

# Preparing the Budget

## (Non-District Grantees)

**ESSER: Afterschool and Summer Learning and Enrichment Initiative**

March 4, 2022



**OKLAHOMA**  
Education





# Overview

- Logistics for Non-District Grantees
  - Single Sign-On
  - Electronic Funds Transfer
  - DUNS to UEI
  - Oklahoma Cost Accounting System (OCAS)
- Planning the Budget
- Creating a Budget in the Grants Management System (GMS)
- GMS Tips and Next Steps





# Logistics

## Single Sign-On (SSO)

- Allows users to access multiple systems through one log-in
- Once awarded, access to GMS moves into SSO
- Executive Officer will establish organization account
  - Create an account <https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>
  - Complete page 1 of State User Security Access form
  - Email [Tracie.Raibourn@sde.ok.gov](mailto:Tracie.Raibourn@sde.ok.gov) form and evidence of authority to act on behalf of organization



# Logistics

## SSO Security Form

1. County and District Number will be assigned when it is submitted
2. District Name will be the Organization name provided in the GMS
3. Superintendent will be the Authorized Representative for your organization, typically the Executive Director, CEO or President

### Single Sign On - Superintendent Security Form

This form must be completed by the Superintendent to be granted access to the State Department of Education Single Sign On as superintendent for the purpose of accessing the state applications and to be granted privileges to create, edit, and manage the accounts of other users at your school district.

**IMPORTANT:** This request must be accompanied by a copy of the district board minutes showing the date of action and the contract effective date.

Please email the completed form and board minutes to [ServiceDesk@omes.ok.gov](mailto:ServiceDesk@omes.ok.gov).

**(PLEASE COMPLETE ALL FIELDS LEGIBLY)**

COUNTY NUMBER:  DISTRICT NUMBER:  DISTRICT NAME:

DISTRICT TELEPHONE NUMBER:  PREVIOUS SUPERINTENDENT:

FIRST NAME:  LAST NAME:  SUPERINTENDENT CONTRACT EFFECTIVE DATE:

SUPERINTENDENTS E-MAIL ADDRESS:  CURRENT SINGLE SIGN ON USERNAME (If applicable):

I understand that the data maintained by the Oklahoma State Department of Education (OSDE) system is sensitive and confidential. Access to data and the release of data is governed by the Federal Family Educational rights and Privacy Act, Oklahoma Title 51 O.S. 2001 24A.16, Oklahoma Title 70 O.S. 3-160 and 18-200.1 (E), Oklahoma Title 70 O.S. 2001 6115, and Oklahoma Title 74 O.S. 31 11(C&D) as amended. I agree that I shall not release data unless authorized to do so according to applicable laws, rules, and regulations, nor shall I access or use the information contained therein except for legitimate educational interests. I further agree that I will not allow anyone to login under my login and password and I will logout of the system when I am not at my desk.

I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

SUPERINTENDENTS SIGNATURE: (This must be an original signature and included or account cannot be setup.)  DATE:

#### OFFICE USE ONLY

Date Received:  Date Acct Updated:  Updated By:



# Logistics

## Electronic Funds Transfer (EFT)

- Organization will complete an Electronic Funds Transfer Authorization Agreement
- Submit form and banking information to  
Oklahoma State Department of Education  
Comptroller  
2500 N. Lincoln Blvd., Suite 415  
Oklahoma City, Oklahoma 73105



# Logistics

## DUNS to UEI

- Data Universal Numbering System (DUNS) is a unique nine character number used to identify your organization
- Used by the federal government to track how federal money is allocated
- **April 4, 2022** – deadline to transition to a Unique Entity Identifier (UEI) a twelve character unique number to register your organization to receive federal funds
- Plan ahead, GMS will require UEI



# Logistics

## Oklahoma Cost Accounting System

- All expenditures reported using the Oklahoma Cost Accounting System (OCAS)
- Established to provide a method of standardized financial reporting to increase accountability of tax dollars
- Verify funds are used to optimize student education
- <https://sde.ok.gov/financial-accounting>
- Quick Coding Reference
- Joint Federal Programs Claims Procedures
- Budget codes – use of rounded versus bold codes



# Logistics

## Oklahoma Cost Accounting System Codes

- **Function Codes** – describes the activity performed
  - 1000 – Instruction
  - 2000 – Support Services
  - 5000 – Other Uses
- **Object Codes** – describes the service or good obtained
  - 100 – Personnel
  - 200 – Benefits
  - 300 – Contracts
  - 500 – Other Purchased Services
  - 600 – Supplies
  - 700 – Property
  - 800 – Other Objects
  - 900 – Other Uses of Funds





# 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



# 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)





# 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



# 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



# 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



# 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 (580) Airline, hotel, transportation, meals/per diem
- Staff registration fees (860)
- All school district/organization travel policies and IRS statutes for travel apply



# 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



# 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 = \_\_\_\_





# 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 1000-810
- Student registrations for educational competitions are coded to 1000-860
- Other Common Codes
  - Advertisement for employment is coded 2571-810
  - Background checks for employees are coded 2571-810



# Planning the Budget

## Indirect Costs (Code 900)

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



# 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

- Home / Applications
- About This Site
- Links And Docs
- Sign In

Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Username:

Password:

[Sign In](#)

- Are you a New User? Click here to create an account.
- Username problems? Click here to recover your username.
- Password problems? Click here to recover your password.

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

**OKLAHOMA**  
State Department of Education

Single Sign On  
Welcome Jasmine Bigler - Sign Out

Home / Applications

Your Account

About This Site

Links And Docs

Sign Out

Home / Applications

Applications

These are your current applications

- Accountability (A-F Report Cards)  
SDEAdmin - SDE Administrators
- Allocation Notices System  
SDE View Only
- Grants Management and Expenditure Reporting**  
SDE View Only
- Oklahoma Educator Credentialing System  
DOEREAD - OSDE Read Only
- School Personnel Records - FY 2009  
SDE View Only

Click/Select  
*Grants Management and Expenditure Reporting*



**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](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)

GMS Access Select

Select Fiscal Year: 2022

[Click to view Funding Summary](#)

Allocati

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

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						

Scroll Down



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

Note

Select Fiscal Year: 2022 ▼

[Click to view Funding Summary](#)

[Allocation Notices](#)

► **Created**

**Consolidated 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 Application

**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

► Continuous Improvement Plan

**Expanded Learning**

► 21st Century

Submissions due by 9/30/2021

21st Century Funded 2 Project 554

Submissions due by 9/30/2021

ESSER Afterschool and Summer

Submissions due by 10/16/2021

Create

Click/Select  
*Create*

Create

Create



GMS Access Select

Select Fiscal Year:

[Click to view Funding Summary](#)

[Allocation Notices](#)

Created

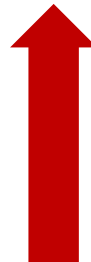
Consolidated Plan

There currently aren't any Consolidated Plan applications created.

Expanded Learning

Application Name	Revision	Status	Date	Actions				
21st Century Funded 1 Project 553	<input type="text" value="Original Application"/>	Not Submitted		<input type="button" value="Open"/>	<input type="button" value="Amend"/>	<input type="button" value="Review"/>	<input type="button" value="Payments"/>	<input type="button" value="Delete Application"/>
21st Century Funded 2 Project 554	<input type="text" value="Original Application"/>	Not Submitted		<input type="button" value="Open"/>	<input type="button" value="Amend"/>	<input type="button" value="Review"/>	<input type="button" value="Payments"/>	<input type="button" value="Delete Application"/>
ESSER Afterschool and Summer Learning	<input type="text" value="Original Application"/>	Not Submitted		<input type="button" value="Open"/>	<input type="button" value="Amend"/>	<input type="button" value="Review"/>	<input type="button" value="Payments"/>	<input type="button" value="Delete Application"/>

Click/Select  
*Open*





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.

Note the application sections tab.

Application: 2021-2022 ESSER Afterschool and Summer Learning - 00-  
 Cycle: Original Application  
 Application Due Date: 10/15/2021  
 Project Period: 7/1/2021 - 6/30/2022

[Overview](#) | 
 [Contact Information](#) | 
 [Allocations](#) | 
 [DUNS Number](#) | 
 [Supporting Documentation](#) | 
 [Special Conditions](#) | 
 [Assurances](#) | 
 [Submit](#) | 
 [Application History](#) | 
 [Application Print](#)

[Printer-Friendly](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

### ESSER Afterschool and Summer Learning

**Program Codes:** 558 Afterschool and 559 Summer Learning

**Purpose:** Signed into law March 11, 2021, the ARP Act appropriates coronavirus relief funding for individuals, business, corporations, public health and education. Funds are to provide federal support in preventing, preparing for, and responding to COVID-19. The Act appropriates funds for the Elementary and Secondary School Emergency Relief Fund (ESSER). OSDE will refer to ESSER funds provided and received under ARP as "ESSER III."

Of the funds not otherwise allocated to LEAs under ESSER III, the SEA may reserve remaining funds to address the following, within the percentages required including not less than 1% to address, directly or through grants or contracts, evidence-based summer enrichment programs and 1% to address, directly or through grants and contracts, evidence based comprehensive afterschool programs. These programs must at a minimum, respond to the students' academic, social and emotional needs. Further, this investment of funds is specifically designed to provide evidence-based programming for students who have been disproportionately impacted by the pandemic; these students experienced greater disruptions to learning during the pandemic and did not engage consistently in school.

This grant opportunity is intended to provide awards to partnerships between LEAs and community-based organizations to provide comprehensive afterschool and summer learning opportunities. Based on an annual performance review, awards will be granted annually for a 3-year period through September 2024.

**Funding Period:** July 1, 2021 through June 20, 2022.

**OSDE Contact:** Office of Family and Community Engagement (405) 522-6225

**Applicant:**  
**Application:** 2021-2022 ESSER Afterschool and Summer Learning - 00-  
**Cycle:** Original Application  
**Application Due Date:** 10/16/2021

**Project Period:** 7/1/2021 - 6/30/2022

**Application Sections** ESSER Afterschool and Summer Learning ▾

[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**

<b>Name*</b>	<input type="text" value="test"/>		
<b>Address 1*</b>	<input type="text" value="test"/>	<b>Street Address</b>	<input type="text" value="test"/>
<b>Address 2</b>	<input type="text"/>		
<b>City*</b>	<input type="text" value="test"/>	<b>State*</b>	<input type="text" value="ok"/>
<b>Phone*</b>	<input type="text" value="405"/> <input type="text" value="123"/> <input type="text" value="4567"/> Extension <input type="text"/>	<b>Zip+4*</b>	<input type="text" value="12345"/> <input type="text" value="123"/>
		<b>Email*</b>	<input type="text" value="test@att.net"/>

**Program Director/Coordinator:**

<b>Last Name*</b>	<input type="text"/>	<b>First Name*</b>	<input type="text"/>
<b>Daytime Position/Title*</b>	<input type="text"/>		
<b>Phone*</b>	<input type="text"/> <input type="text"/> <input type="text"/> Extension <input type="text"/>	<b>Email*</b>	<input type="text"/>

**Co-Program Director/Coordinator:**

<b>Last Name</b>	<input type="text"/>	<b>First Name</b>	<input type="text"/>
<b>Daytime Position/Title</b>	<input type="text"/>		
<b>Phone</b>	<input type="text"/> <input type="text"/> <input type="text"/> Extension <input type="text"/>	<b>Email</b>	<input type="text"/>

**Data Collection Contact:**

Last Name*	<input type="text"/>	First Name*	<input type="text"/>
Daytime Position/Title*	<input type="text"/>	Email*	<input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> Extension <input type="text"/>	Alternate Phone	<input type="text"/> <input type="text"/> <input type="text"/> Extension <input type="text"/>

**Primary Community Partner Contact:**

Organization	<input type="text"/>		
Last Name*	<input type="text"/>	First Name*	<input type="text"/>
Daytime Position/Title*	<input type="text"/>	Email*	<input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> Extension <input type="text"/>	Alternate Phone	<input type="text"/> <input type="text"/> <input type="text"/> Extension <input type="text"/>

**Other Contact:**

Last Name	<input type="text"/>	First Name	<input type="text"/>
Daytime Position/Title	<input type="text"/>	Email	<input type="text"/>
Phone	<input type="text"/> <input type="text"/> <input type="text"/> Extension <input type="text"/>	Alternate Phone	<input type="text"/> <input type="text"/> <input type="text"/> Extension <input type="text"/>

\* 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

Save Page



For users other than the Authorized Representative to receive email notifications, add email address.

**Allocations**

Project Codes: Afterschool = 559 and Summer = 558

	Afterschool_ESSER	Summer_ESSER
<b>Current Year Funds</b>		
Allocation	\$0.00	\$0.00
ReAllocated (+)	\$0.00	\$0.00
Released (-)	\$0.00	\$0.00
<b>Total Current Year Funds</b>	\$0.00	\$0.00
<b>Prior Year(s) Funds</b>		
Rollover (+)	\$0.00	\$0.00
ReAllocated (+)	\$0.00	\$0.00
<b>Total Prior Year(s) Funds</b>	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Multi-District</b>		
Transfer In (+)	\$0.00	\$0.00
Transfer Out (-)	\$0.00	\$0.00
<b>Administrative Agent</b>		
<b>Adjusted Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

- 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

Expiration Date:

A copy of the Entity Overview Record must be uploaded.

Choose File no file selected

No files are currently uploaded for this page.



April 4, 2022  
All entities should be transitioned to the Unique Entity ID (SAM)

Overview	Contact Information	Allocations	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
Required Documentation				Additional Documentation					
<b>Required Documentation</b>									

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.

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

Choose File No file chosen Upload

No files are currently uploaded for this page.

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

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.

1 - Required and supporting documentation may be needed  
 2 - Required and supporting documentation required  
 3 - Executed contracts – may be provided in amendment  
 4 and 5 - May require uploads.





**Applicant:**  
**Application:** 2021-2022 ESSER Afterschool and Summer Learning -  
**Cycle:** 00-  
**Application Due Date:** Original Application  
10/16/2021

**Project Period:** 09/2021 - 08/2022

**Application Sections**  
ESSER Afterschool and Summer Learning ▾

[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

**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 to the State 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.

Applicant:  
Application: 2021-2022 ESSER Afterschool and Summer Learning - 00-  
Cycle: Original Application  
Application Due Date: 10/16/2021

Project Period: 7/1/2021 - 6/30/2022

Application Sections **ESSER Afterschool and Summer Learning**

[Printer-Friend](#)

[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
General Assurances		Program Assurances			Fiscal Assurances		Assurance Summary		

### General Assurances

## Assurances are specific to ARP/ESSER III

- 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 will comply with the regulations and requirements outlined in the Uniform Grant Guidance (UGG), including 2 CFR § 200 and the Education Department Administrative Regulations (EDGAR).
2. Section 427 Assurances
  - a. The applicant will assist the OSDE and the United States Department of Education (USDE) in implementing the USDE's mission to ensure equal access to education and to promote educational excellence throughout the Nation, by –
    - i. Ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in any project or activity carried out under an applicable program; and,
    - ii. Promoting the ability of such students, teachers and beneficiaries to meet high standards.
  - b. The USDE and OSDE shall require each applicant for assistance under an applicable program (other than an individual) to develop and describe in the applicant's application the steps such applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance. The applicant shall describe in the application how it plans to meet the special needs of students, teachers and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability and age.
  - c. The applicant will participate and cooperate with the OSDE and USDE if criteria are established and technical assistance is provided for meeting the requirements of this section.



**Applicant:**

**Application:** 2021-2022 ESSER Afterschool and Summer Learning -  
**Cycle:** 00-  
**Application Due Date:** Original Application  
10/16/2021

**Project Period:** 7/1/2021 -  
6/30/2022

**Application Section**

ESSER Afterschool and Summer Learning ^

[Printer-Friendl](#)  
[Click to Return to GMS Access/Select Pag](#)

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

Overview	Contact Information	Allocations	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
	General Assurances		Program Assurances			Fiscal Assurances		Assurance Summary	

**General Assurances**

By [redacted] and submitting this application to the Oklahoma State Department of Education, I am certifying that I am the authorized representative of the organization and has read, understood and will also apply to any subsequent amendments of this application.

**The applicant hereby assures:**

1. The applicant will comply with the regulations and requirements outlined in the Uniform Administrative Regulations (EDGAR).
2. Section 427 Assurances
  - a. The applicant will assist the OSDE and the United States Department of Education to access to education and to promote educational excellence throughout the Nation,
    - i. Ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in any project or activity carried out under an applicable program; and,
    - ii. Promoting the ability of such students, teachers and beneficiaries to meet high standards.
  - b. The USDE and OSDE shall require each applicant for assistance under an applicable program (other than an individual) to develop and describe in the applicant's application the steps such applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance. The applicant shall describe in the application how it plans to meet the special needs of students, teachers and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability and age.
  - c. The applicant will participate and cooperate with the OSDE and USDE if criteria are established and technical assistance is provided for meeting the requirements of this section.


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.**

Navigate to the budget tab in the upper right-hand corner.

**Applicant:** \_\_\_\_\_  
**Application:** 2021-2022 ESSER Afterschool and Summer Learning - 00-  
**Cycle:** Original Application  
**Application Due Date:** 10/16/2021

**Project Period:** 7/1/2021 - 6/30/2022

**Application Sections** 

- ✓ ESSER Afterschool and Summer Learning
- ESSER Afterschool Proj 559
- ESSER Summer Learning Proj 558

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

Overview	Contact Information	Allocations	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
General Assurances		Program Assurances			Fiscal Assurances		Assurance Summary		

**General Assurances**

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 will comply with the regulations and requirements outlined in the Uniform Grant Guidance (UGG), including 2 CFR § 200 and the Education Department Administrative Regulations (EDGAR).
2. Section 427 Assurances
  - a. The applicant will assist the OSDE and the United States Department of Education (USDE) in implementing the USDE’s mission to ensure equal access to education and to promote educational excellence throughout the Nation, by –
    - i. Ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in any project or activity carried out under an applicable program; and,
    - ii. Promoting the ability of such students, teachers and beneficiaries to meet high standards.
  - b. The USDE and OSDE shall require each applicant for assistance under an applicable program (other than an individual) to develop and describe in the applicant’s application the steps such applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance. The applicant shall describe in the application how it plans to meet the special needs of students, teachers and other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability and age.
  - c. The applicant will participate and cooperate with the OSDE and USDE if criteria are established and technical assistance is provided for meeting the requirements of this section.

Budget Detail

Budget Summary


**Budget Detail**

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

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

After choosing the program, choose the appropriate site. Each site will have its own budget.

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

Site:   

Total Allocation Available for Budgeting

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	Delet Row
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="checkbox"/>

Total Displayed:



# Budgeting Indirect Costs

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

Site:

To budget Indirect Cost, select 000 site from the drop-down.

Total Allocation Available for Budgeting

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	Summer_ESSER Funds	Delete Row
<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value="0.00"/>	<input type="checkbox"/>

Total Displayed:

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be \$2,902.30

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	<input type="text" value="\$200,338.00"/>	(F) Total budgeted	<input type="text" value="\$0.00"/>
(B) Property Costs	<input type="text" value="\$0.00"/>	(G) Budgeted Indirect Cost	<input type="text" value="0.00"/>
(C) Allowable Direct Costs (A-B)	<input type="text" value="\$200,338.00"/>	(H) Total Budget (F+G)	<input type="text" value="\$0.00"/>
(D) Indirect Cost Rate %	<input type="text" value="1.4700"/>		
(E) Maximum Indirect Cost (C*(D/1+D))	<input type="text" value="\$2,902.30"/>		<input type="text" value="\$200,338.00"/>

2. Indirect will be taken at the organization level. Enter the total indirect costs for **all sites** here. No further details are required. Above description boxes should remain blank.

**Budget Detail**

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

<b>Paid to Date Amounts</b>	100	200	300	400	500	600	700	800	900	Indirect Cos
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Current Budgeted Amounts by Object Code</b>	\$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:

Total Allocation Available for Budgeting

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	Delet Row
<input type="text" value="v"/>	<input type="text" value="v"/>		<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text" value="v"/>	<input type="text" value="v"/>		<input type="text" value="0.00"/>	<input type="checkbox"/>
<input type="text" value="v"/>	<input type="text" value="v"/>		<input type="text" value="0.00"/>	<input type="checkbox"/>

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

Total Displayed:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
			\$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.

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

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$0.00	(F) Total budgeted	\$0.00
(B) Property Costs	\$0.00	(G) Budgeted Indirect Cost	0.00
(C) Allowable Direct Costs (A-B)	\$0.00	(H) Total Budget (F+G)	\$0.00
(D) Indirect Cost Rate %	3.5800		
(E) Maximum Indirect Cost (C*(D/1+D))	\$0.00	Remaining (A-H)	\$0.00

Calculate Totals

Save Page



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
1000	100	Salary Total: \$100,000 8 certified teachers x \$00/hour x 25 hours/week x 36 weeks = \$00,000 10 non-certified teachers x \$00/hour x 20 hours/week x 36 weeks = \$00,000	50000.00	
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 Benefits for 8 certified teachers calculated at 00% = \$00,000 Benefits for 10 non-certified teachers calculated at 00% = \$00,000	10000.00	
2212	200	Benefits for 1 full time grant coordinator (name) calculated at 00% = \$00,000	0.00	
1000	600	Supply Total: \$25,000 STEM Supply Total: \$5,000 X product @\$XXX = XXX X product @\$XXX = XXX Cont'd	20000.00	
1000	600	Art Supply Total: \$5,000 X product @\$XXX = X,XXX X product @\$XXX = X,XXX Physical Fitness Total: \$5,000 X product @\$XXX = X,XXX X product @\$XXX = X,XXX	0.00	<input type="checkbox"/>
2213	800	Total Registration Cost: \$1000 Names @\$XXX each = XXX for Conference Name	0.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>

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

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.



Notes

Total Displayed: \$80,000.00



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
1000	100	Salary Total: \$100,000	100000.00	<input type="checkbox"/>
2212	100	1 full time grant coordinator (name) at \$00,000 annual salary based on current salary schedule for organization.	0.00	<input type="checkbox"/>
1000	200	Instructional Benefits Total: \$20,000	20000.00	<input type="checkbox"/>
2212	200	Benefits for 1 full time grant coordinator (name) calculated at 00% = \$00,000	0.00	<input type="checkbox"/>
1000	600	Supply Total: \$25,000	25000.00	<input type="checkbox"/>
1000	600	Art Supply Total: \$5,000 X product @ \$XXX = X,XXX	5000.00	<input type="checkbox"/>
2213	800	Total Registration Cost: \$1000 Names @ \$XXX each = XXX for Conference Name	1000.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>

The total must equal the amount detailed in the Expenditure Description and Itemization column.

Total Displayed: \$151,000.00

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

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

Calculate Totals

Save Page

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
1000	100	Salary Total: \$100,000	100000.00	<input type="checkbox"/>
2212	100	1 full time grant coordinator (name) at \$00,000 annual salary based on current salary schedule for organization.	0.00	<input type="checkbox"/>
1000	200	Instructional Benefits Total: \$20,000	20000.00	<input type="checkbox"/>
2212	200	Benefits for 1 full time grant coordinator (name) calculated at 00% = \$00,000	0.00	<input type="checkbox"/>
1000	600	Supply Total: \$25,000	25000.00	<input type="checkbox"/>
1000	600	Art Supply Total: \$5,000 X product @ \$XXX = X,XXX	5000.00	<input type="checkbox"/>
2213	800	Total Registration Cost: \$1000 Names @ \$XXX each = XXX for Conference Name	1000.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>
			0.00	<input type="checkbox"/>

Total Displayed: \$151,000.00

The maximum amount of Indirect Costs that may be taken and no Property is budgeted will be \$0.

Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$200,000.00
(B) Property Costs	\$0.00
(C) Allowable Direct Costs (A-B)	\$200,000.00
(D) Indirect Cost Rate %	0.0000
(E) Maximum Indirect Cost (C*(D/1+D))	\$0.00

(F) Total budgeted	\$151,000.00
(G) Budgeted Indirect Cost	0.00
(H) Total Budget (F+G)	\$151,000.00
Remaining (A-H)	\$49,000.00

**Click/Select  
Calculate Totals and Save Page**



**Applicant:**

**Application:** 2021-2022 ESSER Afterschool and Summer Learning -  
**Cycle:** 00-  
**Application Due Date:** Original Application  
10/16/2021

**Project Period:** 7/1/2021 -  
6/30/2022

[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 application  
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.

GMS Access Select

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

Click

Created								
Consolidated 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 Application
ESSER Afterschool and Summer Learning	Original Application ▾	Not Submitted		Open	Amend	Review	Payments	Delete Application



# 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



# Next Steps

- Budgets will not appear until your access has been granted
- Logistics for Non-District Grantees
  - Single Sign-On
  - Electronic Funds Transfer
  - DUNS to UEI
  - Oklahoma Cost Accounting System (OCAS)



# For Further Information

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

- Expanded Learning website - <https://sde.ok.gov/expanded-learning>
  - Grant Guidance – <https://sde.ok.gov/expanded-learning-grant-guidance>
  - Financial resources – <https://sde.ok.gov/expanded-learning-budgets-claims>
- OCAS manual – <https://sde.ok.gov/sde/financial-accounting>





# Grant Contacts

- **Grant Lead and Primary Contact**

Paige Johnson, ESSER Grant Specialist

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- **Fiscal**

Tracie Raibourn, Fiscal Manager

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(405) 522.6225

- **Administration**

Sonia Johnson, Executive Director

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(405) 522.6225