



eGrants Online Planning and Grants Management System

Training Module 3
Funding Application

Agenda

- Funding Applications Main Page
- Sections
- Allocations
- Navigation
- Budget
- Program Details
- Plan Relationships
- Related Documents
- Title I: Schools Served and Set-Asides
- Validation
- Submission and Review Workflow
- History Log, Comments, and Checklist

Funding Applications Main Page

- Launching point to all of a local education agency's (LEA's) funding applications
- View filters
 - Fiscal year
 - Application status filter

| Funding Applications | | | | |
|--|----------------------------|----------|-------------|-------------|
| Brandywine School District (953100) Public District - FY 2016 | | | | |
| 2016 | All Active Applications | | | |
| Entitlement | All Active Applications | Revision | Status | Status Date |
| Consolidated | All Approved Applications | 0 | Not Started | 9/6/2015 |
| | Last Approved Applications | | | |
| Competitive Funding Application | | Revision | Status | Status Date |
| There are no matching Competitive applications for this fiscal year. | | | | |

Funding Applications Main Page

- Entitlement versus competitive
- Revision
- Status
- Status date

| Funding Applications | | | |
|--|-------------------------|-------------|-------------|
| Brandywine School District (953100) Public District - FY 2016 | | | |
| 2016 | All Active Applications | | |
| Entitlement Funding Application | Revision | Status | Status Date |
| Consolidated | 0 | Not Started | 9/6/2015 |
| Competitive Funding Application | Revision | Status | Status Date |
| There are no matching Competitive applications for this fiscal year. | | | |

Sections

- **Section** – a grouping of related pages in a Funding Application
- Contains one to many pages
- Each grant in Funding Application has its own section
- May be grant-specific or general to overall application
- Sections for unallocated grants will not display
- Collapse/expand individual or all Sections to simplify view

| Description (View Sections Only View All Pages) | |
|---|--|
| All | |
| <input type="checkbox"/> History Log | |
| | History Log |
| | Create Comment |
| <input type="checkbox"/> Allocations | |
| | Allocations |
| <input type="checkbox"/> Contacts | |
| | Contacts |
| <input type="checkbox"/> Title I Part A | |
| | School Eligibility |
| | District Set Asides and Overview |
| | PPA List |
| | Budget |
| | Budget Overview |
| | Homeless Students and Youth |
| | Parental and Community Involvement |
| | Private School Data |
| | Plan Relationships |
| | Related Documents |
| <input type="checkbox"/> Title II Part A | |
| | Budget |
| | Budget Overview |

Sections

- Overview of a selected funding application revision
- Launching point to pages within the application

| Sections | | |
|--|--------------------------|-----------------------|
| Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 | | |
| Application Status: Not Started | | |
| Change Status To: Draft Started | | |
| Description (View Sections Only View All Pages) | Validation | Print |
| All | Messages | Print |
| <input type="checkbox"/> History Log | | Print |
| History Log | | Print |
| Create Comment | | |
| <input type="checkbox"/> Allocations | | Print |
| Allocations | | Print |
| <input type="checkbox"/> Contacts | | Print |
| Contacts | | Print |
| <input type="checkbox"/> Title I Part A | Messages | Print |
| School Eligibility | Messages | Print |
| District Set Asides and Overview | | Print |
| PPA List | | Print |
| Budget | Messages | Print |
| Budget Overview | | Print |

Sections – Status

- Displays current status and next possible status(es)
- Only displays next status for current/active application
- Link always active—if user lacks permission, it is indicated in the status change confirmation screen
- Status applies to all grants in the Funding Application
- *Tip: Funding Application must be moved into Draft Started status before edits can be made*

| Sections | |
|--|-------------------------------|
| Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 | |
| Application Status: | Not Started |
| Change Status To: | Draft Started |

Allocations Page

- Only programs for which the LEA is eligible to receive funds will be listed
- Allocation type refers to the funding status
 - Original is the initial amount
 - Reallocated is an additional amount
 - Additional is a subsequent additional amount
 - Forfeited is any amount declined by the LEA

| Allocations | | | | | | | | | |
|--|--------------|------------|---------------|---------------------|--------------------|-----------|-----------|----------------|--------------|
| Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Allocations | | | | | | | | | |
| Go To <input type="text"/> | | | | | | | | | |
| | Title I-A | Title II-A | Title III ELL | Title III Immigrant | CTE Perkins Scndry | IDEA 611 | IDEA 619 | State Prof Dev | Total |
| Original | 1,185,532.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 1,360,532.00 |
| Reallocated | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Released | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Consortium | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Forfeited | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 1,185,532.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 1,360,532.00 |

Funding Application Page Navigation

- Go To menu allows navigation between any pages in the funding application

| Go To | | Current Page | Title III Immigrant | (5) CTE Perkins Scndry | (6) IDEA 6 |
|-------------|------------------|--|---------------------|------------------------|------------|
| | (1) CFDA: 84.365 | Next Page | CFDA: 84.365 | CFDA: 84.048 | CFDA: 84.0 |
| | | Previous Page | | | |
| | | Sections | | | |
| Original | 6,205 | History Log | 2,686.00 | 446,773.00 | 4,445,303 |
| Reallocated | | Allocations | 0.00 | 0.00 | 0 |
| Additional | | Contacts | 0.00 | 0.00 | 0 |
| Released | | Salaries and OECs | 0.00 | 0.00 | 0 |
| Consortium | | Title I Part A | 0.00 | 0.00 | 0 |
| Forfeited | | Title II Part A | 0.00 | 0.00 | 0 |
| Total | 6,205 | Budget | | | 3 |
| | | Title III English Learner | | | |
| | | Title III Immigrant | | | |
| | | CTE Perkins Secondary | | | |
| | | IDEA 611 | | | |
| | | IDEA 619 | | | |
| | | State Curriculum and Professional Development | | | |
| | | Assurances | | | |
| | | Consolidated Checklist | | | |
| | | Budget Overview | | | |
| | | Equitable Services | | | |
| | | Title II Part A | | | |
| | | Description of Strategies for Improving Educator Effectiveness | | | |
| | | Related Documents | | | |
| | | Plan Relationships | | | |
| | | Specific Title II, Part A Assurances | | | |

Go To Menu

- Using Go To refreshes session timeout
- Go To Current Page – saves changes to the page and keeps user on that page
- Go To Next Page – saves changes to the page and moves user to next page in that section
- Go To Previous Page – saves changes to the page and moves user to previous page in that section
 - If no previous or next page exist, user is returned to the Sections page

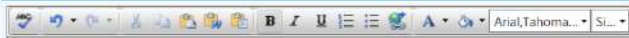
Budget Page

- Displays budget total for each Account Code for this grant
- Entry point to budgeting for each Account Code

| | Account Code | Total |
|------------------------|----------------------------|-------------|
| Modify | Salaries | \$0.00 |
| Modify | OECs | \$0.00 |
| Modify | Travel | \$0.00 |
| Modify | Contractual | \$0.00 |
| Modify | Audit Fees | \$0.00 |
| Modify | Indirect | \$0.00 |
| Modify | Supplies | \$0.00 |
| Modify | Capital Outlay | \$0.00 |
| | Total | \$0.00 |
| | Adjusted Allocation | \$25,000.00 |
| | Remaining | \$25,000.00 |

Budget Detail

- Line item entry of budget data and narrative by Account Code and Funding Description
- Offers LEAs flexibility in the level of detail that they provide
- May select Location Code (= ESPES Target) to tie budget funds to district or a particular building
- Allows rollover or copying forward in subsequent years


| Add Item | | | | | | |
|---|--------------|---------------------|---------------|----------|-------------|-----------------|
| | Account Code | Funding Description | Location Code | Quantity | Cost | Line Item Total |
| Remove | Salaries | Title II TQ | 953100-190 | 1 | \$10,000.00 | \$10,000.00 |
| Narrative Description | | | | | | |
|  | | | | | | |
| Title II-A Teacher Salaries | | | | | | |
| Words: 4 Characters: 26 | | | | | | |
| Total for Salaries | | | | | | \$10,000.00 |
| Total for all other Account Codes | | | | | | \$0.00 |
| Total for all Account Codes | | | | | | \$10,000.00 |
| Adjusted Allocation | | | | | | \$25,000.00 |
| Remaining | | | | | | \$15,000.00 |

Budgeting Salaries and OECs

- LEAs can budget Salaries and Benefits for employees spanning multiple grants from a single page

Salaries and OECs


Brandywine School District (953100) Public District - FY 2017 - Consolidated - Rev 0 - Salaries and OECs

Save And Go To 

| Category | Account Code | Location | Description |
|--------------------|--------------|----------|-------------|
| Professional Staff | Salaries | | |

Words: 0 Characters: 0

| | | |
|--------------------------------|----|--------|
| Budget Amount | \$ | 0.00 |
| Health Insurance | \$ | 0.00 |
| FICA (6.2%) | \$ | 0.00 |
| Medicare (1.45%) | \$ | 0.00 |
| Pension (21.16%) | \$ | 0.00 |
| Workers Compensation (1.52%) | \$ | 0.00 |
| Unemployment Insurance (0.15%) | \$ | 0.00 |
| Total | | \$0.00 |

Title I Part A  Add Grant

| Grant | Funding Description | Percent | Budget Amount | Health Insurance | FICA | Medicare | Pension | Workers Compensation | Unemployment Insurance | Total |
|-------|---------------------|---------|---------------|------------------|--------|----------|---------|----------------------|------------------------|--------|
| | Total | 0% | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Indirect Cost

- DDOE loads Indirect Cost rates for each LEA
- System calculates and displays maximum allowable Indirect Cost that can be budgeted
- LEAs can opt to budget up to this amount as Indirect Cost
- System validation prevents Indirect Cost budget in excess of specified amount

| Budget Overview | |
|--|-------------|
| Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A | |
| Save And Go To ▶ | |
| Indirect Cost | |
| Total Contributing to Indirect Cost | \$24,720.66 |
| Indirect Cost Rate | 1.13% |
| Maximum Allowed for Indirect Cost | \$279.34 |

Budget Overview

- Summary view of budget detail
- Filter view by Location Code
- Toggle between all budget categories and only those being used

| Funding Description | Equitable Services | Title II TQ | Total |
|---------------------|--------------------|----------------------------|-----------|
| Account Code | | | |
| Salaries | 0.00 | 22,000.00 | 22,000.00 |
| OECs | 2,520.66 | 0.00 | 2,520.66 |
| Travel | | 200.00 | 200.00 |
| Contractual | 0.00 | 0.00 | 0.00 |
| Audit Fees | | 0.00 | 0.00 |
| Indirect | | 279.34 | 279.34 |
| Supplies | 0.00 | 0.00 | 0.00 |
| Capital Outlay | 0.00 | 0.00 | 0.00 |
| Total | 2,520.66 | 22,479.34 | 25,000.00 |
| | | Adjusted Allocation | 25,000.00 |
| | | Remaining | 0.00 |

Program Details Page

- Additional information about an LEA's use of grant funding beyond what is captured in budget
- Some grants have multiple Program Details pages with a different page title for each
- Entered directly into eGrants by LEA users

| Educator Effectiveness |
|---|
| Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A |
| <input type="button" value="Save And Go To"/> |
| <p>To be eligible for Title II, Part A funds LEAs must assess their needs related to improving educator effectiveness. This needs assessment should be based on professional development and hiring, and also take into account local educator effectiveness data, and other elements of educator effectiveness including preparation, staffing, professional development, evaluation, and retention. Title II, Part A funds are provided to LEAs to increase student academic achievement through strategies such as improving teacher and principal effectiveness and increasing the number of highly qualified and effective teachers in the classroom and highly qualified and effective principals and assistant principals in schools.</p> |
| <p>Allowable uses of Title II, Part A funds include, but are not limited to:</p> <ul style="list-style-type: none">• Support Teacher and Principal Professional Growth and Effectiveness Systems• Recruit, hire, and retain highly qualified and effective teachers and principals• Teacher advancement initiatives that emphasize multiple career paths• Equitable access to excellent educators strategies and initiatives• Provide professional learning activities that improve the knowledge and effectiveness of teachers, principals, and superintendents• Establish induction and mentoring programs• Provide professional learning, coursework, and exams to assist educators to become highly qualified |
| <p>Please note that not all have to be selected. If a strategy/activity listed in this section is not being conducted using Title II, Part A funds, please enter N/A. * (A 1) List the findings from the needs assessments (based on the LEA's educator effectiveness data) described above. Please reference the above guidance.</p> |

Title I: Schools Served

(Only LEAs With > 1 School)

- System prepopulates School Name, School Number, Grade Span, Public Enrollment, and Public Low Income
- LEA can override Public Enrollment and Public Low Income—enter NonPublic Low Income
- System calculates eligibility based on above data
- LEA selects Service Type for eligible schools
- Use Sort Order to override Low Income Percentage for grade-span grouping

| School Name (16 Buildings) | School Number | Grade Span | Service Type | Public Enrollment | Low Income Students | | | | Sort Order (Asc) | Eligible |
|-------------------------------------|---------------|------------|---|-------------------|---------------------|----------------------|---------------------------|--------------------------------|---------------------|-------------------------------------|
| | | | | | Public Low Income | NonPublic Low Income | Total Low Income (F+G) | Low Income Percentage (H/E) | | |
| A | B | C | D | E | F | G | H | I | J | K |
| Harlan (David W.) Elementary School | 953100-156 | K-5 | None | 393 | 272 | 0 | 272 | 69.21 % | | <input checked="" type="checkbox"/> |
| Maple Lane Elementary School | 953100-132 | K-5 | Schoolwide | 448 | 250 | 0 | 250 | 55.80 % | | <input checked="" type="checkbox"/> |
| Claymont Elementary School | 953100-151 | K-5 | Targeted Assistance Eligible Not Participating | 803 | 433 | 0 | 433 | 53.92 % | | <input checked="" type="checkbox"/> |
| Carrcroft Elementary School | 953100-112 | K-5 | None | 501 | 228 | 0 | 228 | 45.51 % | | <input checked="" type="checkbox"/> |

Title I: Set-Asides

(Only LEAs With > 1 School)

- LEA enters Set-Asides
- System calculates total and amount remaining for School Allocations
- System uses amount remaining, number of low-income students in served schools, and 100% or 125% factor to arrive at average per pupil amount (PPA)

| Initial LEA Allocations | Amount |
|--|------------------------|
| Parent Involvement: | 25,000.00 |
| Professional Development (K-12): | 2,000.00 |
| Instruction (K-12): | 40,000.00 |
| Professional Development (Pre-K): | 10,000.00 |
| Instruction (Pre-K): | |
| Homeless: | |
| Administration: | |
| Indirect Costs: | |
| Priority Schools: | |
| Focus Schools: | |
| Equitable Share for Private Schools: | 5,000.00 |
| Total: | 82,000.00 |
| School Allocations | Amount |
| Total Allocation Amount | 1,185,532.00 |
| Subtract Total Set Asides | - 82,000.00 |
| Total Available for School Allocations | \$ 1,103,532.00 |
| Per Pupil Amount (PPA) for 100% Factor | Amount |
| Total Available for School Allocations | 1,103,532.00 |
| Divide by total number of low-income students in Title I served schools (Ps & NPs) | - 2,908.00 |
| 100% Factor | x 1.00 |
| FINAL PPA | \$ 379.48 |

Assurances

- There is an individual, specific assurance page for the following grants
 - Title I Assurances
 - Title II Assurances
 - Title III Assurances
 - IDEA Assurances
 - Perkins Assurances
- An assurance page is available to review federal expectations

Page Locking

| Educator Effectiveness |
|---|
| Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A |
| Page is being edited by 'Charles Carmichael'. |
| Go To <input type="text"/> |
| To be eligible for Title II, Part A funds LEAs must assess their needs related to improving educator effectiveness. This needs assessment should be based on professional development and hiring, and also take into account local educator effectiveness data, and other elements of educator effectiveness including preparation, staffing, professional development, evaluation, and retention. Title II, Part A funds are provided to LEAs to increase student academic achievement through strategies such as improving teacher and principal effectiveness and increasing the number of highly qualified and effective teachers in the classroom and highly qualified and effective principals and assistant principals in schools. |
| Allowable uses of Title II, Part A funds include, but are not limited to: |
| • Support Teacher and Principal Professional Growth and Effectiveness Systems |
| • Recruit, hire, and retain highly qualified and effective teachers and principals |
| • Teacher advancement initiatives that emphasize multiple career paths |
| • Equitable access to excellent educators strategies and initiatives |

- Pages are locked down when application is in approval process
 - Application must be returned unapproved if changes are desired to an application that has been moved into Draft Completed or Revision Completed
 - Revision must be started to modify an application that is approved

Page Locking

Educator Effectiveness

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A

Page is being edited by 'Charles Carmichael'.

Go To

To be eligible for Title II, Part A funds LEAs must assess their needs related to improving educator effectiveness. This needs assessment should be based on professional development and hiring, and also take into account local educator effectiveness data, and other elements of educator effectiveness including preparation, staffing, professional development, evaluation, and retention. Title II, Part A funds are provided to LEAs to increase student academic achievement through strategies such as improving teacher and principal effectiveness and increasing the number of highly qualified and effective teachers in the classroom and highly qualified and effective principals and assistant principals in schools.

Allowable uses of Title II, Part A funds include, but are not limited to:

- Support Teacher and Principal Professional Growth and Effectiveness Systems
- Recruit, hire, and retain highly qualified and effective teachers and principals
- Teacher advancement initiatives that emphasize multiple career paths
- Equitable access to excellent educators strategies and initiatives

- eGrants prevents multiple users from editing the same page simultaneously
 - User will see message indicating that another user is editing the page
 - Lock is released after current user leaves the page or the session times out

Plan Relationships

- A read only, targeted view of data from Planning Tool that is linked to this grant
- Appears when the LEA Plan or School Plan has an Action Step/Funding Source Relationship created

Plan Relationships

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A

| Grant | Allocation | Funding Sources (View Item Numbers) | | Remaining |
|-----------------|--------------------|---|--------------------|--------------------|
| | | 1.) Mathematics | Total | |
| Title II Part A | \$25,000.00 | \$10,000.00 | \$10,000.00 | \$15,000.00 |
| Total | \$25,000.00 | \$10,000.00 | \$10,000.00 | \$15,000.00 |

Related LEA Plan Action Steps ([Expand All](#) | [Collapse All](#))

[-] [S] 1) Mathematics

[-] [S] 1.1) High quality professional development of instructional staff



[-] [AS] 1.1.1) Conduct seminar on Effective Teaching Practices (Brandywine School District)

Description:
Conduct seminar on Effective Teaching Practices

| Funding Application | Grant | Notes | Amount |
|---------------------|-----------------|-----------------|--------------------|
| Consolidated | Title I Part A | | \$50,000.00 |
| | Title II Part A | | \$10,000.00 |
| Other | Other | State Aid Grant | \$10,000.00 |
| Total | | | \$70,000.00 |

Related Documents

- Additional documents may be requested by DDOE for the Funding Application—e.g, Perkins Improvement Plan or Title II Equitable Services Calculation
 - DDOE can provide document template
 - Documents may be required or optional
 - Documents may be attached or hyperlink inserted
 - Links will open in a new browser window

| Related Documents | | |
|--|--|----------------------------|
| Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A | | |
| <input type="text" value="Go To"/>  | | |
| Optional Documents | | |
| Type | Document Template | Document/Link |
| Class Size Reduction Spreadsheet [Upload up to 1 document(s)] |  Class Size Reduction Spreadsheet | Upload New |

Adding a Related Document

- Browse for the file to upload or enter a URL to hyperlink
 - Make sure URL is for a publicly accessible web page
- Optionally, enter a Document Name
 - If left blank, name of required document is used
 - Displays on Related Documents page under “Document/Link” column

Create Related Document - Class Size Reduction Spreadsheet

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - Title II Part A

Please select a file to upload.

Upload Data File: CSR Spreadsheet.xlsx

Document Name:

Validation

- Business rule checks are put in place to ensure quality of data being submitted by the LEA
- System automatically runs validation as application is completed
- Presence of validation issues are indicated on the Sections page under the Validation column
 - Messages do not appear on the page as user completes data
 - System does not prevent saving of “invalid” data—prevents submission of invalid data
 - Validation checks can span pages
 - “Invalid” data can become valid based on subsequent input

| Description (View Sections Only View All Pages) | Validation |
|---|------------|
| All | Messages |
| + History Log | |
| + Allocations | |
| + Contacts | Messages |
| + Title I Part A | Messages |
| + Title II Part A | Messages |
| + Title III ELL | |

Validation

- Two types of validation messages
 - Errors – prevent submission of application
 - Warnings – point out potential issues but allow submission
- Filtering Messages
 - All – show every message
 - Section – show all messages for pages in that section
 - Page – show all messages for that page

| Description (View Sections Only View All Pages) | Validation |
|---|--------------------------|
| All | Messages |
| + History Log | |
| + Allocations | |
| + Contacts | Messages |
| - Title I Part A | Messages |
| School Eligibility | Messages |
| District Set Asides and Overview | |
| PPA List | |
| Budget | Messages |
| Budget Overview | |

Validation

- Each message is a clickable link
- Clicking link will take user to the screen on which the issue occurred

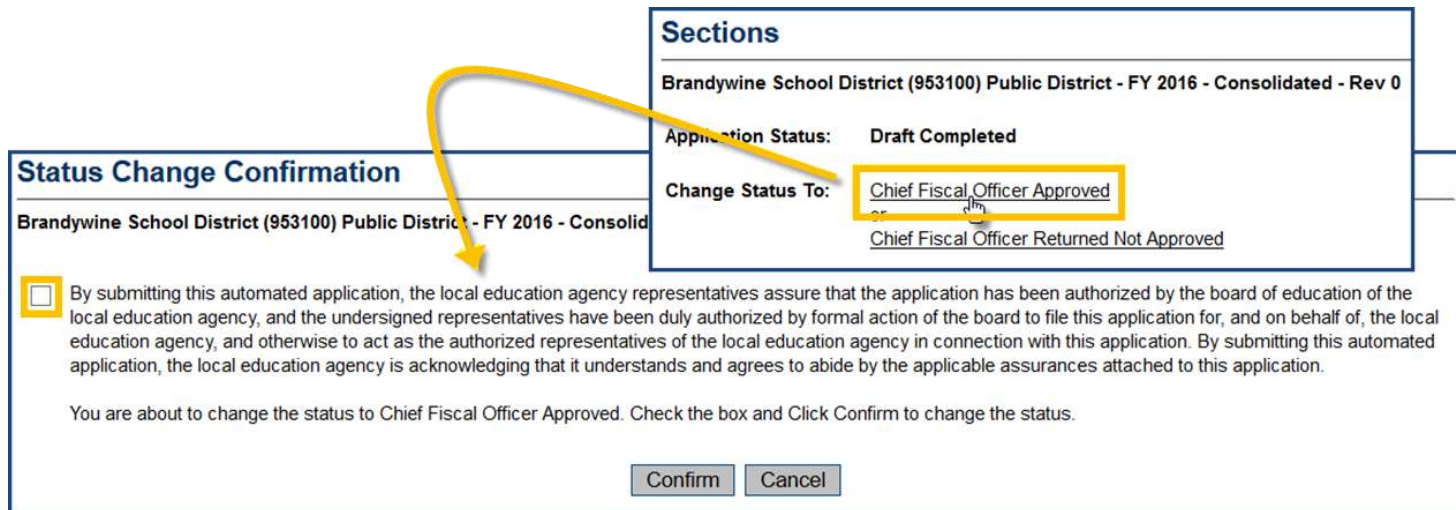
| | |
|--|--------------|
| Title II Part A | |
| Educator Effectiveness | |
| Questions marked with an asterisk (*) require a response. | Error |
| Plan Relationships | |
| At least 85% of the budget amount of \$25,000.00, or \$21,250.00, should be accounted for in the LEA Plan Fiscal Resources that tie to this grant. | Warning |
| Specific Title II, Part A Assurances | |
| Questions marked with an asterisk (*) require a response. | Error |

Submission and Review Workflow

| From Status | To Status | Role to Change Status |
|--|--|----------------------------------|
| Not Started | Draft Started | LEA Consolidated Update * |
| Draft Started | Draft Completed | LEA Consolidated Director |
| Draft Completed | Chief Fiscal Officer Approved / Not Approved | Chief Fiscal Officer |
| Chief Fiscal Officer Approved | Chief School Officer Approved / Not Approved | Chief School Officer |
| Chief Fiscal Officer Returned Not Approved | Draft Completed | LEA Consolidated Director |
| Chief School Officer Approved | Program Manager Approved / Not Approved | SEA Consolidated Program Manager |
| Chief School Officer Not Approved | Draft Completed | LEA Consolidated Director |
| Program Manager Approved | Director Approved / Not Approved | SEA Chief Officer |
| Program Manager Returned Not Approved | Draft Completed | LEA Consolidated Director |
| Director Approved | Revision Started | LEA Consolidated Update * |
| Director Returned Not Approved | Program Manager Approved / Not Approved | SEA Consolidated Program Manager |

Submission and Review Workflow

- Prerequisite checks
 - Does user have permission?
 - Does time frame allow for this status change?
 - Is application valid? (may not run depending on status)
 - Certain approval steps require that an “Agree To” box be checked, which adds a comment to the History Log



Status Change Confirmation
Brandywine School District (953100) Public District - FY 2016 - Consolidated

By submitting this automated application, the local education agency representatives assure that the application has been authorized by the board of education of the local education agency, and the undersigned representatives have been duly authorized by formal action of the board to file this application for, and on behalf of, the local education agency, and otherwise to act as the authorized representatives of the local education agency in connection with this application. By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application.

You are about to change the status to Chief Fiscal Officer Approved. Check the box and Click Confirm to change the status.

Sections
Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0

Application Status: Draft Completed

Change Status To: Chief Fiscal Officer Approved
or
Chief Fiscal Officer Returned Not Approved

Status Change Outcomes

- Entry added to History Log documenting the change
- Next person in submission workflow notified by email that application now requires their attention
- Application may be locked down or unlocked
- Application may become publicly accessible
- Application revision may be created

History Log, Comments, and Checklist

- History Log displays all status changes and comments related to a funding application
- Comments are ongoing notes and discussion between DDOE and the LEA related to a Funding Application
- Checklist is a tool that DDOE uses to conduct a qualitative review of the application and communicate identified issues back to the LEA

History Log

- The History Log displays all status changes and Comments related to a Funding Application

History Log

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - History Log

Go To

DDOE can mark a comment "Attention Needed". These items will display at the top of the list.

Status Change (S) or Comment (C)

| Attention Needed | Date | User | Status (S)/Comment (C) | S/C |
|--------------------------|--------------------------|-----------------------|---|-----|
| | 10/9/2015 9:35:22 AM | Charles Carmichael | Status changed to 'Draft Completed'. | S |
| <input type="checkbox"/> | 10/2/2015 5:23:36 PM | Eulinda DiPietro | Because it is a normal and necessary cost related to hiring employees, it is allowable to use Title I funds. | C |
| <input type="checkbox"/> | 10/2/2015 4:09:42 PM | Liz LaRocque | Is it an allowable expenditure to use Title I funds to pay for background checks and fingerprinting of staff that work directly with children? I'm concerned that is may be considered supplanting. | C |
| | 10/1/2015 11:32:25 AM | Liz LaRocque | Status changed to 'Draft Started'. | S |
| | 9/12/2015 4:27:21 PM | eGrants Administrator | Status changed to 'Not Started'. | S |

Comments

- Ongoing notes and discussion between DDOE and the LEA related to a Funding Application
 - Cannot be deleted
- Can be emailed to intended recipients to ensure that users see them without having to access their History Log in eGrants
- Preferable to email discussions outside of the system because they are saved with the Funding Application to which they pertain
- Not visible to public users

Adding a Comment

Create Comment

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - History Log

Save And Go To

Create Comment 5

Comment

is it an allowable expenditure to use Title I funds to pay for background checks and fingerprinting of staff that work directly with children? I'm concerned that is may be considered supplanting.

Words: 32 Characters: 193

Send Email to eGrants Contacts 3

Available Contact Groups

LEA Contacts By Function Consolidated Primary Consolidated Grant Co

DDOE Contacts DDOE Grants Management Contact SEA Program Manager Add 4

DDOE Miscellaneous Contacts Angeline Rivello April McCrae Barbara Mazza Bart Gill Christopher Ruskowski Add

Additional Recipients Add

Recipient Summary

Contact Group(s) Selected SEA Program Manager

History Log

Brandywine School District (953100) Public District - FY 2016 - Consolidated - Rev 0 - History Log

Go To Current Page Next Page Previous Page

| Attention Needed | Date | Section | Action |
|------------------|-----------|-------------|----------------|
| | 10/9/2015 | History Log | History Log 1 |
| | 10/2/2015 | Allocations | Create Comment |
| | | Contacts | |

| DDOE Contacts | | |
|-----------------|--------------|------------------------------|
| Name | Organization | Email |
| Locuniak, Maria | | maria.locuniak@doe.k12.de.us |

Checklist

- Goes above and beyond system validation to identify qualitative issues with a submitted application
- Helps to enhance and simplify communication between DDOE and LEA
 - Allows LEA to better understand, from the start, what is expected from a quality application
 - Allows DDOE reviewers to provide feedback on common issues without entering extensive narrative to describe them
 - Allows LEA to easily identify what portions of a returned application require attention

Checklist

- DDOE reviewers use Checklist as basis for assessing submitted application
- By default, Checklist sections are marked as Not Reviewed
- DDOE reviewer must mark relevant sections as either OK or Not Applicable to approve the funding application

Checklist Description [\(Collapse All\)](#) [\(Expand All\)](#)

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | 1. 2.1 LEA Consolidated Application Planning Team | OK |
| | 1. The grant planning team includes administrators, teachers, parents, school nurses, community leaders, school counselors, law enforcement officers, and others | <input type="text" value="OK"/> Attention Needed Not Applicable |

Checklist

- If DDOE finds issues with the funding application, they will:
 - Mark one or more sections “Attention Needed”
 - Check one or more box(es) in that section indicating the item(s) that need attention
 - Possibly add notes to that checklist section further elaborating on the issue(s)
 - Return the application “Not Approved” to LEA

Checklist Description (Collapse All Expand All)

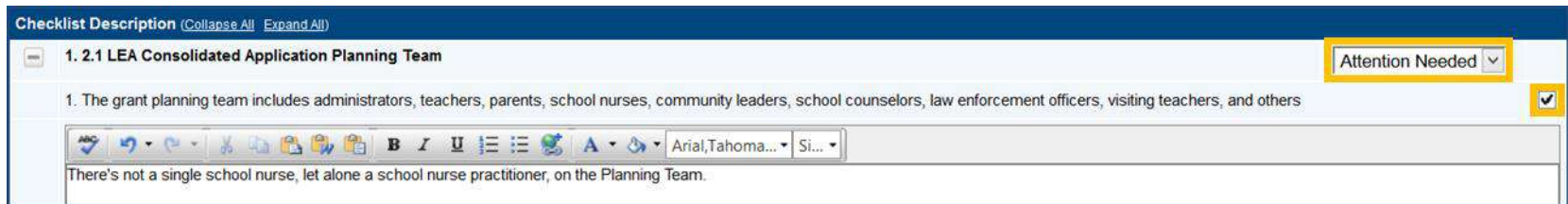
1. 2.1 LEA Consolidated Application Planning Team Attention Needed

1. The grant planning team includes administrators, teachers, parents, school nurses, community leaders, school counselors, law enforcement officers, visiting teachers, and others

There's not a single school nurse, let alone a school nurse practitioner, on the Planning Team.

Checklist

- If DDOE returns application Not Approved, LEA should:
 - Go to Checklist to see what issues have been identified
 - Address just those issues by modifying the pages where those issues occurred
 - Resubmit to DDOE



Checklist Description (Collapse All) Expand All

1. 2.1 LEA Consolidated Application Planning Team Attention Needed

1. The grant planning team includes administrators, teachers, parents, school nurses, community leaders, school counselors, law enforcement officers, visiting teachers, and others

There's not a single school nurse, let alone a school nurse practitioner, on the Planning Team.

Workflow Review

| From Status | To Status | Role to Change Status |
|--|--|----------------------------------|
| Not Started | Draft Started | LEA Consolidated Update * |
| Draft Started | Draft Completed | LEA Consolidated Director |
| Draft Completed | Chief Fiscal Officer Approved / Not Approved | Chief Fiscal Officer |
| Chief Fiscal Officer Approved | Chief School Officer Approved / Not Approved | Chief School Officer |
| Chief Fiscal Officer Returned Not Approved | Draft Completed | LEA Consolidated Director |
| Chief School Officer Approved | Program Manager Approved / Not Approved | SEA Consolidated Program Manager |
| Chief School Officer Not Approved | Draft Completed | LEA Consolidated Director |
| Program Manager Approved | Director Approved / Not Approved | SEA Chief Officer |
| Program Manager Returned Not Approved | Draft Completed | LEA Consolidated Director |
| Director Approved | Revision Started | LEA Consolidated Update * |
| Director Returned Not Approved | Program Manager Approved / Not Approved | SEA Consolidated Program Manager |

Consolidated Grant Application and Technical Assistance Resources

- Performance Management
 - PM@doe.k12.de.us
 - 735-4090
- Eulinda Gallagher
 - Eulinda.Gallagher@doe.k12.de.us
 - 735-4016
- Lindsay Lewis
 - Lindsay.Lewis@doe.k12.de.us
 - 735-4246