



New Hampshire

Department of Education

Federal Title Program Development Process

Mini - Lesson

GMS Activity Level Approval

For Field Use Only

NH Department of Education

Office of ESEA Programs

Bureau of Instructional Support

Complete program details at <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-instructional-support/integrated-programs>



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Agenda | GMS Activity Level Approval

Part 1 | **Purpose**

Part 2 | **Process**

Part 3 | **Guidance**

Part 4 | **Questions**



Part 1 | Purpose

Presently, the Grants Management System (GMS), strictly operates that either all activities are approvable, or no activities are approvable; despite if that is the case.

A recent attribute has been added to GMS so that a grant can be set up to approve activities at activity level. This will allow LEA's to move forward with spending on activities that are substantially approvable, meanwhile correcting activities that were not approvable.

For 2023-2024 grants only Title Programs and IDEA/Preschool will utilize this feature. All other grant programs will operate as normal.



Part 1 | Purpose

Per 34 CFR 76.708 of Uniform Guidance, a State cannot allow a subrecipient to obligate federal funding awarded for a formula grant until the grant activities are in **substantially approved** status.

NHED will not substantially approve activities unless:

1. All program documents are fully executed and approved. This includes, but is not limited to, Program Assurances, General Assurances, Equitable Services Affirmation (each program may have different requirements)
2. The activity is allowable, reasonable, necessary and evidence based with measurements and outcomes. The activity must contain specifics. For example, a general statement to purchase supplies is not allowable.



Part 2 | Process

Substantial Approval

- NHED will either approve/not approve your activity
- If there is at least one substantially approvable activity, the grant will move to substantially approved status
- The activity will reflect “pending” status for the fiscal (final) approver for any activity substantially approved and not approved if not approved by the first reviewer. If not approved, there will be a comment submitted when substantially approved stating what was not approvable about the activity.



Substantially Approved

ACTIVITY ID: **147418** LAST UPDATED: 6/30/2023 1:07:27 PM

FIRST APPROVED:

Flag for Approval:

Status: Pending

Status Date: 7/21/2023 9:03:43 AM

Status User: CDotson

Not Approved

ACTIVITY ID: **147467** LAST UPDATED: 7/3/2023 10:07:01 AM

FIRST APPROVED:

Flag for Approval:

Status: Not Approved

Status Date:

Status User:

Part 2 | Process

Final Approval

- The final approver can unselect an activity for approval if they find the first reviewer missed something.
- Once all activities have been reviewed, they should be in either “approved” or “not approved” status.
- If there are activities that are “not approved” the grant will still move to approved status so long as there is one activity that should have final approval. The approved amount will only account for those activities in approved status.

Final Approval

ACTIVITY ID: **147884** LAST UPDATED: 7/11/2023 8:44:55 AM
FIRST APPROVED: 7/14/2023 10:16 AM

Status: Approved

Status Date: 7/14/2023 10:16:38 AM

Status User: eaclarke

Part 2 | Process

Final Approval


- When NHED returns your grant, it will have all reasons an activity(ies) could not be approved
- You will only be able to file monthly reports against the approved activities
- Only the Superintendent GMS user will be able to see the difference between the allocation, budgeted, approved, and paid amounts.



Part 2 | Process

Monthly Report Submission

- Only the activities with an approved status will be listed as an eligible activity to report on.

Project NO: 20230413 Final Report 

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

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)

Part 3 | Field Guidance

- Was sent out on 6/28
- Notified that effective 2023-2024 grants that Title Programs and IDEA would be taking part in this level of approval at a minimum.



Part 4 | Questions?

