

INSTRUCTIONS FOR COMPLETING THE 2024 SECTION 107a APPLICATION IN NEXSYS

INITIATING THE APPLICATION







- The **regional fiscal agent's Level 5** initiates the application in NexSys
- The application will be located within the **My Opportunities** panel
- Locate the appropriate application and click on the link

My Opportunities

Adult Education: Section 107	Workforce Development-SOM	2/22/2024 12:00:00 AM - 2/23/2025 12:00:00 AM
Adult Education: Section 107a	Workforce Development-SOM	4/1/2024 12:00:00 AM - 4/30/2024 12:00:00 AM

NAVIGATION MENU – ACTION REQUIRED FOR EACH PAGE OF THE APPLICATION

Cover Page	<input type="checkbox"/>	Fiscal Agent: Enter primary and secondary contacts
Assurances and Certifications	<input type="checkbox"/>	View and Save
Important Information	<input type="checkbox"/>	View and Save
Management Activities		
Review Grant Selections	<input type="checkbox"/>	Complete and Save
Additional Fiscal Agent Information	<input type="checkbox"/>	Enter contact information and estimated number to be served
Add/Edit Grant Members - Regional Providers		If applicable: Invite/add a regional provider
Regional Provider Acceptance Information		
Regional Partnership	<input type="checkbox"/>	Enter all partnerships, as applicable
Fiscal Agent - Adult Education Program Offerings	<input type="checkbox"/>	Enter all program offerings information, as applicable
Memorandum of Understanding	<input type="checkbox"/>	Upload MOU(s), as applicable
Contractual Agreement	<input type="checkbox"/>	Upload contractual agreement(s), as applicable

Section 107a Budget	
Section 107a Budget Summary	
Budget Detail	
Budget Items	 Add budget items, as applicable
Capital Outlay	
Flagged Budget Items	
Program Information	
Regional Project Narrative Uploads	 Upload regional project narrative, per required template
Attachments	
General Uploads	 Upload documents, as applicable
Tools	
Landing Page	
Add/Edit People	Invite/add individuals that need access to the application (see instructions below)
Status History	
Attachment Repository	
Modification Summary	
Document Validation	Check for errors/issues prior to submission
Notes	During a modification, address any general application review comments
Print Document	
Document Messages	
Status Options	
Submit Application	Fiscal Agent-Level 5: Change status to submit the application
Cancel Application	

ADDING BUDGET ITEMS:

Section 107a Budget Item

Funding Source

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
					0

*Select the appropriate Function Code for this budget item:

*Use of Funds:

Program Cost
Program Cost
Fiscal Agent Responsibility
Required Grant Activity

Program Cost: Provider costs
Fiscal Agent Responsibility: Fiscal agent responsibility costs (5% max) - if a consortium application
Required Grant Activity: DISREGARD-DO NOT SELECT

*Description

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other 7000, 8000	Total
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0

FTE Hours

ADDING A NEW USER FROM ADD/EDIT PEOPLE SCREEN:



- Click on the add button on the Add/Edit People screen
- Select Invite User

AEI07-2023-35000-11
Landing Page
Add/Edit People
Status History
Attachment Repository
Modification Summary

11/22/2023 12:00:00 AM

Application In Progress Application Submitted Review In Progress Modifications Required Modifications In Progress Modifications Submitted Administrative Review Complete Program Office Review Complete State Funds Available Amendment In Progress Amendment Submitted

▼ People Assigned to this Document

Person	Organization	Role	Active Dates	Assigned By	Notes
Debra Whitney	Jaca BSA 35000	Application	09/14/23	Carol Sayers	

Add User From Organization
Invite User

- Enter email address of user **(MUST BE EXACT SAME ADDRESS AS IN THE USER'S PROFILE)**
- Click on SAVE
- The individual will receive an invitation email from NexSys

Invite User



Email Address

Assign Roles

Role

Active Date

Inactive Date




- Application Administrator (4)
- Consortium - Authorized Official (3)
- Consortium Member (3b)
- Grant Writer (2)
- Registration Pending
- View Only (1)

Save

Invitation Saved

If you entered a valid email address, your invitation has been sent. You will receive a confirmation email if your invitation is accepted.

OK

-  The individual would then log into Nexsys and click on the dropdown arrow beside their name and click on PROFILE
- Under Pending Invitations, locate the invitation and click on the edit tool
- Click on Accept and then Confirm
- The individual will automatically be added to the Add/Edit People screen.
- Once accepted, the system will send the fiscal agent a confirmation email to confirm acceptance.

ation and Cash Management System



Navigation bar with icons for home, search, refresh, print, and help. Includes "LOGGED IN AS:" followed by a user name and a dropdown arrow.

ard

Initiate Related Document

My Opportunities

- Profile
- Messages
- Edit Dashboard
- Log Out

Person Information

Save

• Edit person profile and organization role information.

Profile

Basic Information

First Name: [redacted] Middle Name: [redacted]

Last Name: [redacted] Prefix: [redacted] Suffix: [redacted]

Title: Regional Director of Adult Education

Pending Invitations

Type	Sender	Organization	Date Received	
Document	Test PSAO5	Iosco RESA - 35000	9/14/2022 10:35:17 AM	

Organizations

Role Name	Active Date	Inactive Date	Assigned By
[redacted]			

Invitation Details

Sender: Test PSAO5 Organization: Iosco RESA - 35000

Document: AE107-2023-35000-11 Type: Adult Education: Section 107 Status: Application In Progress

Role(s): Consortium Member (3b) Active Date: 9/14/2022 12:00:00 AM Inactive Date:

Decline

Accept

PROGRAM OFFICE CONTACTS

If you have any questions or need assistance, please contact:

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