

# FY2024 COVID-19 Discretionary Funding Grant Handbook

*Updated June 21, 2023*



**Alaska Department of Education & Early Development**

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**[education.alaska.gov](http://education.alaska.gov)**

**[DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov)**

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# General Information

## Contact DEED

For general information, or if you're unsure who to contact, please contact our generalized inbox at [DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov)

Name	Contact For	Phone	Email
Joel Roylance, Program Coordinator II	Program Compliance Program Monitoring	(907)269-7976	<a href="mailto:Joel.Roylance@alaska.gov">Joel.Roylance@alaska.gov</a>
Nicole Endsley, Program Coordinator I	Allowable Activities Application Approval Getting Set Up in GMS	(907)419-7885	<a href="mailto:Nicole.Endsley@alaska.gov">Nicole.Endsley@alaska.gov</a>
Machelle Bennett, Grants Administrator II	Fiscal Questions Indirect, UEI Reimbursement Requests	(907)465-8694	<a href="mailto:Machelle.Bennett@alaska.gov">Machelle.Bennett@alaska.gov</a>

## What is GMS?

The Grants Management System (GMS) is the online tool the Alaska Department of Education & Early Development (DEED) uses to administer several grants. Starting in FY2023, all COVID Discretionary grantees will utilize GMS to submit their annual budget, budget revisions, quarterly reimbursement requests, and their final expenditure report (FER) to DEED for all expenditures related to COVID Discretionary grants (including American Rescue Plan Act Competitive Grants). Required State and Federal reporting will continue to take place outside of GMS.

To access GMS, go to [gms.education.alaska.gov](https://gms.education.alaska.gov).

## Part 1: Accessing GMS

### Organizations New to GMS

#### Step 1: Establish a GMS Account

##### *User Access Administrator*

- Review the [User Access Administrator Guidelines](#) and the [User Agreement Policy & Procedures](#).
- Please sign the [User Access Administrator Agreement](#) and email it to: [EED.GMS.SUPPORT@ALASKA.GOV](mailto:EED.GMS.SUPPORT@ALASKA.GOV) and CC [DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov).

##### *Additional Users*

- Each organization must have at least 2 unique users. One to complete the application (Grantee COVID Discretionary Update) and one to approve the application (Grantee Authorized Representative).
- A Grantee Fiscal Representative will also be needed, as this is the role used to submit reimbursement requests to DEED.
- The User Access Administrator (UAA) identified above would be responsible for adding/maintaining GMS user roles for those in their organization. The UAA (User Access Administrator) should have each user complete the [GMS User Agreement](#) to be kept on file (do not need to send these forms to DEED).
- For additional information, review [GMS Workflow Process & Roles](#).

## Step 2: Provide DEED with Your Indirect Rate & UEI Number

- Please email [DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov) your UEI number and your approved indirect rate, if any. If you do not have a federally approved indirect rate, but would still like to claim it, you may opt to use the de minimus rate up to 10%. To utilize the de minimus rate DEED requires a written statement from your organization that notes the percentage you are claiming in a statement like the example below.
- (Grantee's name) confirms they do not have an approved federal indirect cost rate covering the period of the COVID Discretionary grant and are therefore eligible to use the up to 10% de minimus rate under 2CFR200.414(f).

## Step 3: Ensure Your IRIS Vendor Information is Updated

- Please reach out to the IRIS Vendor Help Desk to ensure your vendor information is up to date. You may have to register as a vendor if you haven't had a grant with DEED in the past. <https://doa.alaska.gov/dof/vendor.html>

## Step 4: Learn to use GMS

- Review the [COVID Discretionary Handbook](#).
- Watch our [COVID Discretionary webinar about how to use GMS](#).
- Review the resources in the [GMS Document Library](#). The most applicable sections are: "All Users and Applications" and "COVID Discretionary Application."

## Organizations Who Have Used GMS Previously, But Have Not Had a COVID Discretionary Grant

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Please have your User Access Administrator add the Grantee COVID Discretionary Role to someone in the organization. After the role has been added to GMS, please logout and log back in. The COVID Discretionary application should now appear on your Funding Applications page.

## Organizations Who Had a COVID Discretionary Grant in FY2023

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Grants in GMS operate on the fiscal year (July 1 – June 30). If you have/had a COVID Discretionary grant in GMS in FY2023, the grant in GMS ends June 30, 2023 (although that may not be when the funding expires). You'll complete a final expenditure request (FER) and close the grant out after 4<sup>th</sup> quarter reimbursements. Once your FER is approved by DEED's grants staff, any unspent funding will automatically transfer over to the FY2024 application (which runs July 1, 2023 through June 30, 2024). You can then budget the remaining funds in the FY2024 application.

Please note:

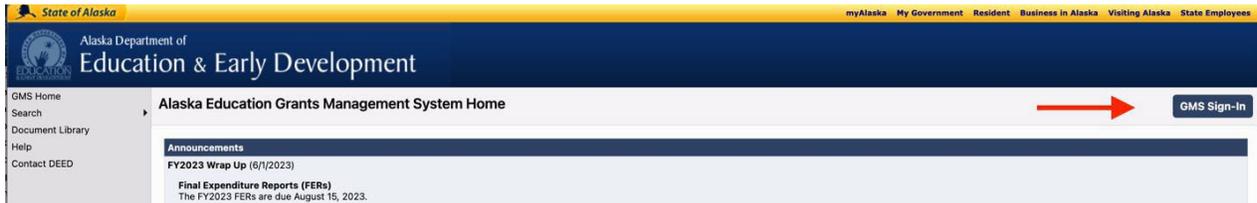
- If your grant is from CRRSA funding and expires September 30, 2023, you'll only be able to submit for first quarter reimbursement in FY2024.
- If your grant is from ARP funding, it doesn't expire until September 30, 2024, and you'll be able to submit quarterly reimbursements for the entire fiscal year.
- If you're unsure when your funding expires, please email us at [DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov).

## Part 2: Creating Accounts & Roles

### GMS User Access Administrator

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To access GMS, go to [gms.education.alaska.gov](https://gms.education.alaska.gov).

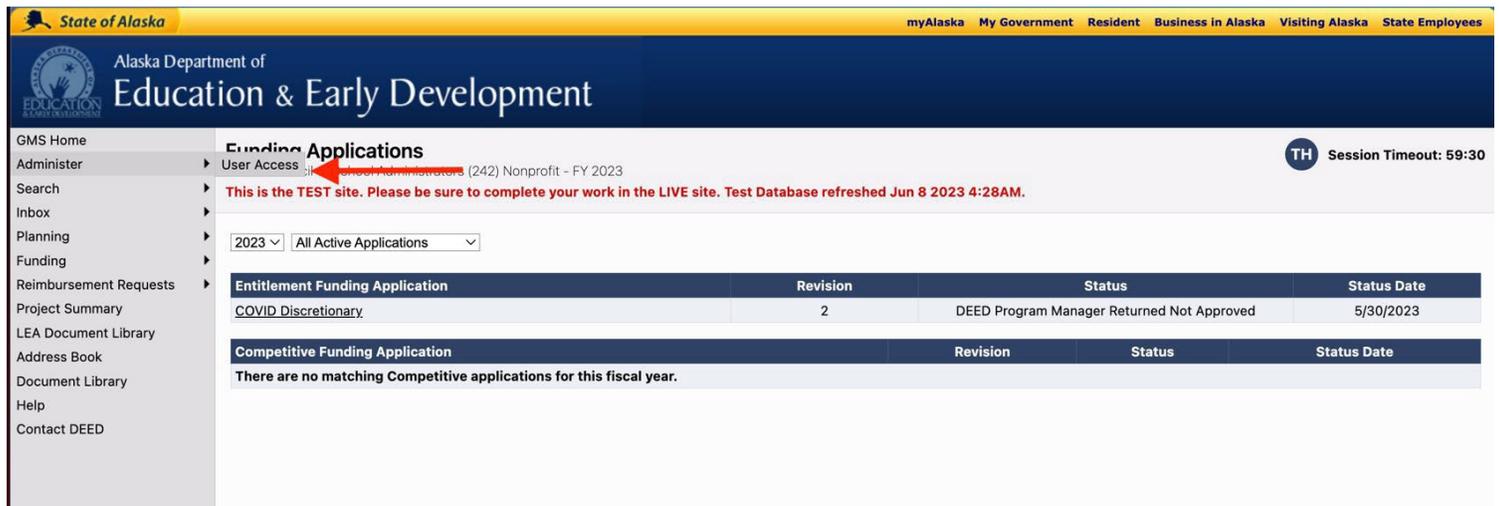


Each user must have a unique User ID to access and enter information into the system.

Each organization must establish their own in-house User Access Administrator (UAA) with DEED. This UAA will in turn assign and administer all its organization’s user IDs and accounts, as well as assign each user the roles appropriate to the tasks they need to complete for each grant in GMS and appropriate to their level of oversight and authority. While school districts will likely already have a current UAA who can create accounts with appropriate roles, other non-profit organizations might need to send initial paperwork to DEED to establish the UAA for the organization. See the [User Access Administrator](#) section for more information about establishing a UAA. See the [Submission, Approval, and Revision Process](#) section for more information about the importance of the roles assigned in GMS.

## Assigning Additional Roles

The User Access Administrator must assign a user ID and role for each person who will work on the COVID Discretionary Grant. The person who will do most of the work in the application will need to be given “Grantee COVID Discretionary Update” roles. The User Access Administrator must hover on “Administer” and click on “User Access.”



Next, the User Access Administrator will create a new user or locate an existing user. Once the user has been added or located, the User Access Administrator will add the “Grantee COVID Discretionary Update” role to that user. Follow the 4 steps below to add a role to a user.

1. Either create a new user or find an existing user.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of Education & Early Development

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

**User Access** TH Session Timeout: 59:44

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

[Create User](#) Click here to create a new user

**Search Users**

Last Name:  To add roles to an existing user, type their last name and click search

Email Address:

Role:

Organization Name: Begins With

Organization Number:

2. Click on the yellow icon next to the user's name under the administer roles column.

First Name:

Last Name:

Email Address:

Role:

Organization Name: Begins With

Organization Number:

through 6.

Last Name	Reset Password	Account Locked	Administer Roles	Delete All Roles	User History	Last Login	Login Message
Gray	<a href="#">Reset Password</a>				<a href="#">View</a>	6/7/2023 2:22:37 PM	Successful login attempt
Gray	<a href="#">Reset Password</a>				<a href="#">View</a>	4/17/2023 11:39:50 AM	Successful login attempt
Gray	<a href="#">Reset Password</a>				<a href="#">View</a>		
Gray	<a href="#">Reset Password</a>				<a href="#">View</a>	5/26/2023 8:38:29 AM	Successful login attempt
Gray	<a href="#">Reset Password</a>				<a href="#">View</a>		
Gray	<a href="#">Reset Password</a>				<a href="#">View</a>		

3. Click on create role.

**Administer Roles** TH Session Timeout: 59:42

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 User Access](#)

[Create Role](#)

**Roles**

Email Address	Organization	Role	Delete
irg	Alaska	Grantee Authorized Representative	
irg	Alaska	Grantee COVID Discretionary Update	
irg	Alaska	Grantee Data View	

[Return to User Access](#)

4. Click on Grantee COVID Discretionary Update and then Create.

**Create Role** CB Session Timeout: 59:43

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

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**Create Role**

Email Address:

Organization:  School:

Role: 1 Option(s) selected.

[Select All / Deselect All](#)

- Grantee 21st CCLC Update
- Grantee AK Literacy Update
- Grantee ARP Homeless Update
- Grantee Career Technical Education Update
- Grantee COVID Discretionary Update
- Grantee COVID School-Based Testing Update
- Grantee Data View
- Grantee Discretionary Special Education Update
- Grantee Early Learning Update
- Grantee ELA Core Literacy Update
- Grantee ESEA Consolidated Update

It is also important to note that at least one person in the organization be assigned the role of Grantee Fiscal Representative and a different person in the organization be assigned the role of Grantee Authorized Representative. More information is provided in a later section; however, the process is the same for adding those roles to users.

## Part 3: General Overview of the Application

### GMS Home Page, Navigation, and Menu Options

Once logged in, the user has access to their organization’s GMS Home page and menu.

The user can navigate to different areas of GMS by clicking or hovering on the titles on the GMS sidebar menu and its dropdown menus. In GMS, users cannot use the browser’s back button to navigate. Regardless of where the user goes, the side menu will stay static on the left-hand side.

Below is an abbreviated description of all GMS submenus:

1. GMS Home – Grantee specific home page
2. Administer – Only User Access Administrator sees; Add users and assign roles
3. Funding – See all grants of organization; select specific grant to view, edit, and submit for approval
4. Document Library – Find many instructions and resources for using the GMS system as well as grant-specific resources. Can search files using key term

5. Announcements – DEED Staff will update this area with announcements for all grants that use GMS. Sometimes the announcements will apply to COVID Discretionary, and sometimes they won't. You can always email us at [DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov) to inquire about a confusing announcement.
6. Initials – Click on your initials to sign out.
7. Other Options, not numbered in the above picture:
  - Search – Search for other organization's publicly accessible grant documents
  - Inbox – See what automated emails have been sent by GMS from [noreply@egrantsmanagement.com](mailto:noreply@egrantsmanagement.com)
  - Planning – Optional planning tool (not required for this grant)
  - Reimbursement Requests – View, edit, or submit reimbursements requests
  - LEA Document Library – DEED may store grantee specific historical documents
  - Address Book – See all users and their assigned roles in the grant editing and approval process
  - Contact DEED – General contact information as well as some technical help and resources

## Finding Your Grant & The Sections Page

Once logged into GMS, to access the COVID Discretionary Grant hover the mouse on the Funding section of the light blue side bar and then click on funding applications.

Next, click on COVID Discretionary. It may be necessary to toggle to the correct fiscal year using the dropdown menu.

This will navigate the user to the Sections page of the grant. The Sections page is considered the homepage of the grant application/budget as it displays the status of the grant as well as links to each of the sections and pages that comprise it. Once the user clicks on any link on the grant Sections page, a new "Go To" menu appears at the top that allows one to easily navigate within different pages of the application while also saving one's work.

Application Status: Not Started

Change Status To: Draft Started 1

Description ( View Sections Only View All Pages )	Validation	Print Select Items
All	Messages 2	Print 3
Grantee Checklist		Print
Grantee Checklist 4		Print
History Log		Print
History Log 5		Print
Create Comment		
Allocations		Print
Allocations 6		Print
Discretionary 7	Messages	Print
Accept/Waive Indirect Cost		
Budget	Messages	Print
Budget Overview		Print
Related Documents		
Contacts		Print
Contacts 8		Print
Assurances		Print
Assurances 9		Print
Related Documents		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
Grant Award Report		Print
Grant Award Report 10		
All	Messages	Print

The pages of the grant application are as follows:

1. Application Status – Automatically records and displays the current status or approval level of the grant. Change Status To is where you click to open the grant for editing, close it, and approve/submit the application for the next level of approval.
2. Validation Messages – Click on this to see if there any errors or warnings before submitting your application.
3. Print – Click here to generate a PDF of your application.
4. Grantee Checklist/Feedback from DEED – Read feedback from DEED on this page. If the application is returned unapproved, the DEED Program Manager will describe what changes must be made in order for the application to be approvable.
5. History Log – Automatically documents and displays key changes in application status and the users associated with the changes.
6. Allocations – Allocation for the grant is shown here; these are the funds reserved for the grantee.
7. One or more of the following sections will be displayed: Discretionary, After School, Learning Loss, Summer Programs – This is simply DEED’s internal designation for identifying the funding source of the organization’s specific grant. All sections are identical and include the following sub-sections:
  - Accept/Waive Indirect Cost – Waive or accept and apply the approved indirect rate.
  - Budget – Enter dollar amount and narrative description of planned expenditures, categorized according to chart of account codes.
  - Budget Overview – Summary screen showing budget totals by Account Codes. This screen is for viewing information only.
  - Related Documents – Upload any additional documents, if necessary. There are no required related documents.
8. Contacts – Enter the name of the organization’s grant contact. This person will receive automated emails regarding the status of the grant’s approval.
9. Assurances – Enter the grantee alphanumeric Unique Entity Identifier (UEI) and upload the assurances packet on the related documents page.

10. Grant Award Report – Displays grant award information, including federal information such as CFDA and granting period.

## Part 4: Specific Instructions to Complete the Application

### 1- Change The Status to Draft Started

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The Change Status area displays the current options for changing the status of the application.

- **When beginning a draft, users must select *Draft Started* to open/edit the application.**

### 2- Edit The Budget

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Use the sections page to navigate to the budget section. Note: Please only budget for FY24 (July 1, 2023 – June 30, 2024). You may leave funds unbudgeted, but you cannot overbudget.

#### Indirect

Use the Accept/Waive Indirect Cost screen to apply indirect cost rates to each grant. DEED will pre-enter the approved restricted indirect rate for each grantee who has established one.

If indirect boxes are checked, GMS will automatically apply it to all budget expenditures, except those for account codes that prohibit indirect (e.g., equipment).

The indirect costs generated for reimbursement are not in excess of the promised grant award, but rather part of it.

#### Account Codes

To create the budget, each planned expenditure is entered under the appropriate account code. Because COVID funds can be awarded to school districts as well as other non-profit organizations, the GMS Budget page for COVID Discretionary displays both account code systems.

**The school district account codes (i.e., 310 – 540) are displayed on top; the non-profit account codes (i.e., NP100-NP600) are displayed on the bottom. Separating the two systems is the Indirect line which serves both systems.**

To match expenditures to the correct account code, districts should use [DEED's Chart of Accounts for Districts](#), particularly the section on "Object Code - Expenditures" that begins around page 43. Other non-profits should use [DEED's Nonprofit Chart of Accounts](#).

**Copying Last Year's Budget** (Only available for organizations who had an FY23 application)

Click on Copy 2023 Budget Item (green circled) to automatically copy over the entire, currently approved, FY2023 budget items (all of them).

GMS Home | Budget | Public School District - FY 2024 - COVID Relief - Rev 0 - CRRSA Act: ESSER II | Session Timeout: 59:48

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

Go To ▶

[Copy 2023 Budget Item](#) | [Upload Budget Data](#) | [Download Budget Data](#)

Action	Account Code	Total
<a href="#">Modify</a>	310 - Certificated Salaries	\$0.00
<a href="#">Modify</a>	320 - Non-Certificated Salaries	\$0.00
<a href="#">Modify</a>	360 - Employee Benefits	\$0.00
<a href="#">Modify</a>	380 - Housing Allowance/Subsidy	\$0.00
<a href="#">Modify</a>	390 - Transportation Allowance	\$0.00
<a href="#">Modify</a>	410 - Professional & Technical	\$0.00
<a href="#">Modify</a>	420 - Staff Travel	\$0.00
<a href="#">Modify</a>	425 - Student Travel	\$0.00
<a href="#">Modify</a>	430 - Utility Services	\$0.00
<a href="#">Modify</a>	440 - Other Purchased Services	\$0.00
<a href="#">Modify</a>	450 - Supplies/Materials/Media	\$0.00
<a href="#">Modify</a>	490 - Other Expenses (Dues and Fees)	\$0.00
<a href="#">Modify</a>	495 - Indirect	\$0.00
<a href="#">Modify</a>	480 - Tuition & Stipends (Students)	\$0.00
<a href="#">Modify</a>	500 - Capital Outlay	\$0.00
<a href="#">Modify</a>	510 - Equipment	\$0.00
<a href="#">Modify</a>	540 - Other Capital Outlay Expenses	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$1.00
	<b>Remaining</b>	\$1.00

## Adding New Budget Items

On the Budget page, click the **Modify** link next to any account code

GMS Home | Budget | Public School District - FY 2024 - COVID Relief - Rev 0 - CRRSA Act: ESSER II | Session Timeout: 59:48

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

Go To ▶

[Copy 2023 Budget Item](#) | [Upload Budget Data](#) | [Download Budget Data](#)

Action	Account Code	Total
<a href="#">Modify</a>	310 - Certificated Salaries	\$0.00
<a href="#">Modify</a>	320 - Non-Certificated Salaries	\$0.00
<a href="#">Modify</a>	360 - Employee Benefits	\$0.00
<a href="#">Modify</a>	380 - Housing Allowance/Subsidy	\$0.00
<a href="#">Modify</a>	390 - Transportation Allowance	\$0.00
<a href="#">Modify</a>	410 - Professional & Technical	\$0.00
<a href="#">Modify</a>	420 - Staff Travel	\$0.00
<a href="#">Modify</a>	425 - Student Travel	\$0.00
<a href="#">Modify</a>	430 - Utility Services	\$0.00
<a href="#">Modify</a>	440 - Other Purchased Services	\$0.00
<a href="#">Modify</a>	450 - Supplies/Materials/Media	\$0.00
<a href="#">Modify</a>	490 - Other Expenses (Dues and Fees)	\$0.00
<a href="#">Modify</a>	495 - Indirect	\$0.00
<a href="#">Modify</a>	480 - Tuition & Stipends (Students)	\$0.00
<a href="#">Modify</a>	500 - Capital Outlay	\$0.00
<a href="#">Modify</a>	510 - Equipment	\$0.00
<a href="#">Modify</a>	540 - Other Capital Outlay Expenses	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$1.00
	<b>Remaining</b>	\$1.00

## Click Add Budget Item

Filtering - 0 out of 14 Budget Items match selected filters [Show All / Clear All](#)

Account Code	Purpose Code	Location Code	Tags	Narrative
310 - Certificated Sal...	All	All	No Options Selected	No Options Selected

[Download Budget Data](#)

[Add Budget Item](#) << First < Previous Next > Last >> Items 0-0 out of 0 Items/Page: 10

Delete	Edit	Budget Item	Narrative Description
			<b>Total for filtered Budget Items:</b> \$0.00
			<b>Total for all other Budget Items:</b> \$1,923,264.81
			<b>Total for all Budget Items:</b> \$1,923,264.81
			<b>Adjusted Allocation:</b> \$1.00
			<b>Remaining:</b> (\$1,923,263.81)

[Return](#)

Complete each of the fields as described below:

- **Account Code:** Select the correct account code for the expenditure described. Please use the appropriate chart of accounts, linked above.
- **Purpose Code:** Ignore/leave in the default "BG- Basic Grant."
- **Optional Sub-Code:** Ignore
- **Location Code:** Ignore/only use the default Location Code.

- **Quantity:** The grantee may choose to enter multiple items of the same unit cost or enter items individually.
- **Cost:** Enter the cost per “unit.”
- **Budget Item Total:** Automatically calculated (multiplies Quantity by Cost).
- **Narrative Description:** Clearly describe the proposed expenditure by doing the following:
  - Include both “what” the expenditure is and “why” it is needed/what its purpose is.
  - Provide enough details for DEED to determine whether expenditures are allowable, necessary, and reasonable.
  - Use line breaks and available formatting (Capital letters, : - \* \$ = @) so narrative is easy to read.
  - Use proper spelling, grammar, mechanical conventions, and fiscal conventions so intent is clear.
  - Each expenditure item should have its own dedicated budget item/entry (e.g., a unique entry for every contract with a vendor, every conference attended, every type of staffing position). Do not lump together dissimilar expenditures, with differing “rates,” into the same budget item/entry.
  - Diverse program materials/supplies should be lumped into several different budget entries with reasonable intuitive groupings (e.g., one entry for office supplies, one for art supplies, one for STEM supplies) while providing a general description as well as examples of items.
  - Travel costs should include who is traveling, the to/from locations of travel, and the approximate dates or time frames of travel.
  - Staff salaries should indicate if it is an FTE salary, added duty contract or addenda, or hourly rate. Provide an FTE and salary estimate, addenda amount, or hourly rate and estimated number of hours.

When done, click **Create** button at the bottom of the screen to save.

### Edit an Existing Budget Item

Navigate to the Budget, click on the **modify** link next to the account code you’d like to edit. Click the trash can to delete the budget item, or the pencil to edit it.

### Change the View on The Budget Modify Page

Once you’ve click Modify for one of the budget lines, GMS will only show you the budgeted items for that particular account code. If you’d like to see all of your budgeted items for all account codes, click on **show all** at the top right.

### 3- Complete the Contacts Page

To navigate to the contacts page, hover on **Go To**, then click on **Sections** (or **Contacts**) at the top of the page.



Use the Contacts screen to select the Funding Application Contact for the application. This should be the program coordinator for the grant. They will receive automated emails regarding status updates for the grant approval. If a user does not appear on the dropdown menu, the User Access Administrator will need to add them as a user and assign appropriate roles. It is imperative that this page is kept updated so that notifications and emails are received by the correct grantee representative.

Additional Contacts	
Type	Contact(s)
Funding Application Contact	<input type="text"/>

### 4- Complete the Assurances Section

The Assurances section describes the overall assurances that the grantee agrees to in accepting the federal funds under this year’s funding application.

On the Assurances Page

Insert district’s Unique Entity Identifier (UEI). This number must be accurate and the application will be sent back if it is incorrectly entered. Please reach out to Machel Bennett for assistance.

Complete the Suspension and Debarment section.

\* UEI #

**Required**

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, provide its Unique Entity Identifier (UEI) in each application or plan it submits to DEED.

**Suspension and Debarment**

\* 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

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

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

Click on **Save and Go To, Assurances, Related Documents.**

Please upload the signed copy of the FY2024 assurances packet. Do not upload the FY23 packet. For a blank copy of the assurances packet, please email [DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov). Some programs have specific assurances packets. If you’re unsure which packet to upload, please contact us.

Related Documents NE Session Timeout: 59:3

ID Discretionary - Rev 0 - Assurances

Go To ▾

Required Documents		
Type	Document Template	Document/Link
Assurances & Certifications Packet (Upload at least 1 document(s))	COVID Discretionary Assurances Packet	<a href="#">Upload New</a>



## 5- Check for Errors

From the sections page, click on messages under the validation column.

Application Status: Draft Started

Change Status To: Draft Completed

Description ( View Sections Only View All Pages )	Validation	Print Select Items
All	Messages	Print
Grantee Checklist		Print
Grantee Checklist		Print
History Log		Print
History Log		Print
Create Comment		Print



GMS will display any errors and warnings for your application. Warnings may be ignored, and are often just reminders such as “you didn’t budget all of your money” or “you didn’t attach a document to the budget, related documents.” Since this grant does not require documents be uploaded to the budget, these warnings may be ignored. An error, however, may not be ignored. If you’ve overbudgeted, for example, the GMS system will give you an error and will not allow you to submit the application.

Error
Warning
Warning

## 6- Submit for Approval

Navigate back to the sections page.

Change the status to draft completed.

The Fiscal Representative (typically the business manager) must now review the application.

- The Fiscal Representative will review and determine whether or not to approve. If additional edits are required, the Fiscal Representative must reject the application by making the status *Fiscal Representative Returned Not Approved*. This allows further edits to correct errors. If no additional edits are needed, the Fiscal Representative must change the status to *Fiscal Representative Approved*. This action will send it on to the next level of approval.

Original grant applications (as opposed to budget revisions) must also be approved by the organization’s Authorized Representative before being sent to DEED for approval.

The Authorized Representative will need to login and either approve or reject the application.

**For an initial application, DEED will not be alerted that your application is ready for review until your organization's Authorized Representative has approved it.**

In a small organization where one person 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 grantee and onto DEED. Even in a case as mentioned above, DEED expects a minimum of two people to participate in the grant application process and be given distinct approval roles in order to ensure fiscal oversight and accountability.

See the [DEED GMS Application Workflow Process](#) document for a helpful infographic on the application approval process.

## 7- Make Corrections, If Needed

Once the grant is submitted to DEED for approval, DEED uses the Checklist to review the proposed grant. If there are items that are incorrect, incomplete, or unallowable, the DEED Program Manager will mark the applicable section *Attention Needed*. Additionally, the DEED Program Manager will write comments in the spaces provided in the Grantee Checklist regarding the specific changes that are needed for the application to be approvable. DEED will then return the grant to the organization *Not Approved* so that the grantee can revise and resubmit.

Keep in mind that if DEED does not approve your application, once changes are made the application must receive Fiscal Representative approval and Authorized Representative approval before DEED can review it again.

## Part 5: After Approval- Budget Revisions

Once the Initial or Original annual application/budget has been approved, the grant award will be created, and the grantee can spend with confidence and expect to be reimbursed for the approved expenses (upon submitting a reimbursement request, including backup).

Over the course of the year, it is common for the grantee to need to revise the Initial approved budget. The process for drafting/revising, submitting, and approving a Budget Revision is very similar to what has been written in the sections above, with the following caveats:

- To begin a Budget Revision, the user will change the status to "Revision Started" instead of "Draft Started."
- When revising entries previously approved by DEED, at the TOP of each impacted Narrative Description window, write "REVISION month/date/year" and then briefly describe what is changing and why. Also revise the associated budget field as necessary.
- To submit a Budget Revision to DEED, only the approval of Grantee Fiscal Representative is needed (not the Authorized Representative).
- Once a revision is started, a new tool called Budget Revision Plus/Minus appears on the Sections page, showing net increases and decreases to Account Codes and Purpose Codes.
- A grantee cannot submit a reimbursement request with a proposed Budget Revision pending; it must reach approval level.

## Part 6: Reimbursement Requests

Grantees will also use GMS to submit their quarterly Reimbursement Requests and backup to DEED, which is how grantees are "paid back" for grant expenditures. The Final Expenditure Report (FER) is also submitted via GMS. The DEED Grants Team is responsible for these processes.

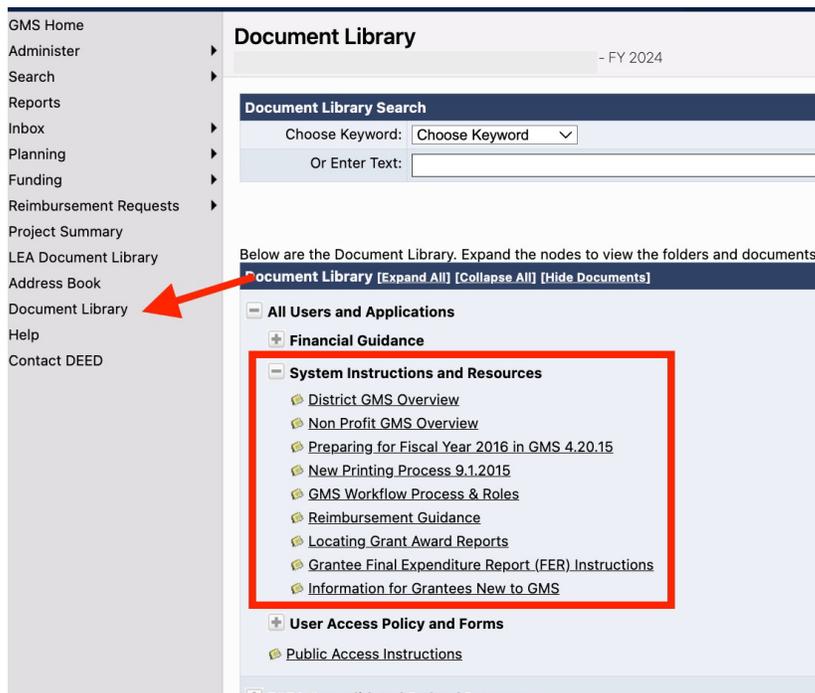
## Resources

For all information related to Reimbursement Requests—including training documents--go to the [Document Library](#) in the blue GMS sidebar menu and navigate to the All Users and Applications title at the top of the library. Click on the + sign to see subtopics, then click on the Systems Instructions and Resources title.

Key documents include:

[Reimbursement Guidance](#)

[Grantee Final Expenditure Report Instructions](#)



The screenshot shows the Document Library interface. On the left is a sidebar menu with items like 'GMS Home', 'Administer', 'Search', 'Reports', 'Inbox', 'Planning', 'Funding', 'Reimbursement Requests', 'Project Summary', 'LEA Document Library', 'Address Book', 'Document Library', 'Help', and 'Contact DEED'. The 'Document Library' item is highlighted with a red arrow. The main content area is titled 'Document Library' and includes a search bar with 'Choose Keyword' and 'Or Enter Text' fields. Below the search bar, there is a list of folders and documents. The 'All Users and Applications' folder is expanded, showing subfolders like 'Financial Guidance' and 'System Instructions and Resources'. The 'System Instructions and Resources' folder is highlighted with a red box and contains several documents, including 'District GMS Overview', 'Non\_Profit GMS Overview', 'Preparing for Fiscal Year 2016 in GMS 4.20.15', 'New Printing Process 9.1.2015', 'GMS Workflow Process & Roles', 'Reimbursement Guidance', 'Locating Grant Award Reports', 'Grantee Final Expenditure Report (FER) Instructions', and 'Information for Grantees New to GMS'.

## Reimbursement Q&A

How do we get reimbursed?

Organizations will submit reimbursement requests quarterly in the online GMS system. DEED expects quarterly reimbursement requests to be submitted within 30 days of the end of the quarter. For additional guidance, please see the [GMS document library](#), All Users and Applications, System Instructions and Resources.

What do I need to submit with my reimbursement request?

The grantee must submit the reimbursement request in GMS and include a ledger that summarizes expenses by budget account code. The ledger could be the 165B & D form indicated below, or the grantee's own ledger/trial balance for their accounting system software. Detail on the ledger should include enough detail for DEED to determine allowability per the items on your approved budget.

- Form 165D nonprofit (Request for Reimbursement of Grant Expenditures) and Form 165B (Record & Report of Local Expenditures) can be found here: <https://education.alaska.gov/forms/05-15-021.xlsx>
- Data reports should accompany Request for Reimbursement of Grant Expenditures.
- Payments will be authorized after a review of the expenditures by line item is complete.

What happens if there are disallowed costs or errors on the request for reimbursement?

A grant administrator will reach out to the grantee and work to resolve the issue. This could include the request for additional backup and/or the request for an amended reimbursement request.

## Additional Information

Some pages were not discussed in-depth in the above sections. Here is additional information that may be helpful to understanding other pages of the GMS system.

### Allocations

The Allocations page shows the total amount of funds the grantee has available to budget. Access to unspent/carryover funds from the prior year is only added once the prior year's reimbursements and FER have been submitted and processed. This screen is view only. Organizations may have funds in one or more of the following categories: COVID Discretionary, After School, Learning Loss, Summer Programs. These categories are for DEED's internal tracking purposes only and does not affect the grant.

Go To ▶

	(1)	COVID Discretionary (2)	After School (3)	Learning Loss (4)	Summer Programs	Total
Original		\$0.00	\$361,853.89	\$0.00	\$310,362.31	\$672,216.20
Incoming Carryover		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outgoing Carryover		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forfeited		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$361,853.89	\$0.00	\$310,362.31	\$672,216.20

### Budget Overview

The Budget Overview page shows the totals that have been budgeted by account code and purpose code(s). This screen is view only.

### Substantially Approved Dates

The "Substantially Approved Dates" section is "view only" and presents the dates on which the Authorized Representative last approved the online application for submission to DEED.

### Grant Award Report

The "Grant Award Report" section is "view only" and presents all pertinent information about the actual award. It includes information such as the grant number, as well as important federal information such as CFDA and federal award number.

### Address Book

To check the accuracy of the address book, go to the **Address Book** in the GMS menu on the left-hand side of the screen.

- 1- The contacts for this grant will be listed under LEA contacts. This page is view only and to make updates, you'll need to update the contact page in the COVID Discretionary Funding Application.
- 2- Click on "View All Contacts." Review which staff has what role. The Grantee Contact is typically the program coordinator, the Fiscal Representative is typically the business manager, and the Authorized Representative is typically the Division Director, CEO, or Superintendent. If the assigned roles are inaccurate, contact the organization's in-house GMS User Access Administrator to have them revise the assigned roles.
  - a. Click on any name to check to see if contact information for that user is correct. A user can access their profile to update their own contact information by clicking on their own initials below the GMS blue menu. Otherwise, the User Access Administrator can revise it.
- 3- Your DEED contacts will be listed here.

## Submission and Approval Chain

The grant application must go through a set scaffolded approval process before it can be submitted to DEED: from drafting/editing mode to Fiscal Representative Approved to Authorized Representative Approved. This process is designed to help ensure that more than one grantee staff member sees each submission, in order to follow generally accepted accounting practices.

Once the grant application has been drafted/edited by the user assigned the COVID Discretionary Update role will mark the application as *Draft Completed*. Next, the grantee who has been given the Fiscal Representative role will review and either approve the application or return not approved. The last approval step at the grantee 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. Once the application is in DEED’s possession, DEED staff can revise the Grantee Checklist and either approve or reject a grant.

Desired Grant Application Change	Status at Top of Sections Page Must Be	What Role Can Make the Desired Change?	Notes
Edit application	<ul style="list-style-type: none"> <li>Draft Started</li> <li>Revision Started</li> <li>Returned Not Approved (by FR, AR, or DEED)</li> </ul>	<ul style="list-style-type: none"> <li>Grantee COVID Discretionary Update</li> <li>Fiscal Representative</li> <li>Authorized Representative</li> </ul>	Once someone changes the status to “Complete,” no one can edit unless the application is marked “Not Approved”
Mark “Fiscal Representative Approved” or Mark “Fiscal Representative Not Approved”	<ul style="list-style-type: none"> <li>Draft Completed</li> <li>Revision Completed</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Representative</li> </ul>	For Budget Revisions, grant goes directly to DEED once approved by Grantee Fiscal Representative
Mark “Authorized Representative Approved” or Mark “Authorized Representative Not Approved”	<ul style="list-style-type: none"> <li>Fiscal Representative Approved</li> </ul>	<ul style="list-style-type: none"> <li>Authorized Representative</li> </ul>	For Initial Application, grant goes to DEED once approved by Grantee Authorized Representative

If you have any additional questions, please contact us at [DEED.CARES@alaska.gov](mailto:DEED.CARES@alaska.gov)