

# Grant Management System (GMS)

Presented by Zada Sery, Grant Management Specialist,  
Office of School Support & Improvement

# Disclaimer:

## **Non-program specific presentation**

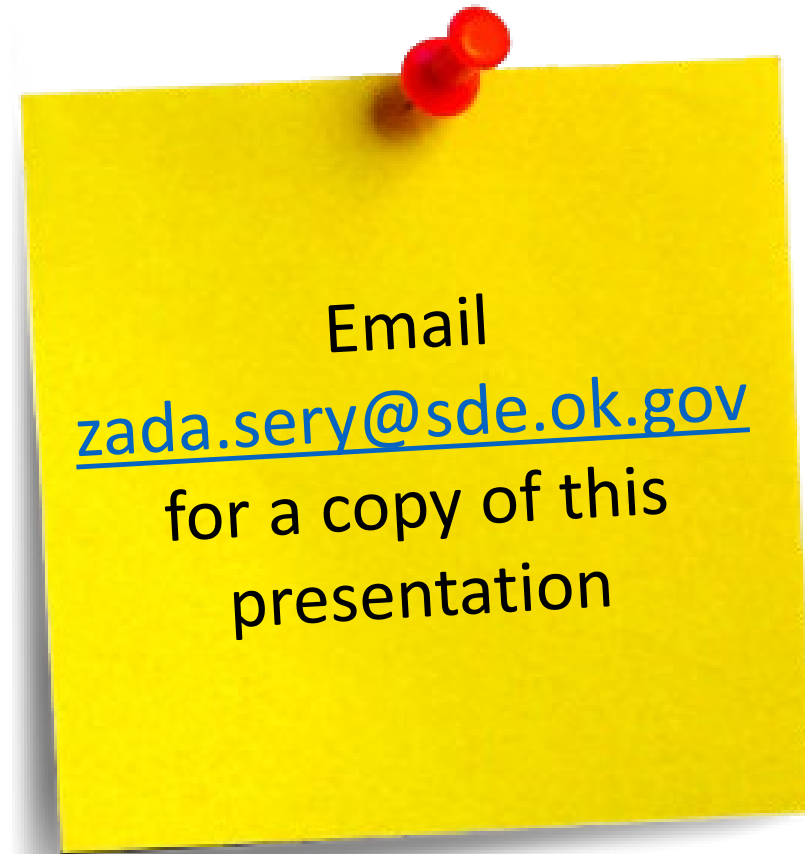
*Program specific questions will be referred to that program office.*

**Content will be treated honestly and realistically, but also respectfully.**

<http://bit.ly/GMSFedEngage>

# Agenda

- Background
  - History
  - Intended Use
  - System Limitations
- GMS 101
  - Location
  - Basic Functions
  - Print Application
  - Common Error Messages
  - Glitches
  - Technical Assistance
- Coming Soon!



# The MOST IMPORTANT slide



**Do NOT contact OMES for GMS issues**

# Background



## MTW

- Offices in Kansas City & Jefferson City, MO
- Developed GMS
- SDE is part of a 10 state collective
- SDE has a contract w/ MTW
- Each SDE office has a GMS point person
- Each state has a MTW client representative

# Background

- The original intent of GMS was to manage \$ funds \$ at a District level
- GMS now houses site level budgets, competitive grants, intricate plans, and monitoring
- Enhancements and revisions are made annually

# Background

## GMS Limitations

- Not intuitive
- Manually reported error messages
- Limited aesthetics
- District level design
- Age

## State Barriers


- Inadequate server space
- Antiquated server platform/upgrade needed
- Centralized IT/OMES
- Single Sign On
- High turnover rate

# GMS 101


Functionality, Errors, Tips & Tricks, and Technical Assistance



SSO App

 Grants Management and Expenditure Reporting

SDE Administrator



Menu List

Select **GMS Access/Select for Grant Applications**

Administrative

[21st Century Monitoring](#)

[Special Education Compliance](#)

**[GMS Access / Select](#)**

[Funded Applications](#)

[Non-Funded Data Collection](#)

To report an error or for technical assistance with **GMS**, contact:

Federal Programs - Email: [Nancy.Hughes@sde.ok.gov](mailto:Nancy.Hughes@sde.ok.gov)

Special Education - Email: [Karen.Howard@sde.ok.gov](mailto:Karen.Howard@sde.ok.gov)

School Support - Email: [Zada.Sery@sde.ok.gov](mailto:Zada.Sery@sde.ok.gov)

21st Century - Email: [Sonia.Johnson@sde.ok.gov](mailto:Sonia.Johnson@sde.ok.gov)

Competitive - Email: [Shelly.Perkins@sde.ok.gov](mailto:Shelly.Perkins@sde.ok.gov)

Nav Menu

Printer-Friendly

[Click to Return to \*\*GMS Access/Select\*\* Page](#)

[Click to Return to Menu List / Sign Out](#)



**Select Fiscal Year:** 2020 ▼

[Click to view Funding Summary](#)

**Created**

**Consolidated Plan**

Application Name	Revision	Status	Date	Actions				
Assurances	Amendment 1 ▼	Not Submitted		Open	Amend	Review	Delete Applica	
▶ Schoolwide								

**21st Century**

There currently aren't any 21st Century applications created.

**IDEA**

Application Name	Revision	Status	Date	Actions				
IDEA Consolidated Application	Original Application ▼	Submitted For Review	10/14/2019	Open	Amend	Review	Payments	Delete Applica
LEA Agreement	Original Application ▼	Final Approved	6/20/2019	Open	Amend	Review		Delete Applica
Spec Ed Professional Dev OSDE Sponsor - Proj 613	Amendment 1 ▼	Not Submitted		Open	Amend	Review	Payments	Delete Applica
Spec Ed PD District -Proj 615	Original Application ▼	Final Approved	9/17/2019	Open	Amend	Review	Payments	Delete Applica
Certification Examination - Proj 616	Original Application ▼	Final Approved	10/1/2019	Open	Amend	Review	Payments	Delete Applica

**Federal Programs**

Application Name	Revision	Status	Date	Actions				
Consolidated Application (I-A, II-A, III-A, IV-A, V-B, CAC)	Original Application ▼	Submitted For Review	9/30/2019	Open	Amend	Review	Payments	Delete Applica

**School Support**

Application Name	Revision	Status	Date	Actions				
School Improvement 1003(a) - Proj 515 Budget	Original Application ▼	Not Submitted		Open	Amend	Review	Payments	Delete Applica

**Curriculum and Instruction**

Application Name	Revision	Status	Date	Actions				
Title IV Part A FY18 Competitive Grant	Original Application ▼	Final Approved	10/17/2019	Open	Amend	Review	Payments	Delete Applica

Fiscal Year “default” changes to the next FY in April

▶ Available

**Consolidated Plan**

- ▶ Continuous Improvement Plan
- ▶ Schoolwide
- ▶ Targeted Assistance

**21st Century**

There currently aren't any 21st Century applications available.

**IDEA**

District Data Profile	Submissions due by 9/30/2019	
School Based Services Part	Submissions due by 6/30/2020	Create

**Federal Programs**

Title I Comparability	Submissions due by 3/31/2020	Create
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**School Support**

There currently aren't any School Support applications available.

**Curriculum and Instruction**

There currently aren't any Curriculum and Instruction applications available.

**TIP:**

In early July, create ALL the required applications at one time.

Select Fiscal Year: 2020 ▼

[Click to view Funding Summary](#)

► Created

Consolidated Plan

	Application Name	Revision	Status	Date	Actions				
►	Assurances	Amendment 1 ▼	Not Submitted		Open	Amend	Review	Payments	Delete Application
	Schoolwide								

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	Spec Ed PD District -Proj 615	Original Application ▼	Final Approved	9/17/2019	Open	Amend	Review	Payments	Delete Application
	Certification Examination - Proj 616	Original Application ▼	Final Approved	10/1/2019	Open	Amend	Review	Payments	Delete Application

Federal Programs

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School Support

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Curriculum and Instruction

	Application Name	Revision	Status	Date	Actions				
	Title IV Part A FY18 Competitive Grant	Original Application ▼	Final Approved	10/17/2019	Open	Amend	Review	Payments	Delete Application

Select Fiscal Year: 2020 ▼

Program	Application Name	Total Funds Available	Last Approved Budget	Paid To Date	Amount Remaining
Title I, Part A	Consolidated Application	\$6,347,218.56	\$6,347,218.56	\$0.00	\$6,347,218.56
Title II, Part A	Consolidated Application	\$957,437.57	\$957,437.57	\$0.00	\$957,437.57
Consolidated Administrative Costs	Consolidated Application	\$246,343.98	\$246,343.98	\$0.00	\$246,343.98
Schoolwide Consolidation of Funds	Consolidated Application	\$0.00	\$0.00	\$0.00	\$0.00
Title III-Immigrant	Consolidated Application	\$154,594.04	\$154,594.04	\$0.00	\$154,594.04
Title IV, Part A	Consolidated Application	\$396,147.15	\$396,147.15	\$0.00	\$396,147.15
Title III, Part A-EL	Consolidated Application	\$347,883.88	\$236,664.42	\$0.00	\$347,883.88
Title V, Part B-RLIS	Consolidated Application	\$0.00	\$0.00	\$0.00	\$0.00
Title V, Part B-REAP	Consolidated Application	\$0.00	\$0.00	\$0.00	\$0.00
Title I-A - Neglected Subpart 2	Consolidated Application	\$0.00	\$0.00	\$0.00	\$0.00
Title I-C Migrant	Consolidated Application	\$0.00	\$0.00	\$0.00	\$0.00
Title I-D - Delinquent	Consolidated Application	\$0.00	\$0.00	\$0.00	\$0.00
Flowthrough-621	IDEA-Special-Education	\$4,212,595.36	\$4,212,595.36	\$0.00	\$4,212,595.36
Flowthrough-Private-625	IDEA-Special-Education	\$118,790.81	\$118,790.81	\$0.00	\$118,790.81
Preschool-641	IDEA-Special-Education	\$92,096.36	\$92,096.36	\$0.00	\$92,096.36
Preschool-Private-642	IDEA-Special-Education	\$1,212.75	\$1,212.75	\$0.00	\$1,212.75
Early-Intervening-623	IDEA-Special-Education	\$0.00	\$0.00	\$0.00	\$0.00
Title IX-Homeless	Homeless	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00
Special Education Professional Dev -Proj 613	Special Ed Prof Dev OSDE Sponsor - Proj 613	\$0.00	\$23,472.00	\$0.00	\$0.00
Spec Ed PD District Proj 615	Spec Ed PD District - Proj 615	\$49,520.00	\$49,520.00	\$0.00	\$49,520.00
Certification Examination Proj 616	Certification Examination - Proj 616	\$0.00	\$403.70	\$0.00	\$0.00
School Based Services Participation Agreement	School Based Serv Part Agreement	\$0.00	\$0.00	\$0.00	\$0.00
SRCL Birth-Age 5	Striving Readers Comprehensive Literacy	\$126,438.80	\$126,438.80	\$0.00	\$126,438.80
SRCL Grade K-5	Striving Readers Comprehensive Literacy	\$176,338.83	\$176,338.83	\$0.00	\$176,338.83
SRCL Grade 6-8	Striving Readers Comprehensive Literacy	\$97,316.59	\$97,316.59	\$0.00	\$97,316.59
SRCL Grade 9-12	Striving Readers Comprehensive Literacy	\$106,602.20	\$106,602.20	\$0.00	\$106,602.20
<b>Totals:</b>		<b>\$13,500,536.88</b>	<b>\$13,413,193.12</b>	<b>\$0.00</b>	<b>\$13,500,536.88</b>

Select Fiscal Year:  [Click to view Funding Summary](#)

▶ **Consolidated Plan**

Application Name	Revision	Status	Date	Actions			
Assurances	<input type="text" value="Amendment 1"/>	Not Submitted		<a href="#">Open</a>	<a href="#">Amend</a>	<a href="#">Review</a>	<a href="#">Delete Application</a>
▶ Schoolwide							

Click on the caret ▶ to expand or close a section

Select Fiscal Year: 2020 ▼

[Click to view Funding Summary](#)

Created			
<b>Consolidated Plan</b>			
Application Name	Revision	Status	Date
Assurances	Amendment 1 ▼	Not Submitted	
Schoolwide			
<b>21st Century</b>			
There currently aren't any 21st Century applications created.			
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Application Name	Revision	Status	Date
School Improvement 1003(a) - Proj 515 Budget	Original Application ▼	Not Submitted	
<b>Curriculum and Instruction</b>			
Application Name	Revision	Status	Date
Title IV Part A FY18 Competitive Grant	Original Application ▼	Final Approved	10/17/2019

Curriculum and Instruction									
	Application Name	Revision	Status	Date	Actions				
	Title IV Part A FY18 Competitive Grant	Original Application ▼	Final Approved	10/17/2019	Open	Amend	Review	Payments	Delete Applica

## TIPS:

Cannot amend unless item is in **Final Approved** status

ALL Review Checklists are pop-ups! **Turn pop-up blocker off**

Payments = Claims

Triple check **BEFORE** you delete an application. You will **NOT** be able to get it back.



# GMS 101 – Consistency Check

Contact Information

Budget Pages

Submit

Application History

**Warning!**

**You are about to make final submission of the budget information for OSDE approval.**

**In order to make changes to your institution's budget after clicking the submit button below you must contact OSDE to change your application's status.**

**SDE Administrator ran the consistency check process which locked the application on 10/23/2019 at 1:46 PM.**

Lock Application

Unlock Application

10/23/2019

Submit to OSDE

# GMS 101- Print Application



Overview	Comprehensive Needs Assessment	Reform Strategies	Qualified Teachers	Professional Development	Teacher Recruitment/Retention	Parent and Family Engagement	Student Transition	Teacher Inclusion in Data Decisions	Student Interventions	Submit	Application Print
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## Selectable Application Print

The application has been approved. No more updates will be saved for the application.

### Request Print Job

✖ Schoolwide

Request Print

Requested Print Jobs

Completed Print Jobs

Requested Prints will be processed on the hour, from 8:00AM to 8:00PM, Monday – Friday. Once completed, a link to a PDF will display on the Right Side of the page under Completed Printed Jobs. Applicants may save this PDF to their local computer, and print as desired.

Completed Print Request links will remain on this page for 7 days. After that time, the document will be removed. If you would like to retain a copy beyond 7 days, please save the PDF to your local computer.

### Request Print Job

☐ Continuous Improvement Plan

Request Print

Requested Print Jobs

Completed Print Jobs

Completed - SDE Administrator on 10/28/2019 1:03:07 PM



# GMS 101 – Creating a claim

Summary Expenditure Report Menu [Click for Instructions](#)

Program  2019-2020

Summary Expenditure Reports:

Select a Summary Expenditure Report from the list(s) below and press one of the following buttons:

Select	Summary Expenditure Report	Date Created	Expenditure Report Date Range	Amount	Date Submitted	Final Approval Date	Status	Status Date
<input type="radio"/>	Summary Expenditure Report 1	10/28/2019		\$0.00			Not Submitted	

**TIP:**

Superintendent is the ONLY access level that can submit a claim.

# GMS 101

## TIPS:

### **Save and save often!**

- Save your work outside of GMS – just in case.
- Put X in required fields.
- Make certain save button is visible BEFORE editing.

## Error Message Trouble Shooting

- Read the error message
- Determine if it is something not entered correctly (Data Not Saved error)
- Log out of GMS/SSO; Close internet completely & try again at a later time or from a different computer (local internet issues)
- Try to recreate the error message
- Take a screen shot
- Notify specific program department GMS contact (Not OMES)

# GMS 101 – Error Messages



[Click to Return to Menu I](#)

An unexpected system error occurred, we apologize for the inconvenience. Please use your browser print button to print this page and then contact the design eGMS support staff. (Severity Level 1)

Communication with the underlying transaction manager has failed.. The MSDTC transaction manager was unable to pull the transaction from the source transaction manager due to communication problems. Possible causes are: a firewall is present and it doesn't have an exception for the MSDTC process, the two machines find each other by their NetBIOS names, or the support for network transactions is not enabled for one of the two transaction managers. (Exception from HRE 0x8004D02B)

Error Date and Time: 7/23/2019 5:02:19 PM

- #1 Most Common Error Message
- Indicates an issue between the State server and the GMS system
- Very popular this past summer when OMES was working on its servers
- Please report this with a screenshot

# GMS 101- Error Messages

**OKLAHOMA**  
State Department of Education

[Click to Return to Menu List / Sign Out](#)

An unexpected system error has occurred, we apologize for the inconvenience. Please use your browser print button to print this page and then contact the designated eGMS support staff. (Severity Level 2)

- Severity Level 2
- Typically, indicates state server is overwhelmed or local internet is experiencing issues
- Happens more around grant deadlines
- See also “deadlock victim”
- Try later time or different internet source before reporting

# GMS 101

Consistency Check completed. After correcting the errors noted below, the consistency check must be performed again.

- School Improvement 1003(a)
  - Budget Detail total must equal the Allocation Total (\$33,000.00 = \$33,656.90) for School Improvement 1003(a).

DATA NOT SAVED: for SI-1003a and 200, the limit is \$2,500.00 but current plus YTD Reimbursement amounts total \$2,631.99.

- These errors appear on the budget tab or the submit tab
- Typically, message provides information on how to resolve the issue
- If GMS is not allowing the issue to be corrected, then report to SDE



# GMS 101

There was an error in the handshake between GMS and SSO2 for userid '139137'. Please contact the OSDE Helpdesk.

Error message from SSO2 is:  
Unable to connect to the remote server

- Handshake Error – issue between GMS & SSO
- Less common error message
- Screenshot is important, so developer know the exact accounts affected

## Common Issues

- Clicking too much/too fast
- Do not use the back button
- All funds not budgeted
- SLOW DOWN
- Use navigation menu (top right)
- Ensure amount budgeted matches amount allocated (\$0 balance)

# Common Issues

- Incorrect access level
- No Save button
- Contact SDE for more information
- STOP – determine why

## Common Issues

- Deleting rows in budget
- Change line item amount to \$0
- Click “calculate total” button
- Check “Delete” box on far right of line item
- Click “save” button
- Line item will be gone

# Common Issues

- Application/Plan/Budget is locked
- Go to the “Submit” tab
- It will have the name of the person who locked the item, plus the time & date of when that happened
- That person will have to click the “unlock” button

# Common Glitches

- Carryover doubled
- Indirect Cost not calculating correctly
- Buttons not working
- Wrong LEA name on anything
- Screen shot it!
  - Snipping tool
  - Take a photo
- Report to appropriate program office
  - Be detailed
  - Include time/date/end user
- Follow-up

# Technical Assistance (TA)

## Ask for help!

- New to GMS?
- Unsure of how to do something in GMS?
- GMS not working correctly?
- Encounter a feature that is different than last year?
- OCAS codes got your head spinning?

## Go Online, Call, or Email

- Every office that uses GMS:
  - offers TA training on program
- has a designated GMS point of contact
- Uploads TA items on program webpage

# Coming Soon

- **Grant Allocation Notices (GAN)**

- Previously available in the Allocation Notice System on SSO
- Soon, GAN will appear as a pdf link next to the application/budget in GMS

- **Integrated Claims**

- Currently, type in GMS claim, then upload Summary & Detailed Expenditure Reports (SER/DER)
- Soon, pull the SER/DER directly into GMS from the local cost accounting system
  - Reduces redundancy
  - Reduces manual entering/Increases accuracy
  - Save time for everyone



# Coming Soon

- **Dashboard**

- Located between SSO and GMS Access/Select page
- Will provide up-to-date notifications on deadlines, errors/system issues, and program specific reminders
- Increases accuracy and consistency of communication with all end-users

# Questions?

<http://bit.ly/GMSFedEngage>

## Office of Family & Community Engagement

Sonia Johnson, Executive Director

[Sonia.Johnson@sde.ok.gov](mailto:Sonia.Johnson@sde.ok.gov)

(405) 522- 6225

## Office of School Support & Improvement

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