eGrants
Online Planning and
Grants Management System

Training Module 3
Funding Application

Delaware
Department of Education

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

All Active Applications
All Approved Applications
Last Approved Applications

Entitlement		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.			

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

Sections

- Overview of a selected funding application revision

- Launching point to pages within the application

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 ▶

	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 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
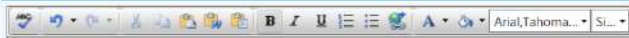
Budget Page

- 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

Budgeting Salaries and OECs

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

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

Filter by Location:	All		
Hide Unbudgeted Categories			
Funding Description **Account Code**	**Equitable Services**	**Title II TQ**	**Total**
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

Save And 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
- 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

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.**

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 %		☑
Maple Lane Elementary School	953100-132	K-5	None / Schoolwide	448	250	0	250	55.80 %		☑
Claymont Elementary School	953100-151	K-5	Targeted Assistance / Eligible Not Participating	803	433	0	433	53.92 %		☑
Carrcroft Elementary School	953100-112	K-5	None	501	228	0	228	45.51 %		☑

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 ▶

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

- 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

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

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:	Browse...	CSR Spreadsheet.xlsx
Document Name:	Brandywine 2016 CSR Spreadsheet	
	Create Cancel	

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

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

Validation

- Each message is a clickable link

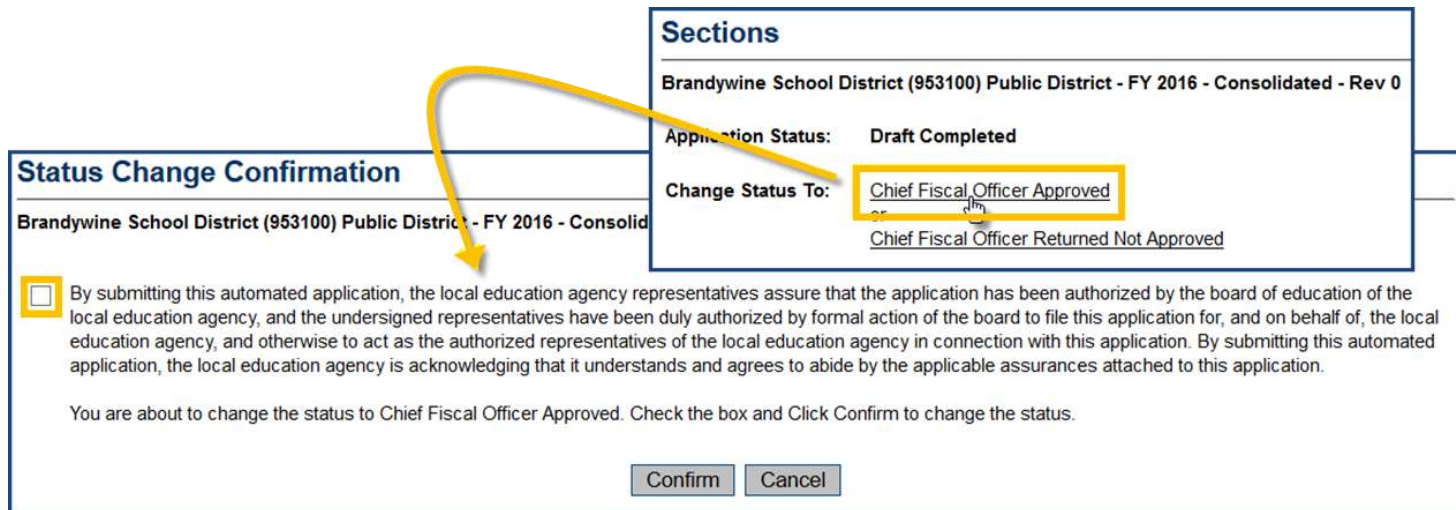- Clicking link will take user to the screen on which the issue occurred

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 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

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

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)
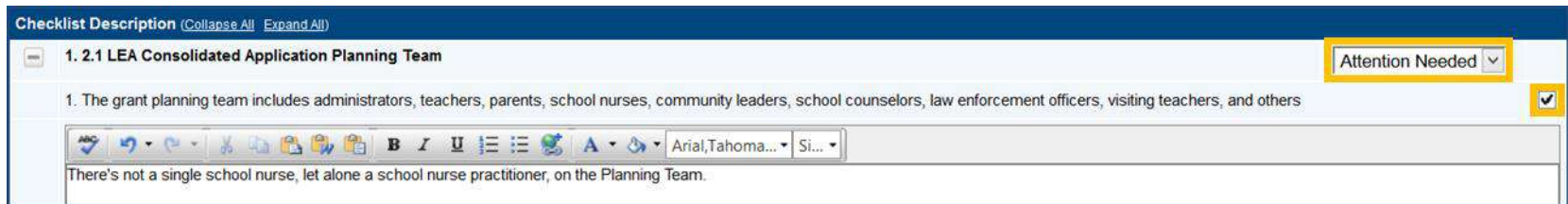
[–] **1. 2.1 LEA Consolidated Application Planning Team**   OK ▾

1. The grant planning team includes administrators, teachers, parents, school nurses, community leaders, school counselors, law enforcement officer...thers

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

- 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

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