Office of the State Superintendent of Education

EGMS User Manual

2014

OSSE
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Revision History

Version	Status	Date	By	Summary of Changes
1.0		May 1, 2014	DRC	Original

Table of Contents

Document 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 Phase 1/Central Data Collection
3. Accessing and Completing Funding Applications
4. Completing Requests for Reimbursements for applications funded by OSSE

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

TECHNICAL ASSISTANCE:

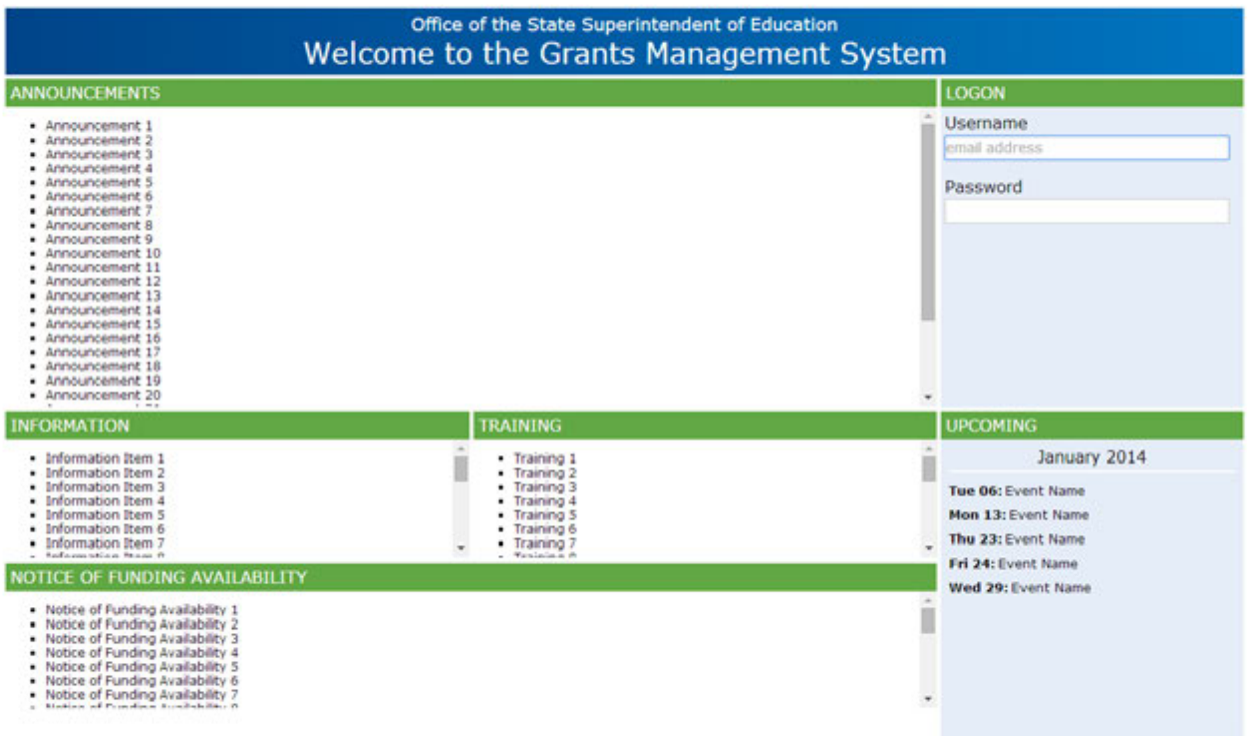
Contact the OSSE Help Desk at (202) 719-6500 for technical questions regarding EGMS access or system issues.

Logon Page

The EGMS Logon Page is located at the following URL:

http://grants.osse.dc.gov

If you do not have a logon ID, click the “New User” link in the top right of the Logon Page.

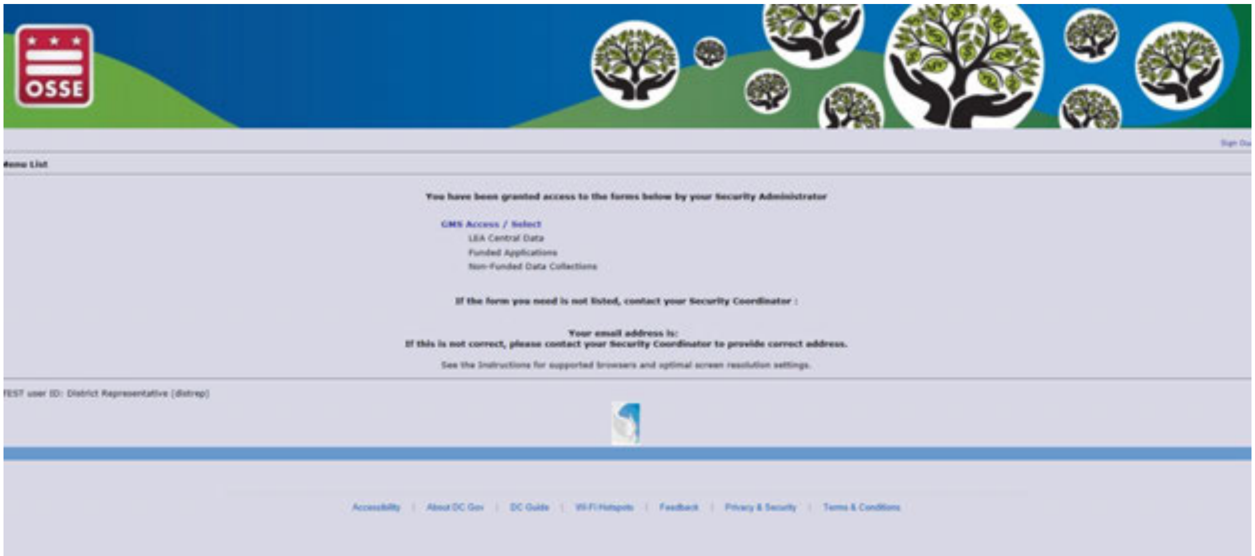


The Logon Page contains sections

1. Logging on using existing credentials
2. Requesting Credentials for a New User (which may be a new user at an existing vendor, or a new user at a vendor new to OSSE).
3. Using the Public Access feature to view allocations and payments of approved applications.
4. Viewing Announcements from OSSE
5. Viewing other EGMS related information from OSSE
6. Viewing Upcoming Events from OSSE
7. Viewing copies of Notices of Funding Availability from OSSE
8. Vendor Registration

Users with credentials to access the EGMS should enter their UserID (which will be their email address), their Password, and click the Logon button. As part of the first logon, users will be required to set a new password, and answer 4 security questions that will be used if a password reset is needed in the future.

EGMS Menu List



After successful logon, the EGMS will display the EGMS Menu List page. The EGMS Menu List shows options for each user based on authority they have been assigned.

The hyperlink for “EGMS Access/Select” will take users to the list of systems including:

- Central Data, including common assurances,
- Phase I Assurances for ConApp and IDEA Part B,
- Funding Applications (e.g. ConApp, IDEA Part B Consolidated, Perkins, 21st Century, etc.)
- Non-Funded EGMS Collections (e.g. IDEA Maintenance of Effort)

For each LEA or CBO User, the list of Security Coordinators who can request additional users for your organization will display at the bottom of the page.

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

1. Sign Out of the EGMS
2. Return to this Menu List Web page
3. Return to the EGMS Access / Select Page
4. Display the contents of the Web page in a format that can be printed from the Browser being used.

EGMS Access / Select

After clicking the EGMS Access / Select link from the Menulist Page, the EGMS Access / Select page displays. At the beginning of the Fiscal Year, when no applications or other collections have been created, the EGMS Access / Select page will appear as below.

In the preceding image, the Green Horizonal bar labeled “Created” shows no applications or collections in any of its sub-sections (e.g. Formula, Competitive, Maintenance of Effort, Central Data). Within the

Available sub-sections though, Create buttons are placed to the right of applications and collections which are available to be started (created) by the LEA/CBO. Click the "Create" button, to create an application or collection for the Fiscal Year listed in the drop down list at the top of the page.

Utlimately, as the Fiscal Year proceeds, many applicants will create multiple grant programs. Once created, the applications move to one of the Created sub-sections at the top. Buttons next to Created applications facilitate the following actions:

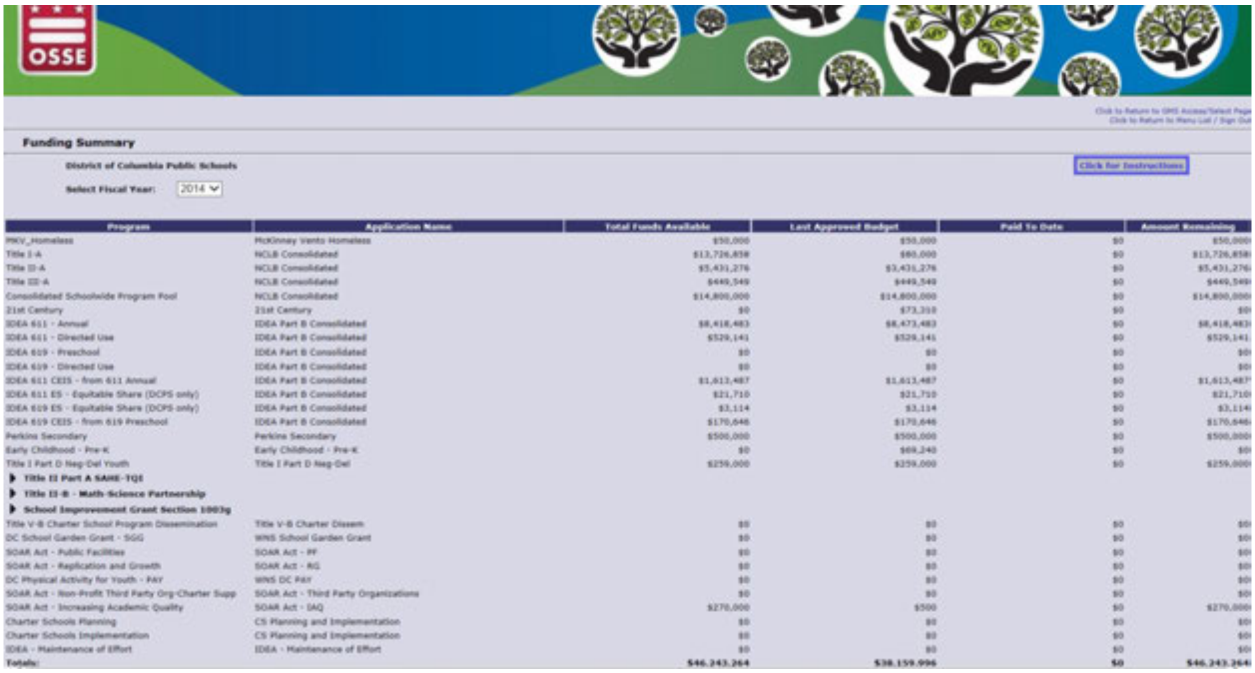
- Open,
- Amend (Create Amendments),
- Payments (Accessing Payments (if final approved)),
- Review Summary (Reviewing OSSE comments about submitted applications,) or
- Delete Application (Deleting unsubmitted applications)

The EGMS Access / Select Page defaults to the current Fiscal Year, with the exception that during the month of June, the upcoming Fiscal Year will display. For example, on May 31, 2014 the default year will be FY14. However, on June 1, 2014, the default Fiscal Year will be 2015. 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.

Funding Summary

The first link available on the EGMS Access / Select 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 been 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.



Program	Application Name	Total Funds Available	Last Approved Budget	Paid To Date	Amount Remaining
MKV_Homeless	McKinney Vento Homeless	$50,000	$50,000	$0	$50,000
Title I-A	NCLB Consolidated	$13,726,858	$80,000	$0	$13,726,858
Title II-A	NCLB Consolidated	$5,431,276	$3,431,276	$0	$5,431,276
Title III-A	NCLB Consolidated	$449,549	$449,549	$0	$449,549
Consolidated Schoolwide Program Pool	NCLB Consolidated	$14,800,000	$14,800,000	$0	$14,800,000
21st Century	21st Century	$0	$73,310	$0	$0
IDEA 611 - Annual	IDEA Part B Consolidated	$8,418,483	$8,473,483	$0	$8,418,483
IDEA 611 - Directed Use	IDEA Part B Consolidated	$529,141	$529,141	$0	$529,141
IDEA 619 - Preschool	IDEA Part B Consolidated	$0	$0	$0	$0
IDEA 619 - Directed Use	IDEA Part B Consolidated	$0	$0	$0	$0
IDEA 611 CEIS - from 611 Annual	IDEA Part B Consolidated	$1,613,487	$1,613,487	$0	$1,613,487
IDEA 611 ES - Equitable Share (DCPS only)	IDEA Part B Consolidated	$21,710	$21,710	$0	$21,710
IDEA 619 ES - Equitable Share (DCPS only)	IDEA Part B Consolidated	$3,114	$3,114	$0	$3,114
IDEA 619 CEIS - from 619 Preschool	IDEA Part B Consolidated	$170,646	$170,646	$0	$170,646
Perkins Secondary	Perkins Secondary	$500,000	$500,000	$0	$500,000
Early Childhood - Pre-K	Early Childhood - Pre-K	$0	$69,240	$0	$0
Title I Part D Neg-Del Youth	Title I Part D Neg-Del	$259,000	$259,000	$0	$259,000
Title II Part A SAHE-TQE					
Title II-B - Math-Science Partnership					
School Improvement Grant Section 1003g					
Title V-B Charter School Program Dissemination	Title V-B Charter Dissem	$0	$0	$0	$0
DC School Garden Grant - SGG	WNS School Garden Grant	$0	$0	$0	$0
SOAR Act - Public Facilities	SOAR Act - PF	$0	$0	$0	$0
SOAR Act - Replication and Growth	SOAR Act - RG	$0	$0	$0	$0
DC Physical Activity for Youth - PAY	WNS DC PAY	$0	$0	$0	$0
SOAR Act - Non-Profit Third Party Org-Charter Supp	SOAR Act - Third Party Organizations	$0	$0	$0	$0
SOAR Act - Increasing Academic Quality	SOAR Act - IAQ	$270,000	$500	$0	$270,000
Charter Schools Planning	CS Planning and Implementation	$0	$0	$0	$0
Charter Schools Implementation	CS Planning and Implementation	$0	$0	$0	$0
IDEA - Maintenance of Effort	IDEA - Maintenance of Effort	$0	$0	$0	$0
Totals:		**$46,243,264**	**$38,159,996**	**$0**	**$46,243,264**

Central Data

From the EGMS Access / Select Page, all Applications, Central Data, Non-Funded Collections are created and accessed. During each June, the LEA or CBO should start the Central Data Collection for the upcoming fiscal year.

The Central Data collection **must be completed** annually by any LEA or CBO wishing to apply for a grant within the EGMS. Central Data captures information that is common to the applicants organization across all grant programs.

Central Data should be completed and submitted to OSSE prior to completing the first funding application for the Fiscal Year. Failure to complete the Central Data collection will prevent users from completing and submitting Funding Applications.

Requirements of Central Data:

1. Annually complete between 1-15 Learning Support Initiatives (LSI) for all LEAs and any CBOs that budget for at least 1 program that is connected to this Learning Support Initiative process. A list of programs that require completion of the Learning Support Initiatives is located on the first Web page (Overview) in Central Data.

2. 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

3. Complete the Central Contact tab for the LEA or CBO.

4. Complete the DUNS Number tab, which includes the organizations DUNS number, and SAM (System for Award Management) Expiration Date. During FY15, OSSE requests, but does not require that a scanned image from SAM.gov of your Entity Overview record be uploaded back into the EGMS to provide evidence of your SAM Expiration Date.

The following images are from pages within the Central Data Collection.

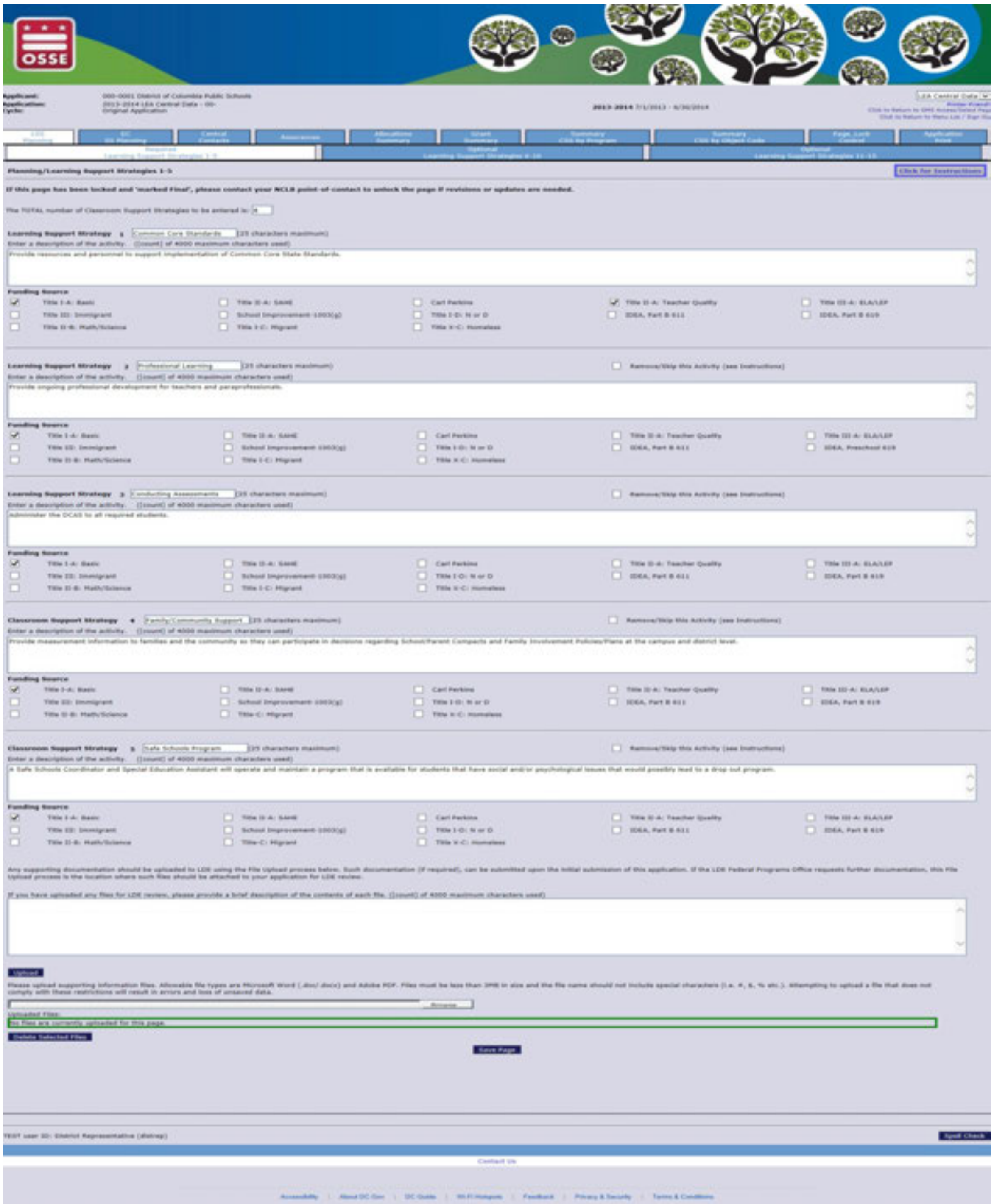
Upon initial creation of Central Data, or subsequent opening of Central Data, the EGMS will direct the user to the first Web page in the collection.

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 Web 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 Web page efficiently. For example, listing all 15 Learning Support Initiatives on one Web page would result in a very long and slower performing Web page. To improve the manageability of this page, it was split into three separate Web pages (each a Sub-tab), with 5 Learning Support Initiatives on each page. When the user clicks a different tab on the primary (higher) tab strip, the secondary (lower) tab strip will no longer display. In some cases, three or four rows of sub-tabs exist, depending on the information requirements of the grant program.

At the bottom of this page, applicants can upload supporting documentation. Only files with XLS, DOC, and PDF extensions may be uploaded. Files should be limited to no larger than 2MB in size. Multiple files may be uploaded though if desired.

Learning Support Initiative Pages

The following is an image of the first of three Learning Support Initiative pages within Central Data. These LSIs are anticipated to be funded by programs focused on serving primarily a K-12 population.

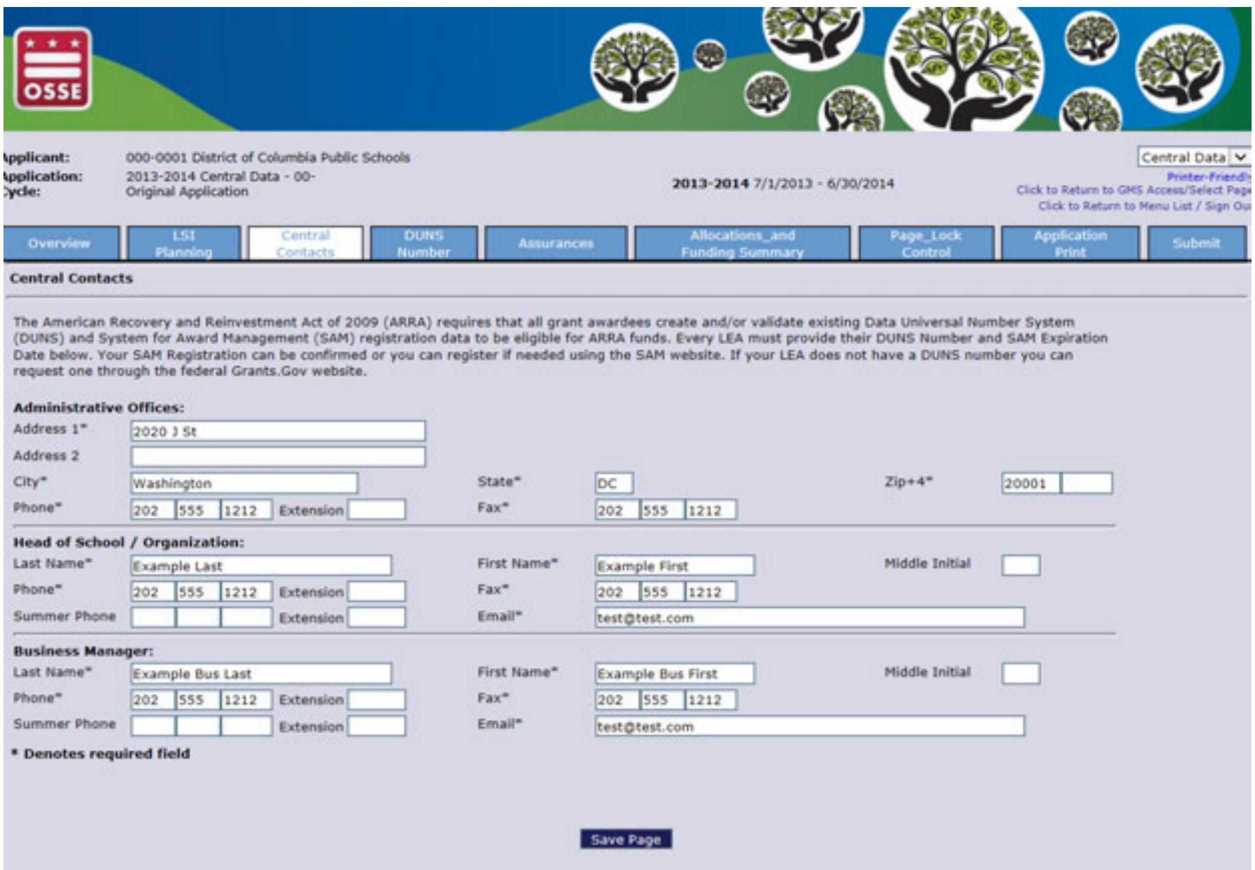


Organizations that complete this section must:

1. Indicate the total number of LSIs that are being entered across the 3 pages.
2. Enter their LSIs
   a. A 25 character maximum abbreviation that will display in Funding Applications.
   b. Check one or more boxes for Funding Sources the organization **anticipates** may contribute funds achieving progress towards each LSI.
   c. Describe the activity or uploaded documents in the designated text area. Text areas have a limit of 4,000 characters. As the user enters content into the text area, the number of characters available decreases. This alerts the user of the remaining available characters allowed in the text area.

Central Contacts

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


Applicant: 000-0001 District of Columbia Public Schools
Application: 2013-2014 Central Data - 00- Original Application
Cycle:
2013-2014 7/1/2013 - 6/30/2014
Central Data
Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Overview | LSI Planning | Central Contacts | DUNS Number | Assurances | Allocations_and Funding Summary | Page_Lock Control | Application Print | Submit

Central Contacts

The American Recovery and Reinvestment Act of 2009 (ARRA) requires that all grant awardees create and/or validate existing Data Universal Number System (DUNS) and System for Award Management (SAM) registration data to be eligible for ARRA funds. Every LEA must provide their DUNS Number and SAM Expiration Date below. Your SAM Registration can be confirmed or you can register if needed using the SAM website. If your LEA does not have a DUNS number you can request one through the federal Grants.Gov website.

Administrative Offices:
Address 1* 2020 J St
Address 2
City* Washington State* DC Zip+4* 20001
Phone* 202 555 1212 Extension Fax* 202 555 1212

Head of School / Organization:
Last Name* Example Last First Name* Example First Middle Initial
Phone* 202 555 1212 Extension Fax* 202 555 1212
Summer Phone Extension Email* test@test.com

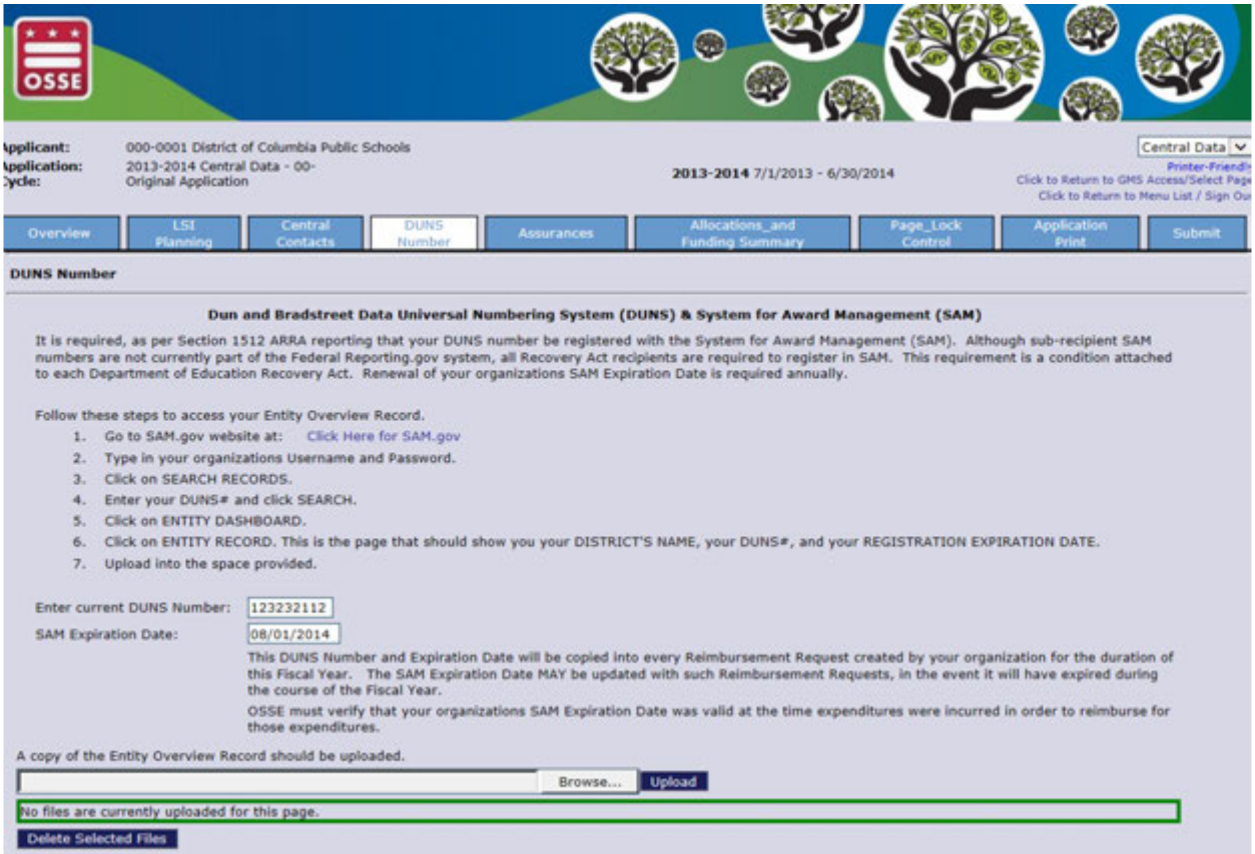
Business Manager:
Last Name* Example Bus Last First Name* Example Bus First Middle Initial
Phone* 202 555 1212 Extension Fax* 202 555 1212
Summer Phone Extension Email* test@test.com

* Denotes required field

Save Page

DUNS Number

The DUNS Number page allows LEAs, CBOs and other organizations to upload their DUNS 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.



OSSE is prohibited from making payments for Federal Programs to organizations whose SAM Expiration Date was not effective at the time the expenditure was incurred by the organization.

Common Assurances

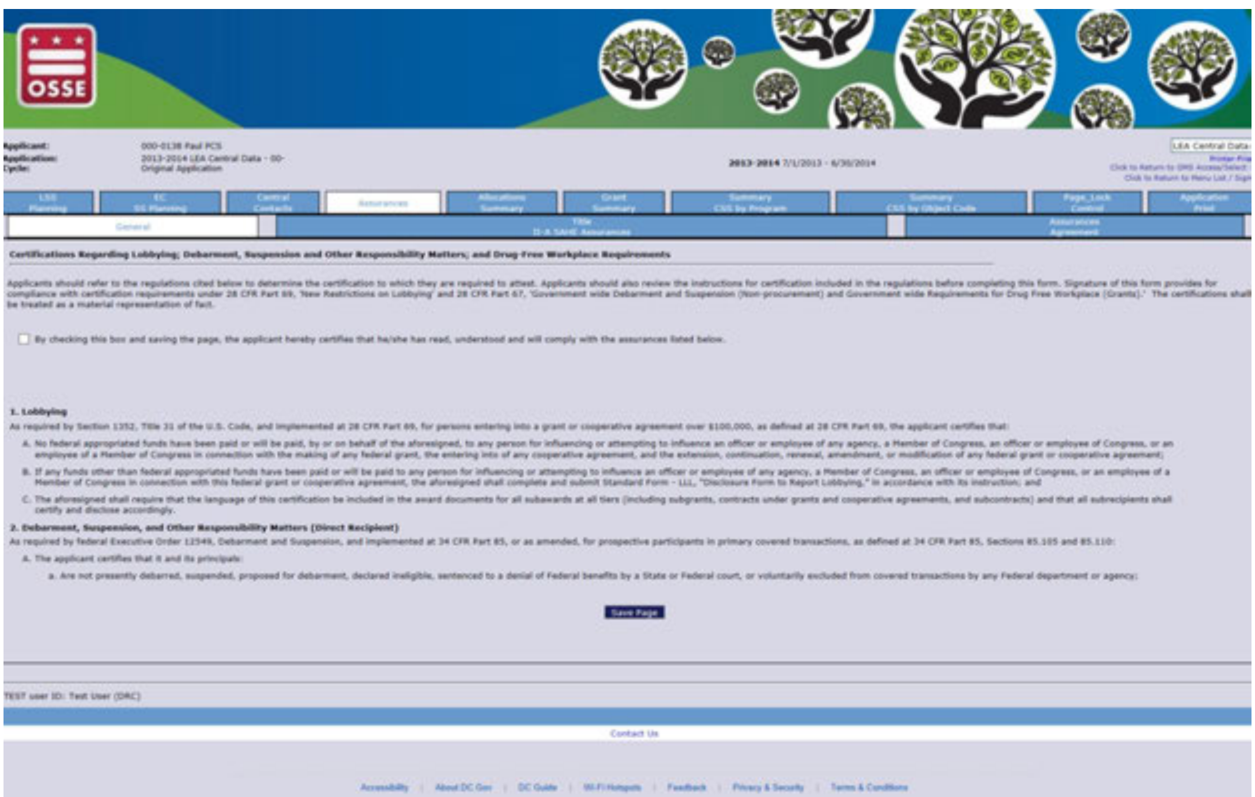
As mentioned above, Central Data holds the General Assurances for all grant programs. These assurances, along with the rest of the Central Data collection should be submitted by July 1st. Each Funding Application will reference back to Central Data. If the assurances within Central Data have not been agreed to, Funding Applications will not be able to be submitted.

Only users who have Authorized Representative credentials for their organization can agree to Assurances.

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

In some cases, Assurance Pages may require responses from the Authorized Representative before they can be agreed to.

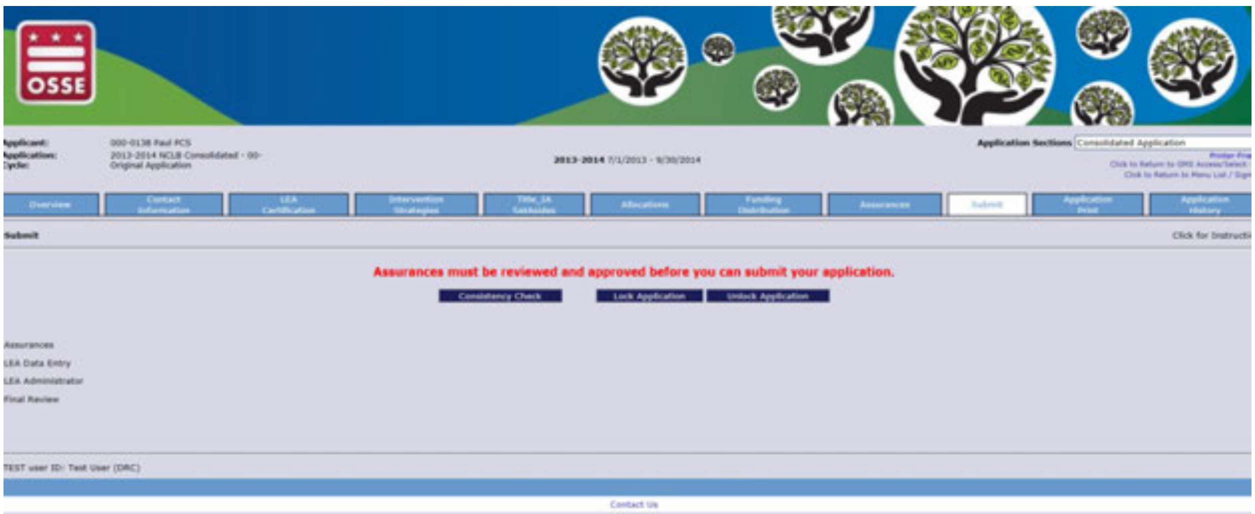
The following image shows a single Assurance Page that the Authorized Representative must agree to.



Submit

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, they 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.



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. 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 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.

Phase I Assurances (ConApp and IDEA Part B)

Within the Central Data section of the EGMS Menulist, 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, or Title III-A), or, IDEA Part B Consolidated (IDEA 611 Annual, IDEA 619 Preschool).

Organizations that do not receive funds under these programs do not need to complete these Phase I Assurance collections. They only need to complete the Assurances within Central Data itself, which are general across all grant programs.

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 Fiscal Year. Failure to submit these assurances by July 1st will result in OSSE rejecting claims for reimbursement for obligations that preceded the date when the obligation occurred.

The following image shows the Access / Select page after Central Data and the Phase I Assurance collections for the ConApp and IDEA Part B have been created. They will display at the top of the Access / Select page.

Completing a Funding Application

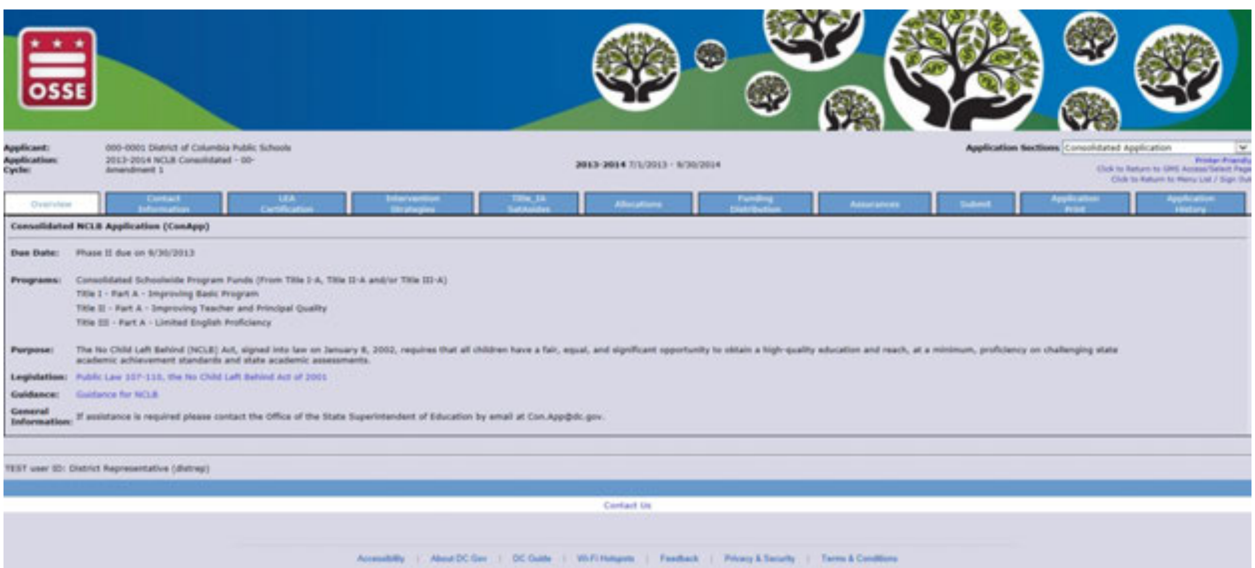
EGMS Applications are either Consolidations of multiple programs (e.g. ConApp, IDEA, Charter School Planning & Implementation), or stand-alone programs.

Consolidated application utilize the Application Sections drop-down control in the top right of their Web pages allowing users to switch between programs. Functions and contents that apply to all programs within a Consolidated Application are part of the Web pages on the Consolidated Application Section.

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.

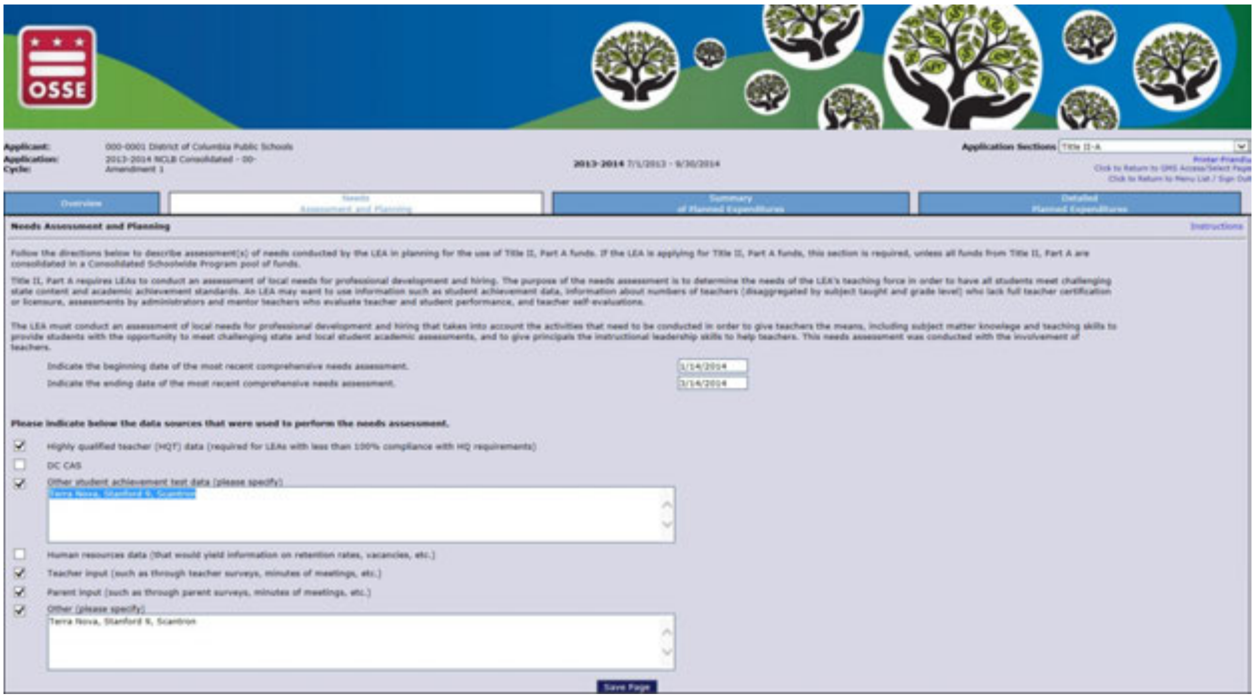
Overview Web Page

Within most grant applications, the first Web page that displays upon opening the application is the Overview Web 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.



Program Narrative Page(s)

Each program consists of informational Web pages such as the Overview Web 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.



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, the EGMS will issue either Warnings or Error level messages.

In the case of Warnings **only**, the data is saved to the EGMS database. The applicant must correct such conditions before they can submit the application.

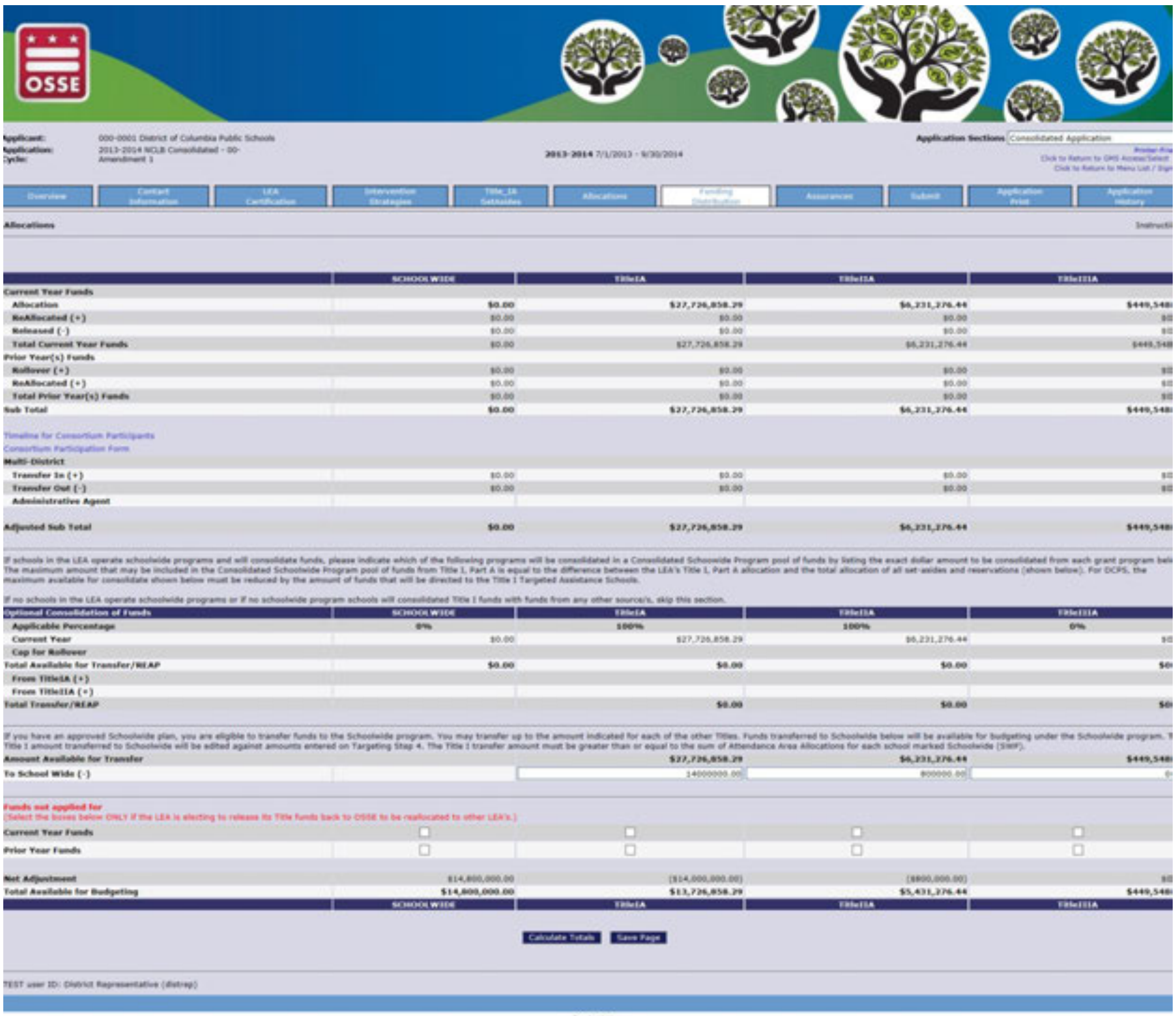
In the case of Error conditions, the data **has not** been saved to the database. If the user clicks another tab on the tab strip before successfully resolving all error level messages that exist, the data entered will be discarded. There are no warnings upon clicking off a tab with errors to verify if the user does or does not wish to discard this data. All errors should be resolved and the page re-saved until no error message displays at the top of the Web 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 clicks Save Page, no confirmation message will display.

Funding Distribution Page

Formula grant programs begin with OSSE communicating Allocations to the users. 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.



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 should contact OSSE program staff to facilitate those transfers.

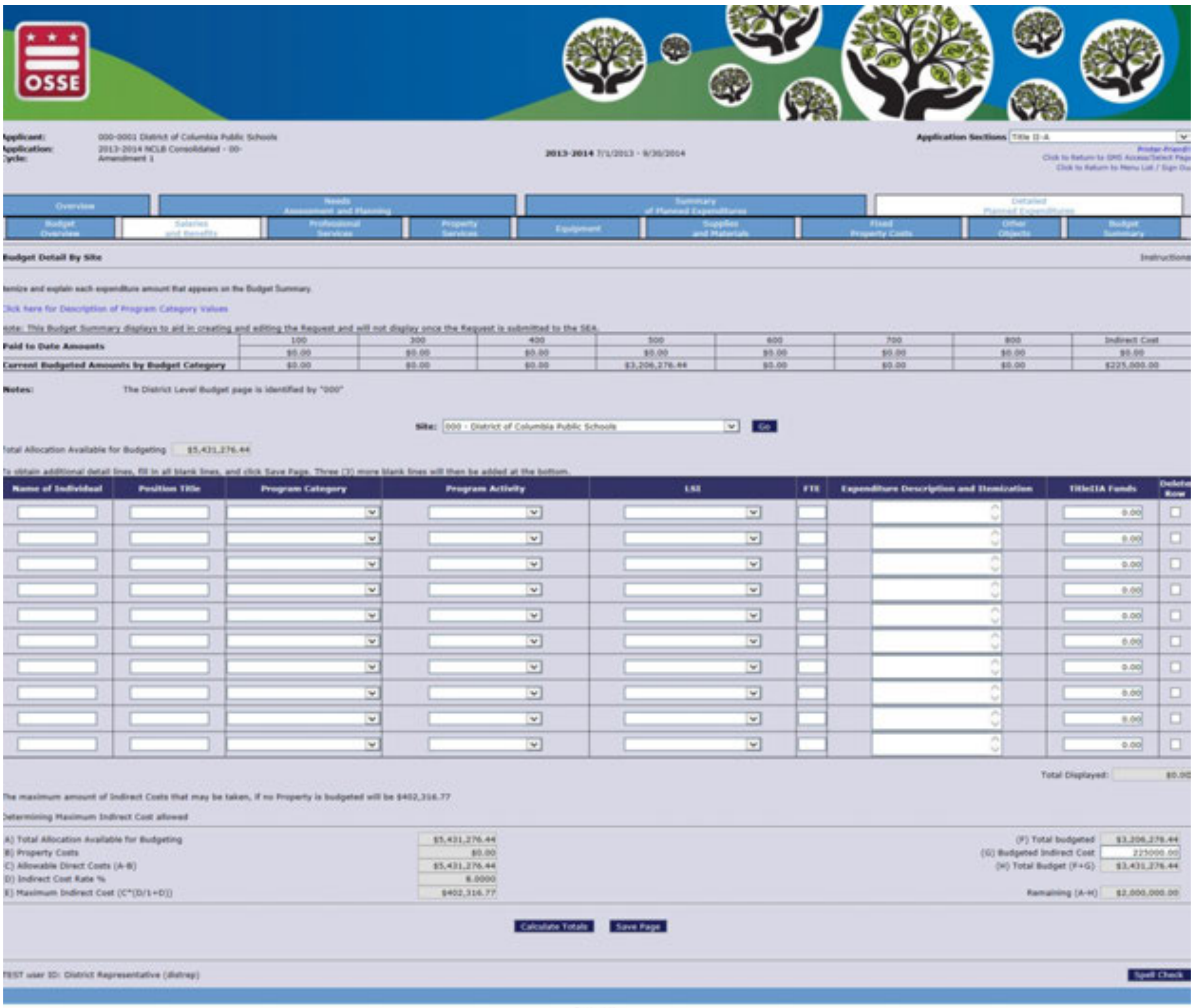
Applicants can facilitate the transfer of funds from this page. (i.e. Moving ConApp funds into the Schoolwide Program Pool) For those programs that allow fund transfers, Applicants of the IDEA Part B Consolidated Application should utilize functionality on this page to move funds from Programs 611 and/or 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 they requested on their competitive application. For successful applicants whose amount is different, they must revise their budget to be exactly the same amount as the awarded amount.

Detailed Planned Expenditures (Budgeting)

The Proposed Expenditures from an applicant comprise the Budget that they are requesting. 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 needs 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. The following image shows the Salaries and Benefits Web page.



Upon entry to this Web page, the 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 Web 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, click on the drop-down list of sites, click on the desired site, and then click the Go button 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 Web page like Salaries and Benefits will begin with 10 blank detail lines for the applicant to complete. Upon successful saving of a 10^{th} 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.

One column that is usually present is a drop down list of Learning Support Initiatives (LSI) or Early Childhood Support Objectives (ECSOs) that were completed within Central Data. Each Budget Line should be associated with the LSI or ECSO that the proposed expenditure **best supports**. OSSE intends to generate reports to determine the amount of funding each LEA / CBO is anticipating directing towards the LSIs and ECSOs that it identified within Central Data.

After the users enters and saves a line on a Budget Web paged, 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 click the "Delete Row" checkbox on the far right side of that row, and click Save Page. This action will successfully remove the row, which can then be re-entered. Users can modify all other values on these budget Web pages after saving the page.

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. In early 2014, OSSE received permission from the US Department of Education to grant all sub-grantees a Restricted Indirect Cost rate of 8%. This is reflected in the indirect cost section. **If allowed by program areas,** 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 in excess of the allocation available. Program offices may limit the sum of Indirect Costs and Administrative budget items to not exceed a certain percentage of the allocation.

Application Specific Assurances

Where programs have assurances that were not appropriate to be installed in the Central Data Assurances, they will be located on the Funding Applications, directly ahead of the Submit Web page. 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. 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. Once all errors have been resolved, the application will be locked.

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

While Data Entry staff have the ability to Submit applications to their local Authorized Representatives, this function is not required. 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.

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 can contact the program office to determine if this deadline can be extended.

Reviewing OSSE Comments:

Once an application has been submitted, OSSE staff will perform reviews of the application contents. Once 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 applications Contact Information Web page.

In the event that 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 EEGMS Access / Select 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 Review Summary button that corresponds to Amendment #1 for the NCLB Consolidated Application (ConApp).

By clicking the Review Summary button, the following Web page will display.

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 click the Review Checklist button at the bottom of the page.

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

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

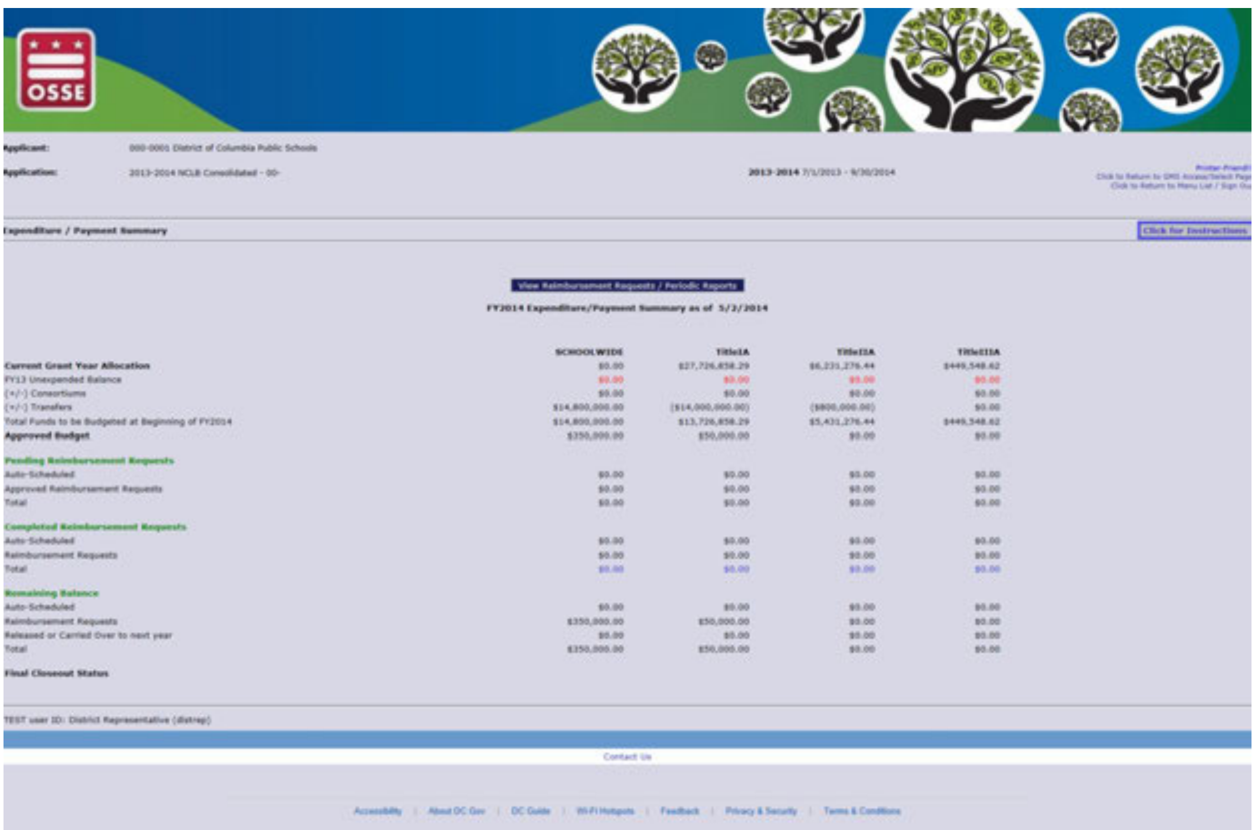
The Review Checklist is only intended to be updated by OSSE. Applicants can view comments in these pages, but are not able to modify the contents of review checklists.

Payments in the EGMS

Once a Funding Application has been Final Approved by OSSE, the Payments button on the EGMS Access / Select page will be available for that program. The following image shows the location of the Payments Button, on EGMS Access / Select.

In the image above, Amendment #1 has been Returned by OSSE for changes to the applicant. However, in order 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.

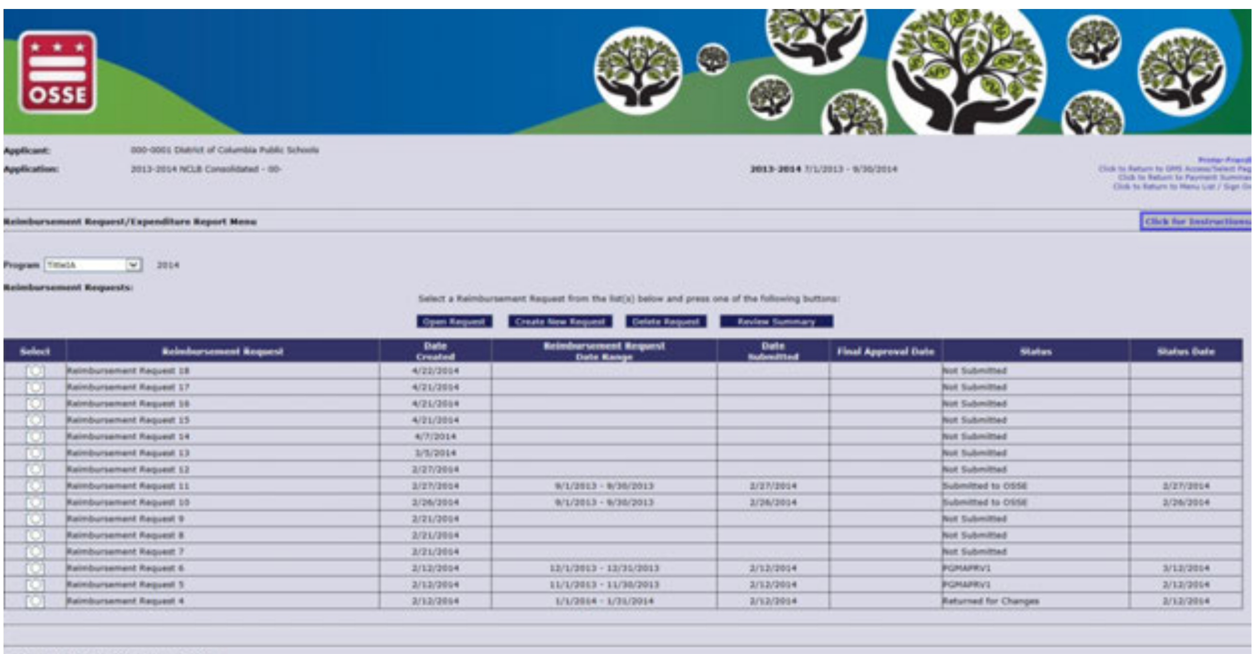
The following image shows the Payments Summary Web page that will display after clicking the Payments button on the EGMS Access / Select Page.



There will be one column for each budgeted program in the application. In this example, the ConApp has 4 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.

At the top of the Payment Summary page, a button is labeled “View Reimbursement Requests / Periodic Reports. By clicking that button, the user will be directed to the list of existing RRs and the page where new RRs can be created. For programs like the ConApp, 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 course of the Fiscal Year.



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 prior chapter about Reviewing OSSE Comments.

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

At the top of the page, the Budget Summary page is redisplayed, with blank rows suppressed by default. The Budget is shown as a sum of all sites. Both of these filters can be changed by the user if desired.

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

Indirect Costs, if budgeted, can be claimed on this Web 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.

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.

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. Click the Browse button
2. Navigate to the file within your network that you wish to upload (2MB max file size)
3. Click “Open” to begin the upload process to the EGMS Server
4. Back on the EGMS RR Web Page, click Save Page.

When the upload is successful, the EGMS will return to the top of the Web 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).** These files will be visible to Public Access users.

Once 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 10 lines on an RR, and 8 are acceptable to OSSE but 2 have a concern that prevents OSSE from approving them, the entire RR with all 10 lines are returned to the sub-grantee. The 8 lines that were acceptable will not be paid until the entire RR is approved by OSSE.