



New Hampshire

**Department of Education**

**New Hampshire Department of Education  
GMS Activity Level Approval  
Process Change Guidance**

*Bureau of Instructional Support*

Office of ESEA Programs

25 Hall Street

Concord, NH 03301

## Purpose

Presently the Grants Management System (GMS) strictly operates that either all activities are approvable, or no activities are approvable. A recent attribute has been added to GMS to allow approval at the activity level; this way the approvable activities will be approved and move forward through the GMS process and/or the not approved activities will be sent back for revision. This attribute will allow you, the LEA, to move forward with approvable activities and avoid delays in spending.

Each grant program selects at which level they want activities approved when setting up their grant consolidation each year; activity level or project level. All Title Programs and IDEA will utilize the activity level approval option beginning with the 2023-2024 grants. The activity level approval only applies to the first time an activity is approved. Subsequent changes to an approved activity will operate just as they always have.

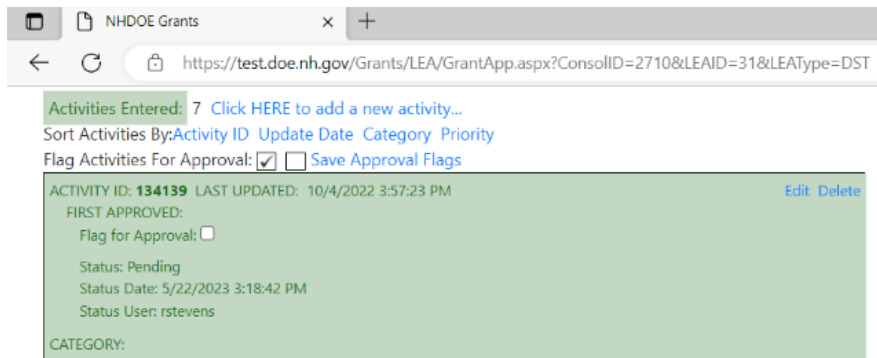
The below examples outline the changes you will see in GMS within the activity and monthly reporting sections. There should be no other noticeable changes on your end.

If you have any questions about this guidance or GMS, please reach out to your grant program contact.

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<b>General GMS Inquiries</b>	Elizabeth Clarke, <a href="mailto:Elizabeth.A.Clarke@doe.nh.gov">Elizabeth.A.Clarke@doe.nh.gov</a>

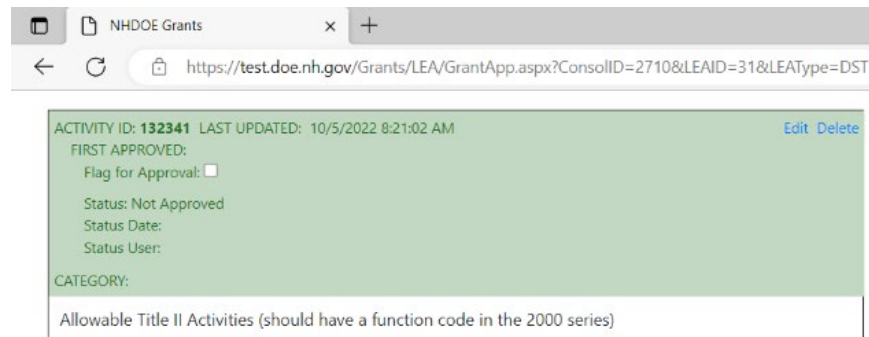
# GMS Activity Approval/Not Approved Status Changes

## Example: No action has been taken by NHED



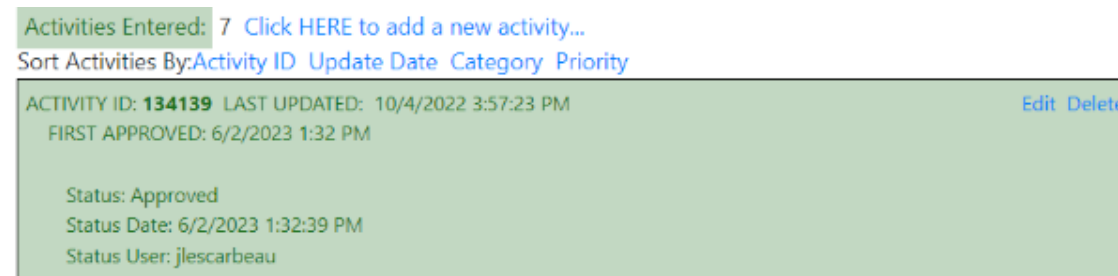
In the example above you will see that there is a status of pending, this means it is going through the NHED process and has neither been approved or not approved.

## Example: Activity not approved




In the above example the activity has been marked by NHED as not approved. In the event one or more of the submitted activities is not approved, NHED will return the grant to the LEA so the LEA may revise/correct the activity per the instruction in the return notes (i.e. incorrect function code, further narrative needed, etc.).

## Example: Activity approved



In the above example, the activity has been approved. Once an activity is approved it can never be changed back to pending or not approved. Changes to an activity's narrative will continue to be highlighted in green (added) or red (deleted) to bring awareness to the change. NHED will continue to communicate about changes via return comments.

## Example: Showing Difference between Allocation (total of activities written) and the amount being approved

Project Status Update for Barnstead Project No: NOT ASSIGNED 

Select a status and click the Update button.  
Otherwise, click the green Arrow button to return to the project record.

In Process  Substantially Approved  Approved  Returned  Closed

**CANS:**  
TITLEIIA approved amounts should total \$7,250.00

CAN	Allocated	Payment Pending	Paid	Approved Amount	Expires
202362	\$25,311.41	\$0.00	\$0.00	<input type="text" value="7,250.00"/>	12/30/2024
Total:				\$7,250.00	

You can add a custom message to the notification email (optional).

Activity #132918 was not approved due to XYZ.

(2000 character limit; 1953 remaining.)

Note: You will automatically receive a copy of the notification email


Please note, this is what NHED sees on their end, the example is provided as additional information.

In this example, the amount allocated towards the activities written is \$25,311.41. However, the activities that were approved only total \$7,250.00. This will show in GMS as the amount approved and monthly reporting can only be done against that approved amount.

For Superintendent users in GMS, you will note in the Grant Balances section a difference between the Budgeted and Approved sections.

Welcome to the NHDOE Grants System.

You can review project/contract statuses for your SAU/District(s) on the [LEA Home](#) page.

 There are currently no grant applications waiting for your approval.

### Grant Balances for 2022-2023

Record Count: 14

LEA Type	LEA ID	LEA Name	Grant Name	Project No	Status	Grant Type	Allocated	Budgeted	Approved	Paid	Balance	Approval Status
DST	111	Concord	Title IVB - 21st Century Community Learning Center	20230044	Substantially Approved	TITLEIVB21C	\$242,000.00	\$242,000.00	\$220,000.00	\$0.00	\$220,000.00	Approved Aug 30 2022 3:44PM by eaclarke
DST	111	Concord	IDEA/Preschool	20230056	Approved	IDEA	\$1,469,410.17	\$332,743.02	\$332,743.02	\$0.00	\$332,743.02	Approved Jul 20 2022 8:28AM by djounie

## Example: Monthly Report Submission

Project NO: 20230413 Final Report

Monthly Reporting for September 2022 [Started](#) [Contracted Services \(0\)](#) [Status History](#)

**By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).**

### APPROVED AMOUNTS:

	Amount
Title II - Part A	\$7,250.00

### REPORTED AMOUNTS for September 2022:

	Expenditures	Returns	Net
Title II - Part A	\$0.00	\$0.00	\$0.00

Activities To Report On: 5

ACTIVITY ID: **134139** First Approved: 6/2/2023 1:32 PM [Edit](#)

#### CATEGORY:

Allowable Title II Activities (should have a function code in the 2000 series)

#### PRIORITY:

Universal Design for Learning Professional Development

#### ACTIVITIES:

Across the globe, Universal Design for Learning (UDL) has emerged as the leading learning framework to help address the urgent need for more inclusive teaching practices and design in education (Lombardi, Vukovic & Sala-Bars, 2015). In the USA, UDL has been incorporated into the federal Higher Education Opportunity Act and endorsed in the Every Student Succeed Act. Proponents of UDL argue against the traditional approach to learning, and suggest that UDL principles and guidelines address a wide spectrum of learning and helps not just those

When submitting a monthly report, only those activities with the status of approved will be listed. You will notice in the earlier examples it is noted that there are seven (7) activities entered. In this scenario, only five (5) were approved, two (2) were returned for revision, and therefore there are only five (5) activities to report on in the monthly reporting section.