

ePAGE

Nevada Department of Education

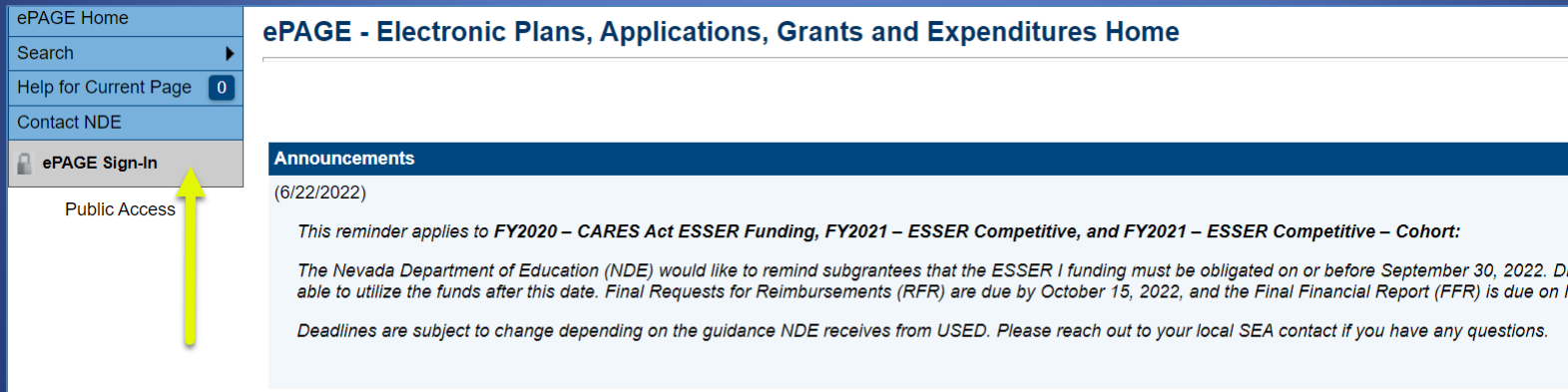
Training Module

ARP ESSER Summer Enrichment & After
School Funding Competitive Application



Accessing the System

- The URL to the ePAGE site is:
<https://nevada.egrantsmanagement.com/>
- Click the ePAGE Sign-In to log into the system



The screenshot shows the ePAGE website interface. On the left is a navigation menu with the following items: ePAGE Home, Search, Help for Current Page (with a '0' indicator), Contact NDE, and ePAGE Sign-In (highlighted with a yellow arrow). Below the menu is a 'Public Access' link. The main content area is titled 'ePAGE - Electronic Plans, Applications, Grants and Expenditures Home'. Below this title is an 'Announcements' section with a date of (6/22/2022). The announcement text reads: 'This reminder applies to FY2020 – CARES Act ESSER Funding, FY2021 – ESSER Competitive, and FY2021 – ESSER Competitive – Cohort: The Nevada Department of Education (NDE) would like to remind subgrantees that the ESSER I funding must be obligated on or before September 30, 2022. Disbursements are not available to utilize the funds after this date. Final Requests for Reimbursements (RFR) are due by October 15, 2022, and the Final Financial Report (FFR) is due on November 15, 2022. Deadlines are subject to change depending on the guidance NDE receives from USED. Please reach out to your local SEA contact if you have any questions.'

Accessing the System

- Click on the link for your district/organization to access your organization's funding application page.

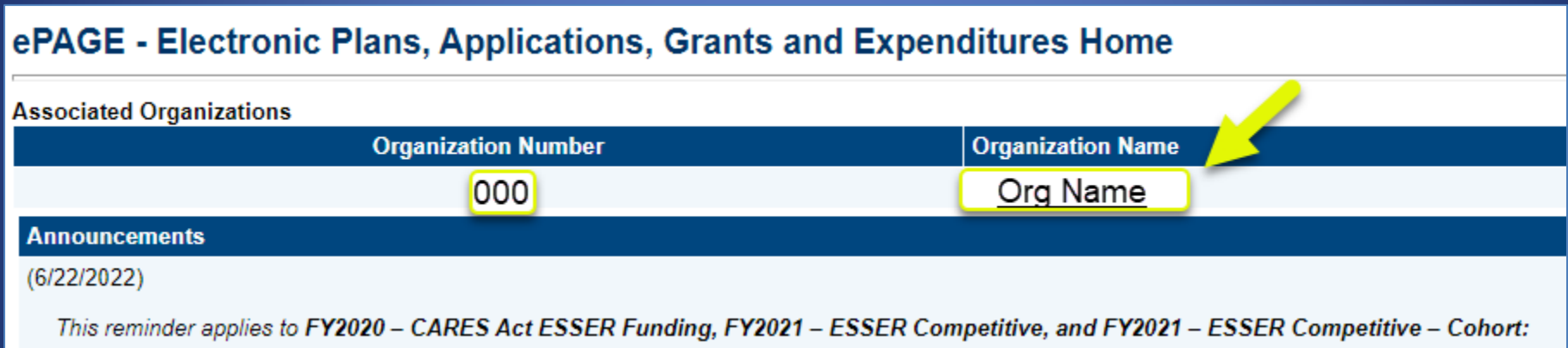
ePAGE - Electronic Plans, Applications, Grants and Expenditures Home

Associated Organizations

Organization Number	Organization Name
000	Org Name

Announcements
(6/22/2022)

This reminder applies to FY2020 – CARES Act ESSER Funding, FY2021 – ESSER Competitive, and FY2021 – ESSER Competitive – Cohort:



Accessing the Application

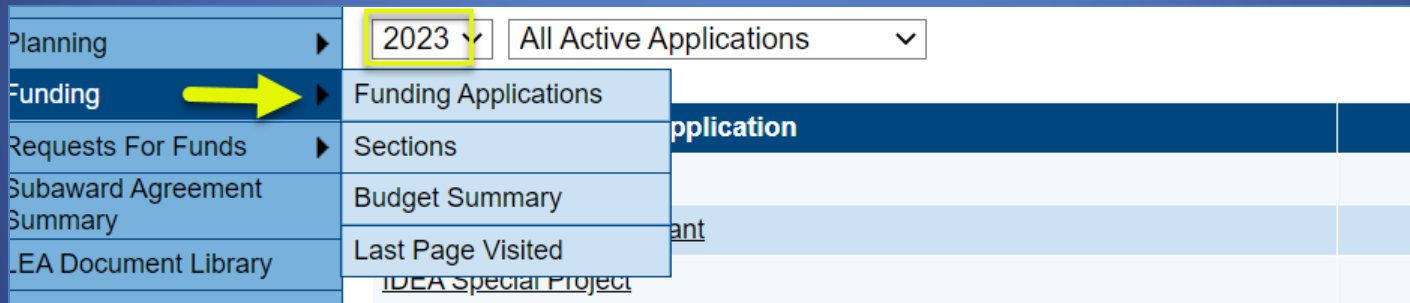
- This is your “Funding Applications” page.
- Click on the “ARP ESSER Summer Enrichment and After-School Programs” link to access the application

Note: your organizations funding amount would be uploaded after the Awards are announced

Funding Applications	
2023	All Active Applications
Entitlement Funding Application	
Consolidated	0
CTE State Allocation Grant	0
IDEA Special Project	0
Nevada Ready! State PreK	0
Perkins	0
Special Education	1
Competitive Funding Application	
AB495 American Rescue Plan (ARP)	0
ARP ESSER Summer Enrichment and After-School Programs	0
McKinney-Vento	0
School Improvement Title I, 1003(a) - Continuation	0

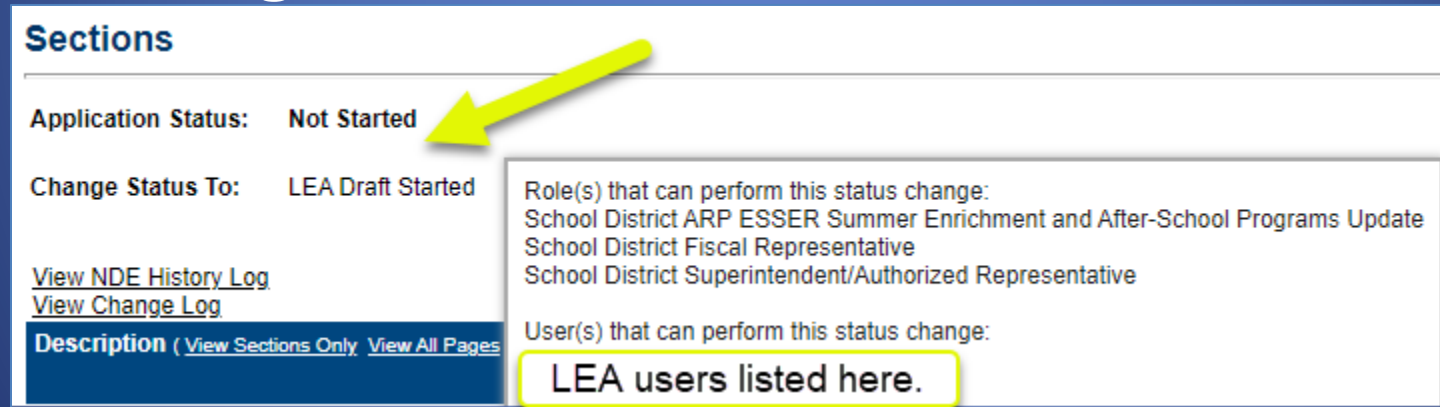
Navigation Tip

- If you need to return to the “Funding Applications” page, hover over “Funding” and choose “Funding Applications.”



Starting the Application

- To begin working on the funding application, click on the “LEA Draft Started” link at the top of the “Sections” page.
- You can see who has access to click the link by hovering over the link.



Sections

Application Status: **Not Started**

Change Status To: **LEA Draft Started**

[View NDE History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

Role(s) that can perform this status change:
School District ARP ESSER Summer Enrichment and After-School Programs Update
School District Fiscal Representative
School District Superintendent/Authorized Representative

User(s) that can perform this status change:
LEA users listed here.

A yellow arrow points to the 'Not Started' status, and a yellow box highlights the text 'LEA users listed here.' in the user access section.

The Sections Page

- The “Sections” page is the launching point to sections and pages within the application. Here is the collapsed view of this application’s Sections page.

Sections

Application Status: **Not Started**

Change Status To: [LEA Draft Started](#)

[View NDE History Log](#)
[View Change Log](#)

[Description](#) [View Sections Only](#) [View All Pages \)](#)

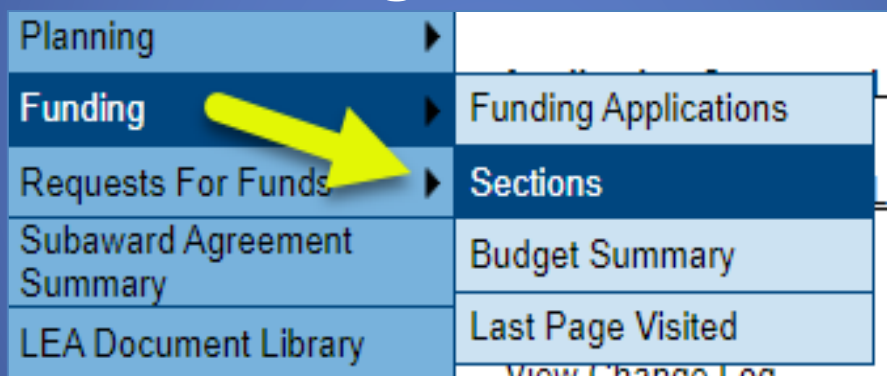
Description	Validation	Print
All	Messages	<input type="checkbox"/> Select Items Print
<input type="checkbox"/> History Log		Print
<input type="checkbox"/> Allocations	Messages	Print
<input type="checkbox"/> Contacts		Print
<input type="checkbox"/> ARP ESSER Evidence-Based Summer Enrichment and After-School Programs		Print
<input type="checkbox"/> Appendices		Print
All	Messages	Print



Navigation Tips

There is no backspacing in ePAGE

- If you are working on your funding application and need to return to the “Sections” page, hover over “Funding” and choose “Sections.”



Funding App Page Navigation

- **Go To / Save and Go To** menu allows navigation between any pages in the funding application.

Allocations	
Go To	Current Page
	Next Page
	Previous Page
	Sections
Original	History Log
Additional Funds	Allocations
Release Funds	Contacts
Forfeited Funds	ARP ESSER Evidence-Based Summer Enrichment and After-School Programs
FFR Release Funds	Appendices
Total	


Go To

Navigation Tips

- Using Save and Go To...Refreshes session timeout.
- Save and Go To Current Page...Saves changes to the page and keeps the user on that page.
- Save and Go To Next Page...Saves changes to the page and moves the user to next page in that section.
- Save and Go To Previous Page...Saves changes to the page and moves the user to previous page in that section.

The Allocations Section

- The “Allocations” page will display allocations AFTER NDE has made awards. For this competitive application, you will construct a budget without a pre-loaded allocation.
- The “Quarterly Expenditure Report” will not populate until grant awardees begin spending funds. Currently, these fields would be \$0.
- The “Reviewer Checklist” will be used by NDE to inform applicants about application responses. This will not be populated until after your application is reviewed by the NDE.

	Allocations
	<u>Allocations</u>
	<u>Quarterly Expenditure Report</u>
	<u>Reviewer Checklist</u>

The Grant Section

- Read the details on the outlined pages.
- Load your most recent Needs Assessment on the “Notice of Funding Opportunity” page.
- Load responses to the five questions on the “Narratives” page.



Budget

- Clicking the “Budget” link takes you to the entry page to budget by Object Code.
- Click “Modify” to budget for each appropriate line.

Budget		
Action	Object Code	Total
Modify	100 - Salaries	\$0.00
Modify	200 - Retirement Fringe Benefits	\$0.00
Modify	300 - Purchased Professional/Technical Services	\$0.00
Modify	400 - Purchased Property Services	\$0.00
Modify	500 - Other	\$0.00
Modify	510 - Student Transportation Services	\$0.00
Modify	580 - Staff Travel	\$0.00
Modify	600 - Supplies	\$0.00
Modify	610 - General Supplies	\$0.00

Budget Detail Page

- After clicking “Modify,” click “Add Budget Detail” to add individual budget items.

Indirect Cost	
Total Allocation	\$0.00
Budgeted Amount	\$0.00
Excludable Costs	\$0.00
Indirect Cost Rate	0.00%
Max Indirect Cost based on Budgeted Amount	\$0.00
Max Indirect Cost based on Total Allocation	\$0.00

Filtering - 0 out of 0 Budget Details match selected filters

Object Code	Function Code	LEA / Sc
100 - Salaries	All	All

Download Budget Data

Add Budget Detail << First < Previous Next > Last >> Items

Delete Edit Budget Detail

Create Budget Detail

- A. You will be in the Object Code you selected. You may choose another Object Code from the dropdown list if desired.
- B. Choose the Function Code.
- C. Select the budget metatag from the dropdown list.

The screenshot shows a web form titled "Budget Detail". It contains several fields with dropdown menus. Callout 'A' points to the "Object Code" dropdown, which is currently set to "100 - Salaries". Callout 'B' points to the "Function Code" dropdown, which is currently set to "1000 - Instruction". Callout 'C' points to the "Budget Metatag" dropdown, which is currently set to "Select Tag" and has a dropdown menu open showing options like "Summer Enrichment Programs" and "Afterschool Programs". Other fields include "LEA / School" (set to "Select Tag"), "Quantity", "Salary, Rental, or Unit Cost", and "Budget Detail Total".

Budget Detail	
Object Code:	100 - Salaries
Function Code:	1000 - Instruction
Budget Metatag: (Select at least 1, and up to 1 tag(s))	Select Tag
LEA / School:	Select Tag
Quantity:	Summer Enrichment Programs
Salary, Rental, or Unit Cost:	Afterschool Programs
Budget Detail Total:	



Create Budget Detail

- a. Choose where the funding applies (LEA or school).
 - b. For “Quantity,” if you enter a quantity greater than 1, the system will multiply the Unit Cost times the quantity.
 - c. Enter the Unit Cost.
 - d. Provide a narrative description.
- Click “Create” (at the bottom of the screen).

Budget Detail	Narrative Description
Object Code: <input type="text" value="100 - Salaries"/>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
Function Code: <input type="text" value="1000 - Instruction"/>	
Budget Metatag: <input type="text" value="Select Tag"/>	
<small>(Select at least 1, and up to 1 tag(s))</small>	
LEA / School: <input type="text" value="Carson City SD (13)"/>	
Quantity: <input type="text" value="1.00"/>	
Salary, Rental, or Unit Cost: <input type="text" value="\$0.00"/>	
Budget Detail Total: <input type="text" value="\$0.00"/>	

Edit/Delete Budget Detail

- If after entering budget line items you decide you need to edit or delete an item, use the trash can icon to delete and the pencil icon to edit.

Delete	Edit	Budget Detail
		Object Code: 100 - Salaries
		Function Code: 1000 - Instruction
		Budget Metatag: Afterschool Programs
		LEA / School: Carson City SD (13)
		Quantity: <input type="text" value="1.00"/>
		Salary, Rental, or Unit Cost: <input type="text" value="\$5,000.00"/>
		Line Item Total: <input type="text" value="\$5,000.00"/>
		Item Key 983643

Budget Totals

- The system calculates the totals as budget items are entered.
- Since this is a competitive grant, there is no “Adjusted Allocation” until the grants are awarded.
- The “Remaining” will appear as the negative of the budget you entered.

Total for filtered Budget Details:	\$5,000.00
Total for all other Budget Details:	\$0.00
Total for all Budget Details:	\$5,000.00
Adjusted Allocation:	\$0.00
Remaining:	(\$5,000.00)

[Return](#) [Return to the Budget Page](#)

Budget Overview

- The “Budget Overview” page is a read-only page.
- It shows the budget in a two-dimensional format.

Budget Overview

Filter by Location: ▼

[Show Unbudgeted Categories](#)

Function Code	1000 - Instruction	2700 - Transportation	Total
Object Code			
100 - Salaries	5,000.00	0.00	5,000.00
510 - Student Transportation Services	0.00	3,000.00	3,000.00
Total	5,000.00	3,000.00	8,000.00
		Adjusted Allocation	0.00
		Remaining	-8,000.00

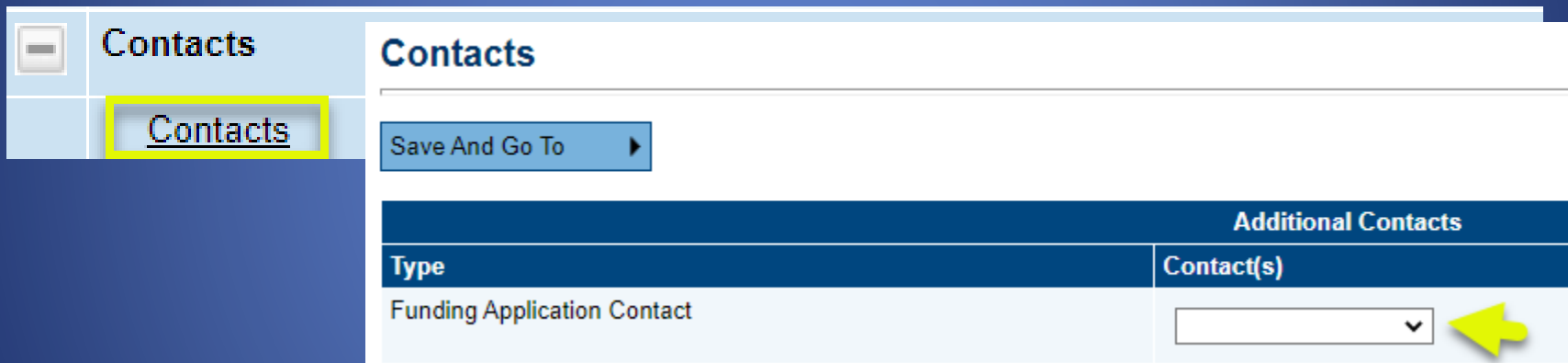
The Appendices Section

- Read the details on all pages.
- Complete the “**Intent to Apply**” in Appendix C (**Due 9-12-22 5:00 pm PST**)
- Upload the “Statement of Certification” in Appendix D.
- Complete the “Pre-Award Risk Assessment” page fill section (See Appendix E for reference).
- Agree to assurances in Appendix G.

<input type="checkbox"/>	Appendices
	<u>Appendix A: NDE Contact Information for Technical Assistance and Support</u>
	<u>Appendix B: ESSA Levels of Evidence</u>
	<u>Appendix C: Notice of Intent to Apply</u>
	<u>Appendix D: Statement of Certification</u>
	<u>Appendix E: Pre-Award Financial Risk Assessment</u>
	<u>Appendix F: Pre-Award Assessment Rubric</u>
	<u>Appendix G: General Statement of Federal Assurances</u>

Identify Contacts

- Choose the primary contacts for this application from the dropdown box on the “Contacts” page.



Contacts

Save And Go To ▶

Additional Contacts	
Type	Contact(s)
Funding Application Contact	<input type="text" value="v"/>

Creating a Comment

- Users may create a comment to maintain documentation in the system permanently.
- After creating the comment, use “Save and Go To” to save the comment.
- The comment posted can be viewed in the History Log.

The screenshot displays the 'Create Comment' interface. At the top, there is a 'Save And Go To' button. Below it is a table with the following structure:

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		

A yellow arrow points to the 'Create Comment' link in the table. Below the table is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, list, link, and font settings. The text area of the editor contains the sentence: 'Making a comment saves it to the system permanently.'

Checking Validations

- Users can click on “Messages” links in the “Validations” column to make sure all required fields have responses.
- The system also validates that there is at least one budget entry.


Sections		
Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
+ History Log		Print
+ Allocations		Print
- Contacts	Messages	Print
Contacts	Messages	Print
+ ARP ESSER Evidence-Based Summer Enrichment and After-School Programs		Print
- Appendices	Messages	Print
Appendix A: NDE Contact Information for Technical Assistance and Support		Print
Appendix B: ESSA Levels of Evidence		Print
Appendix C: Notice of Intent to Apply	Messages	Print
Appendix D: Statement of Certification		Print
Appendix E: Pre-Award Financial Risk Assessment	Messages	Print
Appendix F: Pre-Award Assessment Rubric		Print
Appendix G: General Statement of Federal Assurances	Messages	Print
Related Documents	Messages	Print
All	Messages	Print

Submitting the Application

- Once the application is finished, return to the top of the “Sections” page and click “LEA Draft Completed.” You will be prompted to confirm the submission.

Sections

Application Status: LEA Draft Started

Change Status To: [LEA Draft Completed](#) 

[View NDE History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All	Messages	Print

Application Approvals

- Once the application is submitted, additional review is required by the LEA Fiscal Representative
- Once the LEA Fiscal Representative has approved, the **LEA Authorized Representative will need to make the final approve.**
- After this final approval, the application will be ready for NDE programmatic and fiscal review process.

Status Change Outcomes

When an application is approved (or not approved):

- An entry is added to the History Log, documenting the status change.
- The next person in the submission workflow is notified by email that the application now requires their attention.
- Application revisions may be created on fully approved applications.



NDE Review

Once NDE Announces the final awards:

Applications will receive one of the statuses below:

- **Reviewed Approved for Funding** (the applicant will receive an award)
- **Reviewed Not Approved for Funding** (the applicant will not receive funding)
- **Returned to the LEA for Edits – See History Log** (the applicant may receive an award if they make the required changes to the application)