Office of the State Superintendent of Education

# EGMS User Manual

Version 2.0, June 2018

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Help Desk www.osse.dc.gov

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# 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

5. Closing out a grant year

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.

# EGMS Starting Page

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

From the Starting Page, Users can:

1. Click the Login link in the top right, or:
2. View resources in Training
3. Viewing Announcements / Upcoming Events from OSSE (by clicking Announcements)
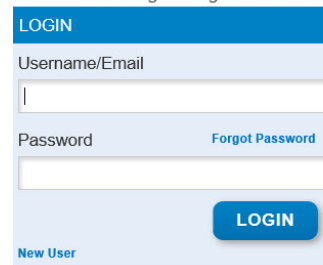4. View other EGMS related information from OSSE (by clicking Support and Information)



By clicking the Login Link in the top right the following page will appear:

# EGMS Login Page

This website best viewed using Internet Explorer version 11.x or Microsoft Edge. Google Chrome version 47.x and later an

The Login 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. 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 click 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 Menulist page will display:

# CREDENTIALS & 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.
- Make an attempt 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.

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

- Click the NEW TICKET button.
- TICKET TYPE: "Application."
- Intake Method: "Self-Submitted"

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

- CATEGORY: "EGMS."
- SUB-CATEGORY: "Credential Request."
- ISSUE: "OSSE Internal User."
- EGMS Grant Name: Select "EGMS Grant Name"

**Credential Request**

- ROLE: Select or deselect all that apply.

**Complete fields with User's information**

- 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.
- Click "Save & Close" located either at the top right hand corner of the form or at the bottom of

the form, to submit the completed OHD ticket.
- Supporting Documents: Please include any additional documentation such as screen prints that will assist the ticket receiver to complete the request.
- PLEASE NOTE: If supervisor permissions are requested, OGMC may contact the immediate supervisor or program manager to confirm permissions.

# END-DATING CREDENTIALS

Upon the end of a grant manager's EGMS tour of duty, 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

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

- Create new ticket by clicking on the green "New Ticket" icon
- TICKET TYPE: Select "Application"

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

- CATEGORY: Select "EGMS"
- SUB-CATEGORY: Select "Credential Request"
- ISSUE: Select "End Date Credentials"
- EGMS Grant Name: Select "EGMS Grant Name"
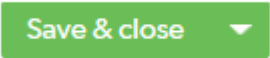
**Credential Request**

- End Date: Using the calendar icon, select the date that you're requesting for this user's credentials to end.

**End Date**

mm-dd-yyyy

- Complete this form by including as much information to better assist the credentialing agent with completing this request.
- DETAILS: note the programs for which the user should have permissions.
- Click "Save & Close" located either at the top right hand corner of the form or at the bottom of the

form, to submit the completed OHD ticket.

# EGMS Menu List



# EGMS Access/Select

After successful login, 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.
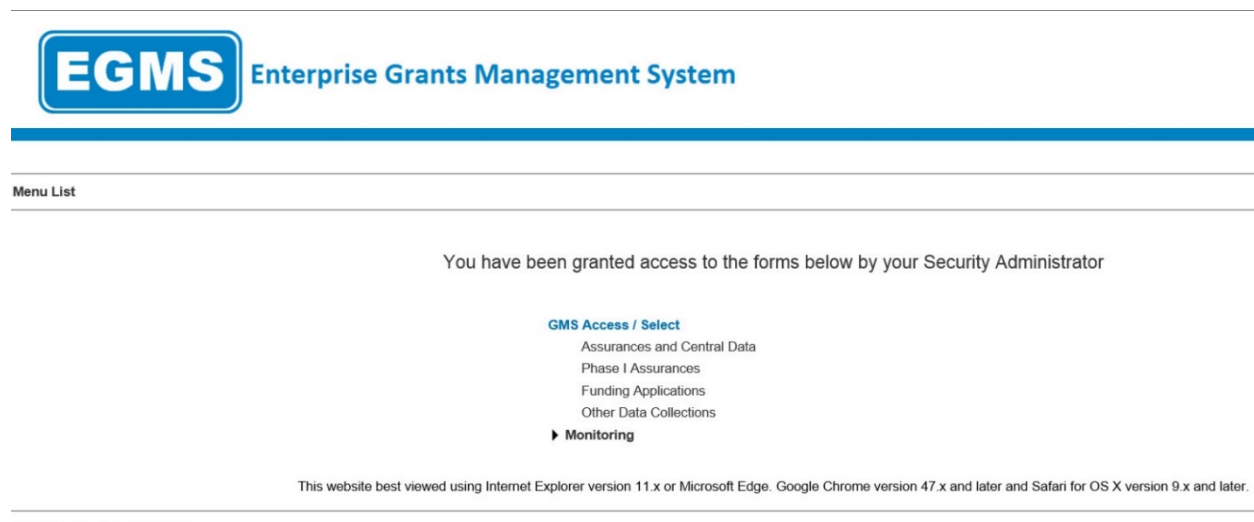
The hyperlink for "**GMS Access/Select**" will take users to the list of systems including:

- 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
- Organizations who have programs Monitored via EGMS will have a **Monitoring** Link available also. By clicking 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.
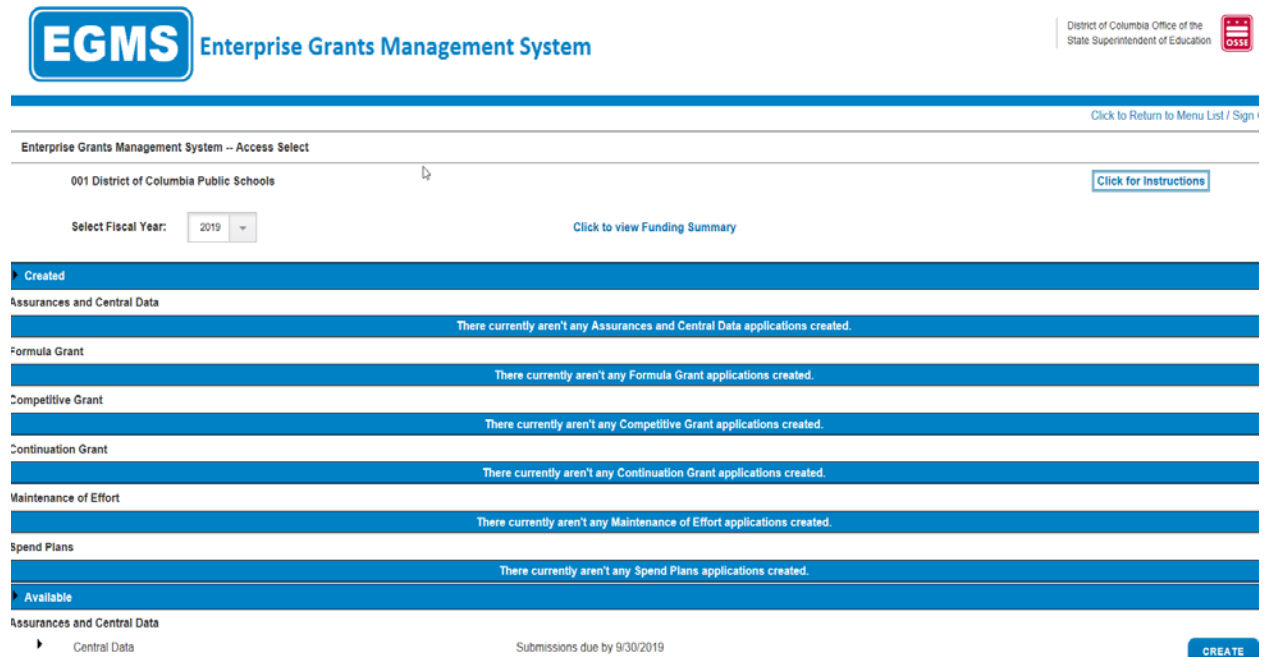
## Common Links

Every EGMS Web page displayed <u>after</u> 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.  ("**Printer-Friendly**")

In the following image, the BLUE Horizontal 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 (shown at the bottom of the following image) , Create buttons are located 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.



Ultimately, 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 an Amendment),
- 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, 2018 the default year will be FY18. However, on June 1, 2018, the default Fiscal Year will be 2019. 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, 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.



# Central Data

From the EGMS Access / Select Page, all Applications, Central Data, Non-Funded Collections are created and accessed. During each May 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. Learning Support Initiatives (LSIs) are no longer completed in EGMS.
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. A current copy of your organizations Entity Overview record from SAM.gov must uploaded back into the EGMS to provide evidence of your

SAM Expiration Date. Once approved, this date will be copied into any Reimbursement Request that has been created.

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.



## File Uploads:

Many web pages in the GMS support the uploading of files in support of applications, claims, monitoring and other functions. During 2017, the maximum size of files that can be uploaded was increased to 6MB per file. Allowable File types for uploading currently include XLS, XLSX, DOCX, DOC, and PDF.

Some web 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. 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:          **CurrentDUNS#.pdf**

In this case, the "#" after DUNS makes the file name invalid.

## Deleting an Uploaded File

Some web pages that support the Uploading of Files, also allow previously uploaded files to be deleted. This in intended for cases where LEAs upload a file mistakenly, or when they wish 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.



It is not necessary to click 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 File Uploading

File Uploads 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 6MB

3. The network speed between the LEA and the GMS Servers does not allow the file upload to complete within 1 minute. At this point, the GMS 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.


## 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 300dpi 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. You can upload two PDFs that are 4GB in the same File Upload section, but not one 8GB document.

• Some web pages still indicate the file size maximum is 3GB. Those are older references that are not current. 6GB files can be uploaded even if the page states 3GB is the limit.

# Central Contacts

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

# 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 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.

# 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.
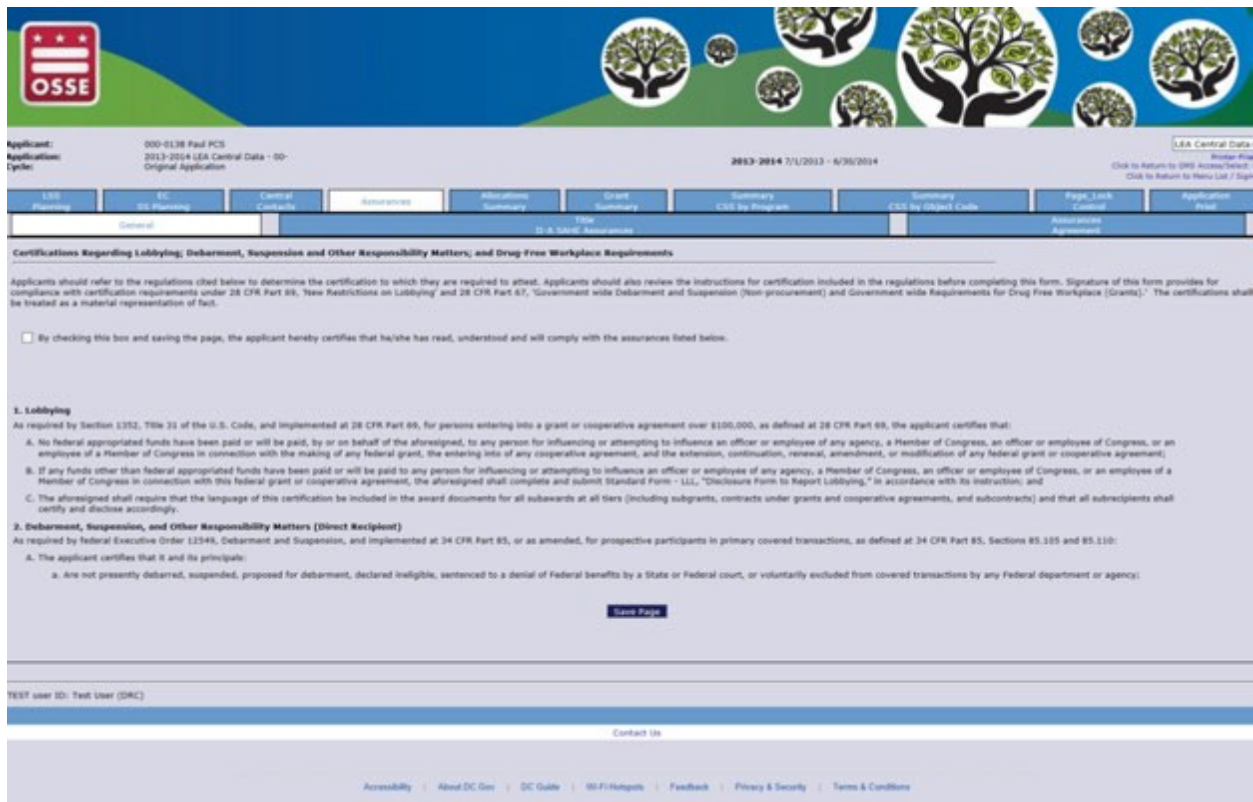
**Only** users who have Authorized Representative credentials for their organization can agree to assurances on behalf of their organization.

# 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 (October 1 – September 30).

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 before saving/progressing.

## 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 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.

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 (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.

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.
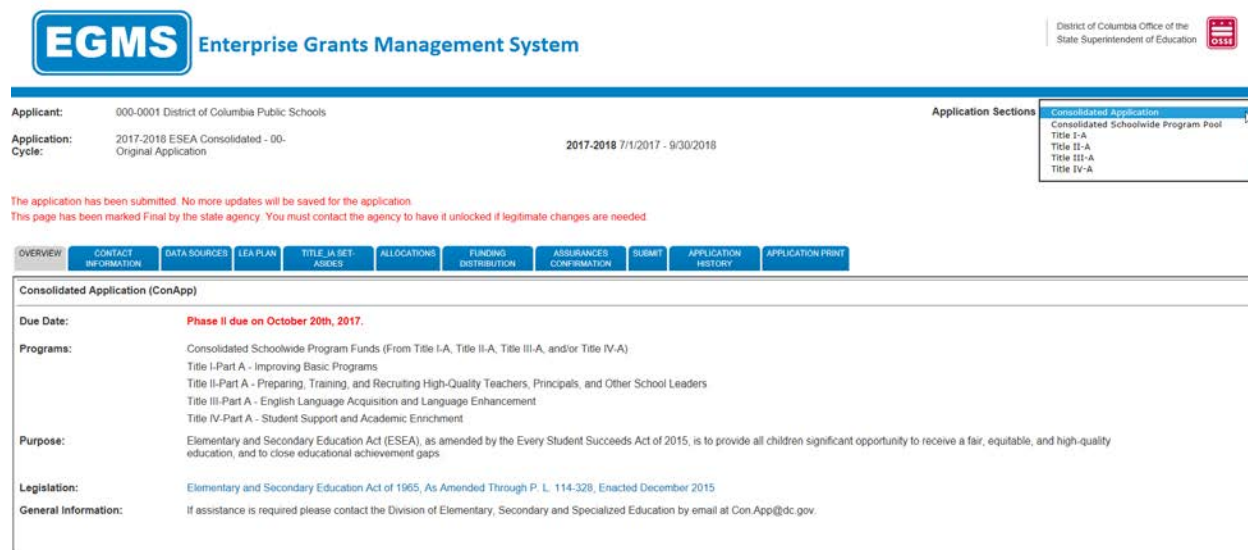
# Completing a Funding Application

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. The following image illustrates the drop down with multiple sections (programs).



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.

## Online Instructions

The GMS contains many instruction pages that are accessed by clicking a Hyperlink. Frequently, these instructions are PDF documents opened in another browser tab when the user clicks 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 web pages.

In some cases, Instructions documents are missing. When a user clicks on 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.
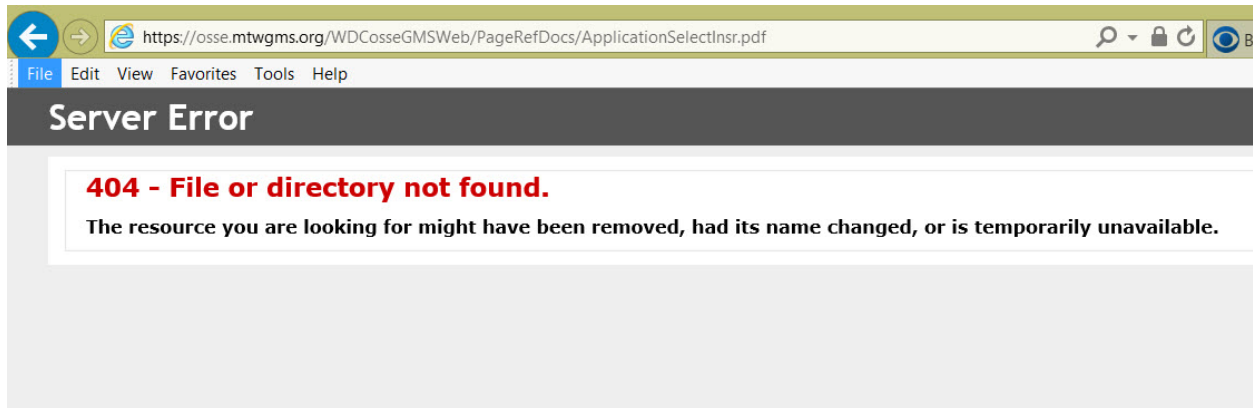
In this case, the new browser tab with the 404 error message can be closed.   The application will remain open in the initial browser tab.   Please contact the OSSE Call Center to report the missing file.

## Overview Web Page
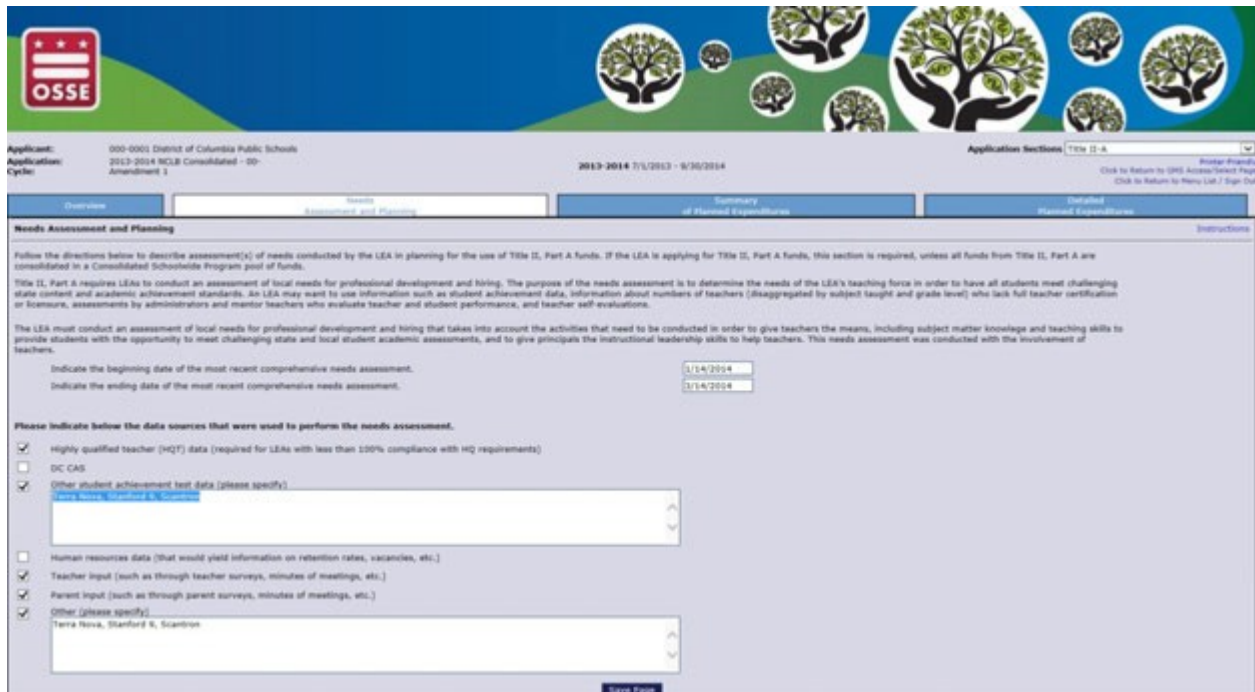
Within most grant applications, the first Web page that displays upon opening the application is the Overview Web page. This page contains information about the program(s) included in the application, relevant guidance, and contact information at OSSE should users have questions about completing the 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, 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. The applicant must correct such conditions before they can submit the application.
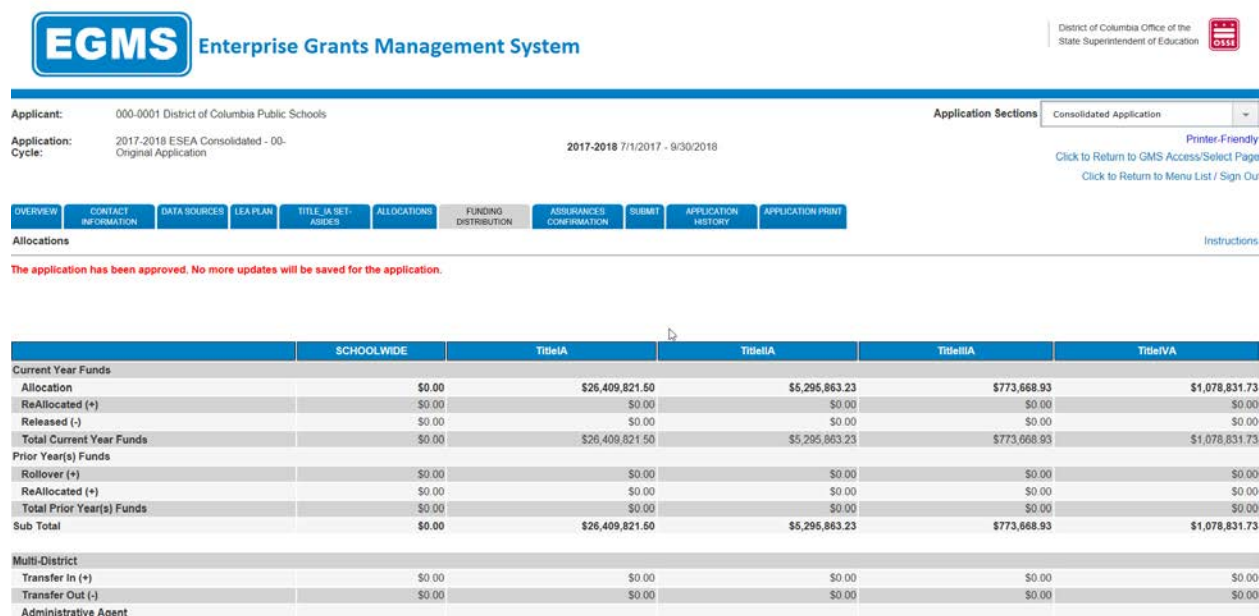
In the case of Error conditions, the data **has not** been saved to the database. If the user clicks another tab on the tab strip before successfully resolving all error level messages that exist, the data entered will be discarded. There are no warnings upon clicking off a tab with errors to verify 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 (such as with Title III-A) should contact OSSE program staff to facilitate those transfers.
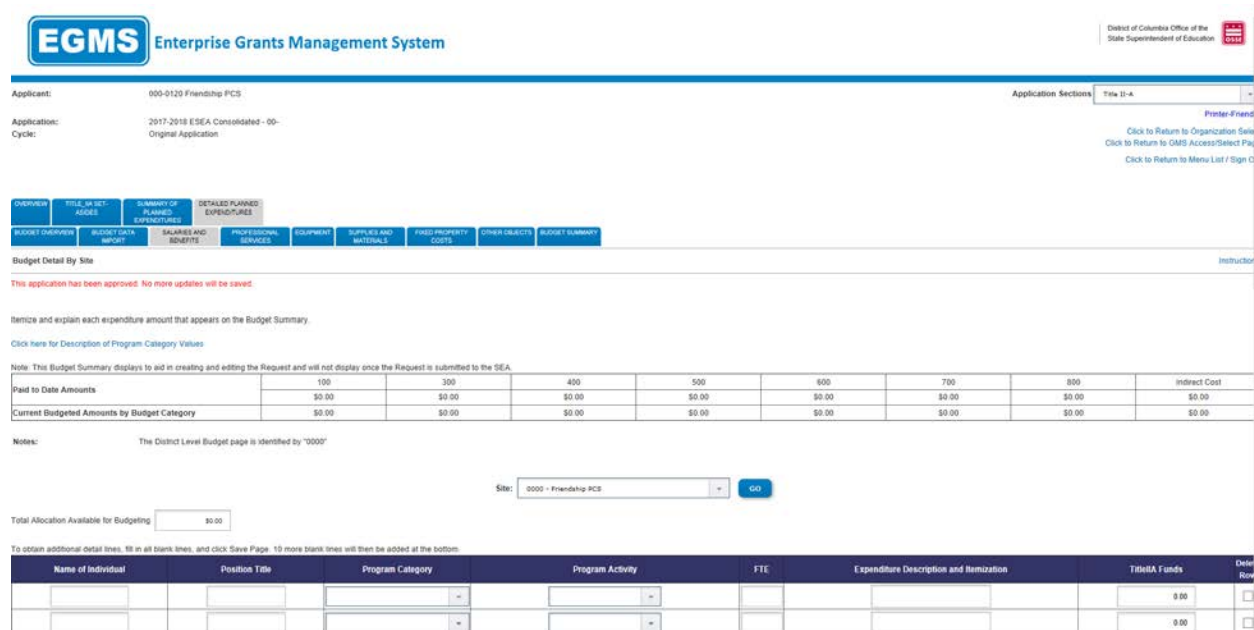
Applicants can facilitate the transfer of funds from this page. (i.e. Moving ConApp funds into the Schoolwide Program Pool) For those programs that allow fund transfers, Applicants of the IDEA Part B Consolidated Application should utilize functionality on this page to move funds from Programs 611 and/or 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. For a grid of example Budget/Program expenses, click the "Description of Program Category Values" link near the top left of the page. 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 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 Web 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 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.

## 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, an LEA must have an approved Indirect Cost Rate for the current grant year, in order to be allowed to budget indirect costs.

**If allowed by program areas, and if the LEA 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** in excess of 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 – in order 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, 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 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. 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. If users with Data Entry permissions submit to their local Authorized Representative, that Authorized Representative will receive an email indicating they need to logon to the GMS 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.

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.

# 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 application's Contact Information Web page.
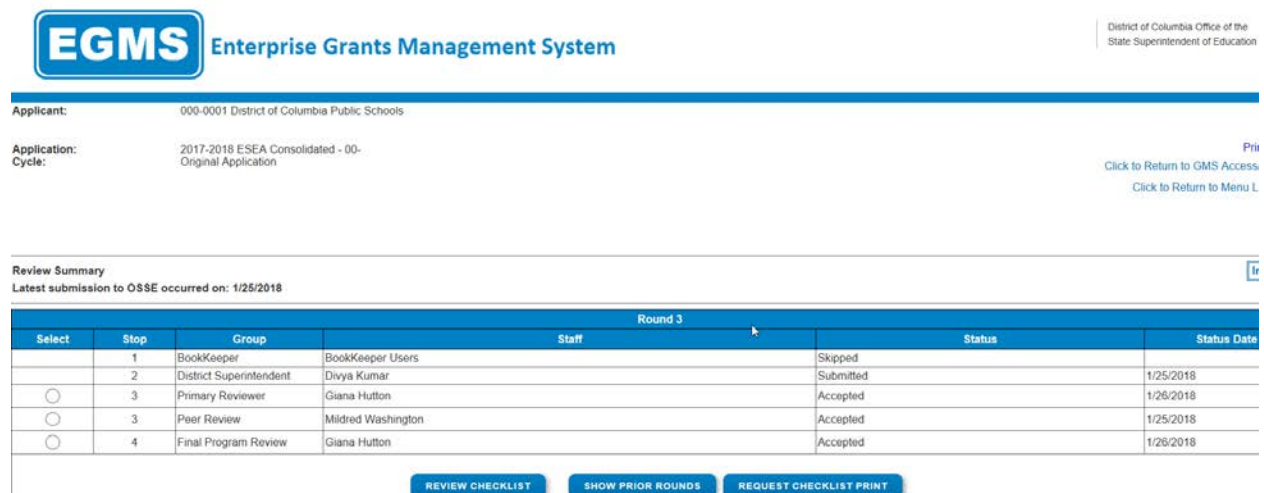
In the event that the application is returned for changes, OSSE reviewers will have entered comments into the Review Checklists to advise the applicant what should be revised prior to resubmitting and reviewing the application again.

Access the Review Checklist comments from the EGMS 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 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.

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.

## Deleting an Application

Applications in EGMS can be deleted if they are 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 they Return the Application for Changes, so that the delete can occur. Upon clicking delete, a Confirmation Message Box will open. Clicking OK in the message box will complete the delete, while clicking Cancel, will Cancel the Delete request.

# Creating an Amendment

Once an Original Application reaches Final Approved Status, Amendments are allowed.   There are two 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.  Projects for the 2016-2017 grant year, can no longer be amended, as that project period has elapsed.

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, clicking Amend 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 Amend function will not work, as the Original Application is in Not submitted status.

# 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.

The Payment Summary web page (accessed by clicking the Payments button from the Access/Select weg page, 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 |

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. Once that amendment is approved, the Payment Summary Approved Budget line will match the Total Funds to be budgeted.

# Releasing / Refusing an Allocation

The Funding Distribution tab 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 |

By checking either the Current Year Funds and/or the Prior Year Funds checkbox(s) – and then pressing 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 has a very small amount of funds, and they elect not to apply for those funds (or to create an amendment to budget in their carryover), the use of these checkboxes can eliminate the burden of completing these processes.

# Reversing 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 Funding Application has been Final Approved by OSSE and the Central Data is complete, 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.

Enterprise Grants Management System -- Access Select

**001 District of Columbia Public Schools**

Select Fiscal Year:     2018    ▼          Click to view Funding Summary
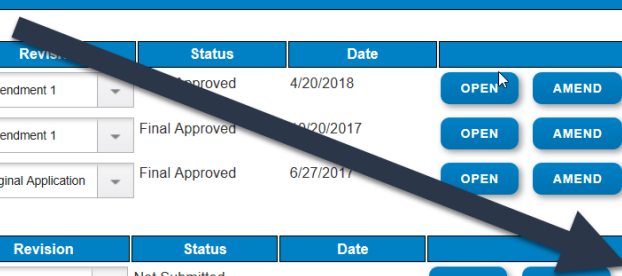
▶ **Created**

**Assurances and Central Data**

| | Application Name | Revision | Status | Date | | |
|---|---|---|---|---|---|---|
| ▶ | Central Data | Amendment 1 ▼ | Approved | 4/20/2018 | OPEN | AMEND |
| ▶ | Phase I Assurances - ESEA ConApp | Amendment 1 ▼ | Final Approved | 9/20/2017 | OPEN | AMEND |
| ▶ | Phase I Assurances - IDEA | Original Application ▼ | Final Approved | 6/27/2017 | OPEN | AMEND |

**Formula Grant**

| | Application Name | Revision | Status | Date | | | |
|---|---|---|---|---|---|---|---|
| ▶ | ESEA Consolidated | Amendment 1 ▼ | Not Submitted | | OPEN | AMEND | PAYMENTS |
| ▶ | IDEA Part B Consolidated | Amendment 1 ▼ | Not Submitted | | OPEN | AMEND | PAYMENTS |

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 <u>will only work with the last approved budget</u>.   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.

**EGMS** Enterprise Grants Management System

District of Columbia Office of the
State Superintendent of Education

**Applicant:** 000-

**Application:** 2017-2018 ESEA Consolidated - 00-

**Expenditure / Payment Summary**

Click for Instructions

**VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS**

**FY2018 Expenditure/Payment Summary as of 4/22/2018**

| | SCHOOLWIDE | TitleIA | TitleIIA | TitleIIIA | TitleIVA |
|---|---|---|---|---|---|
| **Current Grant Year Allocation** | $0.00 | $126,745.43 | $29,180.06 | $17,290.76 | $10,000.00 |
| FY17 Unexpended Balance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| (+/-) Consortiums | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| (+/-) Transfers | $183,216.25 | ($126,745.43) | ($29,180.06) | ($17,290.76) | ($10,000.00 |
| Total Funds to be Budgeted at Beginning of FY2018 | $183,216.25 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Approved Budget** | $183,216.25 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Pending Reimbursement Requests** | | | | | |
| Auto-Scheduled | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Approved Reimbursement Requests | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Total | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Completed Reimbursement Requests** | | | | | |
| Auto-Scheduled | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Reimbursement Requests | $113,184.01 | $0.00 | $0.00 | $0.00 | $0.00 |
| Total | $113,184.01 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Remaining Balance** | | | | | |
| Auto-Scheduled | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Reimbursement Requests | $70,032.24 | $0.00 | $0.00 | $0.00 | $0.00 |
| Released or Carried Over to next year | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Total | $70,032.24 | $0.00 | $0.00 | $0.00 | $0.00 |
| **Final Closeout Status** | | | | | |

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

Upon clicking 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 2<sup>nd</sup> payment in the list, has been clicked 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.

**Completed Payment History**

History of payments as of 4/22/2018 for SCHOOLWIDE

Vendor 173

Total $113,184.01

| Processed Date | Month | CFDA Number | Payment Type | Total |
|---|---|---|---|---|
| ▶ 4/13/2018 | April | 84.010A | REIMBURSEMENT | $4,285.86 |
| ▼ 4/13/2018 | April | 84.367A | REIMBURSEMENT | $4,656.32 |

Payment Detail

| RR / PER # | Check No | Check Date | OP Offset Info | RC Year | Program | Amount |
|---|---|---|---|---|---|---|
| CashRqst2 | 001251 | 4/19/2018 | | 2018 | Consolidated Schoolwide Program Pool | $4,656.32 |

| | | | | |
|---|---|---|---|---|
| ▶ 4/13/2018 | April | 84.365A | REIMBURSEMENT | $2,759.12 |
| ▶ 4/13/2018 | April | 84.424A | REIMBURSEMENT | $1,595.72 |
| ▶ 2/15/2018 | February | 84.010A | REIMBURSEMENT | $99,886.99 |

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.

**EGMS** Enterprise Grants Management System

Applicant:        000-0_____PCS

Application:      2017-2018 ESEA Consolidated - 00-
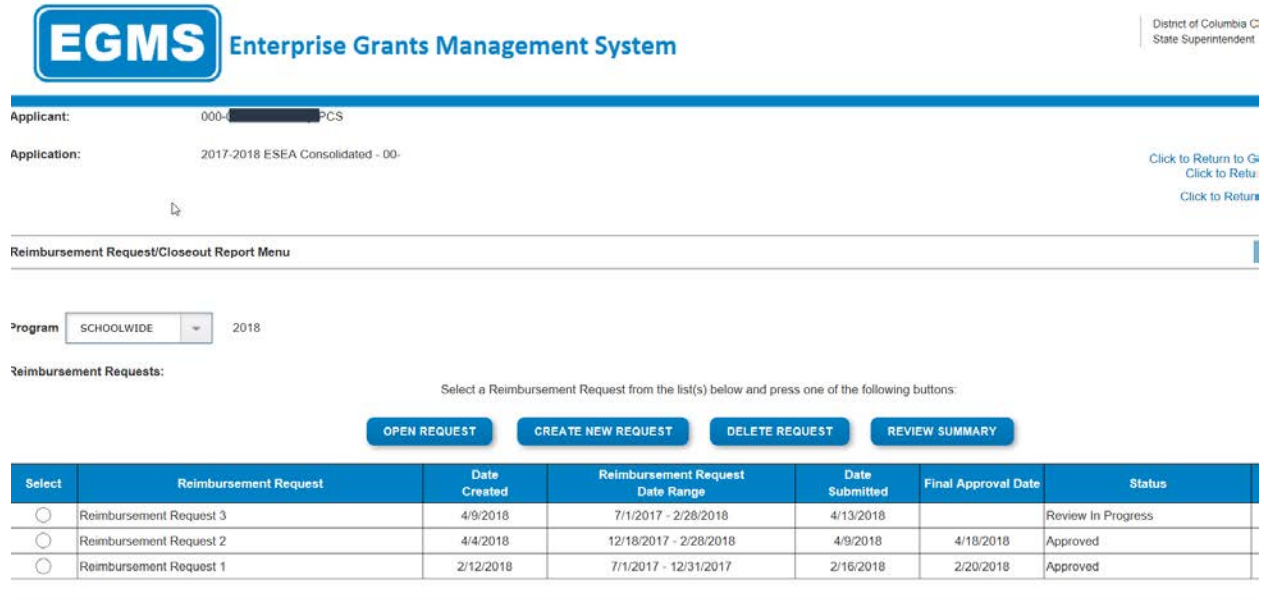
Reimbursement Request/Closeout Report Menu

Program | Select program...
SCHOOLWIDE
TitleIA
TitleIIA
TitleIIIA
TitleIVA

user ID: T

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 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.

Printer-Friendly

| Application: | 2016-2017 IDEA Part B Consolidated - 00-<br>Reimbursement Request 1 | **2016-2017** 7/1/2016 - 9/30/2017 |
|---|---|---|

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<br>REQUEST<br>OVERVIEW | REIMBURSEMENT<br>DATA IMPORT | SALARIES AND<br>BENEFITS | PROFESSIONAL<br>SERVICES | EQUIPMENT | SUPPLIES AND<br>MATERIALS | FIXED PROPERTY<br>COSTS | OTHER OBJECTS | SUBMIT | REIMBURSEMENT<br>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 -<br>Salaries and Benefits | 300 -<br>Professional<br>Services | 400 -<br>Property<br>Services | 500 -<br>Equipment | 600 -<br>Supplies<br>and<br>Materials | 700 -<br>Fixed Property Costs | 800 -<br>Other<br>Objects | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| 20 | Support Services | 6,573,881.39 | 827,204.21 | | | 793,453.51 | | | 8,194,539.11<br>100.00 % |
| Subtotal | | 6,573,881.39<br>80.22 % | 827,204.21<br>10.09 % | | | 793,453.51<br>9.68 % | | | 8,194,539.11<br>100.00 % |
| Total Budget | | | | | | | | | 8,194,539.11 |

| Program Category | Site | Payee (Vendor<br>Consultant etc.) | Contract Obligation<br>Date | Expenditure Description | Invoice Date | Total Invoice<br>Amount | Check Number (if<br>paid by other<br>instrument put n/a) | Check<br>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 |
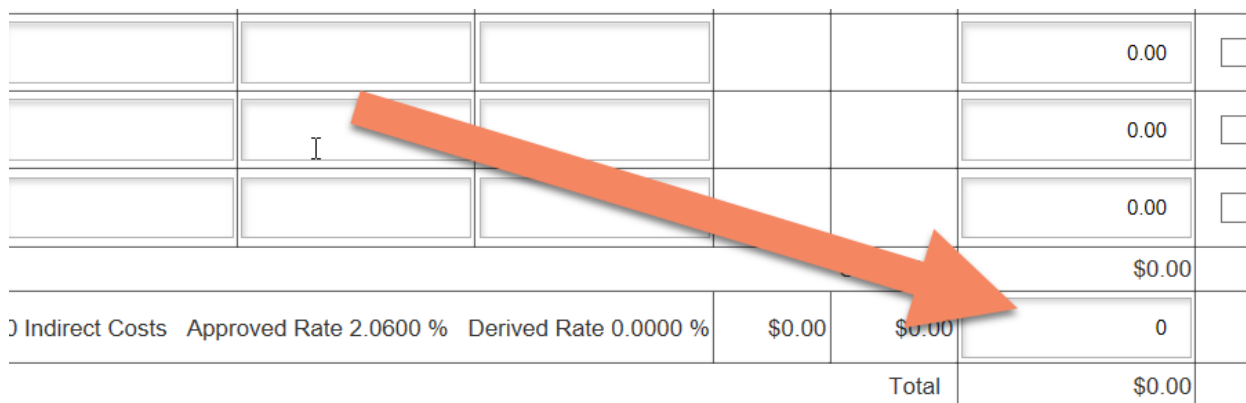
## Reimbursement Request Page Business Rules

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 of these 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 Web page works similarly to the Budgeting Web pages. Some values, once saved, 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 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. The following image shows where Indirect Cost can be claimed, at the bottom right of the web page.



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. Click the Browse button
2. Navigate to the file within your network that you wish to upload (6MB 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).**

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 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 are returned to the sub-grantee. The eight lines that were acceptable will not be paid until the entire RR is approved by OSSE.

## Deleting RR Line Items

Once a row has been saved on an RR Page, the only way it can be removed is to click the Delete Row checkbox at the far right of the line, and then to click 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.

## Correcting a Previously Paid Amount

In some cases, earlier Reimbursements within the same fiscal year may have been for incorrect amounts.  Once paid, they 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 web page (e.g. 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) validations 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 (e.g. "Salaries & Benefits", "Equipment").    These Budget Categories represent the Columns within the RR  Summary Page.  The Rows on the RR are the "Program Categories" (e.g. Instruction, Administration, Support Services).  Some of these Program Categories are broken down further (such as programs in the ConApp), into Program Activities (e.g. 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 in excess of 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.

Printer-F
Display Ch
Click to Return to GMS Access/Selec
Click to Return to Payment Su
Click to Return to Reimb/Expenc
Click to Return to Menu List / Si

Application:     2017-2018 ESEA Consolidated - 00-
                 Reimbursement Request 4

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

**Reimbursement Request 4**                                                                                           Click for Instr

DATA NOT SAVED: for TitleIIA and 800-Other Objects, the limit is $225,761.00 but current plus YTD Reimbursement amounts total $250,469.68.
DATA NOT SAVED: For 0000, 20 / 800 and program activity 'Prof. Development', the amount entered of $250,000.00 plus previously requested of $469.68 plus current claim line items of $250,000.00 exceeds maximum allowed of $225,761.00.

# 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.  The Checklist is accessed by:

1. Going to the Access/Select Page

2. Clicking on Payments for the Program that had the Returned RR.

3. Clicking on the "View Reimbursement Requests / Closeout Reports" button

4. If needed – Select the Program from the Drop Down List (for Consolidated Programs only).

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

6. Click the "Review Summary" button at the top of the page (see first image below).   (Make sure your popup blocker is disabled for the GMS website).

7. The levels of review completed by OSSE will display.  For the Review(s) that are in "Rejected" status, select the Radio Button alongside that Stop, and then click "Review Checklist"   (See second image below).

8. 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 |

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 | I    . |
| ○ | 2 | Primary Reviewer | Giana Hutton |
| ● | 3 | Final Program Review | Mildred Washington |

REVIEW CHECKLIST              REQUEST CHECKLIST PR

# Closing out a Project in the EGMS

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 |

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.

In the event that 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. Proceed with submitting the closeout. OSSE will contact you regarding how to address the Overpayment condition. EGMS has the ability to either process a refund check for the subrecipient, or, Offset future payments in the amount of the overpayment.

At the bottom of the Closeout, select the Closeout Effective Date (usually 9/30), from the Drop Down List of "Expenditure Period End Date".

<span style="color:red">Ensure that the Final Expenditure Checkbox at the bottom remains checked.</span>

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.

| Application: | 2015-2016 ESEA Consolidated - 00- | | |
| Cycle: | Expenditure Report 1 | **2015-2016** 7/1/2015 - 9/30/2016 | |

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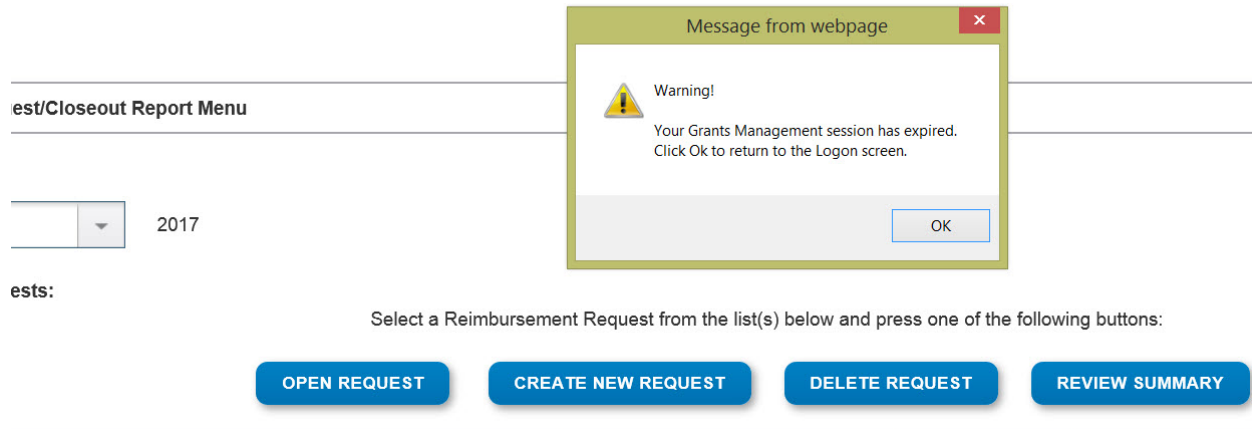
| RECAP | Amount | | Amount Paid to Date by Fund Source | |
|---|---|---|---|---|
| Grant Award (Allocation) | $16,294,268.40 | | | |
| Approved Budget | $16,294,268.40 | | TitleIA | $13,476,302.29 |
| Amount Paid To Date | $13,476,302.29 | | | |
| Expenses To Date | $13,476,302.29 | | Total | $13,476,302.29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

# Session Timeout in EGMS

The EGMS is set to deliberately end the session of any user who has not clicked on 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.

2016-2017 ESEA Consolidated - 00-
Reimbursement Request 1

**2016-2017** 7/1/2016 - 9/30/2017

est/Closeout Report Menu

Message from webpage ✕

⚠ Warning!

Your Grants Management session has expired.
Click Ok to return to the Logon screen.

OK

2017

ests:

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

OPEN REQUEST     CREATE NEW REQUEST     DELETE REQUEST     REVIEW SUMMARY

In some cases, a users 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 webpage, 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.

In the event that any user is able to cause their session to end prematurely – and that error can be duplicated, please contact the OSSE Help Desk. When we are able to recreate these premature session ending events, they can be corrected.

# Program Controls for OSSE Grant Managers:

Grant Managers should be aware of the controls OSSE has regarding settings that OGMC can make regarding rules related to Payments and Dates.

OGMC can update the following dates:

1. The Date on Access/Select when by which Submissions are due.

2. The Date and Time when the Submit button will be available for:

   a. Applications / Amendments

   b. Reimbursement Requests

   c. Closeout Reports

OGMC can also set:

1. Maximum number of Days after Total Funds have changed, that any subrecipient can continue to submit RRs without having amended their budget.

2. Whether Indirect Costs are Allowed, and whether they are system calculated, or subrecipient entered.

3. Whether a Budget Tolerance is allowed.   For example, a 10% Tolerance would allow $11,000 to be claimed against Salaries, when only $10,000 was budgeted (so long as the total budget was not exceeded).

4. Whether Carryover is allowed.

5. Whether Carryover is payable at this time, or when certified by OCFO.

6. Whether a Program is Split Funded, or funded from a single source.

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