New Hampshire
Department of Education
Serving New Hampshire's Education Community

ONLINE GRANTS MANAGEMENT SYSTEM

HANDBOOK

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This handbook addresses both ARRA and Regular applications and reports.

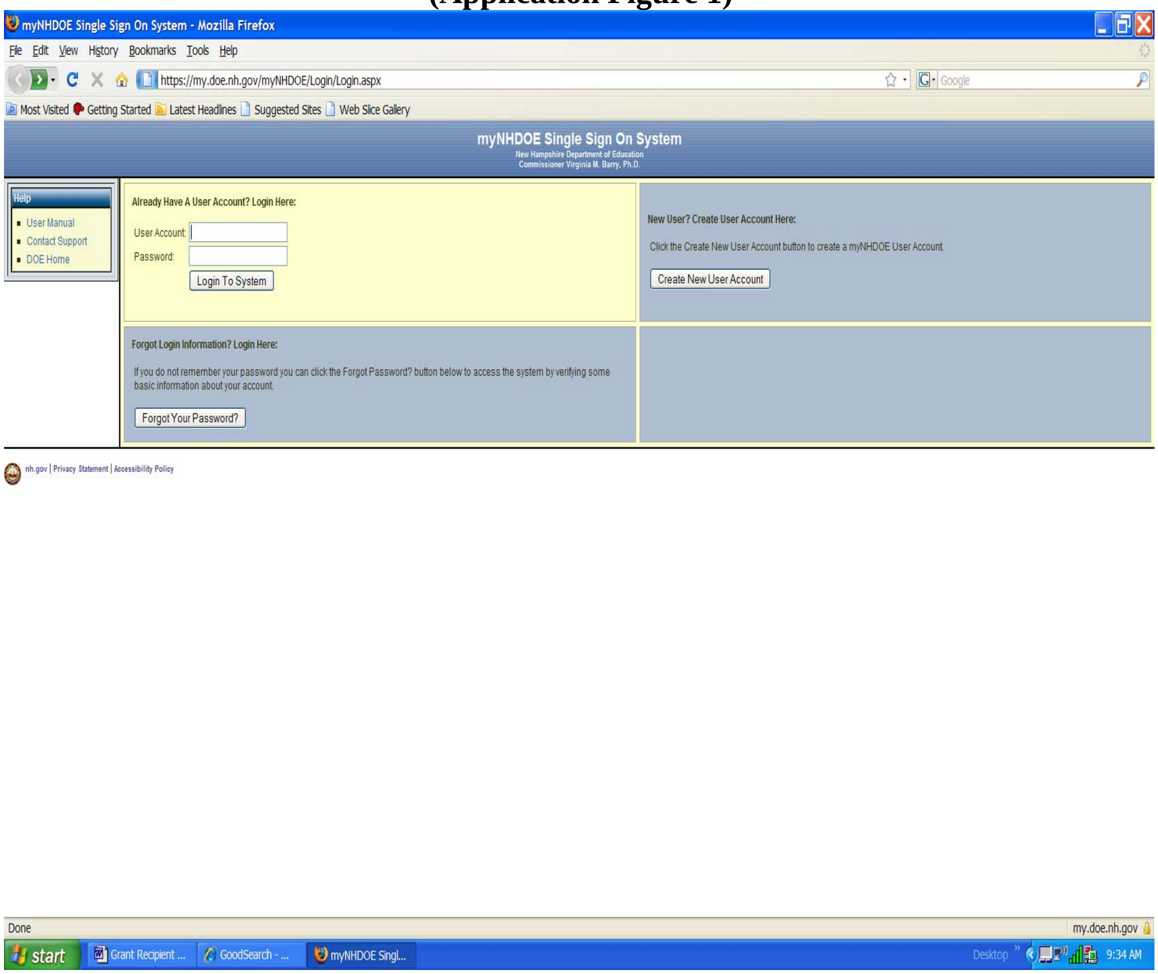
NH DOE ARRA FUNDS APPLICATION PROCESS AND PROCEDURES

Requirements

Grant applicants are <u>required</u> to have a Single-Sign-On (SSO) account and permissions to access the application(s) for their district(s)/SAU (see Application Figure 1). The link for the SSO address is:

https://my.doe.nh.gov/myNHDOE/Login/Login.aspx

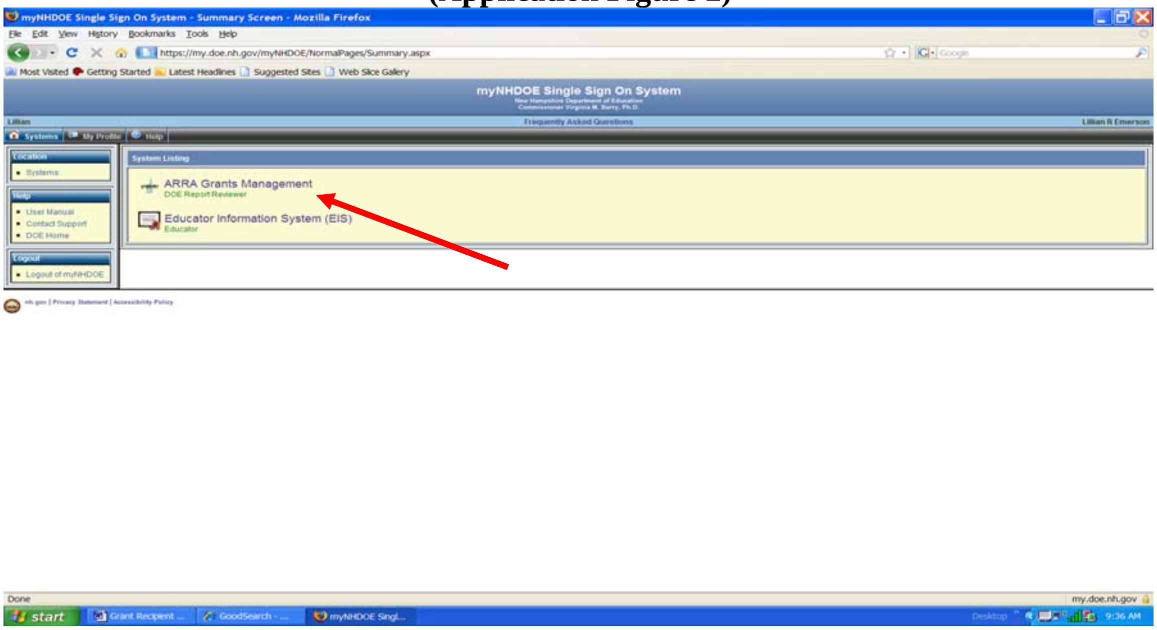
(Application Figure 1)



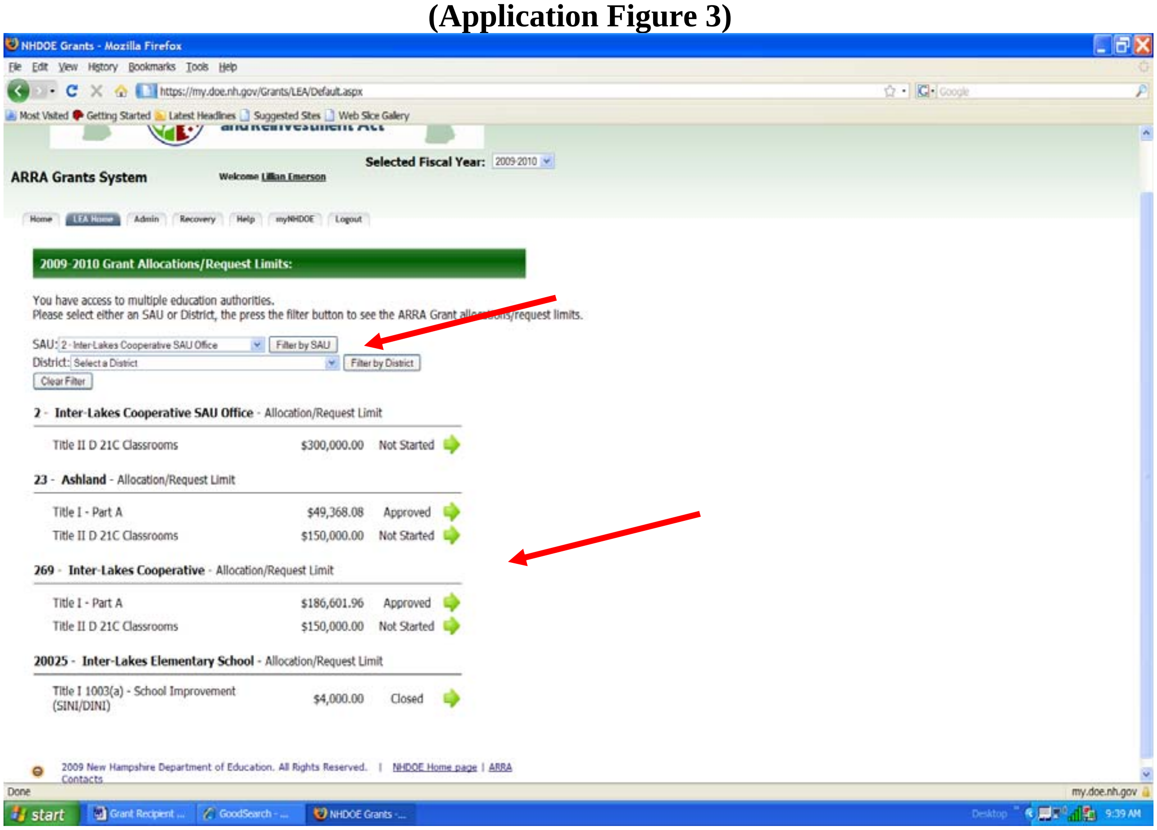
Applying for Funding

Upon logging in you will see the ARRA Grant link (see Application Figure 2) – click on this to bring up the District/SAU screen (see Application Figure 3). Here you will find all of the applications available.

(Application Figure 2)

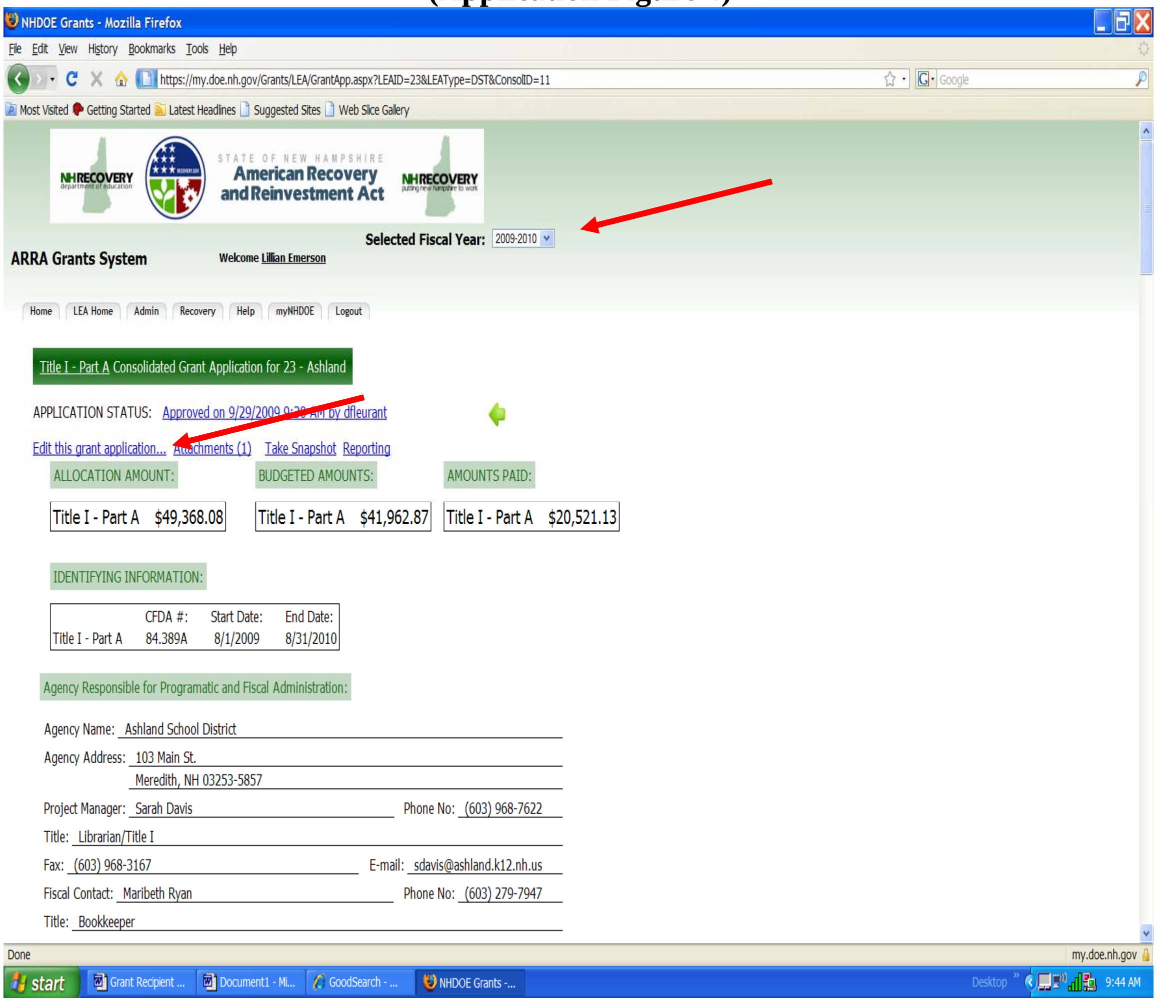


(Application Figure 3)



Click on the green arrow next to the application you wish to work with. When the application opens up, select the appropriate fiscal year in the top right section of the screen – i.e., 2009-2010, 2010-2011 (see Application Figure 4). This will be important to ensure you are working with the appropriate application.

(Application Figure 4)



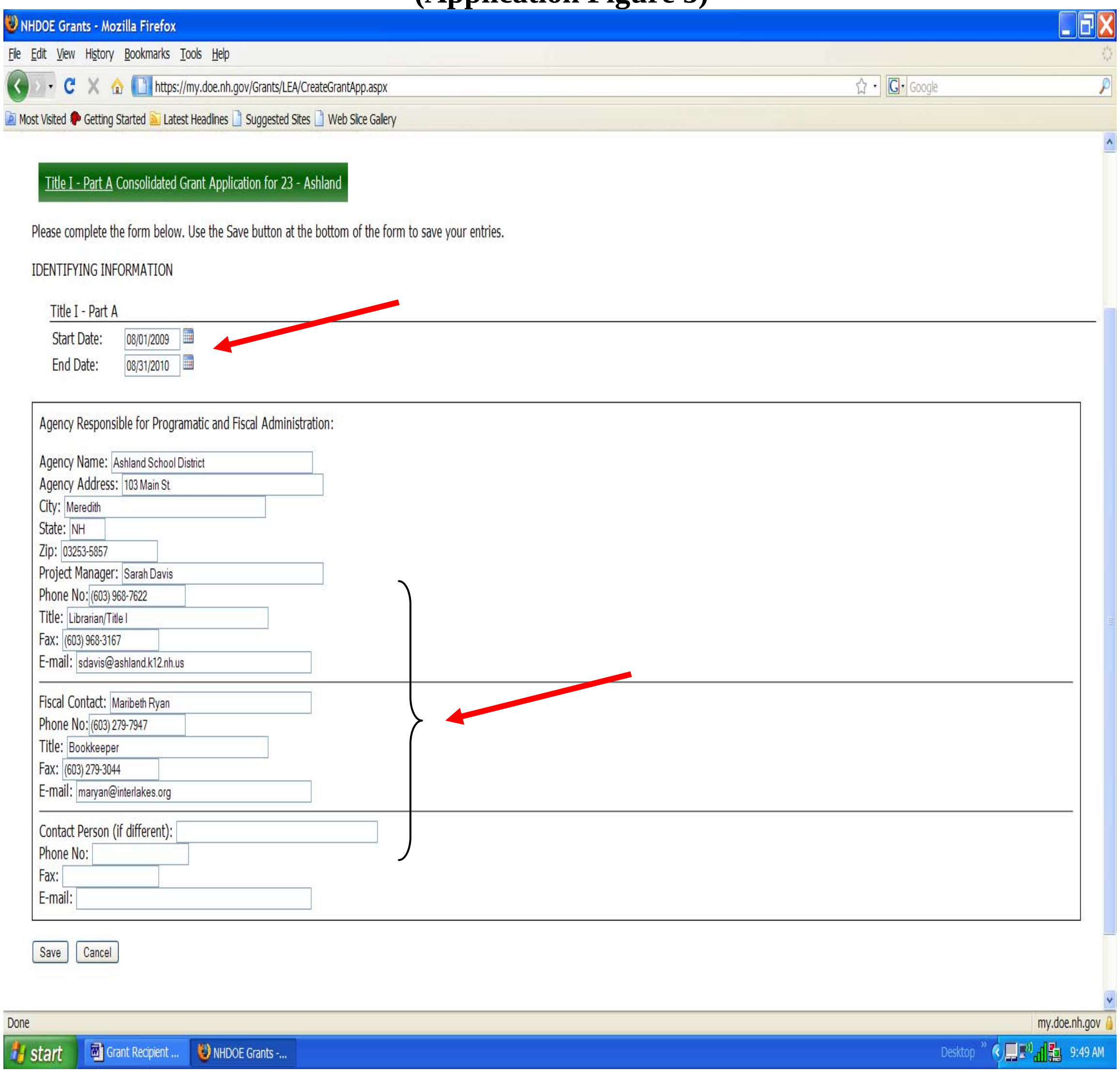
Next, click on the EDIT THIS GRANT APPLICATION link on the left portion of the application (see Application Figure 4).

This will open up the Project Dates and Contact section (see Application Figure 5). Use the calendar icons to select the dates. NOTE: you will not be able to select a start date that is prior to the date the application is submitted and for the programs that have funding available for two (2) years, be sure to select an end date that meets this requirement.

In the Contact section (see Application Figure 5) complete all of the information requested - District name, address, Project Manager and Fiscal Contact. When appropriate enter an alternative contact and that will be the person contacted with questions.

Click on SAVE.

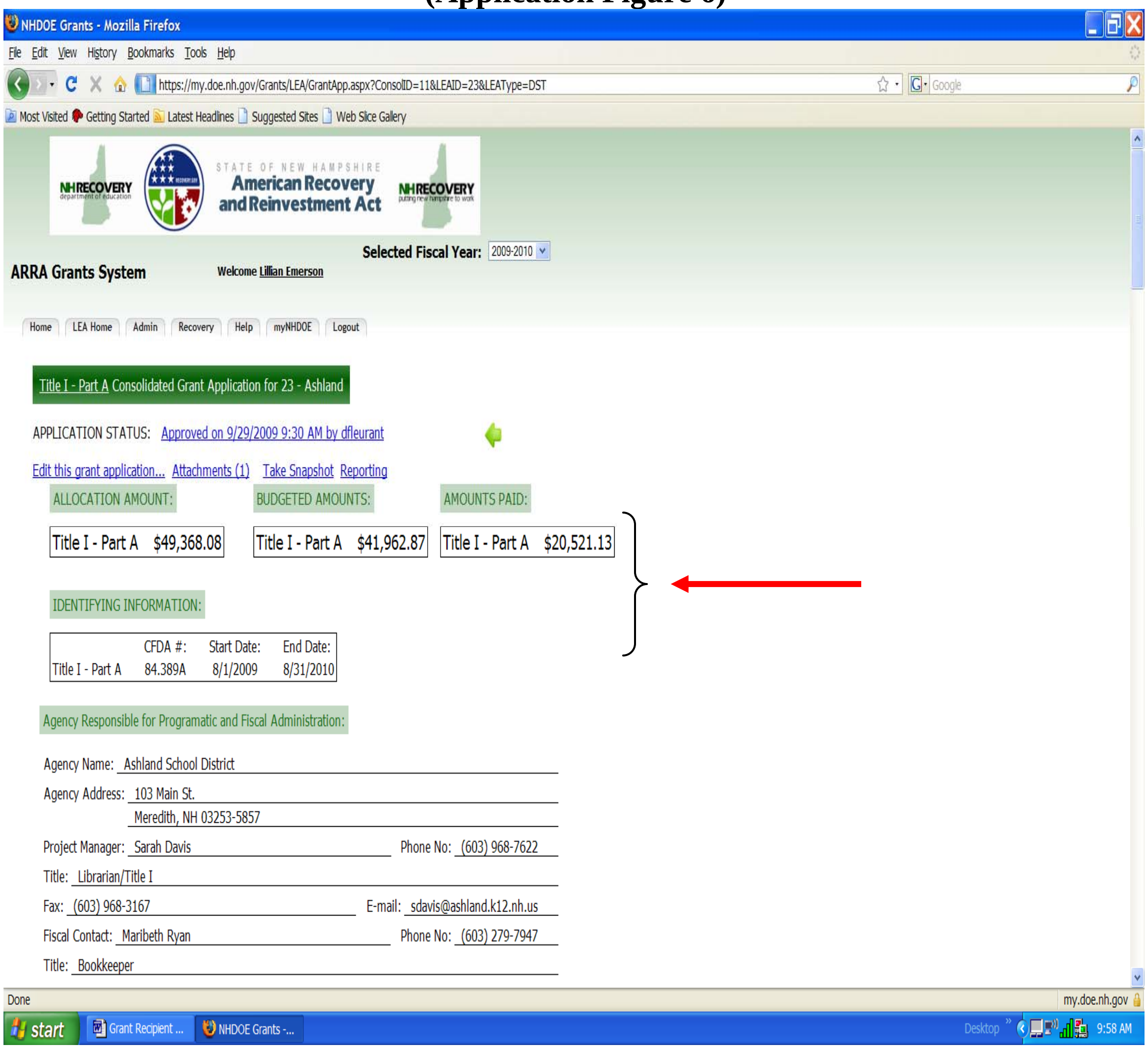
(Application Figure 5)



Once you have saved the contact information and project dates, you will see several pieces of information on the screen – the allocation (or for competitive grants the limit available), a budget figure from the activities that are entered, and total payments that have been made (see Application Figure 6). You will also find the CFDA # for the program next to the project dates.

SPECIAL NOTE: Consortiums, consolidated applications, and cooperatives will require special handling. The allocation for the district(s)/SAU(s) will need to be made available once the decision is made to apply in this fashion.

(Application Figure 6)

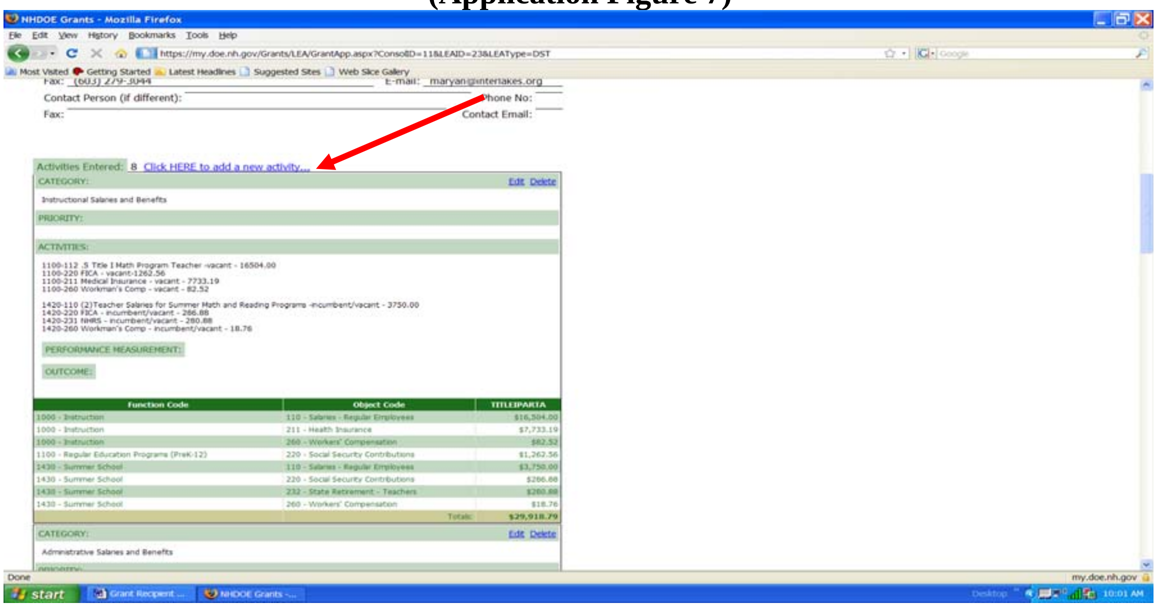


Scrolling down the page brings you to the Activity and Budget section (see Application Figure 7).

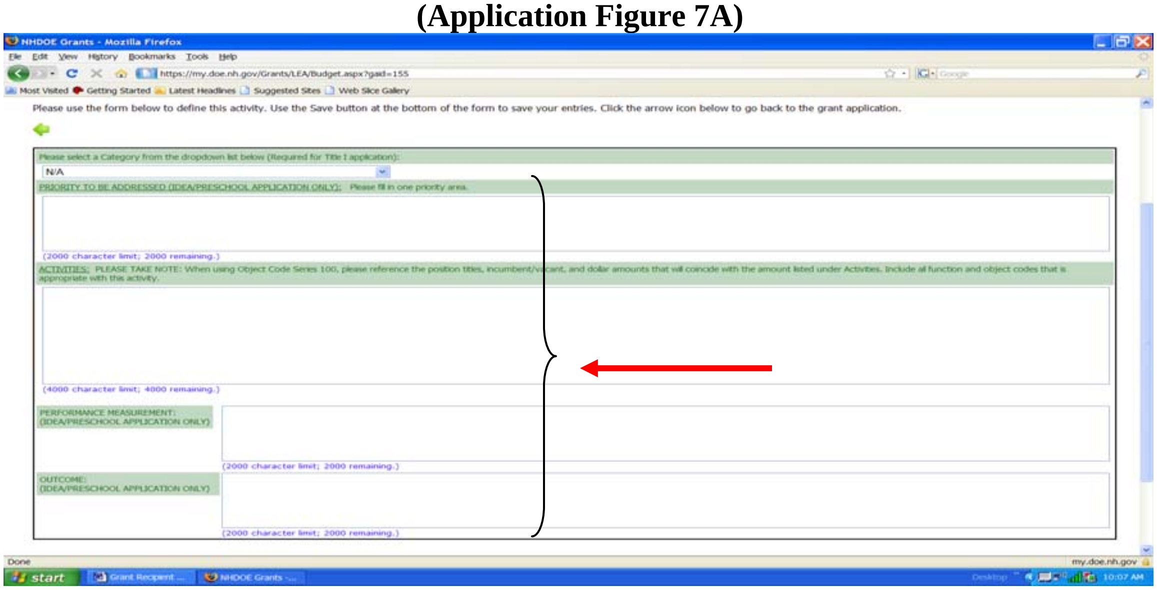
To begin a new activity, click on the CLICK HERE TO ADD NEW ACTIVITY link. This link gives you access to the Narrative section (see Application Figure 7A). The information that is included here should be just the activity description – the budget information will be added in the next step. When the entry is complete click on the SAVE ACTIVITY DESCRIPTION link.

NOTE: the OUTCOMES area is to be completed for the programs that indicate this information is required.

(Application Figure 7)

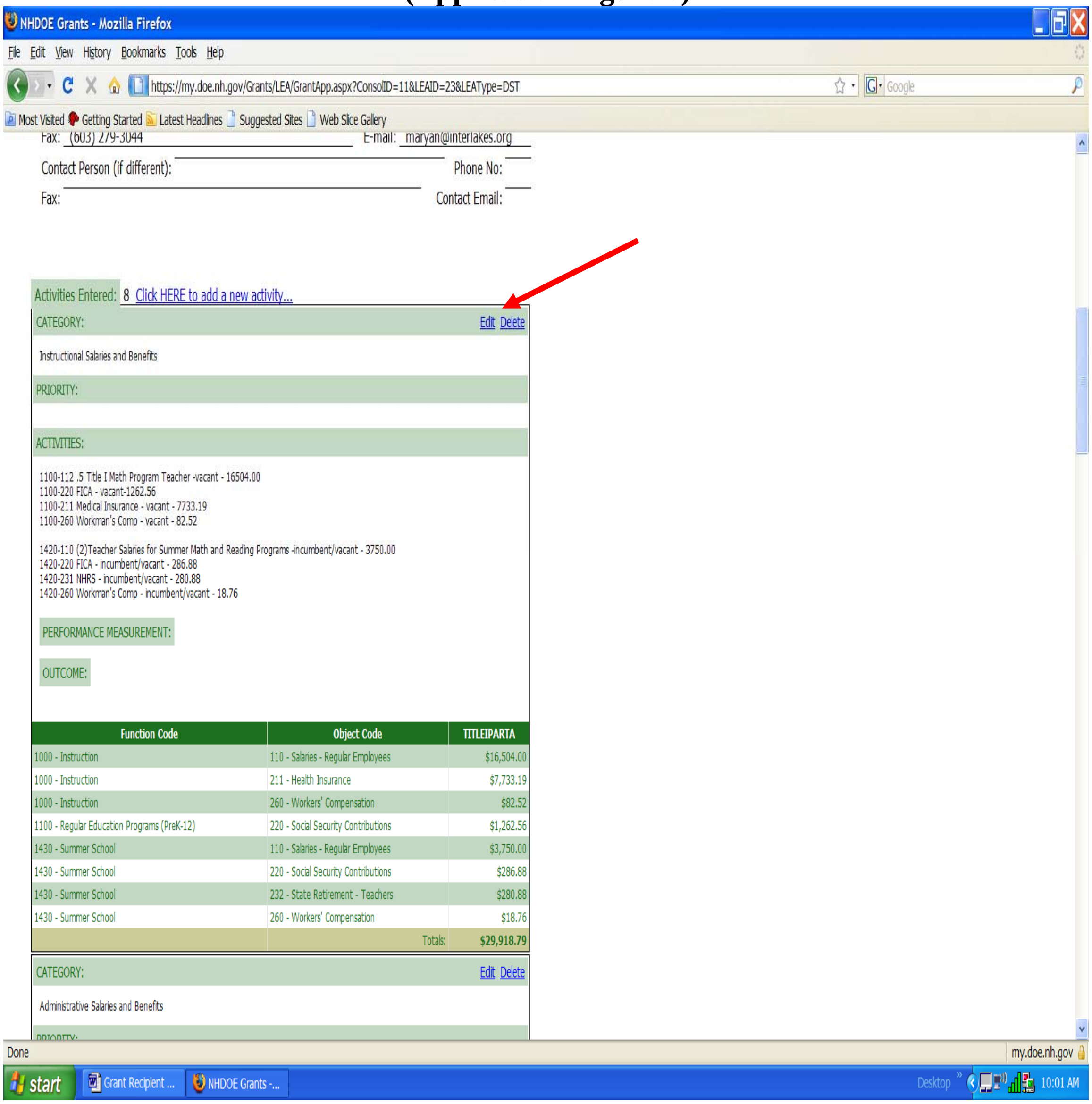


(Application Figure 7A)



To edit an activity click on the EDIT link in the activity section on the right section of the activity box (see Application Figure 8). This provides you access to both the Narrative and Budget sections for data entry once an activity has been started.

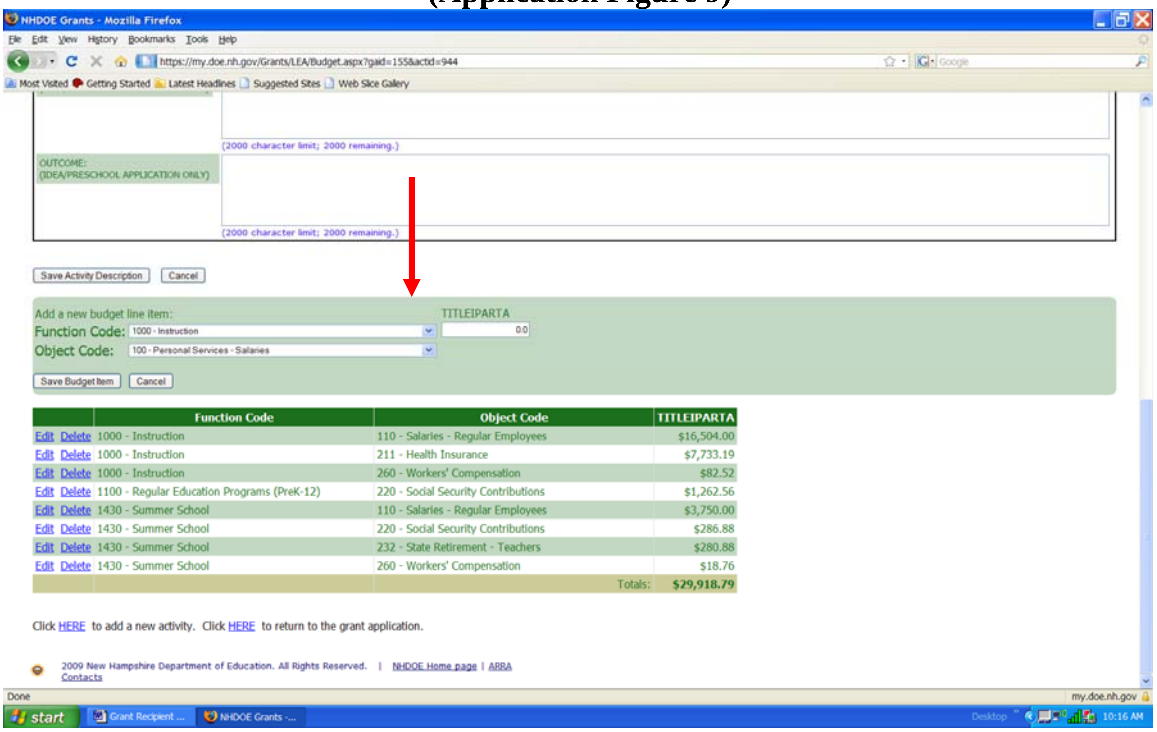
(Application Figure 8)



The budget information is self-explanatory (see Application Figure 9) – use the dropdown lists for the proper function and object codes and key in the amount for each line item. The data entered will be locked in when the DOE approves of the application. This data will be used to populate the reports of expenditures that are required every month. Reporting will is covered in the next section of these instructions.

NOTE – once a line item is created, you cannot delete it; this history is maintained for audit purposes. You can, however, edit the line item by zeroing or reducing the amount and creating a new line item to meet your needs.

(Application Figure 9)



The Extras

There are Attachments and Take Snapshot features available on the application screen.

Click the Attachments link to send the DOE additional documents – i.e., contracts, time sheets, etc.

The Take Snapshot link will take a snapshot of the application in its current state and place it in the Attachments area. This provides some history of the application process and is available so the grant recipient can do this at any time.

Roles and Approvals

Every application can have several roles and approvals. As each submission is made and each approval is given, an email notice is sent to everyone identified in the Contact Information section, the Superintendent or Authorized Signer, and the DOE.

The Project Manager will be responsible for completing and submitting the application. The submission will go to the Superintendent or Authorized Signer at the district(s)/SAU/RA. Click on the STARTED link to submit the application for approval.

The Superintendent or Authorized Signer needs to review the submitted information and has the option of sending it to the DOE by marking it as approved or returning it to the Project Manager for changes. Click on the SUBMITTED link select the option needed.

The DOE has several layers of application review and approval. For applications there is the BUDGET APPROVAL as well as the CONTENT APPROVAL. Grant recipients must wait for the APPROVAL from the Program Manager at the DOE to go forward with activities. **Do not** use the Budget Approval status for authorization.

IMPORTANT – grant recipients official authorization to spend funds is the email notices that are sent upon approval being granted by the DOE.

<u>**There are special rules all grant recipients must be aware of:**</u>

- when entering the budget line items the system will not permit you to exceed the allocated/limited amount or the amounts for which payment has been made

- the 10% rule cannot be used with the online grants system

- grant recipients have 60 days to disburse all funds – <u>this replaces the 90-days to disburse</u> with the Form 2 system; grant recipients must have all expenses reported within 2 reporting cycles after the project end date

- you cannot create function and object codes in the online grants system; those provided in the drop down lists are all that can be used

- budget changes can be made during the project period but only to the amount that has not been paid

- changes can be made to an application up to fifteen (15) days before the project end date unless a grant program establishes a different cut off date

- "the useful life theory" must be applied to all activities within an application – you must make purchases during project period that reflect useful life and not at the end of a grant just to prevent the return of funds as unused
- equipment purchases must be tagged with inventory labels

- indirect costs must be calculated using one of the two approved methods – whole or partial use of funds and the amount cannot be rounded up

- there is no forward funding with the online grant system – it is reimbursement only

- Federal Funds ledgers must be maintained for each project.

- Form 1, 2, 3, 4, and 8 are not used with the online grants system

- Audit records must still be maintained. They do not, however, need to be on paper; electronic records are acceptable as long as the grant recipient can produce all of the documentation needed. Controls for having appropriate back up systems must be enforced.

NH DOE ARRA FUNDS REPORTING AND REIMBURSEMENT PROCESS AND PROCEDURES

Requirements

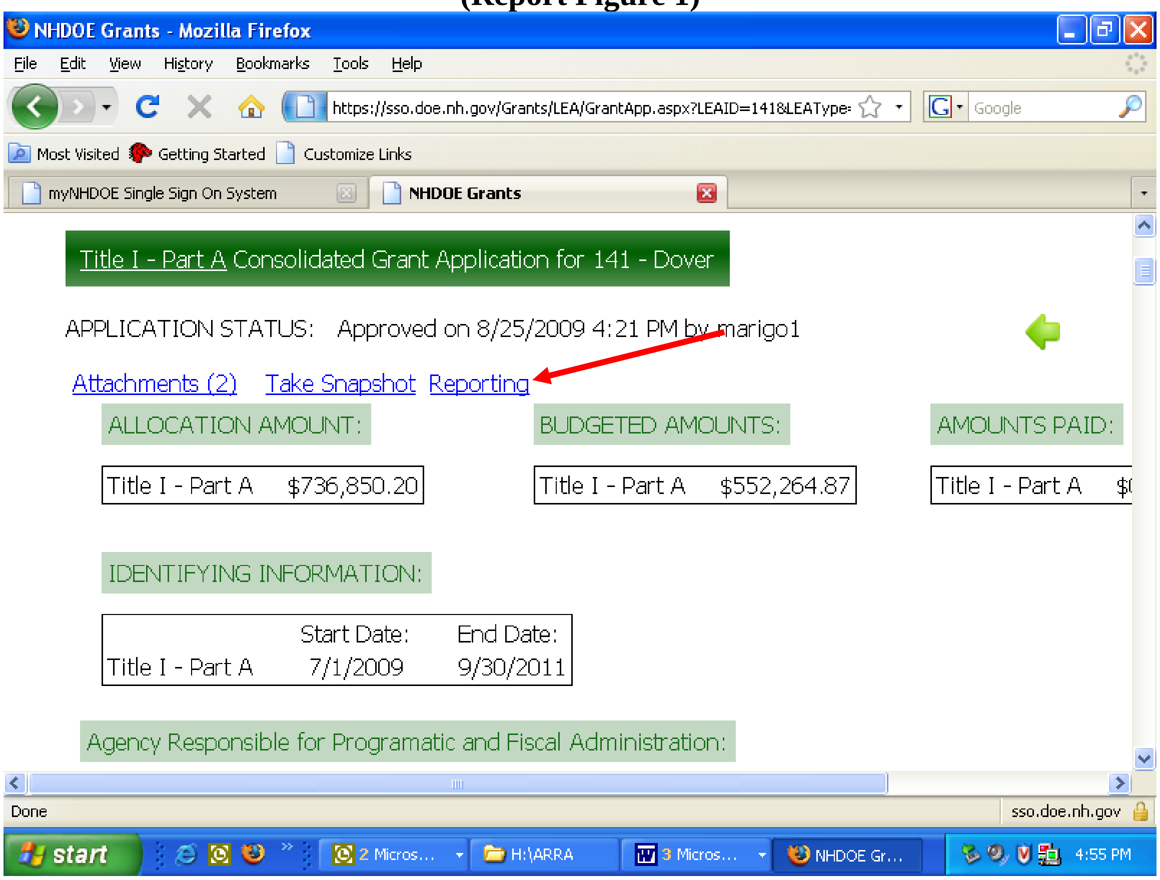
Grant recipients are <u>required</u> to submit a <u>monthly</u> report of **actual disbursements**. Example: for the month ending May, the actual disbursements must be reporting using the May report.

Reports of expenditures are due to the DOE by the 10^{th} of the month to be included in the first payment cycle scheduled for the 15^{th} of the month. Reports submitted after the 10^{th} will be included in the second payment cycle scheduled for the end of the month.

Reporting

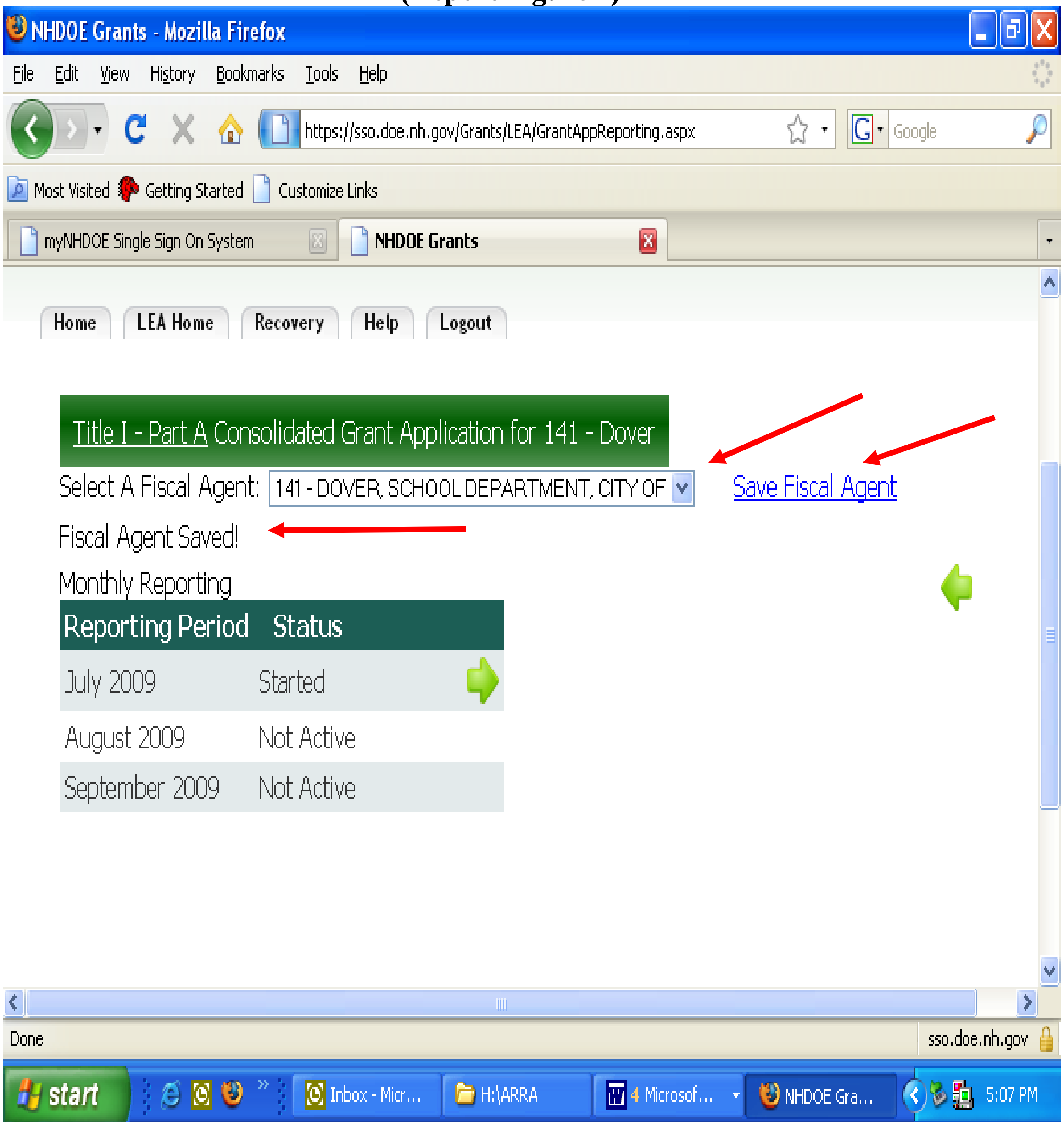
In <u>each application</u>, the person responsible for reporting must click on the *Reporting* link to begin the process (Report Figure 1).

(Report Figure 1)



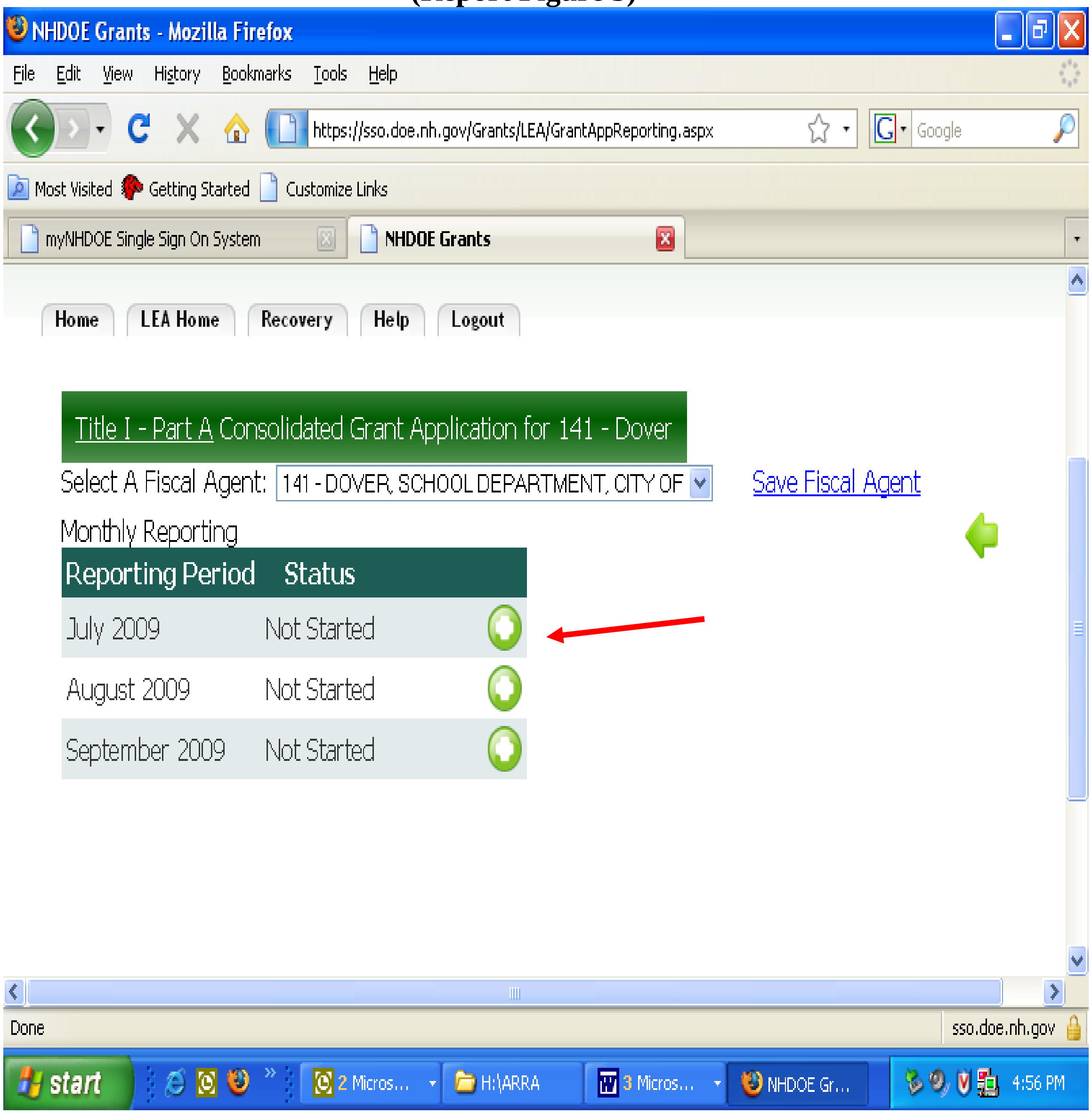
It is required that an approved fiscal agent be selected from the drop down menu provided and click the SAVE link located next to the drop down arrow (see Report Figure 2). Note: In some internet browsers this link may not be visible but if you hover next to the drop down arrow, you will see a message; click on that message. You will see an acknowledgement message in red appear once this SAVE process has completed (see Report Figure 2).

(Report Figure 2)



Select the reporting period being submitted and click on the green plus icon. NOTE: you can only work in one reporting period at a time. (see Report Figure 3)

(Report Figure 3)

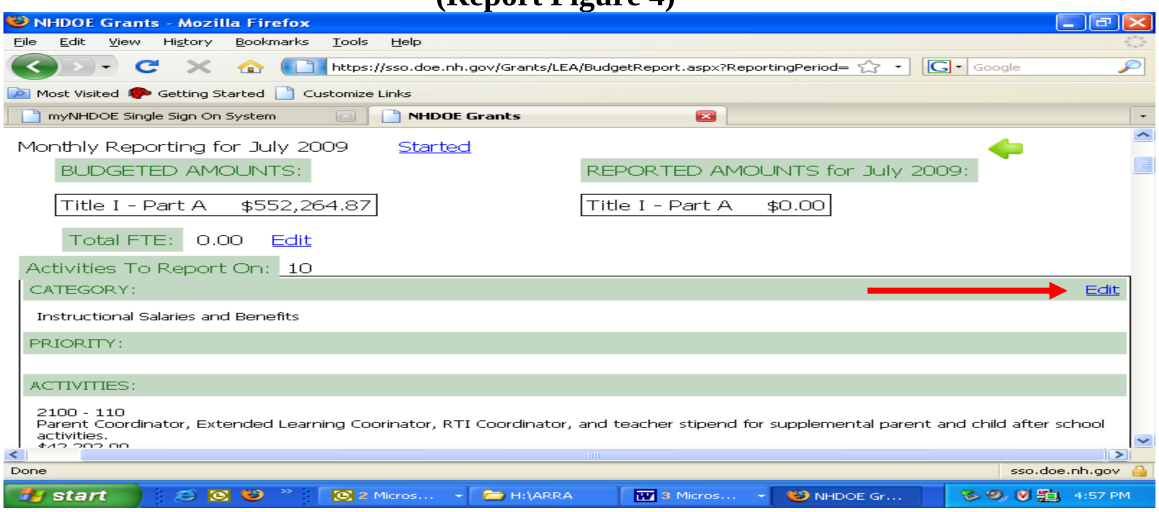


Each activity and the approved budget lines will be visible. Click on EDIT in each activity for which you are reporting actual disbursements (see Report Figure 4). As you key figures into the appropriate fields you will notice a warning message that you cannot exceed the approved budget amount if your figure is higher; the message will indicate the amount available (see Report Figure 5). Click SAVE when all entries in each activity have been completed.

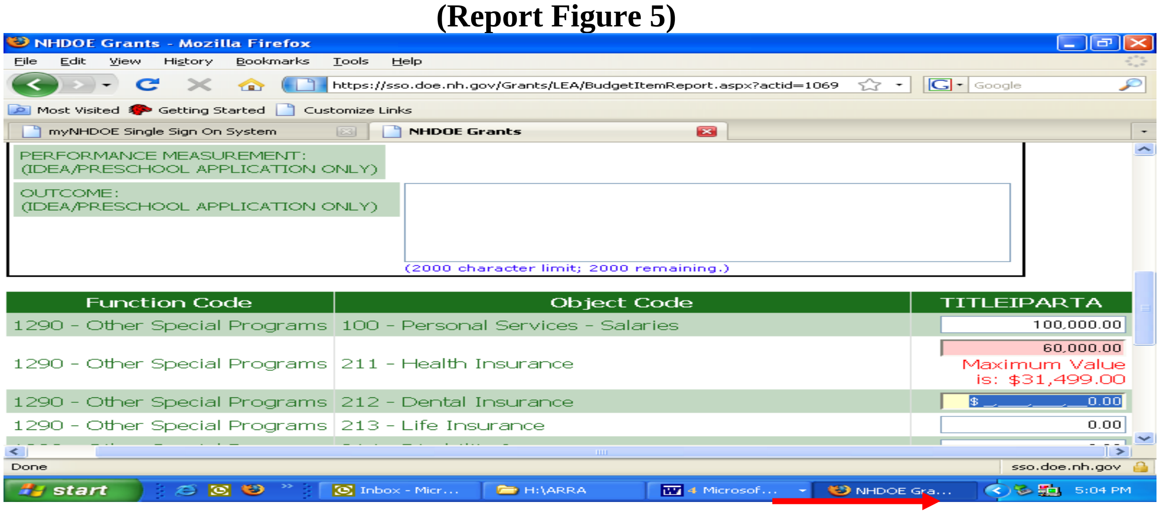
NOTE: the 10% rule will not apply. If the funds from one budget line need to be used for another, an actual change to the application activity/budget must occur and be approved before disbursements can be reported.

Grant recipients have 60 days to disburse all funds – this replaces the 90-days to disburse with the Form 2 system. Grant recipients must have all expenses reported within 2 reporting cycles after the project end date.

(Report Figure 4)



(Report Figure 5)



FTE AND CONTRACT INFORMATION FOR ARRA REPORTING ONLY

Jobs creation/retention (FTE) reporting:

Title I requires you key in this information **for the entire application** and use the FTE field at the top of the activity page to achieve this (see Report Figure 6).

IDEA requires you key in this information **by activity** during the EDIT process used when reporting expenses. The FTE reporting field is located within each activity.

Vendors contracted by grant recipients that create or retain jobs must report this information for inclusion in the monthly reports.

The worksheet that must be used in calculating FTE is available by contacting Lillian Emerson at lemerson@ed.state.nh.us. NOTE: The calculation worksheet must be kept, along with other appropriate time records, for audit purposes.

"Hours Per Week" figure on the worksheet: if you are paying one person with the grant, enter the scheduled hours per week; if you are paying more than one person with the grant, total the hours scheduled and then average the figure.

You must only show on the worksheet the months that have been or is being reported. If you list additional months the formula built into the worksheet will not work properly.

Contract reporting:

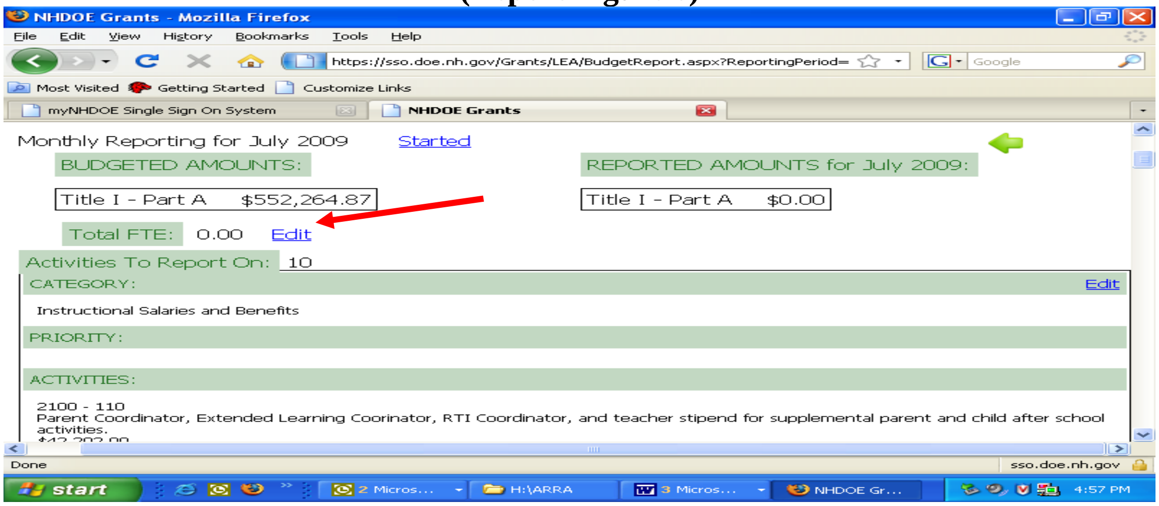
Grant recipients are required to report to the DOE information for contracted services that **exceed** $25,000 as one payment during the period of time being reported. This is required for vendors that receive this amount in **one contract** and in which all payments to that vendor are made in **one reporting period**. It is NOT for vendors that receive multiple contracts that may cumulatively total this amount.

The information required is:

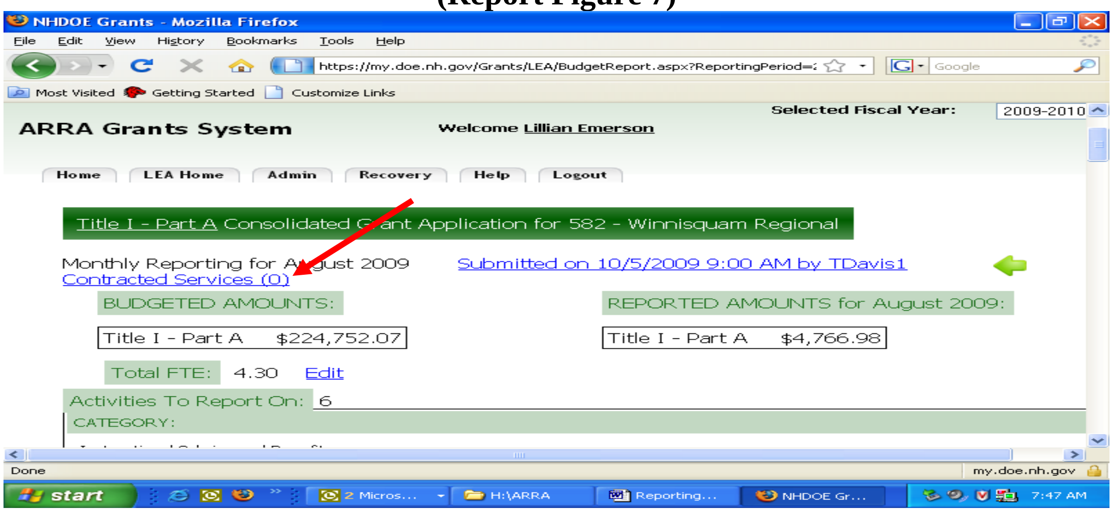
a. Name of the vendor
b. Vendor DUNS number **OR** Zip code (plus 4) of the headquarters of the vendor
c. Dollar amount of the contract

This information is submitted by clicking the CONTRACTED SERVICES link (see Report Figure 7).

(Report Figure 6)



(Report Figure 7)



Reimbursement

The reimbursement payments for reported and DOE approved actual disbursements will be made twice a month and will be made in the manner in which grant recipients are accustomed to from the DOE (EFT or check).

Grant recipients receive a payment breakdown included in the payment indicating the name of the program and amount being reimbursed so appropriate posting to the Federal Funds ledgers.

After all information has been entered, click the *Reporting* link again to SUBMIT the information. The approval process will be the same as for the application. The Project Manager, Fiscal Contact, Superintendent, and DOE will receive an email notice when information is submitted. The Superintendent must mark the report as approved for it to reach the DOE or return it to the appropriate person and the approval process will need to begin again.

Once the DOE receives notice of the report having been submitted, the appropriate program office will review the information and either mark it as approved or rejected. If it is approved an invoice is created by the system and sent to the DOE Business Office for processing of the reimbursement payment. If it is rejected an email notice will be sent requesting additional information and the approval process will need to begin again.