

Tips from the GAPS Gurus

March 2024

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Roles in GAPS

Three roles are needed in GAPS for each grant.

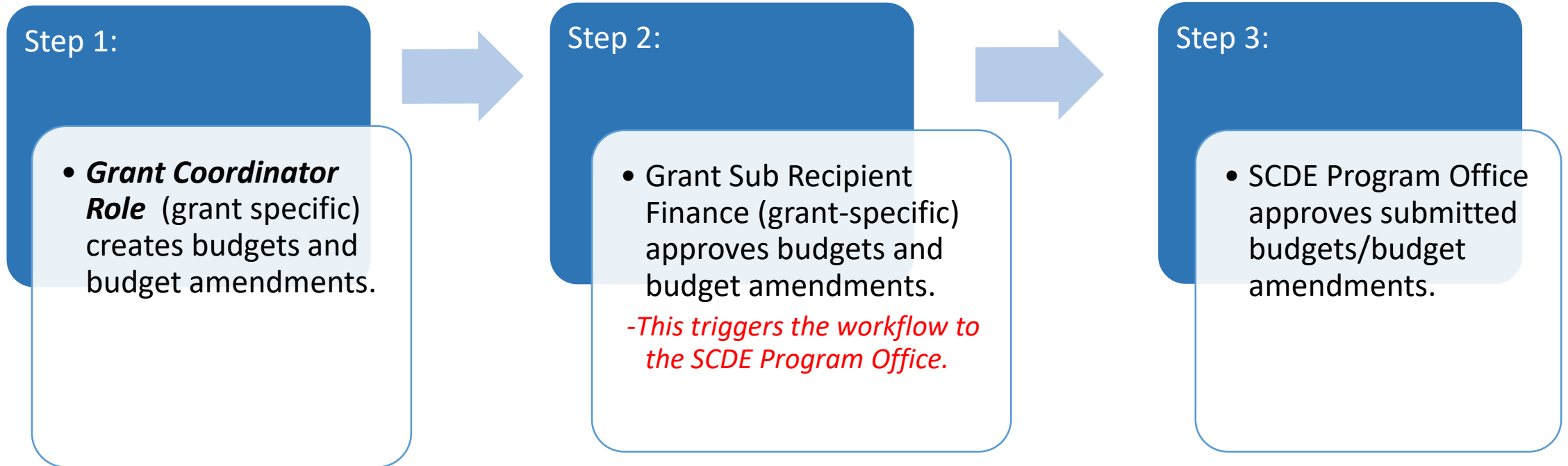


Roles – You may assign two people for each role within a single grant; however, one person may only have one role per grant. If an individual is assigned more than one role, the system will override one role for another.



Overview of GAPS

Budgets - Process 1



Please note that it is only after the final approval by SCDE program that expenditures can be entered for a grant.

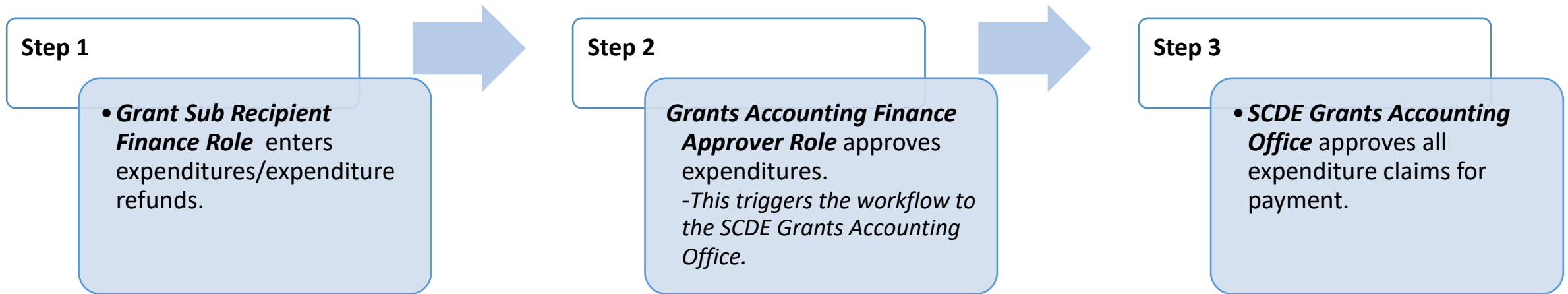
Training tutorials for creating budgets, budget amendments, and expenditures can be found on our webpage:

<http://ed.sc.gov/finance/grants-accounting/>



Overview of GAPS - Continued

Payments – Process 2



Training tutorials for creating budgets, budget amendments, and expenditures can be found on our webpage:

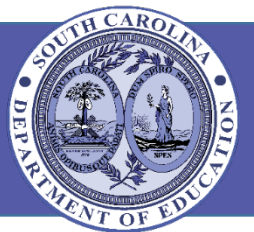
<http://ed.sc.gov/finance/grants-accounting/>



Useful Budget Reports for Districts

Budget

- **Budget Summary-** high-level report to show budget balance
- **Budget Details-** budget balance by line item and approval status
- **Budget Actuals Summary-** budget balance and pending items



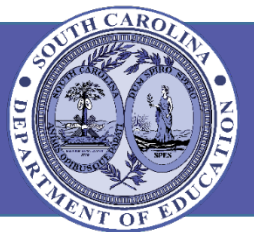
Useful Expenditure Reports for Districts

- **Expenditure**
 - **Expenditure Summary** - high-level report to show net funds remaining
 - **Expenditure Details** - line-item expenditure report and status of items
 - **Expenditure Refund Details** - shows the status of expenditure refunds
- **Additional Tips**
 - Reports can be sorted by clicking on column headings
 - Most reports can be exported to Excel for further sorting and/or filtering



Important Dates

- Quarterly expenditure reporting is required by all grants the Consolidated Finance and Applications (CFA) team handles.
 - Goods and/or services received by the end of each quarter should be invoiced, paid, and claimed within 45 days after the close of the quarter.
 - Goods and/or services must be received within the quarter to be claimed for that quarter.
 - *If quarterly claims are not submitted on time, your risk assessment score will increase.*



Important Dates Continued

- Final submission deadline for the state fiscal year end (June 30, 20XX) will always be August 15, 20XX, regardless of the award period of the grant and/or day of the week that this date falls on.
 - August 15th is a hard stop in GAPS, meaning this quarter/fiscal year cannot be reopened after this date to input expenditures.
- Please review reports to verify that all budget and expenditure items have been moved forward- items cannot be in Pre-submittal or Submitted to Finance Approver Status. If they are, they have not been submitted to SCDE for payment and will not be paid.



Troubleshooting GAPS


- When grants are allocated additional funding, LEAs must budget this funding *prior to* entering any further claims.
 - This budget will be entered as it was for the initial allocation (not a budget amendment).
- Prior to the end of the fiscal year, LEAs should verify that all line items have been submitted to SCDE. Run a Budget Detail and Expenditure Detail Report to complete this process.
 - All items should be submitted to SCDE. If any items are in Pre-submittal or Submitted to Finance Approver Status, this means they are still awaiting approval at the district level.
 - Claims cannot be entered for a grant with a pending budget item.



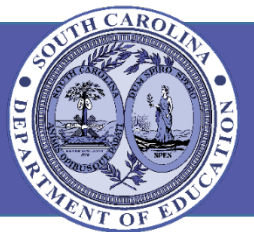
Budget Decreases in GAPS

- Title I, Part A funding has a 15% carryover limitation.
- At the end of the federal fiscal year, the CFA team verifies that districts are not over their carryover limit. We are required to de-obligate funding from those who are.
- When the de-obligation goes into GAPS, a budget decrease icon will appear to the right of the budgeted items (shown below).

Award Period: 2/2/2015 - 2/1/2016

Sub Program Code	Function Code	Object Code	Budget Amount	School Name	CIP Code - Name / Course Code - Name	Approval Status	
12	200	700	\$200.00	Ridge View High	430107 - Law Enforcement Services / 6510 - Law Enforcement Services 1...	Approved	

[Back](#)



Budget Decreases in GAPS Continued

- After selecting the budget decrease option, you will enter the decrease information (amount and reason for decrease) and select create.
 - Please note that the system will take into consideration any amendments and expenditures during this process.

Budget Details - Create | CATE Coordinator | Member Center | Logout

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Home Application **Finance** Reports

Budget Details - Create
Sub Recipient: Richland 02
Sub Grant Title: CATE multi-award SubGrant
Award Period: 2/2/2015 - 2/1/2016

Sub Program Code - Name 12 - Family and Consumer Sciences	Function Code - Name 200 - SUPPORT SERVICES	Object Code - Name 700 - Transfers
Amount Remaining 200.00	Decrease Amount * <input type="text" value="\$111.11"/>	New Amount \$88.89

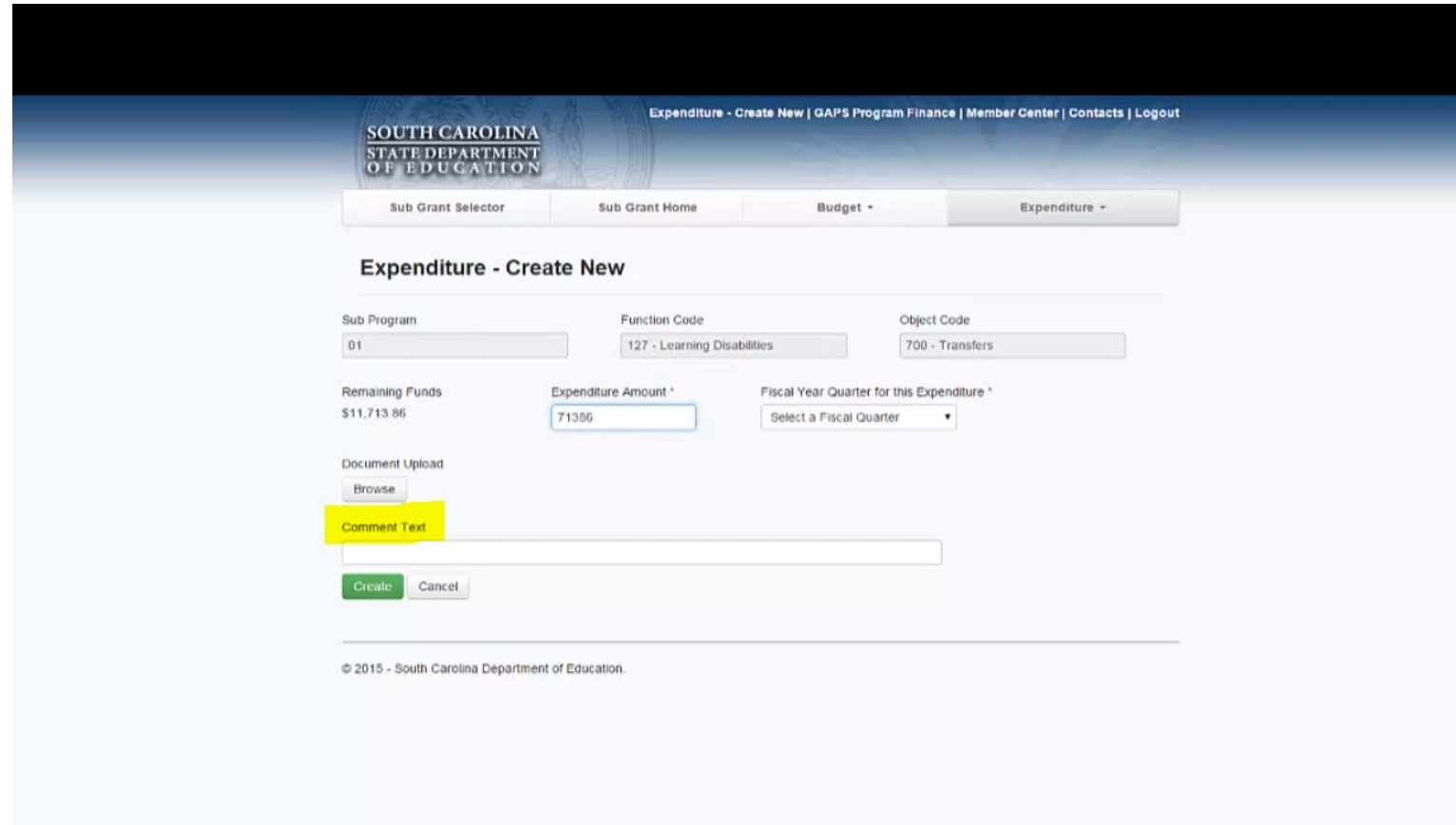
Reason For Decrease *
removing this item from our budget due to reduction of allocation from the feds. SRC

Maximum characters: 750
Characters left: 664



Reminder/Request for Title IV

- When entering expenditures in GAPS for Title IV, you will need to enter the content area you are expensing. See highlighted area in picture.
- You will have the ability to upload backup documentation; however, we still need an overview of what has been entered in order to easily decipher which content area is being used for the CSPR reporting.
- If multiple content areas are being used in the same expenditure, you will need to break out the totals (ex. Well Rounded - \$500, Safe and Healthy - \$900)



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Expenditure - Create New | GAPS Program Finance | Member Center | Contacts | Logout

Sub Grant Selector Sub Grant Home Budget Expenditure

Expenditure - Create New

Sub Program: 01 Function Code: 127 - Learning Disabilities Object Code: 700 - Transfers

Remaining Funds: \$11,713.86 Expenditure Amount: 71356 Fiscal Year Quarter for this Expenditure: Select a Fiscal Quarter

Document Upload
Browse

Comment Text

Create Cancel

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Indirect Cost

- Each year, the indirect cost (IDC) rates in the ESSA grants are updated.
- The new rate will be reflected in GEMS.
- LEAs must adjust their IDC budget in GAPS by creating a budget amendment *unless*:
 - the LEA has expensed the entirety of your IDC budget in year 1
 - the IDC rate is higher than the prior year



Questions and Answers



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