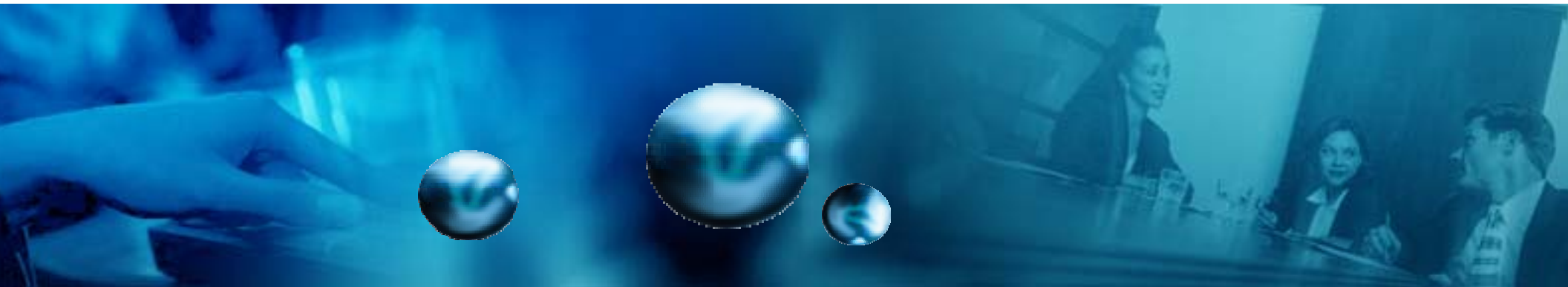


Office of Special Education and Early Intervention Services



Grant Management Meeting
August 20, 2008



Program Finance Content Overview

- OMB Circular
- Fiscal Year (FY) 2008-09 MEGS Application Cycle
 - Submission and Review Processes
 - Approval of Grant Funds
 - Submission of Reports
 - Amendments
- Help for MEGS Users
- MAPS Guidelines and Roles and Responsibilities Document



Legal Structure of Federal Programs

- Statutes
 - Program statute
 - General Education Provisions Act (GEPA)
- Regulations
 - Program regulations
 - Education Department General Administrative Regulations (EDGAR)
- OMB Circulars
- Guidance



Helpful Questions for Analyzing Costs

- Is the Proposed Cost Consistent with Federal Cost Principles?
- Is the Proposed Cost Allowable Under the Relevant Program?
- Is the Proposed Cost Consistent with an Approved Program Plan and Budget?
- Is the Proposed Cost Consistent with Program Specific Fiscal Rules?
- Is the Proposed Cost Consistent with EDGAR?



Basis for Allowability

- Must Follow Applicable Cost Principle to Determine Reasonableness, Allowability, and Allocability of all Costs
- OMB Circulars
 - A-21 Educational Institutions
 - A-87 State, Local and Indian Tribal Governments
 - A-122 Non-Profit Organizations



Web References

- OMB Circulars
 - <http://www.whitehouse.gov/omb/circulars/index.html>
- EDGAR
 - <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- GEPA
 - http://straylight.law.cornell.edu/uscode/html/uscode20/usc_sup_01_20_10_31.html



Basis for Allowability

- All Costs Must Be:
 - Necessary
 - Reasonable
 - Allocable
 - Legal under state and local law



Basis for Allowability

- A Cost is Necessary and Reasonable if:
 - Needed for the performance or administration of the grant
 - Sound business practices; arms length bargaining
 - Market prices for comparable goods or services
 - Acted with prudence



Basis for Allowability

- Practical Aspects of 'Necessary'
 - Do I really need this?
 - Is this the minimum amount I need to spend to meet my need?



Basis for Allowability

- Practical Aspects of 'Reasonable'
 - Is this targeted to valid programmatic/admin considerations?
 - Do I have capacity to use what I am purchasing?
 - Did I pay a fair rate and can I prove it?
 - If this expense were in the '**Headlines**', would I be comfortable?



Basis for Allowability

- Practical Aspects of 'Allocable'
 - Can I prove the program benefited?
 - Time/effort records
 - Inventory management records
 - Can I prove other programs are not benefiting?
 - Ensuring only authorized use
 - Incidental benefit



Basis for Allowability

- Adequately Documented
 - Amount of funds under grant
 - How the funds are used
 - Total cost of the project
 - Share of costs provided by other sources
 - Records that show compliance
 - Records that show performance
 - Other records to facilitate and effective audit



Compensation for Services

- Overview of process:
 - Estimate how employee will work
 - Pay based on estimate
 - Reconcile estimates to how actually worked
- Necessary documentations
 - Payroll records
 - Time and effort records
 - Semi-annual certifications (Single cost objective)
 - Personnel Activity Reports (Multiple cost objectives)



MEGS



MEGS Application Submission

- FY 2008 MEGS Applications Were “Rolled Over”
 - Program Information and Budget Pages Only
 - Long Term Project Outcomes
 - Short Term/Intermediate Project Outcomes
 - Action Plan
 - Attachments were NOT rolled over
 - Sustainability Plan (if applicable)
 - Budget Narrative
 - Miscellaneous supporting documentation
 - Attachments will need to be updated and reattached before application submission

MEGS Application Submission

- Initiate the Application



Main Menu Help

Logout

Welcome to MEGS, _____, To update your email address click [here](#).

Initiate an Action

Special Education-Mandated Activities Project (FY-2009) ▾

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

INITIATE

Additional Functions

- [Enter/Update Your GRIF](#)
- [Review Grant Applications](#)
- [Ed Tech Plan Review](#)
- [Review FTL Applications](#)
- [Assign/Review ISD Reviewers](#)
- [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](#)



MEGS Application Submission

- Update Program Information Pages

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

CHECK SPELLING SAVE DELETE
VIEW PDF

LONG TERM PROJECT OUTCOMES

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

Please complete this page.

Long-Term Project Outcome:

This grant will provide administration, coordination, and support for the State Performance Plan (SPP) and related activities.

126 of 250 Characters

CHECK SPELLING SAVE DELETE
VIEW PDF



MEGS Application Submission

- Budget Development
 - At minimum, “Lead Staff” that are
 - Employees of the grant should be listed individually (title/name) within the budget detail
 - Contracted and accounted for under Purchased Services should be listed individually (title/name) within the budget detail
 - Examples of “Lead Staff” could be
 - Principal Investigators
 - Project Directors
 - Staff not considered “Lead Staff” may either be accounted for individually or as a group
 - Grantees that are unsure how to consider grant staff should contact their fiscal grant manager



MEGS Application Submission

- Things to Remember
 - Save each page after completing updates
 - Delete any unneeded pages
 - Update and attach Budget Narrative
 - Include necessary Capital Outlay
 - Update and attach supporting documents

MEGS Application Submission

- Review Assurances Before Submitting Application
 - Assurances are included within MEGS this year
 - Submitting/Certifying the application indicates acceptance of Assurances
- Assurances Can Be Found In MEGS Referencing the Box Below

Main Menu Help Logout
Application Menu Errors Report Menu View Comments

SUBMIT APPLICATION

This "Special Education-Mandated Activities Project" application contains the following grant(s):

Grant	Apply Now/Later
Special Education Mandated Activities Project	Apply Now

- The current status is **Application Submitted**
- This application is due on **Wednesday, October 01, 2008**

- Assurances and Certifications will appear here. . .



Application Submission and Review Process

- MEGS Application “Go Live” Date No Later Than September 2
- Grantees Update Applications for FY 2008-09
- October 1 MAPs MEGS Applications Due
- 50% Approval of Grant Funds will be Made Available in MEGS within 5 Business Days
- Award Letter is Generated and Mailed to Grantee
- Complete Program and Fiscal Reviews of Applications are Conducted



Application Submission and Review Process, Cont.

- Application is Returned to Grantee and Either:
 - 100% of Grant Funds are Awarded
 - Award Letter is Generated and Mailed to Grantee

OR

- Application Modifications are Required Prior to 100% Approval Being Awarded
- Grantees should review the checklist for an understanding of the modifications that are required



Submission of Reports

- Final Reports for FY 2007-08
 - Program information is submitted similar to interim-report process
 - No final expenditure report within MEGS
 - Final Expenditure Reports (FERs) are filed in the Cash Management System (CMS)
 - The last approved budget from MEGS is used to “pre-populate” the FER
 - Grantees should ensure that any necessary budget amendments are made prior to submission of the FER
 - If MEGS budgets and FERs do not match then grantees will be required to bring them in to alignment
- Reports for FY 2008-09
 - Process will remain the same
 - Ability to attach supporting documentation



Amendments to MEGS Applications

- Amendments Should be Submitted for Approval When:
 - The Long Term or Short Term/Intermediate Outcomes or Key Activities of the Grant have changed
 - Budget line items have changed and no longer appropriately reflect the anticipated expenditures of the grant by budget category
 - If there is a budgetary change that exceeds 10% of the total grant award
 - Lead staff has changed
- If You Are Uncertain Whether an Amendment is Needed Please Contact Your Fiscal Grant Manager



Amendments to MEGS Applications

- When Completing an Amendment to the MEGS Application be Sure to Include a Good Description of the Amendment Being Submitted
- Amendments Will be Reviewed and Applications will be Returned to the Grantee Approved or Seeking Further Clarification
 - If the approved amendment is such that it changes the amount of grant funds available, another grant award packet will be mailed to the grantee
- Review the Checklist for Any Comments Related to the Amendment
 - This includes the approval of capital outlay requests



Changes to MEGS

- Grant Awards Packets Will No Longer Be Available in MEGS
 - Grant Award Packets will be mailed to grantees as in the past
- MEGS Pages Should be Organized
 - Key Activities should be grouped together dependent on which Outcome they relate to
 - If more than one Outcome is assigned to a Key Activity the first Outcome number will be used



MEGS Help

- Michigan.gov/mde
 - Click: Grants
 - Click: Michigan Electronic Grant System (MEGS)
 - Click: Training

MEGS Help

The screenshot shows the MEGS Help page. At the top left is the Michigan Department of Education logo. To its right is the text 'Department of Education'. Further right is the Michigan state seal and the text 'Michigan.gov An Official State of Michigan Web Site'. Below this is a navigation bar with links: 'Michigan.gov Home', 'MEGS Home', 'Contact MEGS', 'FAQ', and 'MDE Home'. On the right side of the navigation bar is a search box with a 'GO' button. The main content area is titled 'MEGS Training'. It contains a large introductory paragraph about the training resources. Below this are four smaller boxes, each with an icon of a book and a title: 'Presentations', 'Help Manual', 'FAQs', and 'Quick Guide'. Each box contains a brief description of the resource. On the left side of the page is a vertical sidebar menu with various navigation options. On the right side is a 'MEGS Quick Links' section with several links.

MEGS Training

This page gives you access to presentations, the help manual, and FAQs regarding training for applicants and consultants. This material is periodically updated and kept as current as possible to coincide with the changes in MEGS.

- Presentations**
View training presentations for applicants and consultants for the various grants in MEGS.
- Help Manual**
View the applicant help manual and annexes for using MEGS.
- FAQs**
Answers commonly asked questions about MEGS.
- Quick Guide**
Quick Guide to Using MEGS.

MEGS Quick Links

- > [Log into MEGS](#)
- > [Michigan Department of Education](#)
- > [CEPI School Code Master](#)
- > [US Government - Grants.gov](#)
- > [Michigan Grants Available List \(MIGAL\)](#)

Navigation Menu:

- Training
 - > [Presentations](#)
 - > [Help Manual](#)
 - > [Frequently Asked Questions](#)
 - > [Quick Guide](#)
- About MEGS
- Allocation Search
- MEIS Accounts
- Grants
- Peer Reviewers
- Technology Plan

Search: Search [GO]

Navigation Bar: Michigan.gov Home | MEGS Home | Contact MEGS | FAQ | MDE Home



Contact Information

- Monica Butler (517) 241-4518
– butlerm3@michigan.gov
- John Cloft (517) 335-0475
– cloftj@michigan.gov
- Beth Horne (517) 373-2949
– horneb1@michigan.gov



Questions?