

Invoicing in Grants4ME FAQ

Are expenditures listed as year-to-date? What happens when we cross the fiscal year?

Expenditures are listed as to-date for the grant life cycle. Funds do not carry or rollover into a new fiscal year “pot.” For example, FY21 funds that are expended will always be invoiced in the FY21 invoicing section regardless of what fiscal year we are currently in.

I’ve entered the amount I’m requesting in the Expenditures page, but on the Request page I’m receiving an error and the “Total Amount Requested” does not match the amount I am invoicing for. What do I need to fix?

Your expenditures page likely does not accurately reflect your to-date expenditures for the grant year in that particular title, including transfers.

Where can I quickly see how much I have previously invoiced for?

On the Invoicing home page, the table shown includes your “Received Amount” and “Net Available Amount” for each Title. For more specific details you can also look in the old GEMs system.

How do we know if additional documents are requested for the invoice?

The first invoice in a fiscal year should have back-up documentation. Additionally, if the ESEA team feels more documentation is necessary based on the information provided they will return the invoice to you and request that documentation through the Comment page.

With expenditures reported being to-date, will back-up documentation be needed for all the previous invoices as well?

Back-up documentation is only needed for the current billing period & invoice amount being requested. We will send you a specific request through email if we require documentation preceding the billing period of the current invoice being submitted.

Where are transfer funds invoiced?

Transfer funds are invoiced in the Title they were transferred to, and there are lines specifically for transferred funds on the expenditures page.

How many months can be invoiced at a time in this system?

We are still going by the 3-month rule. You can invoice for a maximum of three months at a time.

Can I invoice more than once every three months?

Absolutely! The only restriction on how often you can invoice is that a new invoice for a specific Title cannot be submitted until the previous invoice has been approved for reimbursement. For

example, you can have one Title I invoice and one Title IIA invoice at the same time, but you cannot have two separate Title I invoices at the same time.

Is there a requirement for how often we must invoice for?

No. Since you may not have expenses in certain Titles during certain time periods, this would not make sense.

What do I do if I need to invoice for more than my approved budget?

You are allowed to invoice for 10% or \$500 above your budgeted amount (whichever is greater). If you need to invoice for more, for FY22 you would need to revise the projects in the ESEA application on Grants4ME. For FY21, this would be done through the Performance Report.

How is invoicing with Schoolwide schools different?

If you have a Schoolwide school in your district, the amount you are allowed to invoice for under each title is equal to the budgeted amount for other projects under the specific object codes + your total schoolwide budget. The 10% or \$500 rule does not apply to schoolwide schools. This means you do not need to worry about going over individual project budgets.

What expenditures will need to be reported in the FY21 Performance Report?

All expenses for FY21 through 9/30/21 will need to be reported in the FY21 Performance Report.

My FY22 application is substantially approved but I can't invoice for anything. Why is this happening?

Substantial approval allows you to begin obligating funds as of the substantial approval date, but you must receive final approval to invoice for those funds. Feedback on what is needed for final approval will come from your Regional Program Manager through the Consultant Checklist in the application.

How do you print an invoice for back-up?

On the right hand side of the Sections page, there is a "Print" option for each page, including an "All" option at the bottom. This will "print" the invoice as a PDF, and if it can't be done in 30 seconds it will send it to your email.

Do we need to verify the migrated data?

No. The ESEA team and our accountants have done extensive work verifying the data is accurate.

Will FY19 or FY20 funding be migrated to Grants4ME?

No, these funds will still be invoiced in the GEMs system.

Is local entitlement/special services in this system?

They are not for FY21 but there are a number of funding services, including special education, that will be for FY22. All funds not available for invoicing in Grants4ME remain available in the GEMS.

Will 21st Century (after school grants) be migrated to Grants4ME?

This will be decided at a later time.

Will ARP & ESSER funds be migrated to Grants4ME?

There is no plan to migrate federal relief funding from their current system at this time.