CARES Act GEER
Application Instructions

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QUESTIONS?

New Mexico Public Education Department

Student, School and Family Support Bureau

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Room 201

Santa Fe, NM 87501

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Visit our web site for more information and staff directory.

https://webnew.ped.state.nm.us/bureaus/title-i/staff/
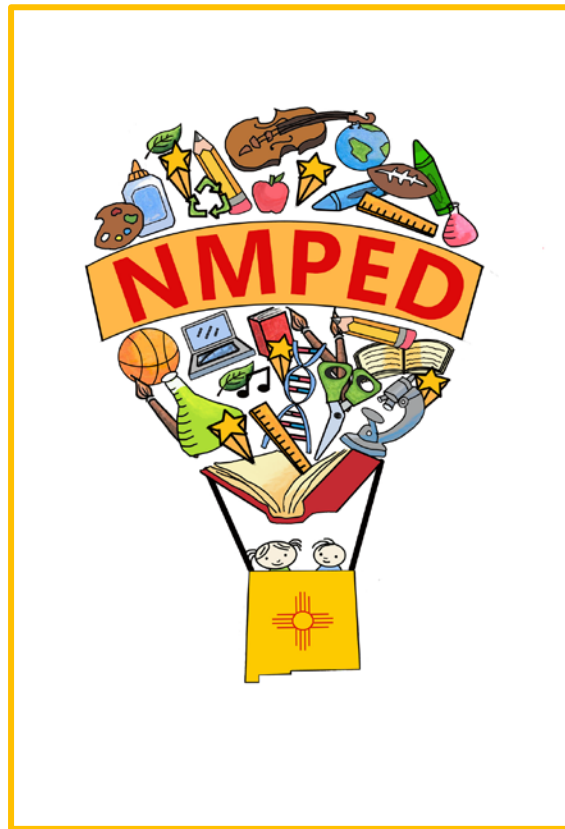
Introduction to the GEER Application System

Before you start:

Tips for using the GEER Application System

1. **Internet Explorer**

   The GEER application is built on a Microsoft platform. The application operates optimally in Internet Explorer.

2. **Save and refresh**

   Use the SAVE button frequently. After each module entry, click the SAVE button. Modules build upon each other, so information from one must be saved in order for the next module to be fully functional. After saving, use your browser's refresh button so that you can ensure you are seeing your most current changes and additions to the application. You can also use the "update" button in the application's budget table.
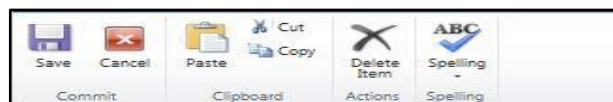
3. **Complete each module in order**

   The modules build upon each other. Completing the non-public modules in order will prevent errors within the process.

4. **Editing modules**

   Modules are edited by clicking on the _____ icon.

5. **Tool bar**

   This tool bar is located at the top of each module. It can be used in addition to, or in place of, the **Save** and **Cancel** buttons in the modules.

6. **User Name and Password**

   Each district will have one user name and one password. It is best if only one authorized user is accessing the application at a time. The system will save only one user's work at a time, and having multiple people in at the same time will cause system errors. If you have questions about usernames or passwords for the application, please contact your LEA's SSFS Bureau representative (see Appendix 1).

GEER Application: Step 1

Entry into the Application

Click here to access the GEER Application:
http://webed.ped.state.nm.us/sites/NCSS/SCAwards/SitePages/Home.aspx

If you see the window shown below, select the second item on the drop-down menu, "Windows authentication." It will then prompt you for your username and password.

Sign In

Select the credentials you want to use to logon to this SharePoint site:

When prompted, log in to the application:

1. Enter your username
2. Enter your password
3. Click the "OK" button

Note: If you have problems logging in or questions about usernames or passwords for the application, please contact your LEA's SSFS Bureau representative (see Appendix 1).

After logging in, enter district information:

1. Click on Edit icon 📝 next to the district name.
2. Fill out the contact information for your district's representative.
3. Then click **Save**.

Current District	
District	ALAMOGORDO
DistrictCode	046
DistrictType	State District
Email Address	
Phone Contact	
Application Status	In Process
Recommendations	

Created at 4/24/2020 1:57 PM by ☐ Mahesh Reddy
Last modified at 5/6/2020 2:38 PM by ☐ Mahesh Reddy

Save   Cancel

Budget Table

This table gives a running balance of funds available as the application is completed. When a module is completed for which funds have been allocated, the total of that module will be added to the debit line which is then subtracted from the balance.

Budget Table		
GEER Allocation	0.00	← Total award to LEA
GEER Debit	0.00	← Accumulated allocations
GEER Balance	0.00	← Remaining balance
Update		

The update link functions as a refresh button. Each time there is a new entry you can click the update link to see the current status. You can also use the browser refresh button to accomplish the same result.

GEER Application: Step 3

Required Information

1. Click on the edit icon to access questions. The six questions are identical to those in the Required Information portion of the CARES application.
2. Check the box below the questions to indicate that the responses to the questions can be found in the LEA's previously submitted CARES application.

   The responses to required responses are located in previously submitted CARES/ESSER Application ☑ ←

3. Click the "Save" icon at the top of the required information page.
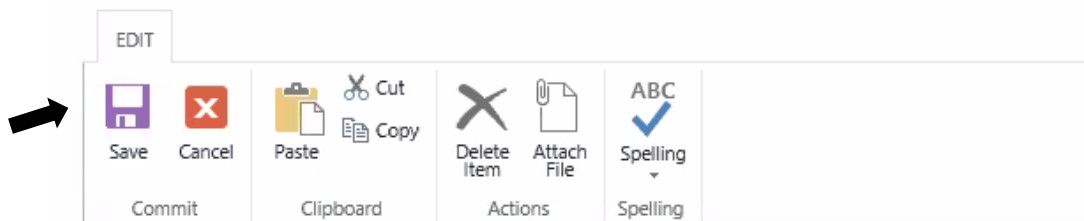
The six items for required information are:

1. A description of the steps the LEA will take to ensure compliance with Section 427 of the General Education Provision Act (GEPA), 20 U.S.C. 1228a.
2. How the LEA will determine its most important educational needs as a result of COVID 19.
3. The LEA's proposed timeline for providing services and assistance to students and staff in both public and non-public schools.
4. Explain how the LEA intends to use GEER funds to promote remote learning.
5. How the LEA intends to assess and address student learning gaps resulting from the disruption in educational services.
6. How the LEA will utilize CARES Act funding to target additional supports and services for at-risk student populations.

💡 Refer to the guidance memo and rubric to support the thought process and the responses that are provided in the required information module. These responses are critical to fully appreciate the methods and rationale that were used in determining the use of these funds.
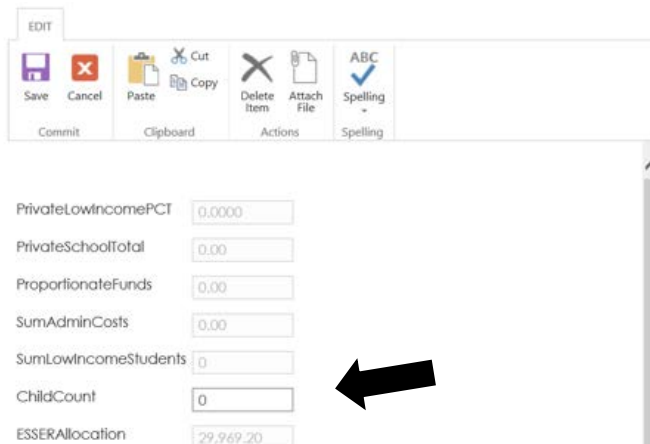
GEER Application: Step 4

Non-Public School Equitable Services

💡 *If there are no participating non-public schools, do not complete this module.*

Please note: As with Title I funding, GEER funding will require contacting and consulting with non-public schools. This must include non-public schools that may have previously declined Title I funding.

1. To access Non-Public School Equitable Services, click on the edit icon. 📝

2. **This module must be completed before the non-public school criteria module. *Amounts in this module will not calculate until information is also entered into the non-public school criteria module.***

3. In the "ChildCount" field, enter the total number of students from low-income families residing in participating Title I school attendance areas and attending either a participating Title I public school or a participating non-public school.

💡 **NOTE:** *Please contact Carol Culver at (505) 490-5918 or carol.culver@state.nm.us for more information.*

Non-Public School Criteria

If there are no participating non-public schools, do not complete this module.

1. Click on "Add Private School Criteria." In the drop-down menu select the appropriate participating non-public school. If a school is not listed, please select MISC PRIVATE. **Create a new entry for each participating non-public school. The LEA is responsible for identifying and contacting all non-public schools in the district boundaries whether or not they are on the drop-down list.**

PrivateSchool	(None) ▾
LowIncomeStudents	0
	Enter total number of eligible private school students from low-income families in attendance at this private school.
AdministrativeCosts	0.00

2. In the "LowIncomeStudents" field, enter the number of low-income students who attend the non-public school and who live in the attendance area of a participating district Title I public school. Students who live in the attendance area of non-Title I schools, or who live outside the district, should not be counted.

3. The district is allowed to set aside a reasonable amount to administer the non-public program.

4. In the "use of funds" field, describe the services that will be provided in the participating non-public school. Note: GEER funds may be used only to provide Internet access for students without access at home.

5. Click "Save."

6. Add a new Non-Public School Criteria item for each non-public school in the drop-down menu.

7. Be sure to upload equitable service consultation forms to the "Documents Upload" section of the application.

NOTE: *Use comparable poverty thresholds to determine low income for non-public schools.*

GEER Application: Step 5

Indirect Cost Rate

If your LEA will claim indirect costs for the administration of GEER:

1. If your LEA <u>will</u> claim indirect costs for the administration of GEER, select "Yes."
2. Enter your fixed asset amount (equipment > $5,000), if applicable. The amount must be either 0 or greater than $5,000.
3. Click "Save."

IndirectYN   ⦿ Yes
             ○ No
             Will the District claim Indirect Costs for GEER Allocation Grant?

IndirectBaseAmount   0.00

FixedAssets   0.00

IndirectCostD

BudgetBalance   0.00

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Save   Cancel

GEER Application: **Step 6**

Allocate Grant

1. Click the checkbox to indicate that GEER funds will be used for purchasing and providing Internet access for online learning access to students.
2. Enter the number of students that the LEA anticipates serving with GEER funds.
3. Note that the two additional boxes are disabled, to be completed in July 2021.
4. Click the "save" button.

The two questions disabled below will be enabled July 1, 2021, and you are not required to answer them until that time.

Grant Type	GEER Grant
Purchasing and providing equipment and services to provide internet access for online learning access to students	☐ ⬅
How many students do you anticipate serving with this GEER funding? *	0 ⬅
How many students did you actually serve with this GEER funding?	
How many students remain without service?	

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Mahesh Reddy
Last modified at 10/23/2020 3:12 PM by
☐ Mahesh Reddy

⬅ Save   Cancel

💡 *Keep in mind the award priority, which is:*
The LEA will only spend these funds for Internet access for students without access at home. This can include fiber, DSL, cable, fixed wireless, wireless hotspots, and satellite, depending on service available at an individual address. This includes installation costs and monthly recurring costs.

GEER Application: Step 7
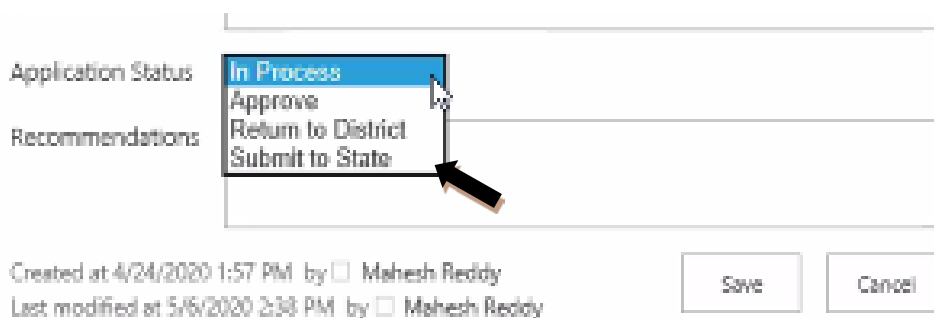
Associated Documents

Please ensure that you have uploaded all required associated documents before submitting your application.

Document Names	Descriptions
PED Federal Grant Equipment Approval	Required if requesting the acquisition of equipment over $5,000 per unit.
GEER Application Assurances	***Required for all LEAs.*** Document is available in the application under Resources.
Equitable Services Consultation	Required if there are non-public schools within district boundaries. Blank form is available in the application under Resources.

Submitting the Application

After all modules have been completed, the application is ready to submit.

- Click on the drop-down arrow for application status.
- Choose the Submit to State status.
- Click the save button.
- The application has now been submitted.

Review Process:

SSFS staff will review the application and communicate the need for any necessary changes.

Appendix 1: Student, School & Family Support Bureau Staff Assignments

Carol Culver (505) 490-5918
Carol.Culver@state.nm.us

Clarice Cata (505) 412-8889
Clarice.Cata@state.nm.us

Meghan Southworth (505) 490-5381
Margaret.Southworth@state.nm.us

Albuquerque Institute of Math & Science	ABQ Collegiate Charter School	Alamogordo Public Schools
Albuquerque School of Excellence	Aldo Leopold Charter High School	Amy Biehl Charter High School
Belen Consolidated Schools	Alma d'arte Charter HS	Animas Public Schools
Capitan Municipal Schools	Altura Preparatory School	Artesia Public Schools
Carlsbad Municipal Schools	Des Moines Municipal Schools	Aztec Municipal Schools
Carrizozo Municipal Schools	Dexter Consolidated Schools	Bloomfield Public Schools
Cesar Chavez Community School	Dora Municipal Schools	Cimarron Municipal Schools
Cobre Consolidated Schools	Estancia Municipal Schools	Dzil Dit Looi School of Empowerment
Española Public Schools	Explore Academy	Elida Municipal Schools
Grants-Cibola County Schools	Floyd Municipal Schools	Estancia Valley Classical Academy
Hatch Valley Public Schools	Fort Sumner Municipal Schools	Eunice Municipal Schools
Hózhó Academy	Gadsden Independent Schools	Jemez Valley Public Schools
Jal Public Schools	Grady Municipal Schools	Lake Arthur Municipal Schools
Jemez Mountain Public Schools	Horizon Academy West	Las Vegas City Public Schools
Los Lunas Public Schools	J Paul Taylor Academy	Los Alamos Public Schools
Loving Municipal Schools	Las Montañas	Magdalena Municipal Schools
Monte Del Sol	Lordsburg Municipal Schools	Maxwell Municipal Schools
New Mexico Connections Academy	Media Arts Collaborative Charter	Melrose Public Schools
New Mexico School for the Arts	Mora Independent Schools	Mesa Vista Consolidated School
Rio Rancho Public Schools	North Valley Academy	Mission Achievement and Success
Roswell Independent Schools	Pecos Independent Schools	Moriarty Municipal Schools
Ruidoso Municipal Schools	Peñasco Independent Schools	Mountainair Public Schools
Sandoval Academy of BE	Red River Valley Charter School	Pojoaque Valley Public Schools
Santa Fe Public Schools	Roots and Wings	Quemado Independent Schools
South Valley Preparatory School	Roy Municipal Schools	Raton Public Schools
Southwest Aeronautics Mathematics & Science	San Jon Municipal Schools	Socorro Consolidated Schools
Southwest Primary Learning Center	Santa Rosa Consolidated Schools	Springer Municipal Schools
Southwest Secondary Learning Center	Six Directions Indigenous	Taos Municipal Schools
Texico Municipal Schools	Tatum Municipal Schools	Taos Academy
Turquoise Trail	Tierra Adentro	Taos Integrated School for the Arts

Carol Culver (cont'd.)

Truth or Consequences Municipal Schools

Wagon Mound Public Schools

Walatowa High Charter School

Zuni Public Schools

Clarice Cata (cont'd.)

The New America School - Las Cruces

The ABQ Sign Language Academy

Tucumcari Public Schools

Tularosa Municipal Schools

Meghan Southworth (cont'd.)

Taos International School

The ASK Academy (Rio Rancho)

The GREAT Academy

The Montessori Elementary

Vaughn Municipal Schools

Kenneth Stowe (505) 412-9979

Kenneth.Stowe@state.nm.us

Central Consolidated Schools

Chama Valley Indep. Schools

Clayton Public Schools

Cloudcroft Municipal Schools

Clovis Municipal Schools

Corona Municipal Schools

Cuba Independent Schools

Farmington Municipal Schools

Hagerman Municipal Schools

Hobbs Municipal Schools

Hondo Valley Public Schools

La Academia Dolores Huerta

Las Cruces Public Schools

Logan Municipal Schools

Lovington Municipal Schools

McCurdy Charter School

Portales Municipal Schools

School of Dreams Academy

West Las Vegas Public Schools

Louie Torrez (505) 699-2054

Louie.Torrez@state.nm.us

21st Century Public Academy

ACES Technical High School

Albuquerque Public Schools

Bernalillo Public Schools

Deming Public Schools

Dulce Independent Schools

House Municipal Schools

Middle College High School

Mosquero Municipal Schools

Questa Independent Schools

Raices del Saber Xinachtli Community School

Solare Collegiate Charter School

The MASTERS Program

Gabe Baca (505) 670-8402

Gabriel.Baca2@state.nm.us

ABQ Bilingual Academy

Gallup-McKinley County Schools

La Tierra Montessori School

Reserve Public Schools

Silver Consolidated Schools

Tierra Encantada

Estevan Vazquez (505) 470-1758

Estevan.Vazquez2@state.nm.us

Bureau general information