



# NEXT STEPS

2010-2011

21<sup>st</sup> Century Community  
Learning Centers  
Continuation Application

April 14, 2010



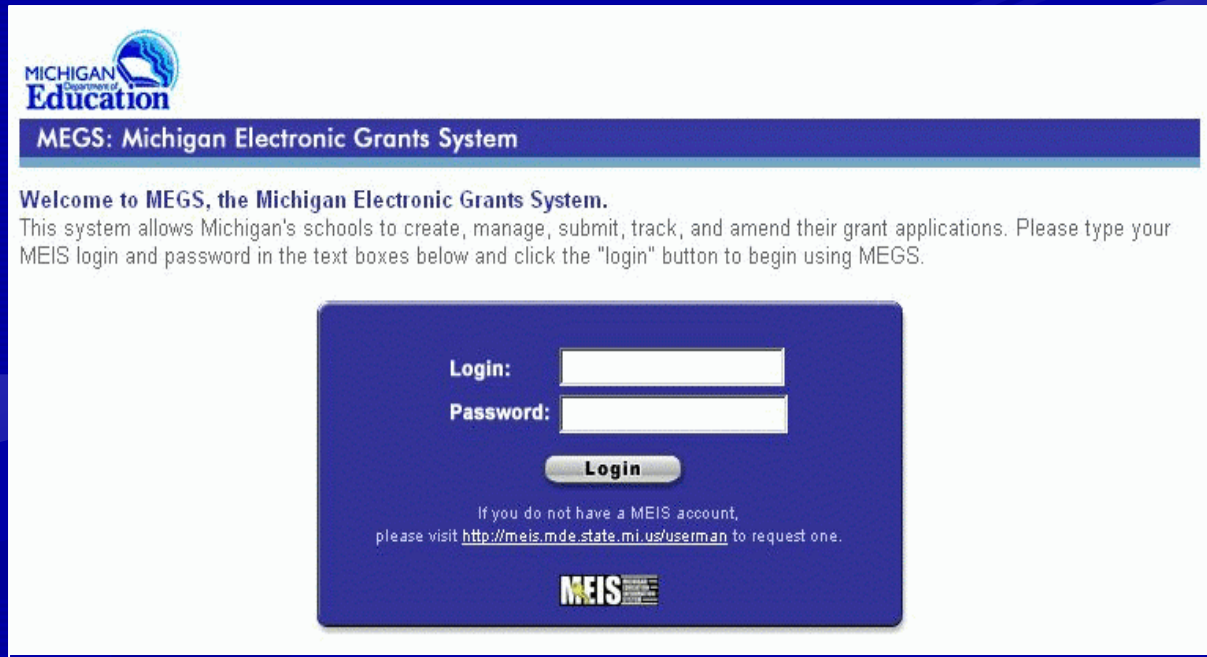
# PURPOSE

Learn to complete the  
2011 Continuation Grant  
(rollover from previous year)


# LOG INTO MEGS

## The Michigan Electronic Grants System

<http://megs.mde.state.mi.us/megs/login.asp>



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 a login form. The form has two input fields for "Login:" and "Password:", a "Login" button, and a link for users without accounts. The MEIS logo is at the bottom of the form area.

 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

# INITIATING AN APPLICATION

## Main Menu

**MICHIGAN**  
Department of  
**Education**

User: Ms. Bonny Lynn

Main Menu Help Logout

Welcome to MEGS, Ms. Bonny Lynn of B-H-K Child Development Board, Inc., [bhk@bhkfirst.org](mailto:bhk@bhkfirst.org), To update your email address click [here](#).

**Initiate an Action**

21st Century Community Learning Centers (FY-2011) ▼

Make a selection in the drop down menu and then click **Initiate**.

**INITIATE**

**Additional Functions**

- [Enter/Update Your GRIF](#)
- [Review Grant Applications](#)
- [Certification Menu](#)
- [Reports Due](#)

**Maintain MEGS Accounts**

- [Add Users to MEGS](#)
- [Contact Information](#)
- [Application Security Level\(s\)](#)
- [Edit Your Agency Information](#)
- [Edit Your Contact Information](#)

Initiate an application for FY 2011 Grant(s)

- Select 21<sup>st</sup> CCLC (FY-2011) from the drop down list; or
- Select 21<sup>st</sup> CCLC Cohort F (FY-2011).
- Click **INITIATE**.

This will take you to the next page.

Remember only level 4's or 5's can initiate applications.

# SELECT THE APPLICATION



User: Ms. Bonny Lynn

Main Menu Help

Logout

**Instructions:** Select an application from which to copy.

## Applications Available to Copy

Select	Application #	Fiscal Year	Agency	District Code	Building Code	Description
<input type="radio"/>	0809-4728	2009	B-H-K Child Development Board, Inc.	310000001	00000	E08014 - Cohort E
<input type="radio"/>	0809-1671 A1	2009	B-H-K Child Development Board, Inc.	310000001	00000	D07010 - Cohort D

NEXT

CANCEL



# 21<sup>st</sup> CENTURY WALK THROUGH

## Application Menu

- Header Details
- Grant Information
- Management Activities
- General Information
- Budget Pages
- Program Information

The screenshot shows the Michigan Education 21st Century Community Learning Centers application portal. At the top, the Michigan Education logo is on the left, and the applicant information is on the right: "21st Century Community Learning Centers Applicant: B-H-K Child Development Board, Inc. (31000001) Application #: 1011-1083 - Application In Progress User: Ms. Bonny Lynn". Below this is a navigation bar with "Main Menu Help" and "Application Menu Errors Report Menu" on the left, and "Logout" and "View Comments" on the right. A "SUBMIT APPLICATION" button is centered below the navigation bar.

The main content area is divided into several sections:

- This "21st Century Community Learning Centers" application contains the following grant(s):**

Grant	Apply Now/Later
Application for 2010-2011	Apply Now

  - The current status is **Application In Progress**
  - This application is due on **Tuesday, June 08, 2010**
  - [Assurances and Certifications](#)
- Please click on the links below to begin/continue completing your application.**
- MANAGEMENT ACTIVITIES**
  - [Control Access to this Application](#)
  - [View a PDF of this application](#)
  - [View a blank PDF](#)
- 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](#)
- BUDGET PAGES**
  - [Application for 2010-2011](#)
- PROGRAM INFORMATION**
  - [Program Information Page Summary](#)

At the bottom of the main content area, there is another "SUBMIT APPLICATION" button. The footer of the page contains "Back To Top" links on both the left and right sides.

# HEADER DETAILS

## Main Menu



The screenshot shows the header of a web application. On the left is the Michigan Department of Education logo. On the right, it displays user information: '21st Century Community Learning Centers', 'Applicant: B-H-K Child Development Board, Inc. (310000001)', 'Application #: 1011-1083 - Application In Progress', and 'User: Ms. Bonny Lynn'. Below this is a dark navigation bar with links: 'Main Menu', 'Help', 'Application Menu', 'Errors', 'Report Menu', 'Logout', and 'View Comments'. Red callout lines connect the text labels to their corresponding elements in the header.

## Application and User Information

## Errors

## Application Menu

- **Main Menu** – Returns the user to the page with all applications initiated by the user's agency.
- **Application Menu** – Returns the user to the "home page" for the application. A feature built into this link is a JavaScript menu that allows quick access to other parts of the application. This menu has links to budget pages and program information.
- **Help** – Takes the user to specific help information for each page.
- **Errors** – Tracks the progress of the application and alerts the user when any critical part is not completed. All errors must be addressed in order to submit the application.
- **Logout** – Logs the user out of MEGS.
- **Application and User Information** – Indicates the application that is currently being worked on, the applicant agency, the application number, and the current user's name.

# GRANT INFORMATION

## Assurances and Certifications



PRINT WINDOW

CLOSE WINDOW

MEGS: Michigan Electronic Grants System

### **21st Century Community Learning Centers Assurances and Certifications**

#### Certification Regarding Lobbying for Grants and Cooperative Agreements

No federal, appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to

# GRANT INFORMATION

## Assurances and Certifications

### SPECIFIC PROGRAM ASSURANCES

Grantee agrees to comply with all applicable requirements of all State statutes, Federal laws, executive orders, regulations, policies and award conditions governing this program. Grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the Michigan Department of Education may withhold funds otherwise due to the grantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the grantee comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). The Department may withhold up to 100 percent of any payment based on a monitoring finding, audit finding or pending final report.

Funds made available under this section will be used to supplement, and to the extent practicable, increase the level of other federal, state, and local funds expended for the Federal 21st Century program. In no case shall Federal 21st Century funds be used to replace or supplant current federal, state, or local funding for existing programs.

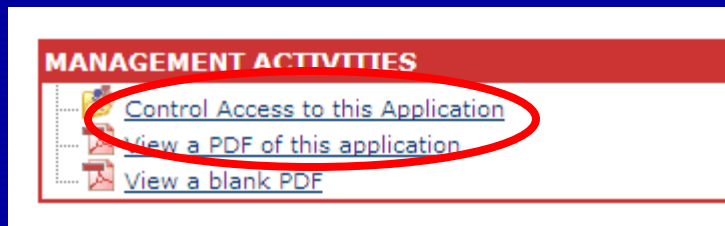
The following provisions are understood by the recipients of the grants should it be awarded:

1. Grant award is approved and is not assignable to a third party without specific approval.
2. Funds shall be expended in conformity with the budget. Line item changes and other deviations from the budget as attached to this grant agreement must have prior approval from the Early Childhood and Parenting Programs Administrator of the Michigan Department of Education.
3. The Michigan Department of Education is not liable for any costs incurred by the grantee prior to the issuance of the grant award.
4. Payments made under the provision of this grant are subject to audit by the grantor.

# MANAGEMENT ACTIVITIES

## Control Access to This Application

### Add Users From Application



A screenshot of the 'Add Users to this Application' form. The form has a red header with the title 'Add Users to this Application' and two buttons: 'SAVE' and 'CANCEL'. Below the header is a table with columns for 'User', 'Grant Contacts', 'Date Active', and 'Date Inactive'. The table contains three rows, each with a 'MEIS Account #' field, a 'Security Level' dropdown menu (set to 'Level 1 (Viewer)'), and a 'Date Active' field (set to '4/8/2010'). The 'Date Inactive' field is empty. At the bottom right of the table are 'SAVE' and 'CANCEL' buttons.

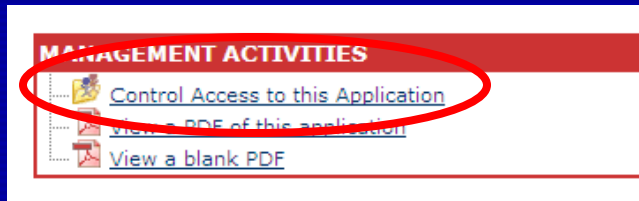
### To Give Users Access to the Application

- Go to the "Add Users to this Application" table at the bottom of the page.
- Enter the MEIS Account IDs of the users to be given access to the application.
- Select a security level for each new user based on his/her function in the application process.
- If the user is a contact person for the application, select the Main Contact.
- Click the **SAVE** button to update MEGS.

# MANAGEMENT ACTIVITIES

## Control Access to This Application

### Edit/Remove Users From Application



To view all assigned users, select the view option of ALL and click Go.

To change the view mode, select the view option and click go.

All

Contact Information Download Jump to Add Users to this Application

**Edit/Remove Users From This Application**

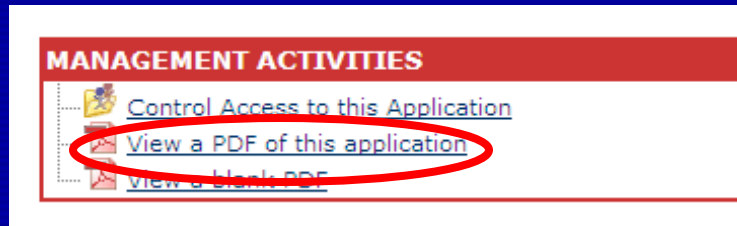
Mark Remove	Mark Inactive	Mark Active	User	Grant Contacts	Date Active/Inactive	Assigned By
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Haggenmiller, Amy</b> B-H-K Child Development Board, Inc. Level 2c (Financial Officer)	Additional E-Mail Recipient	A: 11/7/2005 I:	Lynn, Bonny
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Haggenmiller, Amy</b> B-H-K Child Development Board, Inc. Authorized Official		A: 2/14/2006 I:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LaRose, Cheryl</b> B-H-K Child Development Board, Inc. Level 2 (Grant Writer)	Additional E-Mail Recipient	A: 10/23/2008 I:	Lynn, Bonny
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lynn, Bonny</b> B-H-K Child Development Board, Inc. Authorized Official	Main Contact		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Mayworm, Sheri</b> B-H-K Child Development Board, Inc.		A: 3/15/2005 I:	

- Use the “Edit/Remove Users From This Application” table at the top of the page.
- Identify users to delete or to temporarily limit their access.
- To edit the user’s access, make the appropriate changes and click **Save**.
- To remove the user, click the box in the “Mark Remove” column to the left of the user’s name and click **Save**.
- The removed user will no longer have access to the application unless the user is given access again.

*Assigned contacts are displayed on this page.*

# MANAGEMENT ACTIVITIES

## View a PDF of the Application



- The entire 21<sup>st</sup> CCLC Application is generated overnight, and can be saved as a PDF file on the desktop.

- Once data is saved, the individual pages can be printed in PDF format.

Click on one of the links below to view a PDF of part of the application.

**FULL PDF**

- Generate [PDF](#). You will receive an E-mail when the PDF is generated (usually within 24 hours).

**COVER PAGE/CONSORTIUM INFORMATION**

- [View the Cover Page For This Application](#)

**GENERAL INFORMATION**

**BUDGET PAGES**

	Continuation App.
Battle Creek Public Schools	<a href="#">Budget</a> <a href="#">Budget Detail</a>

[RETURN TO PREVIOUS PAGE](#)

# MANAGEMENT ACTIVITIES

## View a Blank PDF

Michigan Department of Education  
Office of School Excellence  
EARLY CHILDHOOD AND PARENTING PROGRAMS  
P.O. Box 30006, Lansing, Michigan 48909

AUTHORITY: No Child Left Behind Act of 2001, Title IV, Part B.  
COMPLETION: Voluntary. (Consideration for funding will not be possible if form is not filed.)

Direct questions regarding this form to (517) 373-8483.

STATE USE ONLY  
Date Received  
Project Number

### COMPETITIVE GRANT APPLICATION FOR 2003-2004 21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTERS GRANTS

APPLICANT ORGANIZATION	Legal Name of Applicant	Federal ID Number	Telephone
	Address	City	Zip Code

CONTACT PERSON	Name of Contact Person	Telephone	Fax Number
	Address	City	Zip Code
	County	Email Address	

CO-APPLICANT	Legal Name of Agency/District	Telephone
	Name of Contact Person	Email Address

PROPOSED SITE(S) (Site where service will be provided)	SCHOOLS TO BE SERVED (Indicate with an * if a middle school)	DISTRICT CODE(S)	M.D.E. USE ONLY

ASSURANCES AND CERTIFICATION: By signing this assurances and certification statement, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications on pages 1a and 1b, and will comply with all state and federal regulations and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct.

DATE \_\_\_\_\_ SUPERINTENDENT OR AUTHORIZED OFFICIAL \_\_\_\_\_



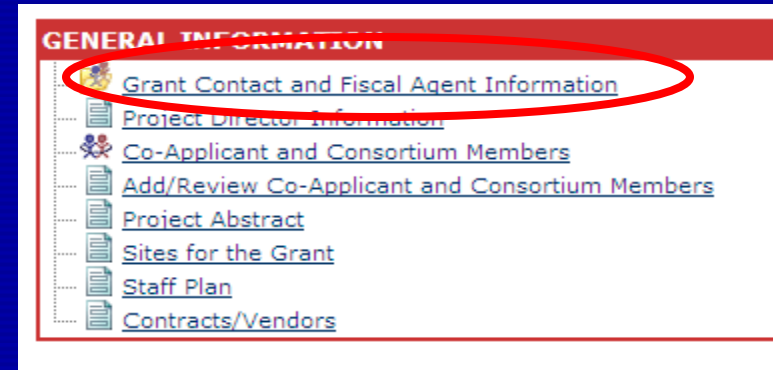
- You can print a copy of the blank form.

# GENERAL INFORMATION

## Grant Contact and Fiscal Agent Information

### To Assign or Change the Main Contact:

- Go to the Control Access link to make the assignment.
- When the assignment is saved, the user will be displayed on the Grant Contact and Fiscal Agent Information page.



**GRANT CONTACT AND FISCAL AGENT INFORMATION**

**Instructions:** This page displays information for the assigned contacts for this grant. The page also displays the fiscal agent contact information that will be used on the grant cover page.

- To add or update your grant contacts, use the **Control Access to this Application** link on the Application Menu.
- To update fiscal agent information, an Authorized Official must use the **Edit Your Agency Information** link on the Main Menu.

[Change Main Contact for this Agency](#)

Application Main Contact			
Name	Title	Phone	Email Address
Ms. Bonny Lynn	Office Manager	(906) 482-3663	bhk@bhkfirst.org

Fiscal Agent Current Contact Information	
Legal Name	B-H-K Child Development Board, Inc.
Admin Title	Other
Other	
FEIN	382051352
Recipient/District Code	310000001
Building Code	00000
Mailing Address 1	700 Park Avenue
Mailing Address 2	
Mailing City	Houghton
Mailing State	Michigan
Mailing Zip Code	49931
County	Houghton
Physical Address	700 Park Avenue
Physical Address Line 2	
Physical City	Houghton
Physical State	Michigan
Agency Type	OTH
Entity Type	Other Non-School Recipient
Phone	--
Fax	--
E-mail	

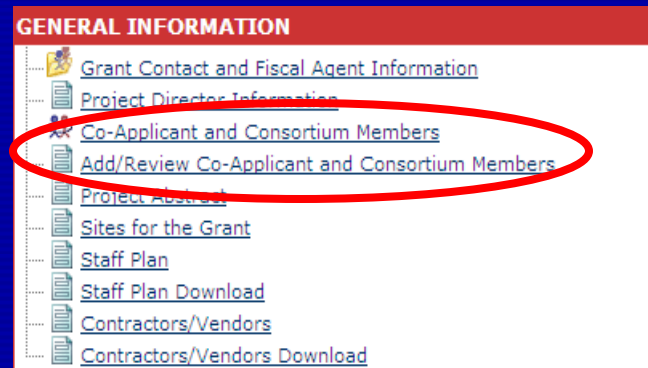
### Fiscal Agent's Information:

- Fiscal Agent Information comes from the Educational Entity Master (EEM).
- MEGS gets latest updates from the EEM.
- Be sure your district or agency has up to date info in the EEM.

# GENERAL INFORMATION

## Co-Applicant Agency Information

- Information pulls forward to 2011 from the last approved grant amendment.
- Be sure it is still correct.



ADD CHECK SPELLING SAVE DELETE  
VIEW PDF

**B-H-K CHILD DEVELOPMENT BOARD, INC. (31000001)**

**ADD/REVIEW CO-APPLICANT AND CONSORTIUM MEMBERS  
CHASELL TOWNSHIP SCHOOL DISTRICT**

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

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

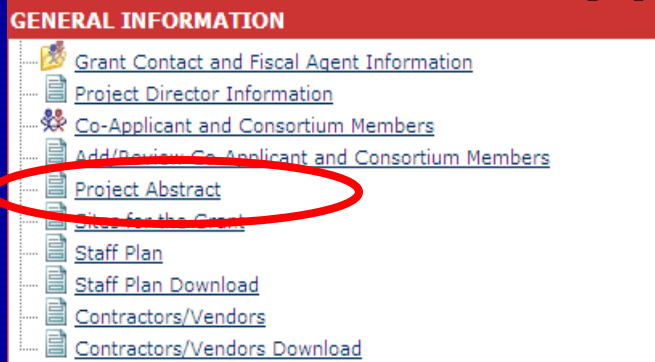
**Co-Applicant and Consortium Member Information**

Primary Co-Applicant

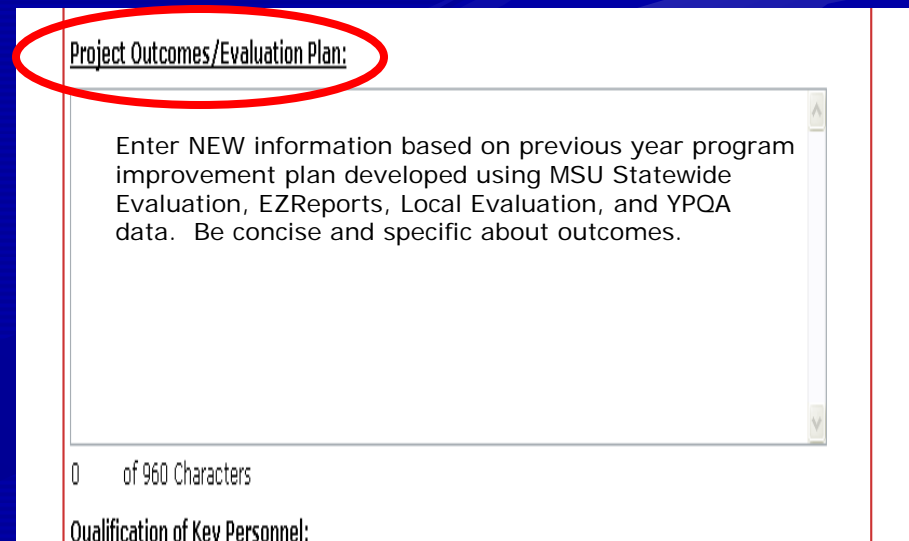
Name of LEA or Agency\*

# GENERAL INFORMATION

## Project Abstract



- This is a one-page description of the project.
- Most sections from previous application are brought forward.
- You must review and revise your project outcomes and evaluation plan and give us your plan for next year.
- It is recommended that you create your narratives in a program that has spell-check.
- Then you may copy and paste the information into the correct area.
- Less is more.



# GENERAL INFORMATION

Check each section

BATTLE CREEK PUBLIC SCHOOLS (13020)

PROJECT DIRECTOR INFORMATION

Has this page been updated since last year?

BATTLE CREEK PUBLIC SCHOOLS (13020)

ADD/REVIEW CO-APPLICANT AND CONSORTIUM MEMBERS  
BATTLE CREEK PUBLIC SCHOOLS

Has this page been updated since last year?

Must review  
each page and  
check here

# GENERAL INFORMATION

## Sites for the Grant



- Check **ALL** sites to the grant
  - One page per site
  - Make sure each page says **YES**
  - Be sure to fill in **ALL** information
  - Update License information  
**CHECK EXPIRATION DATE**
  - Site coordinator's name and e-mail **MUST** be updated
- Check buildings for each site
- Buildings must have district code and building code
- Building code must have leading zero.

A screenshot of the 'SITES FOR THE GRANT' form for University Preparatory Academy (82965). The form includes a header with the site name and address, a dropdown menu for 'Has this page been updated since last year?' (set to 'Has Not Been Reviewed'), and a section for 'Instructions'. The form fields include: Site Name (University Preparatory Academy), Address (5310 St. Antoine), City (Detroit), State (MI), Site License Number (020260404), Expiration Date (10/21/2006), License Capacity (200), and Ages (grades 5-8). A text area for license status is also present. Below these are fields for Site Coordinator Name and Email. At the bottom, a table titled 'Schools to be Served' has columns for District Code (02965), Building Code (00797), Name of School (University Preparatory Academy), and Grades to be Served. Red circles and arrows highlight the 'Has Not Been Reviewed' dropdown, the 'Site Coordinator Name' field, and the 'Building Code' field.

# GENERAL INFORMATION

## Staff Plan

- Select site.
- Select function code.
- Select description.
  - If other, provide 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)

ADD CHECK SPELLING SAVE DELETE VIEW PDF

---

**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

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)

ADD CHECK SPELLING SAVE DELETE VIEW PDF

# GENERAL INFORMATION

## Staff Plan

[View Printable Version](#)

Please select a page to view: Dollar Bay - 48475 Maple Drive - Dollar Bay - MI  (2)

To add additional staff click Add and a new blank screen will appear. Do this for each staff category for each site. At least one staff type must be entered per site.

Please select a page to view:

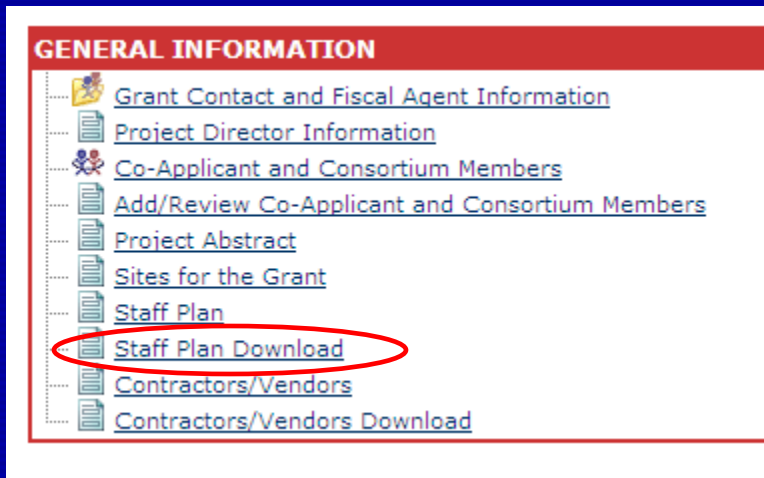
Coburn Elementary School - 39 Fairhome - Battle Creek - MI - 111 - Other - Cook

- 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

To edit previous staff plan screen, select the page from the drop down to view. Click the go button. Remember to click save after editing.

# GENERAL INFORMATION

## Staff Plan Download



- Download and print the staff plan by clicking on Staff Plan Download.
- An Excel Spreadsheet will appear.
- Use this to enter totals into your budget by function code under salaries, benefits, and FTE/Hours.

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
Chassell - 41999 US	112	Assistants/Para Profs	3	3	5	32	10	1440	\$14,400.00	12.10%	\$1,742.40	\$16,142.40
Chassell - 41999 US Hwy. 41 - Chassell - MI	112	Site/Function Subtotal						1440	\$14,400.00		\$1,742.40	\$16,142.40
Chassell - 41999 US		Site Total						1440	\$14,400.00		\$1,742.40	\$16,142.40
Dollar Bay - 48475 MI	111	Group Leaders	0	0	0	0	0	0	\$0.00	0%	\$0.00	\$0.00
Dollar Bay - 48475 Maple Drive - Dollar Bay MI	111	Site/Function Subtotal						0	\$0.00		\$0.00	\$0.00
Dollar Bay - 48475 MI		Site Total						0	\$0.00		\$0.00	\$0.00

Tip: Copy and paste from this spreadsheet into the budget item description field on the "Add Budget Item" page. It may be helpful to print a copy of the spreadsheet for use as you complete the Budget.

# GENERAL INFORMATION

## Contractors/Vendors

- Select site.
- Select function code.
- Add description.
- Enter number of staff, hours, days, weeks, and rate per hour.
- Purchased services 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:** Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI

**Function Code:** 119

**Description:** YMCA

**Number of Staff:** 4

**Hours Per Day:** 2

**Days Per Week:** 5

**Number of Weeks Per Year:** 6

**Rate Per Hour:** 100

**Purchased Services:** 6,000

Please select a page to view:  
Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 119 - YMCA (3)

# GENERAL INFORMATION

## Contractors/Vendors

[View Printable Version](#)

Please select a page to view: Dollar Bay - 48475 Maple Drive - Dollar Bay - MI  (2)

To add additional contractors/vendors click Add and a new blank screen will appear. Do this for each contractor/vendor for each site.

[View Printable Version](#)

Please select a page to view:

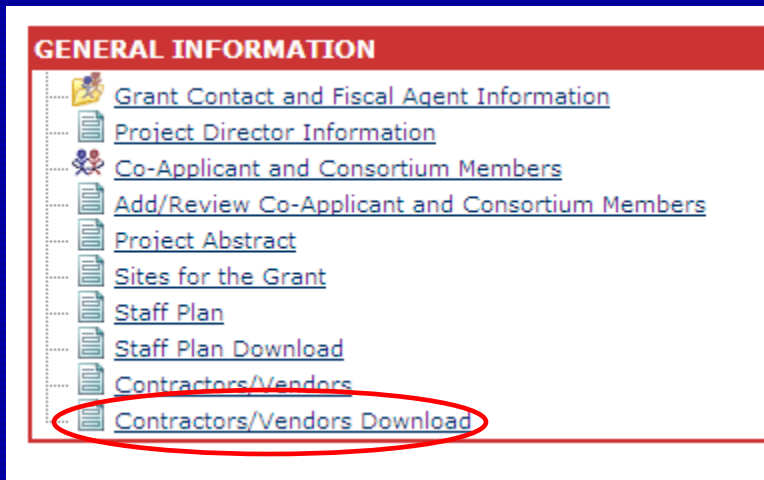
Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI - 119 - YMCA  (3)

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

To edit previous contractors/vendors screen, select the page from the drop down to view. Click the go button. Remember to click save after editing.

# GENERAL INFORMATION

## Contractors/Vendors Download



- Download and print the contractors/vendors by clicking on Contractors/Vendors Download.
- An Excel Spreadsheet will appear.
- Use this to enter totals into your budget by function code under purchased services.

Site Name	Function Code	Description	Number of Staff	Hours Per Day	Days Per Week	Number of Weeks Per Year	Rate Per Hour	Purchased Services
Ann J Kellogg Elemen	111	YMCA	2	1	2	32	50	\$3,200.00
Ann J Kellogg Elemen	111	ABC Arts	2	1	2	32	50	\$3,200.00
Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI	111	Site/Function Subtotal						\$6,400.00
Ann J Kellogg Elemen	119	YMCA	4	2	5	6	100	\$6,000.00
Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI	119	Site/Function Subtotal						\$6,000.00
Ann J Kellogg Elemen		Site Total						\$12,400.00

Tip: Copy and paste from this spreadsheet into the budget item description field on the "Add Budget Item" page. It may be helpful to print a copy of the spreadsheet for use as you complete the Budget.

# BUDGET PAGES

## Budget Navigation

The yellow tinted button denotes the page that the user is currently on

The blue tinted buttons denote pages that are available to navigate to

The screenshot shows a navigation bar with five tabs: 'Budget Summary' (yellow), 'Budget Detail' (blue), 'Capital Outlay' (blue), 'Add Budget Item' (blue, circled in red), and 'Budget Summary Plus/Minus' (blue). Below the tabs is a red bar with 'Quick Links: Add Personnel | Add Other | Add Capital Outlay | Download Budget Detail'. Underneath is a table with columns: District Code, Grant Number, Project Number, CFDA Number, Project Type, Starting Date, Ending Date, and Fiscal Year. The table contains one row of data. Below the table is a red bar with the text 'Application for 2010-2011 Budget Summary for B-H-K Child Development Board, Inc.' and two buttons: 'SAVE' and 'CANCEL'.

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
310000001	112110		84.287C	Regular	07/01/2010	06/30/2011	2011

### Budget Tabs and Quick Links

These features allow for easy navigation between the budget pages.

- The tabs are color coded for easy recognition.
- The yellow tinted tab signifies the current page.
- The **VIEW PDF** tab will display a PDF of the current budget page.

*Quick links are located at the bottom of the budget pages, and take the user to pages where multiple budget items can be added.*

The screenshot shows a horizontal bar with six buttons: 'VIEW BUDGET SUMMARY', 'VIEW BUDGET DETAIL' (circled in red), 'VIEW CAPITAL OUTLAY', 'VIEW PDF', 'ADD BUDGET ITEM', and 'DELETE BUDGET DETAIL'.

# BUDGET PAGES

## Budget Summary

You will not enter data into this chart. Budget Detail will be computed and appear in this summary page.

Last year's amounts will NOT pull forward.

**APPLICATION FOR 2010-2011  
BUDGET SUMMARY**

**Instructions:**

- To add a budget item, click the **Add Budget Item** tab or the appropriate Quick Link.
- To view the budget detail, click the **Budget Detail** tab.
- To add consortium/grant member budget items or view their budget details (if applicable), click on the underlined agency name.
- To include indirect costs, type the desired amount in the designated box, and click **Save**. The maximum allowable indirect cost amount is based upon the Subtotal, minus Outgoing Transfers and Capital Outlay, times the Indirect Cost Restricted Rate Percent.
- Add the name of your business and program representatives with phone numbers and click **Save**.

**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
15020	112110		94.207C	Regular	07/01/2010	06/30/2011	2011

**Application for 2010-2011 Budget Summary for Battle Creek Public Schools**

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	TOTAL	
110	Basic Programs								
120	Added Needs								
210	Support Services - Pupil								
220	Support Services - Instructional Staff								
230	Support Services - General Administration								
240	Support Services - School Administration								
250	Support Services - Business								
260	Operation and Maintenance of Plant								
270	Pupil Transportation Services								
280	Support Services - Central								
290	Support Services - Other								
310	Support Services - Community Services								
320	Community Recreation								
330	Community Activities								
350	Custody and Care of Children								
390	Other Community Services								
	SUBTOTAL							\$0	
400	Outgoing Transfers and Other Transactions								
	SUBTOTAL							\$0	
	Indirect Costs: 0	Enter dollar amount only, do not enter %.						\$0	\$0
	TOTAL						\$0	\$0	

**CONTACT INFORMATION**

Business Office Representative:  
 Name:  Phone:  Ext:  Email:   
 Project Contact Person:  
 Name:  Phone:  Ext:  Email:

- The budget totals are displayed with function codes along the left side and object codes across the top.
- Budget totals are changed automatically when new budget items are added to the grant.
- Edit Contact Information if it has changed.



# BUDGET PAGES

## Budget Detail

- Budget Detail page is an in-depth look at all budget items.
- It is not necessary to include Local Agency Share but it may be helpful for us to see.
- Only the function codes listed are allowed for 21st CCLC, follow the 21st CCLC budget guidance provided online at [www.michigan.gov/21stcclc](http://www.michigan.gov/21stcclc).**
- As items are entered into the system, this page is automatically updated and displays the totals.
- Item description is a link to the page where the entry can be edited.

Budget Summary	Budget Detail	Capital Outlay	Add Budget Item	Edit Budget Detail	Delete Budget Detail	Budget Summary Plus/Minus										
Quick Links: <a href="#">Add Personnel</a>   <a href="#">Add Other</a>   <a href="#">Add Capital Outlay</a>   <a href="#">Download Budget Detail</a>																
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									
<b>Grant Budget Items</b>																
<b>110 Basic Programs</b>																
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	<a href="#">Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI</a>	2720h	\$34,880	\$4,220					\$39,100							
111	<a href="#">Coburn Elementary School - 39 Fairhome - Battle Creek - MI</a>	1440h	\$21,760	\$2,633					\$24,393							
111	<a href="#">Fremont Elementary School - 115 E. Emmett Street - Battle Creek - MI</a>	1260h	\$20,480	\$2,478					\$22,958							
	Sub-Total	5440h	\$77,120	\$9,331					\$86,451							
	Indirect Cost Restricted Rate (Max allowed: 2.87%)							\$0	\$0							
	<b>Total</b>	5440	\$77,120	\$9,331					\$86,451							
<table border="1"> <tr> <td>VIEW BUDGET SUMMARY</td> <td>VIEW BUDGET DETAIL</td> <td>VIEW CAPITAL OUTLAY</td> </tr> <tr> <td>ADD BUDGET ITEM</td> <td>EDIT BUDGET DETAIL</td> <td>DELETE BUDGET DETAIL</td> <td>BUDGET SUMMARY PLUS/MINUS</td> </tr> </table>										VIEW BUDGET SUMMARY	VIEW BUDGET DETAIL	VIEW CAPITAL OUTLAY	ADD BUDGET ITEM	EDIT BUDGET DETAIL	DELETE BUDGET DETAIL	BUDGET SUMMARY PLUS/MINUS
VIEW BUDGET SUMMARY	VIEW BUDGET DETAIL	VIEW CAPITAL OUTLAY														
ADD BUDGET ITEM	EDIT BUDGET DETAIL	DELETE BUDGET DETAIL	BUDGET SUMMARY PLUS/MINUS													

# BUDGET PAGES

## Add/Edit/Delete Budget Item

**Budget Summary** | **Budget Detail** | **Capital Outlay** | **Add Budget Item** | **Budget Summary Plus/Minus**

**Quick Links:** Add Personnel | Add Outlay | 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

**ADD ITEM**

**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**

### Add a Budget Item:

- Click the **Add Budget Item** tab.
- Select function code
- Provide a description of the budget item.
- Enter amount(s) in the box(es) beneath the appropriate Object Code(s).

### Edit a Budget Item:

- Use Edit Budget Detail link or
- Access from Budget Detail

### Delete Budget Item:

- Use Delete Budget Detail link
- Delete from Update Item page

# BUDGET DETAIL

- Be specific.
- Enter the total salaries, total hours, and total benefits from the staff plan page for each function code (yellow highlighted rows).
- Everything must add up!
- Budget for EZReports @ \$600.00/site.
- Budget enough for staff development.

# BUDGET DETAIL

- Administration PLUS in-direct is limited to 10%.
- Calculate Indirect:

Total Allocation		\$750,000
Divided by 100 plus indirect rate %	÷ 110%	
Equals amount to budget	=	\$681,818
Times indirect rate	x 10%	
Equals maximum indirect amount	=	\$68,182

# PROGRAM INFORMATION

## Program Information Page Summary



This gives you information about the sections in the grant application.

A screenshot of a list of saved pages in MEGS. The list is titled 'The following pages have been saved in MEGS' in a red bar. Below the title, there are four sections, each with a bold heading and a bulleted list of entries. The entries include the name of the applicant, the page title, and the date and time the page was last changed.

**The following pages have been saved in MEGS**

**Project Director Information**

- [Battle Creek Public Schools: \[UNTITLED\]](#) (Date Last Changed: 4/8/2010 3:12:30 PM)

**Add/Review Co-Applicant and Consortium Members**

- [Battle Creek Public Schools: Battle Creek Public Schools](#) (Date Last Changed: 4/8/2010 3:12:49 PM)

**Add/Review Co-Applicant and Consortium Members**

- [Battle Creek Public Schools: Family YMCA](#) (Date Last Changed: 4/8/2010 12:31:06 PM)

**Project Abstract**

- [Battle Creek Public Schools: \[UNTITLED\]](#) (Date Last Changed: 4/8/2010 3:13:40 PM)

# SUBMISSION OF THE 21<sup>ST</sup> CCLC Grant Errors

Main Menu Help

Logout

Application Menu Report Menu Errors Report Errors

View Comments

The errors shown below have been detected in your application. Click each underlined link to go to the page where that error is found:

## General Information / Program Information

- [Add/Review Co-Applicant and Consortium Members: Family YMCA](#) You must review all pages brought forward from last year's application.
- [Sites for the Grant: Ann J Kellogg Elementary School - 306 Champion Street - Battle Creek - MI](#) If Expiration Date is blank or before the start of the program year, an explanation is required.
- [Sites for the Grant: Coburn Elementary School - 39 Fairhome - Battle Creek - MI](#) If Expiration Date is blank or before the start of the program year, an explanation is required.
- [Staff Plan: Dudley Elementary School - 308 W Roosevelt - Battle Creek - MI](#) Each site must have at least one entry.

- MEGS performs a check for technical errors and will present the information on this page.
- Run the error checking until the screen indicates:  
**NO ERRORS HAVE BEEN DETECTED IN THIS APPLICATION.**
- **Now you are ready to “Submit” the application!**

# SUBMISSION OF THE 21<sup>ST</sup> CCLC GRANT

## To Submit an Application:

- Notify Authorized Official (AO), Level 5.
- AO clicks the **SUBMIT APPLICATION** button.
- Conditions page will be displayed.
- After reading and agreeing with the conditions, click the **I AGREE** button.
- MEGS will display a confirmation page.
- MEGS will notify the identified administrator and the application Main. Contact by email that the application has been received by MDE.

MICHIGAN Department of Education

21st Century Community Learning Centers  
Applicant: Battle Creek Public Schools (13020)  
Application #: 1011-1099 - Application In Progress  
User: Dr. Jeffrey Greene

Main Menu Help Logout  
Application Menu Errors Report Menu Checklist View Comments

**SUBMIT APPLICATION**

This "21st Century Community Learning Centers" application contains the following grant(s):

Grant	Apply Now/Later
Application for 2010-2011	Apply Now

- The current status is **Application In Progress**
- This application is due on **Tuesday, June 08, 2010**
- [Assurances and Certifications](#)

Please click on the links below to begin/continue completing your application.

**MANAGEMENT ACTIVITIES**

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

**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](#)

**BUDGET PAGES**

- [Application for 2010-2011](#)

**PROGRAM INFORMATION**

- [Program Information Page Summary](#)

**SUBMIT APPLICATION**

# Application Status Levels

## 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

<b>21st Century Community Learning Centers</b>		
<b>Application #1011-1099 Battle Creek Public Schools</b>		
<b>Description: E08029 - Cohort E</b>		
Grants	Access Level	Granted By
Application for 2010-2011	Authorized Official	
<a href="#">VIEW / EDIT</a>	<a href="#">DELETE APPLICATION</a>	<a href="#">VIEW REPORTS</a> <a href="#">VIEW HISTORY</a>

Status: Application In Progress

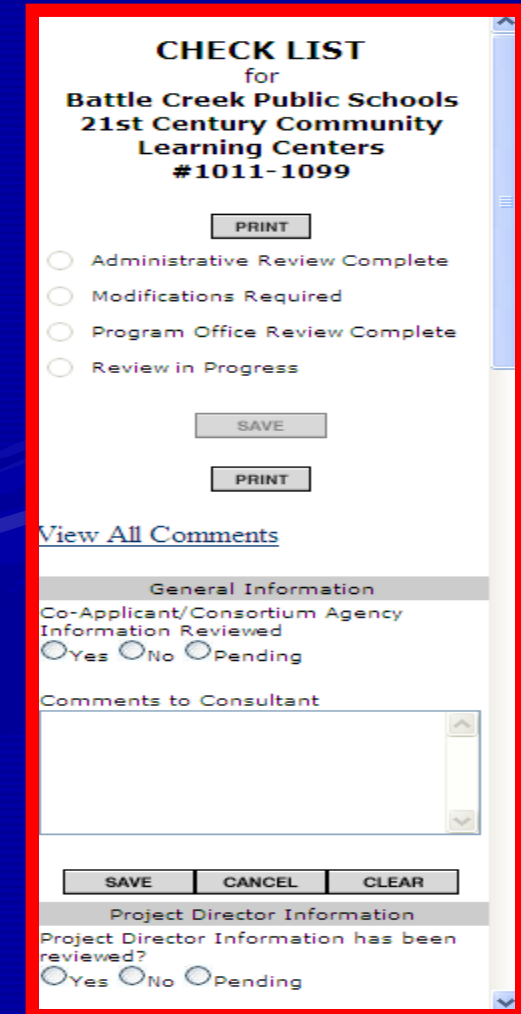
# General Comments



MICHIGAN Department of Education

21st Century Community Learning Centers  
Applicant: Battle Creek Public Schools (13020)  
Application #: 1011-1099 - Application In Progress  
User: Dr. Jeffrey Greene

Main Menu Help Logout  
Application Menu Errors Report Menu View Comments



**CHECK LIST**  
for  
**Battle Creek Public Schools**  
**21st Century Community**  
**Learning Centers**  
**#1011-1099**

PRINT

Administrative Review Complete  
 Modifications Required  
 Program Office Review Complete  
 Review in Progress

SAVE

PRINT

[View All Comments](#)

**General Information**

Co-Applicant/Consortium Agency Information Reviewed  
 Yes  No  Pending

Comments to Consultant

SAVE CANCEL CLEAR

**Project Director Information**

Project Director Information has been reviewed?  
 Yes  No  Pending

- Click the **VIEW COMMENTS** link in the header of the page.
- A separate popup window opens and displays the comments.

# Modifications Process

## Modifying the Application:

- *Modifications Required*: the **Modify Application** button is “lit.”
- **Levels 4 and 5** can click **Modify Application** to begin revising the application, which changes the status to *Modifications in Progress*.
- Once the status is *Modifications in Progress*, additional changes are made by clicking the **View/Edit** button.
- Changes made to the application are shown by clicking the **Modifications Summary** link on the Application Menu.
- **Level 5s** can submit the modified application by clicking the **Submit Modifications** button on the Application Menu.

# Frequently Asked Questions

- **When is the continuation application due?**
  - May 13, 2010
- **When will funding begin?**
  - July 1, 2010 - Application must be submitted and approved.
- **What do we do if we need to make substantial changes after our 21<sup>st</sup> CCLC MEGS continuation application has been approved?**
  - You must contact an MDE consultant for approval to make changes prior to submitting an amendment.
  - All amendments require a detailed explanation of changes made.
- **Can we change the budget?**
  - Any budget Function Code that changes more than 10% requires MDE consultant approval before an amendment in MEGS is submitted (ex: funds from FC 111 move to FC 112 and the total for one or both function codes change more than 10%).

# More Frequently Asked Questions

- Will there be additional training opportunities?
  - Hold August 24-25th for the 2010-11 Kick-Off
  - Details about training and workshops will be announced
- Where can we get help?
  - Password related: Call MDE Help Desk (517) 335-0505
  - 21st Century Community Learning Centers Questions:
    - Lorraine Thoreson [ThoresonL@michigan.gov](mailto:ThoresonL@michigan.gov)
    - John Taylor [TaylorJ8@michigan.gov](mailto:TaylorJ8@michigan.gov)
    - Pat Hennessey [HennesseyP1@michigan.gov](mailto:HennesseyP1@michigan.gov)
    - Amanda Stoel [Stoela@michigan.gov](mailto:Stoela@michigan.gov)
    - Call us 517-373-8483