e-GAP
FREQUENTLY ASKED QUESTIONS

1. **How do I get to Title IV?**
A: **Once you log in to *e*-GAP, it is recommended that you begin with the Funding Application side. The Status must be changed to "Draft Started" as you begin to work in the Title IV, SDFSC application.**

2. **Is estimated cost required at the Goal and Strategy level?**
A: **No, estimated cost is not required for Title IV at the Goal and/or Strategy level. Note: Estimated cost is required at the Action Step level.**

3. **What is blocked on the Title IV budget page?**
A: **(a) The budget page uses rows (function) and columns (object). Blocked on the Title IV, SDFSC budget page are the following columns: Capital Outlay and Indirect Costs (except on the row for General Administrative as has been allowed).**

4. **Do I have to complete the Improvement Planning part of *e*-GAP for Title IV?**
A: **Yes, this is where you select Goals, Strategies and enter your Action Steps.**

5. **When can I get the PowerPoint from the July 26th meeting?**
A: **The PowerPoint presentation and the PowerPoint handout are available in the *e*-GAP Document Library.**

6. **Where do I find the Goals and Strategies "drop down box" for Title IV?**
A: **Once you enter the Improvement Planning side of the *e*-GAP system and open the System Plan in the Plans List, you will find the goals and strategies when you begin to add goals.**

7. **Do I have to have Performance Measures (PM) at every level?**
A: **No, for the Title IV, SDFSC *e*-GAP application, the Goal has preloaded Performance Measures. You should review PMs #1-7 and select those that you will address in your plan. Remember you can edit the State Department of Education preloaded recommended Goals and Strategies.**

8. **How do I budget a Discovery Health Connection web site license?**
A: **Function is Instruction. Object is Instructional Software per Barry Kachelhofer.**

9. **How do I save my work on *e*-GAP?**
A: **All trainings were conducted with a "TEST" site. The "PRODUCTION" site is what all LEAs will activate for completing their applications. In the "PRODUCTION" site, you will have several button choices that are all designed to SAVE your work. The buttons are (1) SAVE, (2) CREATE, and/or (3) UPDATE.**
10. **How do I know my LEA's allocation for Title IV?**

A: **On *e*-GAP, the allocations are in the Funding Application side and are preloaded.**

11. **What is the System Plan Needs Assessment?**
A: **On the Improvement Planning side of *e*-GAP, you will see a System Plan Needs Assessment option with a box to be checked once the assessment is complete. This is least applicable to the Title IV, SDFSC grant group. All LEA coordinators with *e*-GAP grant groups are encouraged to collaborate on this component of *e*-GAP.**

12. **Why are Performance Measures required on the *e*-GAP Title IV application this year?**
A: **Performance Measures have been a part of the Title IV, SDFSC application in the past. They were reported on the page for Measurable Goals/Objectives/Activities/Timelines (p. 11 in FY06).**

13. **Where do I put the Indirect Cost and other budget items that do not "seem" to fit in the Improvement Planning of *e*-GAP.**
A: **Indirect Cost will be an Action Step in the Planning side of *e*-GAP. The title will be "Indirect Cost"; the description is, for example, "Allowable activity at 2% cap"; Performance Measures "are addressed in the other action steps for the prevention/education strategy"; Estimated Cost will be equal to the amount in the Budget on the Funding Application side.**

14. **When I open the Improvement Planning, I can see all the other information. Why?**
A: **As a coordinator, the superintendent or his/her designee, was to assign your roles. "View" is one of the roles that allows the user to view the System Plan.**

15. **I want to transfer funds, but *e*-GAP won't let me. What do I do?**
A: **When transferring funds, both grant groups must have the status of "Draft Started" in the Funding Application for *e*-GAP to allow the action.**