MEGS+

Michigan Electronic Grants System *Plus*

2012-2013
21st Century Community Learning Centers Continuation Application

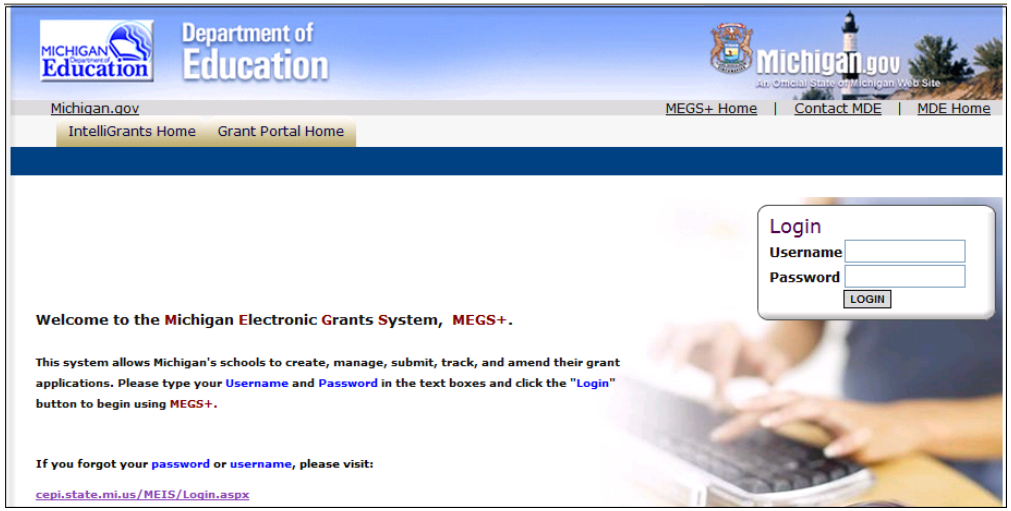
https://mdoe.state.mi.us/megsplus

MICHIGAN Department of Education

Logging into MEGS+

Go to: https://mdoe.state.mi.us/megsplus

- Use the Login and Password obtained from the MEIS registration process to login.
- Remember, the MEIS password is case sensitive.
- You cannot log in until your Authorized Official has entered your MEIS account into MEGS+.
- If your MEIS account is entered in MEGS+ you can log in.



- If you receive an error message that you have a valid MEIS account but are not authorized in MEGS+, contact your Authorized Official.

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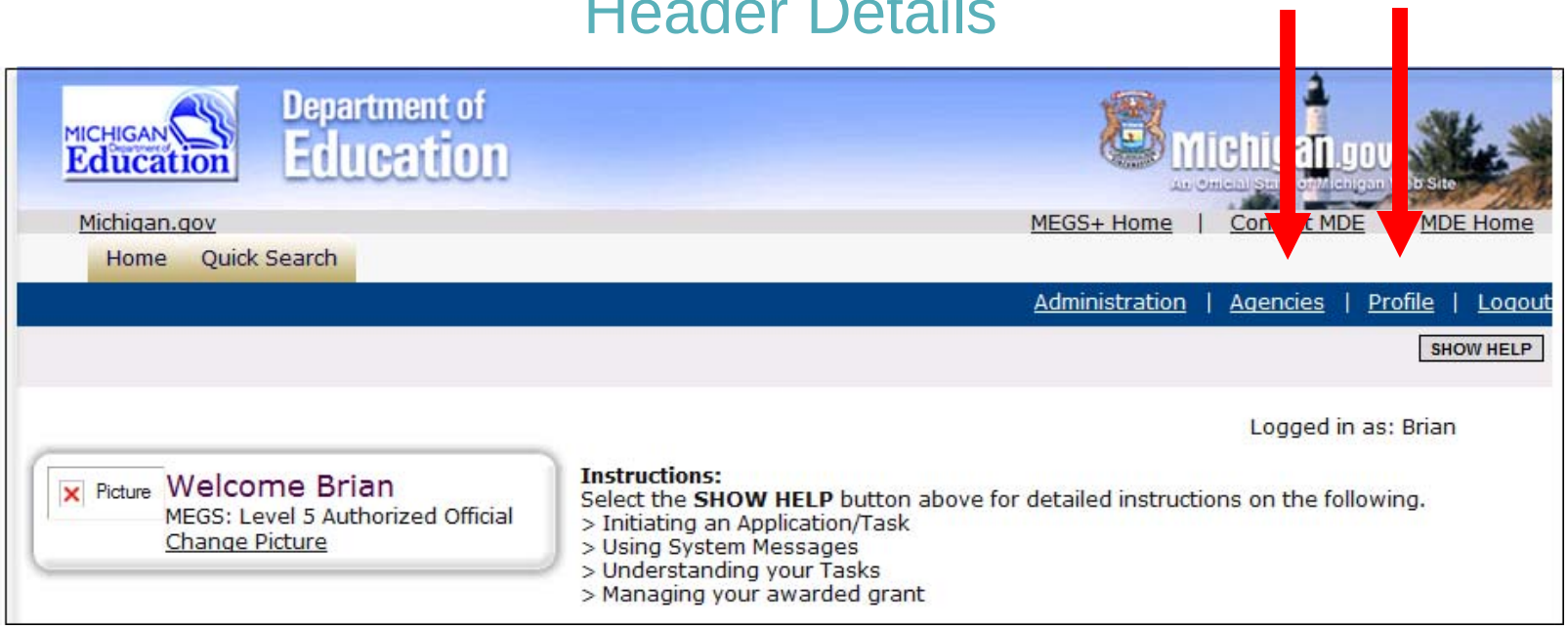
MEGS+ Home Page:

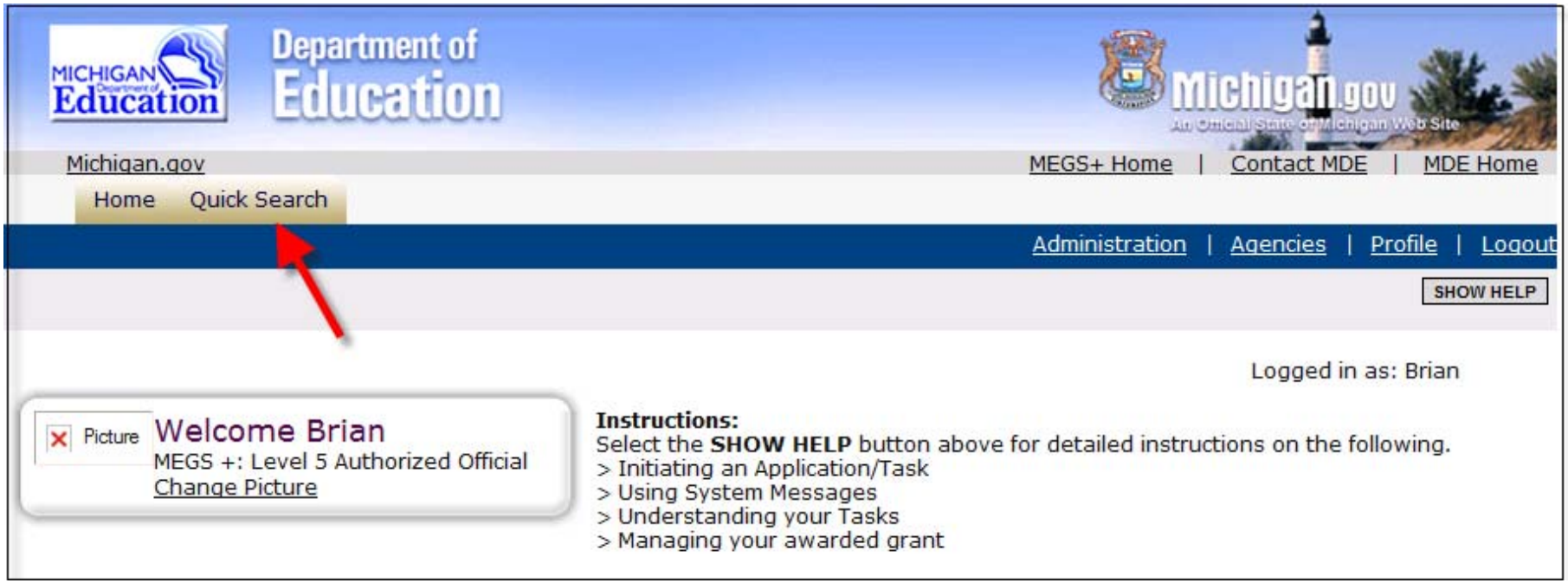
Header Details



Agencies: Data from the Educational Entity Master (EEM) must be maintained in EEM and will be reflected in MEGS+.

Profile: Certain data (name, address, phone number, valid email) must be maintained in MEIS and will be reflected in MEGS+ upon your next login. Other profile items (salutation, county, picture) may be maintained in MEGS+.

MEGS+ Home Page



Quick Search

- To view existing applications/tasks.
- To initiate amendments.

Tip: This option will also list and provide access to legacy MEGS applications.

MEGS+ Home Page

View Available Applications/Tasks

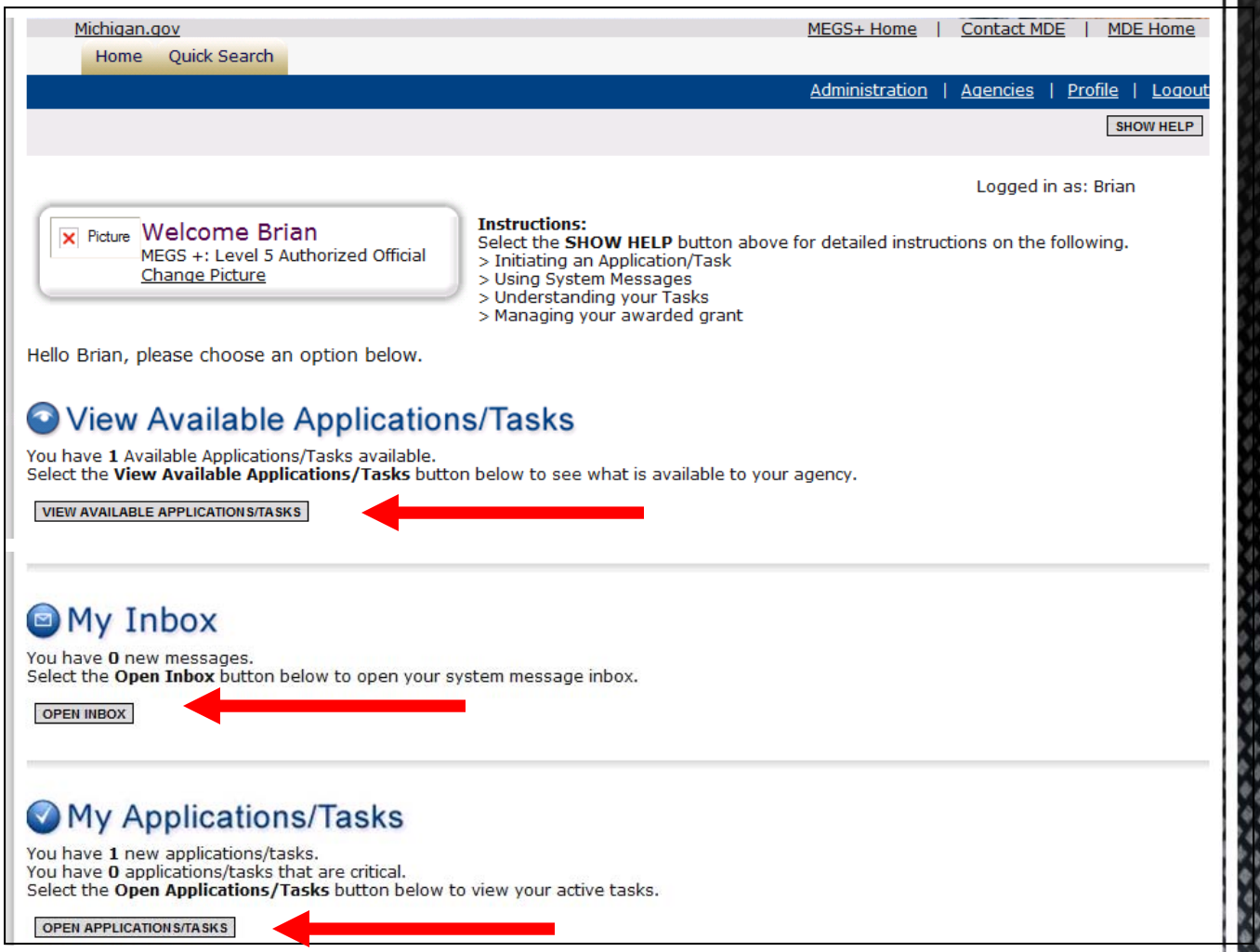
- Used to initiate
- Option will only appear if you have applications/tasks to initiate

My Inbox

- Emails generated automatically by MEGS+ may be visible here in addition to your normal email account

My Applications/Tasks

- Dependent on authority, application/task statuses

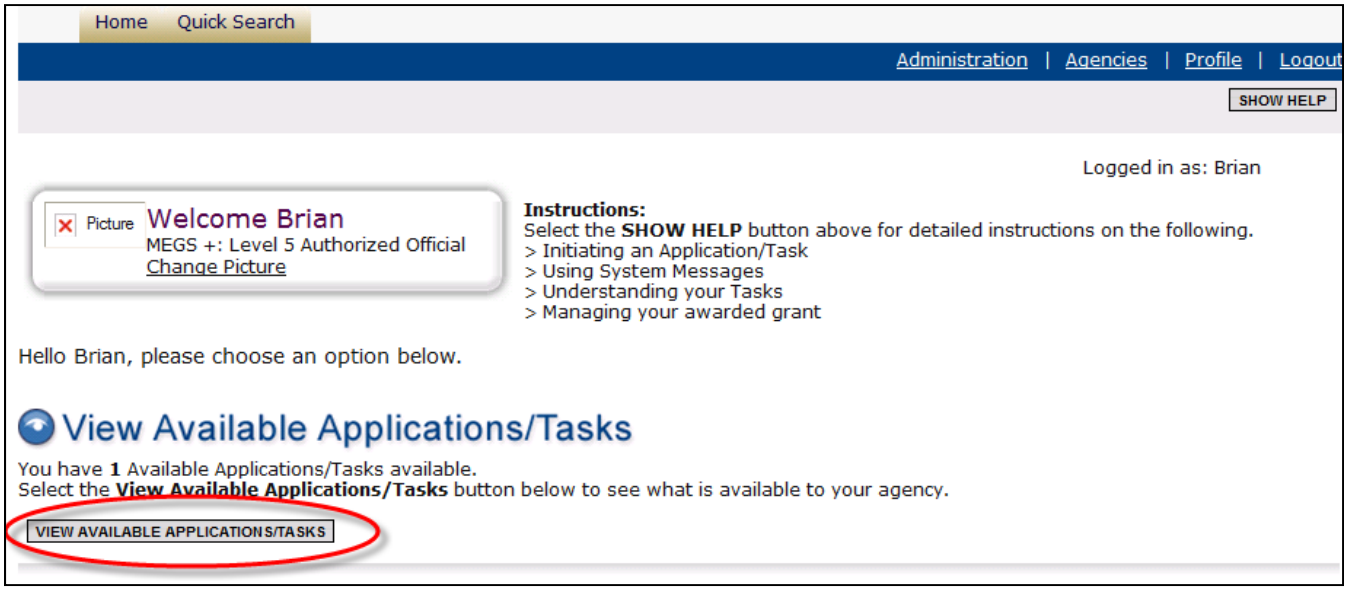


- **After initiating an application/task check here FIRST for any pending actions**

MEGS+ Home Page:
View Available Applications/Tasks

Initiate an Application/Task (Level 4 or 5)

- Select **View Available Application/Tasks**.
- Options available, if any, dependent upon program requirements and user's security level.
- Certifications will also be handled in the common Application/Task structure.



NOTE: For the first grant year, Level 5 must initiate.

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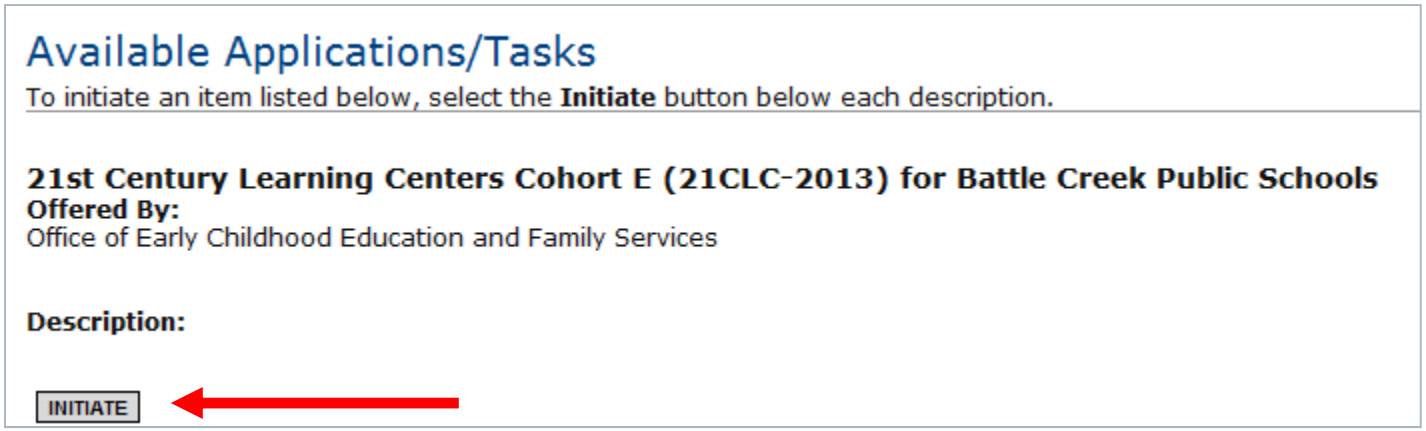
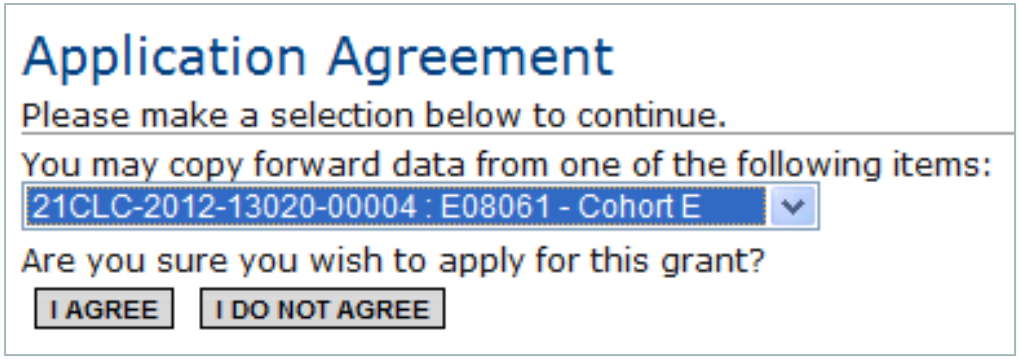
MEGS+ Home Page:
View Available Applications/Tasks

Initiate an Application/Task (Level 4 or 5)

- Click the **Initiate** button.

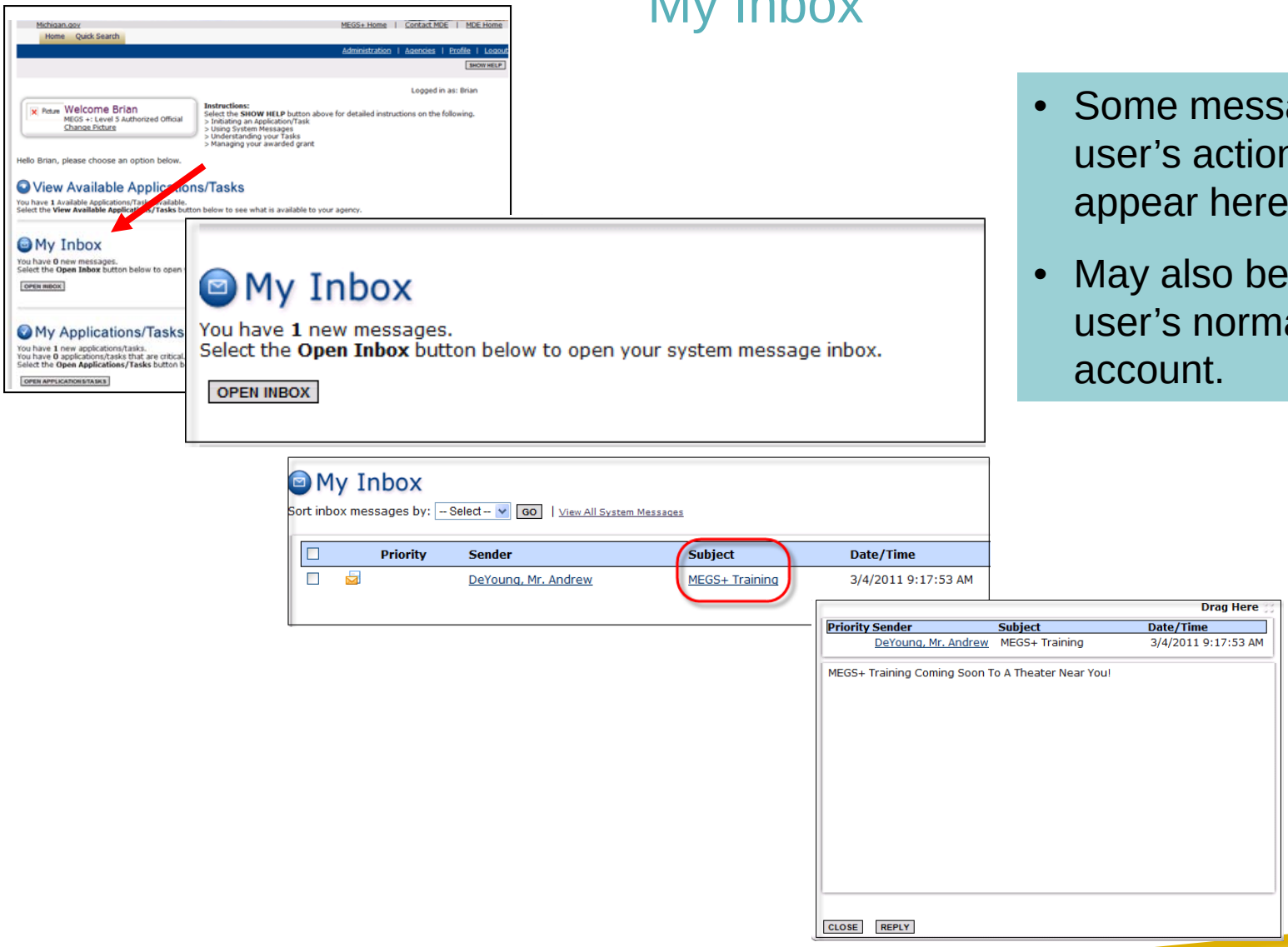


- Follow the prompts to confirm.



MEGS+ Home Page:

My Inbox



- Some messages for user's action may appear here.
- May also be received in user's normal email account.

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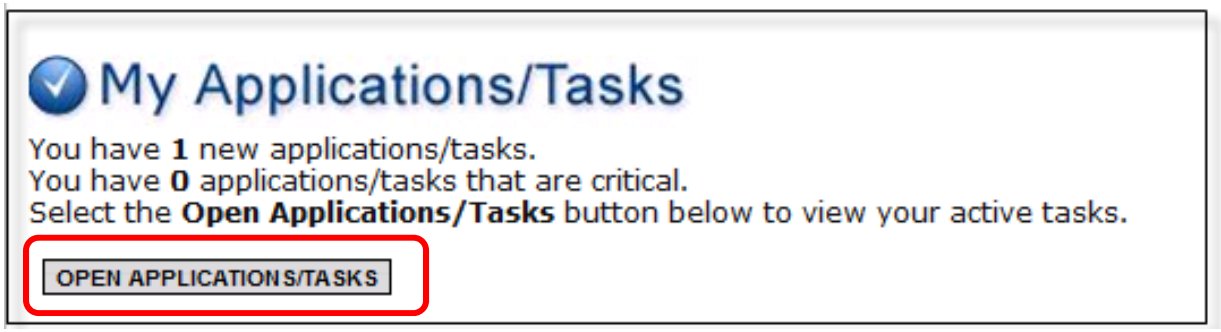
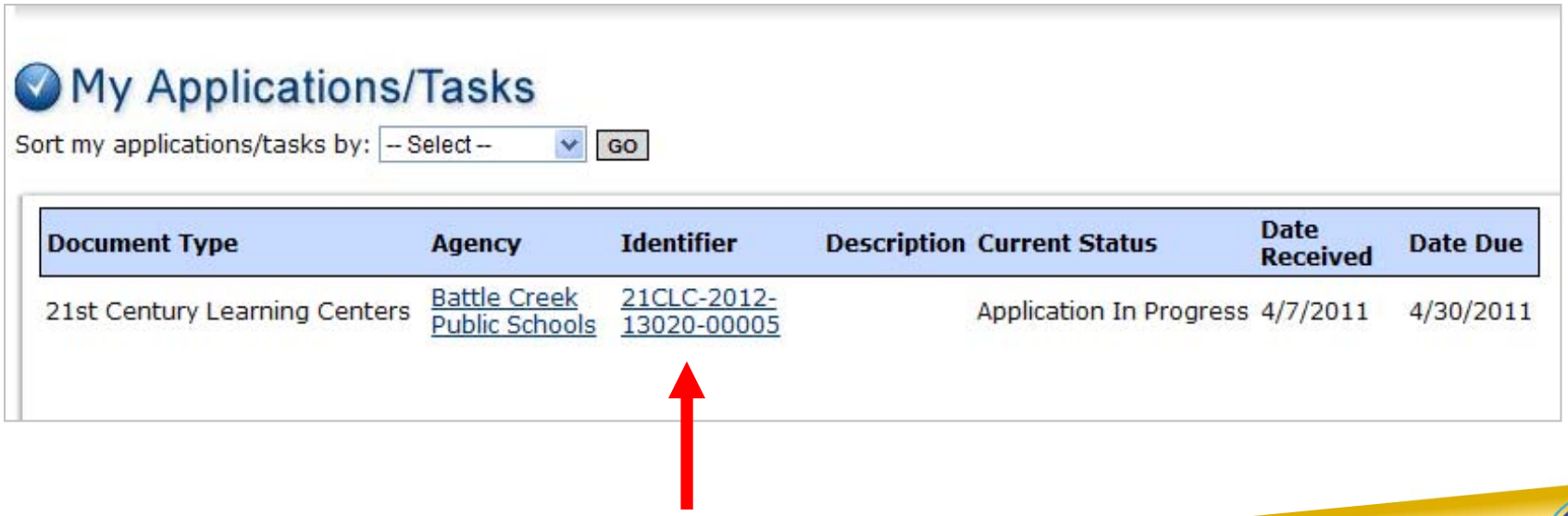
MEGS+ Home Page:

My Applications/Tasks

- Applications for which the user has access and current status requiring applicant agency action.





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MEGS+
Avoid **Back** and **Forward**

- It is highly recommended that users use the navigation provided within the application.

  - The browser's **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed.
  - By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page.
  - Avoid the **Back** and **Forward** buttons in order to always see the latest information.

MICHIGAN Department of Education

MEGS+ Application Menu

Main Menu > **Application Menu**

Wyoming Public Schools - 41026

Quick Links: View/Edit | Change Status | Management Tools | Examine Related Items | View Comments

Application: FY 2013 - 21st Century Community Learning Centers | **Status:** Application In Progress | **Security Level:** MEGS: Level 5 Authorized Official
Description: E08010 - Cohort E

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

VIEW / EDIT

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

VIEW RELATED ITEMS

- All applications have a similar look.
- Each application type has its own unique features.
- Check the "Description" for details on the specific application.

MICHIGAN Department of Education

MEGS+ Application Menu

Main Menu > **Application Menu**

Wyoming Public Schools - 41026

Quick Links: View/Edit | Change Status | Management Tools | Examine Related Items | View Comments

Application: FY 2013 - 21st Century Community Learning Centers | **Status:** Application In Progress | **Security Level:** MEGS: Level 5 Authorized Official
Description: E08010 - Cohort E

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

VIEW / EDIT

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to view see related items such as reports, messages, etc.

VIEW RELATED ITEMS

- Select "View / Edit" to begin completing the application..

MICHIGAN Department of Education

MEGS+ Application Menu:

View/Edit

Wyoming Public Schools - 41026

Quick Links: View/Edit | Change Status | Management Tools | Examine Related Items | View Comments

Application: FY 2013 - 21st Century Community Learning Centers | **Status:** Application In Progress | **Security Level:** MEGS: Level Authorized Official
Description: E08010 - Cohort E

Details

Please complete all required forms below.

Forms

Status	Page Name	Notes	Created By	Last Modified By
	Cover Page			
	Assurances and Certifications			
	Important Information			
	CMS Final Expenditure Reports			
General Information				
	Project Director and Local Evaluator Information		4/19/2012 2:27:13 PM	
	Co-Applicant and Consortium Members			
	Add/Review Co-Applicant and Consortium Members (3)			
	Project Abstract		4/19/2012 2:27:13 PM	
	Sites for the Grant (5)			
	Staff Plan (25)			
	Staff Plan Download			
	Contractors/Vendors			
	Contractors/Vendors Download			
Budget				
	Application_for_2012-2013			

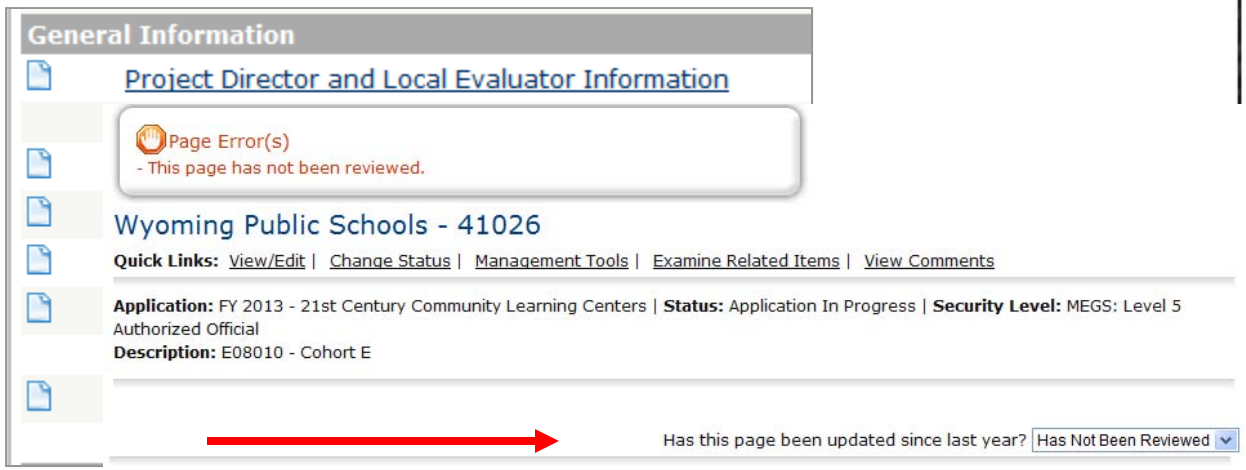
- To complete and review the application.
- "Related Pages" navigation is located at the bottom of forms pages.

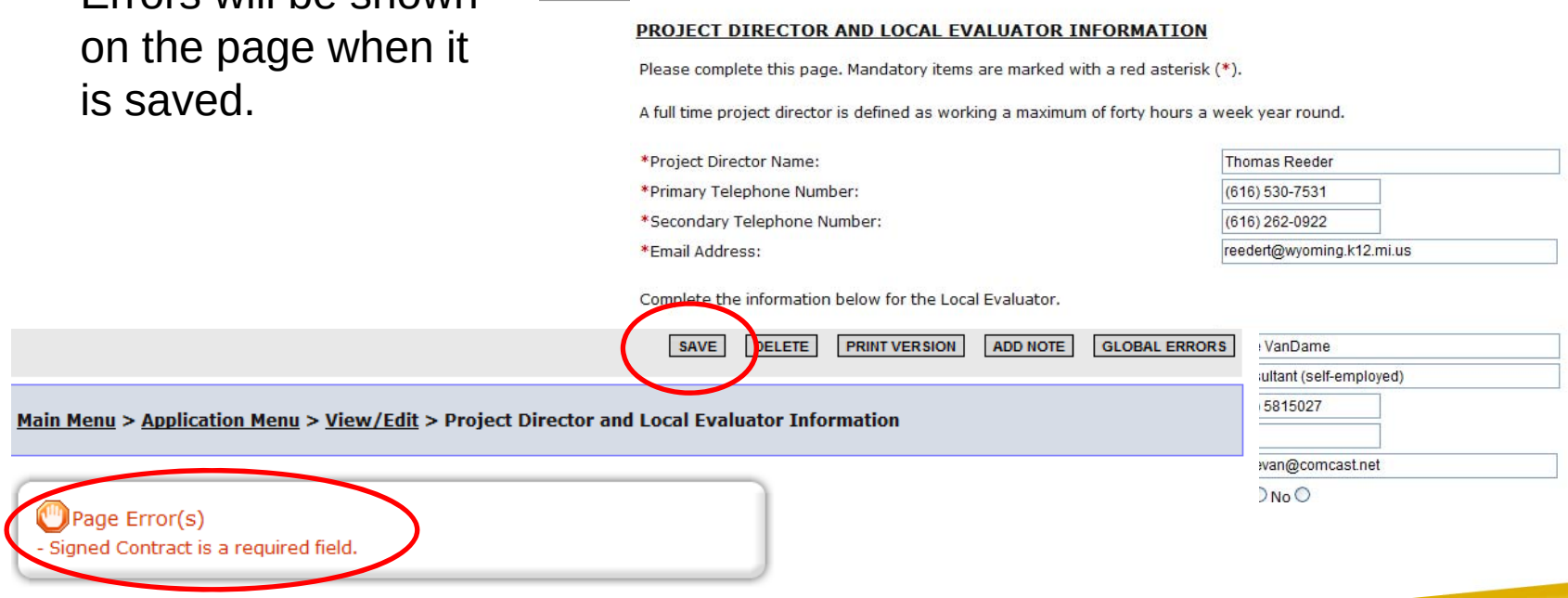
MICHIGAN Department of Education

MEGS+ Application Menu:

Project Director and Local Evaluator Information

- **Completing page**:
- Access the page.
- Enter data.
- **Save**.
- Errors will be shown on the page when it is saved.





MICHIGAN Department of Education

MEGS+ Application Menu:

Project Director and Local Evaluator Information

Page Error(s)
Please complete all the identified Project Director information

OR

Page Information
The information has been saved.

Related Pages

Status	Page Name	Note	Created By	Last Modified By
	Project Director and Local Evaluator Information		Mrs. Ruth Hower 4/8/2011 3:40:43 PM	Mrs. Ruth Hower 4/8/2011 3:52:26 PM
	Add/Review Co-Applicant and Consortium Members			
	Project Abstract			
	Sites for the Grant			
	Staff Plan			
	Contractors/Vendors			

MICHIGAN Department of Education

MEGS+ Application Menu:

Add/Review Co-Applicant and Consortium Members

Godfrey-Lee Public Schools GO

Has this page been updated since last year? Has Not Been Reviewed

ADD/REVIEW CO-APPLICANT AND CONSORTIUM MEMBERS

Co-Applicant and Consortium Member Information

Primary Co-Applicant:	☐
Name of LEA or Agency:	Godfrey-Lee Public Schools
Recipient Code:	41120
Superintendent or Authorized Official:	David Britten
Address 1:	1324 BURTON ST SW
Address 2:	
City:	WYOMING
State:	MI
Zip Code:	49509146
Telephone:	616-241-4722

Contact Person Information

First Name:	Carol
Last Name:	Lautenbach
Title:	Principal
Telephone:	(616) 241-4722
Email Address:	clautenbach@godfrey-lee.k12.mi.us

- Check each co-applicant page:
  - use the drop down arrow
  - Click GO
- Designate each page “Has Been Reviewed”
- SAVE

MICHIGAN Department of Education

MEGS+ Application Menu:

Project Abstract

Has this page been updated since last year? Has Not Been Reviewed

PROJECT ABSTRACT

Please complete this page. Mandatory items are marked with a red asterisk (*).

Instructions: The Project Abstract will be limited to a ONE page PDF printout. The Project Abstract must address the following categories: Statement of Need; Description of Project; Project Outcomes/Evaluation Plan; and Qualification of Key Personnel. Note the space limitations for each section.

***Statement of Need:**

The five participating schools represent four different school districts who are all Title I eligible and have current percentages of students on free or reduced lunch from 66-85%. Each school does not receive enough funding to offer extended day and year programs. Although not considered low performing, these schools struggle to meet the needs of sub-groups, including social economic, ELL, and Special Education. Targeted students will be qualifying ELL students, students receiving a 1 or 2 on the MEAP language arts or math tests, students determined to be 1 or more grade levels behind on the most recent MAP or SRI reading or math assessments, behavior issues,

700 of 700

***Description of Project:**

The grant will provide extended school day support four days a week 3 hours a day for 30 weeks and extended year support in the summer 6 hours a day for four days and seven weeks. This support will focus primarily on academic growth (language arts and mathematics), components of healthy living (physical activies and health issues) and exploratory activites (technology, art, music, etc.). Computer instruction will be continually integrated in activities. Ongoing parental educational and community opportunities will be provided on a regular basis. A counselor and contracted staff will provide provide specialized opportunities.

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***Project Outcomes/Evaluation Plan:**

0 of 960

***Qualification of Key Personnel:**

District director has a background in recreation/educational programs, including management and grant skills. School coordinators with similar background in recreation and/or education. Lead teachers with elem. education background in math and language arts. Group leaders with educational support background. Special support staff will meet highly qualified requirements for their support area.

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- Review the Project Abstract.
- Enter an up dated Project Outcome/ Evaluation Plan
- Change to “Has Been Reviewed”
- SAVE

MICHIGAN Department of Education

MEGS+ Application Menu:

Sites for the Grant

East Kelloggsville GO

Has this page been updated since last year? Has Not Been Reviewed

SITES FOR THE GRANT

- Please add all sites served by this grant
- Add the site name and Site License Number for each site. If no license, number indicate that by checking the exempt box.
- For each site, enter the district code for the site and the building codes of the schools to be served.
- Click **SAVE**. Please note that the Name of the School will automatically be entered into MEGS+ when the page is saved.
- To add additional proposed sites, click **ADD**. This will allow you to add a new page. Add as many proposed sites as necessary using this method.
- To delete a site, use the drop-down menu at the top right of the screen to select the name of the site. Once the information for the site that you wish to delete is displayed, you may click **DELETE** to remove the site.

A full time site coordinator is defined as working a maximum of thirty hours a week, forty weeks a year. (The coordinator and project director may be the same person in a one-site proposal, or one site coordinator might also serve as project director.)

*Site Name:	East Kelloggsville
*Address:	4656 Jefferson
*City:	Wyoming
*State:	MI
*Site License Number: DC	410298246
*Expiration Date:	9/19/2011
*License Capacity:	150
	If the license expires or will not be effective before the start of the program year, explain the status of the license.
	Will be submitting for renewal license this summer. 51 of 200

- Select the site name
- Click GO
- UPDATE all information

MICHIGAN Department of Education

MEGS+ Application Menu:

Sites for the Grant

SAVE | ADD | DELETE | PRINT VERSION | ADD NOTE | GLOBAL

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Program Operations	Hours/Day	Days/Week	Weeks/Year	Total Hours
School Year:		S☐M☐T☐W☐T☐F☐S☐		
Summer:				
*Site Coordinator Name:	Nicole Toering			
*Site Coordinator Email:	ntoering@kvilleps.org			
*Site Coordinator Telephone:				

Schools to be Served

District Code	Building Code	Name of School	Grades to Be Served
41140	01023	East Kelloggsville School	K-5

- Complete this new chart with relevant information for each site
- Use an actual school calendar and calculate the total hours (subtracting scheduled days off) programming will be offered for the school year and summer separately.
- SAVE

MICHIGAN Department of Education

MEGS+ Application Menu:

Staff Plan

East Kelloggsville 111 Group Leaders | GO

STAFF PLAN

- Use this form to summarize the 110 Basic Program Information for your program by detailing the number of staff type you plan to or are using at each site, the number of hours per day, the number of days per week, number of weeks per year, and the rate per hour.
- Each site requires a staff plan budget.
- After data for a line is entered, click **SAVE**
- Click **ADD** to add another staff member/type.

Site Name:	East Kelloggsville
Function Code:	111
Description:	Group Leaders
Other:	
Number of Staff:	5
Hours Per Day:	4.25
Days Per Week:	4
Number of Weeks Per Year:	33
Rate Per Hour:	
FTE/Hours:	2805
Salary:	$0
Benefits:	%
Benefits total:	$0

- Select the staff type for each site (there will be multiple pages for each site)
- Click GO
- UPDATE all information
- SAVE
- This will automatically populate and update the “staff plan download”

MICHIGAN Department of Education

MEGS+ Application Menu:

Staff Plan Download

Fiscal Agent Name	Fiscal Year	Application Description
Wyoming Public Schools	2013	E08010 - Cohort E
1		

Site Name	Function Code	Description	Other	Number of Staff	Hours Per Day	Days Per Week	Weeks Per Year	Rate Per Hour	FTE/Hours	Salary	Benefits	Benefits Total
East Kelloggsville	111	Site Coordinators		1	10	4	49	$14.25	1960	$27930.00	12.7%	$3547.11
East Kelloggsville	111	Group Leaders		5	4.25	4	33		2805	$0.00		$0.00
East Kelloggsville	111	Teachers	Specialty	1	1.1	2	32	$25.00	70.4	$1760.00	0%	$0.00
East Kelloggsville	111	Site/Function Subtotal							4835.4	$29690.00		$3547.11
East Kelloggsville	119	Teachers	Summer	4	3	4	6	$29.50	288	$8496.00	24%	$2039.04
Eas Kell												0.85

- The “Staff Plan Download information will be used to complete the Budget.
- The lines described as “Site/Function Subtotal” will provide the information for Salaries and Benefits in the Budget.

MICHIGAN Department of Education

MEGS+ Application Menu:

Contractors/Vendors

Franklin Middle School 112 University of Michigan Online Mentoring (30 wk sub GO

CONTRACTORS/VENDORS

- Use this form to summarize the 110 Basic Program Information for your program by detailing the number of vendor staff you plan to or are using at each site, the number of hours per day, number of days per week, number of weeks per year, and rate per hour.
- If vendor staff are used each site requires a vendor staff plan.
- After data for a line is entered, click **SAVE**
- Click **ADD** to add another vendor.

Site Name:	Franklin Middle School
Function Code:	112
Description:	University of Michigan Online Mentoring (30 wk sub
Number of Staff:	1
Hours Per Day:	1
Days Per Week:	1
Number of Weeks Per Year:	30
Rate Per Hour:	$16.67
Purchased Services:	$500.10

- Select the Vendor for each site (there may be multiple pages for each site)
- Click GO
- UPDATE all information
- SAVE
- This will automatically populate and update the "contractor/vendor plan download"

MICHIGAN Department of Education

MEGS+ Application Menu:

Contractors/Vendors Download

Instructions:
This report will return any Contracts/Vendors data.
Choose Export Results to **Excel** and click the **Search** button to download.

For more detailed instructions, select the **Show Help** button.

SEARCH

Export Results to Screen **Results Per Page** 20 **Sort By** -- SELECT -- ASC

Results (1)

Fiscal Agent Name	Fiscal Year	Application Description
Eastern Michigan University	2013	F09025
1		

Site Name	Function Code	Description	Number of Staff	Hours Per Day	Days Per Week	Weeks Per Year	Rate Per Hour	Purchased Services
Franklin Middle School	112	University of Michigan Online Mentoring (30 wk subscription and tech support, $500 per site	1	1	1	30	$16.67	$500.10
Franklin Middle School	112	TBD Service Providers ($200/wk, 32 wks)	0	1	4	32	$50.00	$6400.00
Franklin Middle School	112	Site/Function Subtotal						$6900.10

- The "Contractor/Vendor Download information will be used to complete the Budget.
- The lines described as "Site/Function Subtotal" will provide the information for "Purchased Services."

MICHIGAN Department of Education

MEGS+ Application Menu:

Budget

SAVE BUDGET CONTACTS / INDIRECT AMOUNTS | ADD BUDGET ITEM | ADD NOTE | PRINT VERSION

				4000	5000	6000	7000, 8000
110	Basic Programs	$319,195	$94,051	$40,500	$10,800		
120	Added Needs						
210	Support Services – Pupil						
220	Support Services – Instructional Staff	$74,907	$18,130	$8,950	$1,800		
230	Support Services – General Administration						$2,500
240	Support Services – School Administration						
250	Support Services – Business	$19,182	$7,730				
260	Operation and Maintenance of Plant						
270	Pupil Transportation Services			$4,125			
280	Support Services – Central	$23,651	$9,306	$3,000			
290	Support Services – Other						
310	Community Services – Direction						
320	Community Recreation						
330	Community Activities						
350	Custody and Care of Children			$2,475			
390	Other Community Services						
	SUBTOTAL	$436,935	$129,217	$59,050	$12,600		$2,500
410	Payments to Other Public Schools Within the State of Michigan						
	Indirect Costs $ Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 8.00%)						
	TOTAL	$436,935	$129,217	$59,050	$12,600		$2,500
	Administrative Costs Percent						

CONTACT INFORMATION

Business Office Representative:

*Name: *Phone: Ext: *Email

Project Contact Person:

*Name: *Phone: Ext: *Email

- The last approved budget will pull forward when the 2013 application is initiated.
- Edit this budget to match any changes made to the staff plan and contractor/vendor plan
- Indirect costs must be entered again. (8% of subtotal is the max)
- 10% max on Admin and indirect combined

MICHIGAN Department of Education

MEGS+ Application Menu:

Budget

Budget Summary

For more detailed instructions, select the **Show Help** button.

Application Menu: 21CLCF-2012-61010-00005

Funding Source Category	Agency	Application Security Level	Current Status	Date Due
21st Century Learning Centers Cohort F	Muskegon City School District	MEGS: Level 5 Authorized Official	Application In Progress	4/30/2011 12:00:00 AM

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
61010	122110				07/01/2011	06/30/2012	2012

Application for 2011-2012 for Muskegon City School District

Budget Summary | Budget Detail | View/Edit Menu

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenditures 7000, 8000	Total
110	Basic Programs						$0
120	Added Needs						$0
210	Support Services – Pupil						$0
220	Support Services – Instructional Staff						$0
230	Support Services – General Administration						$0
240	Support Services – School Administration						$0
250	Support Services – Business						$0
260	Operation and Maintenance of Plant						$0
270	Pupil Transportation Services						$0
280	Support Services – Central						$0
290	Support Services – Other						$0
310	Community Services – Direction						$0
320	Community Recreation						$0
330	Community Activities						$0
350	Custody and Care of Children						$0
390	Other Community Services						$0
	SUBTOTAL						$0
410	Payments to Other Public Schools Within the State of Michigan						$0
	Indirect Costs $ [ ] Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 0.00%)						$0
	TOTAL						$0
	Administrative Costs Percent						0.00 %

CONTACT INFORMATION

Business Office Representative:

Name: [ ]* Phone: [ ]* Ext: [ ] Email [ ]*

Project Contact Person:

Name: [ ]* Phone: [ ]* Ext: [ ] Email [ ]*

Top of the Page

Budget Summary

- The budget totals are displayed with the function codes along the left side and object codes across the top.
- "Tens" function codes.
- Budget totals are changed automatically when new budget items are added to the grant.
- ***You must complete Contact Information at the bottom of the page.***

MICHIGAN Department of Education

MEGS+ Application Menu:

Budget

Budget Item

For more detailed instructions, select the **Show Help** button.

Application Menu: 21CLCF-2012-61010-00005

Funding Source Category	Agency	Application Security Level	Current Status	Date Due
21st Century Learning Centers Cohort F	Muskegon City School District	MEGS: Level 5 Authorized Official	Application In Progress	4/30/2011 12:00:00 AM

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
61010	122110				07/01/2011	06/30/2012	2012
Application for 2011-2012 for Muskegon City School District							

Budget Summary | Budget Detail | View/Edit Menu

Select the appropriate Function Code for this budget item: *

Local Agency Share

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below: *

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000, 4000)	Supplies & Materials (5000)	Other Expenditures (7000, 8000)
$	$	$	$	$

To Add/Change a Budget Item:

- Select the appropriate function code.
- Provide a description.
- Enter amount(s) in the box(es) beneath the appropriate Object Code(s).
- - Only one entry unless personnel.
- -All personnel entries must have Salaries and Benefits.
- After completing the entries, click the **Save Budget Item** button.

MICHIGAN Department of Education

MEGS+ Application Menu:

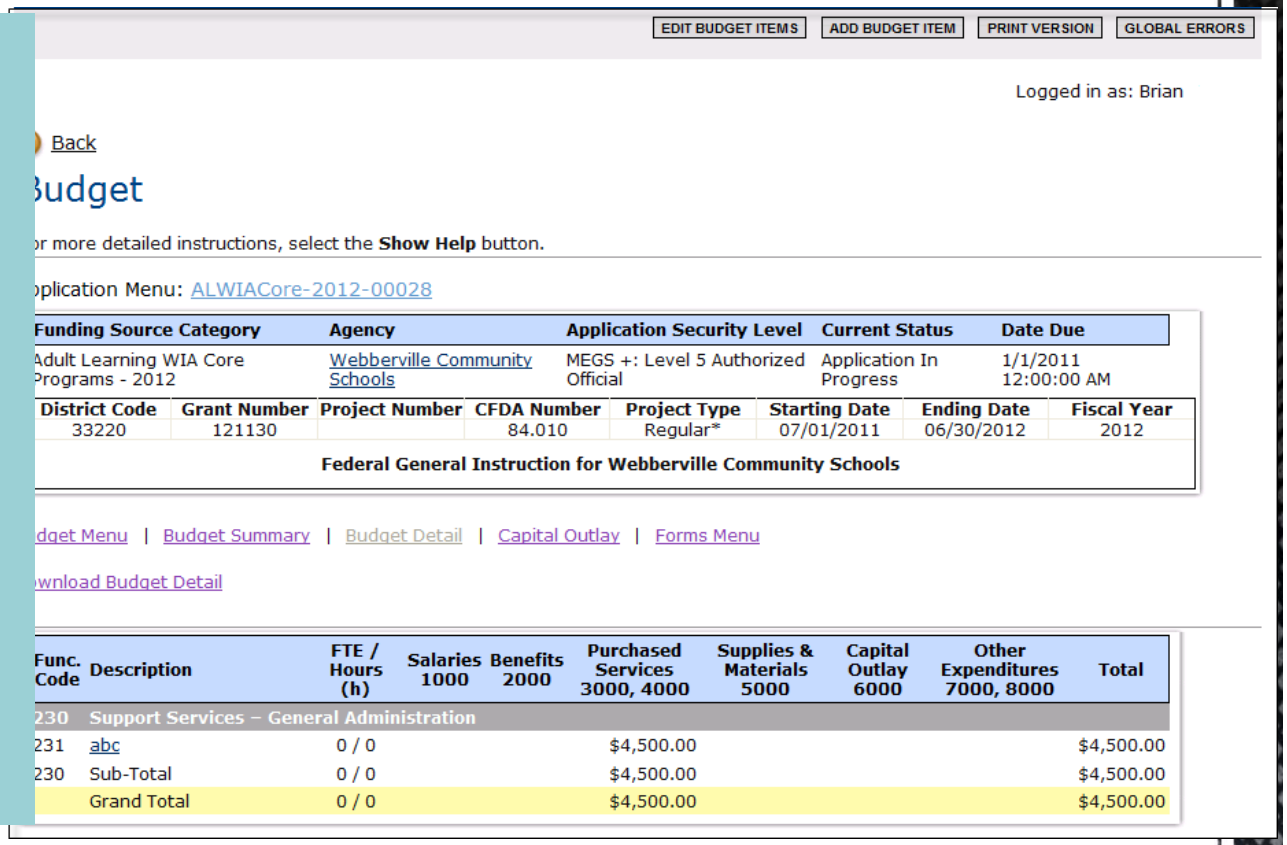
Budget Detail

The **Budget Detail** page is an in-depth look at all budget items for the grant.

Each budget item is listed by function code, with the description, any associated FTE and the budgeted amount.

As items are entered into the system, this page is automatically updated and displays the totals.

The title of the item provides a link to the page where the entries for that budget item can be edited.



EDIT BUDGET ITEMS | ADD BUDGET ITEM | PRINT VERSION | GLOBAL ERRORS

Logged in as: Brian

Back

Budget

r more detailed instructions, select the **Show Help** button.

plication Menu: ALWIACore-2012-00028

Funding Source Category	Agency	Application Security Level	Current Status	Date Due
Adult Learning WIA Core Programs - 2012	Webberville Community Schools	MEGS +: Level 5 Authorized Official	Application In Progress	1/1/2011 12:00:00 AM

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
33220	121130		84.010	Regular*	07/01/2011	06/30/2012	2012

Federal General Instruction for Webberville Community Schools

dget Menu | Budget Summary | Budget Detail | Capital Outlay | Forms Menu

wnload Budget Detail

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenditures 7000, 8000	Total
230	Support Services – General Administration								
231	abc	0 / 0			$4,500.00				$4,500.00
230	Sub-Total	0 / 0			$4,500.00				$4,500.00
	Grand Total	0 / 0			$4,500.00				$4,500.00

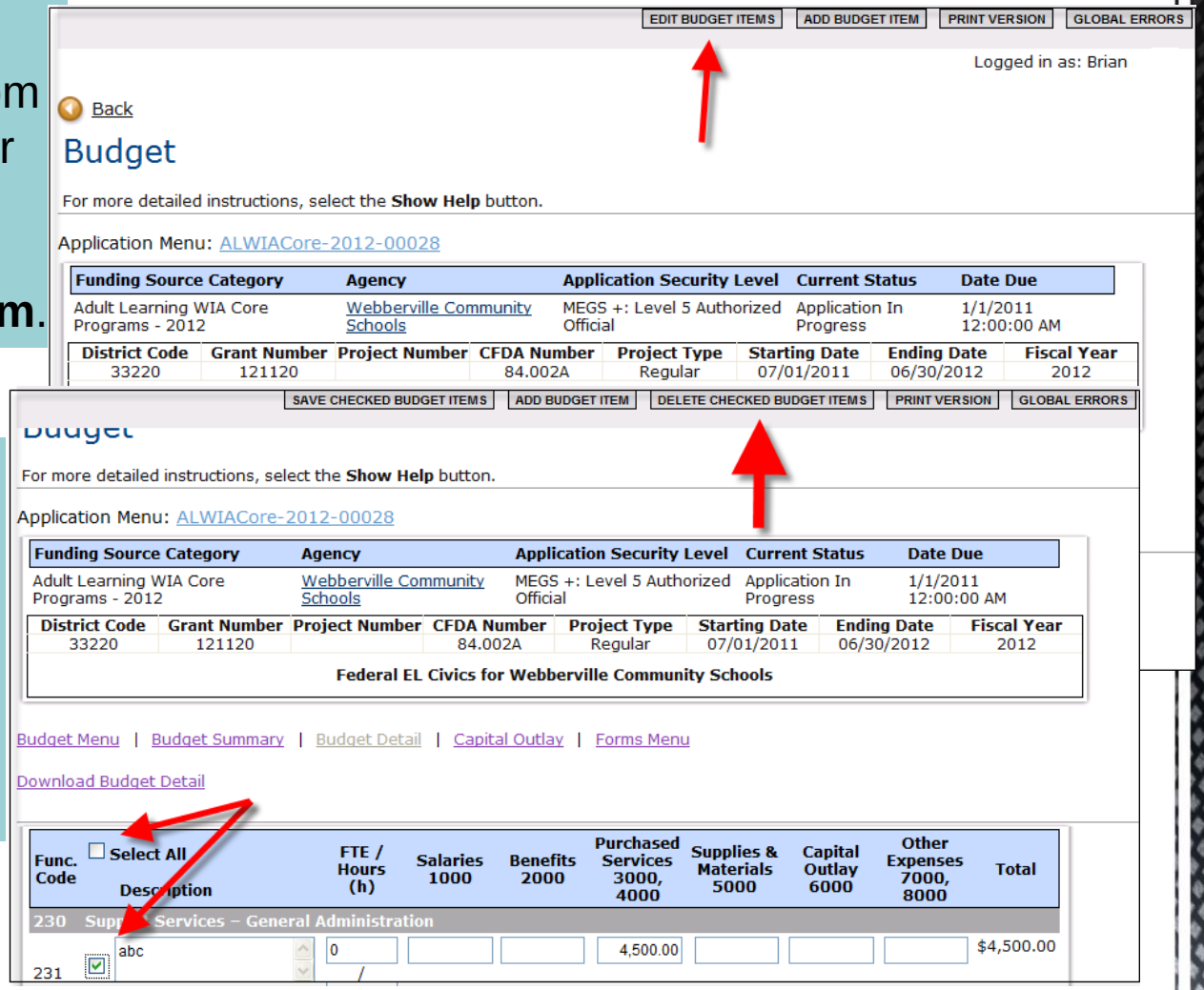
MICHIGAN Department of Education

MEGS+ Application Menu:

Budget

To Edit a Budget Item: Access the budget item from the Budget Detail screen or the **Edit Budget Items** button, make the changes, and click **Save Budget Item**.

To Delete a Budget Item: From the Budget Detail screen click **Edit Budget Items** then select which item(s) to delete and click **Delete Checked Budget Items.**



MICHIGAN Department of Education

MEGS+ Application Menu:

Budget

Budget Summary

For more detailed instructions, select the **Show Help** button.

Application Menu: CONAPP-2012-13020-00014

Funding Source Category	Agency	Application Security Level	Current Status	Date Due
Consolidated Application - 2012	Battle Creek Public Schools	MEGS: Level 5 Authorized Official	Application In Progress	1/31/2011 12:00:00 PM

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
13020	111530	1011	84.010	Regular	07/01/2010	09/30/2011	2012

Title I Part A for Battle Creek Public Schools

Budget Summary | Budget Detail | Capital Outlay | View/Edit Menu

Budget Summary +/-

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenditures 7000	Total
110	Basic Programs					$10,000		$10,000
120	Added Needs							$0
210	Support Services – Pupil							$0
220	Support Services – Instructional Staff							$0
230	Support Services – General Administration							$0
250	Support Services – Business							$0
260	Operation and Maintenance of Plant							$0
270	Pupil Transportation Services							$0
280	Support Services – Central							$0
330	Community Activities							$0
360	Welfare Activities							$0
370	Non–Public School Pupils							$0
284	Information Management Services							$0
	SUBTOTAL					$10,000		$10,000
410	Payments to Other Public Schools Within the State of Michigan							$0
440	Payments to Other Government Entities							$0
450	Facilities Acquisition							$0
	SUBTOTAL					$10,000		$10,000
	Indirect Costs $ 10.00 Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 2.00%)						$10	$10
	TOTAL					$10,000	$10	$10,010
	Administrative Costs Percent							0.00 %
	Total Allocation Amount (Estimated)							$5,000
	Carryover							$145,466
	Availability							$150,466
	Availability Balance							$140,456

- **Indirect Costs**: Enter indirect costs on the Budget Summary Page.
- Indirect costs are not pulled forward these must be entered again (8% of subtotal is the max).
- 10% max on Administration (230, 240,250,260, and 280 except 281) and Indirect combined.
- CBO's may use Function Code 259 for Administrative expenses over the 8% indirect up to 10% total.

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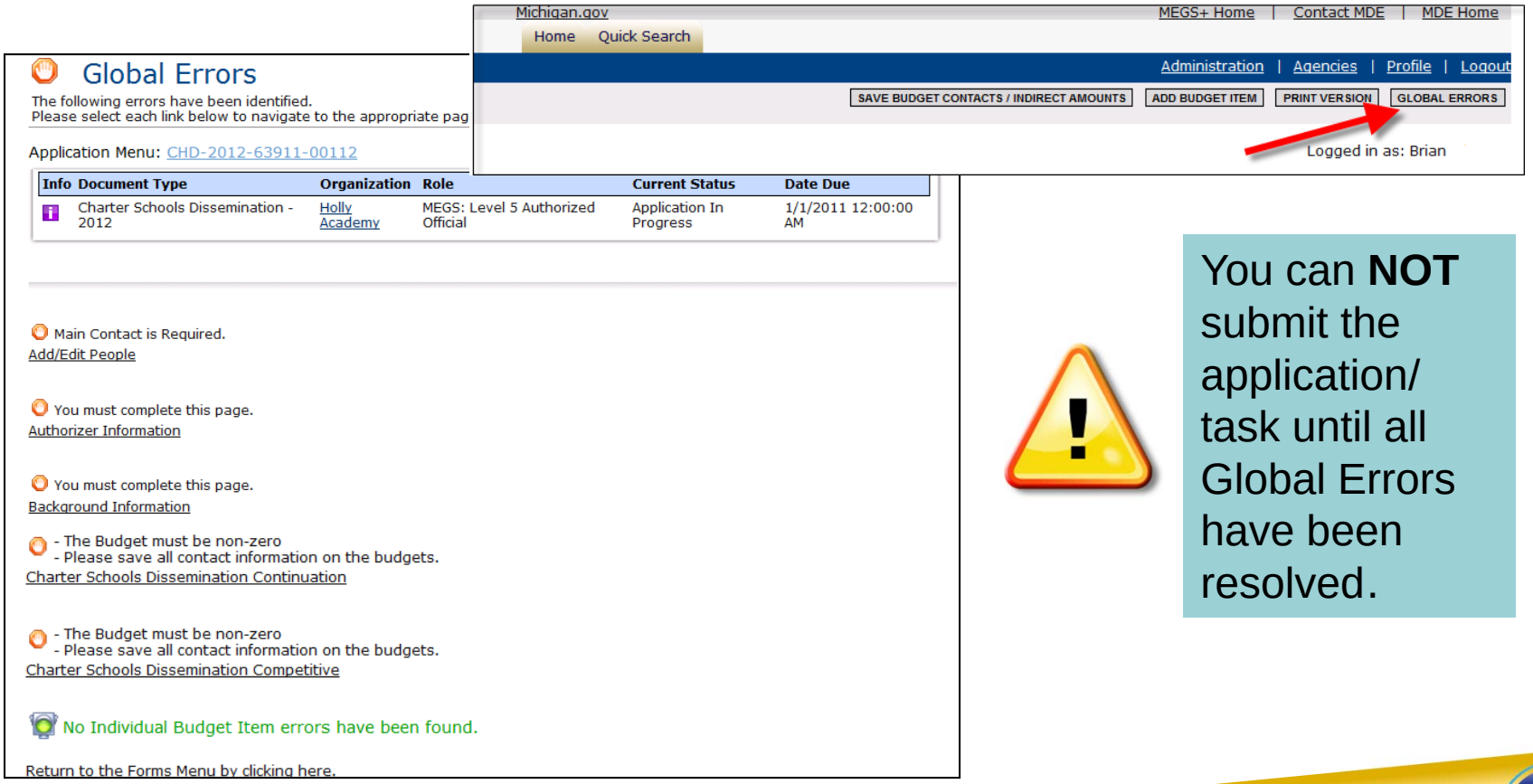
MEGS+ Application Menu:

View/Edit

Global Errors

- While working in an application you can check for all errors remaining. Use Global Errors. Links are provided to the relevant application pages.



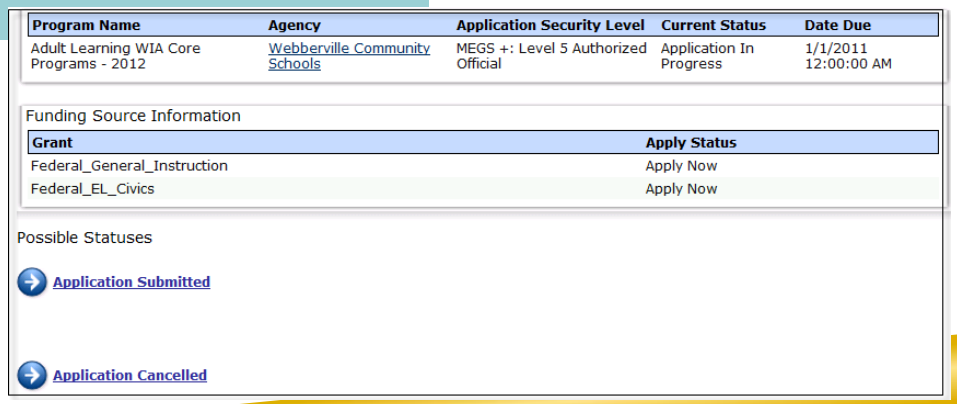
You can **NOT** submit the application/ task until all Global Errors have been resolved.

MEGS+ Application Menu:

Change Status

Change the Status

- All Status Changes are made within this section.
- Statuses available depend upon contact access and application/task status.
- Only an Authorized Official may submit an application/task.
- If an application/task has errors, you will be returned to the Global Errors page.



MICHIGAN Department of Education

MEGS+ Application Menu:

Change Status*

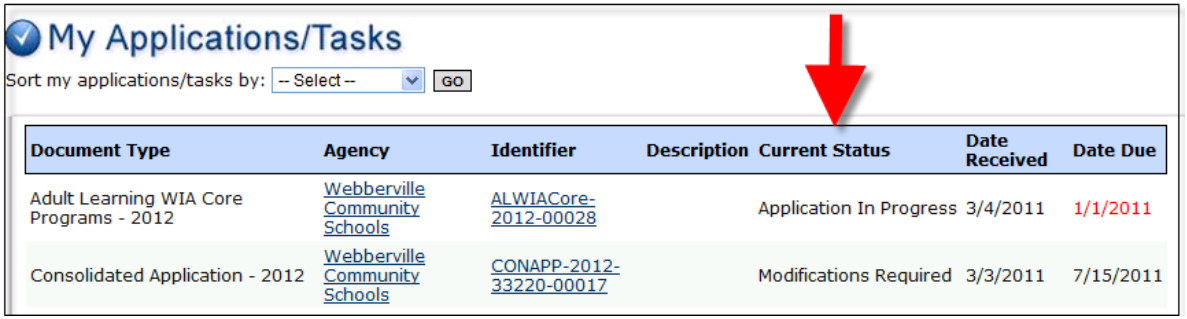
- Status levels are used to track applications within MEGS and are applied at every step of the process.
- There are two distinct status categories: Applicant and Consultant.
- Applicant status levels that are "in progress" allow the user full access to the application. Submission will "lock" the application to further changes.
- Consultant status levels are used to show the level of review or to return the application (e.g. *Modifications Required*) to the user.

Applicant Set Status Levels

- *Application In Progress*
- *Application Submitted*
- *Modifications In Progress*
- *Modifications Submitted*
- *Amendment In Progress*
- *Amendment Submitted*
- *Report In Progress*
- *Report Submitted*

Consultant Set Status Levels

- *Review In Progress*
- *Modifications Required*
- *Program Office Review Complete*
- *Grant Funds Available to The Applicant*
- *Report Due*
- *Report Accepted*



Document Type	Agency	Identifier	Description	Current Status	Date Received	Date Due
Adult Learning WIA Core Programs - 2012	Webberville Community Schools	ALWIACore-2012-00028		Application In Progress	3/4/2011	1/1/2011
Consolidated Application - 2012	Webberville Community Schools	CONAPP-2012-33220-00017		Modifications Required	3/3/2011	7/15/2011

*CNAP process flow is similar but different.

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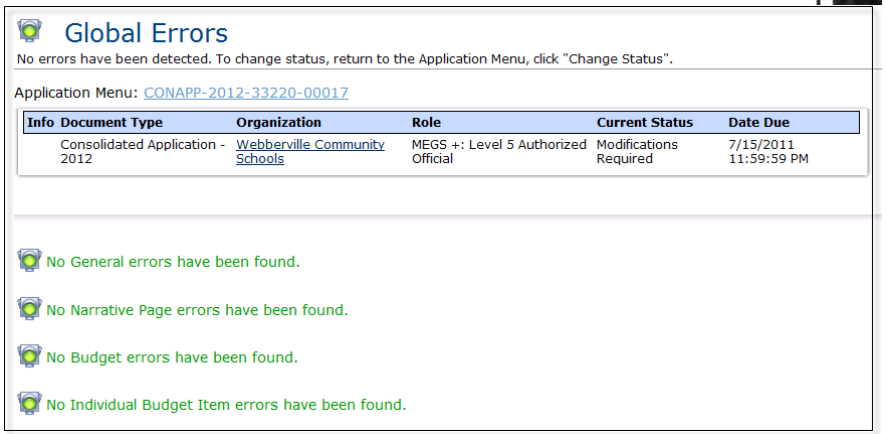
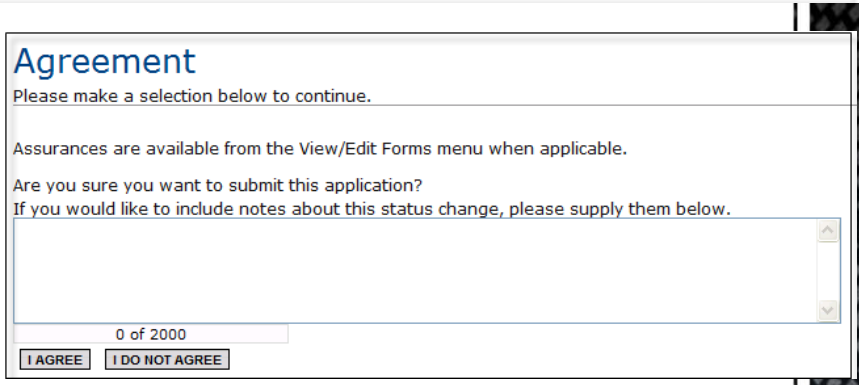
MEGS+ Application Menu:

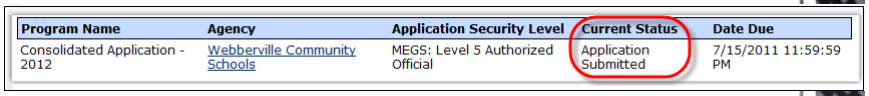
Change Status

Submission of the Application/Task

- Review **Global Errors** on the application/task menu.
- Notify Authorized Official (AO) that the application/task is complete.
- AO clicks the **Application Submitted** button on the Change Status menu.
- If there are any errors, an error list will be generated.
- Once all errors are corrected, return to the Application Menu and click **Application Submitted.**
- The next page will present conditions to which you must agree upon when submitting the application.
- After reading and agreeing with the conditions, click the **I Agree** button to continue.
- MEGS will notify the district Level 5s and the application designated contacts by email that the application has been received.







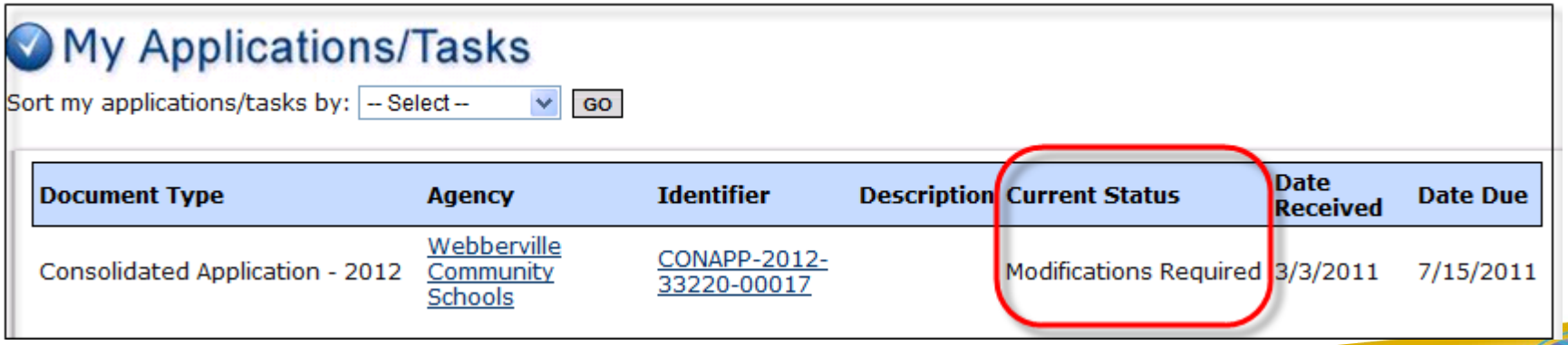
MICHIGAN Department of Education

MEGS+ Application Menu:

Change Status

Modifying an Application/Task

- If Program Office reviewers indicate that modifications are needed:
  - You will receive an email and/or **My Inbox** message.
  - The application/task will appear in **My Applications/Tasks**.
  - Use **Review Comments** to review and respond to reviewer notes.
  - Access follows the original submission procedures to correct and resubmit.

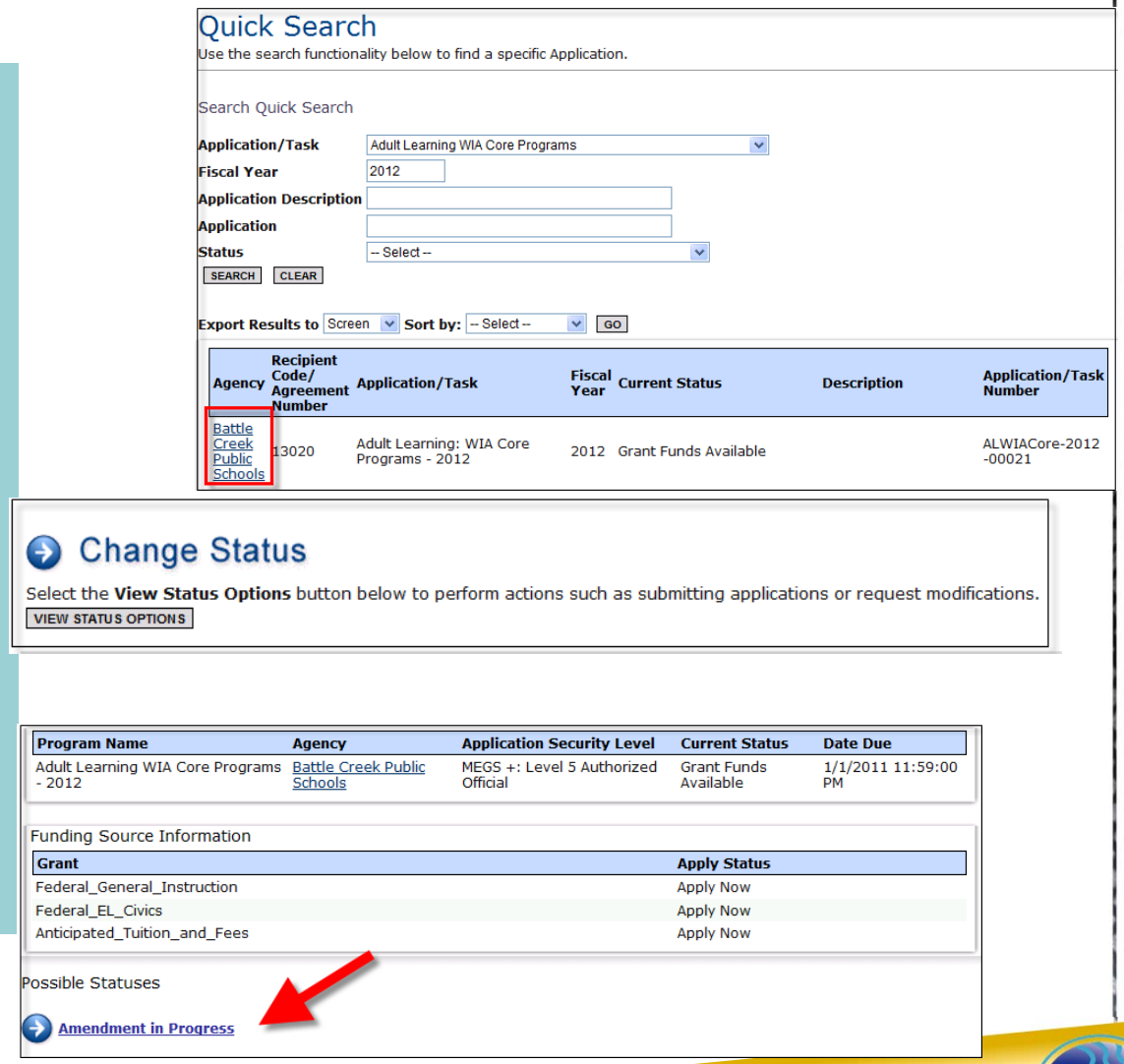


Document Type	Agency	Identifier	Description	Current Status	Date Received	Date Due
Consolidated Application - 2012	Webberville Community Schools	CONAPP-2012-33220-00017		Modifications Required	3/3/2011	7/15/2011

MEGS+ Application Menu:

Change Status

- **Amending an Application/Task**
- If you need to amend a previously approved application.
- Use **Quick Search** to find the application.
- Level 4s or 5s use **Change Status** to select Amendment in Progress.
- Access follows the original submission procedures to correct and resubmit.



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MEGS+ Application Menu:

View Management Tools

Back

21st Century Learning Centers - 2012
Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Application Menu: 21CLC-2012-13020-00020

Details

Management Tools

CREATE FULL PRINT VERSION
Select the link above to create a printable version of the document.

ADD/EDIT PEOPLE
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

MY ACTIVITIES SEARCH/REPORTS
Select the link above to perform a search and output the results from the My Activities.

STATUS HISTORY
Select the link above to view the status history of this document.

CHECK FOR ERRORS
Select the link above to check the entire document for errors.

PROCESS FLOW SNAPSHOT
Select the link above to view the details of the current and next possible status for this document.

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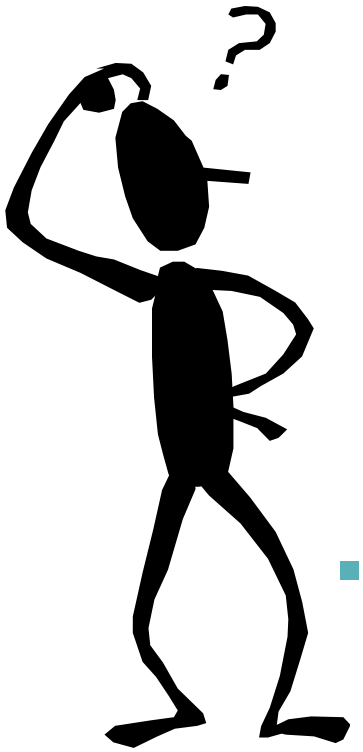
MEGS+

Questions?



- Program specific questions, contact your lead consultant:
  - Pat Hennessey
    hennesseyp1@michigan.gov
  - John Taylor
    taylorj8@michigan.gov
  - Lorraine Thoreson
    thoresonl@michigan.gov
- MEGS+ technical questions, contact: (517) 373-1806.

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