MTW Solutions / Grants Management System

OSSE EGMS User Manual

Version 3 – June 2022

EGMS User Manual

Revision History

Version	Status	Date	By	Summary of Changes
1.0		May 1, 2014	DRC	Original
2.0		June 2018		Updated by OSSE
3.0		June 2022	SM	Updated to MTW template /styles – New screen images and revised text.

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Purpose

The purpose of this Enterprise Grants Management System (EGMS) User Manual is to provide instructions to individuals at Local Education Agencies (LEAs), Community Based Organizations (CBOs) and other organizations that wish to apply for grant programs administered through the Office of the State Superintendent of Education.

The document details the processes for:

1. Logging on to the EGMS.
2. Accessing and completing the Central Data Collection.
3. Accessing and completing Funding Applications.
4. Completing Reimbursement Requests for applications funded by OSSE.
5. Closing out a grant year.

Getting Started

Program Assistance

Contact the Program Office contact(s) listed on the Overview pages of each collection / application for questions regarding completing collections / applications in the EGMS.

Technical Assistance

Contact the OSSE Help Desk at **(202) 719-6500** for technical questions regarding EGMS access or system issues.

Session Timeout in EGMS

The EGMS is set to deliberately end the session of any user who has not selected some tab, button, or other control – within approximately 60 minutes. This is for security reasons. When 60

minutes elapses, a message box will popup, indicating that the session has expired, and that the user must logon again. The following image shows such a timeout.
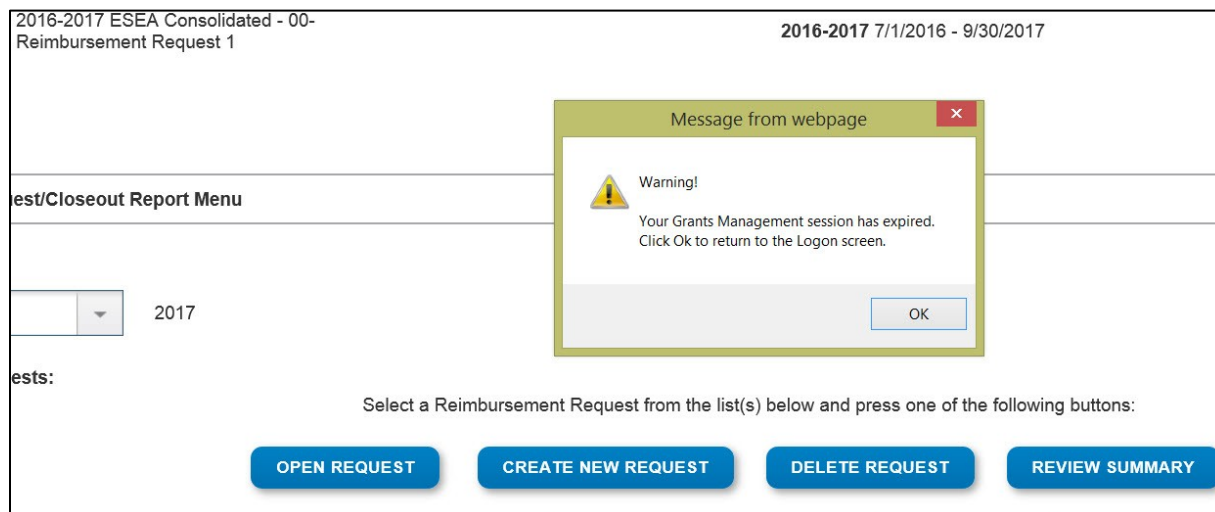
In some cases, a user's session will end sooner than 60 minutes. Error messages such as *Application Typecode has been set to Nothing* may appear – which are indicators that the session has ended unexpectedly.

At the bottom of every EGMS page, the username is displayed in parentheses. If those parentheses are empty, that also indicates that the EGMS session has been lost and requires a new logon.

If any user can cause their session to end prematurely – and that error can be duplicated, please contact the OSSE Help Desk. When the Help Desk staff can recreate these premature session ending events, the issue can be corrected.

EGMS Home Page

The EGMS Home Page is located at the following URL: http://grants.osse.dc.gov

The EGMS is best viewed using Microsoft Edge, Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

From the Home page, users can:

1. Select the Login link in the top right to display the login page
2. Select the Training link for training resources.
3. Select Announcements to view Announcements / Upcoming Events from OSSE.

4. Select Support & Information to view EGMS information and OSSE Customer Service.

Figure 1 EGMS Home Page.

EGMS Login

By selecting the Login Link in the top right of the Home Page, the following page will appear:
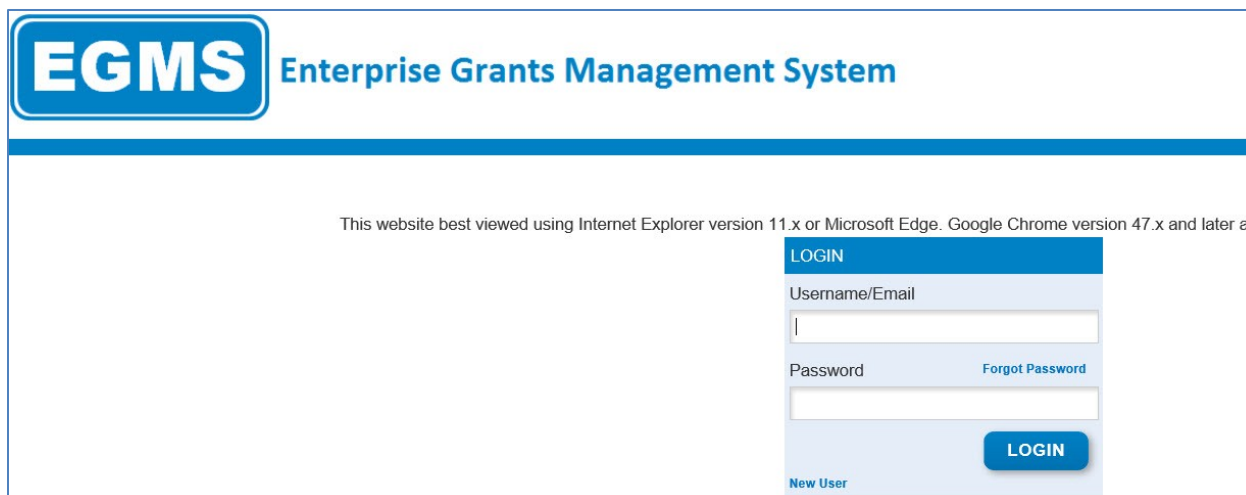
The Login page contains sections:

1. Login using existing credentials
2. Request credentials as a New User, which may include a new user at an existing vendor, or a new user at a vendor new to OSSE.
3. Reset your password via Forgot Password link.

Users with credentials to access the EGMS should enter their UserID (which will be their email address), their Password, and select the **Login** button. As part of the first login, users will be required to set a new password.

Please note, UserIDs are granted specific roles. Common roles include View Only, Data Entry, and Authorized Representative.   Certain functions are available to certain roles.   Each role can View all pages but View Only will not have **Save Page** buttons. Similarly, **Assurances and some Submit functions, can only be completed by an Authorized Representative**. If you believe you should have a different level of access, please contact the OSSE Help Desk.

After successfully logging on, the EGMS Menu List page will display:

Credentials and Permissions

All users will need individual credentials to access EGMS. The permissions associated with one's credentials will allow individuals to view or execute actions in EGMS.

Requesting OSSE Help Desk (OHD) Permissions

OSSE Help Desk (OHD) allows internal (and external) users to submit agency tickets. OHD permissions are awarded from OCIO; the credentials are the same as those for OSSE login (logging in to an OSSE computer).

- Enter https://octo.quickbase.com/db/bk3ii3jmv in a web browser.
- Try to login using your OSSE agency credentials.
- Make a request for OHD permissions.

Requesting EGMS Credentials and Permissions

New OSSE users may request credentials or permissions through the OSSE Help Desk (OHD) ticketing system. Likewise, credentials may be end-dated for users no longer affiliated with an organization or no longer working on any grants within EGMS, and/or permissions need to be removed.

1. Enter https://octo.quickbase.com/db/bk3ii3jmv in a web browser.
2. Select OSSE Help Desk from the menu navigation bar if user is not automatically routed to OHD.
3. Login using user's OSSE Username and Password.
4. Select the New Ticket button.

   New Ticket

5. Enter the Ticket information:
   a. TICKET TYPE: **Application**.
   b. Intake Method: **Self-Submitted**
6. Complete all required fields for Contact Information indicated by red * asterisk mark
   a. CATEGORY: **EGMS**
   b. SUB-CATEGORY: **Credential Request**
   c. Issue: **OSSE Internal User**

  d. EGMS Grant Name: **(Select the EGMS Grant Name)**

7. Credential Request

  a. ROLE: **(Select or deselect all that apply)**

8. Complete fields with User's information

9. DETAILS: Note the programs for which the user should have permissions or any special instructions that will assist the ticket receiver in completing the request.

- Select **Save & Close** located either at the top right corner of the form or at the bottom of the form, to submit the completed OHD ticket.

Save & close ▼

- Supporting Documents: Include any additional documentation such as screen prints that will assist the ticket receiver to complete the request.

- NOTE: If supervisor permissions are requested, OGMC may contact the immediate supervisor or program manager to confirm permissions.

End-Dating Credentials

When a grant manager no longer needs access to the EGMS, permissions need to be removed and credentials must be end-dated. This request should be submitted by a supervisor.

Requesting to End-Date a EGMS User

1. Navigate to OSSE Help Desk ticketing system by typing into the URL: https:/octo.quickbase.com/db/bk3ii3jmv

2. Create new ticket by selecting **New Ticket.**

New Ticket
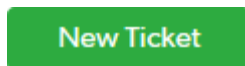
3. TICKET TYPE: **Application**

4. Complete all required fields for Contact Information indicated by red * asterisk mark

  a. CATEGORY: **EGMS**

  b. SUB-CATEGORY: **Credential Request**

  c. ISSUE: Select **End Date Credentials**

  d. EGMS Grant Name: Select **EGMS Grant Name**

5. Credential Request

6. End Date: Using the calendar icon, select the date for which the user's credentials are to end.
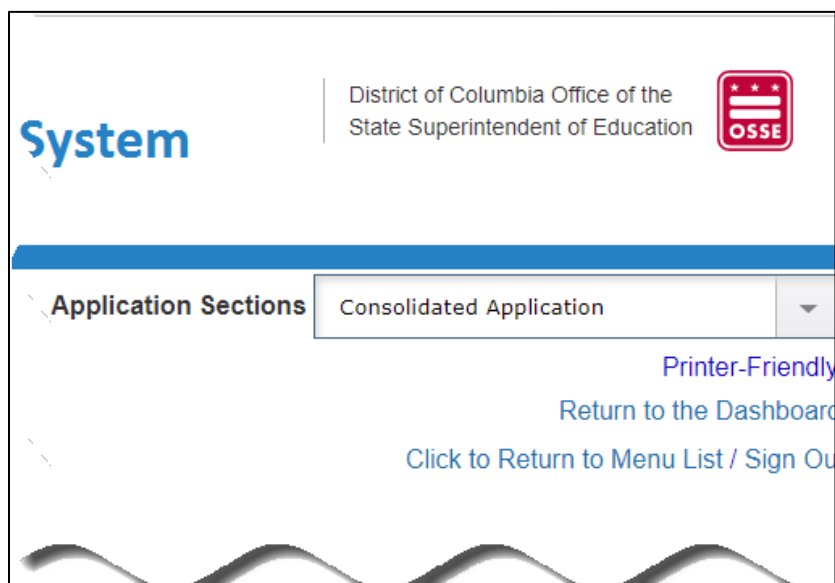
End Date

mm-dd-yyyy 📅
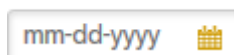
7. Complete this form by including as much information to better assist the credentialing agent with completing this request.

8. DETAILS: Note the programs for which the user should have permissions.

9. Select **Save & Close.** The button is located either at the top right corner of the form or at the bottom of the form, to submit the completed OHD ticket.

General Navigation within the GMS

District of Columbia Office of the
State Superintendent of Education

System

Application Sections | Consolidated Application | ▼

Printer-Friendly
Return to the Dashboard
Click to Return to Menu List / Sign Ou

Application Sections Navigation.

Hyperlinks

Every EGMS page displayed after the Menu List contains hyperlinks in the top right corner. These hyperlinks include:

1. Sign Out of the EGMS
2. Return to Menu List
3. Return to the Dashboard
4. Printer Friendly. This option displays the contents of the page in a format that can be printed from the browser being used.
5. Select the Year link (for example, 2022) to the right of **Create an application for,** to create an application or collection for the Fiscal Year listed in the drop-down list at the top of the page. To view an already created application select the **View Grant Application** link.

Grant Application Sections

For those grants that have multiple sections, like the Consolidated Application, there is a drop-down list in the top right corner that provides the option to select individual application sections.

Online Instructions

The GMS contains many instruction pages that are accessed by selecting a Hyperlink. Frequently, these instructions are PDF documents opened in another browser tab when the user select a link labeled **Click here for Instructions**. Such instructions need to be created by Grant Managers who have unique knowledge regarding the content of their grant program pages.

In some cases, Instructions documents are missing. When a user selects a hyperlink, where the document being requested is missing, an HTTP 404 error will occur, resulting in the following message in the new browser tab.
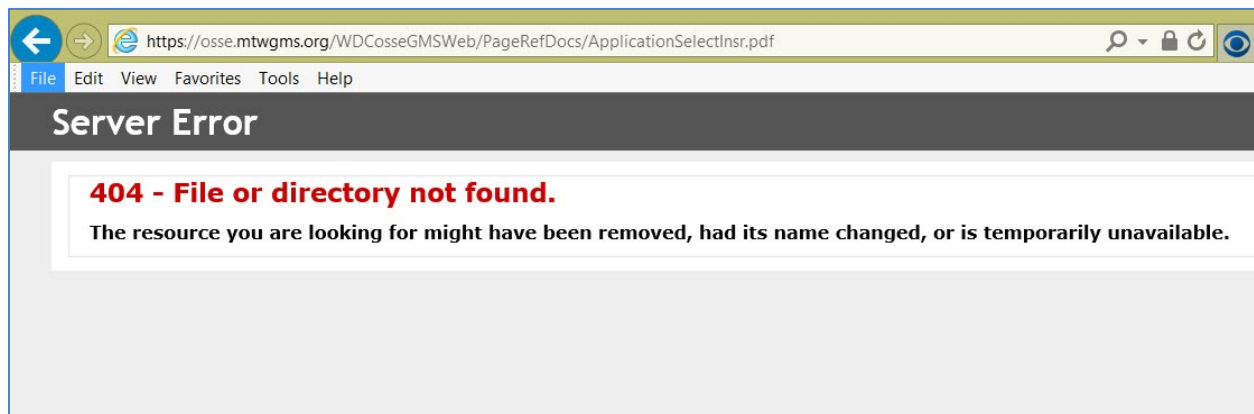
Figure 5 Error Message – Missing Instruction File

In this case, the new browser tab with the 404-error message can be closed.   The application will remain open in the initial browser tab.   Please contact the OSSE Call Center to report the missing file.

File Uploads

Many pages in the EGMS support the uploading of files in support of applications, claims, monitoring, and other functions. The maximum size of files that can be uploaded 16MB per file. Allowable File types for uploading currently include XLS, XLSX, DOCX, DOC, and PDF.

Some pages allow users to delete previously uploaded files. This is not universal though. Program Managers at OSSE determine if such deletion of uploads is allowed or not.

All files that are uploaded will have the UserID, date and time of upload added into the file name to ensure each file has a unique name and leaves an audit trail of what user uploaded the document.

Restricted Characters in Uploaded Filenames

Uploaded Files **MUST NOT** contain certain special characters. In some cases, a document may upload, but users will not be able to open them. The period preceding the file extension is allowed, but not at other points in the file name.

NOTE: The following characters are restricted, or known to cause issues:

- Asterisk   (*)
- Double quotation mark   (" ")
- Slash or Backslash)   (/ \ )
- Brackets   ([ ])
- Colon or Semicolon   (: ;)
- Greater/Less Than   (< >)
- Comma   (,)
- Vertical Bar or Pipe   (|)
- Question Mark   (?)
- Pound Sign   (#)

An example of an invalid file name would be: **<u>CurrentDUNS#.pdf</u>** in this case, the "#" after DUNS makes the file name invalid.

Delete an Uploaded File

Some pages that support the uploading of files, also allow previously uploaded files to be deleted. This in intended for cases where LEA staff upload a file mistakenly, or when the LEA wants to upload an updated version of the file. The following image from the Central Data / DUNS page, illustrates how uploaded file(s) can be deleted.
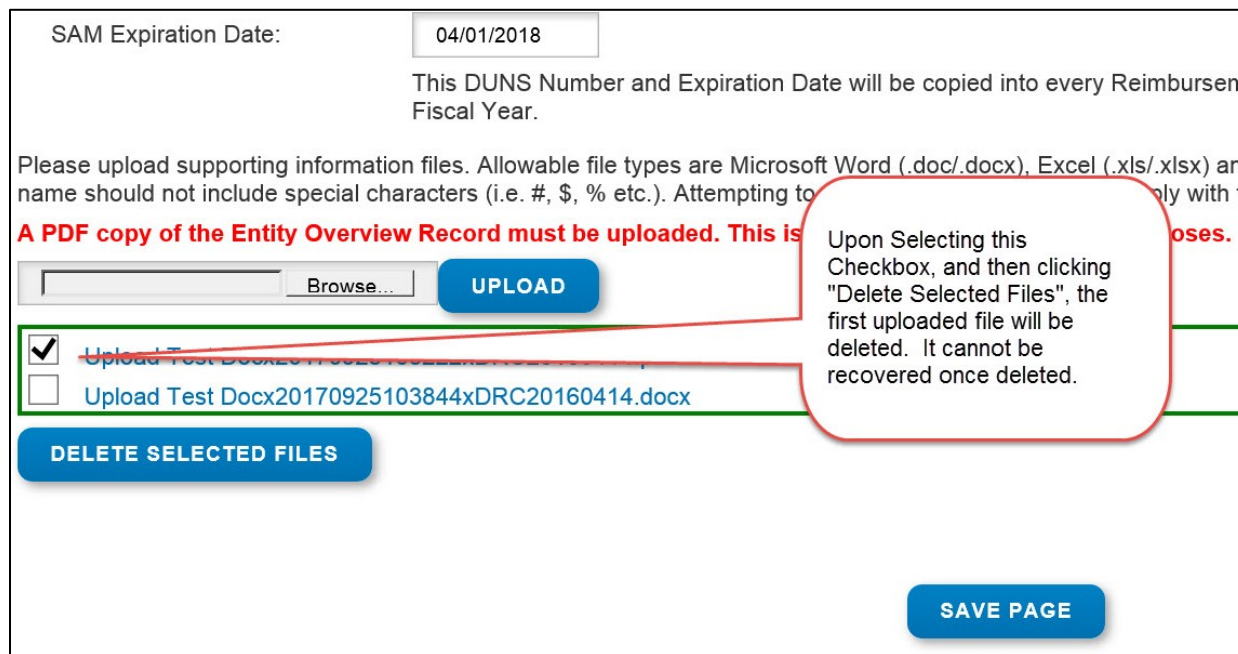
SAM Expiration Date: 04/01/2018

This DUNS Number and Expiration Date will be copied into every Reimbursem[ent]
Fiscal Year.

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx), Excel (.xls/.xlsx) and
name should not include special characters (i.e. #, $, % etc.). Attempting to [...]ly with th[...]

A PDF copy of the Entity Overview Record must be uploaded. This is [...] [...]oses.

Upon Selecting this Checkbox, and then clicking "Delete Selected Files", the first uploaded file will be deleted. It cannot be recovered once deleted.

☑ Upload Test Docx2[...]p

☐ Upload Test Docx20170925103844xDRC20160414.docx

DELETE SELECTED FILES

SAVE PAGE

Figure 6 Deleting an Uploaded File

It is not necessary to select **Save Page** in addition to **Delete Selected Files**. **Save Page** does NOT cause a selected file to be deleted. Only users authorized to delete files (Data Entry or Authorized Representatives) will see the controls related to deleting a selected File, and those controls will NOT display if the application is in Submitted or Approved status.

Common Errors During a File upload can fail to complete successfully for three primary reasons:

1. The file extension is not one of the allowable types (DOCX, DOC, XLSX, XLS, or PDF)

2. The file size is greater than 16MB

3. The network speed between the LEA and the EGMS Servers does not allow the file upload to complete within 1 minute. At this point, the EGMS will time-out that upload, and issue an error message.

The following image occurs when a file upload of an invalid type is attempted. For this page, the upload is required, so in addition to the message about Invalid File Type, another error indicating No File was uploaded was also issued.

| Application: | 2017-2018 Central Data - 00- | 2017-2018 |
| Cycle: | Original Application | |

The page has not been saved due to the following errors:
Errors:
• A copy of the Entity Overview Record should be uploaded

• File upload did not complete. Invalid File type for upload. Valid file types are doc,docx,pdf,xls,xlsx.

Figure 7 Error Message - Invalid File Type Uploaded

Recommendations for File Uploads

When preparing to attach files, the following actions may be helpful.

- Images being scanned should be scanned at the lowest resolution needed. Rarely is more than 300 dpi necessary.

- Consider scanning in Grayscale, or other non-color modes, unless color supports the information being communicated (such as part of a Competitive Grant Application).

- Determine the average size of a scanned page, so that you know how many pages can fit into a PDF before scanning the full document.

- Each File Upload allows for as many individual files as are needed. Each individual file in the upload needs to be 16MB or less.

- Some pages may indicate a smaller maximum upload file size. These are older references and will not prevent a file larger than what is mentioned to be uploaded.

EGMS Menu List

EGMS Enterprise Grants Management System

Menu List

You have been granted access to the forms below by your Security Administrator

GMS Access / Select
Assurances and Central Data
Phase I Assurances
Funding Applications
Other Data Collections
▶ Monitoring

This website best viewed using Internet Explorer version 11.x or Microsoft Edge. Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

Figure 8 EGMS Menu List page.

After successful login, the EGMS Menu List page will display. The EGMS Menu List shows options for each user based on authority for which they have been assigned. Typically, users will see a **GMS Access/Select** hyperlink.

Organizations who have programs monitored via EGMS will have a Monitoring Link available. By selecting the Chevron (black triangle) to the left of **Monitoring** the programs available for monitoring will display. Organizations who need this access will be contacted by OSSE.

GMS Access/Select

Select the hyperlink for **GMS Access/Select** which will take you to the EGMS Dashboard. If your user role allows access to multiple organizations, you will be presented with a list of organizations. Select the organization you wish to access.

In most cases, a user role will be linked to a specific organization. In that case, a page like the one displayed will open.
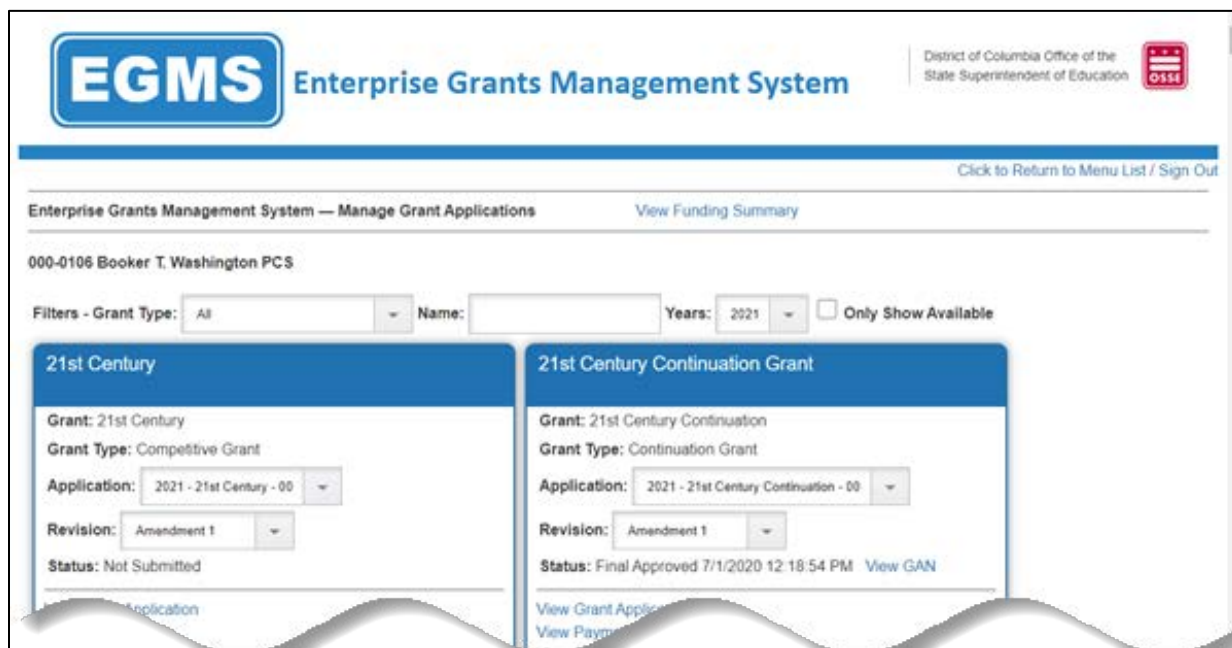
Figure 9 Dashboard page – Access/Select page.

You will see grant application options displayed in alphabetic order displayed in individual windows. The options may include access to one or more of the following:

- All – Will show all applications

- Assurances and Central Data – This will limit the presented applications to just the Assurances applications and the Central Data application

- Competitive Grant – This will limit the list to those grant applications that are competitive, like 21st Century.

- Continuation Grant – This will limit the list to the continuation grants, like 21st Century Continuation.

- Formula Grant – This will limit the list to formula grants, like ESEA Consolidated.

Note the drop-down list in the Grant Type to narrow the list of options. Likewise, the list can be filtered by name of the grant or by Years. The **Only Show Available** checkbox will limit the list to only show available programs or collections that have not been created yet.
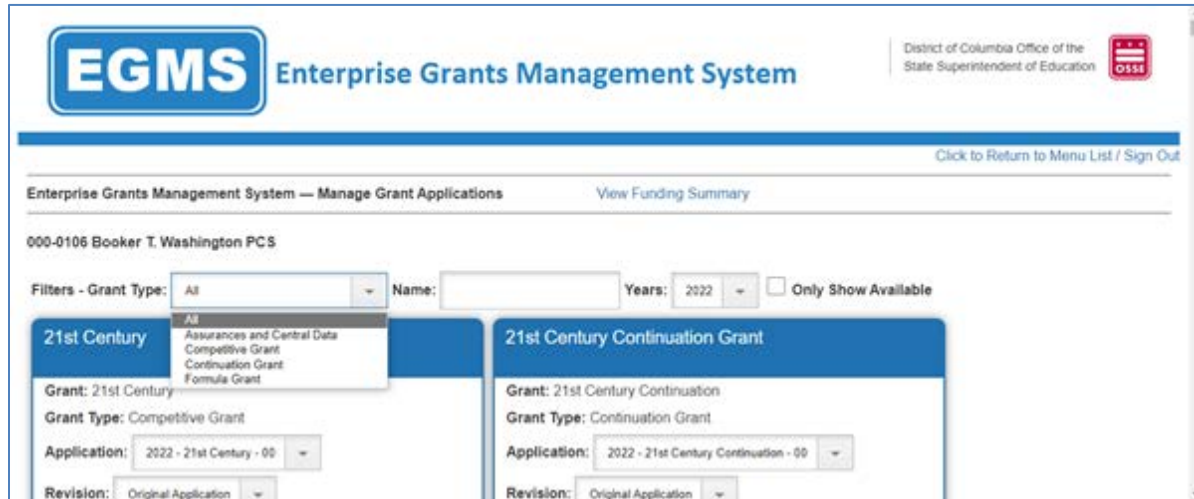
Figure 10 Grant Type drop-down list Grants Dashboard Access/Section page.

Funding Summary Hyperlink

The first link available on the GMS Access / Select page, located at the top middle of the page, directs the user to the Funding Summary page for the selected year. The Funding Summary page shows data regarding each program the LEA / CBO has had allocated, budgeted, and paid funds for the selected year.

This page shows users the sum of funding made available to the LEA/CBO for the Fiscal Year. No updates or other data entry can be performed on this page.

Figure 11 Funding Summary page.

Central Data

Requirements of Central Data

The Central Data Collection is designed to capture information that applies across multiple funding applications and other collections for each LEA / CBO or other applicants throughout the Fiscal Year. This application should be the first application created/submitted/approved each year. It must be completed annually and until it is approved, the grantee will not be able to receive a Grant Award Notification for any other OSSE grants. Without a GAN, the grantee cannot submit Reimbursement Requests.

Upon initial creation of Central Data, or subsequent opening of Central Data, the EGMS will direct the user to the first page in the collection.

As with all applications and collections in the EGMS, a Tab Strip(s) will display. Each tab (rectangle) along the horizontal bar represents a different page, which the applicant will review and, in many cases, complete. The image below depicts two levels of tab strips. The EGMS uses a multi-level tab structure when there is too much content to place on one page efficiently.

Typically, Central Data will include the following tabs:

- Overview

- Central Contacts

- DUNS Number/SAM UEI

- Certifications and Assurances

- Allocations and Funding Summary

- Submit

- Central Data History

- General Data Print

- Certifications

DUNS Number/SAM UEI

The DUNS Number/SAM UEI page allows LEAs, CBOs, and other organizations to upload their DUNS number, SAM UEI number, and their System for Award Management (SAM) Expiration Date. This page also allows the organization to upload a scanned copy from SAM.gov of their Entity Overview Record, which will confirm for OSSE that your organizations SAM Expiration Date is correct.

Figure 12 DUNS Number/SAM UEI

OSSE is prohibited from making payments for Federal Programs to organizations whose SAM Expiration Date has expired. This means that when a SAM date expires, OSSE is prohibited from progressing with reimbursement requests. Even when a reimbursement request is submitted to OSSE, but the SAM date expires while in review, OSSE is prohibited from moving forward with that transaction and the submission will need to be re-created in a new RR with a valid SAM

expiration date. In this case, you must create an amendment in Central Data and update your SAM expiration date.

Certifications and Assurances

Assurances within Central Data are designed to:

a. Allow the LEA/CBO to agree to assurances common from OSSE one time per year, without having to agree to the same assurance in multiple grant programs.

b. Only be accepted by the Authorized Representative, based on EGMS Security Setup. Users with data entry level of security will not see the **Legal Entity Agrees** buttons

Central Data holds the General Assurances for all grant programs. These assurances, along with the rest of the Central Data collection should be submitted by July 1st. Each Grant Application will reference back to Central Data. If the assurances within Central Data have not been agreed to, applicants will not be able to apply for any other OSSE grants.

Only users who have Authorized Representative credentials for their organization can agree to assurances on behalf of their organization. Assurances can be agreed to and saved, without completing the entire application. This is the minimum requirement to apply for any other OSSE grant. However, applicants should complete and submit the entire Central Data application, as soon as possible. Grant recipients **WILL NOT** receive a GAN until they have an approved Central Data application.

Assurances pages contain an affirmative statement at the top, along with a checkbox for the Authorized Representative to check. At the bottom of the page, the Authorized Representative must select **Save Page**, which constitutes agreement to those Assurances. Where multiple assurances pages exist, an Assurances Summary page will redisplay the checkboxes. Users cannot modify the checkboxes on the Assurances Summary page. On this Assurances Summary page, the Authorized Representative must select **Legal Entity Agrees**. After this is complete, the EGMS designates assurances as complete, and the assurances are binding for the duration of that Fiscal Year (October 1 – September 30).

In some cases, Assurance pages may require responses from the Authorized Representative before the assurances can be agreed to by the Authorized Representative.

The following image shows a single Assurance page that the Authorized Representative must agree to before saving/progressing.

Figure 13 Single Assurances page

Allocations and Funding Summary

This tab will show the grant programs that have an allocation, both current year funds and prior year funds, and the total amount available for budgeting.

Submit

Consistency Check

Prior to submitting Central Data or any application to OSSE for review, the Consistency Check function must be executed, and pass all validations. This dramatically reduces the frequency with which applications must be returned by OSSE for changes, by having the EGMS verify that the collection or application is as complete and correct as possible. Although users with Data Entry security access cannot Submit the Application, or Agree to Assurances, data entry users can execute the Consistency Check to confirm the application is ready for submission.

The following image shows the Submit page, with Assurances already agreed to (date present), and in need of the Consistency Check to be executed.
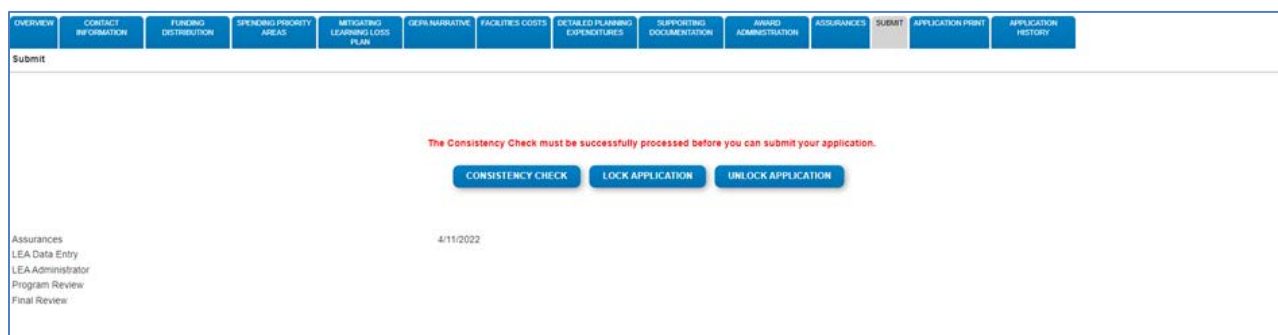
Figure 14 Submit page.

Due to the number of validations the Consistency Check is executing, this transaction may run for 30 seconds or more during periods of peak activity.

After the Consistency Check has executed, if there are any errors that prevent submission, the EGMS will display the error on the Submit page in red text. If there are multiple errors, it may be helpful to cut and paste the contents of those error messages to a separate document. After the user navigates away from the Submit page to resolve those errors, the error list will only redisplay upon re-executing the Consistency Check.

The following image shows the result of an Unsuccessful Consistency Check. Upon receiving such messages, users should navigate back to the Tab (or Sub-Tab), indicated in the message, and modify the page to be consistent with the direction in the error message.
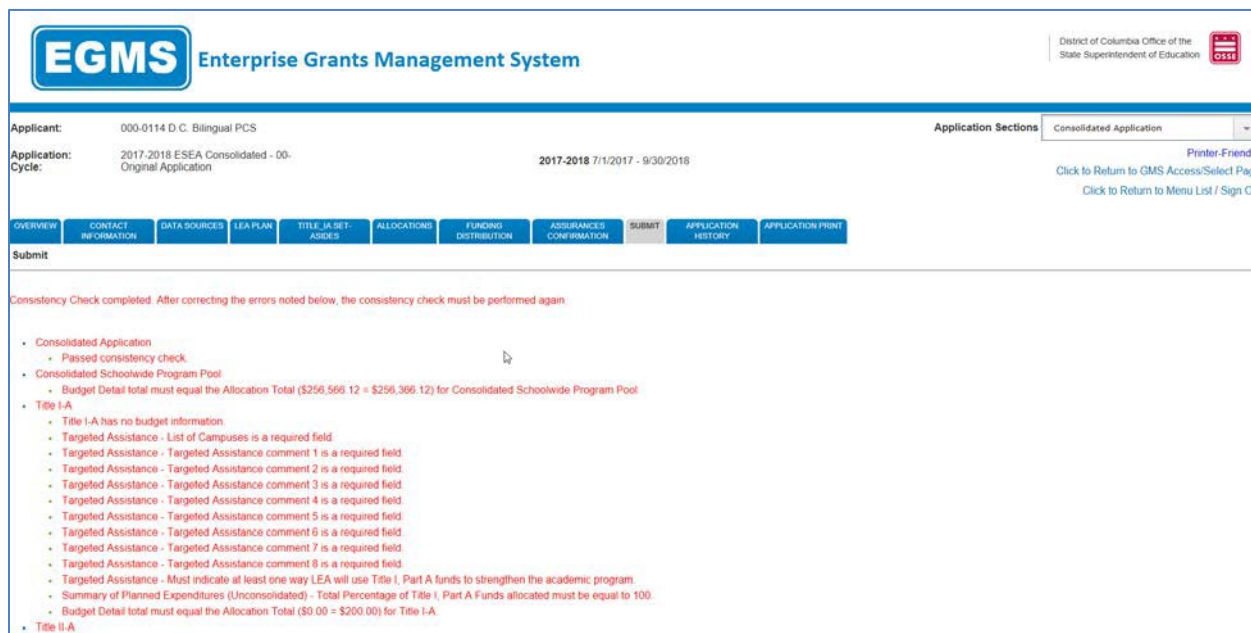
Figure 15 Submit Consistency Check Errors.

The following image shows the result of a successful Consistency Check, with Assurances already completed. The application or collection is now ready for submission by an Authorized Representative from the applicant's organization. Furthermore, the application is now locked. This means all Save Page buttons have been disabled throughout the application; therefore, preventing the page(s) from being modified and potentially making the application inconsistent.
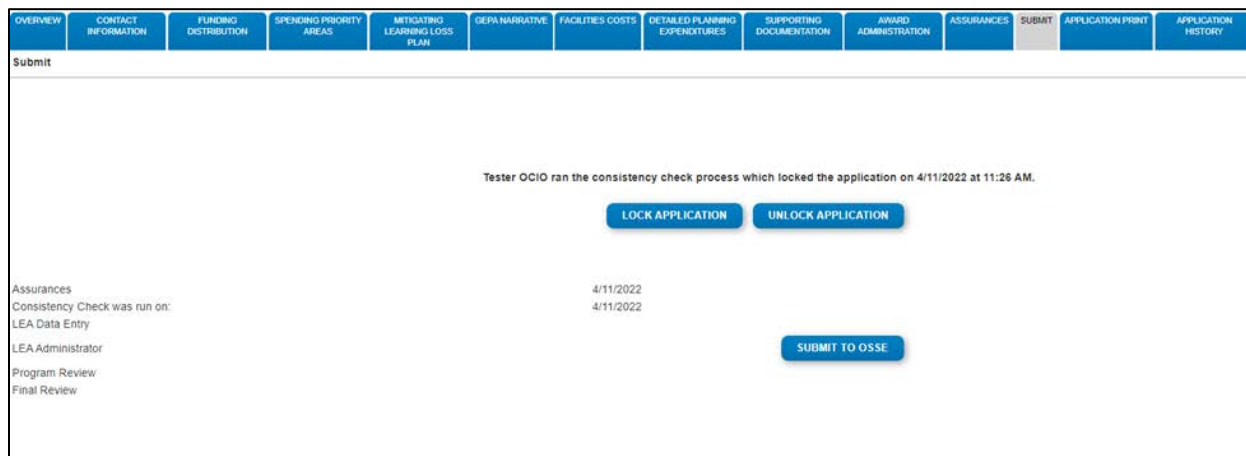
Figure 16 Consistency Check Completed

Phase I Assurances (ConApp and IDEA Part B)

Select Assurances on GMS Access/Select page to display selections for Phase I Assurances.

The Phase I Assurances for the ConApp and IDEA Part B are separate collections. These specific assurances related to their respective programs must be completed ONLY by LEAs who receive funds under programs within the ConApp (Title I-A, Title II-A, Title III-A, Title IV-A, and the

Consolidated Schoolwide Program Pool), or IDEA Part B Consolidated (IDEA 611 Annual, IDEA 619 Preschool).

Phase I Assurances for the ConApp and IDEA Part B MUST be agreed to by an Authorized Representative of the LEA, and submitted to OSSE for review prior to July 1st, the first date of the (Federal) Fiscal Year. Failure to submit these assurances by July 1st will result in OSSE rejecting claims for reimbursement for obligations that occurred prior to the agreement of the assurances.

Organizations that do not receive funds under these programs do not need to complete these Phase I Assurance collections.
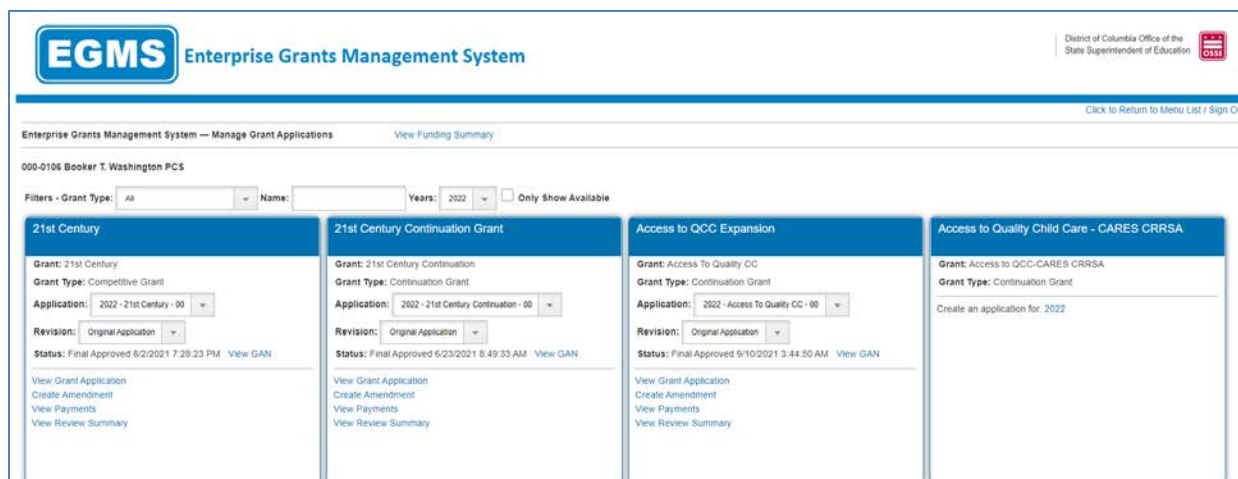
Figure 17 Detail of the Dashboard.

Links under the created applications facilitate the following actions:

- Create Grant Application
- Create Amendment
- View Grant Application if one is started already
- View Amendment if one is started already
- Delete Amendment
- View Payments (Accessing Payments (if final approved)),
- View Review Summary (Reviewing OSSE comments about submitted applications)
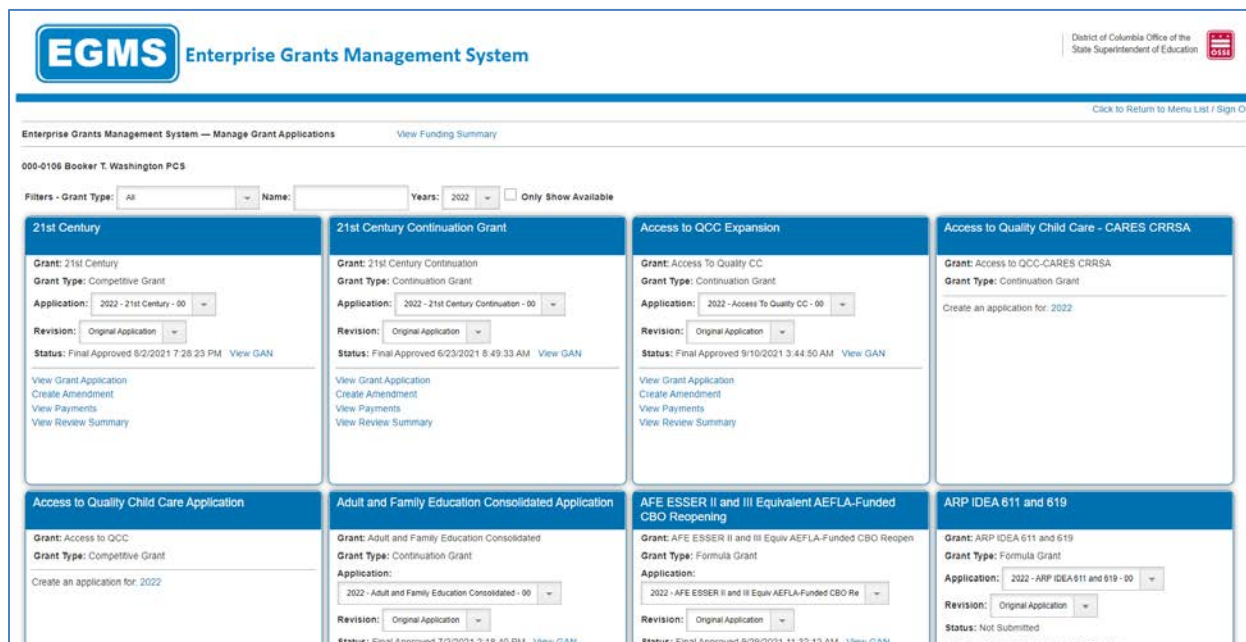
Figure 18 GMS Dashboard – Access/Select page.

The GMS Dashboard Page defaults to the current Fiscal Year that applications exist for. This default year determines which applications and collections display. If the user desires to view an alternate year, the default can be changed by selecting a different year within the list.

Completing a Grant Application

EGMS Applications are either Consolidations of multiple programs (for example, ConApp, IDEA, Charter School Planning & Implementation), or stand-alone programs.

Consolidated applications utilize the Application Sections drop-down control in the top right of their Application pages allowing users to switch between programs. Functions and contents that apply to all programs within a Consolidated Application are part of the pages on the Consolidated Application section. The following image illustrates the drop-down with multiple sections (programs).
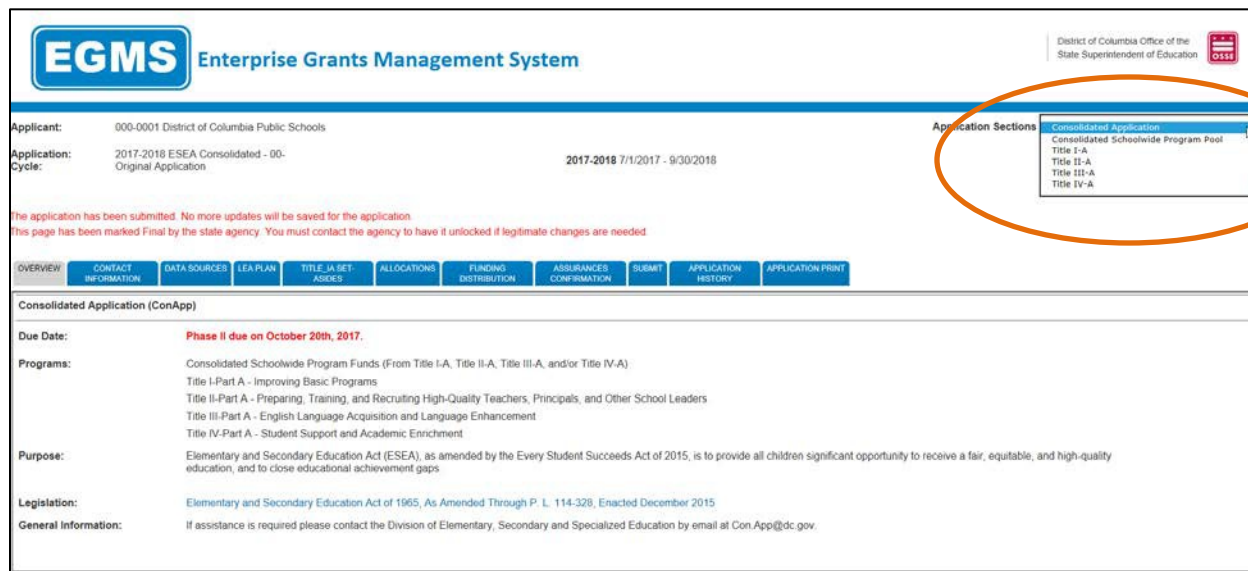
Figure 19 Grant Application showing drop-down of application sections.

Stand-alone programs have all functions and contents located within the only Application Section. The drop-down list of Application Sections does not contain multiple rows to switch between programs.

Overview Page
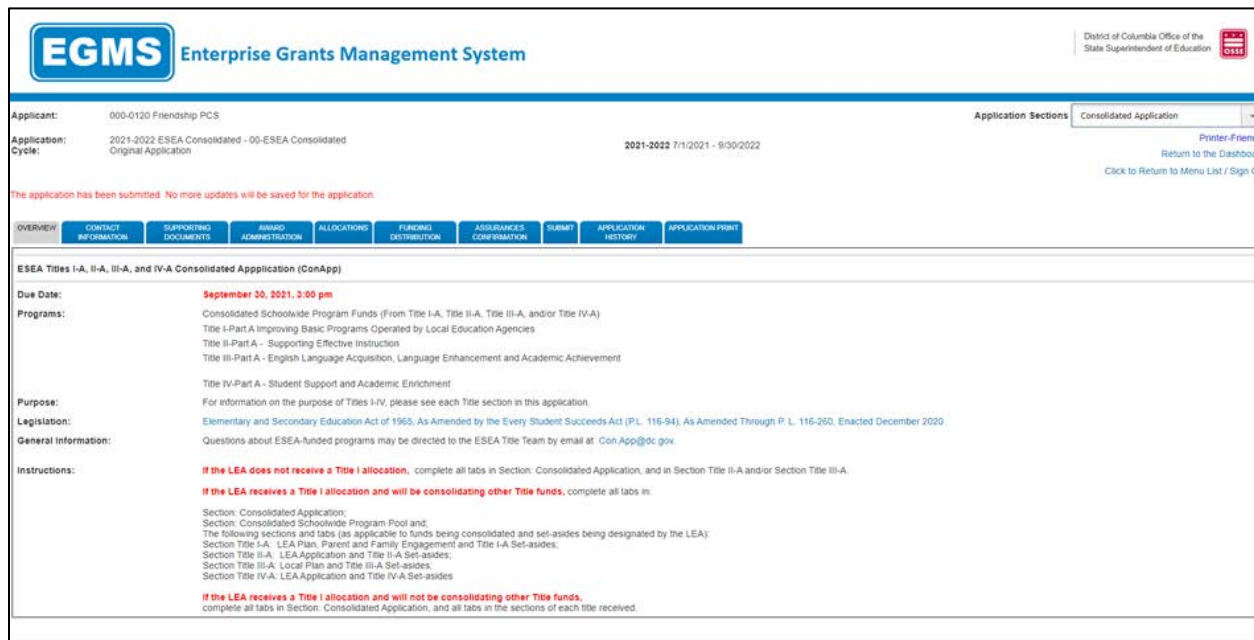
Figure 20 Overview page.

Within most grant applications, the first page that displays upon opening the application is the Overview page. This page contains information about the program(s) included in the application, relevant guidance, and contact information at OSSE should users have questions about

completing the application. Due dates for when the applications must be submitted are also listed on this page.

Central Contacts

The Central Contacts page in the Central Data application contains data that is anticipated to be common across all grant programs and collections for the Fiscal Year.

Figure 21 Central Contact page.

Program Narrative Page(s)

Each program consists of informational pages such as the Overview page above, along with Program Narrative Pages, and Program Budgeting Pages. The following is an example of a page requiring narrative data entry from the applicant.

Figure 22 LEA Assurances.

On EGMS pages where narrative information is required, the page includes validations to ensure the applicant has completed required fields correctly. If the applicant has entered any data in error, upon attempting to save, the EGMS will issue either Warnings or Error level messages.

In the case of Warnings **only**, the data is saved to the EGMS database. However, an Organization user must correct such conditions before the Organization can submit the application.

In the case of Error conditions, the data **has not** been saved to the database. If the user selects another tab on the tab strip before successfully resolving all error level messages that exist, the data entered will be discarded. A warning message will not display as you move to another page that your entered data will be discarded. All errors should be resolved, and the page re-saved until no error message displays at the top of the page.

The EGMS is constructed to only issue a Warning or Error if data entry is incorrect or incomplete. If all data entry is complete and in a valid format, when the user selects Save **Page**, no confirmation message will display.

Funding Distribution Page

Formula grant programs begin with OSSE communicating Allocations to the Organization. This information is at the Consolidated Application section on the Funding Distribution page. Consolidated programs contain multiple columns for each program that has an allocation or can receive an allocation transfer.

The following image shows the Funding Distribution page for the ConApp.

Figure 23 Funding Allocations.

The Funding Distribution page shows all possible sources of funding, including Carryover from the prior year for programs that allow carryover. Where Fiscal Agents exist for consortiums, the EGMS displays funds that members of the consortium transferred to the Fiscal Agent. Organizations wishing to participate in consortiums (such as with Title III-A) should contact OSSE program staff to facilitate those transfers.

Applicants can facilitate the transfer of funds from this page for those programs that allow fund transfers. For example, moving Title-IIA funds into the Consolidated Schoolwide Program Pool. Applicants of the IDEA Part B Consolidated Application should utilize functionality on this page to move funds from Programs 611 and/or 619 into CEIS or Directed Use if desired or required by OSSE.

Any organization that desires to release their funding back to OSSE can check the checkboxes at the bottom of the page to indicate this request. Ultimately, at the bottom of each column, the EGMS will indicate the total amount available for Budgeting. Almost all formula programs require that the budgets exactly match this amount.

For applicants on Competitive programs, the Funding Distribution page will show no funds until award decisions are finalized. At that time, successful applicants will see an allocation that may or may not be exactly equal to the amount requested on the competitive application. For successful applicants whose amount is different, the applicant must revise their budget to be the same amount as the awarded amount.

Detailed Planned Expenditures (Budgeting)

The Proposed Expenditures that the LEA enters must correspond to the Budget. Where allocations exist, the sum of the Proposed Expenditures **must exactly match** the Total Funds Available. There are multiple Budget Categories at OSSE under which funds may be budgeted. One such Budget Category, Salaries & Benefits, requires the name of the person whose salary and benefits are being paid. Another Budget Category, Equipment, does not need the name of the person, but rather the name of the item being purchased. For that reason, each Budget Category has its own sub-tab under Detailed Planning Expenditures.

For a grid of example Budget/Program expenses, select the **Description of Program Category Values** link near the top left of the page. The following image shows the Salaries and Benefits page.

Figure 24 Salaries and Benefits page.

The Salary and Benefits page will first display a grid of the Last Budget amount by budget category compared to the amount paid to date on that budget category. This information is intended to prevent an applicant from requesting to reduce the budget amount of a particular budget category to an amount below how much was already paid.

The next control on this page is the drop-down list of Sites for this applicant. Many programs in the EGMS will be utilizing Site Based Budgeting, which requires the applicant to indicate how much in funding will go to a specific campus. The Site Codes for all known campuses are loaded into the EGMS and associated with their LEA. Additionally; the site code 000 is included for proposed expenditures not intended for a specific site, but rather for the LEA Central Office.

To toggle to a specific campus, select the drop-down list of sites, select the desired site, and then select **Go** to retrieve budget details related to that site for that Budget Category.

Some programs in the EGMS do not require site-based budgeting. As such, all proposed expenditures are budgeted to the central office. Correspondingly, the drop-down list of sites will be hard coded to the 000 Central Office 'site'.

Each page like Salaries and Benefits will begin with 10 blank detail lines for the applicant to complete. Upon successful saving of a 10th line, another 10 blank lines will display. There is not an EGMS limit to the maximum number of rows allowed on the budget pages.

Each detail line contains multiple required data elements that vary by Budget Category. All fields must be completed on each line. The Program Category column represents the lists of allowable activities for that program.

After the users enters and saves a line on a Budget page, the value in the Program Category drop-down list **may not be modified.** If it is determined that the entry needs to be changed, the user should select **Delete Row** checkbox on the far-right side of that row and select **Save Page**. This action will successfully remove the row, which can then be re-entered. Users can modify all other values on these Budget pages after saving the page.

Indirect Costs

At the bottom of the Budget page on each Budget Category for the 000 Site Code only, the Indirect Cost calculation is displayed based on guidance from EDGAR. Not all programs allow for Indirect Costs to be budgeted. Further, all applicants must have an approved Indirect Cost Rate for the current grant year, to be allowed to budget indirect costs. This is the only place where indirect costs can be budgeted in the Detailed Planned Expenditures. If you do not see an indirect cost section at the bottom of each budget category page, and want to utilize this option, please reach out to your grant manager to determine if you are eligible.

If allowed by program areas, and if the applicant has an approved Indirect Cost Rate for the current year,

Indirect Costs may be budgeted up to the maximum amount allowed. Sub-grantees are not required to budget indirect costs. Furthermore, indirect costs must come from the total amount available, **not more than** the allocation available. Program offices may limit the sum of Indirect Costs and Administrative budget items to remain below a certain percentage of the allocation. Further, Amounts budgeted to Budget Categories 400, 500, and 700 are already considered Indirect Costs, and as such, reduce the maximum amount of Indirect Costs that can be budgeted. The following image shows the bottom of a Detailed Planned Expenditures page for an organization that has an approved indirect cost rate, AND, for a program that allows budgeting of Indirect Costs.

Indirect Costs, when part of an approved budget, can be paid only in proportion to Direct Expenses that have been incurred and claimed. When budget amendments revise the percentage of the budget to Direct Expense categories, subsequent claims may result in the amount of indirect costs available to be claimed begin disproportional to that specific claim – to 'catch up' with the revised proportion.

Application Specific Assurances

Where programs have assurances that were not appropriate to be installed in the Central Data Assurances, an Assurance tab will be located within the Funding Application. These assurances, along with the Assurances previously completed within Central Data must be agreed to prior to the application being submitted.

Assurances are the only pages that can be completed after the Consistency Check has passed without requiring the re-execution of a Consistency Check. This allows data entry staff to complete the entire application, and confirm it is ready to be submitted before taking it to the Authorized Representative who can complete assurances and submit the application.

Application Submit

As detailed above on the Central Data collection, the Submit Page performs three functions:

1. Executes the Consistency Check
2. Locks / Unlocks the Application
3. Submits the Application

The Consistency Check will list all errors that must be resolved prior to submission to OSSE. After all errors have been resolved, the application will be locked.

If the applicant wishes to change the contents of a locked application, the Unlock button will restore all **Save Page** buttons. After the updates are completed, the Consistency Check must be executed again.

While Data Entry staff can Submit applications to their local Authorized Representatives, this function is not required. If users with Data Entry permissions submit to a local Authorized

Representative, that Authorized Representative will receive an email indicating they need to login to the EGMS to review the Application or Claim, and to complete the submission to OSSE.

The Authorized Representative can submit the application directly to OSSE. **Data Entry level submissions are not routed to OSSE, and do not constitute submission of the application to OSSE**.

Figure 25 View Review Summary link

In the event the applicant is ready to submit the application to OSSE, but the **Submit to OSSE** button is not displayed, the reason is most likely one of the following conditions:

1. The Assurances within Central Data have not been completed.

2. The Program Specific Assurances have not been completed.

3. The Consistency Check has not been successfully executed.

4. The Submit deadline has passed, in which case, applicants (only for Non-Competitive Applications) can contact the program office to determine if this deadline can be extended.

5. The user does not have Authorized Representative/District Administration role.

Review OSSE Comments

After an application has been submitted, OSSE staff will perform reviews of the application contents. After OSSE has completed the review(s) of the application, a system-generated email will be sent to the person who submitted the application along with any additional users identified on the application's Contact Information page.

If the application is returned for changes, OSSE reviewers will have entered comments into the Review Checklists to advise the applicant what should be revised prior to resubmitting and reviewing the application again.

Access the Review Checklist comments from the EGMS Dashboard page. Prior to opening any review checklist, make sure that the Pop-up blocker within your browser allows pop-ups from the EGMS website; otherwise, Review Checklists will not display.

The image below shows the View Review Summary link that corresponds to the ESEA Consolidated Application.

Select the **View Review Summary** link, the following page will display.

Figure 26   Review Summary page

For each review level at OSSE, a Review Checklist is completed. These checklists are comprised of the questions that reviewers use to determine if an application can be approved. Any checklist that shows a status of **Rejected** should show comments from OSSE that the applicant should review and then update their application to address. Select the radio button for the desired line, and then select the **Review Checklist** button at the bottom of the page.

The Review Checklists usually contain questions for the reviewer to indicate if the applicant's responses are consistent with program requirements. The following image shows how reviewers at OSSE could provide comments that require correction by the applicant.

Figure 27 Review Checklist.

Some Review Checklists, as shown above, contain multiple tabs. Others may contain only one page of checklist questions.

The Review Checklist is only intended to be updated by OSSE. Applicants can view comments in these pages but are not able to modify the contents of review checklists.

Delete an Application

Figure 28 Deleting an Application

Applications in EGMS can be deleted if the application is in Not Submitted status. This can be an Original Application, or an Amendment. If you need to delete an application that has a status of Submitted to OSSE, you can contact the Program Manager to request the application status be **Return the Application for Changes**, so that the delete can occur.

1. When **Delete** is selected, a Confirmation Message box will open.
2. Select **OK** in the message box will complete the delete. Or select **Cancel**, to Cancel the Delete request.

Create an Amendment

After an Original Application reaches Final Approved Status, Amendments are allowed. There are three requirements related to Amendments. First, the Most Recent Revision to the application must be in Final Approved Status, as the EGMS prevents having multiple amendments for the same program at the same time. Second, the current date must have been configured by OSSE as a valid date to Create an Amendment. Third, there cannot be any open reimbursement requests.

An Original Application or an Amendment that has been Returned for Changes, cannot be amended, as it is not Final Approved.

The following image shows two projects. For the first example, selecting Create Amendment is valid – and will result in the Original Application being copied into Amendment #1. Further, the first page of the application displaying. For the second example, the Create Amendment function will not display, as the Original Application is in Submitted for Review status.
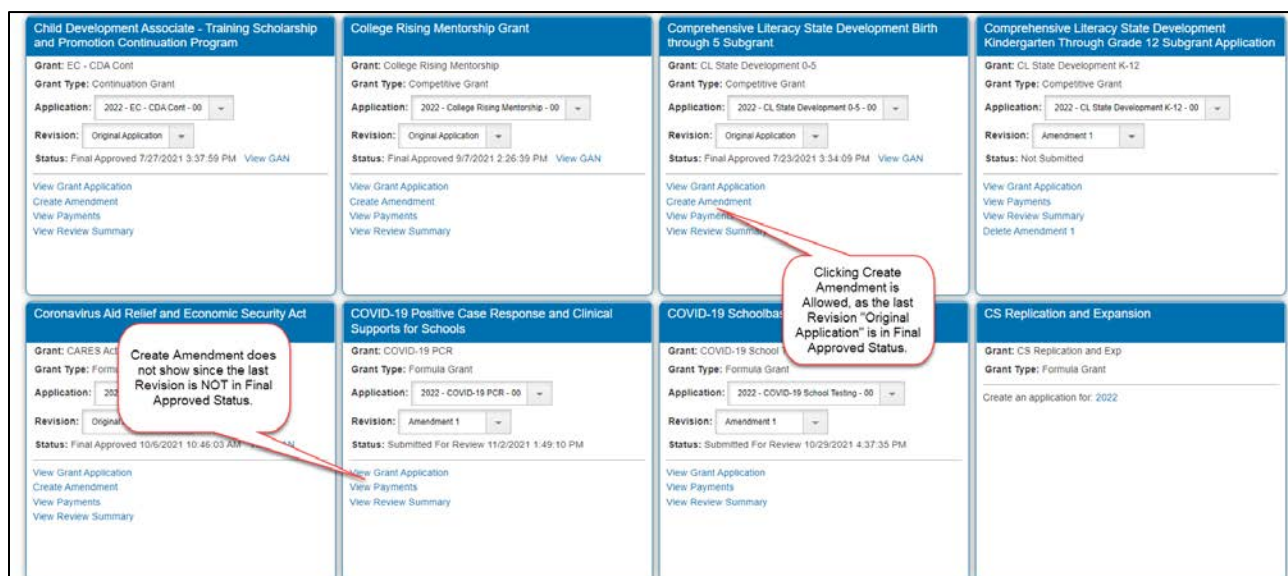
Figure 29 Create an Amendment hyperlink.

Changes in Allocations or Funds Available for Budgeting

Formula Programs in EGMS have Allocations. Competitive Grant applications that receive an award, have an Allocation loaded as part of the application approval process. Regardless of the timing of the Allocation, there are occasional changes made to the amount of funds available for Budgeting. Common reasons for changes in this amount are:

1. Carryover from the Prior Year Project is added to the Current Year when the Prior Year closeout is approved.

2. Federal changes in Allocation result in allocations being updated by OSSE. This can take the form of a Revised Allocation amount, Reallocated funds being added, or funds being Released.

Select the **Payment Summary** link in grant application window on the EGMS Dashboard page to open the Payment Summary details. This is the easiest place to notice if the Total Funds Available for budgeting has changed since the last approved budget. The following image shows a Payment Summary page with a difference between the last approved budget, and the Total Funds Available for Budgeting.

	SCHOOLWIDE	TitleIA	TitleIIA	TitleIIIA
Current Grant Year Allocation	$0.00	$398,838.64	$88,665.67	$0.00
FY16 Unexpended Balance	$0.00	$21,842.56	$93,377.09	$0.00
(+/-) Consortiums	$0.00	$0.00	$0.00	$0.00
(+/-) Transfers	$0.00	$0.00	$0.00	$0.00
Total Funds to be Budgeted at Beginning of FY2017	$0.00	$420,681.20	$182,042.76	$0.00
Approved Budget	$0.00	$397,483.91	$88,665.67	$0.00

Figure 30 Payments Summary

In the Highlighted portion of the image, one may see that the Last Approved budget was for $88,665.67 for Title II-A. However, the Total Funds to be Budgeted shows $182,042.76. The difference between these amounts is $93,377.09, which is the exact amount of the Carryover above resulting from the prior year closeout. At the time of the Original Application, carryover was not yet known, resulting in the difference.

The correct steps to take when Funds Available for Budgeting are revised, is to create an application amendment, and to modify the budget pages to match the total amount currently available for budgeting. After that amendment is approved, the Payment Summary Approved Budget line will match the Total Funds to be budgeted.

Release / Refuse an Allocation

The Funding Distribution page contains **Funds Release** checkboxes that will release unwanted funds back to OSSE. The following image shows this process.

Funds not applied for (Select the boxes below ONLY if the Organization is electing to release its Program funds back to OSSE to be reallocated to other Organizations.)					
Current Year Funds	☐	☐	☐	☐	☐
Prior Year Funds	☐	☐	☐	☐	☐
Net Adjustment	$15,407,822.41	($14,538,797.41)	($869,025.00)	$0.00	$0.00
Total Available for Budgeting	$15,407,822.41	$11,871,024.09	$4,426,838.23	$773,668.93	$1,078,831.73

Figure 31 Fund Release checkboxes on the Funding Distribution page.

By checking either the Current Year Funds and/or the **Prior Year Funds** checkbox(s) – and then selecting **Save Page**, the corresponding funds will be immediately released from the LEA. Funds are immediately released so that the Detailed Planned Expenditure pages do not display those funds or expect them to be budgeted.

Please note that once the box is checked and saved, an LEA cannot uncheck the box to recover the released funds.

In some cases, when an LEA or Organization has a very small amount of funds, and LEA or Organization elects not to apply for those funds (or to create an amendment to budget in carryover), the use of these checkboxes can eliminate the burden of completing these processes.

Reverse a Release of an Allocation

Allocation Releases, regardless of the way the Release was entered into the EGMS, must be performed by the Office of Grants Management and Compliance. If an LEA has Released funds that need to be Reallocated back to that LEA, please contact the program office. If such a reversal is permissible, the program office will log a support ticket to complete this reversal.

Payments in the EGMS

After a Grant Application has been Final Approved by OSSE and the Central Data is complete, the **View Payments** link on the EGMS Dashboard page will be available for that program. The following image shows the location of the Payments link, on EGMS Dashboard.

Figure 32   View Payments hyperlink.

For an Amendment to have been created, the Original Application must have been final approved. The Payments portion of the EGMS will only work with the last approved budget. As such, in this case, the budget amounts on the Final Approved Original Application will be used. Budget changes that may exist on Amendment #1 will not be available to Payments until that Amendment is Final Approved by OSSE.

The following image shows the Payments Summary page that will display after selecting the **Payments** button on the EGMS Access / Select page.

Figure 33 Expenditures/ Payment Summary

There will be one column for each budgeted program in the application. In this example, the ESEA Consolidated application has 5 such programs. At the top of the page, the total approved budget displays. Pending Reimbursement Requests (RRs) are for RRs that have been approved by OSSE, and are being sent to SOAR, but not yet paid by SOAR to the sub-grantee. Completed RRs represent funds that have been paid by SOAR to the subgrantee. Remaining Balance contains the amount of funds that are available to be claimed by the subgrantee during this program year.

By selecting the blue hyperlink for the Total of Completed Payments – the list of payments for that program will be displayed, as shown in the following image. In this image, the chevron (black triangle) for the 2nd payment in the list, has been selected to expand the details of that payment (including the check number and check date). This check date is one day after the actual check was issued from SOAR.

Figure 34 Completed Payment History.

Figure 35 Reimbursement Request/Closeout Report Menu – Program Select drop-down.

At the top of the Payment Summary page, a button is labeled **View Reimbursement Requests / Periodic Reports**. Select the button to open a list of existing RRs and the page where new RRs can be created. For programs like the ESEA Consolidated application, an intermediate step (illustrated in the image below) is required to select which of the programs in the consolidated application will be accessed.

After selecting a program from the drop-down list, the user will be redirected to the Reimbursement Request menu for that program. The following image shows a view of multiple RRs that are in various status during the Fiscal Year.
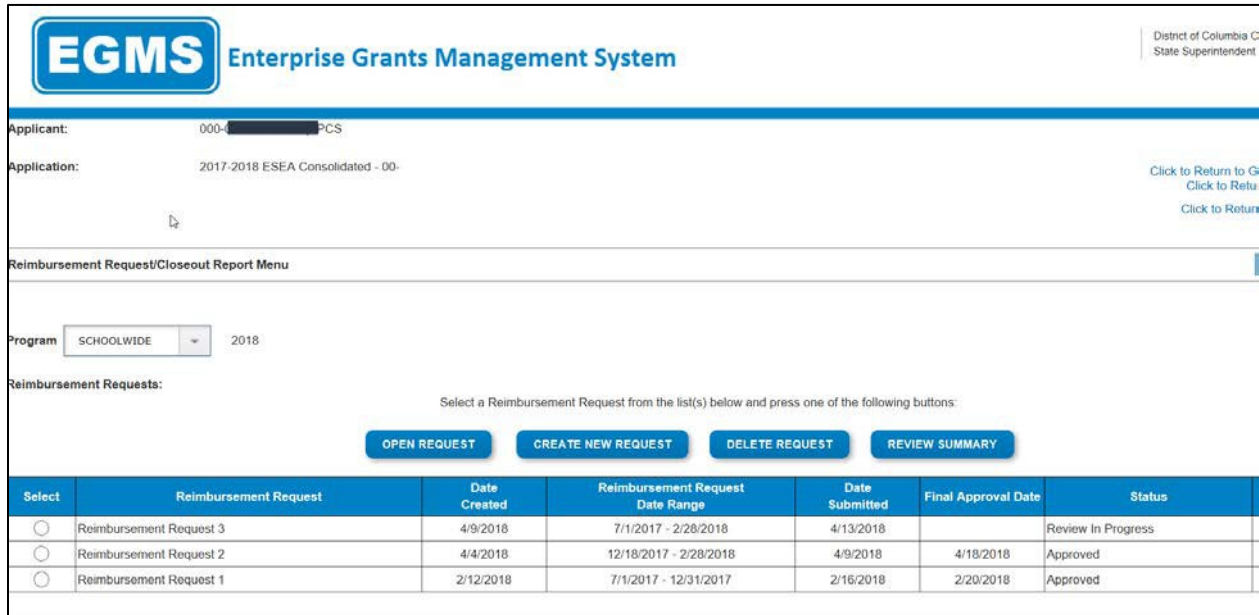
Figure 36 Reimbursement Requests Details.

On this page, users can open existing requests, create new requests, delete requests that are either Not Submitted or Returned for Changes, or see the Review Summary of a RR that has been returned for changes. For details on the Review Summary function, please refer to the section about Reviewing OSSE Comments.

Reimbursement requests cannot be created if there is an open amendment. All amendments to the application need to be submitted and approved by OSSE prior to creating new RRs.

The following image shows a specific Reimbursement Request after selecting the radio button on the left and selecting **Open Request**.

Application:	2016-2017 IDEA Part B Consolidated - 00-Reimbursement Request 1			**2016-2017** 7/1/2016 - 9/30/2017					Printer-Friendly

Click to Return to GMS Access/Select Page
Click to Return to Payment Summary
Click to Return to Reimb/Expend Menu
Click to Return to Organization Select
Click to Return to Menu List / Sign Out

| REIMBURSEMENT REQUEST OVERVIEW | REIMBURSEMENT DATA IMPORT | SALARIES AND BENEFITS | PROFESSIONAL SERVICES | EQUIPMENT | SUPPLIES AND MATERIALS | FIXED PROPERTY COSTS | OTHER OBJECTS | SUBMIT | REIMBURSEMENT REQUEST SUMMARY |

Reimbursement Request 1   Click for Instructions

This request has been approved. No more updates will be saved.

Agency: 001
Document #:
Check/EFT #:
Check/EFT Date: 2/22/2017

Program: Annual-611

Click on the "Create Additional Entries" button to enter additional information.

Program and Budget Category Instructions

Show Budget Summary: ◉ Yes ○ No
Note: This Budget Summary displays to aid in creating and editing the Summary Expenditure Report and will not display once the Reimbursement Request is submitted to the SEA.

Site: [All Budgets Combined   ▼]   [GO]

Remove blank rows from display: ◉ Yes ○ No

Code	Activity Description	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
20	Support Services	6,573,881.39	827,204.21			793,453.51			8,194,539.11 100.00 %
Subtotal		6,573,881.39 80.22 %	827,204.21 10.09 %			793,453.51 9.68 %			8,194,539.11 100.00 %
Total Budget									8,194,539.11

Program Category	Site	Payee (Vendor Consultant etc.)	Contract Obligation Date	Expenditure Description	Invoice Date	Total Invoice Amount	Check Number (if paid by other instrument put n/a)	Check Payment
20-Support Services ▼	0000 ▼	CHESAPEAKE SCH	10/03/16	Supplies and materials to increase the quality of services as we support	10/4/16	62750.00	006015915	11/14/16

5400 / 900 Indirect Costs Approved Rate 2.0600 % Derived Rate 0.0

NOTE: Data displayed on this page was effective as of 2/2/2017

Payment Tracking Number	000-00011701004

Expenditures from [10/1/2016] to [12/31/2016]   Enter as MM/DD/YYYY

At the outset of the 2017 year, your LEA provided the following information:

DUNS #   1   /2

SAM Expiration Date   [5/2/2017]   Click here to access SAM for Expiration Date Information

Note: OSSE is **prohibited** from making payments to LEAs whose CCR Expiration Date (which has now been replaced by the SAM Expiration Date) has passed. Updates to this date can only be made within the Central Data collection, which MUST be approved before re-saving this claim will import that date.

RECAP	Amount
Grant Award (Allocation)	$8,139,632.51
Approved Budget	$8,139,632.51
Amount Paid To Date	$0.00
Expenses To Date	$0.00
Balance Due LEA	$0.00
Funds on Hand	$0.00

Figure 37   Reimbursement Request 1 Details

Reimbursement Request Page Business Rules

At the top of the page, the Budget Summary page is redisplayed, with 10 blank rows (other lines may be added but are suppressed by default). The Budget is shown as a sum of all sites. Both filters can be changed by the user if desired by selecting a Site in the drop-down List, or using All Sites Combined. All Program and Budget Categories (regardless of whether they are budgeted to or not, are displayed).

Data elements will be required on each row of the Reimbursement Request, based on what is required by each program office. The RR page works similarly to the Budgeting pages. Some values, after the user saves them, cannot be modified (only deleted and re-added). These include Program Category, Site and Program Activity.

Detail lines added or updated on a Reimbursement Request are validated against the sum of Completed Payments, Pending Payments, and Saved Payments (not yet submitted), to ensure that sum does not exceed the approved budget. This analysis is performed against the Budget Category, Program Category, and the Site code (for programs budgeted by site).

Indirect Costs, if budgeted, can be claimed on this page. However, the amount that can be claimed must not be disproportionately higher than the Direct Expenses claimed on previous RRs. Error messages will alert the user if this limit has been exceeded. The following image shows where Indirect Cost can be claimed, at the bottom right of the page.

Figure 38 Indirect Costs Claimed.

Users should complete the Date Range when the expenditures were incurred (usually the 1st to the last day of one month). This date range should never attempt to span fiscal years.

The DUNS Number and SAM Expiration Date are copied into the RR when it is created, from the last approved application/amendment from Central Data. These values cannot be updated in an RR, but rather only in Central Data. Creating a claim with a SAM Expiration Date in the past will result in that RR being unable to be submitted. The RR will need to be deleted and re-entered AFTER the Central Data Amendment is approved by OSSE.

Some programs will require that the sub-grantee upload supporting documentation to prove that the expenditures have already been incurred by the sub-grantee. To complete this upload process, execute the following steps:

1. Select **Browse**.
2. Navigate to the file within your network that you wish to upload (6MB max file size)
3. Select **Open** to begin the upload process to the EGMS Server
4. Back on the EGMS RR page, select **Save Page**.

When the upload is successful, the EGMS will return to the top of the page. The document that was just uploaded will display in the *Previously Attached Documents* section**.**

Be certain not to include any data in attachments such as Social Security Numbers or other Personally Identifiable Information (PII).

After all Reimbursement Request lines have been entered, and the Date Range, and uploaded files have been completed, the Authorized Representative of the sub-grantee can Certify / Submit this Reimbursement Request to OSSE for review.

When OSSE approves or returns the RR for changes, the user who submitted the RR will receive an email notification of that action.

Within the EGMS, OSSE will either entirely approve the Reimbursement Requests, or return it to the user for changes. If there are ten lines on an RR, and eight are acceptable to OSSE but two have a concern that prevents OSSE from approving them, the entire RR with all ten lines is returned to the sub-grantee. The eight lines that were acceptable will not be paid until the entire RR is approved by OSSE.

Delete RR Line Items

After a row has been saved on an RR Page, the only way it can be removed is to select the **Delete Row** checkbox at the far right of the line, and then to select **Save Page**. Any other errors which may be present will prevent the deletion from completing. For this reason, it is recommended that deleting rows NOT be done in combination with other updates.

Correct a Previously Paid Amount

In some cases, earlier Reimbursements within the same fiscal year may have been for incorrect amounts. After the request has been paid, the request cannot be reversed. However, offsetting transactions can be entered to reconcile to the correct amount.

For example, if RR#1 included a row for $10,000 for a piece of equipment. Later, when the LEA receives a $200 rebate for the equipment, the LEA is required to pass that rebate back to OSSE. This can be accomplished by including a line item for $-200 on RR#2, with an explanation of the rebate in the Expenditure Description column. Each page (for example, Equipment) must have a positive amount. However, individual lines can be for negative amounts (to complete such reconciliations).

Paid to Date Validations

To understand how EGMS Reimbursement Request (RR) validation's function, it helps to first understand how the budget is viewed by Reimbursement Requests. All programs that have budgets include Detailed Planned Expenditure Pages. There is usually one page for each Budget Category (for example, Salaries & Benefits, Equipment). These Budget Categories represent the Columns within the RR Summary Page. The rows on the RR are the Program Categories (for example: Instruction, Administration, Support Services). Some of these Program Categories are broken down further (such as programs in the ESEA Consolidated application), into Program Activities (for example, Title III-A has Equitable Services, English Proficiency). Furthermore, some programs require funds to be budgeted to a Site (Building) Level, as opposed to a District Level.

While a Title III-A project might have a $20,000 Allocation, the RR Pages see that budget as $5,000 budgeted to Salaries & Benefits, Instruction, English Proficiency, for Site 0000. When entering line items on an RR, EGMS makes sure the LEA doesn't claim more than the Allocation, but ALSO ensures no more than $5,000 is claimed for Salaries & Benefits, Instruction, English Proficiency, for Site 0000.

When considering if a RR Line Item is valid and will be allowed to Save to the EGMS Database, the RR page must look at the last approved budget, plus all previous RRs that have been approved. EGMS considers an RR that has been approved as part of the Previously Paid amounts, regardless of whether SOAR has actually paid the funds to the LEA. RRs that have been created, but not submitted, do NOT count towards the Paid to Date amounts. For this reason, an LEA that attempts to process multiple claims at the same time, runs the risk of being

overpaid to a particular cell (Salaries & Benefits, Instruction, English Proficiency, for Site 0000) – and then having to amend their budget before further claims can be processed.

When the remaining balance of a cell is exceeded on an RR page, the error message will indicate that Data has not been saved due to (Current Request + Prior Approved Requests) exceeding the last approved budgeted amount. The numeric codes for the Budget Category, Program Category, and Site will display in the error message (as shown below) so that the LEA knows which lines are in excess and must be reduced.

Figure 39 Error message to show remaining balance exceeded on reimbursement request.

Reviewing OSSE Comments on Rejected Reimbursement Requests

When a Reimbursement Request is returned for changes by OSSE, the Reimbursement Request Review Checklist is designed to include comments from the reviewer regarding Why the RR was returned. To access the checklist:

1. Select **GMS Access/Select**
2. Select the program.
3. Select Payments for the Program that had the Returned RR.
4. Select **View Reimbursement Requests / Closeout Reports** button
5. If needed – Select the section from the drop-down list (for Consolidated Programs only).

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6. Select the desired Reimbursement Request number that is in Returned for Changes Status using the Radio Button on the left.

7. Select **Review Summary** at the top of the page (see first image below). (Make sure your popup blocker is disabled for the GMS website).

8. The levels of review completed by OSSE will display. For the Review(s) that are in *Rejected* status, select the radio button next to that Stop, and then select **Review Checklist.** (See second image below).

9. Based on the Comments in the Review Checklist, return to the Reimbursement / Closeout Report Menu, reopen the RR, and update as needed.

Application:	2016-2017 ESEA Consolidated - 00-			**2016-2017** 7/1/2016 - 9/30/2017	

Reimbursement Request/Closeout Report Menu

Click this Review Summary Button for RRs that are in Returned for Changes Status.

Program TitleIA ▼ 2017

Reimbursement Requests:

Select a Reimbursement Request from the list(s) below and press one of the following buttons:

OPEN REQUEST   REVIEW SUMMARY

Select	Reimbursement Request	Date Created	Reimbursement Request Date Range	Date Submitted	Final Approval Date
⦿	Reimbursement Request 16	9/12/2017	7/1/2017 - 7/30/2017	9/13/2017	9/22/2017
○	Reimbursement Request 15	9/11/2017	6/1/2017 - 6/30/2017	9/12/2017	9/22/2017

Figure 40 Select the Review Summary for the Reimbursement Request.

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Closing Out a Project in the EGMS

Application:	2016-2017 ESEA Consolidated - 00-			2016-2017 7/1/201
Cycle:	Reimbursement Request 16			

After Selecting the Radio Button, Click this "Review Checklist" button.

Review Summary

Latest submission to OSSE occurred on: 7/6/2017

			Round 1
Select	**Stop**	**Group**	**S**
	1	District Superintendent	
◯	2	Primary Reviewer	Giana Hutton
⦿	3	Final Program Review	Mildred Washington

REVIEW CHECKLIST   REQUEST CHECKLIST PR

Figure 41 Select a Review Checklist button to Close Out a Project.

After all Reimbursement Requests for a project have been submitted, approved, and paid, subgrantee should complete the project closeout. Where allowed, unexpended funds will be carried forward to the same project in the next fiscal year. If such carryover is not allowed, unexpended funds will be returned to OSSE.

Closeouts are accessed from the same Menu as where RRs are created. Users with Data Entry permissions can Create or Save closeouts, but the submission must be performed by the local Authorized Representative. Do not start a closeout report until all RRs are completed and paid. No RRs can be processed after a closeout has been started.

The Closeout Menu appears below the list of all Reimbursement Requests for that project year. An Approved Closeout will appear as in the image below.

Closeout Report:							
Select the closeout report from the list(s) below and press one of the following buttons:							
			OPEN CLOSEOUT REP		REVIEW SUMMARY		
Select	**Closeout Report**	**Final**	**Date Created**	**Date Submitted**	**Final Approval Date**	**Status**	**Status Date**
○	Expenditure Report 1	Y	2/10/2017	2/10/2017	2/16/2017	Approved	2/16/2017

Figure 42 Reimbursement Request for the project year.

If no closeout has previously been created, the **Create Closeout Rep** button will be available.

As shown in the following image, the Closeout Report will show the last approved budget summary grid, followed by a list of rows showing each budgeted amount, the OSSE Payments amount for that row, and then an enterable field for the subrecipient to complete with the Actual Expenditure Amount for each row. As OSSE anticipates that the Actual Expenditure Amount will match the amount OSSE has already paid, the Enterable field (Expenditure Amount), is preloaded with the OSSE Payments amount for each row. If the actual payments match the actual subrecipient expenditures, no data should be changed.

If the Actual Expenditures are different from the amount OSSE has paid, the following actions are appropriate.

1. If Expenditures are greater than the amount already paid (in summary for the whole closeout), the Closeout should be Deleted on the menu, and a RR should be submitted to address that underpayment condition.

2. If the Expenditures are less than the amount already paid (in summary for the whole closeout), this constitutes an Overpayment condition. Contact your grant manager prior to completing closeout.

3. At the bottom of the Closeout, select the **Closeout Effective Date** (usually 9/30), from the drop-down list of Expenditure Period End Date.

Ensure that the Final Expenditure Checkbox at the bottom remains checked.

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In the event your submitted closeout is returned for changes, please referee to the steps listed above about Reviewing OSSE Comments on rejected Reimbursement Requests to see the steps to access those comments.

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Application:	2015-2016 ESEA Consolidated - 00-		
Cycle:	Expenditure Report 1	**2015-2016** 7/1/2015 - 9/30/2016	Click to Return to GMS Access/Select Page
			Click to Return to Payment Summary
			Click to Return to Reimb/Expend Menu
			Click to Return to Organization Select
			Click to Return to Menu List / Sign Out

Closeout Report 1

This request has been approved. No more updates will be saved.

Reminder: You have indicated this is your final expenditure report. Only actual expenditures are allowed - outstanding obligations should not be included in your reporting.

Program: TitleIA

Site: [All Budgets Combined ▾] [GO]

Remove blank rows from display: ◉ Yes ○ No

Code	Activity Description	100 - Salaries and Benefits	300 - Professional Services	400 - Property Services	500 - Equipment	600 - Supplies and Materials	700 - Fixed Property Costs	800 - Other Objects	TOTAL
10	Instruction	1,788,673.85	1,853,881.67			508,493.25		72,884.45	4,223,933.22 25.92 %
Subtotal		10,122,758.71 62.12 %	5,064,204.45 31.08 %			583,465.55 3.58 %		523,839.69 3.21 %	16,294,268.40 100.00 %
Total Budget									16,294,268.40

Program Category	Budget Category	Expenditure Description	Final Approved Budget	OSSE Payments	Previously Reported	Expenditure Amount	Delete Row
10 ▾	100 ▾	Instruction / Salaries and Benefits	$1,788,673.85	$1,586,278.48	$0.00	1586278.48	☐
10 ▾	300 ▾	Instruction / Professional Services	$1,853,881.67	$1,724,894.75	$0.00	1724894.75	☐
80 ▾	800 ▾	Other Expenses / Other Objects	$28,459.75	$22,044.53	$0.00	22044.53	☐
		Sub-Totals:	$16,294,268.40	$13,476,302.29	$0.00	$13,476,302.29	
		Indirect Costs Approved Rate 0 % Derived Rate 0 %	$0.00	$0.00	$0.00	$0.00	
		Totals:	$16,294,268.40	$13,476,302.29	$0.00	$13,476,302.29	

Expenditure Period End Date [9/30/2016 ▾]

LEA Comments (4000 character maximum)

OSSE Comments (4000 character maximum)

[SAVE COMMENT]

RECAP	Amount		Amount Paid to Date by Fund Source	
Grant Award (Allocation)	$16,294,268.40			
Approved Budget	$16,294,268.40		TitleIA	$13,476,302.29
Amount Paid To Date	$13,476,302.29			
Expenses To Date	$13,476,302.29		Total	$13,476,302.29
Balance Due LEA	$0.00			
Funds on Hand	$0.00			
Final Expenditure	☑			

Figure 44

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