Preparing the Budget with Carryover

Title IV, Part B – Nita M. Lowey 21st Century Community Learning Centers

September 7, 2022

Overview

- Logistics for Non-District Grantees
  - Single Sign-On
  - DUNS to UEI
  - Oklahoma Cost Accounting System (OCAS)

- Planning the Budget with Carryover

- Creating a Budget in the Grants Management System (GMS)

- GMS Tips and Next Steps

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Logistics
Oklahoma Cost Accounting System (OCAS) Codes

- **Function Codes** – describe the activity performed
  - 1000 – Instruction
  - 2000 – Support Services
  - 5000 – Other Uses

- **Object Codes** – describe the services or goods obtained
  - 100 – Personnel
  - 200 – Benefits
  - 300 – Contracts
  - 500 – Other Purchased Services
  - 600 – Supplies
  - 700 – Property
  - 800 – Other Objects
  - 900 – Other Uses of Funds

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Planning the Budget

Step 1 – Review the original competitive grant application.

Step 2 – Meet with your team to plan programming, identify staffing needs, and outline budget priorities for the fiscal year.

Step 3 – Review the Oklahoma Cost Accounting System (OCAS) Manual, Quick Coding Reference sheet, and grant guidance related to allowable and non-allowable expenditures.

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Planning the Budget
GMS, Access, and Authorized Official

- All budgets, claims, and supporting documentation will only be accepted through the Grants Management System (GMS).

- Grant Lead/Program Director will, at minimum, require view-only access within the GMS to view budgets, claims, and the original competitive grant application.

- All budgets, budget amendments, and claims must be submitted by the **authorized official** (usually the superintendent or authorized official of a community-based organization).

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Planning the Budget
Expenditures

- Must be reasonable, necessary, allocable, and properly documented. Costs must be directly linked to the size and scope of the program.

- Must be afterschool and summer learning specific.

- Pre-approval from the OSDE prior to purchasing any single item exceeding $1,000 or any total exceeding $2,500 is required.

  - Items contained within the approved budget application do not need further approval.

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Planning the Budget
Staff Salaries and Benefits (Codes 100 and 200)

- Student attendance should drive program staffing levels.

- Show details in the description by indicating:

  - # of staff x hours per day x rate of pay x number of program days;

  - Include staff names for all lead and permanent program staff positions.

Planning the Budget
Staff Salaries and Benefits (Codes 100 and 200)

- Function and Object Codes

  - Instructional Staff are coded to 1000-100s

  - Parent/Family Engagement staff are coded to 2194-100s

  - Program Lead/Director/Coordinator(s) are coded to 2212-100s

  - State and Federal Relations personnel are coded to 2330-100s

  - Bus Drivers are coded to 2720-100s

- All 100s must have 200s

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Planning the Budget
Contracted Services (Code 300)

- For services provided by personnel not on payroll, including outside instructors, presenters, and staffing/transportation contractors.

- Contracts provide adequate details to determine reasonable and necessary.

- Contracts must be uploaded into the GMS.

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Planning the Budget
Out-of-State/Overnight Travel (Codes 500 and 800)

- Program leaders may consider attending a national afterschool-specific professional learning opportunity
  - Instructional staff (1000 & 2212) will be coded to 2213
  - Non-instructional staff (2330 & 2194) will be coded to 2573

- Staff Travel expenses (500): Airline, hotel, transportation, meals/per diem

- Staff registration fees (800)

- All school district/organization travel policies and IRS statutes for travel apply

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Planning the Budget
In-State Travel (Codes 500 and 800)

- Local mileage for program director (2330) and site coordinator (2212) related to development and preparation of program activities may be reimbursable under the associated code 2330 or 2212-580.

- Meal reimbursement during in-state day-only travel (non-overnight status) must be coded as income.

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Planning the Budget
Program Supplies and Equipment (Code 600)

- Object Code 600 is for a single item under $5,000 regardless of the total invoice amount.

- Be as descriptive as possible.

- Bus fuel for student transportation is coded 2740-623/625.

- Fuel expenditures should be calculated based on the formula below:

    - Total route miles   miles to the gallon x average price per gallon = ___

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Planning the Budget
Program Supplies and Equipment (Code 700)

- Object Code 700 is for a single item $5,000 or more and a life span greater than one year.

- Be as descriptive as possible.

Planning the Budget
Other Object Codes (Code 800)

- Student entrance fees for educational field trips are coded to 1000-800.

- Student registrations for educational competitions are coded to 1000-800.

- Other Common Codes:
  - Advertisement for employment is coded 2571-800.
  - Background checks for employees are coded 2571-800.

Planning the Budget
Indirect Costs (Code 900)

- Allowance to offset district/organization overhead cost is coded 5400-970.

Planning the Budget
Quality Improvement (Code 2544)

- Contracted External Assessors are coded to 2544-300 for grantees in years 3 and 4.

- Quality Kits are coded to 2544-600 for all grantees.

Creating a New Budget

- All budgets, claims, and supporting documentation will be accepted only through the Grants Management System (GMS).
    - Log into Single Sign-On
    - Select Grants Management and Expenditure Reporting
    - Select GMS Access / Select

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Log into Single Sign-On
https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx

Click/Select
Grants Management and Expenditure Reporting

![Oklahoma State Department of Education logo]

Menu List

Select GMS Access/Select for Grant Applications

Administrative

21st Century Monitoring

Special Education Compliance

GMS Access / Select

Funded Applications

Non-Funded Data Collections

Click/Select
GMS Access / Select

To report an error or for technical assistance with GMS, contact:
    Federal Programs - Email: Nancy.Hughes@sde.ok.gov
    Special Education - Email: Karen.Howard@sde.ok.gov
    School Support - Email: Zada.Sery@sde.ok.gov
    21st Century - Email: Sonia.Johnson@sde.ok.gov
    Competitive - Email: Shelly.Perkins@sde.ok.gov

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GMS Access Select

Select Fiscal Year: 2022   **Click to view Funding Summary**   **Allocati**

▶ **Created**

Consolidated Plan

	Application Name	Revision	Status	Date	Actions		
	Assurances	Amendment 1	Returned for Changes	2/8/2022	Open	Amend	Review

▶ Continuous Improvement Plan

Expanded Learning

	Application Name	Revision	Status	Date	Actions
▶	21st Century Competitive				
▶	ESSER Afterschool and Summer Learning Competitive				

IDEA

	Application Name	Revision	Status	Date	Actions			
	IDEA Consolidated Application	Amendment 1	Final Approved	2/8/2022	Open	Amend	Review	Payments	Delete Applica
	LEA Agreement	Amendment 1	Returned for Changes	2/21/2022	Open	Amend	Review		Delete Applica
	Spec Ed PD District - Proj 615	Amendment 2	Final Approved	12/14/2021	Open	Amend	Review	Payments	Delete Applica
	School Based Services Participation Agreement	Original Application	Final Approved	9/13/2021	Open	Amend	Review		Delete Applica
	ARP IDEA Consolidated	Amendment 1	Final Approved	2/8/2022	Open	Amend	Review	Payments	Delete Applica

Federal Programs

This is the first screen you will see. This list may look different, depending on which funding streams your district/organization receives.

Scroll Down

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Note: Select correct Fiscal Year

Fiscal Year: 2022

Click to view Funding Summary　　　**Allocation Notices**

Plan

> There currently aren't any Consolidated Plan applications created.

21st Century

Application Name	Revision	Status	Date	Actions				
21st Century Funded 1 Project 553	Original Application	Not Submitted		Open	Amend	Review	Payments	Delete Applicat

IDEA

> There currently aren't any IDEA applications created.

Federal Programs

> There currently aren't any Federal Programs applications created.

School Support

> There currently aren't any School Support applications created.

Student Support

> There currently aren't any Student Support applications created.

▶ **Available**

Consolidated Plan

　　Assurances　　　　　　　　　　　　　　　　　　Create

▶　Continuous Improvement Plan

Click/Select Create

Expanded Learning

▶　21st Century　　　　　　　　Submissions due by 9/30/2021

　　21st Century Funded 2 Project 554　　Submissions due by 9/30/2021　　　Create

　　ESSER Afterschool and Summer　　Submissions due by 10/16/2021　　　Create

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Click to Return to Menu List / Sign Out

GMS Access Select

Select Fiscal Year: 2022 ▾   **Click to view Funding Summary**   **Allocation Notices**

▶ **Created**

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

Expanded Learning

Application Name	Revision	Status	Date	Actions				
21st Century Funded 1 Project 553	Original Application ▾	Not Submitted		Open	Amend	Review	Payments	Delete Applica
21st Century Funded 2 Project 554	Original Application ▾	Not Submitted		Open	Amend	Review	Payments	Delete Applica
ESSER Afterschool and Summer Learning	Original Application ▾	Not Submitted		en	Amend	Review	Payments	Delete Applica

Click/Select
Open

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Navigation tabs will guide you through the application.
Additional tabs may appear beneath them when selected.
Click each tab to become familiar with the application.

Overview	Contact Information	Budget	SAM UEI Number	Equitable Share	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print

21st Century - Funded Projects - Overview

Program: 21st Century - Funded Projects

Purpose: Applicants who received awards in prior years will complete this application for FY23. It contains the Budgeting / Justification processes related to how FY23 funds will be expended. This application should ONLY be used by LEAs who have been informed they have received an award under the 21st Century Program. Budgeting of funds should be consistent with the Budget Summary submitted on the Competitive application that resulted in the award.

Funding Period: July 1, 2022 through June 30, 2023.

OSDE Contact: Family and Community Engagement Office/21st CCLC   (405)522-6225

Original Grant Award:

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![Oklahoma State Department of Education logo]

Applicant:
Application:
Cycle:
Application Due Date:

Project Period:

Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Overview	Contact Information	Allocations	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print

Contact Information

* Next to an item denotes required fields

Superintendent / Authorized Representative

Name*

Address 1*   Street Address

Address 2

City*   State*   Zip+4* 7440

Phone*   Extension   Email*

Program Director/Coordinator:

Last Name*   First Name*

Daytime Position/Title*

Phone*   Extension   Email*

Co-Program Director/Coordinator:

Last Name   First Name

Daytime Position/Title

Phone   Extension   Email

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Data Collection Contact:

Last Name*	[ ]	First Name*	[ ]
Daytime Position/Title*	[ ]	Email*	[ ]
Phone*	[ ][ ][ ] Extension [ ]	Alternate Phone	[ ][ ][ ] Extension [ ]

Primary Community Partner Contact:

Organization	[ ]		
Last Name*	[ ]	First Name*	[ ]
Daytime Position/Title*	[ ]	Email*	[ ]
Phone*	[ ][ ][ ] Extension [ ]	Alternate Phone	[ ][ ][ ] Extension [ ]

Other Contact:

Last Name	[ ]	First Name	[ ]
Daytime Position/Title	[ ]	Email	[ ]
Phone	[ ][ ][ ] Extension [ ]	Alternate Phone	[ ][ ][ ] Extension [ ]

* Denotes required field

Application Approval / Disapproval Copy Email Addresses

☐ Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. Only the Superintendent or Authorized Representative will receive an email notification and does not need to be included in this list. Any other users who should receive notification should be listed.

[   ] ⬅

Add Additional Email Address

In order for users other than the Authorized Representative to receive email notifications, add email address.

Save Page

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Allocations

When funds are allocated, the amounts will automatically be filled.

		TitleIVB_FPO
Current Year Funds		
Allocation	Original Allocation	**$103,544.80**
ReAllocated (+)		$0.00
Released (-)		$0.00
Total Current Year Funds		$103,544.80
Prior Year(s) Funds		
Rollover (+)		$0.00
ReAllocated (+)	Carryover Allocation	$15,531.72
Total Prior Year(s) Funds	(Separate, once all	$15,531.72
Sub Total	closeouts are complete)	**$119,076.52**
Multi-District		
Transfer In (+)		$0.00
Transfer Out (-)		$0.00
Administrative Agent		
Adjusted Sub Total		**$119,076.52**

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Cycle:
Application Due Date: 9/30/2020

Project Perio

Printer Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Overview	Contact Information	Budget	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print

DUNS Number

Dun and Bradstreet Data Universal Numbering System (DUNS) & System for Award Management (SAM)

LEAs are required, as per OMB Section 200.32 to register the DUNS number with the System for Award Management (SAM).

*A New, non-proprietary 12 character identifier number will replace the current DUNS number. Users will automatically be assigned the new UEI (Unique Entity Identifier) at the time of registration renewal. The transition from DUNS to UEI must be completed by December 31, 2020.

Follow these steps to access your Entity Overview Record.
1. Go to SAM.GOV.
2. Type in your User Name and Password.
3. Click on SEARCH RECORDS.
4. Enter your DUNS# or UEI# and click SEARCH.
5. Click on ENTITY DASHBOARD.
6. Click on ENTITY RECORD. This is the page that should show you your DISTRICT'S NAME, your DUNS# or UEI#, and your REGISTRATION EXPIRATION DATE.
7. Upload into the space provided.

*a screenshot from SAM.GOV or the confirmation e-mail from SAM.GOV can be uploaded in place of the Entity Overview Record as long as the document is clearly from SAM.GOV and includes the LEA name, DUNS# or UEI# and expiration date.

Enter current DUNS Number: _____ or *UEI Number _____

All entities should have a current Unique Entity ID (SAM)

Expiration Date: _____

A copy of the Entity Overview Record must be uploaded.

Choose File | no file selected   **Upload**

No files are currently uploaded for this page.

Delete Selected Files

Save Page

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| Required Documentation | | Additional Documentation |

Required Documentation

1. Is the Grantee using the Time Distribution Records template provided by OSDE? ○ Yes ○ No
   If no, upload a sample of the Time and Effort form/system to be used.

   Choose File | No file chosen   Upload
   No files are currently uploaded for this page.

1 - Required and supporting documentation may be needed

2. *Identification of Grant Lead: Please provide Director or Admin

   Choose File | No file chosen   Upload
   No files are currently uploaded for this page.

2 - Required and supporting documentation required

3 - Executed contracts – may be provided in amendment

3. Vendor Contracts: In order for vendor services to be reimburse must be executed. Please upload all executed vendor contracts

4 and 5 - May require uploads

   Choose File | No file chosen   Upload
   No files are currently uploaded for this page.

4. Conflict of Interest: Uniform Grant Guidance, 2 C.F.R. §200.318(c)(1) discusses real and apparent conflicts of interest when working with federal funds. Please upload documentation that will disclose any potential conflict of interest within staff or contracted services to be paid under these funds and how the grantee plans to address the issue.

   Choose File | No file chosen   Upload
   No files are currently uploaded for this page.

5. Authorized Signature: All claims for reimbursement must be signed by the authorized representative for the grantee organization. If the authorized representative is someone other than the district Superintendent or the agency Executive Director, a signed letter indicating board approval for this authority must be uploaded.

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Applicant:

Application:
Cycle:
Application Due
Date:

Project Period: 1/2021 -
30/2022

| Overview | Contact Information | Allocations | DUNS Number | Supporting Documentation | Special Conditions | Assurances | Submit | Application | Application |

Special Conditions

There are no special conditions at this time.

| Overview | Contact Information | Budget | DUNS Number | Supporting Documentation | Special Conditions |

Special Conditions

Below are listed any special conditions that are part of the formal grant agreement b
Department of Education (OSDE). These are legally binding conditions and are agreed to by the grantee by placing a checkmark in the checkbox. Failure to comply with these special conditions may result in the recovery of funds.

☐ The district certifies that the Chief School Administrator has read and accepted the special conditions.

This is the special condition

Save Page

Special conditions may be added by the program office as necessary based on performance.

If special conditions are added, the grantee will be notified with instructions on required action in the GMS.

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General Assurances

Assurances are specific to Title IV – Part B

☐ By checking this box and submitting this application to the Oklahoma State Department of Education, the applicant hereby certifies that he/she is the authorized representative of the organization and has read, understood and will comply with the assurances listed below. These assurances will also apply to any subsequent amendments of this application.

The applicant hereby assures:

1. The applicant assures the Title IV, Part B – Nita M. Lowey 21st Century Community Learning Center (21st CCLC) shall be administered in accordance will all applicable statutes, regulations, program plans and application.

2. The applicant assures proper methods for administering the Title IV, Part B – Nita M. Lowey 21st CCLC program shall be adopted, including:

   a) The enforcement of any obligations imposed by law.
   b) The correction of deficiencies in program operations that are identified through program audits, monitoring, or evaluation; and
   c) The adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of the program.

3. The applicant assures reports to the Oklahoma State Department of Education (OSDE) shall be provided as may be necessary to enable the agency and the staff to perform their duties under the Title IV, Part B – Nita M. Lowey 21st CCLC program. The applicant shall maintain such records and afford such access to the records as the OSDE may reasonably require to carry out the agency's duties

4. The applicant assures notice of intent to apply to the community and that the application and any waiver request shall be available for public review after submission of the application.

5. The applicant assures the program shall be administered in conformity with the Stevens Amendment.

6. The applicant assures equitable access to and equitable participation in the program's activities shall be conducted in compliance with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Right to Privacy of Student Records (Federal Regulations, November 1975), the Age Discrimination Act of 1975, and any regulations issued thereunder, as well as applicable federal and state legislation.

7. The applicant assures compliance with the Debarment, Suspension, and Other Responsibility Matters regulation, the Single Audit Act, and the Gun Free Schools Act of 1994.

8. The applicant assures federal funds shall not be utilized to lobby Congress or any other federal or state agency.

9. The applicant assures conflict of interest policies for Federal awards shall be written and the applicant must disclose in writing any potential conflict of interest to the Oklahoma State Department of Education (OSDE).

10. The applicant assures it shall meet all applicable federal, state, and local health safety, and civil rights laws.

11. The LEA must disclose, in a timely manner, in writing to SDE all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the

OKLAHOMA Education

Overview	Contact Information	Budget	SAM UEI Number	Equitable Share	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print

General Assurances	Program Assurances	Fiscal Assurances	Assurance Summary

General Assurances

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2. The applicant assures proper methods for administering the Title IV, Part B – Nita M.
   a) The enforcement of any obligations imposed by law.
   b) The correction of deficiencies in program operations that are identified through
   c) The adoption of written procedures for the receipt and resolution of complaints

3. The applicant assures reports to the Oklahoma State Department of Education (OSDE) their duties under the Title IV, Part B – Nita M. Lowey 21st CCLC program. The applic reasonably require to carry out the agency's duties

4. The applicant assures notice of intent to apply to the community and that the applica application.

5. The applicant assures the program shall be administered in conformity with the Steve

6. The applicant assures equitable access to and equitable participation in the program's activities shall be conducted in compliance with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Right to Privacy of Student Records (Federal Regulations, November 1975), the Age Discrimination Act of 1975, and any regulations issued thereunder, as well as applicable federal and state legislation.

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10. The applicant assures it shall meet all applicable federal, state, and local health safety, and civil rights laws.

11. The LEA must disclose, in a timely manner, in writing to SDE all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the

Four assurance tabs must be completed.

Every tab has a box that MUST be clicked. **This is the binding signature** that the authorized agent of the organization has read and accepts ALL terms and conditions for the award.

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	Budget Detail	Budget Summary

Budget Detail

Itemize and explain each expenditure amount that appears on the Budget Summary.

	100	200	300	400	500	600	700	800	900	Indirect Cos
Paid to Date Amounts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Current Budgeted Amounts by Object Code	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Notes: The District Level Budget page is identified by '000'

Site: [▼] [Go]

Total Allocation Available for Budgeting $0.00

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	Afterschool_ESSER Funds	Delete Row
[▼]	[▼]		0.00	☐
[▼]	[▼]		0.00	☐
[▼]	[▼]		0.00	☐

Working from your original competitive application, make sure this budget aligns to what was detailed in the competitive grant application.

Total Displayed: $0.0(

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To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code		Expenditure Description and Itemization	TitleIVB_FPO Funds	Delete Row
Function Code	Object Code		Expenditure Description and Itemization	Afterschool_ESSER Funds	Delete Row
⬍	⬍			0.00	☐
⬍	⬍			0.00	☐

$0.00

The maximum amount of Indirect Costs that may be taken and ~

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	$0.00
(B) Property Costs	$0.00
(C) Allowable Direct Costs (A-B)	$0.00
(D) Indirect Cost Rate %	3.5800
(E) Maximum Indirect Cost (C*(D/1+D))	$0.00

(F) Total budgeted	$0.00
(G) Budgeted Indirect Cost	0.00
(H) Total Budget (F+G)	$0.00
Remaining (A-H)	$0.00

Fill in the first 3 rows,
Click/Select
Calculate Totals, then *Save Page*
The screen will refresh and 3 more lines will appear.

Calculate Totals   Save Page

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To expedite claims, clearly detail ALL items in the expenditure description and itemization column.

Function Code	Object Code		Expenditure Description and Itemization	TitleIVB_SpecProj Funds	Delete Row
1000 ⌄	100 ⌄		Instructional Salary Total: $130,000 8 certified teachers x $00. x # hours/week x 36 weeks = $90,000 10 non-certified teachers x $00 x # hours/week x 36 weeks = $40,000	30000.00	☐
1000 ⌄	100 ⌄		Carryover $100,000	0.00	☐
2212 ⌄	100 ⌄		Director Salary: $17,000 John Hancock .5 FTE - $34,000 $20/hr x 5 hrs x 5 days/week x 34 weeks = $17,000	10000	☐
2212 ⌄	100 ⌄		Carryover $7,000	0.00	☐
1000 ⌄	200 ⌄		Instructional Benefits Total: $32,500 Benefits 130,000 x 0% = $32,500	25000.00	☐
1000 ⌄	200 ⌄		Carryover $7,500	0.00	☐
2212 ⌄	200 ⌄		Program Director Benefits $32,500 x 0%= $11,000	0.00	☐
2212 ⌄	200 ⌄		Carryover $2,000	0.00	☐
1000 ⌄	600 ⌄		Instructional Supply Total: $1,700 STEM Supply Total: $1,200 Consumables = $1,000 2 drones @ $100 = $200 Art Supply Total: $325 Consumables = $200 5 Easels @ $25 = $125 Cont'd	1000.00	☐
1000 ⌄	600 ⌄		Cont'd Physical Fitness Total: $175 10 jump ropes @ $15 = $150 5 basketball @ $5 = $25	0.00	☐
1000 ⌄	600 ⌄		Carryover $700	0.00	☐

If multiple lines are needed for a single function/object code description, only budget funds in the first cell and record the other cells as $0.00.

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Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_SpecProj Funds	Delete Row
1000	100	Instructional Salary Total: $130,000 8 certified teachers x $00. x # hours/week x 36 weeks = $90,000 10 non-certified teachers x $00 x # hours/week x 36 weeks = $40,000	30000.00	☐
1000	100	Carryover $100,000	0.00	☐
2212	100	Director Salary: $17,000 John Hancock .5 FTE - $34,000 $20/hr x 5 hrs x 5 days/week x 34 weeks = $17,000	10000	☐
2212	100	Carryover $7,000	0.00	☐
1000	200	Instructional Benefits Total: $32,500 Benefits 130,000 x 0% = $32,500	25000.00	☐
1000	200	Carryover $7,500	0.00	☐
2212	200	Program Director Benefits $32,500 x 0%= $11,000	0.00	☐
2212	200	Carryover $2,000	0.00	☐
1000	600	**C.** Instructional Supply Total: $1,700 STEM Supply Total: $1,200 Consumables = $1,000 2 drones @ $100 = $200 Art Supply Total: $325 Consumables = $200 5 Easels @ $25 = $125 Cont'd	1000.00 **B.**	☐
1000	600	Cont'd Physical Fitness Total: $175 10 jump ropes @ $15 = $150 5 basketball @ $5 = $25	0.00	☐
1000	600	**A.** Carryover $700	0.00	☐

The description total must equal the

A+B=C

carryover amount plus the budgeted amount.

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Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_SpecProj Funds	Delete Row
1000 ⌄	100 ⌄	Instructional Salary Total: $130,000 8 certified teachers x $00. x # hours/week x 36 weeks = $80,000 10 non-certified teachers x $00 x # hours/week x 36 weeks = $50,000	30000.00	☐
1000 ⌄	100 ⌄	Carryover $100,000	0.00	☐

Each 100 Object Code must have a 200 Object Code

Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_SpecProj Funds	Delete Row
1000 ⌄	200 ⌄	Instructional Benefits Total: $32,500 Benefits 130,000 x 0% = $32,500	25000.00	☐
1000 ⌄	200 ⌄	Carryover $7,500	0.00	☐

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Lead staff (coded in function codes 2000) should be identified by name in the budget application.

2212 ⌄	100 ⌄	Director Salary: $17,000 John Hancock .5 FTE - $34,000 $20/hr x 5 hrs x 5 days/week x 34 weeks = $17,000	10000	☐
2212 ⌄	100 ⌄	Carryover $7,000	0.00	☐

OKLAHOMA Education

- Function/object code 1000-600 provides an overview of the materials and supplies necessary to carry out the grant objectives.
- During budget and claim reviews, it is important for this section to have clear details that include any large purchases such as technology, curriculum or program supplies to give the reviewer an understanding of what the program offerings will include.
- When preparing this section grantees may choose to round for ease and clarity.

1000 ⌄	600 ⌄	Instructional Supply Total: $1,700 STEM Supply Total: $1,200 Consumables = $1,000 2 drones @ $100 = $200 Art Supply Total: $325 Consumables = $200 5 Easels @ $25 = $125 Cont'd	1000.00	☐
1000 ⌄	600 ⌄	Cont'd Physical Fitness Total: $175 10 jump ropes @ $15 = $150 5 basketball @ $5 = $25	0.00	☐
1000 ⌄	600 ⌄	Carryover $700	0.00	☐

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To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

Function Code	Object Code	Expenditure Description and Itemization	TitleIVB_FPO Funds	Delete Row
1000	100	Salary Total: $100,000	100000.00	☐
2212	100	1 full time grant coordinator (name) at $00,000 annual salary based on current salary schedule for organization.	0.00	☐
1000	200	Instructional Benefits Total: $20,000	20000.00	☐
2212	200	Benefits for 1 full time grant coordinator (name) calculated at 00% = $00,000	0.00	☐
1000	600	Supply Total: $25,000	25000.00	☐
1000	600	Art Supply Total: $5,000 X product @ $XXX = X,XXX	5000.00	☐
2213	800	Total Registration Cost: $1000 Names @ $XXX each = XXX for Conference Name	1000.800	☐
			0.00	☐
			0.00	☐

Total Displayed: $151,000.00

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be $0.0

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	$200,000.00		(F) Total budgeted	$151,000.00
(B) Property Costs	$0.00		(G) Budgeted Indirect Cost	0.00
(C) Allowable Direct Costs (A-B)	$200,000.00		(H) Total Budget (F+G)	$151,000.00
(D) Indirect Cost Rate %	0.0000			
(E) Maximum Indirect Cost (C*(D/1+D))	$0.00		Remaining (A-H)	$49,000.00

Click/Select
Calculate Totals and *Save Page*

Calculate Totals   Save Page

OKLAHOMA Education

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be $0.00

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	$200,000.00		(F) Total budgeted	$151,000.00
(B) Property Costs	$0.00		(G) Budgeted Indirect Cost	0.00
(C) Allowable Direct Costs (A-B)	$200,000.00		(H) Total Budget (F+G)	$151,000.00
(D) Indirect Cost Rate %	0.0000			
(E) Maximum Indirect Cost (C*(D/1+D))	$0.00		Remaining (A-H)	$49,000.00

Calculate Totals   Save Page

All funds must be budgeted and the remaining amount must be $0.00.

OKLAHOMA Education

OKLAHOMA
State Department of Education

ESSER Afterschool and Summer Learning ⌄

Applicant:

Application:
Cycle: 00- **Project Period:** 7/1/2021 -
Application Due Original Application 6/30/2022
Date: 10/16/2021

Printer-Friendly
Click to Return to GMS Access/Select Page

Click to Return to Menu List / Sign Out

| Overview | Contact Information | Allocations | DUNS Number | Supporting Documentation | Special Conditions | Assurances | Submit | Application History | Application Print |

Submit

The Consistency Check must be successfully processed before you can submit your application.

Consistency Check   Lock Application   Unlock Application

Assurances have not been agreed to on the Assurance app⸱tion
LEA Data Entry
LEA Administrator
Program Review

When the information in each tab has been completed, click/select *Consistency Check*.
This process checks all required fields for completion.
If no error messages are received, complete the submit process.

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Once the budget is complete, all buttons will appear to allow budget review and budget amendments, review of comments, and submit claims.

Budget Helpful Tips

- All object codes 100 must have an accompanying 200.

- Function codes in 2000 (2194, 2212, 2213, 2330 and 2573) must include names.

- Descriptions must equal the description total.

- Carryover and budget for each function/object code must equal description total.

- Remember to budget for Quality Kits and Assessors.

GMS Helpful Tips

- Use the navigation buttons found in the top right corner of the GMS pages.
  - Do not use the back button to move through the application.

- Only click selections once.
  - Do not double-click or continuously click on the same item.

- Allow the system time to process the action.
  - Click slowly through GMS and allow the system to process your last action.

- Turn off pop-up blockers within your browser when working in the GMS.
  - If the budget is returned for corrections, the reviewer comments will open in a separate tab and pop-up blockers must be turned off for this tab to open.

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Next Steps

- Budgets will not appear until your access has been granted

- Logistics for Non-District Grantees

  - Single Sign-On

  - Electronic Funds Transfer

  - UEI

  - Oklahoma Cost Accounting System (OCAS)

OKLAHOMA
Education

Fiscal Timelines

- **Budgets - Due two weeks after they open.**

- **November 1st** – At least one claim should be submitted

- **June 1st** – Last day to submit a clean claim to receive payment by the end of the fiscal year and record as Fiscal Year Revenue.

- **June 30th** – Last day to encumber funds for the fiscal year

- **August 1st** – Deadline for **ALL** claims to be received at OSDE. Payment of late claims submitted after August 1st are subject to the approval of the State Board of Education.

- **September 1st** – Deadline for the Final Fiscal Year Closeout procedures to be submitted.

OKLAHOMA Education

For Further Information

For more information, resources, tutorials, and FAQ's, please refer to:

- Oklahoma 21st CCLC website - https://sde.ok.gov/21cclc
  - Grant Guidance – https://sde.ok.gov/21st-cclc-grantee-resources-grant-guidance
  - Financial resources – https://sde.ok.gov/21st-cclc-current-grantees-budgets-claims
- OCAS manual – https://sde.ok.gov/sde/financial-accounting

OKLAHOMA Education

Grant Contacts

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