#MaineTeaches CS
Expanding Computer Science Access in Maine Classrooms
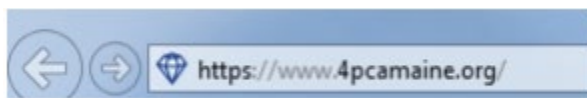
Instructions for Using the Federal Grant Reimbursement System

Contents

Step 1: Navigating to GEMS and the Federal Grant Reimbursement System (FGRS)

To get started, open your web browser to the Maine Department of Education's Consolidated

Application Welcome page by typing https://www.4pcamaine.org in your address bar.

This link will take you to the GEMS Application Website shown below. To begin, click on the link that reads *Federal Grant Reimbursement System*, that will take you to the login screen shown below in step 3.

Maine Department of Education
Application Website

Welcome to the Department of Education's Consolidated Application and Grant Reimbursement Website.

School Emergency Relief Fund (ESSERF) Applications
- ESSERF 1 Application
- ESSERF 2 Application

Maine Coronavirus Relief Fund (CRF 2) Applications

Emergency Assistance to Non-Public Schools Program (EANS)
- EANS Application
- EANS Reallocated Funds Request
- ARP EANS II Application

American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER)

ESSER Performance Report

ARP Homeless Children and Youth II Budget Update

MaineTeachesCS: Expanding Access to Computer Science in Maine Classrooms Universal Computer Science Mobile Labs (CSML) Subgrant

Multilingual Learners and Students Experiencing Homelessness Application

Federal Grant Reimbursement System

Step 2: Working with the District's GEMS Business Office Coordinator

Work with the district's Federal Grant Reimbursement System Business Office coordinator to login.

Maine Department of Education
Federal Grant Reimbursement System

Welcome to the Maine Department of Education Federal Grant Reimbursement System.
Our aim is to make the reimbursement process as effortless as possible.

To access your account enter login and password below:

|	
Login/Username:	
PIN/Password:	

Login

The Login and PIN ARE Case Sensitive.

This is the starting point for invoicing the Maine Department of Education for reimbursement of federal funds. To view a Webinar explaining the Maine DOE federal reimbursement system, or to see the PowerPoint presentation used in the webinar, or to look at the narration notes of the presentation go to http://www.maine.gov/education/reimbursement/training.html. This link will also give you access to a transcript of the presentation as well as Superintendent and Business Manager Training on the system.

For technical support call the GEM HELP DESK at 207.985.8802 or email support@gemsoftwaredevelopment.com

Step 3: Finding the Reimbursement Portal

Once you have logged in you will see the screen below. This is your HOME screen. From this HOME screen you can access the *MaineTeaches CS: Expanding Computer Science Access in Maine Classrooms* under the SY21-22 Invoices and an ACCOUNT MAINTENANCE screen. Click on the *MaineTeaches CS: Expanding Computer Science Access in Maine Classrooms* to create an invoice.
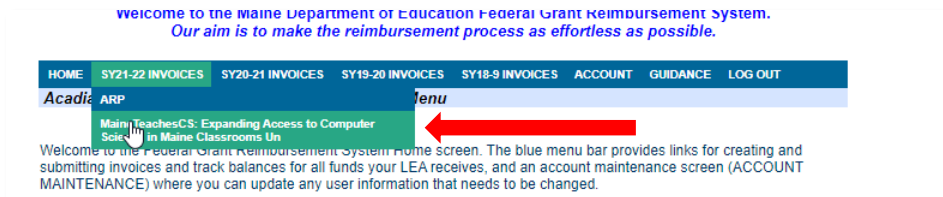
Step 4: Creating an Invoice

Click on the button that says "NEW" to create a new invoice.
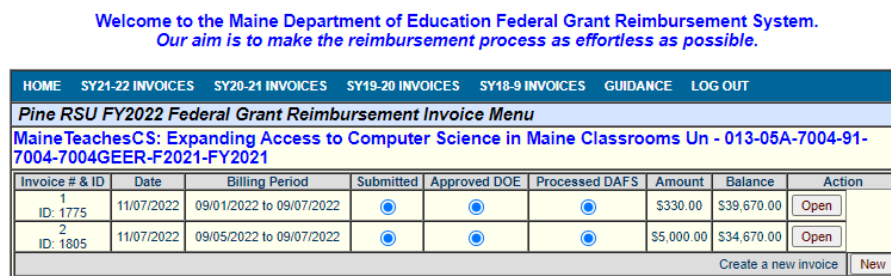
Please note: The grant will not be available for invoicing until certain criteria has been met such as a submitted and approved application or if the previously created invoice has not been submitted and/or approved.

Step 5: Completing the Invoice

To enter information/numbers into the form, place the cursor in the area of the form where you want to write and click the mouse. To move to the next field in a form, press the Tab key or click the mouse pointer in the field. To go back to the last field, press Shift+Tab or click the mouse pointer in the field.

1. Use the drop down arrows to complete the Billing Period "From" and "To" dates.
   a. You are required to choose a "From" date no sooner than the date your application was approved.
   b. The "From" date may not be earlier than the "To" date.
   c. If you enter a date that is "From" earlier than the "To" date of the previous invoice, you will be required to enter an explanation for DOE.
2. Indicate you are requesting "Reimbursement" funds by selecting the appropriate radio button.

3. Under the row header Funds Invoiced, indicate for each Object/Function code for how much you are invoicing. The row header titled Remaining Balance indicates how many funds have yet to be invoiced. If for some reason you enter a negative amount, a text box will appear asking you to explain why this is allowable.
   a. Important Note: When entering dollar amounts, do not use dollar signs "$" or commas ",".
4. Click Post Update to save your work.

FEDERAL GRANT REIMBURSEMENT INVOICE

Name of Agency	Pine RSU	Name of Project	MaineTeachesCS: Expanding Access to Computer Science in Maine Classrooms Un		
Address	Suite IC USA Route IA	Billing Date	11/23/2022		
City, State, Zip	Pine Valley, ME 12345	Billing Period	From [▾]/[▾]/[▾] To [▾]/[▾]/[▾]		
Phone Number	555-555-5555	AdvantageMe (VC) Number	PRSU1111007		

Project Sponsor	Invoice/Statement Number:	3 Tracking ID: 1911
Maine Department of Education	Advantage ME GASA#	CSLM PV Test
ATTN:	Agreement/Encumbrance Number:	CSLM PV Test
Augusta, Maine 04333-0023	Accounting Number:	013-05A-7004-91-7004-7004GEER-F2021-FY2021
	CFDA#:	84.425C
	Agreement Start Date: 09/01/20222	End Date: 12/01/2022

Select type of funds requested   ○ Reimbursement   ○ Other

Enter amount requested below. (Note - No dollar signs "$" no commas ",")

FY21 Award $40,000.00

	1000-2000 Salaries & Benefits	3000-5000 Purchased Services	6000 Supplies	7300 Equipment	Total Amount
Application Budget	0.00	0.00	40,000.00	0.00	40,000.00
Previous Invoice Totals	0.00	0.00	5,330.00	0.00	5,330.00
Available Funds	0.00	0.00	34,670.00	0.00	34,670.00
Funds Invoiced	0.00	0.00	0.00	0.00	0.00
Remaining Balance	0.00	0.00	34,670.00	0.00	34,670.00

Post Update

This invoice is not ready for submission. Not all required information has been entered.

Step 6: Uploading Files

Each reimbursement request submission should include: 1) a detailed trial balance with a billing period matching the sub-award period of performance period being invoiced, and 2) Copies of paid receipts or purchase order receipts. Please note that sales tax is not an allowable expense for federal sub grants and should not be submitted for reimbursement.

The SAMPLE CODING aligns to the accounting handbook from the School Finance and Compliance Team and may be helpful to share with your business manager and applicant coordinator. If you should have any questions related to Maine Education Financial System (MEFS) coding, please reach out to a member of the School Finance team.

You will see the following at the bottom of your invoice: 1.

This request for reimbursement has been selected for review to ensure compliance with State and Federal rules, regulations, and laws. If the reimbursement request is for five or fewer expenditures please attach a PDF file to this invoice with all appropriate documentation* for each budget category for which reimbursement is being requested. If the reimbursement request is for more than five expenditures please attach a PDF file of a detailed expenditure report for the invoicing period. Maine DOE Federal program staff will review the expenditure report and follow-up with a list of expenditures that will be subject to compliance review. You will not be able to submit this invoice until a PDF file is uploaded.

*GUIDANCE

NOTE: When creating your PDF File optimize it for online publishing.

When there are more than a few pages, please create and upload more than one PDF. Upload only one document each time.

Upload PDF & Attach to Invoice

File: Choose File | No file chosen ⬅

Upload File ⬅

To upload a PDF:

1. Click the Browse button to navigate to the document on your computer
2. Click the Upload File button
3. The document must be a PDF file
4. The document will be renamed automatically
5. To delete a document and start over click the DELETE button
6. Click on the document name to view the file
7. You can upload up to three separate PDF

*GUIDANCE

You have documented your compliance with federal regulations by attaching a PDF file to this invoice.
Download financial statements: FY16_Pine RSU_Random_Compliance_6_248_13.pdf

Delete this PDF and start over: DELETE

Click the file name to view the file.

If needed, use this link to upload a second PDF file.
Upload PDF & Attach to Invoice
File: [   ] Browse...

You can attach up to 3 PDFs.

Upload File

Step 7: Submitting the Invoice

Once you have saved your work by clicking Post Update, a Submit Invoice button will appear if the form has been properly filled out. If the form is not complete an error message will appear such as the one below.

Once the Submit Invoice button appears, you can submit the invoice to DOE for approval. You can also choose to print your invoice at this time by clicking Print Formatted Invoice, and then use the print command on your browser.

View and Open Previous Invoices

Once you have created an invoice you can see it listed under the SY21-22 Invoices menu. You will see:

- The Invoice # column automatically enters a number for the invoice.
- The date the invoice was submitted is listed under the Date header.
- The "From" and "To" billing dates are listed under the Billing Period header.
- The radio buttons under the next three columns will darken as the invoice is a) Submitted, b) Approved by MDOE, and c) Approved by the Department of Administrative and Financial Services (DAFS).
  - You will not have the option to create a new invoice until the previous invoice has been approved by DOE.
- The amount of the invoice is shown under the header Amount, and the balance remaining to be invoiced is shown under the Balance header.

Friendly Reminders

- Please note that when entering numbers DO NOT enter dollar signs ($), commas, or decimal points unless otherwise noted. Doing so will create errors in what you are trying to input.
- All reimbursement requests for the *MaineTeaches CS: Expanding Computer Science Access in Maine Classrooms* must be submitted by December 30, 2022. Please note that invoices submitted after December 30th will not be eligible for reimbursement.

- Please be advised that the reimbursement process typically takes 17-45 business days from invoice submission to reimbursement check receipt.

Technical Support

Technical Support is provided by GEM Software Development Inc. available at 207-985-8802 or support@gemsoftwaredevelopment.com between 8am to 4pm Monday-Friday. Please note that technical support is also provided by the Office of Federal Emergency Relief Programs at the Maine Department of Education available at 207-458-3180 or shelly.chassejohndro@maine.gov. Please expect to have your email or phone call returned within 48 business hours.