



Step-by-Step

2010-2011

21st Century Community Learning Centers
Continuation Application

Staff Plan, Contractors/Vendors,
and
Budget Detail

May 27, 2010

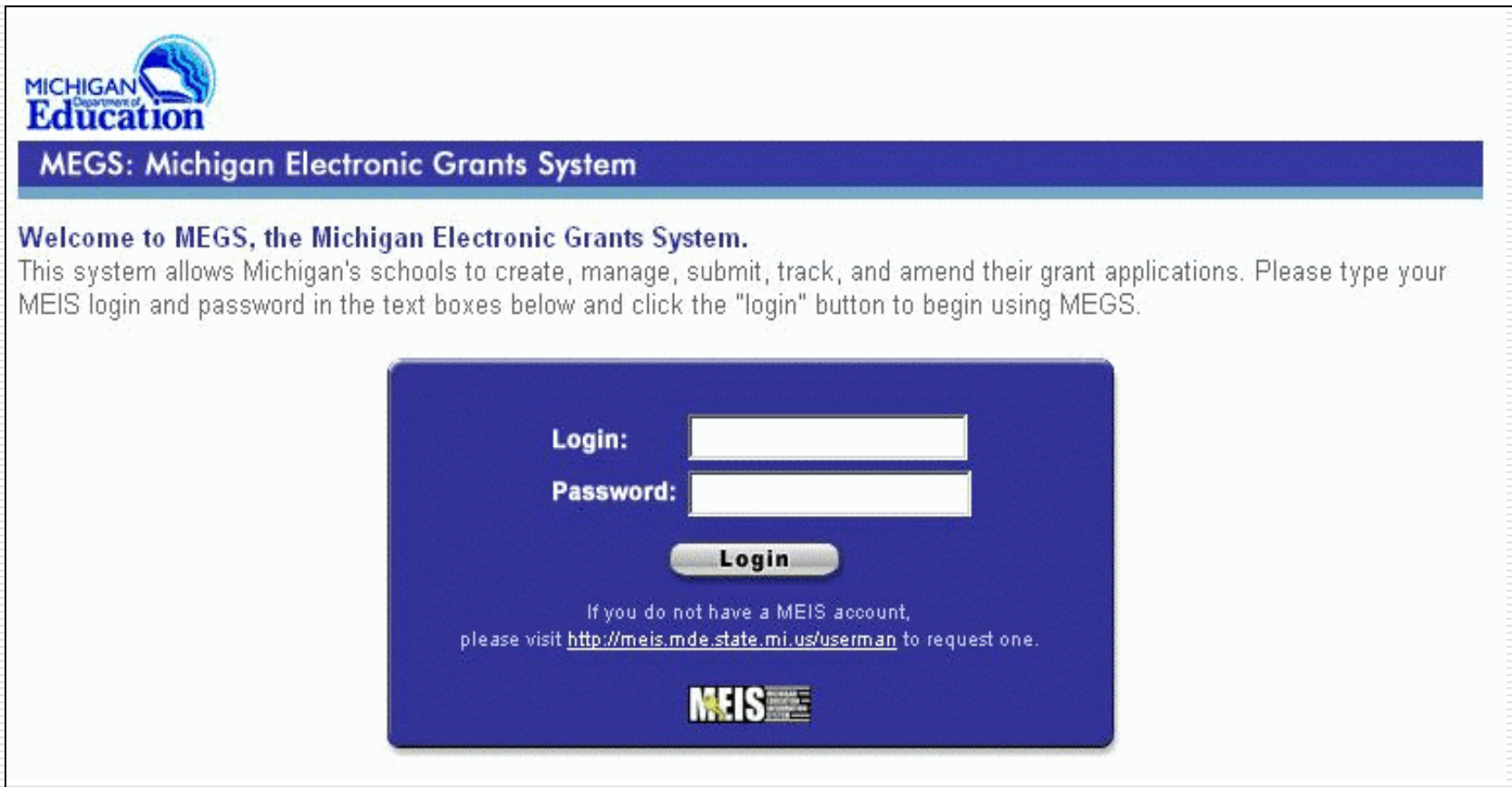
1




Purpose

- ❑ To further explain the new Staff Plan, Contractors/Vendors pages and Budget Detail entry, the Michigan Department of Education has created a step-by-step procedure for completing these pages and entering items into the Budget Detail.
- ❑ Please follow these instructions carefully.
- ❑ Don't hesitate to contact your lead consultant if you have questions.
 - Pat Hennessey – hennesseyp1@michigan.gov
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Step 1: Log into MEGS



The screenshot shows the login interface for the Michigan Electronic Grants System (MEGS). At the top left is the Michigan Department of Education logo. Below it is a blue header bar with the text "MEGS: Michigan Electronic Grants System". The main content area contains a welcome message and instructions for logging in. A dark blue login box contains two text input fields labeled "Login:" and "Password:", a "Login" button, and a link for users without accounts. The MEIS logo is at the bottom of the login box.

 MICHIGAN Department of Education

MEGS: Michigan Electronic Grants System


Welcome to MEGS, the Michigan Electronic Grants System.
This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your MEIS login and password in the text boxes below and click the "login" button to begin using MEGS.

Login:

Password:

Login

If you do not have a MEIS account,
please visit <http://meis.mde.state.mi.us/userman> to request one.

 MEIS

Step 2: Select 2010-2011 21st CCLC Application (in RED)–Click on View/Edit

21st Century Community Learning Centers [Top](#)
Application #0910-3752 Battle Creek Public Schools Status: Grant Funds Available
Description: E08060-Cohort E

Grants	Access Level	Granted By
Application for 2009-2010	Authorized Official	

[VIEW / EDIT](#)
[AMEND APPLICATION](#)
[VIEW REPORTS](#)
[VIEW HISTORY](#)
[AWARD PACKET](#)

21st Century Community Learning Centers [Top](#)
Application #0910-3751 Battle Creek Public Schools Status: Grant Funds Available
Description: E08061 - Cohort E

Grants	Access Level	Granted By
Application for 2009-2010	Authorized Official	

[VIEW / EDIT](#)
[AMEND APPLICATION](#)
[VIEW REPORTS](#)
[VIEW HISTORY](#)
[AWARD PACKET](#)











21st Century Community Learning Centers [Top](#)
Application #1011-1099 Battle Creek Public Schools Status: Application In Progress
Description: E08029 - Cohort E

Grants	Access Level	Granted By
Application for 2010-2011	Authorized Official	

[VIEW / EDIT](#)
[DELETE APPLICATION](#)
[VIEW REPORTS](#)
[VIEW HISTORY](#)

Step 3: Click on Staff Plan

GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)
-  [Project Director Information](#)
-  [Co-Applicant and Consortium Members](#)
-  [Add/Review Co-Applicant and Consortium Members](#)
-  [Project Abstract](#)
-  [Sites for the Grant](#)
-  [Staff Plan](#)
-  [Staff Plan Download](#)
-  [Contractors/Vendors](#)
-  [Contractors/Vendors Download](#)

Step 4: Complete Staff Plan

- ❑ Select Site
- ❑ Select Function Code
- ❑ Select Description
 - If Other, type in detail.
- ❑ Enter Number of Staff of that type, Hours, Days, Weeks, and Rate Per Hour
- ❑ Enter benefits by percentage in **decimal format (12% = .12)**
- ❑ FTE/Hours, Salary, and Benefits total will populate when you click **SAVE**

[View Printable Version](#)

Please select a page to view:

Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 111 - Assistants/Para Pros (5)

BATTLE CREEK PUBLIC SCHOOLS (13020)

STAFF PLAN
ANN J KELLOGG ELEMENTARY SCHOOL - 306 CHAMPION STREET - BATTLE CREEK - MI - 111 - ASSISTANTS/PARA PROS

Instructions

- 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: Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI
Function Code: 111
Description: Assistants/Para Pros
Other:

Assistants/Para Pros

Site Coordinators

Assistants/Para Pros

Group Leaders

Teachers

Other

Number of Staff: 3
Hours Per Day: 3
Days Per Week: 5
Number of Weeks Per Year: 32
Rate Per Hour: 10
FTE/Hours: 1,440
Salary: 14,400
Benefits: 0.121
Benefits total: 1,742

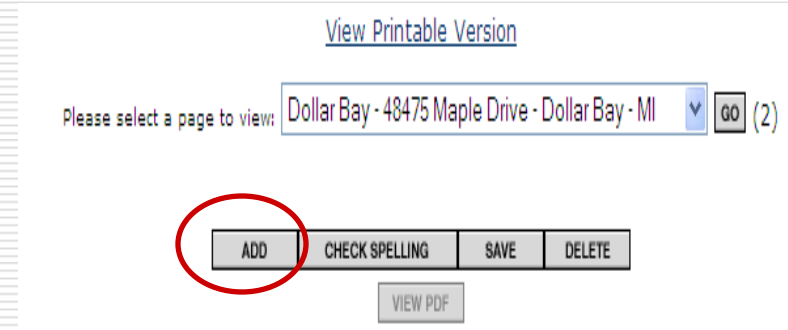
Please select a page to view:

Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 111 - Assistants/Para Pros (5)

Step 4: Complete Staff Plan, continued

To add staff:

- Click **Add**
- Complete form for each Staff Type and Function Code
- Click **Save**



The screenshot shows a web interface for managing staff. At the top, there is a link for "View Printable Version". Below it, a dropdown menu is open, showing "Please select a page to view:" followed by "Dollar Bay - 48475 Maple Drive - Dollar Bay - MI" and a "GO (2)" button. Below the dropdown, there are four buttons: "ADD", "CHECK SPELLING", "SAVE", and "DELETE". The "ADD" button is circled in red. Below these buttons is a "VIEW PDF" button.

Note: Do this for each staff category for **each site**. Don't forget summer programming (**Function Code 119**). At least one staff type must be entered per site or you will receive an error.

Note: If you click Add after you have entered all the staff, a blank staff plan page will appear. This will cause an error. Delete the blank page.

Step 4: Complete Staff Plan, continued

To edit previous staff:

- Select page from the drop down menu
- Click **GO**
- Make edits
- Click **SAVE**

Please select a page to view:

Coburn Elementary School - 39 Fairhome - Battle Creek - MI - 111 - Other - Cook

- Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 111 - Assistants/Para Pros
- Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 111 - Site Coordinators
- Coburn Elementary School - 39 Fairhome - Battle Creek - MI - 111 - Other - Cook**
- Coburn Elementary School - 39 Fairhome - Battle Creek - MI - 111 - Site Coordinators

Step 5: Print Staff Plan Download

- ❑ Click on **Staff Plan Download**
- ❑ An Excel spreadsheet will appear (example below)
- ❑ Print spreadsheet (you may need to change print settings to print on one page.)
- ❑ Use **ONLY** the yellow highlighted rows to enter totals into your Budget Detail by **SITE** and **FUNCTION CODE**

Site Name	Function Code	Description	Number of Staff	Hours Per Day	Days Per Week	Number of Weeks Per Year	Rate Per Hour	FTE Hours	Salary	Benefits	Benefits Total	Total
Beaverton High School	113	Site Coordinators	1	7.5	4	46	25.4428	1380	\$35,111.00	45.16%	\$15,856.00	\$50,967.00
Beaverton High School	113	Teachers	2	2.16971	4	36	23.3	624.876	\$14,559.62	16%	\$2,329.54	\$16,889.16
Beaverton High School	113	Teachers	1	2.30857	2	36	23.3	166.217	\$3,872.86	16%	\$619.66	\$4,492.52
Beaverton High School	113	Assistants/Para Pros	1	1.94427	4	36	11.4	279.975	\$3,191.72	16%	\$510.68	\$3,702.40
Beaverton High School	113	Teachers	1	1.09157	2	36	15.54	78.5933	\$1,221.34	16%	\$195.41	\$1,416.75
Beaverton High School	113	Teachers	2	1.48611	2	36	7.4	214	\$1,583.60	16%	\$253.38	\$1,836.98
Beaverton High School	113	Other	1	2.11183	3	36	10.35	228.077	\$2,360.60	16%	\$377.70	\$2,738.30
3090 Crockett Road - Beaverton - MI	113	Site/Function Subtotal						2971.74	\$61,900.74	%	\$20,142.36	\$82,043.10
Beaverton High School	119	Teachers	2	4.91631	4	6	23.3	235.983	\$5,498.40	16%	\$879.74	\$6,378.14
Beaverton High School	119	Assistants/Para Pros	1	3.66641	4	6	11.4	87.9939	\$1,003.13	16%	\$160.50	\$1,163.63
Beaverton High School	119	Other	1	1.25044	4	6	10.35	30.0106	\$310.61	16%	\$49.70	\$360.31
Beaverton High School	119	Other	1	2.5	4	6	10.35	60	\$621.00	16%	\$99.36	\$720.36
Beaverton High School	119	Other	6	5	4	3	7.4	360	\$2,664.00	16%	\$426.24	\$3,090.24
3090 Crockett Road - Beaverton - MI	119	Site/Function Subtotal						773.987	\$10,097.14	%	\$1,615.54	\$11,712.68
Beaverton High School		Site Total						3745.73	\$71,997.88	%	\$21,757.90	\$93,755.78

Note: It may be helpful to leave the Excel spreadsheet open when entering the budget. This way you can copy and paste the site name from this spreadsheet into the Budget Item Description field on the Add Budget Item page.

Step 6: Enter Staff Plan in Budget Detail

Quick Links: Add Personnel | Add Other | Add Capital Outlay | Download Budget Detail

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
13020	112110	84.287C	Regular	07/01/2010	06/30/2011	2011	

Application for 2010-2011 Budget Item for Battle Creek Public Schools

Select the appropriate Function Code for this budget item:

Indicate if budget item represents 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 Quick Link: Add Capital Outlay.

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

If Salaries, enter the FTE or Hours:
 FTE Hours

ADD ITEM

VIEW BUDGET SUMMARY | VIEW BUDGET DETAIL | VIEW CAPITAL OUTLAY
 ADD BUDGET ITEM | BUDGET SUMMARY PLUS/MINUS

To add staff:

- Click the **Add Budget Item** tab
- Select function code (either 111, 112, 113, or 119)
- Enter the name of the site (nothing else)
- Enter amount(s) from the yellow highlighted rows on the Excel spreadsheet in Salaries, Benefits and Hours
- Click **Add Item**

Note: Each yellow highlighted row is a separate item to be entered on the Budget Detail.

Step 6: Enter Staff Plan in Budget Detail - Example

Budget Summary	Budget Detail	Capital Outlay	Add Budget Item	Edit Budget Detail	Delete Budget Detail	Budget Summary Plus/Minus			
Quick Links: Add Personnel Add Other Add Capital Outlay Download Budget Detail									
District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year		
13020	112110		84.287C	Regular	07/01/2010	06/30/2011	2011		
Grant Budget Items									
110 Basic Programs									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
111	Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI	2720h	\$34,880	\$4,220					\$39,100
111	Coburn Elementary School - 39 Fairhome - Battle Creek - MI	1440h	\$21,760	\$2,633					\$24,393
111	Fremont Elementary School - 115 E. Emmett Street - Battle Creek - MI	1280h	\$20,480	\$2,478					\$22,958
	Sub-Total	5440h	\$77,120	\$9,331					\$86,451

- **Note:** This example is of a grant with only three elementary sites. Summer programming is also not displayed. Don't forget to enter each site's summer programming staff at each site under function code 119.

Step 7: Complete Contractors/Vendors Page

- Select Site
- Select Function Code
- Add Description
- Enter Number of Staff, Hours, Days, Weeks, and Rate Per Hour
- Purchased Services amount will populate when you click **SAVE**

[View Printable Version](#)

Please select a page to view:

Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 119 - YMCA (3)

BATTLE CREEK PUBLIC SCHOOLS (13020)

CONTRACTORS/VENDORS

ANN J KELLOGG ELEMENTARY SCHOOL - 306 CHAMPION STREET - BATTLE CREEK - MI - 119 - YMCA

Instructions:

- 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:

Function Code:

Description:

Number of Staff:

Hours Per Day:

Days Per Week:

Number of Weeks Per Year:

Rate Per Hour:

Purchased Services:

Please select a page to view:

Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 119 - YMCA (3)

Step 7: Complete Contractors/Vendors Page continued

To add additional contractors/vendors:

- Click **Add**
- Complete form
- Click **Save**

[View Printable Version](#)

Please select a page to view: (2)

ADD	CHECK SPELLING	SAVE	DELETE
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Note: If you click Add after you have entered all your contractors/vendors, you will get a blank Contractors/Vendors page. This will cause an error. Delete the blank page.

Step 7: Complete Contractors/Vendors

Page continued

To edit previous contractors/vendors:

- Select page from the drop down menu
- Click **GO**
- Make edits
- Click **SAVE**

[View Printable Version](#)

Please select a page to view:

Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 119 - YMCA	<input type="button" value="go"/> 3)
Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 111 - ABC Arts	
Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 111 - YMCA	
Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 119 - YMCA	

<input type="button" value="ADD"/>	<input type="button" value="CHECK SPELLING"/>	<input type="button" value="SAVE"/>	<input type="button" value="DELETE"/>
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Step 8: Print Contractors/Vendors Download

- ❑ Click on **Contractors/Vendors Download**
- ❑ An Excel spreadsheet will appear (example below)
- ❑ Print spreadsheet (you may need to change print settings to print on one page)
- ❑ Use **ONLY** the yellow highlighted rows to enter totals into your Budget Detail by **SITE** and **FUNCTION CODE**

Site Name	Function Code	Description	Number of Staff	Hours Per Day	Days Per Week	Number of Weeks Per Year	Rate Per Hour	Purchased Services
Fordson High School	113	Boys to MEN Counseli	1	1	1	8	45	\$360.00
Fordson High School - 13800 Ford. Rd. - Dearborn - MI	113	Site/Function Subtotal						\$360.00
Fordson High School		Site Total						\$360.00
Miller Elementary -	111	United States Tennis	2	1	3	12	30	\$1,080.00
Miller Elementary -	111	YMCA	2	1	2	32	50	\$3,200.00
Miller Elementary - 4824 Lois - Dearborn - MI	111	Site/Function Subtotal						\$4,280.00
Miller Elementary -	119	YMCA	4	2	4	6	50	\$2,400.00
Miller Elementary - 4824 Lois - Dearborn - MI	119	Site/Function Subtotal						\$2,400.00
Miller Elementary -		Site Total						\$6,680.00

Step 9: Enter Contractors/Vendors in Budget Detail

Application for 2010-2011 Budget Item for Battle Creek Public Schools

Select the appropriate Function Code for this budget item:

Indicate if budget item represents 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 Quick Link: Add Capital Outlay.

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

If Salaries, enter the FTE or Hours:
 FTE Hours

ADD ITEM

- To add contractors/vendors:**
- Click the **Add Budget Item** tab
 - Select function code (either 111, 112, 113, or 119)
 - Enter the name of the site (nothing else)
 - Enter amount in the Purchased Services box
 - Click **Add Item**

Step 9: Enter Contractors/Vendors in Budget Detail - Example

Budget Summary	Budget Detail	Capital Outlay	View Landscape PDF	Add Budget Item	Edit Budget Detail	Delete Budget Detail	Budget Summary Plus/Minus
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Quick Links: [Add Personnel](#) | [Add Other](#) | [Add Capital Outlay](#) | [Download Budget Detail](#)

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
82SF12000	102110 *		84.287C	Regular	03/01/2009	10/31/2012	2011

Grant Budget Items									
110 Basic Programs									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
111	Miller Elementary - 4824 Lois - Dearborn - MI				\$4,280				\$4,280
111	River Oaks Elementary - 20755 Ann Arbor Trail - Dearborn Heights - MI				\$3,200				\$3,200
	Sub-Total				\$7,480				\$7,480
110 Basic Programs									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
113	Fordson High School - 13800 Ford, Rd. - Dearborn - MI				\$360				\$360
	Sub-Total				\$360				\$360
110 Basic Programs									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
119	Miller Elementary - 4824 Lois - Dearborn - MI				\$2,400				\$2,400
	Sub-Total				\$2,400				\$2,400

Step 10: Checking for Errors and Submission



- Click **Errors** - MEGS will perform a check for technical errors and will present the information on this page.

General Information / Program Information
<ul style="list-style-type: none">• Staff Plan: 111 All fields must be completed, zero is acceptable.• Contractors/Vendors: All fields must be completed, zero is acceptable.

- Errors may be caused by a blank page. Click the link and delete the blank page or correct the problem.
- Run the error checking until the screen indicates:
NO ERRORS HAVE BEEN DETECTED IN THIS APPLICATION.
- Now your level 5 is ready to **“Submit”** the application!



Questions

- If you have any questions, please contact your lead consultant:
 - Pat Hennessey – hennesseyp1@michigan.gov or (517) 241-4779
 - John Taylor – taylorj8@michigan.gov or (517) 241-3946
 - Lorraine Thoreson – thoresonl@michigan.gov or (517) 241-4974