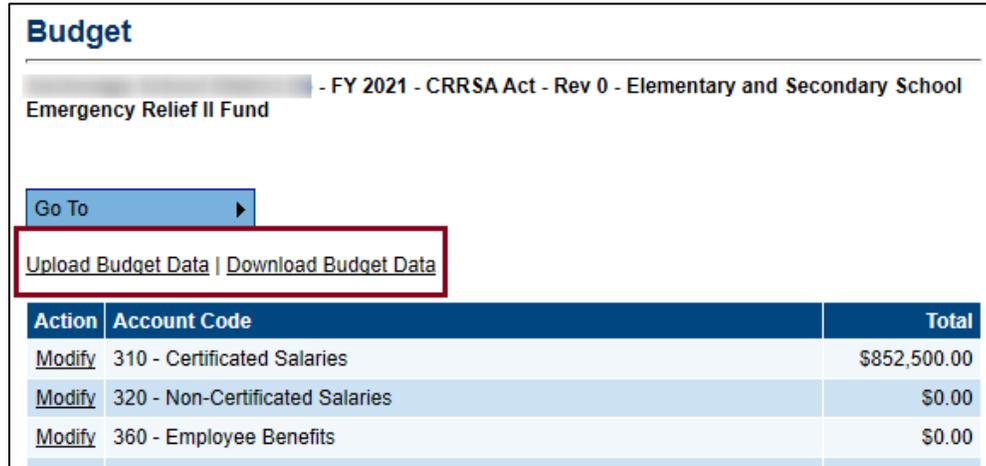
2. Action (required column)

- 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.



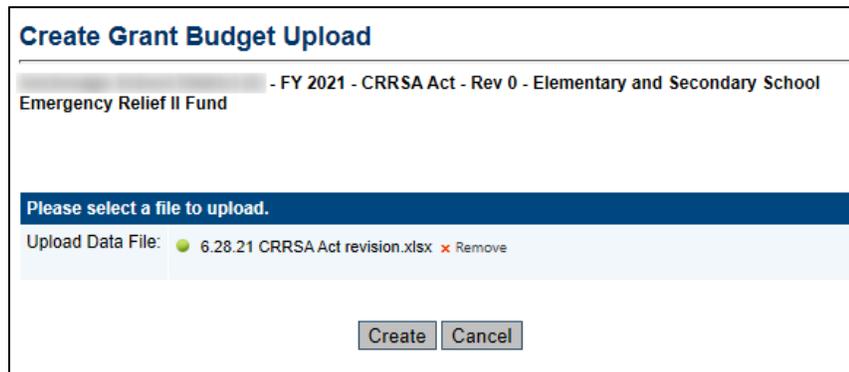
The screenshot shows a web interface for budget management. At the top, it says "Budget" and "Emergency Relief II Fund - FY 2021 - CRRSA Act - Rev 0 - Elementary and Secondary School". Below this is a "Go To" dropdown menu. A red box highlights two links: "Upload Budget Data" and "Download Budget Data". Below the links is a table with three columns: "Action", "Account Code", and "Total".

Action	Account Code	Total
Modify	310 - Certificated Salaries	\$852,500.00
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.



The screenshot shows a web interface for uploading budget data. It has the same header as the previous screenshot: "Create Grant Budget Upload" and "Emergency Relief II Fund - FY 2021 - CRRSA Act - Rev 0 - Elementary and Secondary School". Below the header is a blue bar with the text "Please select a file to upload." Underneath, there is a file upload area with the text "Upload Data File:" followed by a green circle icon, the filename "6.28.21 CRRSA Act revision.xlsx", and a red "x" icon with the text "Remove". At the bottom of the interface are two buttons: "Create" and "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	F	G
1	Tag Group Name	Tag Group Name	Tag Name	Tag Load	Upload Text		
2	Authorized Activities	AA	Elementary and Secondary Education Act	ESEA	AA=ESEA		
3	Authorized Activities	AA	Individuals with Disabilities Education Act	IDEA	AA=IDEA		
4	Authorized Activities	AA	Adult Education and Family Literacy Act	AEFLA	AA=AEFLA		
5	Authorized Activities	AA	Carl D. Perkins Career and Technical Education Act	CTE	AA=CTE		
6	Authorized Activities	AA	McKinney Vento Homeless Education Assistance Act	MKV	AA=MKV		
7	Authorized Activities	AA	Coordination with other agencies	1	AA=1		
8	Authorized Activities	AA	Supporting principals and other school leaders	2	AA=2		
9	Authorized Activities	AA	Addressing needs of special populations	3	AA=3		
10	Authorized Activities	AA	Developing procedures to improve district preparedness	4	AA=4		

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.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Item Key	Action	Account C	Account C	Purpose C	Purpose C	Optional S	Budget Tags	Organizati	Organizati	Quantity	Cost
2	957015	Update	310	Certificate	BG	ESSER II Fu		AA=MKV	5	Anchorage	189	
3	957013	Update	310	Certificate	BG	ESSER II Fu		AA=12	5	Anchorage	1	
4	957016	Update	430	Utility Ser	BG	ESSER II Fu		AA=ESEA, MKV	5	Anchorage	4	
5	957014	Update	495	Indirect	BG	ESSER II Fu			5	Anchorage	1	3
6												
7												
8												
9												
10												

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