

## Questions and Answers Log From July 16, 2013 Webinar “The New GME and You”

### General Questions

Q: Are you going to post the Presentation and Webinar?

Yes, the Presentation and recording of the Webinar are located at:

<http://www.azed.gov/grants-management/2013/07/16/july-16th-kickoff-webinar-powerpoint-presentation/>

Q: Are FY13 completion reports to be completed in the new system?

All FY 13 completion reports will be completed in the **current** GME system. Completion report functionality was being demonstrated for FY14 projects.

Q: We have our IDEA allocations should we enter that grant in the old system?

Yes, FY 2014 IDEA grant applications are still being submitted and processed in the current (old) GME system.

Q: Will the new system work with Safari, Google Chrome or Firefox?

Yes, the new GME is compatible with Firefox, Safari, Mozilla and Google Chrome Internet Browsers.

Q: When is the new GME going live?

The new GME is live currently. As users receive invitations to set-up their new log in information they will be able to access the system.

Q: How do you get to the new GME from the Arizona Department of Education Home Page?

The invitation e-mail that users will receive will contain the link to reach the new GME. The new GME is located at <https://gme.azed.gov/>

Q: Will the date for the last revision/amendment change with the new system?

Although ADE has not published formal changes to business rules we intend to allow amendments to be submitted closer to the end date of a project than the current 90 days prior to the end date. ADE has not determined a new deadline at this time.

Q: What is the estimated date of completion for full roll-out of the new system?

ADE intends to transition all current grant projects that exist within the current GME to the new system prior to the close of Fiscal Year 2014 at the latest. As new applications are opened for FY 2015 they will transition to the new GME system. More information on transition will be coming in the Fall of 2013.

## General System Functionality

Q: Will there be a summary page we can print for paper files.

Yes, when navigating through the Funding Application sections a user can see to the right side of each section a "Print" hyperlink which will allow the user to print out specific sections or the entire application to keep for paper files.

Q: Can you export to excel in this new system?

No, the new GME does not have the ability to directly export information in tables or other data to Excel from an application. Report information can be exported to multiple formats however, which may be useful to LEAs in the future.

Q: Will we be uploading some documents into both ALEAT and GME?

No, ADE does not intend for users to ever have to upload the same document or documents containing the same information into both ALEAT and the new GME. This will not be necessary.

Q: Will we be able to save a page that is not completed. (i.e.: Director enters certain information, and Business Manager enters other information.) at this time something has to be in each area before you can save a particular page.

Yes, users can save information prior to completing or changing the status of an application. Users can then return to the saved information and continue work.

Q: Will program advisors (ADE) be able to see what we are working on in a grant before it is approved?

Unless a user at ADE has full administrator privileges, an ADE user will not be able to see content within an application until it has been submitted to ADE.

Q: Can an LEA submit an amendment to request budget in new line items?

Yes, amendments to budgets can request new budgeted amounts in previously unbudgeted line items.

## User Access and Roles

Q: Will we have to get assigned roles in the new system, or will the roles from the old system carry over?

Whatever access level a user was assigned based on the entity's FY 2014 General Statement of Assurance will be the access level the user has in the new GME.

Q: How many characters may the new Single Sign-On password be? Is it case sensitive?

Within the new Single Sign-On system that will access the new GME, there is no limit to the password but the password must be a minimum of 8 characters. Passwords are case-sensitive.

Q: I have not received an email from Grants Management. How do I get set up to log on to the new GME?

All users should be receiving an invitation e-mail to set up their credentials on the new single sign-on system no later than July 26, 2013.

Q: If I manage grants for multiple associated LEAs, must I have several different accounts (like I currently do on the common logon) or will I have one account?

If a user is managing grants for multiple LEAs this has been taken into account and the user can be associated with multiple entities, as opposed to the old system where it was necessary to maintain multiple sign-in accounts.

Q: Will we have new passwords?

Users will receive in the invitation e-mail a temporary password that they will then be prompted to change upon first log-in. The password you choose may be the same as what you currently use in the Common Logon application, this is not an issue. The password may also be different -- it is entirely up to the user.

Q: Can you have more than one user access administrator?

Yes, an entity may assign more than one User Access Administrator if they choose.

Q: How does a person get on the list for the school?

If an individual has been identified on the FY 2014 General Statement of Assurance user list, then that individual will be invited to the new Single Sign-on system. If a user is new since that submission a change request form can be submitted to [grants@azed.gov](mailto:grants@azed.gov). The change form is located at: [http://www.azed.gov/grants-management/files/2013/03/change\\_fy14.pdf](http://www.azed.gov/grants-management/files/2013/03/change_fy14.pdf)

Q: Is the Authorized Representative the only one who can submit?

Yes, a user who is designated as the entity's "Authorized Representative" is the only user who may submit a final funding application to ADE.

Q: Can a user have multiple roles?

Yes, a user can be assigned multiple roles according to their duties. There is no restriction to the number of roles a user may have.

Q: Can we add a user (not just change roles)?

Yes, a User Access Administrator for an entity may create new users within their organization(s) who require access to the new GME.

Q: Are the user changes/additions effective immediately?

Yes, any user role changes are effective immediately. Any creation of new users may take up to 24 hours to process and grant full access, however.

Q: Regarding role set-up, is it possible to limit which grants a staff member has access to, e.g. Title I = Employee A & School Safety grant = Employee B (Employee A should not have access to School Safety)

Yes, depending on the roles assigned to a particular user, an entity can limit the Grant Funding Applications a user has the ability to change or edit. However, any grant applications that are in a status where they are now public can be seen by any user.

Q: I work for the County Superintendent; will I still have access to all districts within the county?

Yes, users who were able to see multiple LEAs in the past (such as County users) who had the ability to approve Completion Reports and the like, will be able to see multiple entities applications and related information.

Q: How do we set up an administrator for the system?

User Access Administrators are being set up based on the FY 14 General Statement of Assurance submittal. In general, the individual authorized to sign the Statement of Assurance for each LEA was granted the role of User Access Administrator. A Change Form (see above link) can be submitted to [grants@azed.gov](mailto:grants@azed.gov) to alter the User Access Administrator or grant the role to other users within an entity.

### *Payment Request Processing*

Q: Is it possible to see the function code that you are currently working in, as well as the object code choices?

Yes, when a user adds or edits a budget line item a drop down menu will always be available to see other function or object code choices. Both function and object code information is displayed at that detail level when entering or viewing the data. The summary of both is also available at the "Budget Summary" page within the funding application.

Q: Why is 2100 separated out from 2200, 2600, and 2700? In the current system it is all together as is the district's grants report system.

This change was made to accommodate the required entry of FTE data within Title I. Specifically, LEAs were required to separate out costs and FTE counts for 2100 function code as opposed to other "Support" function codes on a separate sheet in addition to the overall budget. Now, when an LEA enters their budget line

items for Title I-A, that information is captured once, reducing duplicate entry. For other programs who do not require this breakout it will not be necessary to split these function codes apart.

Q: Will the new system allow submitting a reimbursement that is over budget on a line where there is budget allocated?

The new GME will not allow an entity to request funds in a line item that exceed that line item's approved budget.

Q: Can you set a request monthly, for example salary, and not have to update monthly?

The new GME does not have a process by which a set scheduled payment for a specific line-item can be entered by an entity only once. An entity will need to request payment when it is needed. If a grant program has operated under a scheduled system of payments in the past, however, this will continue with the new GME.

Q: If I understand correctly, projected expenditures will now be placed in the 'Advance' page? Will we need to identify the category where we are requesting the advance for?

The "Advance" line for projected expenditures does not contain a function or object code which the entity can assign. In the narrative justification an entity can explain what the projected expenditures are. In subsequent requests the entity would then report expenditure of those funds in the appropriate line item.

### *FY 2014 ESEA Consolidated Application*

Q: Will we still have to upload the ConApp tables to ALEAT?

No, the Consolidated Application tables that were MS Excel forms have been eliminated for FY 2014. The data gathered by those forms is part of the on-line application.

Q: Will the project summary go away on the GME home page?

All features and pages in the current (old) GME remain. However, for FY 14 ESEA Consolidated application there will be no such page. The user will navigate through the funding application page in the new GME in order to gather the information on the current Project Summary page.

Q: When will ADE release individual district Title allocation amounts?

ADE posted Title I-A, I-D, II-A and RLIS allocation amounts on July 19, 2013. The allocations are located here: <http://www.azed.gov/program-operations/>

Q: Will allocation amounts be loaded for us? Title I, Title II and Title I-D?

Yes, allocations for the funding programs within the ESEA Consolidated Applications have been loaded into the new GME.

Q: When will Indirect Costs information be available?

Indirect Cost information for FY 14 is available and rates are posted at:

<http://www.azed.gov/grants-management/indirect-costs/> Also, indirect cost rates have been loaded for every LEA with an approved rate on the new GME.

Q: Will the carryover be allocated after the Consolidated App is approved or will we be able to include it with the new app if it is available at that time?

Depending on the timing of approval for the FY 13 completion report, the carryover amount from FY 13 to FY 14 *may* be loaded into the overall allocation amount at the time an LEA begins their application. ADE Grants Management staff will attempt to load these allocations as soon as possible as FY 13 completion reports are approved.

Q: Will there be a Narrative section of the Title I as we now have to complete?

Any narrative information will be contained within the on-line application of GME. Planning information reported in ALEAT will still be required.