



## Part 2

# DIRECTIONS FOR COMPLETING *e*-GAP

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

Alabama State Department of Education

## *e*-GAP DRAFT INDEX

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? Note: After all set-asides have been entered, totals will automatically be calculated and a **Per Pupil Amount (PPA)** will be shown on the last line.

## LOOKING AT THE SCHOOL ALLOCATION (PPA list):

By clicking on the School Allocation **PPA List** you will be able to read the school allocations based on the **PPA**.

Home > Funding Applications > Consolidated Sections - Fiscal Year 2007 (Rev 0) > School Allocation PPA List - 100% Rule

School Allocation PPA List - 100% Rule

Consolidated - Fiscal Year 2007 (Rev 0)

Set Aside Save Nonpublic School Service - Title 1

School/Attendance Area Allocation

P = Public  
NP = Nonpublic

Per Pupil Amount (PPA) 0.00

SCHOOL/ATTENDANCE AREA	%	P	NP	MIN. ALLOC P + NP	PPA	ACTUAL ALLOCATION	TOTAL
A	B	C	D	E	F	G	H
				PPA X (C+D)		P X C	NP X D
						G + H	I
Fruithurst Elementary School	75.52	1.00	0.00	75.52	0.00	0.00	0.00
Pleasant Grove Elementary School	175.40	1.00	0.00	175.40	0.00	0.00	0.00
Claburne County Elementary School	91.46	1.00	0.00	91.46	0.00	0.00	0.00
Randume Elementary School	74.23	1.00	0.00	74.23	0.00	0.00	0.00
<b>Total Less Income</b>	<b>1012.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4.10</b>
<b>Total Allocations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Remaining</b>	<b>-4.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Set Aside Save Nonpublic School Service - Title 1

On the upper right corner of the page you will be given a calculated **average amount per pupil (PPA)**. You may use this number or **apply grade span grouping**. Make sure amounts follow poverty ranking. You will actually get a warning in the message section if you have skipped a school in rank order of poverty because of grade span grouping. You are free to ignore the warning if the action was your intent.

Type in the **PPA amounts** for **Public** (Column F) and **Non-Public** (Column D) students. In the sample I typed in the average PPA for each school. This resulted in a -4.10 remaining.

The screen you will actually see for your own application now includes a column for Parent Involvement (the 95 % portion of the LEAs 1%).

? Note: **The cell that shows Remaining should be as close to zero as possible. It may be a negative number or a positive number. It may be impossible to hit exactly zero.** In this example a \$-4.10 distributed across 865 students would require an equal distribution of less than \$.05 per student.

**School/Attendance Area Allocation**  
P = Public  
NP = NonPublic  
Per Pupil Amount (PPA)

SCHOOL/ATTENDANCE AREA	LOW INCOME			MIN. ALLOC P = NP	PPA	ACTUAL ALLOCATION			TOTAL
	%	#P	#NP			P AMT	NP AMT		
A	B	C	D	E PPA X (C+D)	F	G F X C	H F X D	I G + H	
Prichard Elementary School	75.00%	160	0	46.875000	0.00	0.00	0.00	0.00	
Pleasant Grove Elementary School	65.40%	170	0	44.750000	0.00	0.00	0.00	0.00	
Claborn County Elementary School	61.46%	240	0	60.660000	0.00	0.00	0.00	0.00	
Rumburg Elementary School	64.24%	250	0	73.910000	0.00	0.00	0.00	0.00	
Claborn County High School	76.19%	240	0	73.910000	0.00	0.00	0.00	0.00	
Rumburg High School	41.29%	100	0	46.875000	0.00	0.00	0.00	0.00	
<b>Total Low Income</b>	<b>140%</b>								
<b>Total Allocations</b>									
<b>Remaining</b>									
<b>Targeted Assistance Total</b>									
<b>Schoolwide Existing Total</b>									

**? Note:** The totals for Targeted Assistance and Schoolwide Existing Programs are also shown at the bottom of the page.

**?? Note:** The Total of ALL TA Programs will be shown on a separate line if applicable. **Make a note of the amount of the TA allocation** because **that amount must be transferred** from the total allocation (Which is placed initially in the SW column. We will explain the process following the completion of non-public allocations.)

**??? Note:** If you edit per pupil amounts, click anywhere on the page other than the box you just filled to **SAVE** the entry. **DO NOT USE THE ENTER KEY ON THIS PAGE BECAUSE IT WILL TAKE YOU TO A HELP PAGE AND THE NUMBERS YOU HAVE JUST ENTERED WILL BE LOST.**

### NON-PUBLIC UNDER CONSTRUCTION:

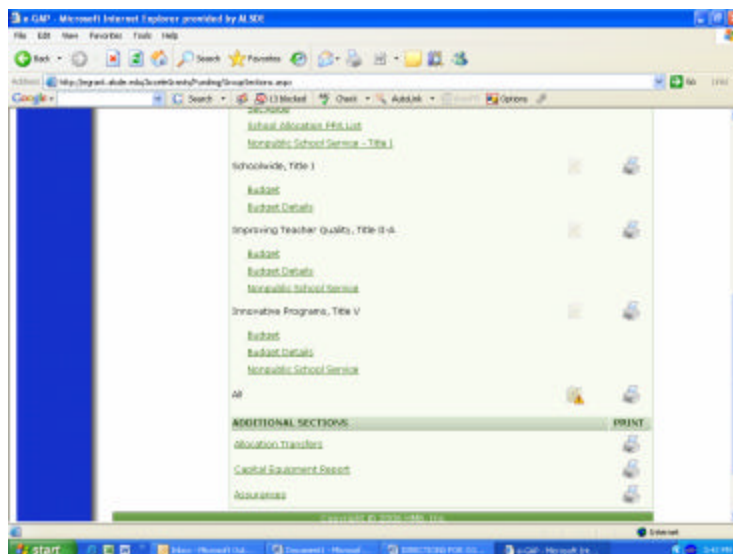
Select **SAVE** to save all.

**???? NOTE:** THE TOTAL SUM OF ALL TA SCHOOL ALLOCATIONS PLUS THE PARENT INVOLVEMENT AMOUNT ALLOCATED TO EACH SCHOOL **MUST BE TRANSFERRED** TO A TARGETED ASSISTANCE COLUMN ON THE TRANSFER ALLOCATION PAGE.

**100% of all money must be budgeted!** The message section of this application will generate a warning if anything less than 99.75% is budgeted.

Now, click on **Non-Public** at the bottom of the screen. On this page, click on Group Sections.

Scroll down to the bottom of the page to **Allocation Transfers**:



**Allocation Transfers** is used to **transfer amounts** required for **TA schools**. The amount will be transferred **from the SW column to the TA column**.

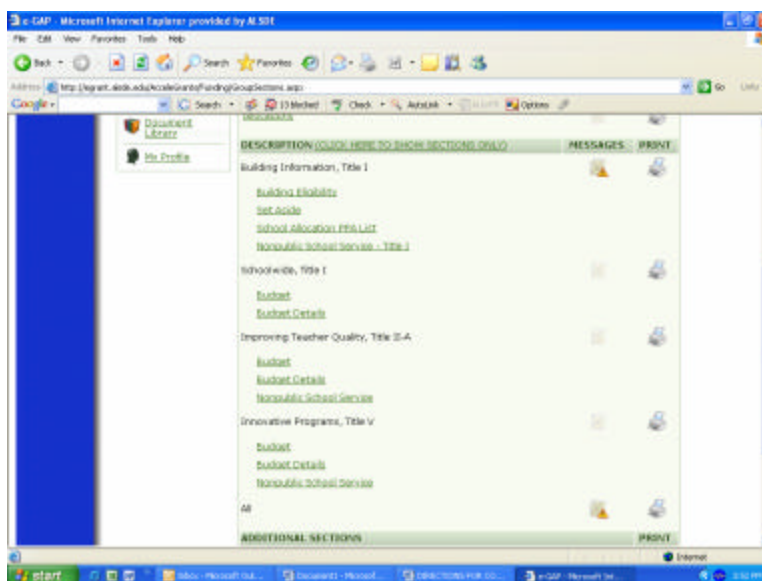
You may **transfer amounts** for/from other grants at this point; however you do have the option of transferring funds at a later time.

The screenshot shows the 'Allocation Transfers' page for 'CLEBURNE COUNTY' for the '2007-2008' school year. The page displays a table for transferring funds between different grant categories. The table has columns for 'TO E-SWP', 'TO T1A', 'TO T2A', 'TO T5', 'TO T2D', and 'TO T4'. The rows show 'ALLOCATION', 'FROM E-SWP', 'FROM T2A', 'FROM T5', 'FROM T2D', 'FROM T4', and 'ADJUSTED ALLOCATIONS'.

	TO E-SWP	TO T1A	TO T2A	TO T5	TO T2D	TO T4
ALLOCATION	\$519,599.00	\$0.00	\$137,088.00	\$7,625.00	\$10,323.00	\$14,917.00
FROM E-SWP		\$0.00				
FROM T2A	\$0.00			\$0.00	\$0.00	\$0.00
FROM T5	\$0.00		\$0.00		\$0.00	\$0.00
FROM T2D	\$0.00		\$0.00	\$0.00		\$0.00
FROM T4	\$0.00		\$0.00	\$0.00	\$0.00	
ADJUSTED ALLOCATIONS	\$519,599.00	\$0.00	\$137,088.00	\$7,625.00	\$10,323.00	\$14,917.00

Click on **SAVE** to save any transfers and then click on **Group Sections** to return you to the **Consolidated Sections Page**.

On the Consolidated Sections Page scroll down to the selected grant budget. This sample shows Schoolwide bud get:



Click on **Schoolwide, Title I Budget**:

Home > Funding Applications > Consolidated Sections > Fiscal Year 2007 > Pay 01 > Schoolwide, Title I - Budget

Schoolwide, Title I - Budget

Group Sections Save Budget Details

	SALARIES (100 - 199)	EMPLOYEE BENEFITS (200 - 299)	PURCHASED SERVICES (300 - 399)	MATERIALS & SUPPLIES (400 - 499)	CAPITAL OUTLAY (500 - 599)	OTHER OBJECTS (600 - 899)	INDIRECT COSTS (900)	TRAVEL (920)
INSTRUCTION (1100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ATTENDANCE SERVICES(2110)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GUIDANCE AND COUNSELING SERVICES(2120)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TESTING SERVICES (2130)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
HEALTH SERVICES (2140)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SOCIAL SERVICES (2150)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
WORK STUDY MERKES(2160)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PSYCHOLOGICAL SERVICES(2170)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SPEECH PATHOLOGY AND AUDIOLOGY SERVICES(2180)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
OTHER STUDENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

**In cooperation** with the LEA's Chief Financial Officer (CFO) enter amounts in the appropriate column. The McAleer system has been revised to match the columns on this application.



? **Note:** The money required for all grants must be completed in this way and should match exactly to the amounts entered in the McAleer system. **The budget total CANNOT EXCEED the allocation or you will not be able to submit the application.**

?? **Note:** Just a reminder to help you understand the process: All money is loaded into the Schoolwide allocation. Any amount needed to cover Targeted Assistance Schools (including their Parent Involvement Allocation) must be transferred to the TA column in the budget. The balance remaining after any transfers to cover TA schools is the amount needed for Schoolwide programs (including their Parent Involvement) and the Set-Asides.

After entering the amounts into the budget for the Application you are completing you may click on **Group Sections** if you want to return to that page or go directly to **Budget Details** to complete the personnel details for this grant.

## COMPLETING BUDGET DETAILS:

This is the top half of the **Budget Details** page:

The screenshot shows the e-GAP web application interface. The title bar of the browser window reads "New Personnel-FTE Names (Screen Shot) - Microsoft Word". The page header includes the e-GAP logo and the text "BIRMINGHAM CITY CLERK", "Edwards Moore (Logout)", and "Session Timeout in 00:19:41". The breadcrumb trail is "Home > Funding Applications > Consolidated Sections > Fiscal Year 2007 (Rev 0) > Title I, Schoolwide - Budget Details". The main heading is "Title I, Schoolwide - Budget Details" with a subtext "Consolidated - Fiscal Year 2007 (Rev 0)". There are two buttons: "Budget" and "Group Sections". The page is divided into two main sections: "PERSONNEL" and "FTEs". Each section has a sub-section "PAID WITH TITLE I-SWP FUNDS" and a "PUBLIC" section. The "PAID WITH TITLE I-SWP FUNDS" sections contain two columns of checkboxes for various roles: Administration, Teachers, Non-Instructional Paraprofessionals, Reading Coaches, Nurses, Other, Clerical, Instructional Paraprofessionals, Media Specialists, Counselors, and Parent Involvement Resources. The "PUBLIC" sections are currently empty.

On the top half of the page you must **enter the Personnel and FTEs** paid with the Grant funds. Personnel represent each **person funded** and the **FTEs** represent the actual number of **funded units**.



This is the bottom half of the **Budget Details Page**:

The screenshot shows the 'PUBLIC' section of the e-GAP Budget Details Page. It contains three main sections with checkboxes:

- SUBJECT AREAS:**
  - ☐ Reading
  - ☐ Math
  - ☐ Social Studies
  - ☐ Language Arts/English
  - ☐ Science
  - ☐ English Language Instruction
- GRADE GROUPINGS SERVED:**
  - ☐ Preschool
  - ☐ Elementary
  - ☐ Middle
  - ☐ Kindergarten
  - ☐ Secondary
  - ☐ Jr High
- DELIVERY METHODS:**
  - ☐ In-Class
  - ☐ Replacement
  - ☐ Extended Learning (after school)
  - ☐ Other
  - ☐ Pull-Out
  - ☐ Extended Learning (Summer School)
  - ☐ Reduced Class Size

At the bottom, there is a text input field for 'Average Daily Number Participants Served' and three buttons: 'Save Budget', 'Save', and 'Group Sections'.

Scroll down to the bottom half of the page and select the **SUBJECT AREAS, GRADE GROUPING SERVED, and DELIVERY METHODS**. The **AVERAGE DAILY NUMBER OR PARTICIPANTS SERVED** will be populated according to the enrollment numbers on the **Building Eligibility** page.

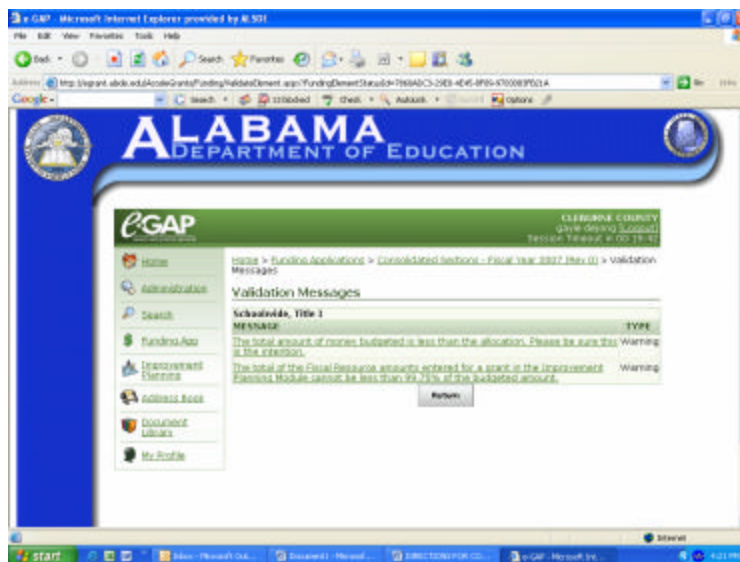
**SAVE** and then click **GROUP SECTIONS**:

At this **time review the error messages** by clicking on the warning triangles by each section.

The screenshot shows the 'Consolidated Sections - Fiscal Year 2007 (Rev 0)' page. It features a sidebar with navigation links (Administration, Search, Evaluation, Improvement Planning, Address Book, Document Library, My Profile) and a main content area with the following sections:

- Application Status:** Draft Started, Change Status To: Draft Consolidated, View Status/Comments/History Log
- ALLOCATIONS:** Messages, Print
- DESCRIPTION (Click Here To Show Sections Only):** Messages, Print
- Building Information, Title I:** Building Eligibility, Set Aside, School Allocation PPA List, Nonpublic School Services - Title I
- Schoolwide, Title I:** Budget, Budget Details
- Improving Teacher Quality, Title II-4:** Budget, Budget Details

This is a screen shot of the **errors** made for **Schoolwide Title I**;



These messages are **WARNINGS** and will permit the application to be submitted. An **ERROR** message must be corrected and it will be necessary to scroll to the appropriate section and correct the mistake.

Once all **ERRORS** have been corrected the Application for this particular grant is complete.

Clicking directly on the error message(s) will take you to the appropriate section in the applications.

**EACH GRANT APPLICATION SHOULD BE COMPLETED IN THE SAME WAY.**

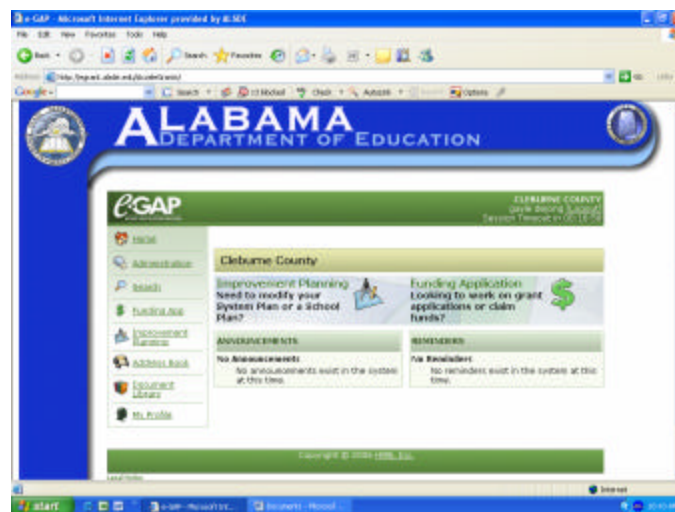
## COMPLETING IMPROVING TEACHER QUALITY, Title II-A Grant:

After completing the Schoolwide and TA portions of the **Consolidated Application** the next step is to complete the **Title II-A** section of the **Consolidated Application**.

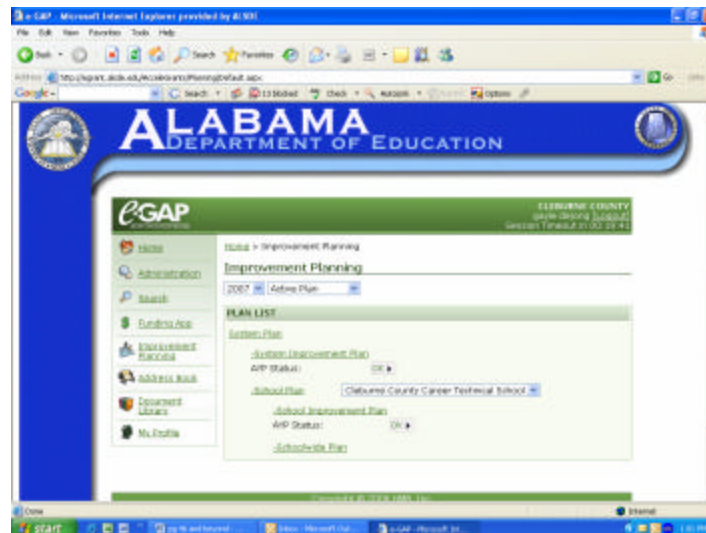
If you are not already logged in follow the log in process by going to the web-site and entering your name and password. Once you have selected the year and “Active Applications” you will be taken to the HOME page:

Adding **Title II-A Goals/Strategies/Action Steps**:

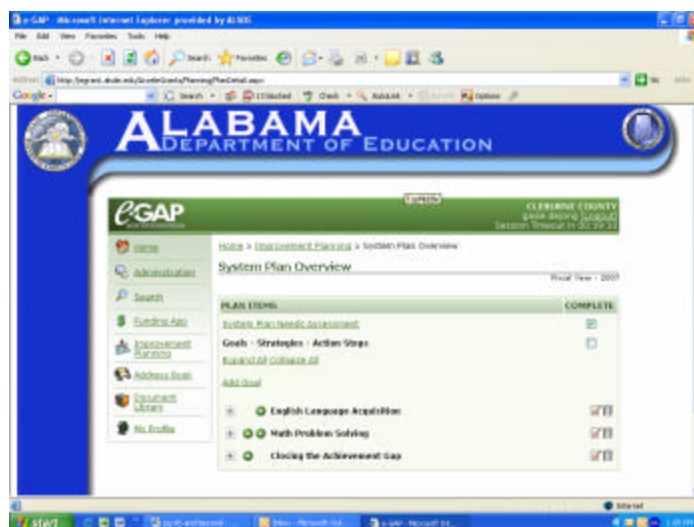
Select **Improvement Planning** :



Next Select **System Plan** under the green bar that says **PLAN LIST**.

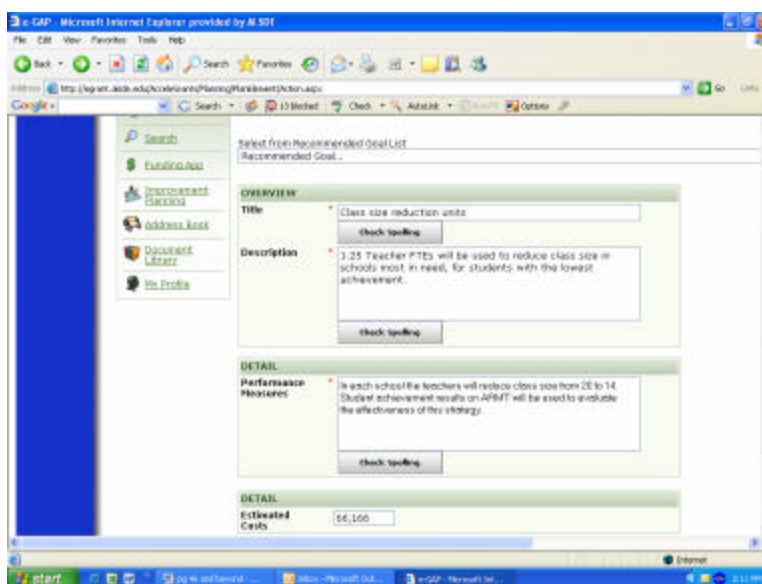


After clicking on **System Plan** you will see the following page:



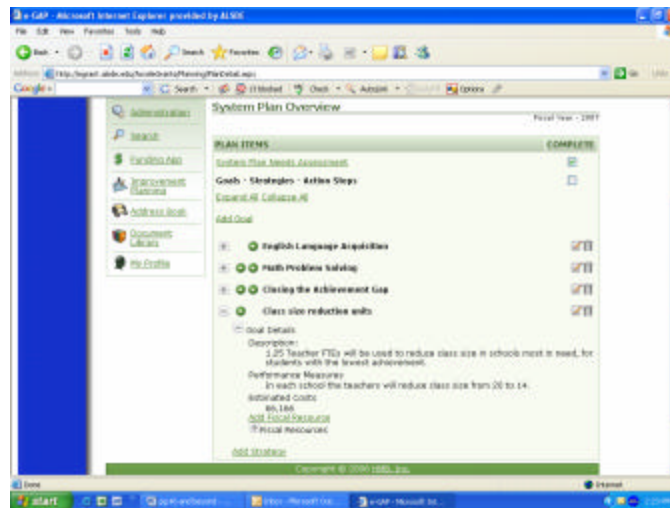
Click on **ADD GOAL** and **complete the addition of the goal** by either selecting from the **Recommended Goal** (which will pre-load **Title, Description, and Performance Indicators**) or typing your own in the boxes. Then select **CREATE** at the bottom of the page.

This is a sample of a **goal** typed in the boxes for **Title II-A**:

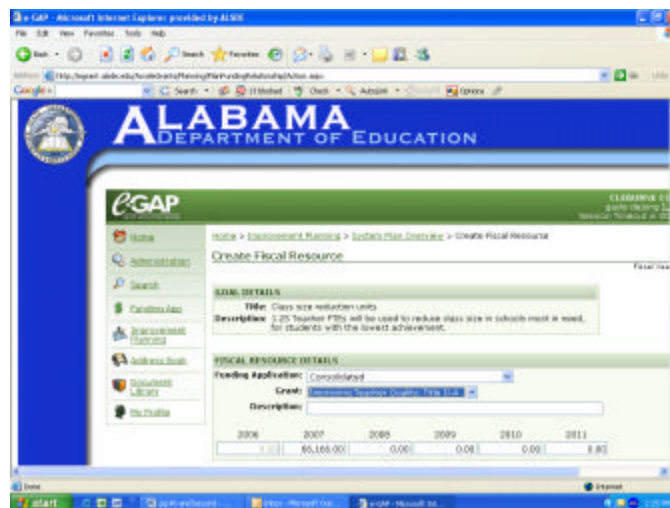


? **Note:** The cost of 1.25 teacher units was entered as the **estimated cost** of this goal. It is now necessary to link this goal to Title II by going to the **Improvement Planning Page** (you can use the menu at the left to select **Improvement Planning**).

Select **SYSTEM PLAN** and then clicking on the + sign for the goal(s) written for Title II-A as many times as necessary until you see the **Add Fiscal Resource** section. The page should look like this (although it will have your goals):



Click on **Add Fiscal Resource** to tie this goal to **Title II-A**:



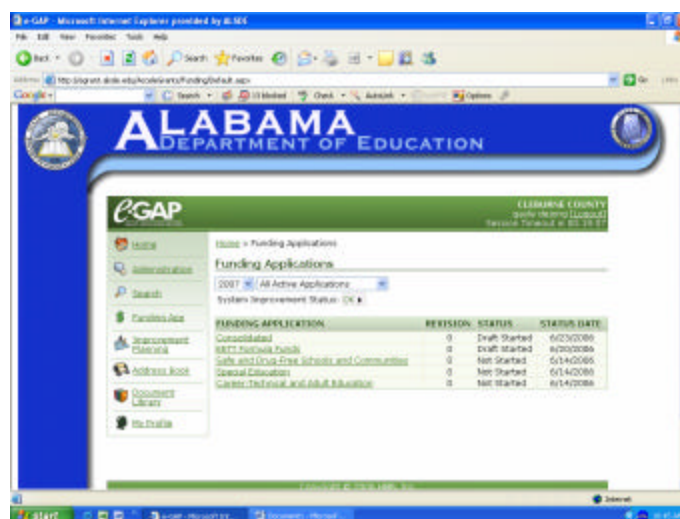
Look at the screen above and note that the **Goal Details** were transferred from the goal page. It will however, be necessary to **change the Grant** in the pull-down box to **Improving Teacher Quality, Title II-A**, and **typing in the entire cost in the 2007 FY box**.

The goal is now written and tied to **Title II-A**, and the next step is to **complete the Title II-A budget**.

8/1/2006 DRAFT

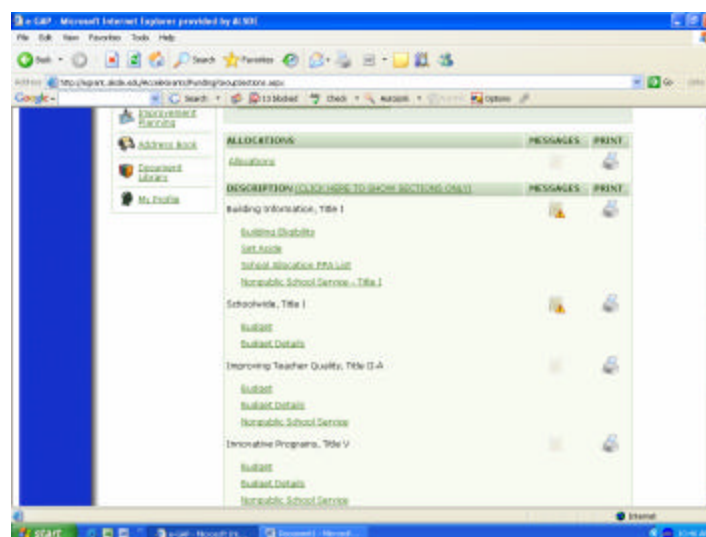
## COMPLETING THE TITLE II-A BUDGET:

Select the \$ icon to move to the **Funding** section:



Now select the **Consolidated:**

Scroll down to **Improving Teacher Quality, Title II-A:**



Click on **Budget** under **Improving Teacher Quality, Title II-A.** You will be taken to the budget page. Enter the amounts you wish to budget from the amount you were allocated for **Title II-A:**



AP

Home > Funding Applications > Consolidated Sections - Fiscal Year 2007 (Plan II) > Improving Teacher Quality, Title II-A - Budget

Improving Teacher Quality, Title II-A - Budget

Group Sections Save Budget Details

	SALARIES (100 - 199)	EMPLOYEE BENEFITS (200 - 299)	PURCHASED SERVICES (300 - 399)	MATERIALS + SUPPLIES (400 - 499)	CAPITAL OUTLAY (500 - 599)	OTHER OBJECTS (600 - 699)	INDIRECT COSTS (919)
INSTRUCTION (1100)	66,166.00	0.00	0.00	0.00	0.00	0.00	2,375.00
ATTENDANCE SERVICES(2110)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GUIDANCE AND COUNSELING SERVICES(2120)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TESTING SERVICES (2130)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HEALTH SERVICES (2140)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SOCIAL SERVICES (2150)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WORK STUDY SERVICES(2160)	0.00	0.00	0.00	0.00	0.00	0.00	0.00

If you **transfer** any money out of **Title II-A** into another Allocation the amount should be shown in the **FUND TRANSFERS COLUMN** of the budget page and it will be necessary to complete an **Allocation Transfer** for that transaction.

## COMPLETING AN ALLOCATION TRANSFER:

1. Click on **FUNDING APPLICATION:**
2. Next, **select the grant application** you want to work with (In our sample Consolidated)
3. **Scroll down** to the bottom of the page until you see **Allocation Transfers**.
4. Click on **Allocation Transfers**.

You should see the following page:

ALABAMA  
DEPARTMENT OF EDUCATION

CLERMONT COUNTY  
State Board of Education  
Fiscal Year 2007

Home > Funding Applications > Consolidated Sections - Fiscal Year 2007 (Plan II) > Allocation Transfers

Allocation Transfers

Group Sections Save

	TO 5-TWAP	TO T14	TO T24	TO T5	TO T20	TO T4
ALLOCATION:	\$158,598.00	\$0.00	\$137,098.00	\$7,655.00	\$20,023.00	\$14,917.00
FROM 5-TWAP		\$0.00				
FROM T24	\$0.00			\$0.00	\$0.00	\$0.00
FROM T5	\$0.00		\$0.00		\$0.00	\$0.00
FROM T20	\$0.00		\$0.00	\$0.00		\$0.00
FROM T4	\$0.00		\$0.00	\$0.00	\$0.00	
ALLOCATION	\$158,598.00	\$0.00	\$137,098.00	\$7,655.00	\$20,023.00	\$14,917.00

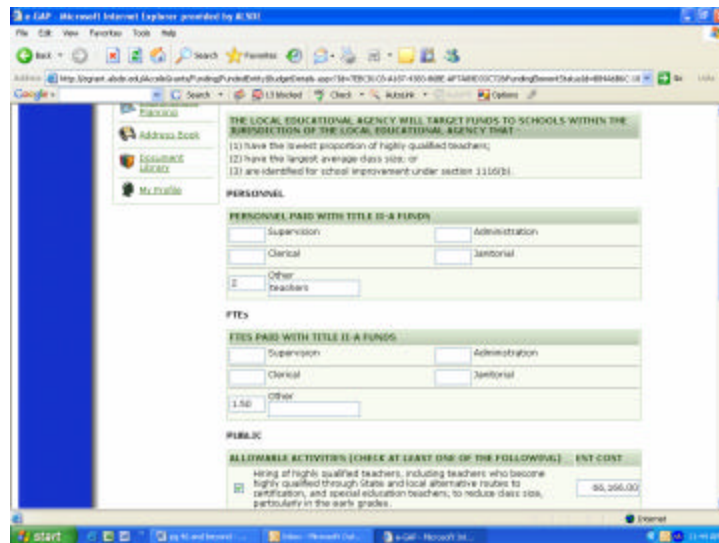


To **transfer**, show the amounts **from** (from the first column) and **to** in the appropriate columns.

**?Note:** The transfer page will already show amounts transferred if any money was moved earlier from School-wide to Target Assistance.

When the transfer is complete, click on **Save** and then finish the budget details.

**COMPLETING BUDGET DETAILS: (BUDGET DETAILS MUST BE COMPLETED FOR EACH GRANT)!**



THE LOCAL EDUCATIONAL AGENCY WILL TARGET FUNDS TO SCHOOLS WITHIN THE JURISDICTION OF THE LOCAL EDUCATIONAL AGENCY THAT:

- (1) have the lowest proportion of highly qualified teachers;
- (2) have the largest average class size; or
- (3) are identified for school improvement under section 1110(b).

**PERSONNEL**

**PERSONNEL PAID WITH TITLE II-A FUNDS**

<input type="checkbox"/> Supervision	<input type="checkbox"/> Administration
<input type="checkbox"/> Clerical	<input type="checkbox"/> Sanitorial
<input type="checkbox"/> Other	
2	Teachers

**FTEs**

**FTEs PAID WITH TITLE II-A FUNDS**

<input type="checkbox"/> Supervision	<input type="checkbox"/> Administration
<input type="checkbox"/> Clerical	<input type="checkbox"/> Sanitorial
<input type="checkbox"/> Other	
1.25	

**PUBLIC**

**ALLOWABLE ACTIVITIES (CHECK AT LEAST ONE OF THE FOLLOWING) EST. COST**

<input checked="" type="checkbox"/> Hiring of highly qualified teachers, including teachers who become highly qualified through state and local alternative routes to certification, and special education teachers, to reduce class size, particularly in the early grades.	\$0,000.00
--	------------

In the **Budget Details Section** you will be able to enter the number of personnel (actual number of people) being paid from **Title II** and the actual number of **FTEs**. In this sample 2 people are paid but only the equivalent of **1.25 FTEs**.

The **Budget Details** page also requires you to check the allowable activities and enter an **Estimated Cost** of each activity that will be used with your **Title II-A** funds.

Complete the **NON-PUBLIC** Section if applicable and then press **SAVE**.

**COMPLETING TITLE III, V and VI: (Under Construction):**

The completion of Titles III, V, and VI grant applications are accomplished in the same was as Title II.

**CONSORTIUM LEADS:**

? **Note:** LEAs that are the lead systems in a Consortium will receive the allocation (it will be pre-loaded). LEAs that are part of a consortium will add goals, strategies and action steps for that allocation.

Allocations for Consortiums will appear as an allocation for the Consortium Lead. The Consortium **Lead** will be responsible to budget the allocation (including goals, strategies and action steps). **Members** of the Consortium who are not leads will be able to “see” the allocation but will not be able to budget those funds in their application.

This is a sample of an **Allocation Page** of a District who is a **Lead** of a Title I-D Consortium. Note that the column labeled I-D contains the District’s portion of the allocation on the top line (Original Allocation in the I-D column). It also contains the allocation of another district in the Consortium row (I-D column). If you hold you cursor over the amount in the CONSORTIUM ROW the Consortium Member’s name will pop-up.

	I-SWE	I-TA	I-C MEG	I-D	I-SI	II-A	III-LEP
ORIGINAL ALLOCATION	1,634,238.00	0.00	0.00	34,912.00	133,646.00	395,035.00	0.00
INCOMING CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OUTGOING CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RE-ALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADDITIONAL FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RELEASE FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONSORTIUM	0.00	0.00	0.00	39,417.00	0.00	0.00	0.00
FORFEITED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALLOCATION	1,634,238.00	0.00	0.00	74,329.00	133,646.00	395,035.00	0.00
ADJUSTED ALLOCATION	1,634,238.00	0.00	0.00	74,329.00	133,646.00	395,035.00	0.00
BUDGETED	0.00	0.00	0.00	0.00	0.00	0.00	0.00

? **Note:** Because this District is the LEAD, the **ADJUSTED ALLOCATION** becomes the sum of the Consortium Lead and the Member. The **Adjusted Allocation** is shown in that row under I-D.

This is a sample Allocation Page of a **Consortium Member**.

Notice the difference between this page and the previous page. Although an amount appears in **I-D** in the original Allocation row, the Adjusted Allocation is “0.00”. There are **no funds** available for budgeting. (In fact a budget page for that allocation will not appear for the **Member**.)

A Consortium Lead (including Title I-C, Migrant and Title III) will budget and plan for the Consortium. Although members see their funds they will not be able to budget those amounts.

	I-SW/P	I-TA	I-C MIG	I-D	I-SI	II-A	III
ORIGINAL ALLOCATION	1,817,702.00	0.00	0.00	39,417.00	10,205.00	424,209.00	50
INCOMING CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	
OUTGOING CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	
RE-ALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
ADDITIONAL FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
RELEASE FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
CONSORTIUM	0.00	0.00	0.00	(39,417.00)	0.00	0.00	
FORFEITED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL ALLOCATION	1,817,702.00	0.00	0.00	0.00	10,205.00	424,209.00	50
ADJUSTED ALLOCATION	1,817,702.00	0.00	0.00	0.00	10,205.00	424,209.00	50
BUDGETED	0.00	0.00	0.00	0.00	0.00	0.00	

? **Note:** The Consortium budgeting process highlights the importance of joint planning between the Lead and the Member(s).

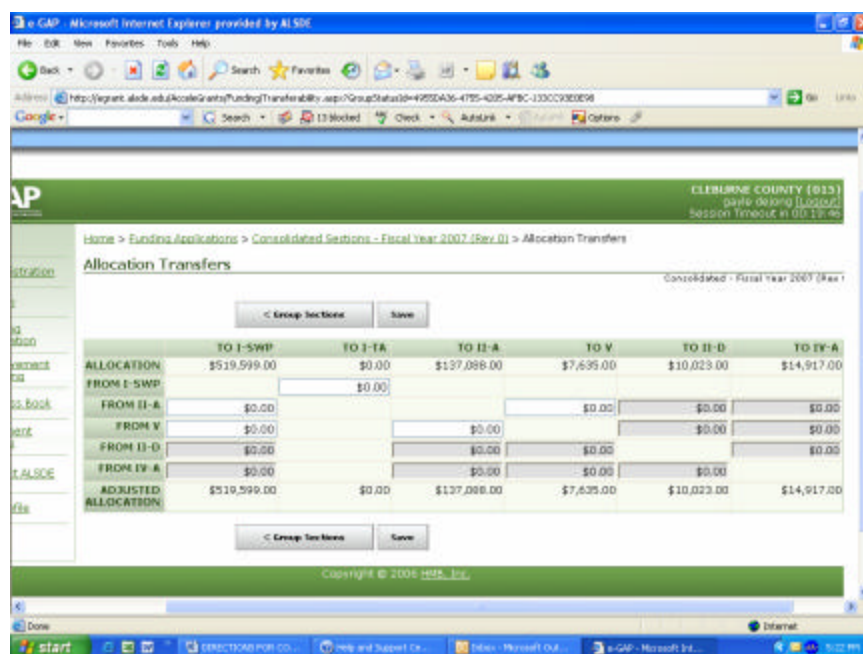
## SUPPLEMENTAL INFORMATION

Each of the Applications has a SUPPLEMENTAL INFORMATION SECTION.

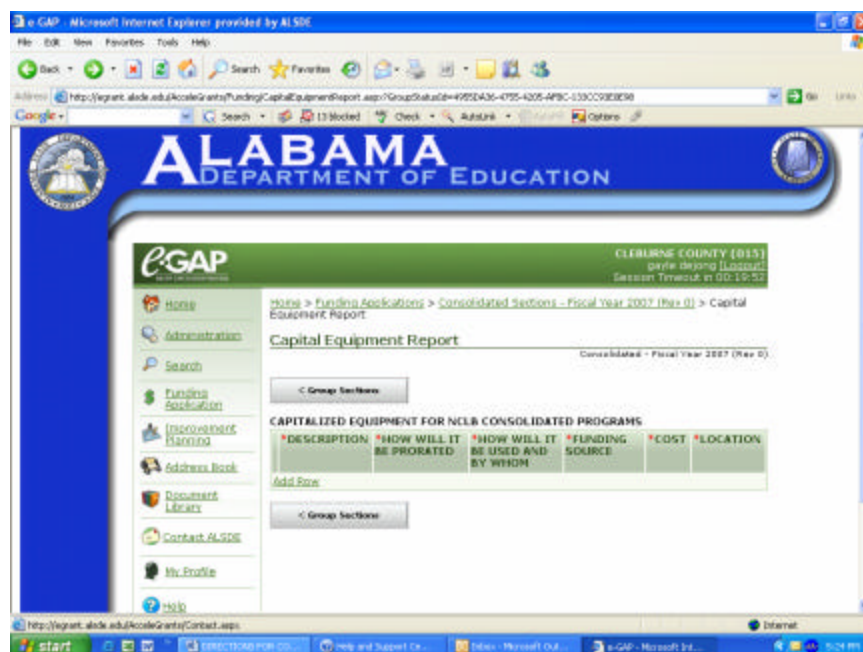
This is an example of the Consolidated Application's SUPPLEMENTAL INFORMATION Section:



This is a sample of the **Allocation Transfers Page** (also shown on p. 40)

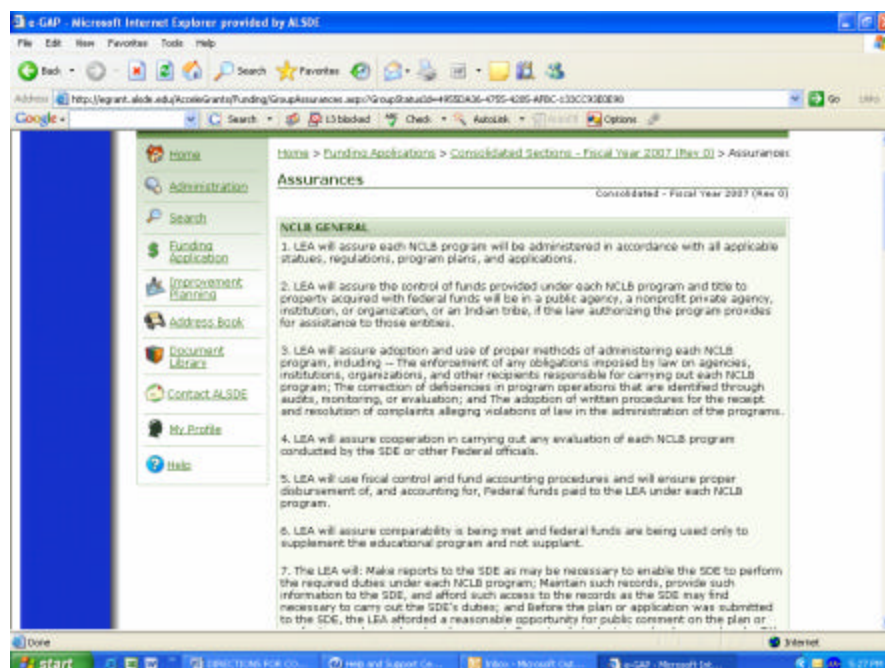


This is a sample of the **Capital Equipment Report**:



By clicking on **Add Row** you will be able to add the specific information required.

This is a sample of the **Assurances Pages**:

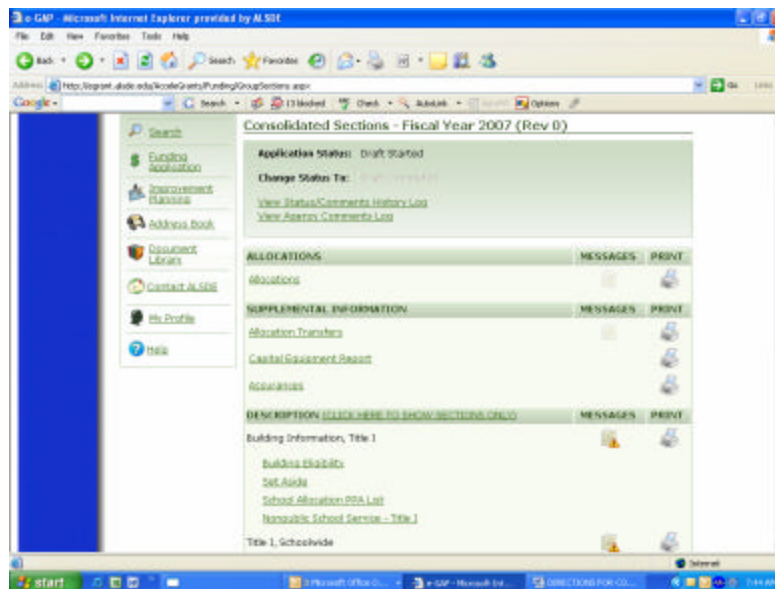




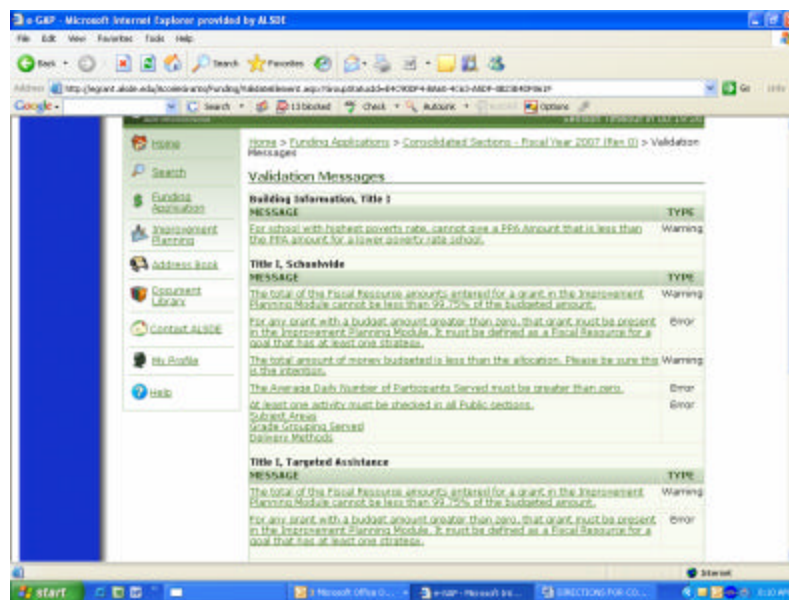
## FIXING ERRORS AND WARNINGS:

An Application cannot be submitted until all error messages are corrected. Warning messages are provided for you to take a second look at your work to be sure things are entered as you intended. Warnings will still allow you to submit an application.

This is a sample of the Consolidated Application page. You will find warning triangles in the **Messages** column by each section that contains an error or warning:



You may click on the warning triangle in each section or go to the warning symbol for **ALL** at the bottom of the page. By clicking on **ALL** you are able to see all Error and Warning Messages



Read all **Warning** messages to make sure that you have entered what you intended.

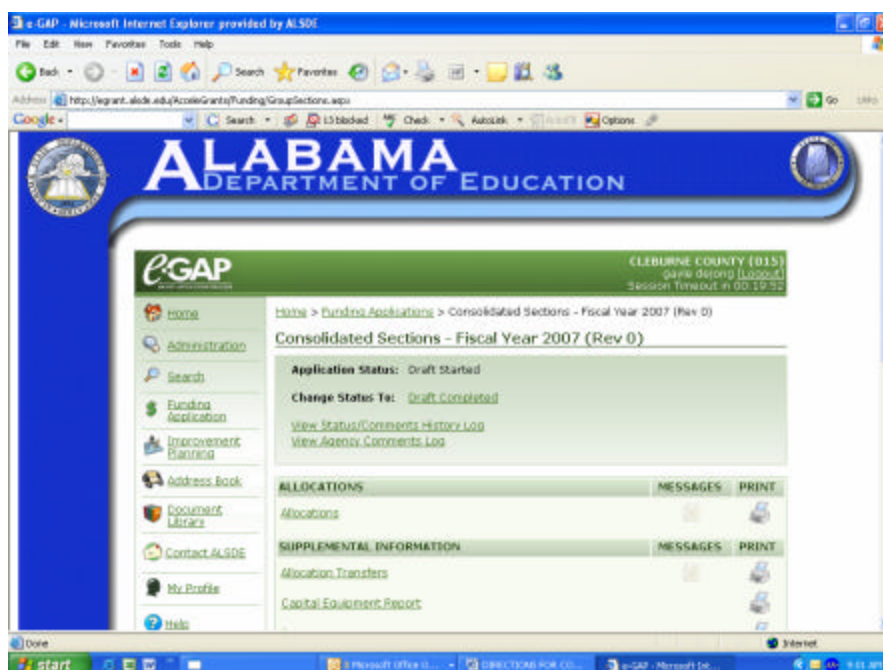
By clicking on the message you will be taken to the appropriate section so you have an opportunity to fix the problem.

Applications cannot move forward if there is an **Error** in the Application. **Errors must be fixed.**

### SUBMITTING A COMPLETED APPLICATION:

After reviewing all warnings and fixing all errors it is time to change the status of application from **DRAFT STARTED** to **DRAFT COMPLETED**.

Go to the appropriate grant section (This is a sample of the Consolidated):



In the **Change Status To:** section click on **Draft Completed**.

Once the Coordinator has clicked on **Draft Completed**, the application will be sent to the **District's Chief Financial Officer**.

After the Chief Financial Officer has reviewed the application and marked his approval it will be sent on to the **District Superintendent**.

When the **Superintendent** has marked approval of the final application it will be sent to the appropriate Specialist at the **SDE**.