Preparing the Budget with Carryover

ESSER: Afterschool and Summer Learning and Enrichment Initiative
September 6, 2022





Overview

- Logistics for Non-District Grantees
 - Single Sign-On
 - 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



LogisticsOklahoma Cost Accounting System 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



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 (500): Airline, hotel, transportation, meals/per diem
- Staff registration fees (800)
- 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 1000-800.
- 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.



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



Links And Docs Sign Out

SDEAdmin - SDE Administrators

SDE View Only

DE View Only

SDE View Only

DOEREAD - OSDE Read Only

Allocation Notices System

Grants Management and Expenditure Reporting

Oklahoma Educator Credentialing System

School Personnel Records - FY 2009

Click/Select Grants Management and Expenditure Reporting



Single Sign On Welcome Jasmine Bigler - Sign Out



Sign Out

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

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



Click/Select

GMS Access / Select



Click to Return to Menu List / Sign Out This is the first screen you will see. **GMS Access Select** This list may look different, **Select Fiscal Year:** 2022 **Click to view Funding Summary Allocati** depending on Created which funding streams your **Consolidated Plan Application Name** Revision **Status Date Actions** district/organization receives. 2/8/2022 Assurances Amendment 1 Returned Open Amend Review for Changes Continuous Improvement Plan Scroll Down **Expanded Learning Application Name** Revision Actions **Status Date** 21st Century Competitive ESSER Afterschool and Summer Learning Competitive **IDEA Application Name** Revision Status **Date** Actions **IDEA Consolidated** Amendment 1 Final 2/8/2022 Delete Applicat Review **Payments** Open Amend **Application** Approved 2/21/2022 LEA Agreement Returned Amendment 1 Amend Review Delete Applica Open for Changes Spec Ed PD District -12/14/2021 Final Amendment 2 Delete Applicat Open Amend Review **Payments** Proj 615 **Approved** School Based Services Original Application 😊 Final 9/13/2021 Delete Applica Open **Amend** Review **Participation** Approved

Amend

Review

Payments

2/8/2022

Open

Final

Approved

Amendment 1



Delete Applicat

Agreement ARP IDEA

Consolidated

Federal Programs



Created

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

21st Century

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

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

Submissions due by 9/30/2021

ESSER Afterschool and Summer

21st Century Funded 2 Project 554

Submissions due by 10/16/2021





Create

Create





Click to Return to Menu List / Sign Out

GMS Access Select

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

Created

Consolidated Plan

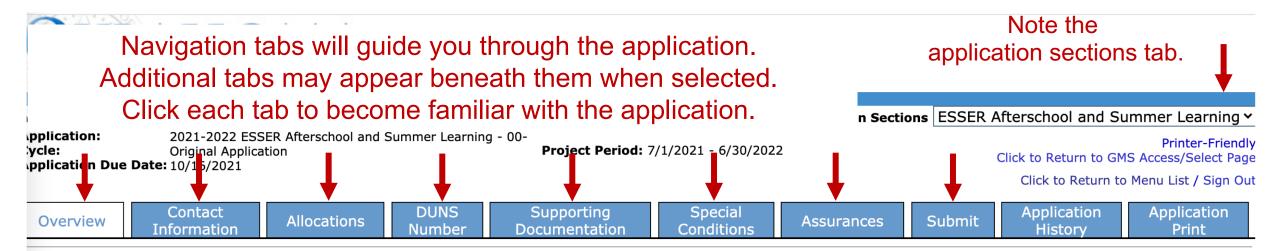
There currently aren't any Consolidated Plan applications created.

Expanded Learning

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







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:				Applica	ation Sections E	SSER Afterschool and	Summer Learning ~
Application: Cycle: Application Due Date:		Project P	Period:			Click to Return to	Printer-Friendly GMS Access/Select Page
Application Due Date:						Click to Retur	rn to Menu List / Sign Ou
Overview	Contact Allocations DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submit	Application History	Application Print
Contact Information							
	* Next to a	n item de	notes requ	uired fields			
	Authorized Representative		_				
Name*							
Address 1*			Street Address				
Address 2			CL 1 st		7 4 str	7440	
City* Phone*	Eutonoion		State* Email*		Zip+4*	7440	
Filone	Extension		Lilian				
Program Director/	Coordinator:						
Last Name*		First Name*					
Daytime Position/Title	.e*						
Phone*	Extension	Email*					
Co-Program Direct	or/Coordinator:				_		
Last Name		First Name					
Daytime Position/Title	e						
Phone	Extension	Email					



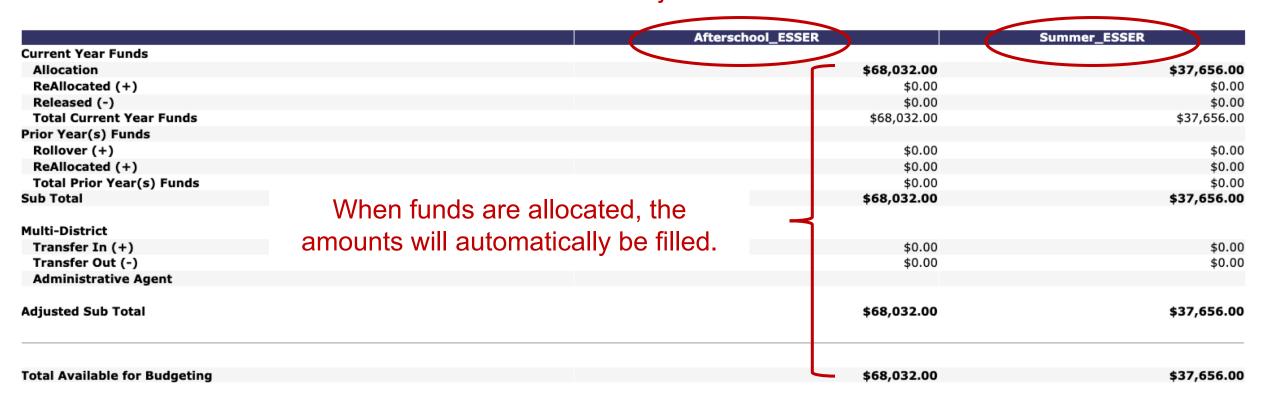
Data Collection Contact:			
Last Name*		First Name*	
Daytime Position/Title*		Email*	
Phone*	Extension	Alternate Phone	Extension
Primary Community Par	tner Contact:		
Organization			
Last Name*		First Name*	
Daytime Position/Title*		Email*	
Phone*	Extension	Alternate Phone	Extension
Other Contact:			
Last Name		First Name	
Daytime Position/Title		Email	
Phone	Extension	Alternate Phone	Extension
* Denotes required field			
☐ Check to add up	Disapproval Copy Email Addresses to five (5) email addresses to receive copie	es of automated approval/dis	sapproval notices. Only the Superintendent or Authorized Representative
will receive an e	mail notification and does not need to be in-	cluded in this list. Any other	users who should receive notification should be listed.
Add Additional	Email Address		For users other than the Authorize
		Save Page	Representative to receive emain notifications, add email address



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

Allocations

Project Codes: Afterschool = 559 and Summer = 558





Click to Return to GMS Access/Select Page

Click to Return to Menu List / Sign Out

Application Due Date: 9/30/2020

Contact Information Budget DUNS Number Supporting Documentation Special Conditions

Assurances

Submit

Application History Application Print

DUNS Number

Overview

Cycle:

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.
- Click on SEARCH RECORDS.
- 4. Enter your DUNS# or UEI# and click SEARCH.
- 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.

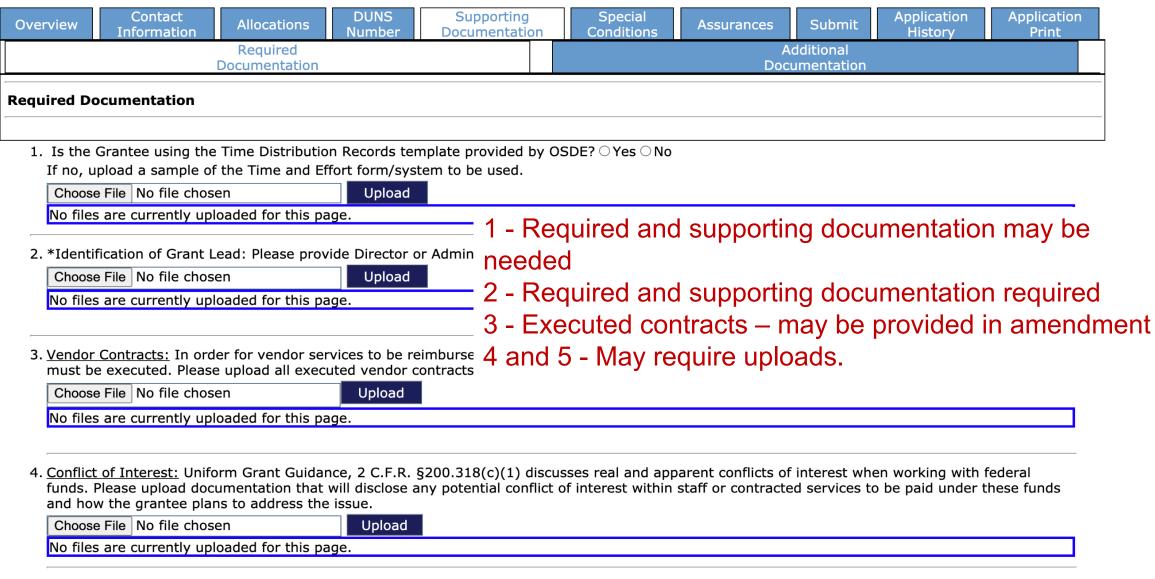
Enter current DUNS Number:	or *UEI Number	All entities should have a current
Expiration Date:		Unique Entity ID (SAM)
A copy of the Entity Overvie	w Record must be uploaded.	
Choose File no file selected	Upload	

No files are currently uploaded for this page.

Delete Selected Files

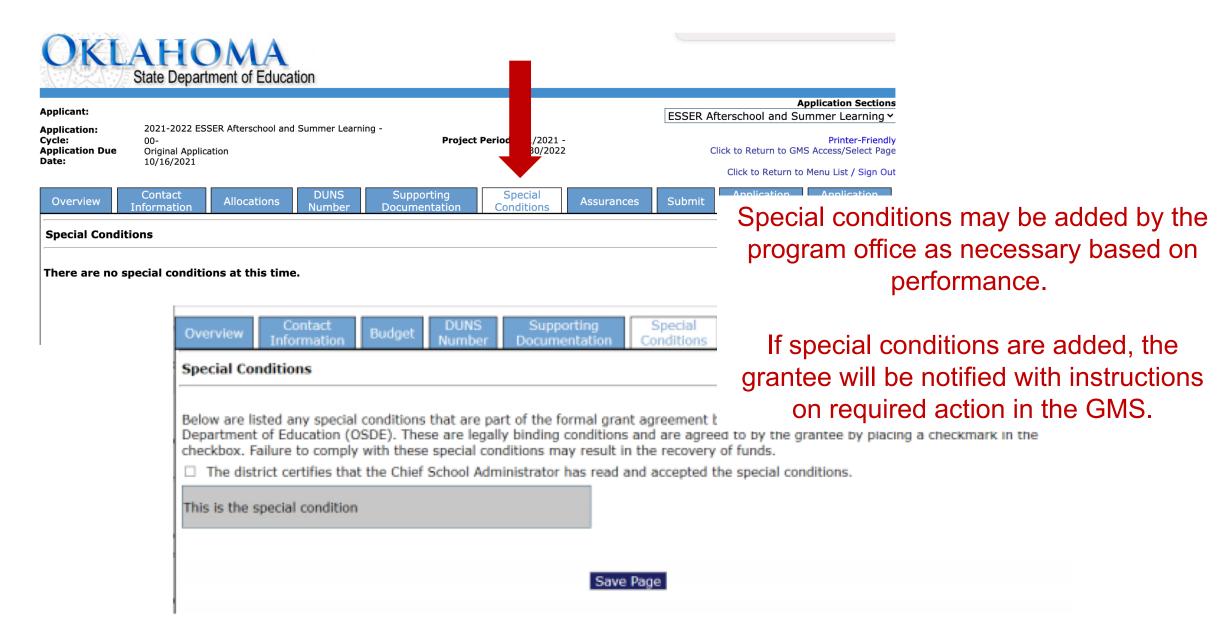
Save Page





5. <u>Authorized Signature</u>: 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.









pplicant:

pplication: 2021-2022 ESSER Afterschool and Summer Learning - 00-

ycle: Original Application pplication Due Date: 10/16/2021

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

Appli

on Sections ESSER Afterschool and Summer Learning

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

Click to Return to Menu List / Sign O

Overview Contact Allo	cations	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Subm	Application History	Application Print
General		Program			Fiscal		Assuranc	
Assurances		Assura	Assurances		Assurances		Summar	У

General Assurances

Assurances are specific to ARP/ESSER III

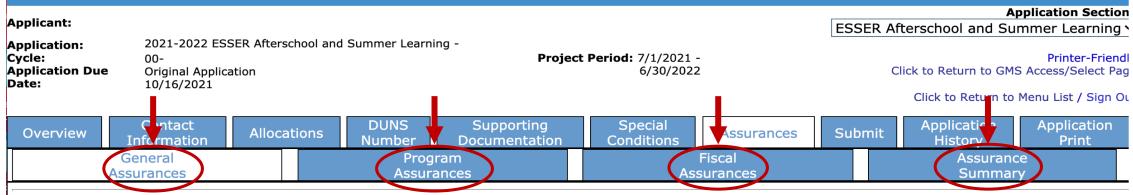
By checking this box and submitting this application to the Oklahoma State Department of Education, the applicant hereby certifies that he/she is the authorized representative of the organization and has read, understood and will comply with the assurances listed below. These assurances will also apply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







General Assurances

and submitting this application to the Oklahoma State Department authorized representative of the organization and has read, understood and walso 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 Un Education Department Administrative Regulations (EDGAR).
- 2. Section 427 Assurances
 - a. The applicant will assist the OSDE and the United States Department of Educati access to education and to promote educational excellence throughout the Nation,

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 <u>ALL</u> terms and conditions for the award.

- 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





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

Application:
Application:
Cycle:
Original Application
Original Application
Original Due Date: 10/16/2021

Application Due Date: 10/16/2021

Application Sections

Application Sections

Application Sections

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

Application Due Date: 10/16/2021

Application Sections

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

Application Sections

ESSER Afterschool and Summer Learning

ESSER Afterschool Proj 559

ESSER Summer Learning Proj 558

Overview	Contact Information	Allocat	ions	DUNS Number	Supporting Documentation	Special Conditions	Assurances	Submi	Application History	Application Print
	General			Prog	ram		Fiscal		Assuranc	e
	Assurances			Assurances		Ass	Assurances		Summar	У

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	Rudgot
Budget	Budget
Detail	Summary
Detail	 Summary
	 ·

Budget Detail

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

Dail to Date Amounts	100	200	300	400	500
Paid to Date Amounts	\$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

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

- After choosing the program (558 or 559).
- Choose the appropriate site. Each site will have its own budget.
- Click **Go** when changing between sites.



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.

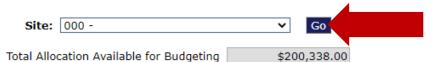
Function Code	Object Code	Expenditure Description and Itemization	Afterschool_ESSEF Funds	R Delete Row
~	~		0.00	
~	~		0.00	
~	~		0.00	

Total Displayed: \$0.00



Budgeting Indirect Costs

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



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

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.

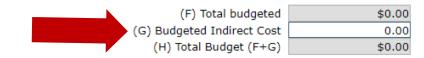
Function Code	Object Code	Expenditure Description and Itemization	Summer_ESSER Funds	Delete Row
~			0.00	
	v		0.00	
~			00	

Total Displayed: \$0.00

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	\$200,338.00
(B) Property Costs	\$0.00
(C) Allowable Direct Costs (A-B)	\$200,338.00
(D) Indirect Cost Rate %	1.4700
(E) Maximum Indirect Cost (C*(D/1+D))	\$2,902.30



Calculate Totals

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.



\$200,338.00

Budget	. [Budget
Detail		Summary

Budget Detail

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

Paid to Date Amounts	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 Item	ization Afterschool_ESSER Funds	Delete Row
~	~		0.00	
~	~		0.00	
~	~	Make sure this budget aligns to what was competitive grant application.	detailed in the 0.00	
9 - 1 - 1			Total Displayed:	\$0.00



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 Object Code Code	ction Object ode Code Expenditure Description and Itemization		R Delete Row
*		0.00	
*		0.00	
+	Fill in the first 3 rows.		

Click/Select

\$0.00

The maximum amount of Indirect Costs that may be taken and $n_{\rm i}$

Determining Maximum Indirect Cost allowed

Calculate Totals, then Save Page
The screen will refresh and 3 more lines will appear.

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

Function Object Code Code	Expend	liture Description and Itemization	TitleIVB_SpecProj Funds	Delete Row
1000 > 100 >	Instructional Salary Total: \$130,000 8 certified teachers x \$00. x # hours/week x 10 non-certified teachers x \$00 x # hours/we		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	0.00	
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	If multiple lines are	0.00	
2212 ~ 200 ~	Program Director Benefits \$32,500 x 0%= \$11,000	needed for a single	0.00	
2212 ~ 200 ~	Carryover \$2,000	function/object code	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	description, only budget funds in the first cell and record the other cells as \$0.00.	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	



Function 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	0.00	
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 Carryover amount plus the budgeted amount.	0.00	
1000 ~	600 ~	A.	Carryover \$700	0.00	

Function Code	Object Code	Expenditure Description and Itemization	Titl	leIVB_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

1000 ~ 200 ~	Instructional Benefits Total: \$32,500 Benefits 130,000 x 0% = \$32,500	25000.00	
1000 ~ 200 ~	Carryover \$7,500	0.00	



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

2	212 ~	100 ~	Johr .5 F	ector Salary: \$17,000 n Hancock TE - \$34,000 0/hr x 5 hrs x 5 days/week x 34 weeks = \$17,000	0.00	
2	212 ×	100 ~	Carı	ryover \$7,000	0.00	



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	



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		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	1000.00	
(\$		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

(B) Property Costs

(C) Allowable Direct Costs (A-B)

(D) Indirect Cost Rate %

(E) Maximum Indirect Cost (C*(D/1+D))

\$0.00

Click/Select
Calculate Totals and Save Page

(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





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
(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

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

Calculate Totals

Save Page



LAHOMA State Department of Education

Applicant:

Application:

2021-2022 ESSER Afterschool and Summer Learning -

Cycle: 00-

Application Due Original Application

Date:

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

10/16/2021

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

tion

Lock Application

Unlock Application

Assurances have not been agreed to on the Assurance app 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.



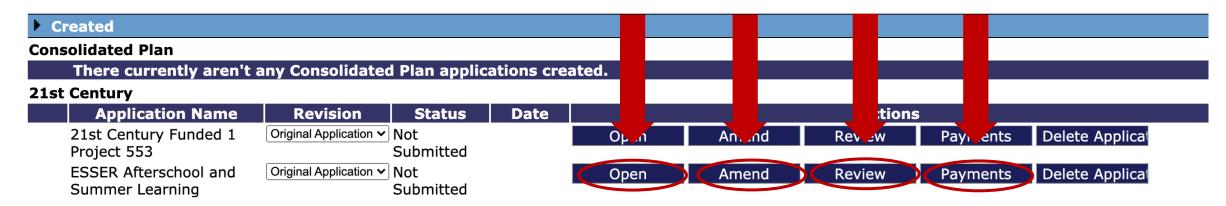


Click to Return to Menu List / Sign Out

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





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.



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
 - UEI
 - Oklahoma Cost Accounting System (OCAS)



Fiscal Timelines

- Budgets are 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 the 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.



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
 Paige.Johnson@sde.ok.gov
 (405) 522.6225

Fiscal

Tracie Raibourn, Fiscal Manager <u>Tracie.Raibourn@sde.ok.gov</u> (405) 522.6225

Administration

Sonia Johnson, Executive Director Sonia.Johnson@sde.ok.gov (405) 522.6225

