



Creating a GEER or ESSER Budget in SERVS

August, 2020

Coronavirus Aid, Relief, and Economic Security (CARES) Act

Elementary & Secondary School Emergency Relief Fund (ESSER)

- **Finance Code 151** – 90% Formula to districts based on their Title I, Part A allocation
- **Finance Code 152** – 9.5% State-directed grants to districts

Governor's Emergency Education Relief Fund (GEER)

- **Finance Code 153** – Priorities set by the Office of the Governor

Special Notes Regarding ESSER & GEER Budgets

- Regardless whether your school had SFY2020 COVID-related expenses or not, **you must have an approved SFY2020 grant application.**
- A SFY2021 application is required **unless you spent your entire award during SFY2020.**
- **If your school had SFY2020 COVID-related expenses less than your award amount,** you will need to create both a SFY2020 and SFY2021 budget; SFY2020 for your past expenditures and SFY2021 for the balance of your award.
- **If your school did not have any SFY 2020 COVID-related expenses you do not need to create a SFY2020 budget.** You will carry forward your entire award and create the budget SFY2021.

Manage Applications & Budgets



Following acceptance of the awarded funds, the detailed budget needs to be created in SERVS

District Login Role =
ApplicationAndBudget

User selects **Manage Allocations & Budgets** from the left vertical menu to begin creating the detailed budget for the award.

Selecting the Grant

The screenshot shows the SERVS web application interface. At the top left is the logo for the Minnesota Department of Education (mde). Below the logo is a navigation bar with "SERVS: Home". The main content area is divided into two columns. The left column contains a sidebar with sections: "Manage Finances" (with links for Manage Allocations / Competitive Awards, Manage Applications & Budgets, and Edit Organization Information), "Grant Management" (with a link for Grant Management), "Reports" (with a link for SERVS Financial Public Reports), and "About SERVS Financial" (with a Contact link and email address mde.servsfinancial@state.mn.us). The right column is titled "Budget Summary" and shows the organization "0283-01-000 ST. LOUIS PARK PUBLIC SCHOOL DIST.". Below this is a "Filter Criteria" section with two dropdown menus: "State Fiscal Year" (set to 2020) and "UFARS Finance Code" (set to Search All). A "Search" button is located below these dropdowns. Two red arrows point to the "State Fiscal Year" dropdown and the "Search" button. At the bottom of the filter section, there is a text instruction: "Please select the State Fiscal Year and UFARS Finance Code. Then click the Search button."

Select the State Fiscal Year of the grant that needs the budget created.

Locating and Selecting the Award

Budget Summary
0283-01-000 ST. LOUIS PARK PUBLIC SCHOOL DIST. Today's Date:

Filter Criteria

Organization

State Fiscal Year
 2020

UFARS Finance Code
 Search All

Please select the State Fiscal Year and UFARS Finance Code. Then click the Search button.

Grant Application Status

- Approved
- Denied
- Rejected
- Resubmit
- Signature Pending
- Under Consideration
- Under Process
- Under Review

Budget Status

- Funded and Active
- Grant Application In Progress
- Submitted for Review
- Signature Pending
- Funded, Active and Revision Unsubmitted
- Funded, Active and Revision Submitted
- Funded, Active and Revision Signature Pending

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Amount Expended	Application Status	Budget Status	Actions
2020	151	Formula - 151 - SFY 2020, 90% to LEAs, Elementary and Secondary School Emergency Relief Fund, CFDA 84.425D, S425D200045, Application for Federal Funding	\$456,839.02	\$0.00	\$0.00	⚠ Not Submitted	[UnBudgeted]	<input type="button" value="Create Budget"/> 

Locate and select the award where the Budget Status is “Unbudgeted”. Click Create Budget to begin the process of preparing the proposed budget.

If a budget was previously started and line items only need to be edited, the Action button will be Edit. 6

Adding Program Category (Existing Budgets)

Budget Detail					
Workflow State	Budget Submission or Revision				
Unsubmitted	<input type="button" value="Submit Proposed Budget For Approval"/> <input type="button" value="Create Line Item"/>				
Program Category	Organization Level	Object Code	Justification	Proposed Budget	Action
		895	Indirect cost chargeback to cover a portion of administrative costs associated with implementation o ...	\$12,998.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
			Total Budgeted	\$12,998.00	
			Remaining Unbudgeted	\$380,893.48	

Please review UFARS Chapter 10 to ensure the expenditures are properly coded.

For budgets created prior to the addition of the Program Category and Organization Level designations, the school must edit each line item to set the values for each budget line item.

Then submit/resubmit the budget for approval by MDE.

Creating a New Budget

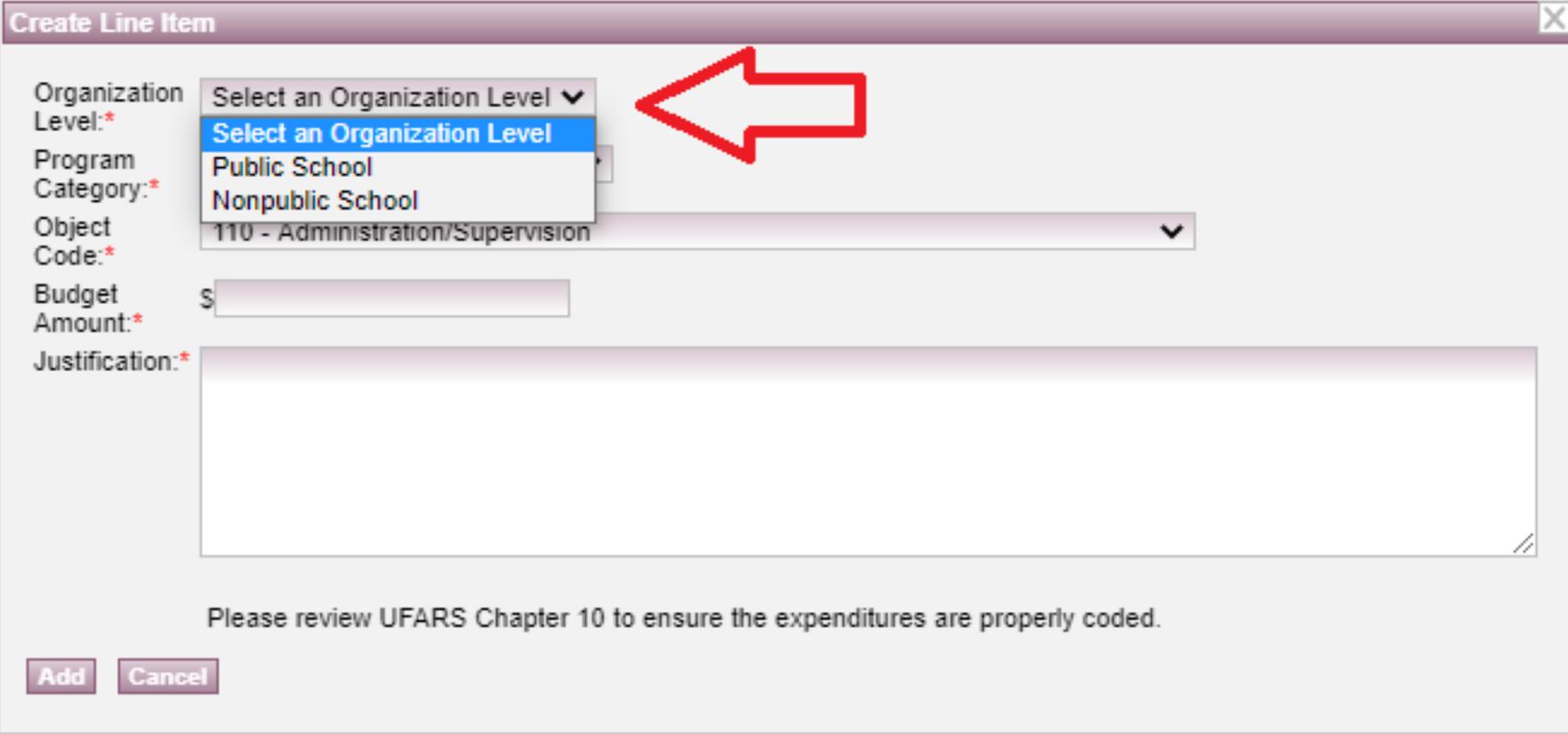
Funds Available And Budget Summary					
UFARS Course Code	Carry Forward %	Federal Obligate By	Federal Expend By	Funds Allocation	Unexpended Funds
000 - 151 2020 Award	100.0%	09/30/2021	11/14/2021	\$99,637.33	\$99,637.33
				Total:\$99,637.33	Total:\$99,637.33
UFARS Report Period	Budget Obligation Period	Budget Draw Period		Approved Total Budgeted	Unexpended Budget
07/01/2019 - 06/30/2020	07/01/2019 - 06/30/2020	07/01/2019 - 11/14/2020		\$0.00	\$0.00

Budget Detail					
Workflow State	Budget Submission or Revision				
Unsubmitted	 <input type="button" value="Create Line Item"/>				
Program Category	Organization Level	Object Code	Justification	Proposed Budget	Action
			Total Budgeted	\$0.00	
			Remaining Unbudgeted	\$99,637.33	

Please review UFARS Chapter 10 to ensure the expenditures are properly coded.

For creating a new detailed budget for an ESSER or GEER grant, click on Create Line Item to begin establishing the proposed budget for the award.

Selecting Organization Level



The screenshot shows a 'Create Line Item' dialog box with the following fields:

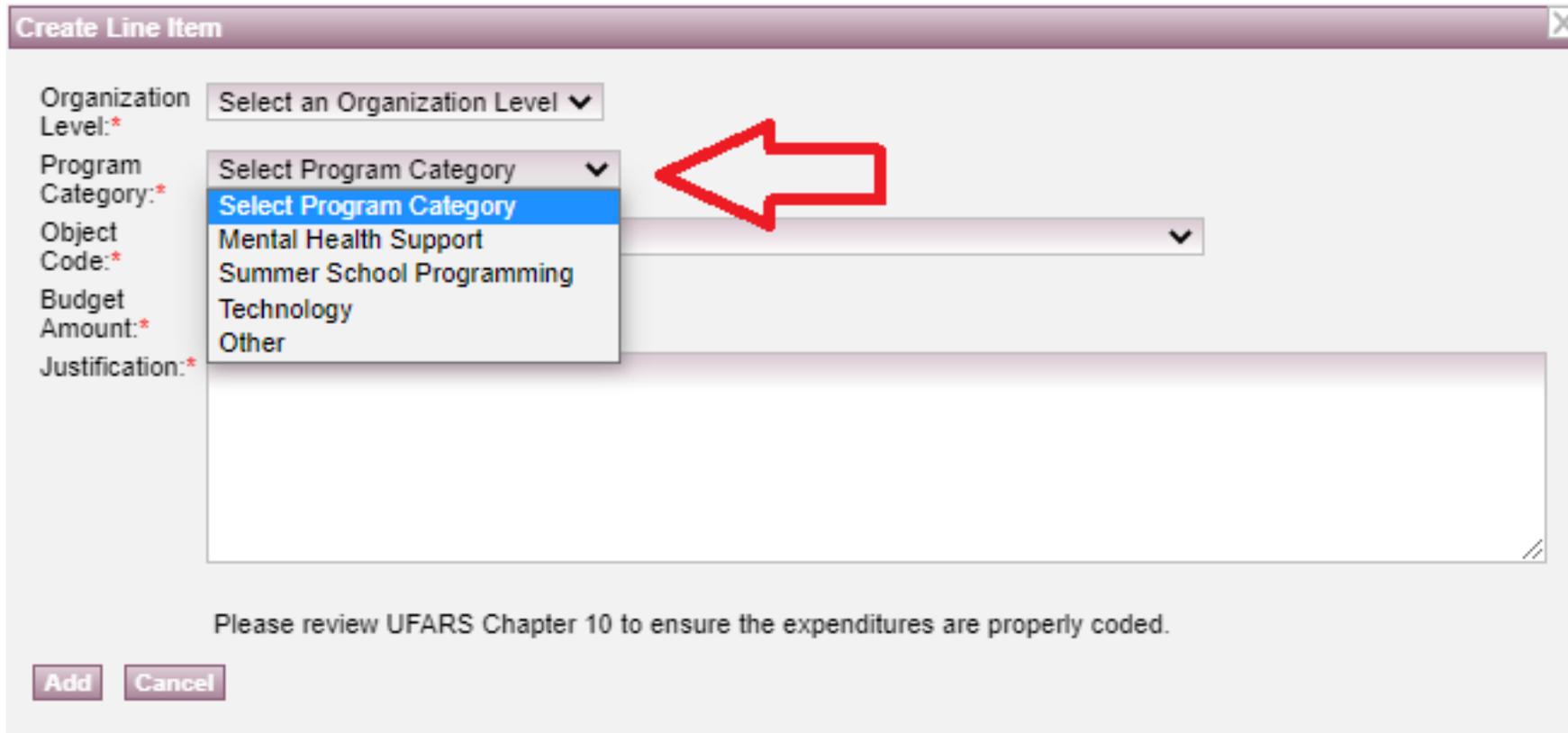
- Organization Level: * (Dropdown menu open, showing 'Select an Organization Level', 'Public School', and 'Nonpublic School'). A red arrow points to this dropdown.
- Program Category: * (Dropdown menu showing '110 - Administration/Supervision').
- Object Code: * (Text field).
- Budget Amount: * (Text field with a dollar sign).
- Justification: * (Text area).

At the bottom, there are 'Add' and 'Cancel' buttons, and a note: 'Please review UFARS Chapter 10 to ensure the expenditures are properly coded.'

Select the Organization Level for the budget line item that is being created.

This is a required field and the options are Public School or Nonpublic School

Selecting Program Category



The screenshot shows a 'Create Line Item' dialog box with the following fields:

- Organization Level: Select an Organization Level
- Program Category: Select Program Category (dropdown menu open with options: Select Program Category, Mental Health Support, Summer School Programming, Technology, Other)
- Object Code: *
- Budget Amount: *
- Justification: *

At the bottom, there are 'Add' and 'Cancel' buttons, and a note: 'Please review UFARS Chapter 10 to ensure the expenditures are properly coded.'

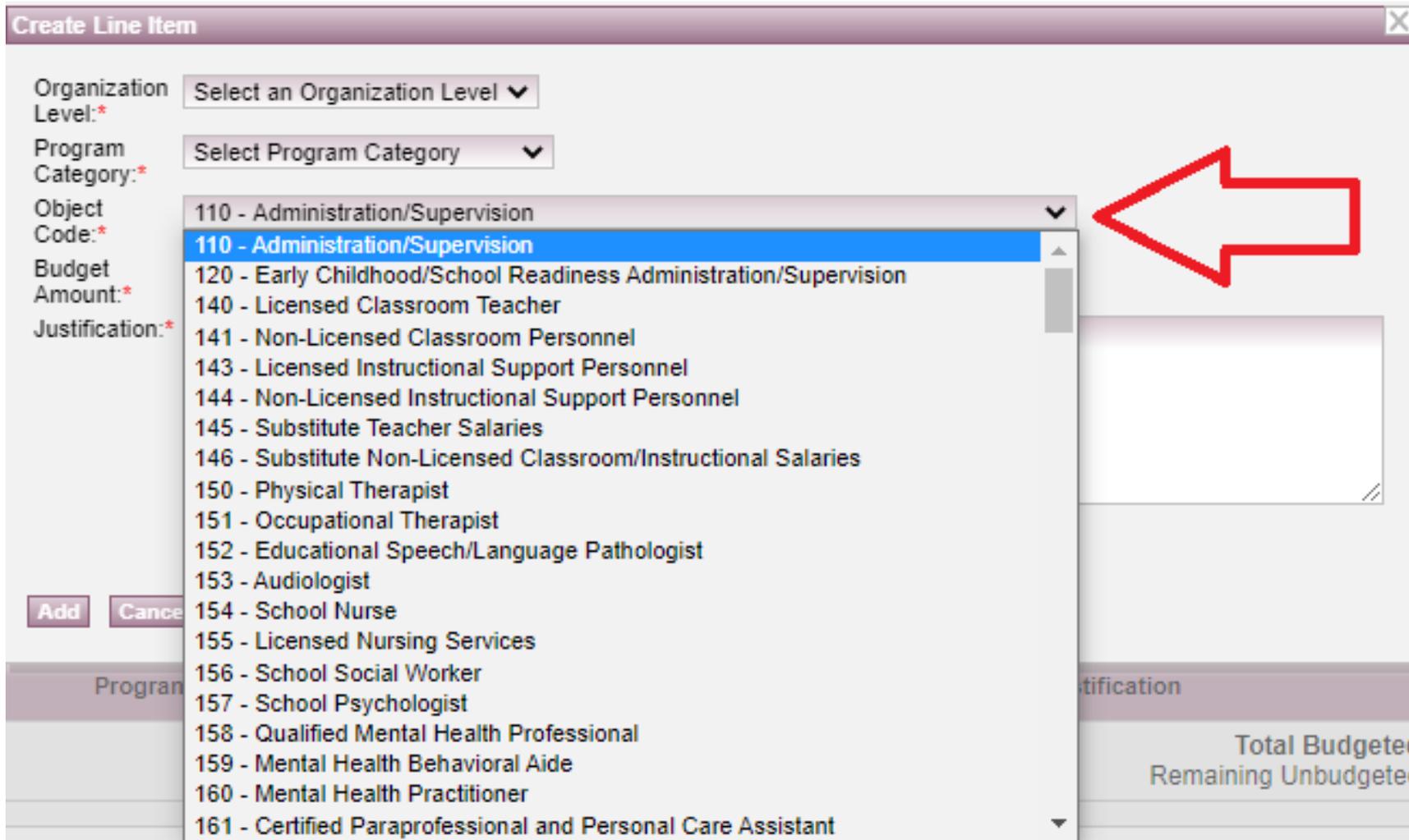
Select the Program Category for the budget line item that is being created.

This is a required field and the options are:

- Mental Health Support
- Summer School Participation
- Technology
- Other

Summer School Participation and Technology are the only two Program Categories that can be used for the GEER award (Fin Code 153).

Selecting Object Code



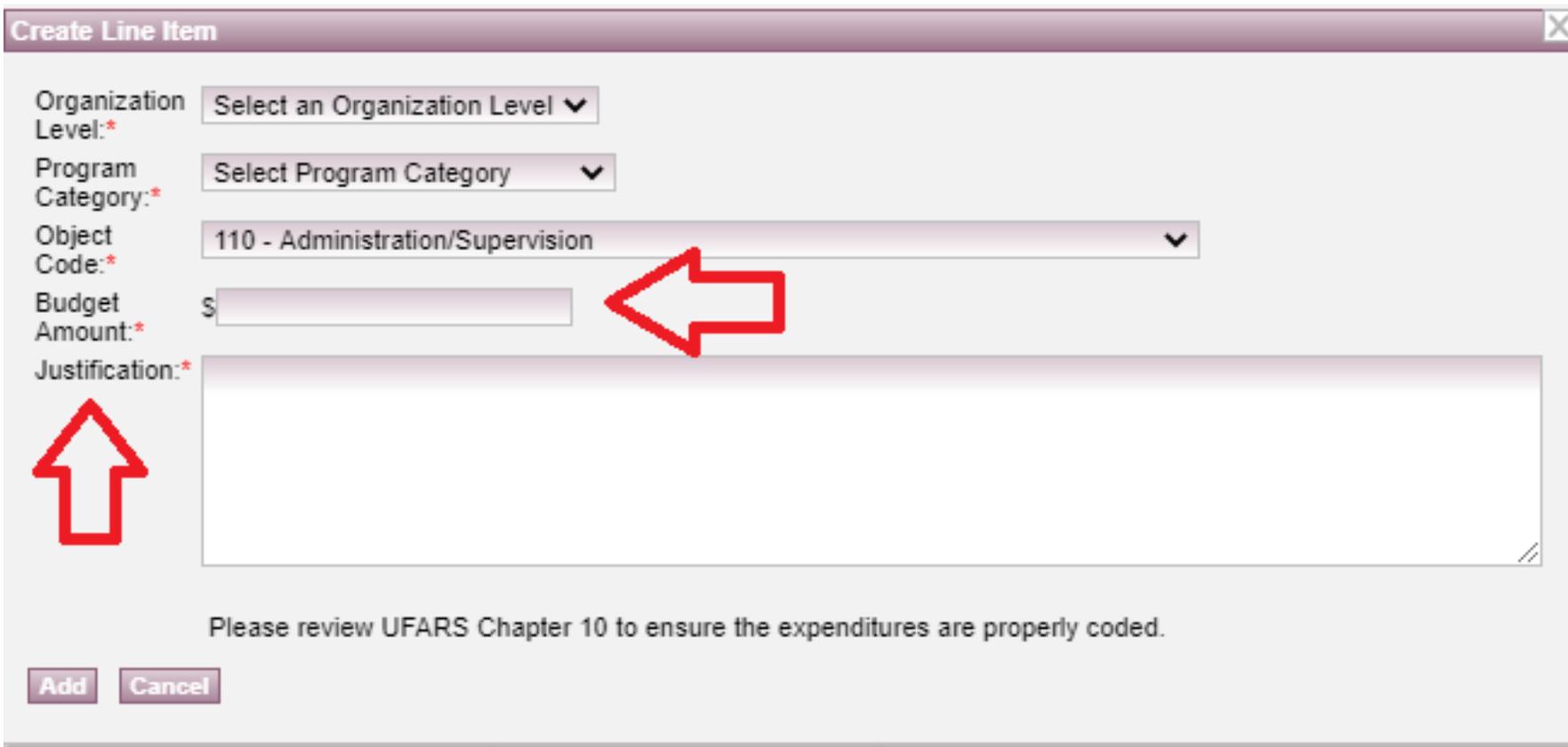
The screenshot shows a 'Create Line Item' window with several fields. The 'Object Code' field is open, displaying a list of codes. The code '110 - Administration/Supervision' is highlighted in blue. A red arrow points to this highlighted item. Other codes in the list include 120 - Early Childhood/School Readiness Administration/Supervision, 140 - Licensed Classroom Teacher, 141 - Non-Licensed Classroom Personnel, 143 - Licensed Instructional Support Personnel, 144 - Non-Licensed Instructional Support Personnel, 145 - Substitute Teacher Salaries, 146 - Substitute Non-Licensed Classroom/Instructional Salaries, 150 - Physical Therapist, 151 - Occupational Therapist, 152 - Educational Speech/Language Pathologist, 153 - Audiologist, 154 - School Nurse, 155 - Licensed Nursing Services, 156 - School Social Worker, 157 - School Psychologist, 158 - Qualified Mental Health Professional, 159 - Mental Health Behavioral Aide, 160 - Mental Health Practitioner, and 161 - Certified Paraprofessional and Personal Care Assistant. The 'Organization Level' and 'Program Category' fields are also visible, both with dropdown menus. There are 'Add' and 'Cancel' buttons at the bottom left of the form.

Select the Object Code for the budget line item that is being created.

This is a required field.

Review UFARS Chapter 10 to ensure the expenditures are properly coded.

Entering Budget Amount



The screenshot shows a web form titled "Create Line Item" with the following fields:

- Organization Level: Select an Organization Level (dropdown)
- Program Category: Select Program Category (dropdown)
- Object Code: 110 - Administration/Supervision (dropdown)
- Budget Amount: \$ (text input)
- Justification: (text area)

Red arrows point to the Justification and Budget Amount fields. At the bottom, there are "Add" and "Cancel" buttons and a note: "Please review UFARS Chapter 10 to ensure the expenditures are properly coded."

Enter the Budget Amount and Justification associated with the selected Object Code.

The Object Code and the Justification are required fields and must be unique.

Click Add to save the line item.

Unique Justifications

If an identical budget line item is created for both a Public and Nonpublic school, the system will return an error.

In this example, entering “Laptops for Students – Nonpublic School” will allow the budget line item to be created.

Create Line Item

Organization Level:*

Program Category:*

Object Code:*

Budget Amount:*

Justification:*

Please review UFARS Chapter 10 to ensure the expenditures are properly coded.

 **Combination of Object Code and Justification already exists. Please make sure the combination of Object Code and Justification is unique for each budget line item in the budget.**

Repeat steps in slides 8-13
until all budget line items in
the detailed budget have been
created.

Completing the Budget

Program Category	Organization Level	Object Code	Justification	Proposed Budget
Technology	Public School	110	Modem Rentals	\$2,693.06
Other	Public School	143	salary for distance learning support	\$2,916.92
Other	Public School	210	benefits for distance learning support	\$426.49
Other	Public School	303	services from YMCA for child care	\$14,982.00
Other	Public School	358	to translate plan and procedures to staff	\$919.77
Other	Public School	366	travel cost for distance learning support	\$3,131.43
Other	Public School	401	cleaning supplies tape signs plexiglass	\$19,256.66
Other	Public School	401	masks shields thermometers other COVID needed supplies	\$23,305.31
Other	Public School	430	supplies for distance learning paper envelopes pencils	\$3,987.91
Other	Public School	490	food for staff meetings after hours	\$5,362.90
			Total Budgeted	\$76,982.45
			Remaining Unbudgeted	\$1,048,990.77

Complete the detailed budget for all planned expenditures during the award year.

Funds not expended in SFY2020 can be carried over to SFY2021.

Submitting the Budget

Budget Detail					
Workflow State	Budget Submission or Revision				
Unsubmitted	 <input type="button" value="Submit Proposed Budget For Approval"/> <input type="button" value="Create Line Item"/>				
Program Category	Organization Level	Object Code	Justification	Proposed Budget	Action
Technology	Public School	110	Modem Rentals	\$2,693.06	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Other	Public School	143	salary for distance learning support	\$2,916.92	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Other	Public School	210	benefits for distance learning support	\$426.49	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Other	Public School	303	services from YMCA for child care	\$14,982.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

When the detailed budget is created and ready for submission to MDE for approval, click on the Submit Proposed Budget for Approval button.

Confirming Submission and Revisions

Funds Available And Budget Summary					
UFARS Course Code	Carry Forward %	Federal Obligate By	Federal Expend By	Funds Allocation	Unexpended Funds
000 - 152 2020 Award	100.0%	09/30/2021	11/14/2021	\$4,134.20	\$4,134.20
				Total:\$4,134.20	Total:\$4,134.20
UFARS Report Period	Budget Obligation Period	Budget Draw Period	Approved Total Budgeted	Unexpended Budget	
07/01/2019 - 06/30/2020	07/01/2019 - 06/30/2020	07/01/2019 - 11/14/2020	\$0.00	\$0.00	

Budget Detail	
Workflow State	Budget Submission or Revision
Submitted	Revise Budget

Program Category	Object Code	Justification	Proposed Budget
Summer School Programming	140	In-Person Summer School Instruction	\$2,000.00
Mental Health Support	160	Mental Health Counseling	\$500.00
Other	401	Office Supplies	\$384.20
Technology	466	Laptops for Students - Public Schools	\$750.00
Technology	466	Laptops for Students - Nonpublic Schools	\$500.00
Total Budgeted			\$4,134.20
Remaining Unbudgeted			\$0.00

The Workflow State will show that the detailed budget has been submitted.

Click on Revise Budget to make any further edits to the budget.

The approval of a submitted budget is dependent upon having an approved application for the same grant opportunity.

Schools cannot submit draws for expenditures until after the detailed budget is approved by MDE.

Thank you!

Please send questions or issues to:

MDE.ESEA@state.mn.us