



Wyoming Department of Education

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MEMORANDUM NO. 2007 - 159

TO: School District Superintendents

FROM: Brian Wright, Consolidated Grant Manager
Federal Programs Unit

DATE: September 21, 2007 

SUBJECT: GMS Fiscal Tool Implementation and It's Affect On District Funds

Important Information Concerning Your District Federal Funds

As you know the Wyoming Department of Education has implemented a new Grants Management System (GMS). I want to thank all the district personnel for their hard work in making this system and transition such a success. I want to continue that success as we move into the next phase of implementation.

The GMS is replacing the current Federal Grants Management (FGM) System, including the WDE Form 118 (Estimated Cash Requirements for Federal Grants), that we use at the WDE. The WDE Form 118 part of the FGM System allows districts to request and draw down funds via electronic wire transfer for all of their federal grants, formulary and competitive. With the implementation of the GMS, the FGM System, including WDE Form 118, will be phased out and all requests and draw downs will happen through the GMS Fiscal Tool.

With the phase out of the FGM and WDE Form 118 and the implementation of the GMS Fiscal Tool, the following steps must happen for a smooth transition and to ensure that district have access to their funds.

- Districts must submit their grant for initial reading within the GMS by October 1, 2007. It is imperative that districts submit their grant by October 1, 2007, so program managers can read at it and get it back for any revisions within a week of being submitted.
- If this happens, I will ensure that your grant will be read and approved by federal program managers, barring any major errors or non-compliance issues, by November 1, 2007.

- If a grant is sent back for revision, it is important that the district work on those revisions and re-submit them in a timely manner to ensure that their grant can be approved by November 1, 2007.
- All required documentation must also be sent in to ensure approval of the Consolidated Grant. This documentation includes:
 - District Highly Qualified Teacher Plan and Assurances
 - School Prayer Certificate of Compliance
 - Verification of Non-Profit Private or Home-School Participation
 - Example of GEPA Equal Access Statement
 - Title I Comparability Assurance
 - Other documentation specific to your district. This can be found on the Checklist of Required Documentation sheet found on the Consolidated Grant

If Districts Have An Approved Consolidated Grant Application By November 1, 2007

If the above happens, the transition for your district to the GMS Fiscal Tool will happen on November 1, 2007. Districts with an approved grant can draw down their Fiscal Year 07 ([FY 07] School Year 07-08) funds in this system. The district's FY 06 (School Year 06-07) funds will also be moved into the GMS Fiscal Tool. These funds **will not** be available for immediate draw down as GMS requires you to amend your current grant to show how you will be use your FY 06 carryover funds. Once that amendment has been completed, submitted, and approved, those FY 06 funds will be available for draw down.

If Districts DO NOT Have An Approved Consolidated Grant Application By November 1, 2007

If a district does not submit its Consolidated Grant Application by October 1, 2007 **or** it is not approvable by November 1, 2007, even though they have submitted it by October 1, 2007, the following will apply to their funds:

- FY 06 (School Year 06-07) funds will still be available for request using the WDE 118 and the FGM System, but **the last draw down will be December 10, 2007**. The cut-off is to help facilitate the transfer to the GMS Fiscal Tool.

Once a district's FY 07 Consolidated Grant Application has been approved, their FY 06 funds will be transferred into the GMS Fiscal Tool. These funds **will not** be available for immediate draw down as GMS requires you to amend your current grant to show how you will be use your FY 06 carryover funds. Once

that amendment has been completed, submitted, and approved, those FY 06 funds will be available for draw down.

Any district not completing their Consolidated Grant by *December 10, 2007* will not be able to access their FY 06 or FY 07 Consolidated Grant funds until they submit an application and have that application approved. This is due to the switch from the FGM system to the GMS Fiscal Tool.

Competitive Grants

All federal competitive grants, FY 06 and FY 07, will be transferred to the GMS Fiscal Tool on November 1, 2007. For funds left in FY 05 competitive grants, see below.

FY 05 (School Year 05-06) Funds

All FY 05 (School Year 05-06) funds, regardless of whether or not you have an approved FY 07 grant, will be drawn down using the FGM System until they run out. These funds must **be encumbered by September 30, 2007**, and then can be **drawn down using the FGM System until December 10, 2007**. After this last draw down, the FGM System will become inactive and will no longer be used.

Let me summarize the important dates:

- October 1, 2007 All Consolidated Grant Applications should be submitted. This will facilitate the goal of getting each district approved by the activation of the fiscal tool in the GMS.
- October 10, 2007 FGM draw down deadline.
- November 1, 2007 All approved FY 07 grants will be available on the GMS Fiscal Tool and amendment for FY 06 funds should be started. FY 06 funds will become available once the carryover amendment is approved. All competitive grants will be available for draw down using the GMS Fiscal Tool.

- November 10, 2007 FGM drawn down deadline for those districts still using FGM System (those districts that do not have an approved FY 07 Consolidated Grant Application)
- December 10, 2007 Last draw down for FGM System for FY 05 funds and FY 06 funds for those districts that do not have an approved FY 07 Consolidated Grant Application. Once a district has an approvable FY 07 Consolidated Grant, they will be able to drawn down their FY 07 funds and FY 06 funds once their carryover amendment is approved.
- January 1, 2008 GMS Fiscal Tool **becomes the only fiscal system running** at the WDE for the request and draw down of federal funds.

GMS Fiscal Tool Training Reminder

Please remember that the WDE will be conducting GMS Fiscal Tool training:

- October 22, 2007 – Cheyenne
- October 23, 2007 – Rock Springs
- October 24, 2007 – Riverton
- October 25, 2007 – Worland
- October 26, 2007 – Sheridan

More details will be e-mailed to districts concerning the locations, times, and registration.

If you have questions or concerns, please feel free to contact me at (307) 777-5792 or bwright@educ.state.wy.us . If you have questions concerning specific programs, please contact that program manager listed below:

Program	Manager	Phone	E-Mail
Title I, Part A	Brian Wright	(307) 777-5792	bwright@educ.state.wy.us
Title I, Part C — <i>Migrant</i>	Lori Nelson	(307) 777-6210	lnelson@educ.state.wy.us
Title I, Part D, Subpart 2 — <i>District N&D</i>	Kenya Haynes	(307) 777-3672	khayne@educ.state.wy.us

Title II, Part A — <i>Teacher Quality</i>	Carol Illian David McIrvin	(307) 777-8715 (307) 777-7222	cillia@educ.state.wy.us dmcirv@educ.state.wy.us
Title II, Part D — <i>Technology (Allocated)</i>	Clem Jimenez Chuck Mitchel	(307) 777-3469 (307) 777-6220	cjimen@educ.state.wy.us cmitch@educ.state.wy.us
Title III — <i>English Language Acquisition</i>	Lori Nelson	(307) 777-6210	lnelso@educ.state.wy.us
Title III — <i>Immigrant</i>	Lori Nelson	(307) 777-6210	lnelso@educ.state.wy.us
Title IV, Part A — <i>Safe and Drug-Free Schools</i>	Christine Revere	(307) 777-5847	crever@educ.state.wy.us
Title V, Part A — <i>Innovative Programs</i>	Carol Illian David McIrvin	(307) 777-8715 (307) 777-7222	cillia@educ.state.wy.us dmcirv@educ.state.wy.us
Perkins (Allocated)	Linda Scott	(307) 777-5329	lscott@educ.state.wy.us
IDEA PART B 611 Funds	Stephanie Weaver	(307) 777-2560	sweave@educ.state.wy.us
IDEA PART B 619 Preschool	Michael Harris	(307) 777-2577	mharri@educ.state.wy.us

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