

# Part 2 DIRECTIONS FOR COMPLETING *e*-GAP

(http://egrant.alsde.edu/AcceleGrants/Default.aspx)

Alabama State Department of Education

#### *e*-GAP DRAFT INDEX

Section_		Page 1
INTRODUCTION		2
USING e-GAP	Obtaining Passwords Before You Log On Logging On	3 3 3 3
NAVIGATING THE	SITE AND COMPLETING INFORMATION	5
BEGINNING THE A	APPLICATION	7
LOOKING AT THE	FUNDING APPLLICATION SECTION	8
SELECTING THE A	APPLICATION TO COMPLETE	9
COMPLETING THE	E CONSOLIDATED APPLICATION SECTION	11
COMPLETING IMP	PROVEMENT PLANNING	16
ADDING A GOAL		20
ADDING FISCAL R	RESOURCES	22
ADDING A STRAT	EGY	24
THE DOCUMENT I	LIBRARY	26
ADDING AN ACTIO	ON STEP	26
SYSTEM AND SCH	IOOL IMPROVEMENT PLANNING (Optional)	28
COMPLETING OPT	TIONAL SCHOOL PLANS	32
COMPLETING THE	E FUNDING APPLICATION	33
COMPLETING BUI	LDING ELIGIBIILTY	34
COMPLETING SET	T-ASIDES	35
COMPLETING THE	E 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

? 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**.

File Edit View	Pavorites Taole Help									
G tet - O	) - 💽 😰 🏠 🔎 Several	**	inoritas 4	0	-马田-	11.3				
Google -	igrant, sinde sida, Miccelle Granes, Frundrig 😴 🔀 tiesech				PRALAT.angu Tid=17040 F Check + 🔍 Auto			9		🔁 💠 - (My '
GAP								OLLEBUR gayle des session Timeou	NE COUNTY 010 [LODOK] 10 00: SR 32	
10131	Home > Funding Application	ins > Co	rsoldat	ed Sect	tons - Riscal Year 2	007.09#4.01>	School Alloca	tion PRAIList - 1	00% Rule	
Administration	School Allocation PPA List - 100% Rule Carobided - Paul Yes 2007 (Key I)									
Search	1 5 5 0 A 6	de: 15	are i li	Nonaut	es School Service	1010.1.2				
Funding App	- In the second second second									
nerovement Veroine	School/Attendance Area P = Public NP = NorPublic	Allocati	ion .				Per Pupil A	mount (PPA)	8+45.14	
Address Block										
Document	SCHOOL/ATTENDANCE	LOV	and and	anin	MIN. ALLOE P	PPA	P AMT	NP AME	TOTAL	
Hy Profile		0	5	0	PPAK(C+D)		FXC	HFXD	G + H	
	Fruthurst Elementary School			0		0.00				
	Pleasant Grove Elementary School			D		0.00				
	Ciebume County Elementary School			D		0.00			0.01	
	Rariburne Elementary School			0	117,994,61	0.00	0.00	11.00		
	Tetal Leve	Income			Tota	Allocations		0.00		
								Remaining		
	L'Set As	del 18	are 1 in	Montesd	Re Subcol Service -	THE 13				

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.

Ont - ()	🖹 🛋 💋 🔎 Seeth 🕈	terest.		0 00	38.0	13 3				
-	Liste adukcaleirante funding Fu				and the second second		011-1409-4407-8	17-1075-mil-mix	04d-408 ** 🚺	
Coogle -	🗶 🖸 Seech 🔹	\$ 8	1) Mirchie	1 7	Check + 🔍 Autochik	+ galler	Optimo 🍠			
beach .	Laist An	-	no i	DECEN	the Retroot Service -	THEIST				
Funding Application	School/Attendance Area	Allecti								
incrovement Namina	P = Public NP = NasPublic	P = Public Per Papil Amount (PPA)								
A Address Book	SCHOOL/ATTENDANCE		* INCO		HIN ALLOC P		ACTUAL ALL	OFATION		
Document	AREA	-	#P	-	+ NP	DUA.	PAHT	NPANT	TOTAL	
			c	D	PPA X (C+D)	F	FXC	H	1 6 + H	
Contact ALSOE	Prothurst Detentary	28.61	167	0		9.00	0.041	0.041	0.00	
He Profile	School Pleasant Orove	10.41		0	+1.712 a.2	0.00				
Hola	Denentary School Cleburne County Denentary School	61.46		0		0.00				
	Ranburne Dementary School	14.24		0		0.00				
	Claborna County High	00.14		0	114,047,067	0.00				
	Ranburne High School			0		0.00				
	Total Love	Income			Tota	Allacations		b.81		
								Remaining		
							Tergeted Assi	starce Total		
							and the second	visting Total		

**? 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 TRANSFERED** 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** <u>Group Sections</u>. Scroll down to the bottom of the page to <u>Allocation Transfers</u>:

The local division of	🚺 🌮 🖓 🖓 🖓 🖓 🖓 🖓 🖉			- Ca
Coogle -	Chartela anty "andreg lange landers and Chartela anty "andreg lange landers and Chartela anty "Chartela anty Chartela anty Addition and Theorem and Chartela anty "Addition and the Chartela anti-	aron J		
	Site Salar Sala Alicenter (Hist.Last Nonsuble: Site Salar - THL) Site Salar (Hist)			
	kadant kudant Dataha			
	Inpriving feather (suilts, fille II-4 kulast Rudats Konsaliku Schola		8	
	Innonative Programe, Title V Buddets Buddet Intradis Monesalter, School Cervice		4	
	48	14	4	
	ADDITIONAL SECTIONS: electron Transfers Capital Sautement Secont		PRINT B B B	
	Addamanting Addamanting States and Addamanting States and Addamanting	_	-	
start 0 E E	Man - Manual Col. Document - Manual	a con Herent In.		Renet

<u>Allocation Transfers</u> 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.

	dubcalei/antoFieldrg/Tim			>8305-46147045C3E1		
r	- 10 Seeds + 1		Ched. + S. AutoLak	· Catte		··· 🚺 😡
Contraction of the local division of the loc			and the short of			
BA	T OF ED	UCATIO				
RIMEN	IT OF ED	UCATIO	N			
						SURVE COUNTY
					gayle Calure Ter	delong [.occut] most = 00119146
and a Reading of			and the state of the state of	The station of the state of the state		
	asilitations > Consolida	ted Sections - Ficka	YOAR ZEET (Nev.III > A	Relation Transfers		
Hone > Funding a Allocation Try		ted lastices - Fisal	TO AF I LUI (Rev. II) > A	Elevation Transfers	constituted - Recal	You YEST GAL T
		ted herboos - Fishal	noar 2007 (Ney (i) > A	Recation Transfers	controllationed - Proces	(1949-2807 (Rev 0)
100 C 100		1		illusation Transfers	Concellationed - Pacel	1764F 2807 (Rev 0)
100 C 100	ansfers	1		Exection Transfers	constituted - Face TO T2D	To 14
100 C 100	ansfers < tree	techiere	al .			
Allocation Tra	rnsfers care TO I-SWP	tecture tan TO TLA	10 124	10 15	10 120	TO 14
Allocation Try	rnsfers care TO I-SWP	tecture TO TLA \$0,00	10 124	10 15	10 120	TO 14
Allocation Tra	TO 1-5WP \$519,799.00	tecture TO TLA \$0,00	10 124	10 TS \$7.073.00	10-120 \$10.023.00	TO 14 \$14,917.00
Mucation Try	ensfers < 8000 5019,792.00 \$0.00	tecture TO TLA \$0,00	10 T24 \$137,088.00	10 TS \$7.073.00	10-120 \$10.023.00 \$0.00	10.14 \$14.917.00 \$8.00
Allocation Try ALLOCATION FROM I SMP FROM T2A FROM T2A	10 1-500 50 00 50 00 50 00 50 00 50 00 50 00	tecture TO TLA \$0,00	10 T24 \$137,086.00 \$0.00	10 13 \$7,033 00 \$0.88	10-120 \$10.023.00 \$0.00	10,14 \$14,517,00 \$8,00 \$0,00
Mocation Tra MLOCATION FROM 12 SWP FROM 124 FROM 125 FROM 120	TO 1-5440 \$519,799.00 \$0.00 \$0.00 \$0.00	tecture TO TLA \$0,00	10 T24 \$137,000.00 \$0.00 \$0.00	10 15 \$7.073 00 \$0.00 \$0.00	10 120 \$10,023,00 \$0.00 \$0.00	10,14 \$14,517,00 \$8,00 \$0,00

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 budget:



Click on Schoolwide, Title I Budget:

and 🌱 Check +	III + III MALO	eto es es a con errora. Rel taxiere	HEMBHUCH	eac +a 💌 🚺 9	a (11)
and 🍯 Check •	🔍 aaxir + 🗍	Castiere		enec-tai 💌 🔛 (	
ALC: NO YOUR	and the second	and the second second		-	
ual maar 2007 (No	<u>c.01</u> > 50%aailwida	Title 1 - Parkaget			
					_
er Details a					
PURCHASED SERVICES (200 - 299)	SUPPLIES	OUTLAY	OBJECTS	COSTS	18A
0.00	0.00	0.00	01.0	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	
00.0	D.00	0.00	00.0	0.00	
0.00	0.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	00.0	
0.00	0.00	0.00	0.00	0.00	
e.on]	nasi				
	PURCHASED STRVICES (380 - 399) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	HATSHALS         HATSHALS           STRACS         HATSHALS           STRACS         Stract           Stract         Stract           Stract<	PURCHASE         MATRIALS - SUPPLIES         CAPTIAL SUPPLIES           STRICTS         SUPPLIES         CUPLIES           (JAD - SAN)         (JAD - SAN)         (SAN - SAN)           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	PURCHASED STRUCCS (200 - X445)         NETERIALS + SUPELTS (200 - X445)         CAPITAL (200 - X445)         OTHER (200 - X445)           0.001         SUPELTS (200 - 400)         (200 - X445)         (200 - X445)           0.001         SUPELTS (200 - 400)         (200 - X445)         (200 - X445)           0.001         0.001         0.001         0.001           0.001         0.002         0.001         0.001           0.003         0.002         0.001         0.001           0.003         0.002         0.001         0.001           0.003         0.002         0.001         0.001           0.003         0.002         0.001         0.001           0.003         0.002         0.001         0.001           0.003         0.002         0.001         0.001           0.003         0.002         0.001         0.001           0.003         0.002         0.001         0.001	PURCHASED INTRUCES         NATERIALS + SUPPLIES (200 - 0.04)         CAPITAL (200 - 0.04)         DIMER (200 - 0.04)         DIMER (C03 TS (200 - 0.04)           1000         SUPPLIES (200 - 0.04)         C00TAY (200 - 0.04)         C03TS (200 - 0.04)         C03TS (200 - 0.04)           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         0.00         0.00         0.00         0.00           000         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

**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 **<u>Budget Details</u>** to complete the personnel details for this grant.

#### **COMPLETING BUDGET DETAILS:**

This is the top half of the **<u>Budget Details</u>** page:

		at) - Microsoft Word	
Die Dat New 3m	sert Fyrnet Look	Table Window Help	Type a question for help 👘 🔹
0 🖬 🖬 🔒 🗿	🖨 🕰 I 🐬 🕰 I M	Sha 🖉 🕫 - P - Sha 👷 🗊 🕞 🗰 🚯 🖓 🖣 100% 🔸	😧 🔤 📕
👍 Nomial 💌 4	Ariol 🗶 Li	- BZU 🎫 🎟 🎟 油 化油油 課 課 🖽 - 🖞 -	<u>A</u> - 2
🔏 All Entries	· Imme		
	-		
	<i>ℓ</i> 'GAP	6 (Parting Avenue) Demonstration Services Transaut en D	(114) .com/()
	10 Hans		
		Homa > Rundini, Acalisations > Consolidated Sections - Flacel Year 2007 (Rev. 0) > 19 Streadwede - Burgert Details	
	Sectore and the sector of the	Title I, Schoolwide - Budget Details	(Tex. 0)
	P Snath		
	\$ European	chutest structering	
	At inprovement	PERSONNEL	
	Plannia -	PERSONNEL PAID WITH TITLE 1-SWP FUNDS	
	Andress book	Administration	
	Dommont Library	Feachers Instructional Paraprofessional	5
		Mon-Instructional Paraprofessionals Media Roscialists	
	Contact 44.50E	Reading Coaches. Counselors	
	🖉 Ma Profile	Auses Parent Involvement Resource	
	😮 thite	other contraction of the contrac	
		FTER	
		FITS PAID WITH TITLE I-SWP PUNDS	
		Administration Clerical	
		Teachers Instructional Paraprofessional	6
		Non-Instructional Paraprofessionals Media Specialists	
		Reading Coaches Courselors	
		Muses Parent Involvement Resource	
		<u>20%w</u>	
		PUBLIC	
1 48 10 3 Q 🗶		to a colt man for own (20)	,
Paget Sec.1	UL ALC		New Personnel FT

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 **<u>Budget Details Page</u>**:

A REPORT OF THE OWNER OWNE	ach - 🥩 👰 13 Model 🏘 Check - 🔍 AutoLak -	ACTY - HEMISTER FOLD And and and an and a state of the Color of the Co
	PUBLIC	
	SUBJECT AREAS	
	Reiding	Language Arts/English
	Math	Idende
	Social Studies	English Language Instruction
	GRADE GROUPING SERVED	
	Preschool	🔲 Kindergarten
	Cienantary	E teorndary
	D Middle	🔲 3r High
	DELIVERY METHODS	
	In-Class	E Pul-Out
	Applacement	Extended Learning (Summer School)
	Citanded Learning (Alter School)	Meduced Class Size
	D Coher	
	Average Dails Number Participants Served	

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.



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 **<u>Title II-A Goals/Strategies/Action Steps</u>**:

#### 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**:

ant - O	- 💽 🛋 🐔 🔎 See	n transfer	Q. 2 H	PL /5	
and the second second	and algorithmic from			1. N	
and a set in				+ Carro Blance	· • • • • • • • • • • • • • • • • • • •
		die 19 to second	A case of second		
	P sent	Salest from Receiv	wended deal List		
	\$ Desire and	Recommended G	pet.		
	Accing Placence	OVERVIEW			
	Saddman Reak	Title	Class size reduction i	units	
			thack spalling		
	Counsers.	Description		If be used to reduce class size in	
	9 Ma Profile		acheverent.	FOR SEDERARS WHEN GAR STARTS	
			theck spalling		
		DETAIL			
		Performance	• Is each school file load	wars will rectace closes size from 22 to 14	
		Pleasures	Studient achievement re	safe on APMT will be med to evoluple	
			the affectiveness of the	142825	
			check spolling		
		DETAIL			
		Estimated Casts	66,100		
	and the second sec			in the second	😫 Enternet

? 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 <u>Add Fiscal Resource</u> section. The page should look like this (although it will have your goals):



Click on <u>Add Fiscal Resource</u> to tie this goal to <u>Title II-A</u>:



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.** 

#### **COMPLETING THE TITLE II-A BUDGET:**

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

5		BAMA		eters J	(
9,	ADEP	ARTMENT OF EDUC	ATIO	N	
1	CGAP			CLU gente Terrarde Terr	toning country the involution of the second
	States	(tong a Funding Application)			
	Q. american	Funding Applications			
	P teach	2007 All Active Applications			
	\$ taxina las	PUNDING APPLICATION	PERISION	STATUS.	STATUS DATE.
	A Marcoment	Consolidated RETT Fortikik Purch	0	Draft Sharted Draft Marted	6/23/2000 8/20/2089
	🖗 Addrama Root	Safe and Once-Free Schools and Communities Descal Education Career Technical and Adult Ribustics	0 0	Not Started Not Started Not Started	5/14/2085 5/14/2089 8/14/2089
	Coursest Library	CARDELINE REAL PROPERTY.			NIT COLUMN
	9 m.tula				

Now select the **Consolidated:** 

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



Click on <u>Budget</u> under <u>Improving Teacher Quality, Title II-A.</u> 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**:

Canadi -	ter Parotes Solt Hel	ji) Jinanda 👷 Panar			41 14			
				and the second se	and the second second			
oode -	dig i/kg wit alida ad (Accelera	Claut - 🥩 👰	and the second se			and the second second second	PA405-100-439 **	a
		C 2440 - 0 14	1100144	Sec Creater		ton 2		
								_
P								
	Hane > Funding Appl	nations > Consolidat	ed Sectors - P	inal year 2007 (the	T prevented 1	wather Quality. T	the II-A - Burdget	
	Improving Teac	her Quality, Tit	ie II-A - Bu	dget			100000000	
that the								
		c troug lastions	Sent Bal	test Details a				
1.600								
tracto		(100 - 199)	EMPLOYEE BENEFITS (200 - 299)	SEMNICES	SUPPLIES (400-899)	(520 - 599)	083ECTS (600 - 999)	INDIRECT COSTS (910)
Reck	INSTRUCTION (1160)	05,100.00	0.00	0,00	0.00	0.00	0.00	2,375.0
ent	ATTENDANCE SERVICES[2110]	0.00	0.00	0.03	0.00	0.00	0.00	0.0
la la	GUIDANCE AND COUNSELING SERVICES(21201	0.00	D.00	0.00	0.00	0.00	0.00	0.0
	TESTING SERVICES (2130)	0.00	0,00	0.00	0.00	0.00	0.00	0.0
	HEALTH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
	SOCIAL SERVICES 121503	0.00	0.00	0.03	0.00	0.00	0.00	0.0
	WORK STUDY SERVICES(2160)	0.00	0,00	0.00	0.00	0.00	0.00	0.0
							2144	

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:

			40-01048-02-011			
			Own - & Ansat			
-	100					
BA	MA_					
RTMEN	T OF ED	JCATIO	N			
						MINE COUNT
					Tendos Ten	motors Ladout
Holte > Excellent A	eologicae > Consider	ed Antince - Pacal	'year 2027 (Nov. E) > A	Excelling Transfers		
		od Antigry - Pacel	1000 2007 (km E) > A	location Transfers		
nate - Scaling A Allocation Tra		od testiany - Pacal	1000 2007 (Nov. E) > A	location Transfers	Conscious Asia	Year 2005 (Fas
				Booattore Transfers	Constitution - Paint	784 2007 (Fas
	nsters claups	-	si	A1020		
Allocation Tra	nsters « Inse S	artiana TO TJA	10 128	10.18	10 120	10 1
Allocation Tra	nsters claups	TO TAK 13.00	si	A1020		10 1
Allocation Tra	nsters c long 5 to 2 SWP proj. 998.40	artiana TO TJA	10 128	10.18 \$7,438.00	10 120 (20,021.00	10 1 (34,917)
Allocation Tra Allocation FROM 2 SWF FROM 128	to 2-500 (10-2-500 (10-2-500 (10-2-500 (10-2-50) (10-2-5	TO TAK 13.00	TO 128 \$117,088.00	10.18	10 T20 (30,021.00 (11 00)	10-1 (1-0,917) (0.0
Allocation Tra Allocation FROM 2 SWF FROM 128 FROM 128	10 2 500 5 10 2 500 5 10 2 500 7 10 2 500 7 10 2 500 7 10 2 50 10 2 50 10 2 50	TO TAK 13.00	10 134 \$117/08 00 \$1 00	10.18 (7.435.00 (81.00)	10 120 (20,021.00	10 1 (14,917) (0.0 (0.0) (0.0)
Allocation Tra ALLOCATION FROM 2 SWF FROM 128 FROM 128	10/3-500 51/2/10/20 51/2/10/20 51/20 51/20 51/20 51/20 51/20	TO TAK 13.00	10-138 1117/088-00 12-00 12-00 13-00	10.18 \$7.438.00 \$6.00 \$9.00	10 170 130,0100 10 00 10 00 10 00	10 1 (14,917) (00) (00)
Allocation Tra ALLOCATION FROM 2 SWP FROM 728 FROM 725 FROM 725 FROM 725	10 2 5000 10 2 5000 10 2 5000 10 2 500 10 2 50 10 50 100	10 114 12 21 31 30	10 124 1137,088.00 41.00 11.00 31.00	10.38 \$7,638.00 \$8.00 \$9.00 \$9.00	10 170 \$30,073.00 \$1.00 \$1.00 \$2.00	10 5 (34,917) 900 800 800 800
Allocation Tra ALLOCATION FROM 2 SWF FROM 128 FROM 128	10/3-500 51/2/10/20 51/2/10/20 51/20 51/20 51/20 51/20 51/20	TO TAK 13.00	10-138 1117/088-00 12-00 12-00 13-00	10.18 \$7.438.00 \$6.00 \$9.00	10 170 130,0100 10 00 10 00 10 00	10 1 (14,917) (00) (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.

### <u>COMPLETING BUDGET DETAILS</u>: (BUDGET DETAILS MUST BE COMPLETED FOR EACH GRANT)!

an all here lives	en abde eit filosikis entañ eske	photodottythogethese april 10000	6 AMT 4300 BIRL ATTAINCOLOGY and glower Character BH46BIC III	2 ai 100
gle +		<ul> <li></li></ul>	Autoria · Carlos Balantes J	
	Earling .		CY WILL TARGET PUNDS TO SCHOOLS WITHIN THE	
	📢 Address Zook	EXECUTION OF THE LOCAL E (1) have the is west proportion of		
	Ecolomete Micete	12) have the largest average dash 13) are identified for school impro-		
	🗶 Mcmalie	PERSONNEL.		
		PERSONNEL PAID WITH TITLE I	I-A FUNDIN	
		Supervision	Administration	
		Clarical	Janisorial	
		E Deathers		
		ents		
		FTES PAID WITH TITLE II-A FUR		
		Supervision	Administration	
		Clerical	Jamitorial	
		1.50 Ster		
		PLEAT		
		ALLOWARLE ACTIVITIES [CHEC	KAT LEAST DISE OF THE FOLLOWING   ENT CONT	
		<ul> <li>Nighly qualified through State</li> </ul>	here, including teachers who become a and local alternative routes to ration teachers, to reduce date size, 65, 266.00	

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 **<u>NON-PUBLIC</u>** 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.

Coosle +	//egrant.akdk.edu/Accalet							🔫 🔁 🕸 🖙
Coogle -		C Search + 🥩						
nnotototon	Allocations				9-05-07-07-00N-7	2.557		
arch		1-SWP	I-TA	1-C.M00	1-0	1-51	II-A	III-LEP
nding plication	ORIGINAL ALLOCATION	1,634,238.00	0.00	0.00	34,912.00	133,646,00	395,035.00	0.00
provement		0.00	0.00	0.00	0.00	0.00	0.00	0.00
idress Book	OUTGOING CARRYOVER	0.00	0.00	0.00	00.0	0.00	0.00	0.00
cument arany	RE- ALLOCATED FUNDS	0.00	0.00	0.00	00.0	0.00	dñ.0	0.00
ntact ALSOE	ADDITIONAL FUNDS	0.00	0.00	0.00	00.0	0.00	00.0	0.00
Profile	RELEASE	0.00	0.00	0.00	00.0	0.00	0.00	0.00
to.	CONSORTIUM	0.00	0.00	0.00	39,417.00 0	0.00	0.00	0.00
	FORFEITED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	9.00
	ALLOCATION	1,634,239.00	0.00	0.00	74,329.00	132,646.00	295,035,00	0.00
	ADJUSTED	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.

- management of the second second second		📌 Pavortas 🥝	and a second	and the state of the	and the second			
e 🛃 http://legvant.alsde.v glc +	and the second se	and the state of t	and the second				💌 🛃 Go	. Lini
Home	A DECK OF A	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Of (Rev O) > Allocat			_
S Administration	Allocations							
🔎 Search		1-SWP	L-TA	I-C MIG	1-0	1-51	11-A	
S Funding Application	ORIGINAL	1,817,702.00	0.00	0.00	39,417.00	10,205.00	424,209,00	1.3
Management Planning	INCOMING	0.00	0.00	0.00	0.00	0.00	0.00	
Address Book	CARRYOVER	0.00	0.00	0.00	0.00	0.00	0.00	-
Document Library	RE- ALLOCATED FUNDS	0.00	0,00	0.00	0.00	0.00	0.00	
Contact ALSOE	ADDITIONAL FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
My Profile	RELEASE	0.00	0.00	0.00	0.00	0.00	0.00	
C Help	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	
	ALLOCATION	1,817,702.00	0.00	0.00	0.00	10,205.00	424,209.00	1
	ADJUSTED	1,817,702.00	0.00	0.00	0.00	10,205.00	424,209.00	
	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)

angle +				08-49550436-4725-4025-4735			
			13 Blocked 🍞 🤇	Circk - 🔍 Adalah -			- 🖬 🖬 🗤
Р						CLEBURG	COUNTY (015)
-						Session Tim	delong [Logout] edut in 00 19:46
	Home > Funding Ja	mications > Consolidat	ted Settions - Fits	cal Year 2007 (Rev 0) > A	Mocation Transfers		
	242 A 8 2 4	222					
ation	Allocation Tra	nsters				Conceildated - Fair	al Year 2007 (Ann 1
			110				
		< Group	lections h	lave			
		TO I-SWP	101-18	TO II-A	TOV	TO II-D	TO IV-A
nent	ALLOCATION	\$519,599.00	\$0.00	\$137,088.00	\$7,635.00	\$10,023,00	\$14,917.00
	FROM L-SWP	. Frankrike	\$0.00		C #1 (ASSERTED	*10,000.00	- Particular
Book	FROM II-A	\$0.00	\$9.001		\$0.00	\$0.00	00.02
	FROMV	\$0.00		\$0.00	10.000	\$0.00	\$0.00
X.	FROM II-D	\$0.00		80.00	\$0.00	-	\$0.00
LSDE	FROM LY A	\$0.00		\$3.00	\$0.00	\$0.00	
10.01	ADBUSTED	\$510,599.00	\$0,00	\$137,098.00	\$7,635.00	\$10,023.00	\$14,917.00
	ALLOCATION						
	The second s						
	in the second se						
	in a second second	< Group	lev times 6	-			

This is a sample of the Capital Equipment Report:

EOR New Pavorbes 7	ouls Help							
0es - 🜍 - 💌 👔	a 🛃 Dawr	trata (	A. R. W.					
The section of the se	and a second second second		and the second second					
Car +		<ul> <li>Image: A state of the state of</li></ul>				1.		and a c
84	<b>∖∟</b> ₄		MA T OF E	DUCAT	ION			0
	Gap	_			fam	gayle de an Times	00NTY (015) 1jong <u>(Logaut</u> ut ei 00-19:53	
	Horse	Home > Funding A Equipment Report	oblications > <u>Con</u>	olidated Sections	- Piscal Year 20	07 (Rex 0	1 > Capital	
8	Administration	Capital Equip	nent Report					
P	Search				Coveridated	- Phone Yo	ar 2007 (Rev D	ā.
5	fundina Application	< Group Contes	-					
4	(norovement Banning	*DESCRIPTION	HOW WILL IT	HOW WILL IT	*FUNDING		LOCATION	í.
67	<b>Eddhese Book</b>	Add Row	and the second second	BY WHOM	SPECIAL STREET			
	Document							
	Contact ALSOE	< Group Sectio						
0	CONTRACT PLODE							
	My.Englie							

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 **<u>Draft Completed</u>**, 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**.