



Part 1

DIRECTIONS FOR COMPLETING *e*-GAP

(<http://egrant.alsde.edu/AccleGrants/Default.aspx>)

Alabama State Department of Education

e-GAP DRAFT INDEX

| <u>Section</u> | <u>Page</u> |
|---|--------------------|
| INTRODUCTION | 2 |
| USING <i>e</i> -GAP | 3 |
| Obtaining Passwords | 3 |
| Before You Log On | 3 |
| Logging On | 3 |
| NAVIGATING THE SITE AND COMPLETING INFORMATION | 5 |
| BEGINNING THE APPLICATION | 7 |
| LOOKING AT THE FUNDING APPLICATION SECTION | 8 |
| SELECTING THE APPLICATION TO COMPLETE | 9 |
| COMPLETING THE CONSOLIDATED APPLICATION SECTION | 11 |
| COMPLETING IMPROVEMENT PLANNING | 16 |
| ADDING A GOAL | 20 |
| ADDING FISCAL RESOURCES | 22 |
| ADDING A STRATEGY | 24 |
| THE DOCUMENT LIBRARY | 26 |
| ADDING AN ACTION STEP | 26 |
| SYSTEM AND SCHOOL IMPROVEMENT PLANNING (Optional) | 28 |
| COMPLETING OPTIONAL SCHOOL PLANS | 32 |
| COMPLETING THE FUNDING APPLICATION | 33 |
| COMPLETING BUILDING ELIGIBILITY | 34 |
| COMPLETING SET-ASIDES | 35 |
| COMPLETING THE SET-ASIDES FOR THE CONSOLIDATED | 36 |

| | |
|--|----|
| LOOKING AT SCHOOLS ALLOCATIONS (PPA List) | 38 |
| ALLOCATION TRANSFERS | 40 |
| COMPLETING BUDGET DETAILS | 42 |
| COMPLETING IMPROVING TEACHER QUALITY (Title II-A) | 44 |
| COMPLETING THE TITLE II-A Budget | 48 |
| COMPLETING AN ALLOCATION TRANSFER FOR TITLE II | 49 |
| COMPLETING BUDGET DETAILS | 50 |
| COMPLETING TITLE III, V, and VI (Under Construction) | 51 |
| CONSORTIUM LEADS | 51 |
| SUPPLEMENTAL INFORMATION | 53 |
| FIXING ERRORS AND WARNINGS | 55 |
| SUBMITTING A COMPLETED APPLICATION | 56 |



Introduction

Welcome to *e-GAP*—Alabama State Department of Education’s new *E*lectronic *G*rant *A*pplication *P*rocess! As promised, this year the Federal Programs Consolidated Application, as well as the funding applications for Career Technical Education, Safe and Drug-Free Schools, Special Education, and Technology Initiatives will be converted to *e-GAP*. The *e-GAP* system allows LEAs to submit Applications, develop plans, request funding, and provide expenditure reports over the Internet. Additional capabilities include online application submission and approval, application status tracking, automatic e-mail notifications, and all necessary fiscal processing.

? **Note:** *e-GAP* does not replace the requirement for each LEA to have an LEA Title I Plan!

This manual is designed as a guide in working through *e-GAP*. It carries you through the application process with step-by-step instructions referencing actual screen shots from *e-GAP* to make it as user-friendly as possible. It should prove to be quite helpful to you as a desktop reference.

We are excited to roll out the new system at this time and believe that it will result in a much more efficient process. However, please understand that this is a transition year, and challenges are expected to arise. The success of *e-GAP* will require that we all meet these challenges together.

USING *e*-GAP

OBTAINING PASSWORDS:

Logging on to the *e*-GAP site **requires a password**. Initially, only the Superintendent and Chief Financial Officer will be given administrator rights to *e*-GAP. The Program Coordinators will be given **user rights**. The Superintendent will decide who will have additional access to the site and will assign “**roles**” for each user.

The Superintendent will be provided with separate directions about the process of logging on to the site for the first time, obtaining their own password and assigning roles for selected users.

BEFORE YOU LOG-ON:

There are **several ways to enter information** in the *e*-Gap Application:

1. In some areas it is possible to type in information in a text box .
2. Some information is entered by using a “check box.”
3. In some cases, it is possible to select information from pre-loaded choices in pull down menus.

LOGGING ON:

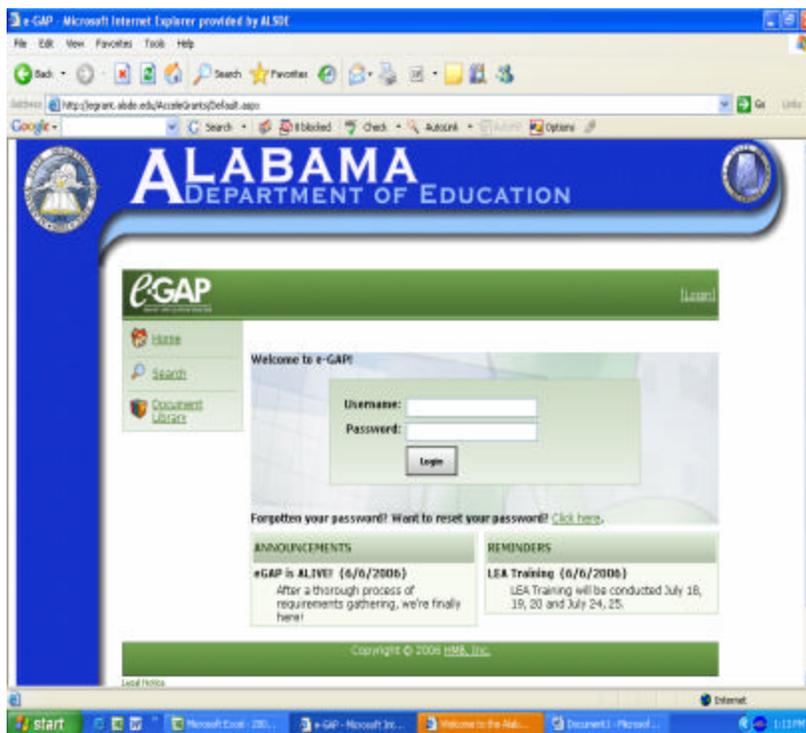
1. To log-on to the site, **open the internet browser** on your computer. The box at the top of the screen labeled “Address” will contain the address of your internet provider or browser’s homepage. Place the cursor over the address and single click. The single click highlights the address making it possible to **enter a new address**. Type in:

? <http://egrant.alsde.edu/AccelerGrants/Default.aspx>

2. **You may find it helpful to “Bookmark” this address or add it to your favorites. It is not useful to “bookmark” pages of the electronic application because it is not possible to by-pass the password log-in process.**

3. Press the “**enter**” key to arrive at the *e*-GAP Welcome page shown below:
4. **On the Welcome Page** you will notice a **menu** on the left side of the page. This menu will change and include additional items as you move through the application process. It is important to establish the habit of using the menu or other “buttons” within the page to navigate between pages.

? **Note:** The “Back” arrow at the top of the page may **not** take you where you want to go because of security features within the program. So the best practice is **DO NOT USE THE BACK ARROW**. Some pages will ask you to **SAVE** or **CREATE**. This function saves your work and resets the timer.



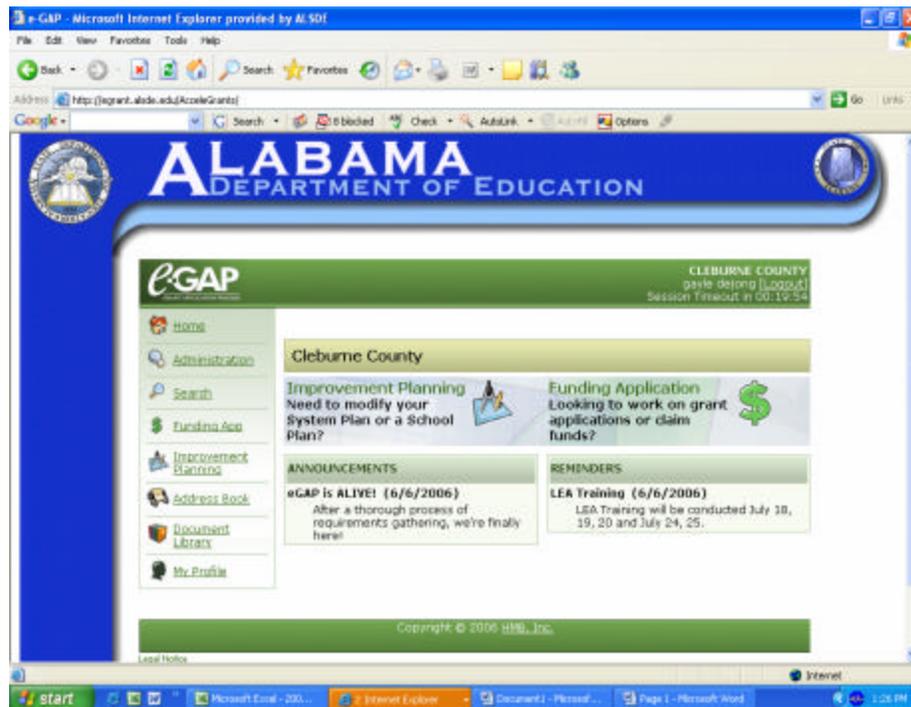
? **Note:** Please notice the line: “**Forgotten your password?**” By selecting “**click here**” you will be given directions for changing or retrieving a forgotten password. The information will be sent to the designated email account.

5. **Announcements and Reminders:** An **Announcements** area and a **Reminder** area will be visible each time a user logs-on to the *e*-Gap web-site. Check these areas periodically for important information regarding the Application process.
6. Enter your user name and password and click on **Login**.

NAVIGATING THE SITE AND COMPLETING INFORMATION:

This is a sample of the page you will see if your log-on was successful.

? **Note:** The **name of your LEA** will appear in the upper right corner of the *e*-GAP page. The **user's identity and the session's time-out** will be shown below the name of the LEA.



? **Note:** To protect the **security** of the application process, the session **TIMES-OUT AFTER 30 MINUTES OF INACTIVITY**. When the time-out clock reaches zero, the site will be lost and all information **that has not been saved** will be lost. The time automatically re-sets to 30 minutes as you navigate through screens and complete sections. The timer will not actually time-out (count down to zero) as long as the system is being used, but it is a good habit to **SAVE frequently** just in case.

If the time-out clock reaches zero and you are automatically logged out, you must click on **“logout”** in the dark green bar that contains the *e*-Gap logo or click on **HOME**. In either case, you will be required to re-enter your username and password and move to the section you need.

1. This page has **two icons** used to access work areas. The **paper and compass** are the symbols for the **Improvement Planning** section and the **dollar sign** is the symbol for the **Funding Application** section.

2. Notice that the number of available choices on the menu bar at the left of the screen has increased. The selection of any menu item can be used for specific functions within the application:

- a. **Home**: used to return to this page.
- b. **Administration**: used only by Administrators to access restricted administrative functions.
- c. **Search**: used to search by Organization Type, School/System, Name, Number and County.

? **Note**: Once the application has been completed, and approved it is possible for the **public to access** this information. They will be able to view information but will not be able to make any changes.

- d. **Funding Application**: used to take the user to the Funding Application work area.
- e. **Improvement Planning**: used to access Improvement Plans
- f. **Address Book**: used to examine contact types (authorization levels) and contacts for each funding application
- g. **Document Library**: used to access links and source materials
- h. **My Profile**: used to view and edit the user's profile
- i. **? Help**: (under construction)

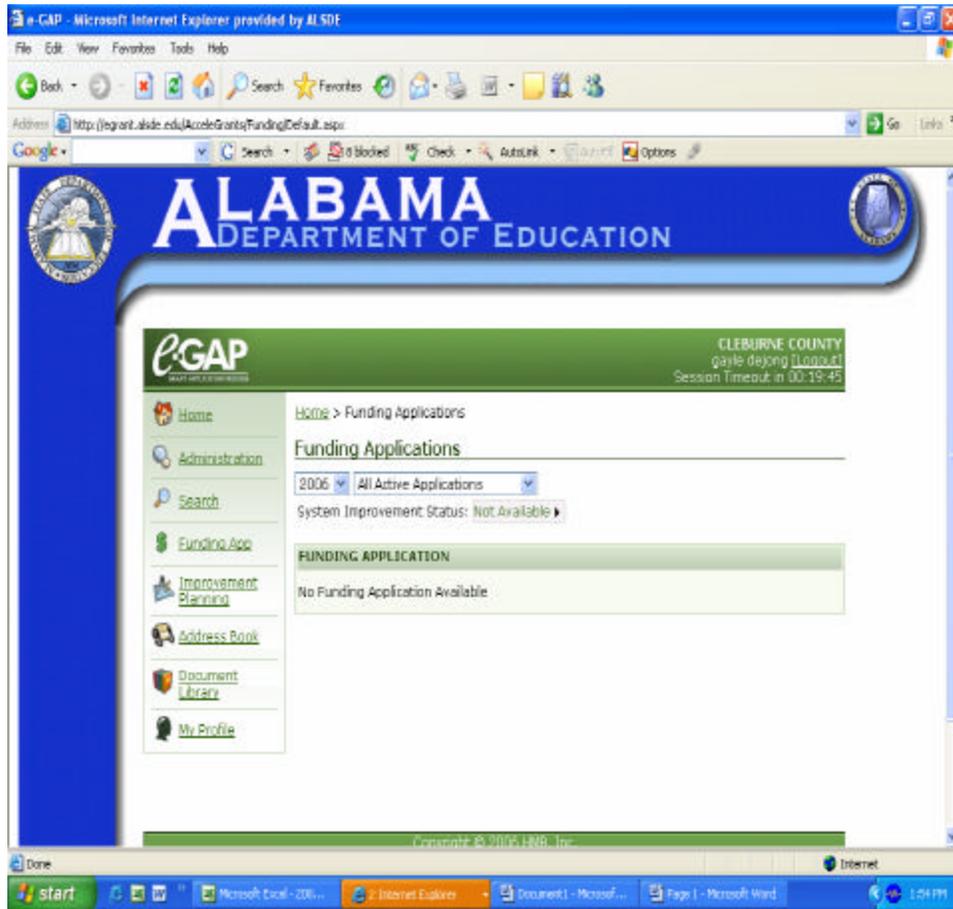
BEGINNING THE APPLICATION:

1. Although **Planning** should be done before working on the actual budget, it may be easiest to look first at the pre-loaded Allocation (In the Funding Application section). **Taking notes** about your pre-loaded allocations should make completion of the Planning Section easier. Any fiscal planning is an **estimate only** at the planning stage.
2. Select the \$ icon or **“Funding Application”** from the work area shown on the screen to look at the allocations.
3. Once the allocations have been reviewed and **noted**, you should return to the **Improvement Planning Section**.

? **Note:** Allocations not yet announced are not pre-loaded. Any **carryover funds** will also **not be shown** on these pages. As allocations become available (i.e., Title III or Title VI) they will automatically be added to your Allocation page.

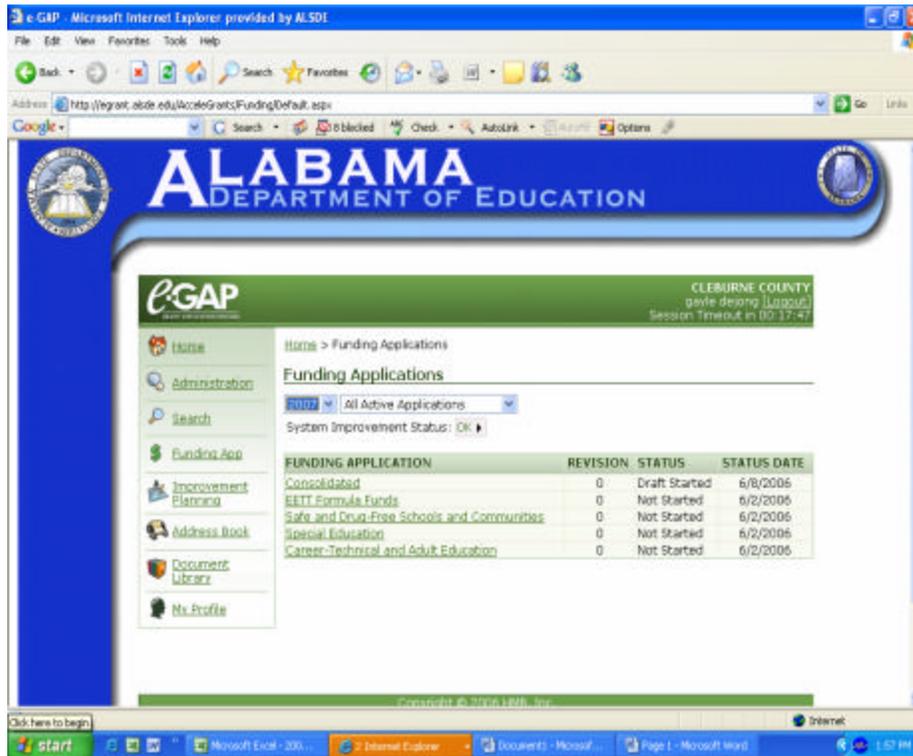
?? **Note:** Carryover funds will be entered by the ALSDE on the Allocations page once they are known. They will be part of the Adjusted Allocation on this page and will be available for budgeting. Carryover funds will **NOT** be part of the Title I Allocation displayed on the Set Asides page. If an LEA wants to include carryover funds they must be entered by the LEA on the appropriate line. Carryover funds entered by the LEA, on the LEA set-aside page will be included in the “Adjusted Allocation” total.

LOOKING AT THE FUNDING APPLICATION SECTION FOR THE FIRST TIME:



1. If you have selected the \$ (**Funding Application Section**), the screen will look like the sample above.
2. Select the **Fiscal Year** from the pull down box shown just under the title “**Funding Applications**”: This sample shows 2006 however the application will default to the current fiscal year once the current year’s allocations are loaded. **This** application for funds is for the **2007 fiscal year**.
3. The **pull down box** to the right of the date is used to **select the application** to be completed. Drop down choices are “All Active Applications”, “Last Approved Application”, “All Approved Applications”. **Select “Active Applications” for now**.
4. **The System Improvement Status** will be pre-loaded.

SELECTING THE APPLICATION TO COMPLETE:



1. Notice the year selected is now **2007** and the application pull-down box shows “**All Active Applications**” and the “**System Improvement Status**” is **OK**. (Remember, this is Pre-loaded.)
2. The next section shows:

Funding Application – Revision – Status – Status Date.

Five different **Application choices** are shown;

- i. Consolidated
- ii. EETT Formula Funds
- iii. Safe and Drug-Free Schools and Communities
- iv. Special Education
- v. Career-Technical Education

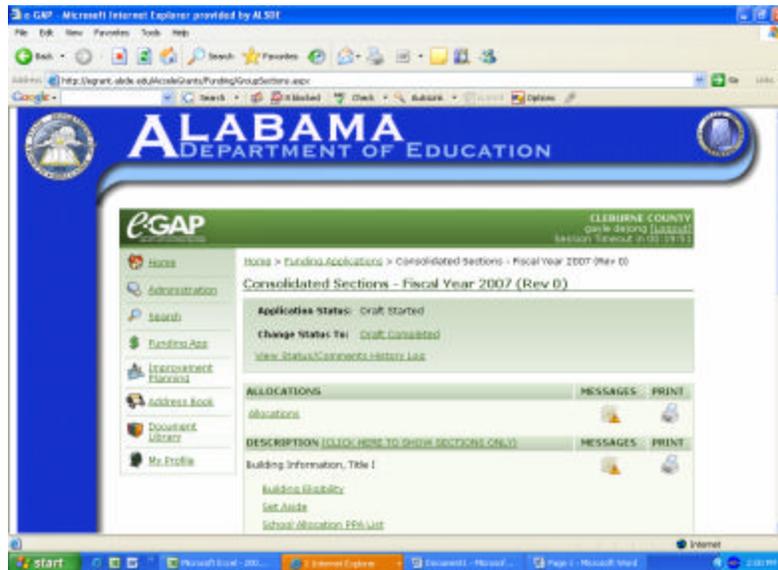
These columns are updated automatically as the application is processed.

3. At this point, **select the Application** to be completed by clicking on the title. For example: If completing the Consolidated Application **click on Consolidated**. If completing the **Special Education Application** it will be necessary to click on “Special Education”(shown in green on the screen).

COMPLETING THE CONSOLIDATED APPLICATION SECTION:

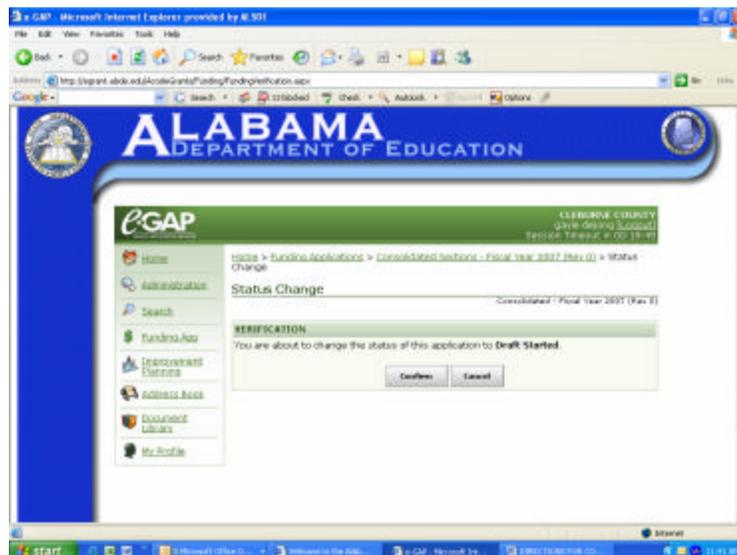
? **Note:** Although we are using the **Consolidated Application** as a sample, the completion of all other applications follows the same process.

If you have selected the **Consolidated Application**, the page will look like this (You may want to look at the different applications before returning to the Consolidated Section):



? Note: The **Application Status** must be changed to **“Draft Started”**. The Draft Completed status will not be changed until the Consolidated Section is complete. (It is possible to **“View Status/Comments History Log”** by clicking on that highlighted area).

1. Click on **Draft Started**. This will take you to the page shown below:

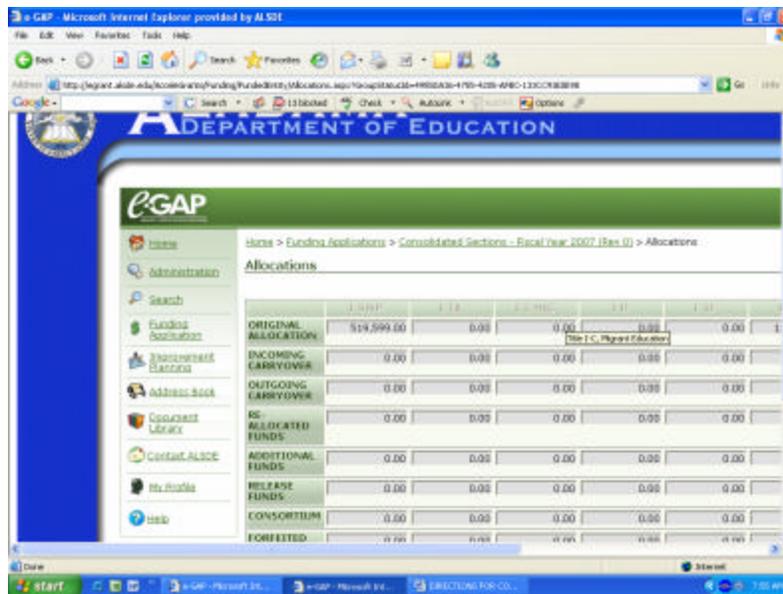


2. Under the **VERIFICATION BAR** click on **Confirm**. to change the status to **Draft Started**. And you will be returned to the **Consolidated Section FY 07**. You will also receive an **email** to indicate your status has changed to **Draft Started**.
3. The **Allocations section** also has a **message** and **print** function. Notifications of **Warnings and Errors** appear in the **Messages Section**.

?? Note: The **BUILDING INFORMATION** section is used to complete **Building Eligibility, Set Asides, School Per-Pupil Allocations (PPA list), and Title I Nonpublic Service**.

4. The next step is to select **“Allocations”** shown in green. It is below the **ALLOCATIONS** bar.

This is the **Allocations** page for the **Consolidated Application**. You should see **pre-loaded \$ amounts** under each column if the allocation is available.



Columns are labeled:

- I-SWP:** Schoolwide Programs
- I-TA:** Title I-Targeted Assistance
- I-C Migrant:** Title I, Part C (Migrant)
- I-D:** Title I, Part D (Neglected and Delinquent)
- I-SI:** Title I School Improvement

? **Note:** The Allocation page is too large to view from one screen. To view the right-hand of the allocations page use the right arrow (>) on your keyboard or the bar along the bottom of the screen to move to the right. To use the bar, place your cursor over the bar, hold the left button of your mouse (which will have the effect of holding the bar) and simply slide your mouse (and the bar) to the right.

More column labels:

- II-A:** Title II part A
- III-LEP:** Title III (LEP/ELL)
- V:** Title V (Innovative Programs)
- VI-B:** Title VI part B

A sample of the right hand side of the **Consolidated Allocation** page is shown below:

? **Note:** An allocation may not appear if it has not yet been funded. For example, you may not see a Title III (T3) allocation until it becomes available.

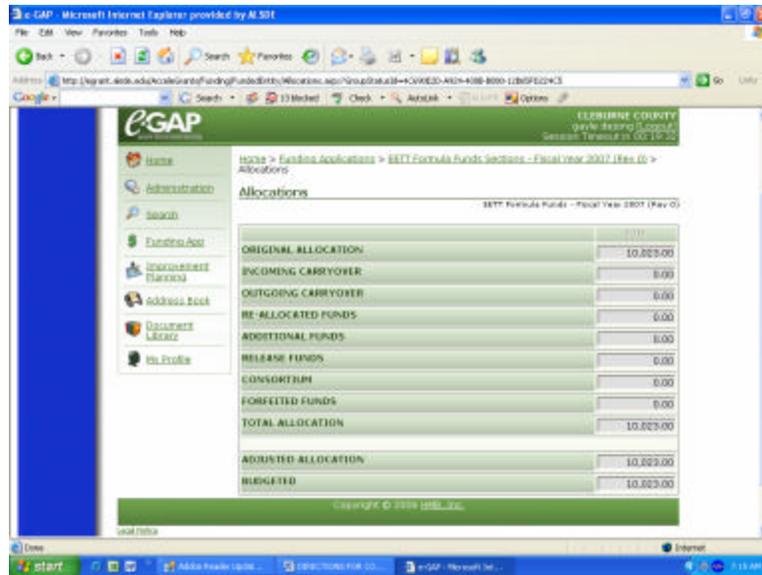
The **Allocation** page displays **only formula grants** at this time. There are **no funds shown for Competitive Grants**.

| LEAP | T3A | T3B | T3C | T3D | T3E | T3F | T3G | T3H | T3I | T3J |
|------------|------|------|------|------|------|------------|------|----------|------|------|
| 510,599.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 137,088.00 | 0.00 | 7,635.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

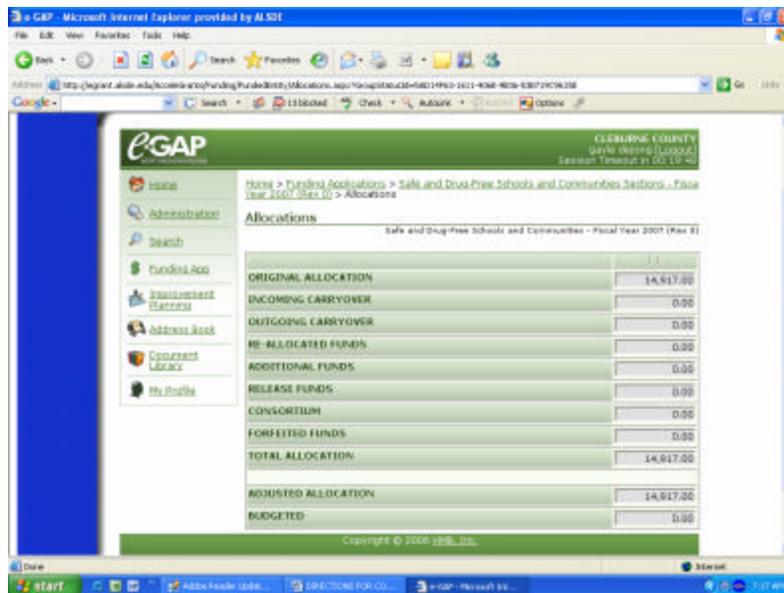
? **Note:** Making a few **notes** about this page will help you remember what funds are available and make things easier as you work through the application. In this sample there is \$519,999 in **Title I (I-SWP)**, \$137,088 for **Title II A (II-A)**, and \$7,635 for **Title V (V)**.

4. Before continuing with the Consolidated Application you may want to look at the **other grant allocations:** Return to **HOME**, select **\$**, select the grant allocation you wish to view, and then select **Allocation**.

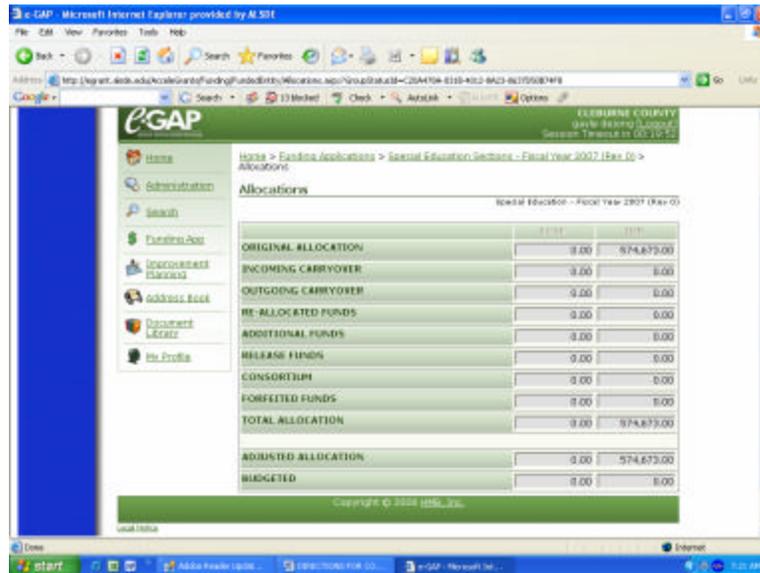
This is a sample of the **Title II-D Allocation** page :



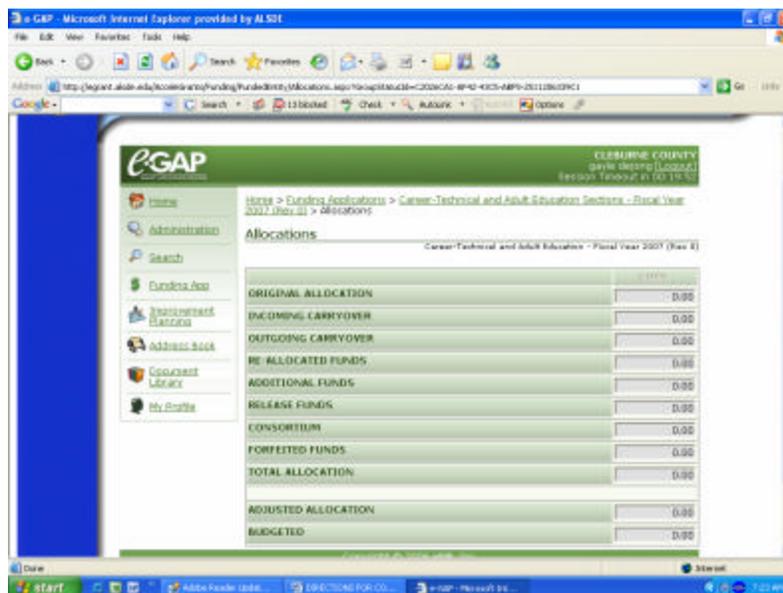
This is a sample of the **Safe and Drug Free Schools and Communities Allocation** page :



This is a sample of the **Special Education Allocation** page:



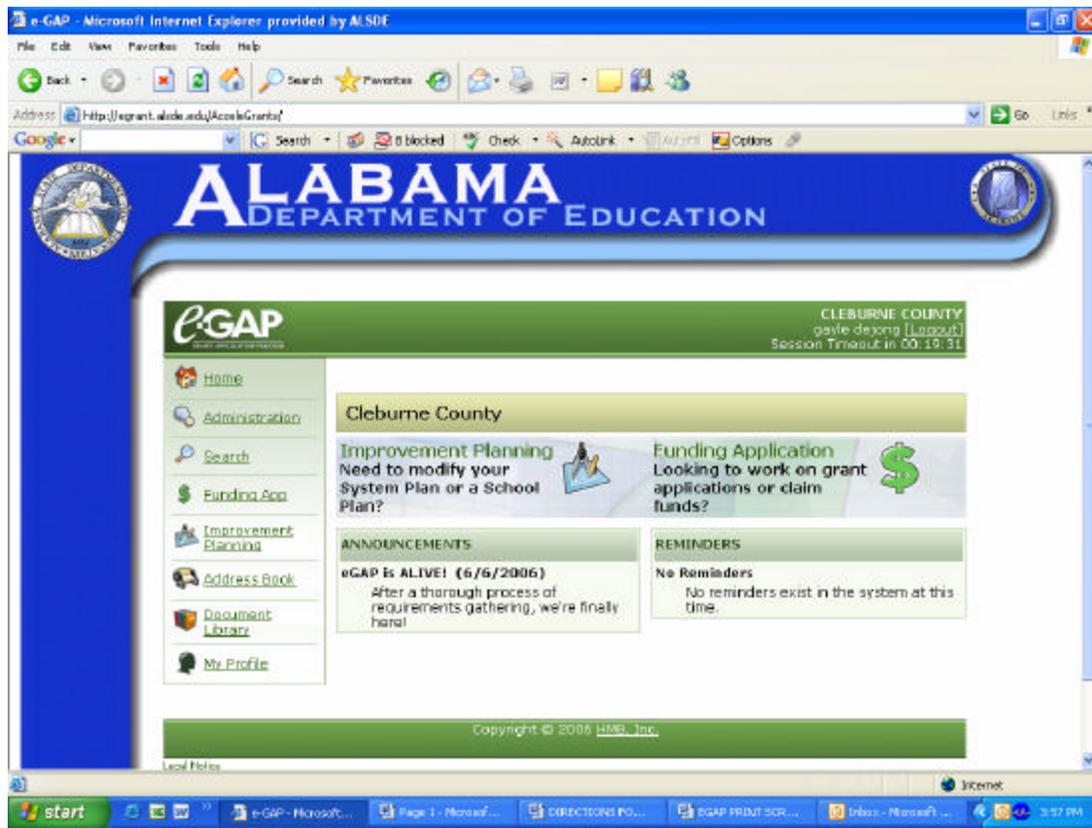
This is a sample of the **Career Technical and Adult Education Allocation** page:



- Once you have made a few notes about your allocation, return to **“Home”** by using the **menu** on the left or the **“bread crumbs”** at the top of the page. **“Bread crumbs”** are the words shown at the top of the page (just below the dark green bar with the eGap logo) and they can be used to navigate back and forth between pages or sections. **Using bread crumbs, however, will not act as SAVE function.**

? **Note:** Remember not to use the BACK button.

The **“Home”** button will **reset the time-out function**, and return you to the following page:

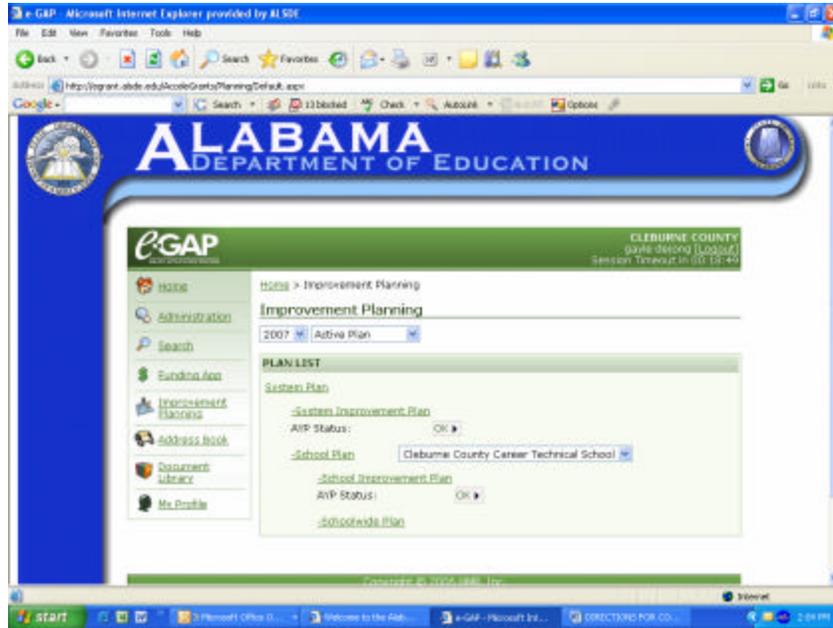


This page should look familiar, we used the \$ (**Funding Application**) to look at the pre-loaded **Allocation**.

7. Now, click on the **Improvement Planning Icon** (paper and compass) to begin the **Planning Process**.

COMPLETING IMPROVEMENT PLANNING FOR THE CONSOLIDATED APPLICATION:

The System Plan Overview Page will look like this:



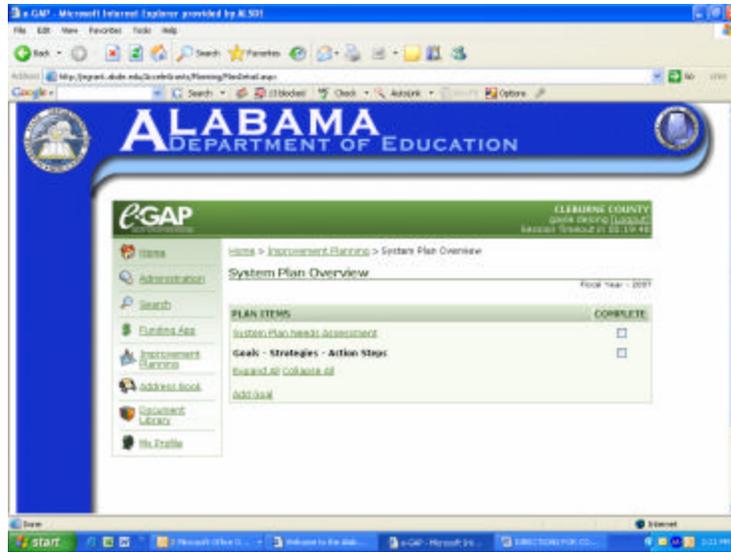
Take a minute to become familiar with this page. The menu options are to the left (as always).

Notice the words just below the green *eGAP* bar: **Home > Improvement Planning**. Remember, these are referred to as “bread crumbs” and can be used to take you quickly to different sections of the Consolidated Application. Using bread crumbs will not save your work. The **Improvement Planning** bread crumb is shown in black and is not underlined to remind the user that they are on the **Improvement Planning** page.

Below the green bar that is titled **PLAN LIST** you will notice **System Plan, System Improvement Plan**, (including a pre-loaded AYP status) **School Plan, School Improvement Plan**, and **Schoolwide Plan** options.

? **Note:** The **SYSTEM PLAN IS REQUIRED**. The **System Improvement Plans** and the **School Improvement Plans** on the *e-GAP* Application are **OPTIONAL** and **WILL NOT REPLACE THE STATE’S REQUIRED PLAN**. IF THE LEA OR ANY OF ITS SCHOOLS ARE IN IMPROVEMENT GO TO THE ALSDE WEBSITE (www.alsde.edu) FOR THE APPROPRIATE PLAN.

1. Select **System Plan** as the first step in completing the **Needs Assessment** and you will be taken to the following page (**SYSTEM PLAN OVERVIEW**):

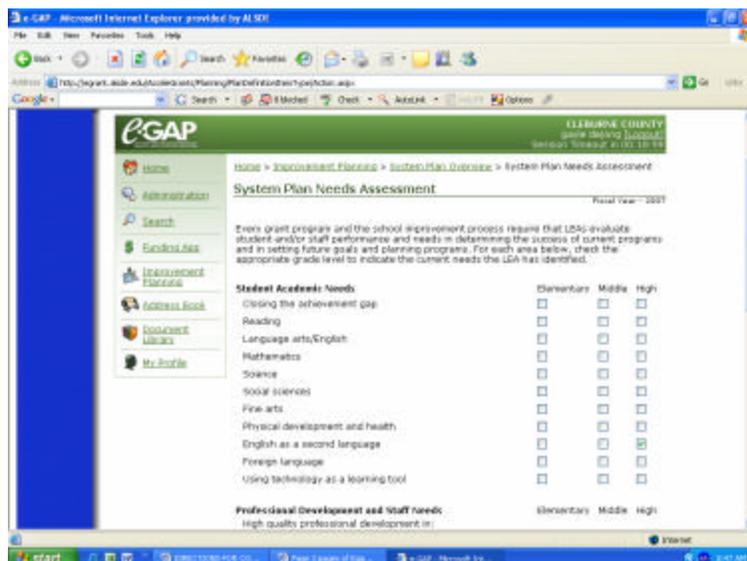


2. Under the heading **PLAN ITEMS** you should notice that your **System Needs Assessment** will **not** be checked as **COMPLETE**. When you have completed the **Needs Assessment**, you must indicate that the **Needs Assessment** has been completed by checking the box.

The **Expand All and Collapse All** under the **Goals – Strategies – Action Steps** is not active until you have actually entered at least one goal. You can **‘Expand All’** or **‘Collapse All’** as each section is complete. A (+) or (-) icon will appear on the **System Plan Overview** page as goals, strategies, and action steps are entered.

3. To complete **your own System Needs Assessment** and plan Goals, Strategies and Action Steps, you should click on: **“System Plan Needs Assessment”**.

The **System Plan Needs Assessment** page should look like this:



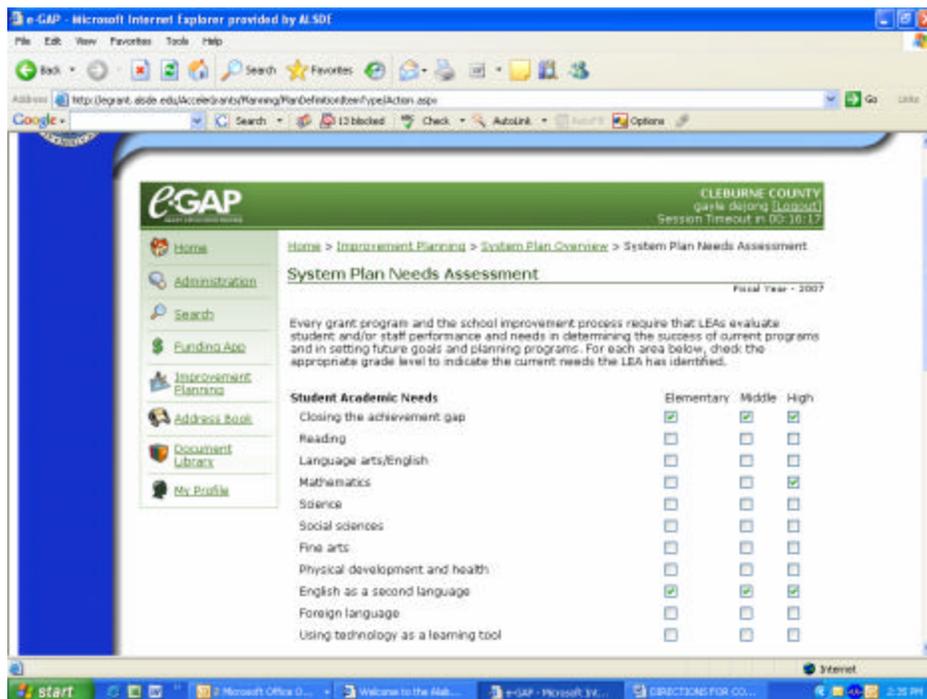
4. **? Note:** This is only the top half of the Needs Assessment. To look at the entire page **use the bar** at the right of the screen by placing your cursor over the bar and holding the left button on your mouse or click your mouse within the screen and use the **down or up arrows** on your keyboard.

?? Collaboration, discussion and DATA are extremely important as you complete this Needs Assessment. District level, data-driven planning results should be clearly connected to the boxes selected in this Needs Assessment. Your LEA’s analysis of data will determine the grades, subgroups, and content areas that need emphasis. It is not reasonable to check every box “just in case”. Select the areas that have the greatest need. Concentrate on a manageable few – we can’t fix everything at the same time. Remember that budgets, professional development plans, and school improvements plans must be based on specific, identified needs, tied directly to student achievement.

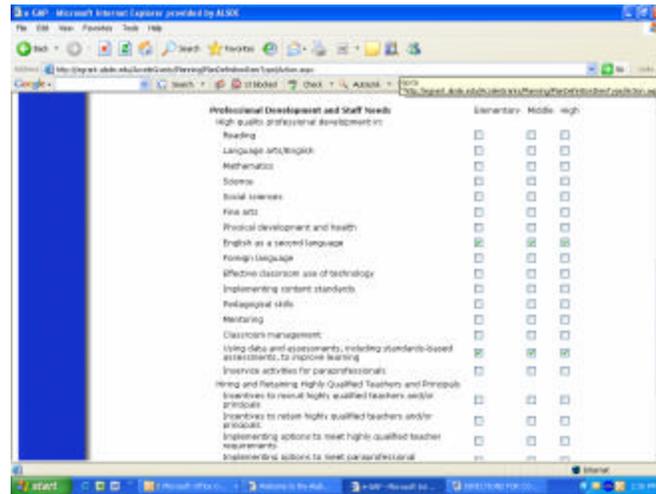
??? Note: For the EETT Needs Assessment, items checked should match or support items identified in the System Needs Assessment. This will NOT replace the IMPACT Needs Assessment!

5. These two screens show a sample of **Student Academic Needs and Professional Development and Staff Needs**. The **Professional Development and Staff Needs** should be chosen to **directly match** the chosen **Student Academic Needs**.

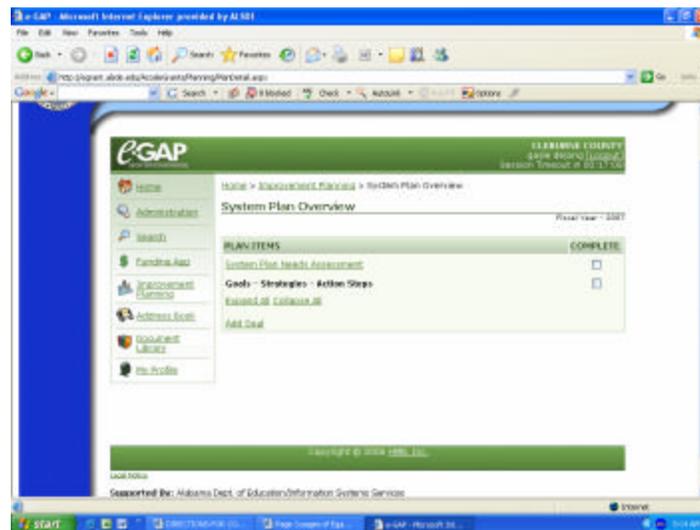
The top half of the page shows **Student Academic** needs:



The bottom half of the page shows **Professional Development and Staff Needs**:



- When the page is complete click on **SAVE** at the bottom of the page or click on the **SYSTEM PLAN OVERVIEW breadcrumb** at the top of the page. Only the **SAVE** will automatically **SAVE** your work.
- After clicking on **SAVE**, or using the bread crumb function, you will be automatically returned to **System Plan Overview** shown below. (Remember, bread crumbs can be used to navigate back and forth through the application but they will not automatically save your work). You will be taken to the following page:



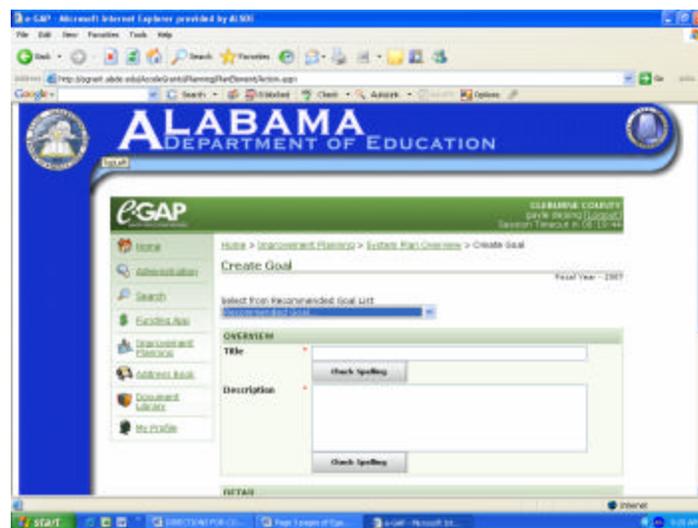
- If you have completed the **System Plans Needs Assessment**, place the cursor over the box in the **COMPLETE** column and left click on your mouse. This action will place a check mark in the box.
- The next step is to **Add Goals**.

ADDING A GOAL:

1. Click on **Add Goal** (shown in green) below the **Expand All Collapse All** section. This action will take you to the next step.

? **Note:** Any amounts actually entered at this point would be **ESTIMATES only** because set-asides and school allocations have not yet been completed. **AT THIS TIME LEAVE THE ESTIMATED COST OF THE GOAL BLANK.**

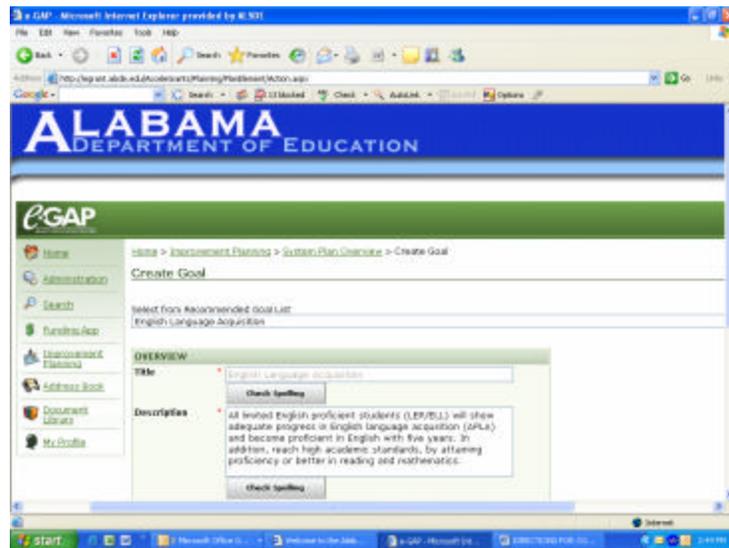
After clicking on **Add Goal**, the **Create Goal** page is what you should see next:



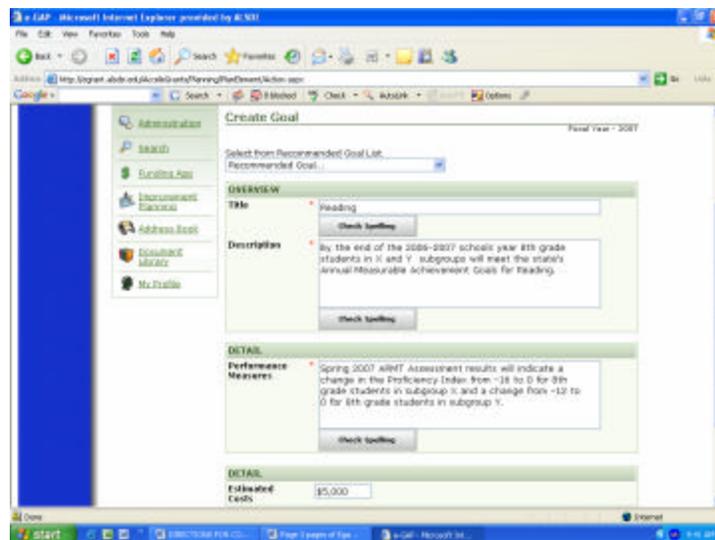
? **Note:** take a minute to understand the possibilities on this page:

- The **Fiscal Year** is shown towards the upper right to remind you that this is the **2007 FY**.
 - It is possible to select from the **Recommended Goals list**: Hold the cursor over the area within the drop-down box to see the available list of choices, organized by Application. For example, if you selected Reading you would see that the **Title Section** and **Description Sections** will be automatically filled. **You are not required to use this function; you may type in your own information.** It is possible to type in the **Title Box** and the **Description box** (or delete any words already entered) if you feel that you want to be more specific.
 - The Check Spelling box will allow you to use the spell check function for what you have entered. You **may** enter an **Estimated Cost** at the bottom of the page **to help you with planning.** **When entering dollar amounts enter only numbers, do not enter the \$ sign .**
2. **EETT Goals** should **match Goals** listed in System Technology Plans.

This is a **sample** of an ELL/LEP goal that was automatically written when I selected “English Language Acquisition” from the **Recommended Goal List**:

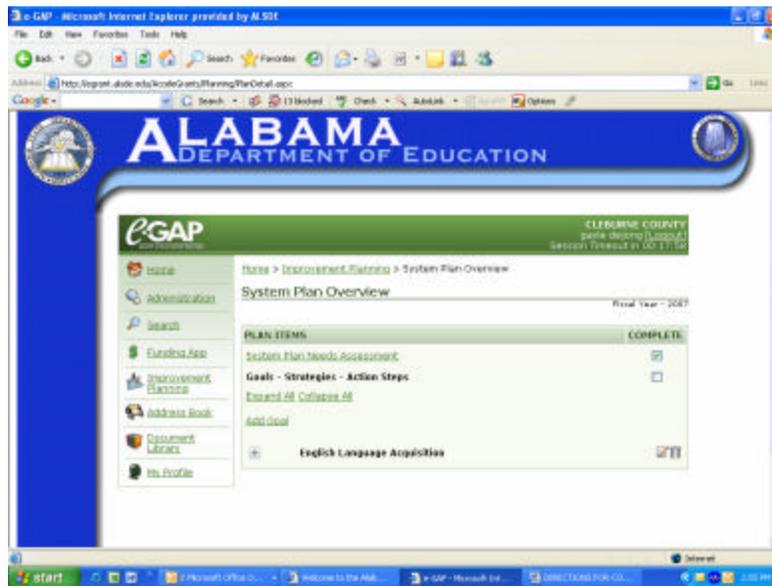


This is an **example** of a more specific goal (in this case a Reading Goal) **actually typed** in **without using the Recommended Goal List**. Typing in this section works like any common word processing program.



- a. Click on **Create** (which will save your work) at the bottom of the page or use the bread crumbs to return to **System Plan Needs Assessment**.

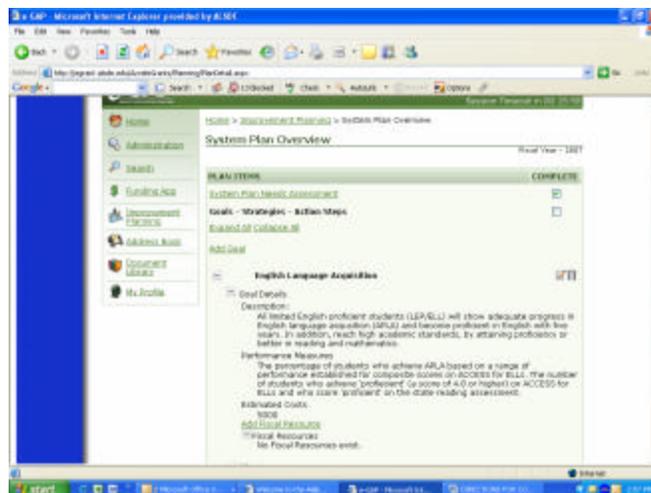
The **System Plans Needs Assessment** will now show that the sample has an English Language Acquisition Goal:



Note: The **Expand All and Collapse All** function is now active because it has at least one goal. Click on **Expand All** (or the + sign) to see the complete Goal (see screen below). The **Collapse All** function (or – sign) will return to the screen view above.

Expand the view so that you can **ADD FISCAL RESOURCES**.

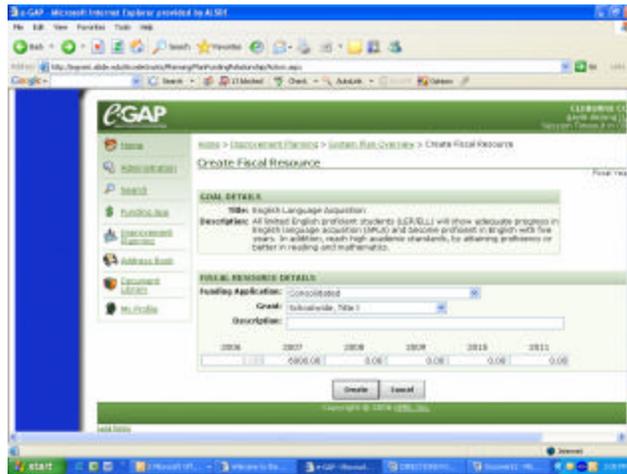
ADDING FISCAL RESOURCES:



1. The next step is to make an **estimate** of the cost of the English Language Acquisition goal just written and **Add Fiscal Resource**.

? **Note:** Adding a Fiscal Resource is **optional** at this point but it is a good idea for planning. This section must be completed before the application is complete so, if you do not do it now make a note to return to this section.

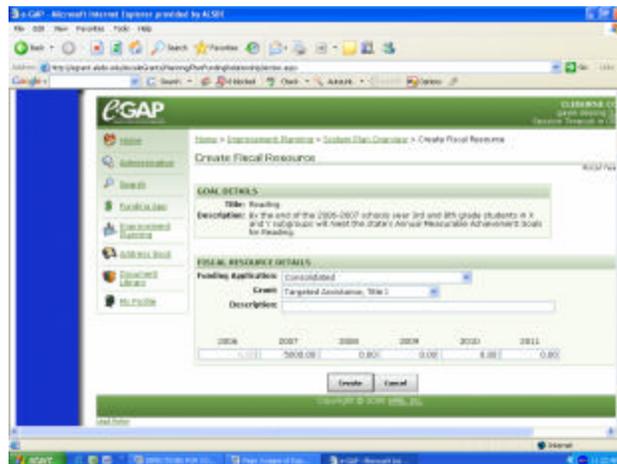
2. Selecting **Add Fiscal Resource** (shown in green) will take you to the following page in the Consolidated Application.



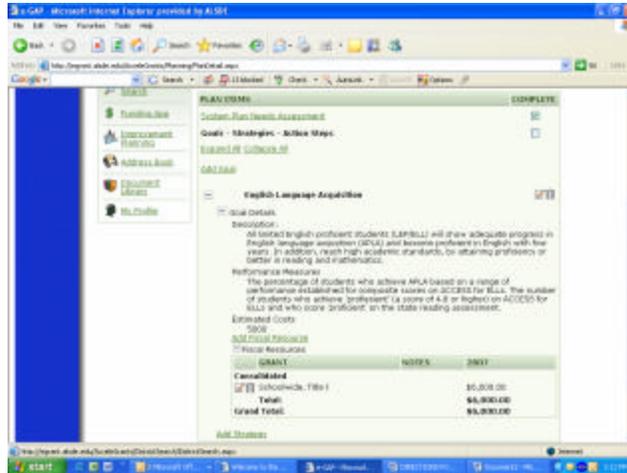
? **Note:** The pull down menu (Under FUNDING RESOURCE DETAILS) will contain all the **Application** choices. For this section select **Consolidated** by holding your cursor over the arrow on the right side of the pull down box, and clicking on **Consolidated**.

The Grant pull down will automatically change to **Schoolwide, Title I**.

Funds must be allocated for each Goal (**Remember, it is still an estimate**). In the case of this sample, I have **estimated** that \$6,000 will be needed. You will enter the amount you **estimate** for your first goal in the box labeled **2007** because this is the **estimated** amount to be budgeted for the 2007 FY.



After filling in the \$6000 needed for this sample English Acquisition Goal into the 2007 box press **Create**. This action will return you to the **System Plan Overview**. The screen below allows you to see the \$6000 added as a fiscal resource under the English Acquisition Goal. (On your actual screen this will show the amount that you entered for your own goal.)



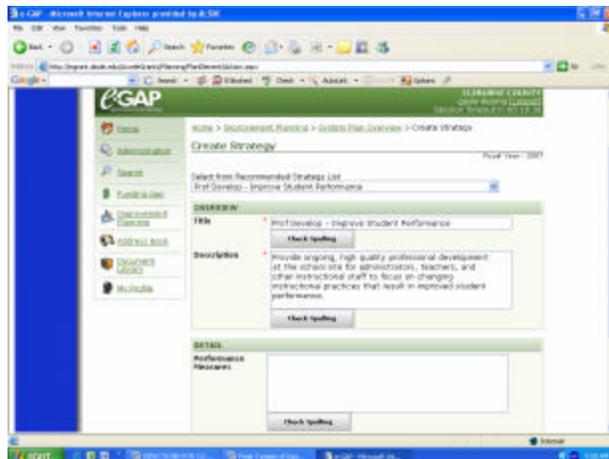
ADDING A STRATEGY:

The next step is to Add a Strategy.

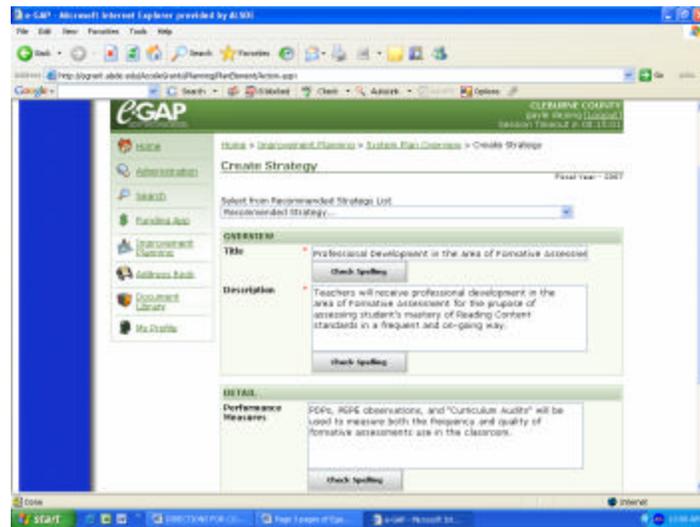
1. Click on the green Add a Strategy at the bottom of the page. If you are unable to see the words “Add a Strategy”, click on the “+” sign in the front of each goal to expand your view.

? **Note:** EETT Strategies selected should support strategies identified in the **System Technology Plan**.

There are many choices in the **recommended strategy list**. You may **select** one of those by placing your cursor over the arrow and holding the left button on your mouse until your choice is selected. (The screen below shows a sample of this.)



You may also choose to **write your own specific strategies** like the sample below by typing in the Title and Description boxes.



2. To **SAVE** the strategy you added (by selecting a recommended strategy or typing in your own) use the **Create** button at the bottom of the page, or use the bread crumbs to return to the **System Plan Overview**. At this point you can continue the same process to add an **Action Step** (see the bottom of the screen below **Add a Strategy**). **For each strategy you must provide an Action Step!**

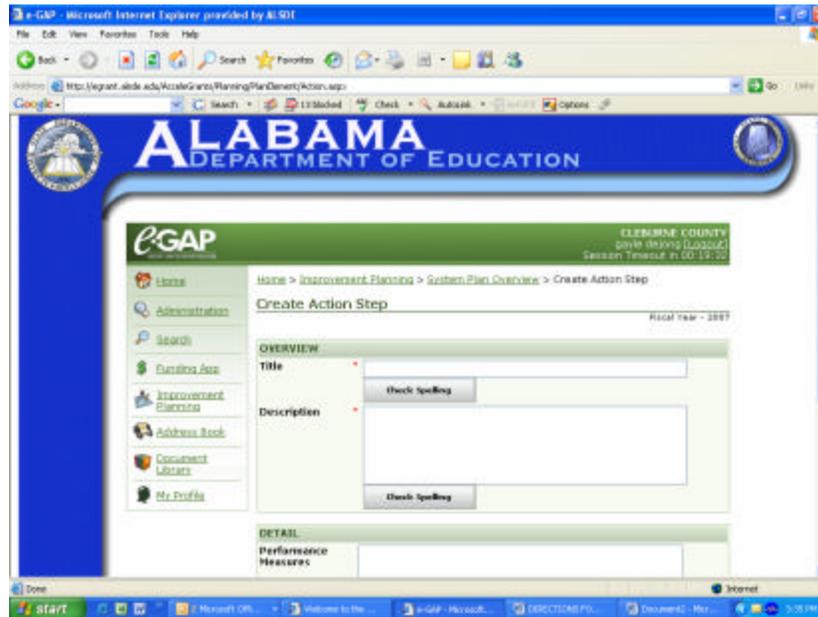
Remember, you may need to click on the “+” sign by each strategy to expand the view and see the Add a Strategy words.

?Note: For specific grants (i.e., Title IV), you may be required to go to the **Document Library** to obtain specific requirements that **must be included as Action Steps**. It may be necessary to use the + **sign** to expand the view and see the **Action Step** choice below **Add a Strategy**.

THE DOCUMENT LIBRARY: (UNDER CONSTRUCTION)

ADDING AN ACTION STEP:

1. If you select **Add an Action Step**, you will see the following page: (You should complete the Action Step by typing in Title, Description, and Performance Measures.)



2. After creating/adding an **Action Step** click on “**Create**” at the bottom of the page. You will be returned to the **System Plan Overview Page**.
3. By clicking on **Expand All on the System Plan Overview Page** you can see that the English Language Acquisition Goal (or the Goal you are working on in your own application) now has a completed **Strategy** and **Action Step**.

The **pencil icon** shown to the right of each goal can be used to **Edit** the Goal and Strategies and the **Trash- Can icon** can be used to **Delete** the goal

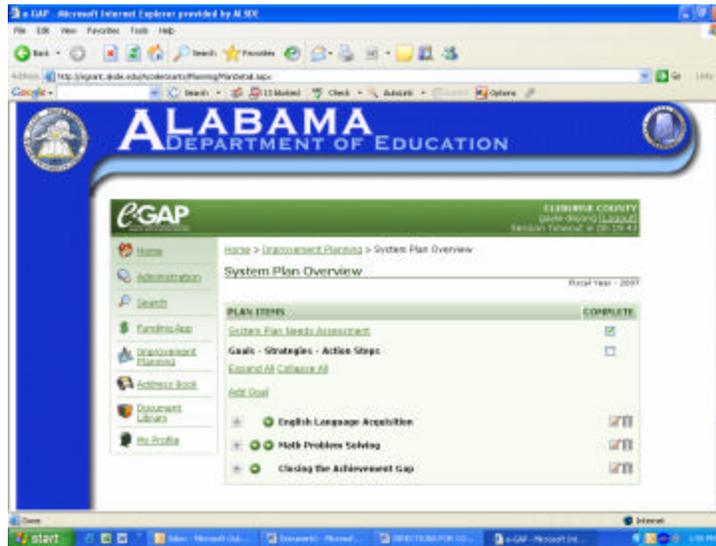
If you make any edits the **Update button** at the bottom of the page will **SAVE** your changes.

Collapse All will hide the views, or click on the - sign:

? Note: CONTINUE TO **ADD THE REMAINDER OF YOUR GOALS, ESTIMATED FISCAL RESOURCES, STRATEGIES, AND ACTION STEPS** IN THE SAME WAY MAKING SURE TO **HAVE AT LEAST ONE GOAL FOR EACH OF THE NEEDS YOU HAVE SELECTED ON THE NEEDS ASSESSMENT PAGE.**

Each time you add a goal, a strategy or action step and click on create or save you will be returned to the **System Plan Overview page**.

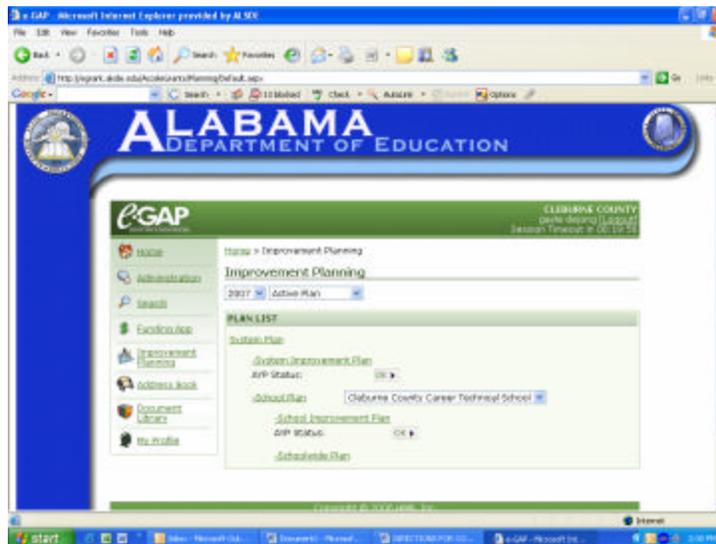
My **sample** page now shows that I have entered a goal for each area checked on my Needs Assessment:



The (+) and (-) signs in front of each goal are used to expand the view. Each section will be preceded by these signs and you can expand and collapse each goal as you need to review each step. Remember the **Pencil icon** will allow you to edit any of the steps and the **Trash-Can** will allow you to delete any of the steps.

Take some time to experiment with this function by using the + and - signs. Becoming familiar with the process will make your work easier, especially if you need to add or edit goals.

This is the end of the **System Plan**; click on the **Improvement Planning** breadcrumb or use the words on the menu on the left of the screen. You will be returned to the Improvement Planning Page shown below:



SYSTEM AND SCHOOL IMPROVEMENT PLANNING IS UNDER CONSTRUCTION.

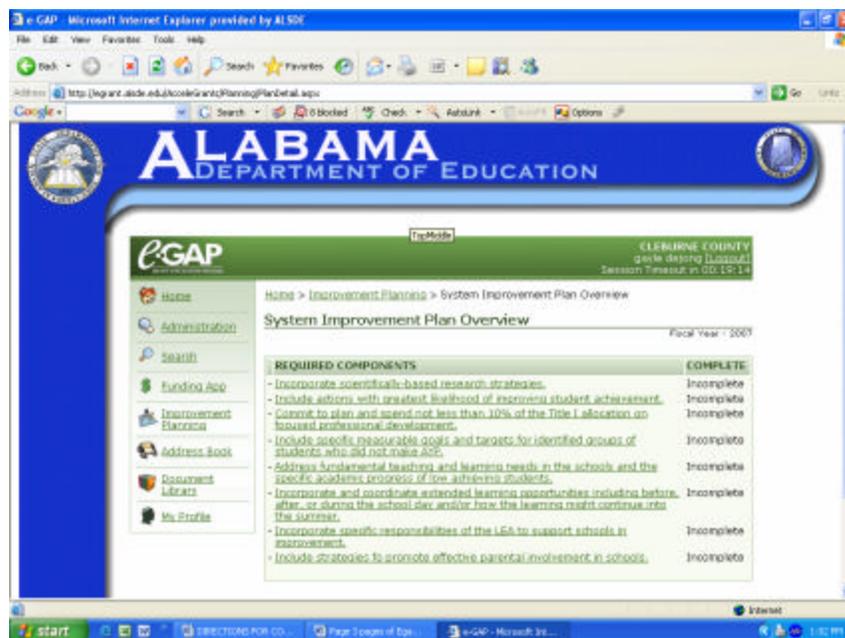
The System Improvement Plan, School Improvement Plans, and the School Plans are OPTIONAL on the e-GAP Application.

If the LEA, or any of the schools are on School Improvement, these sections can be used for planning. They are **NOT required** and will **NOT replace** the System and School Improvement Plans currently required by the state.

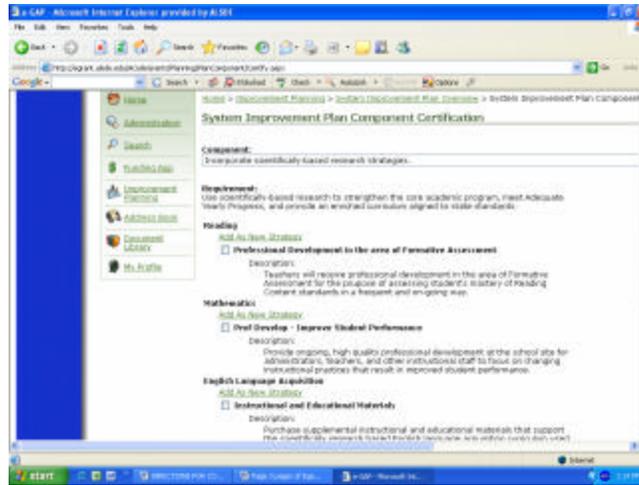
COMPLETING THE OPTIONAL SYSTEM IMPROVEMENT PLAN (IF THE LEA IS IN IMPROVEMENT):

IF NOT IN LEA IMPROVEMENT, proceed to, COMPLETING THE FUNDING APPLICATION on page 33.

When the **System Improvement Plan** is selected you will see the following screen:



This is a sample of what you will see if you click on **Incorporate scientifically-based research strategies**. The goals have been imported to this section. Your page should have the goals you entered in the System Plan.

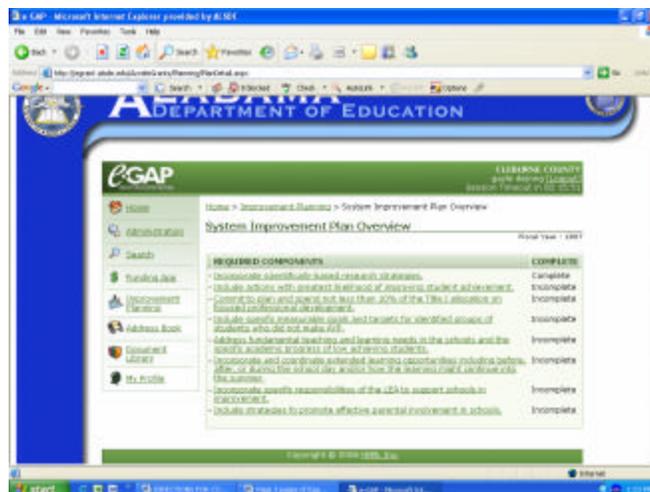


You may add strategies for each goal at this time if you wish by clicking on the green **Add a New Strategy** below each goal. If you are satisfied that each goal is complete and is based on scientifically-research based strategies (**as required**) **check each box** by placing the cursor over the box and left clicking your mouse.

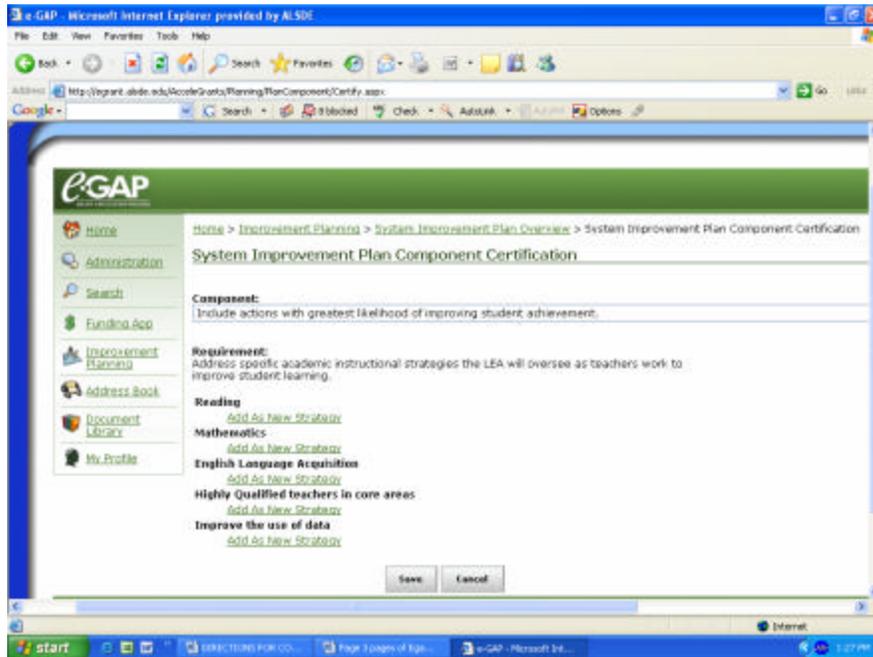
Click on **SAVE**.

Clicking **SAVE** will return you to the **Required Components** page of the **System Improvement Plan Overview**.

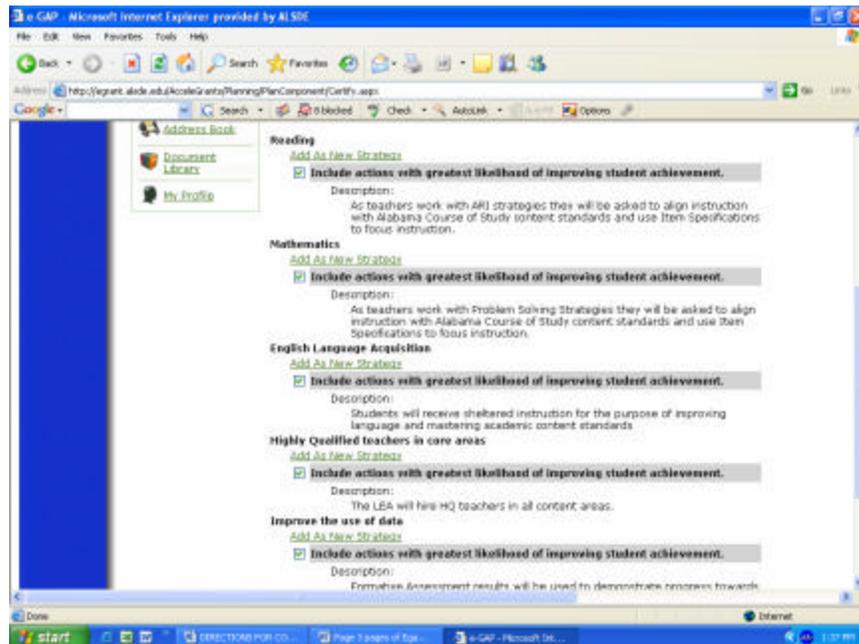
? **Note:** If you checked each box on the previous screen, the **Incorporate scientifically-based research strategies** column will now say complete (see the following screen).



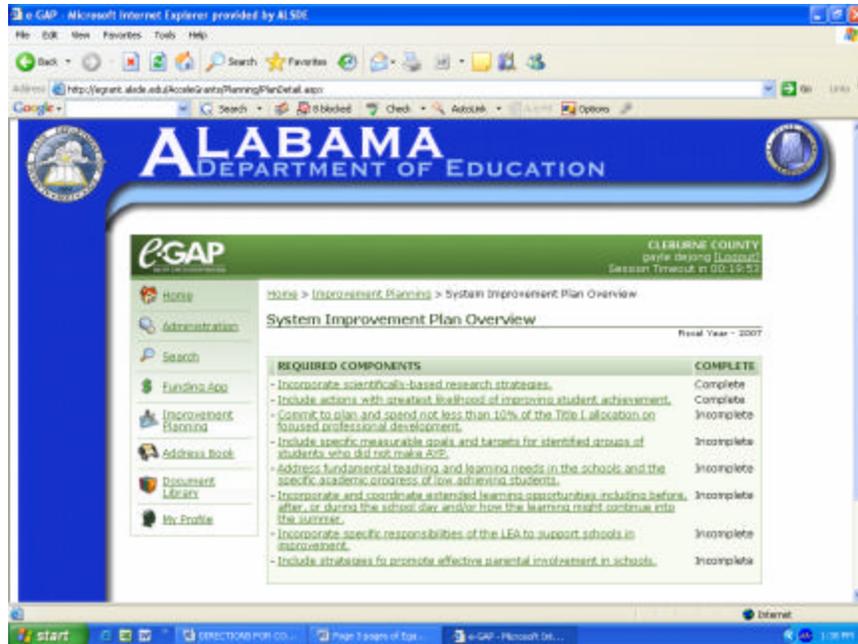
The next section to complete is **Include actions with the greatest likelihood of improving student achievement.**



To complete this requirement, it is necessary to add a new strategy for each goal. This process **requires you to address specific academic instructional strategies the LEA will oversee as teachers work to improve student learning.** Click on **Add New Strategy**. The following is a sample :



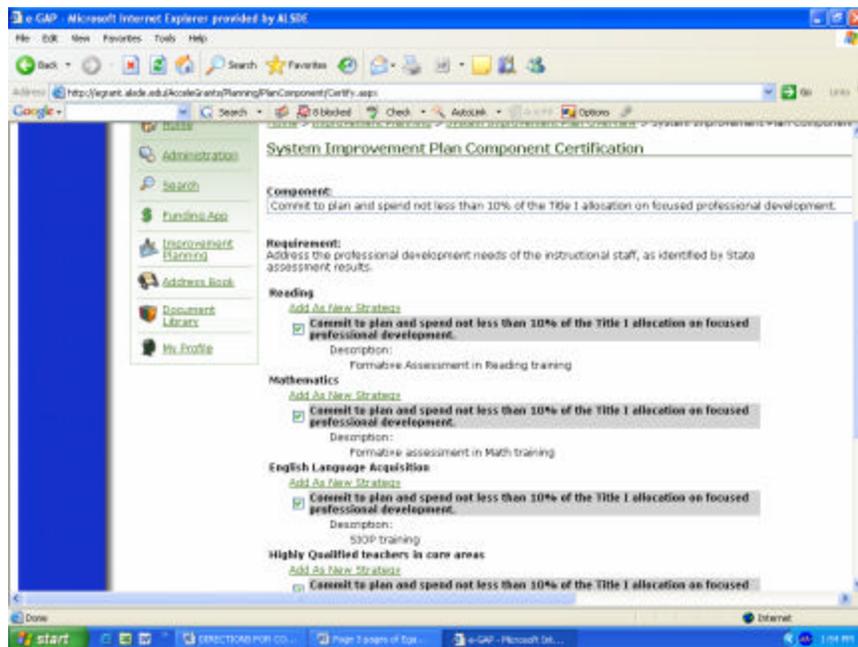
Select **Save** and the second required component will appear as Complete.



Continue with: **Commit to plan and spend not less than 10% of the Title I allocation on focused professional development.** (If you have not taken notes about your allocation you may select **Funding App** from the menu on the left and review the allocation.

For this sample we are not in LEA Improvement. If we were we would have to allocate 10% of the Title I allocation (For this sample the amount would be \$51,959.90)

This is a sample of professional development strategies. The total does add to at least 10% of the Title I Allocation.



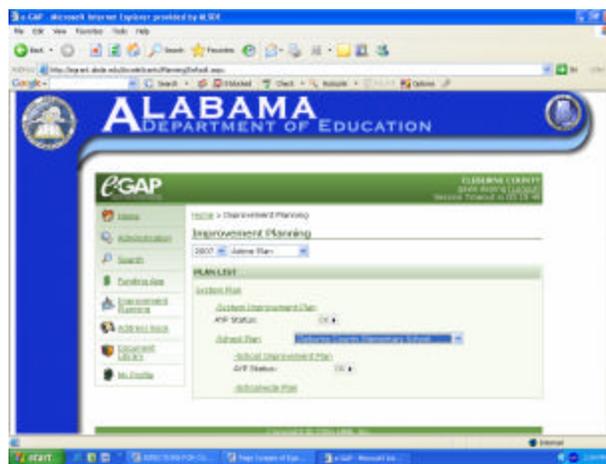
Continue to complete all sections/components.

COMPLETING (OPTIONAL) SCHOOL PLANS:

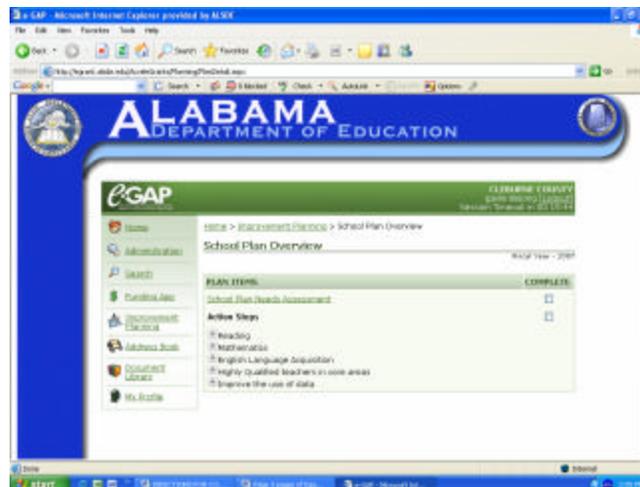
After completing the **SYSTEM PLAN**, the next *optional step* is to complete **School Plan** or skip to p. 33, **COMPLETING THE FUNDING APPLICATION**.

Return to the **Improvement Planning** page by using the bread crumbs or the menu on the left of the screen.

To complete the optional **School Plan**, select the school from the pull down menu to the right of **School Plan** by placing your cursor over the arrow and then right clicking on the school you want to work on. **The School Improvement Status** will be pre-loaded for each school. (This one is OK)



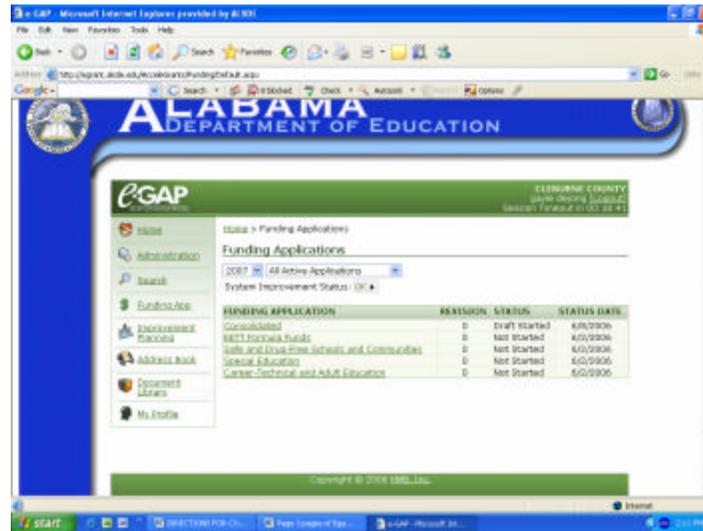
Click on **School Plan**:



Next complete the Needs Assessment for each school in the same way that you completed the Systems Needs Assessment. Remember, it is impossible to fix everything at once.

THE SCHOOL SECTION IS ALSO STILL UNDER CONSTRUCTION:

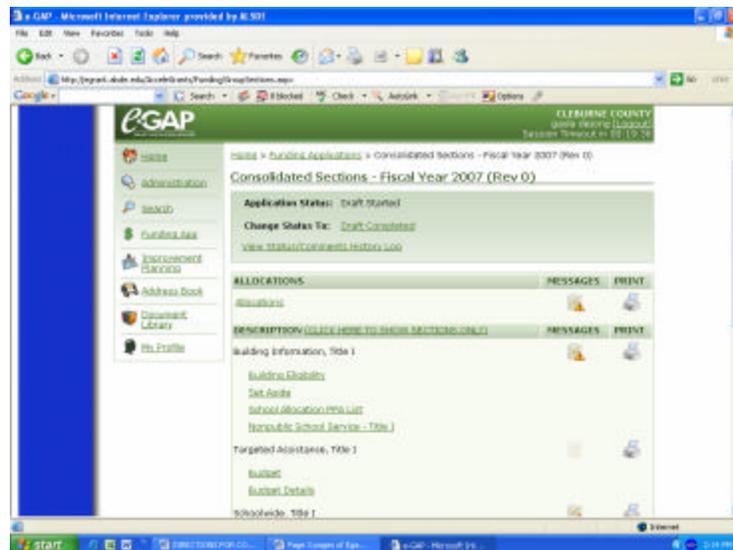
COMPLETING THE FUNDING APPLICATION (\$):



Select the **Consolidated** (or for other programs, any other grant you may be working on) from the **FUNDING APPLICATION** section.

? **Note:** Any grant that has been worked on will show “Draft Started” in the status column.

Selecting a grant (in this sample Consolidated) will take you to the following screen:



You may review the **Allocations** if you wish (Ignore any message symbols for now), or you may go directly to the **Building Eligibility** which is our next step.

2. **Adjusted enrollment, number of low income students**, the school's **% of low income students** occupy columns four, five and six.
3. Although the schools have automatically been **sorted** by poverty, from high to low, it is possible to manually change the sort order (in cases where you may be grade-span grouping) by typing in the order in the boxes below **Sort Order** in column 7.
4. Column 8, **Eligible by Other Factors** requires you to check this box if a school has fallen below the 35% poverty threshold and is being "grandfathered" for one year.

? Note: If you check Eligible By Other Factors, you must also check one of the other factors in columns 9, 10 and 11.

5. Column 9, **Previously Served**, should be checked if applicable.
6. Column 10, **Feeder Pattern** should be checked if applicable.
7. Column 11, **Recalculation of Low Income**.
8. Column 12 **has a pull down menu to select the current type of service: SW, TA, SW or TA planning, Not Served**.

? Note: You must select a service type in column 12 or you will not be able to complete set-asides.

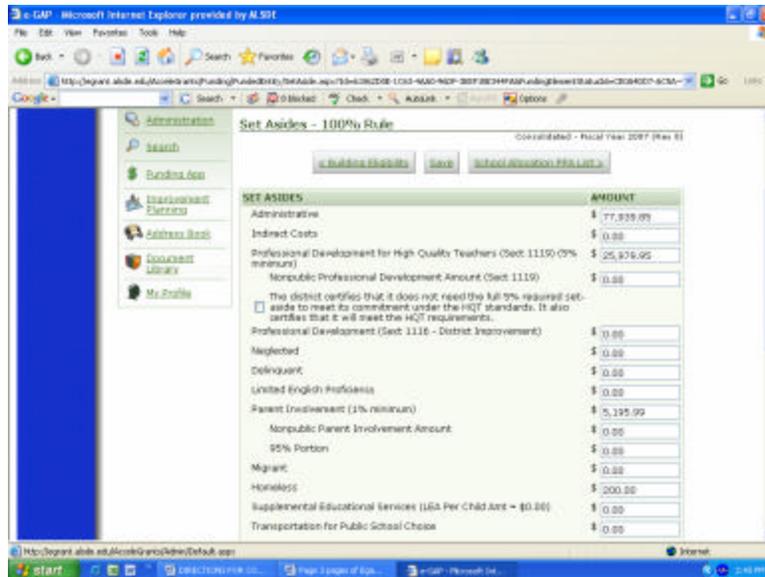
9. The last column automatically indicates the **School Improvement Status**.
10. Click SAVE before going to the SET ASIDES.

Once you have reviewed this page for each school it is time to complete **SET ASIDES**. Click the **SET ASIDES** button at the bottom or top of the page

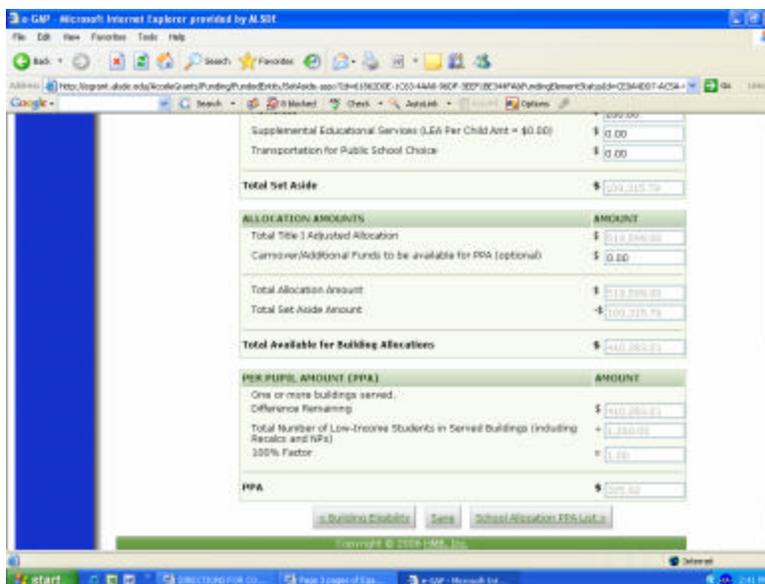
COMPLETING SET ASIDES:

The eGAP system will automatically take you to either the **100% rule page** or the **125% rule page** based on your Building Eligibility services and pre-loaded poverty rates. If at least one **served** school is below the 35% poverty level, you will automatically be taken to the 125% page. The entire screen is not visible so it will be necessary to scroll down.

This is the top half (the Parent Involvement set aside will be slightly changed for the live administration)



This is the bottom half:



COMPLETEING THE SET ASIDES FOR THE CONSOLIDATED APPLICATION :

Enter the administrative costs and indirect costs. (Remember that LEAs must use the LEA INDIRECT COST RATE SCHEDULE available from SDE Accounting for calculating allowable percentages.) **The sum of the Administrative costs and the Indirect Costs may not exceed 15% of the total LEA Title I allocation.**

Enter the Administrative costs. **The sum of the Administrative costs and Indirect Costs may not exceed 15% of the total allocation.**

Enter the appropriate amounts in the following sections:

Professional Development: Enter the total of amounts reserved for professional development

? Note: LEAS in LEA IMPROVEMENT must set aside a required 10% of its allocation for professional development. (Remember, the 10% set aside by Schools in Improvement can be part of the LEA's set-aside obligation.)

Neglected and Delinquent: This is an optional, unspecified amount if needed.

Limited English Proficient: This is an optional, unspecified amount if needed.

Parent Involvement: This is 1% of the Title I Allocation. 95% of this amount must be distributed to schools (public and non-public if applicable).

Migrant: This is an optional, unspecified amount if needed.

Homeless: Unspecified **required** amount if the LEA has one or more schools that does not participate in Title I.

Supplemental Education Services: Required minimum of 5% if any schools are in Improvement.

Transportation for Public School Choice: Required minimum of 5% if any schools are in Improvement.

Other: Optional, unspecified.

? Note: LEAs with schools in Year 1 School Improvement must allocate a minimum of 5% for School Choice (or a total of 10% if there are no school choice options for students; to a maximum 20%). LEAs with schools in Year 2 or more must also allocate a minimum of 5% for Supplemental Services for students. NCLB requires 20%, but LEAs may reserve a minimum of 5% for each sanction and pledge the remainder from local or other funds if needed.

CARRY OVER FUNDS FOR FY 2007 WILL BE COMPLETED WITH THE TRADITIONAL PROCESS FOR THIS YEAR ONLY.

(Please See Part 2 of the Manual to Continue)