Perkins V 2021-2022 Local Application

Michigan Department of Labor and Economic Opportunity
Employment and Training

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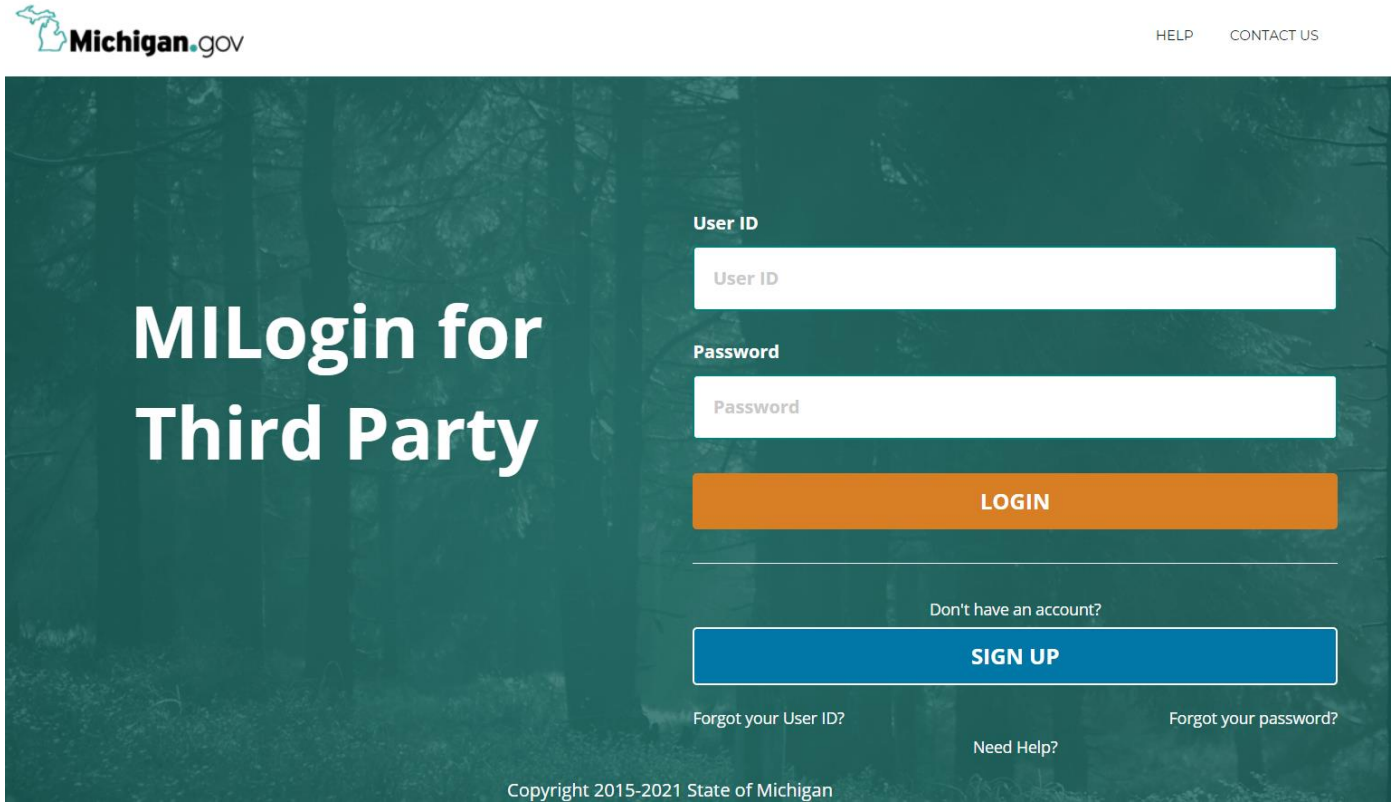
MiLOGIN for Third Party

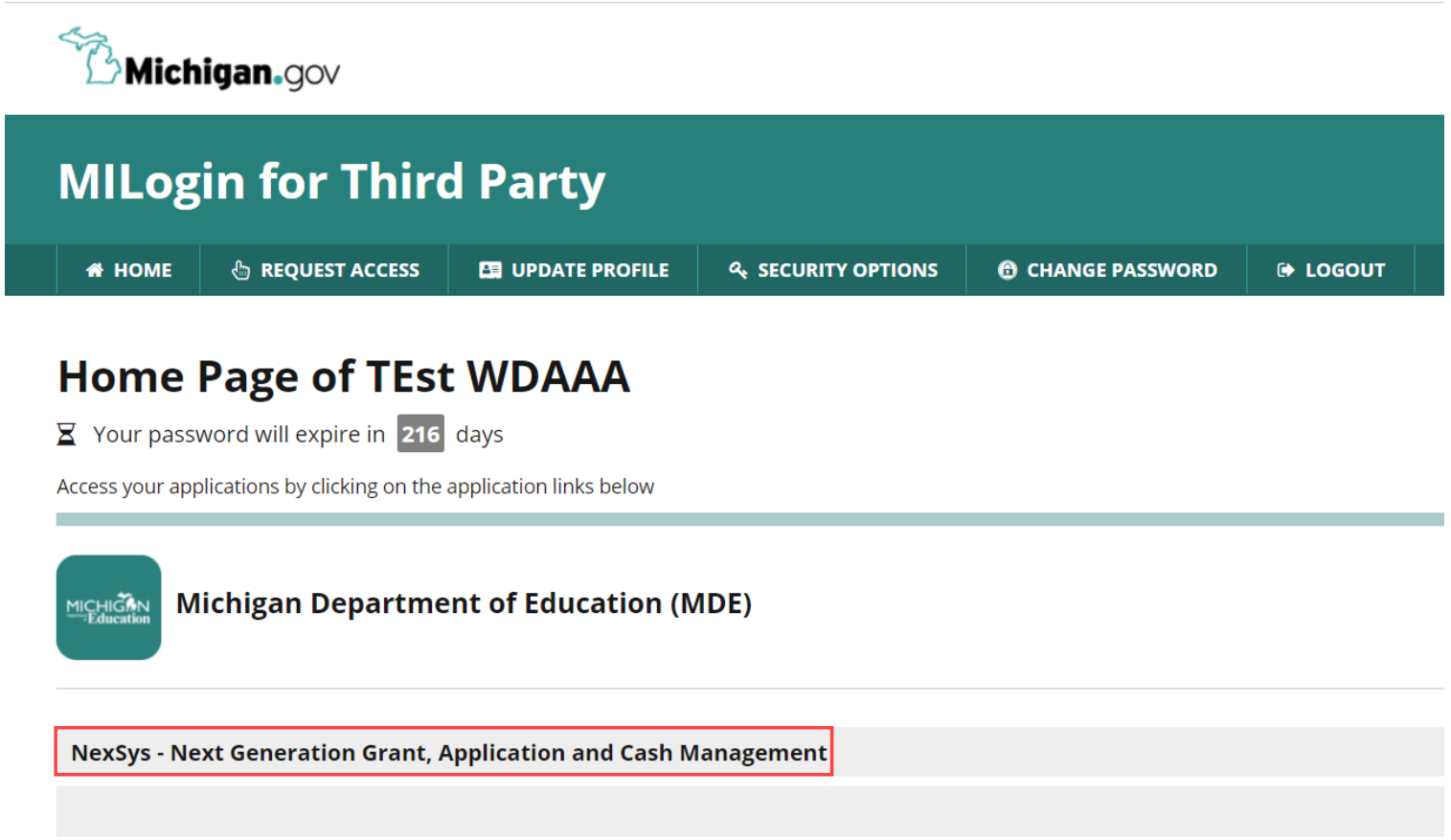
https://milogintp.Michigan.gov

Login using Username and Password created during account creation and linking process.



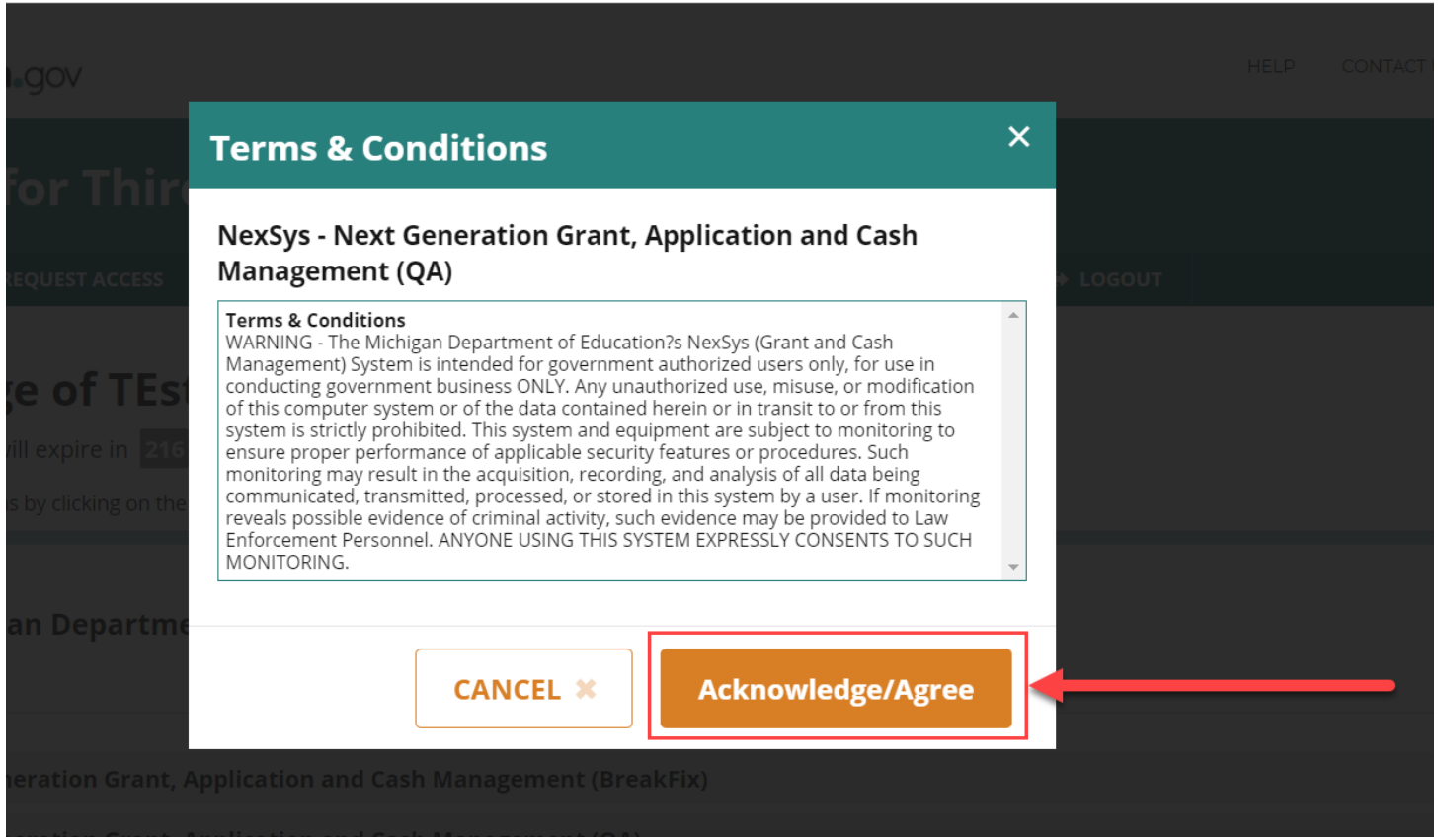
MiLOGIN for Third Party

Select the link for NexSys – Next Generation Grant, Application and Cash Management under the Michigan Department of Education Header



MiLOGIN for Third Party

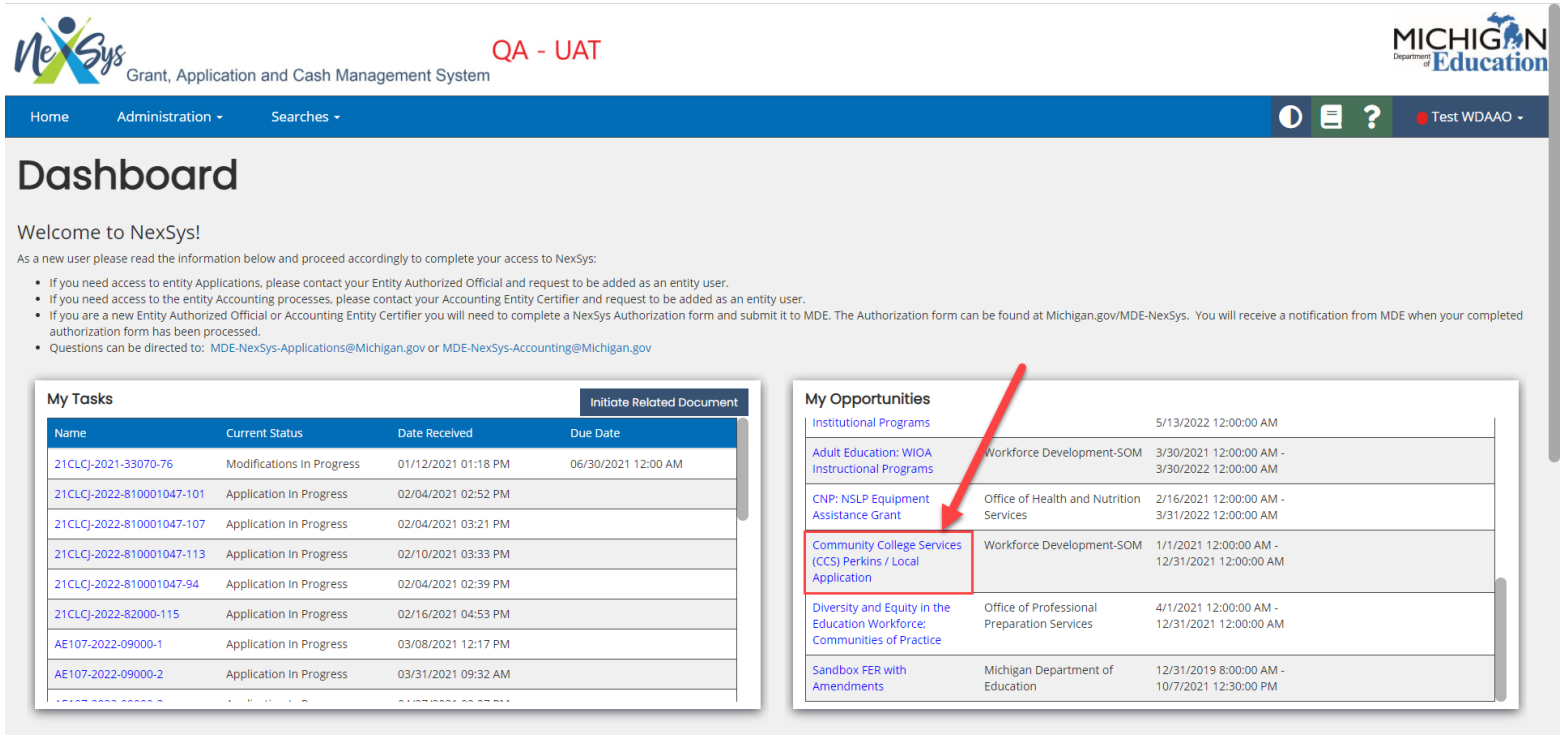
Simply acknowledge the NexSys Terms & Conditions and the NexSys Dashboard should open.



Initiate Application

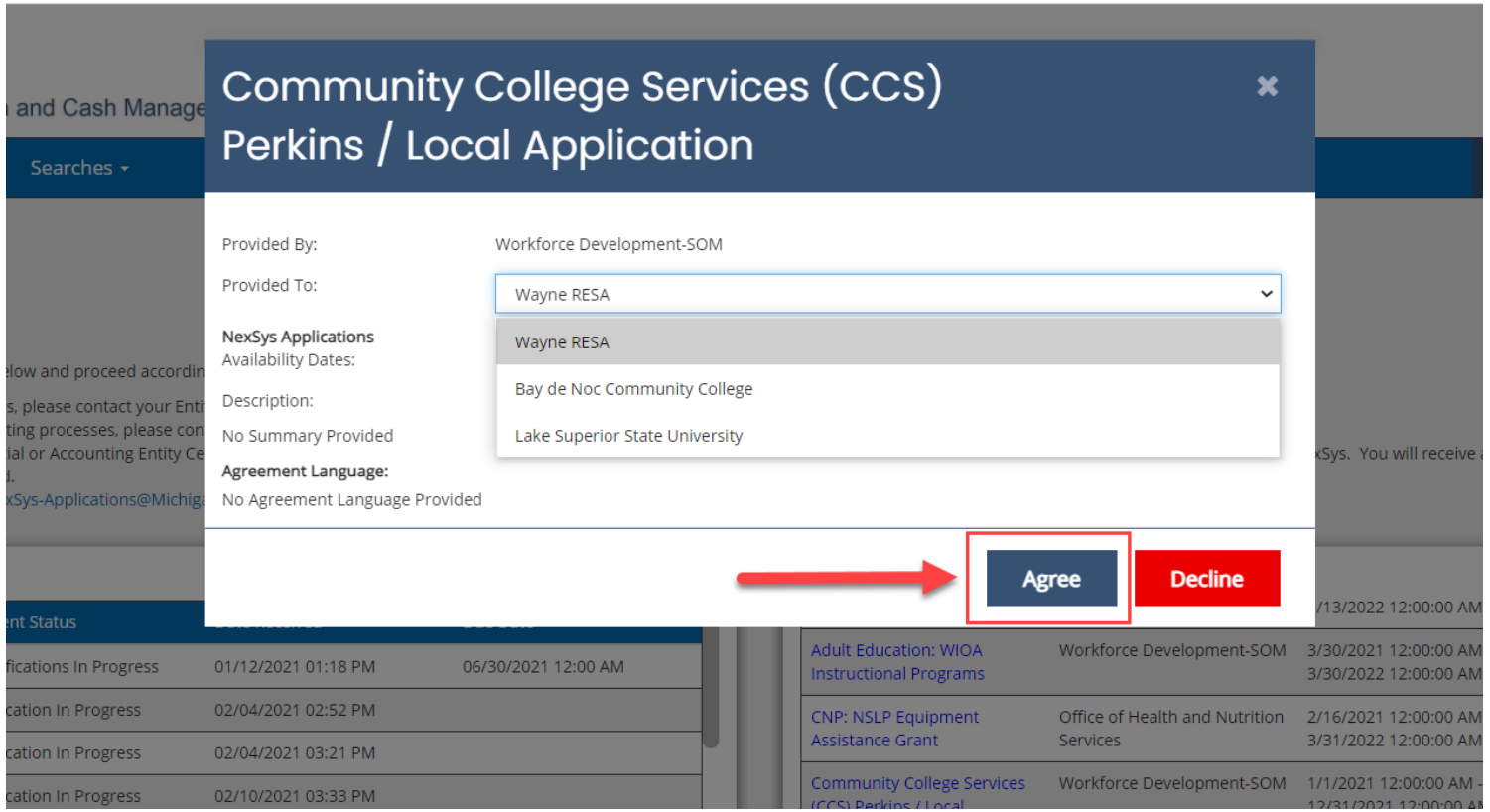
Level 5 users can find the Local Application within their My Opportunities panel.

Locate and select the blue colored link titled “Community College Services (CCS) Perkins/Local Application.



Initiate Application

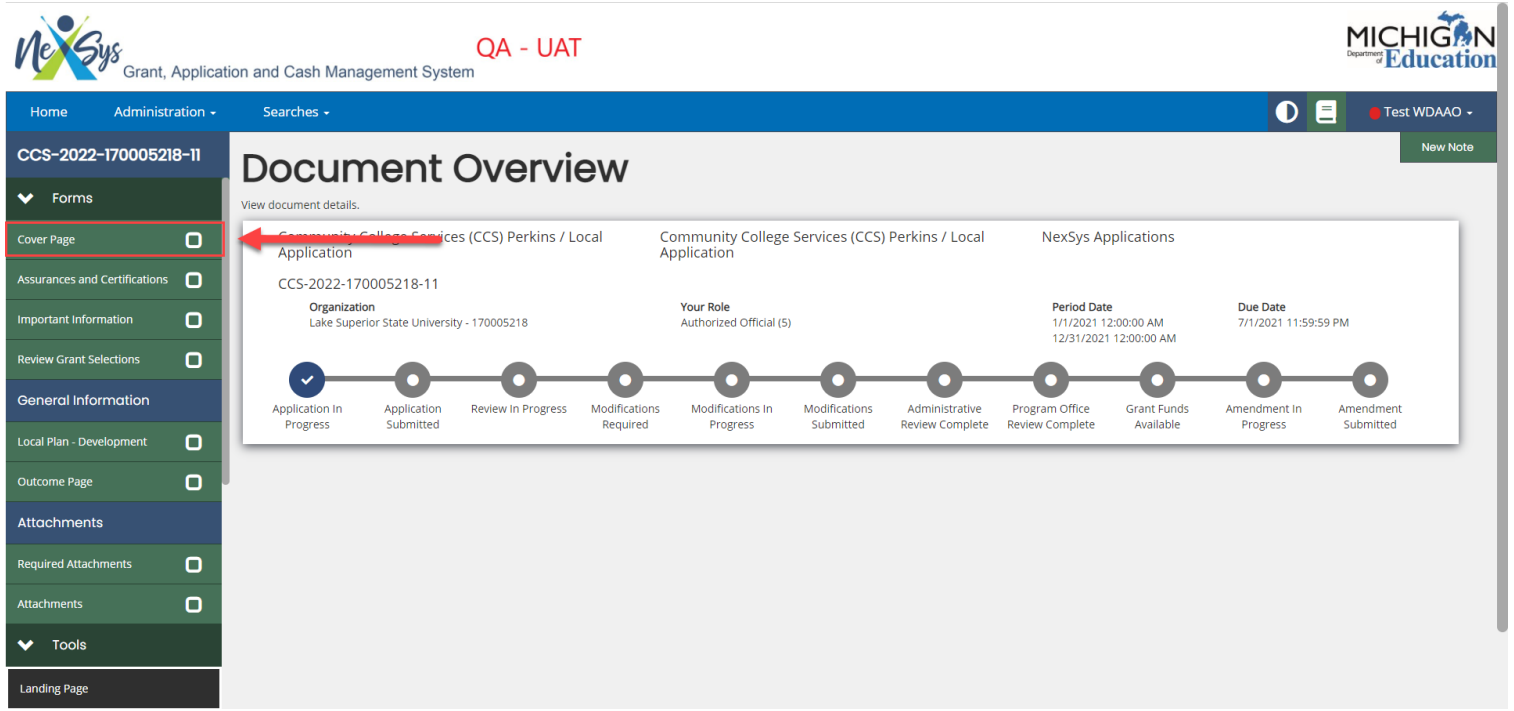
Ensure the pop-up window displays the correct institution and select “Agree.”



Navigate and Complete the Local Application

The green menu to the left displays all pages of the application. The white boxes will appear empty until pages are completed, at which time a white check mark will populate.

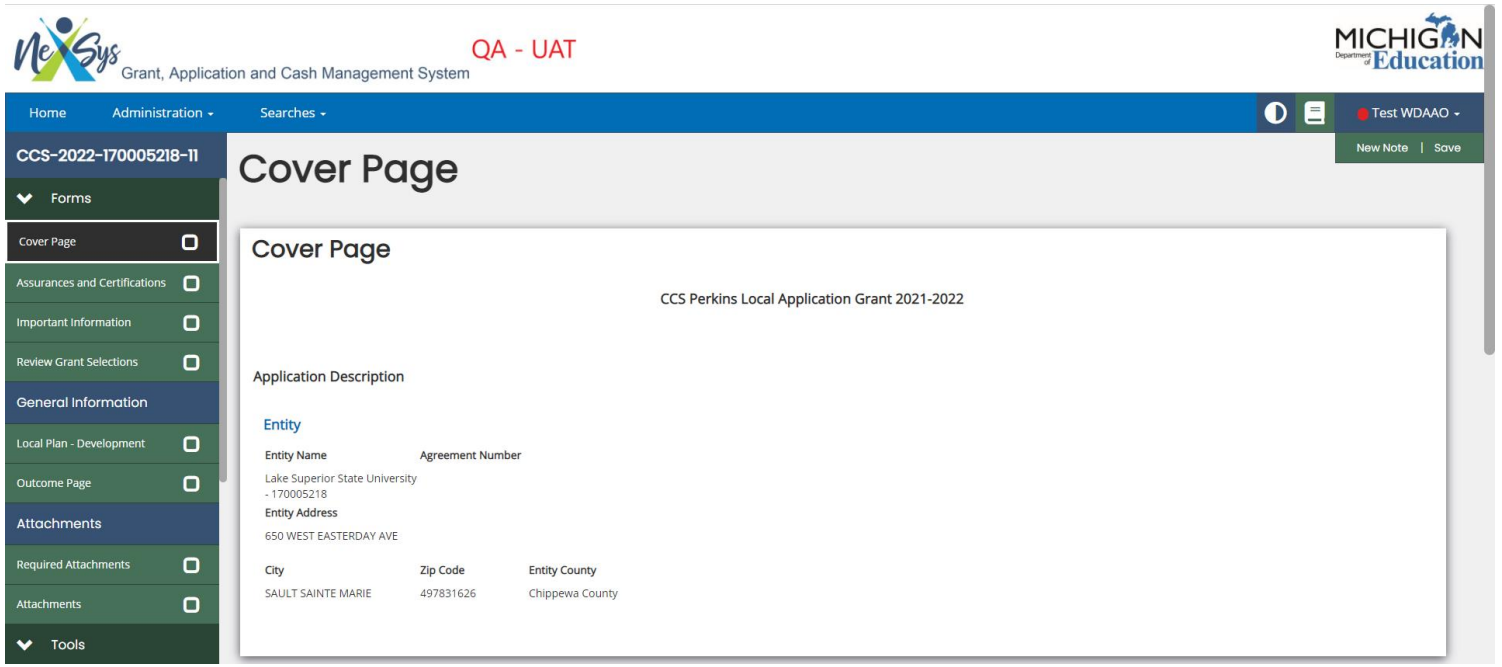
While users may begin with any page of the application this guide will work from the top down. Starting with the Cover Page.



Cover Page

Ensure the Entity Information on the top half of the page is displaying correctly then scroll down.

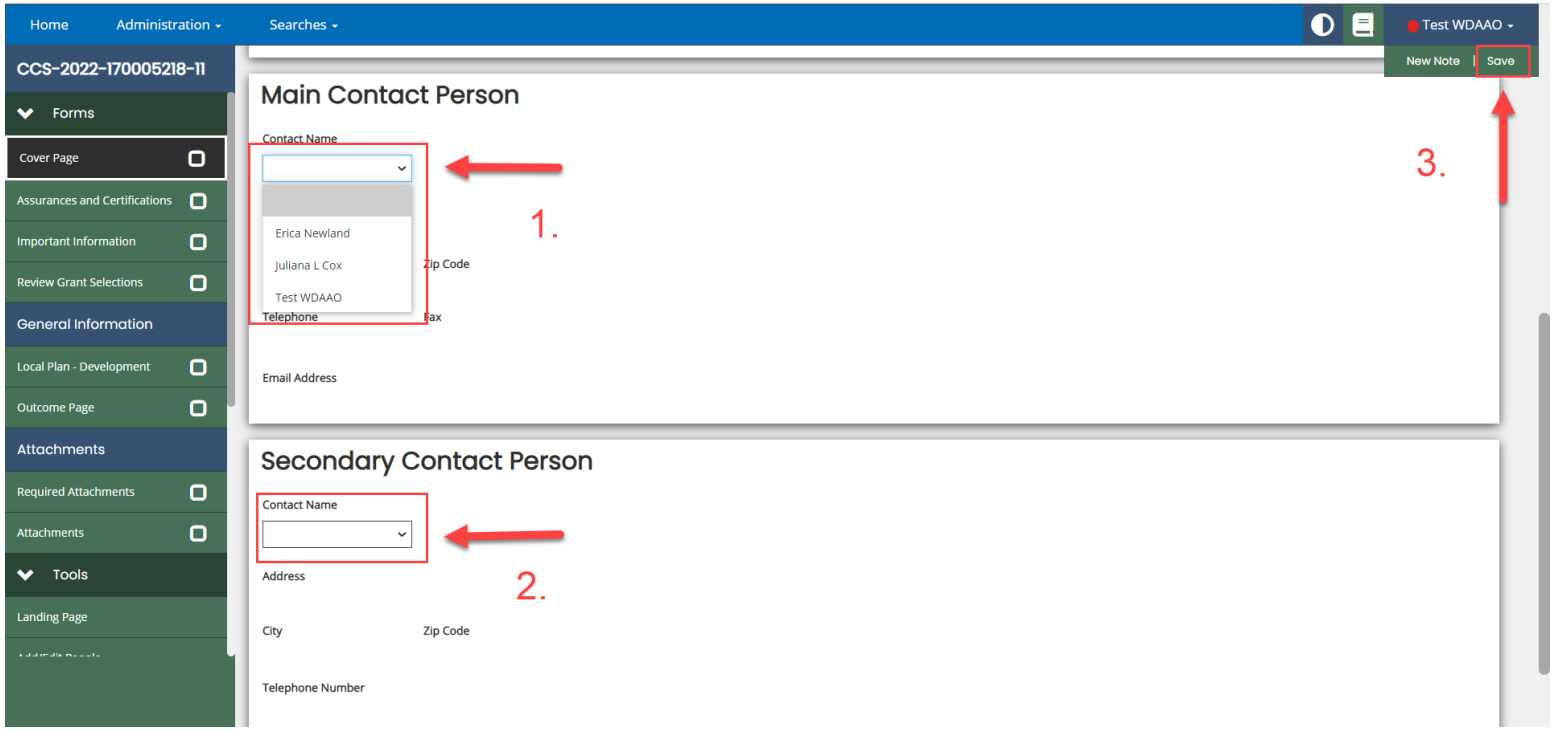
Note that the President's name and contact information is no longer displayed on the Cover Page. This information will still be included in the Grant Award Notification (GAN) and is pulled from the institution's Educational Entity Master (EEM) entry.



Cover Page cont.

The bottom half of the Cover Page is used to select both a main and secondary contact person for the project.

1. Select a main contact person from the first drop-down.
2. Select a secondary contact from the second drop-down.
3. Select SAVE in the upper-right hand corner of the page.

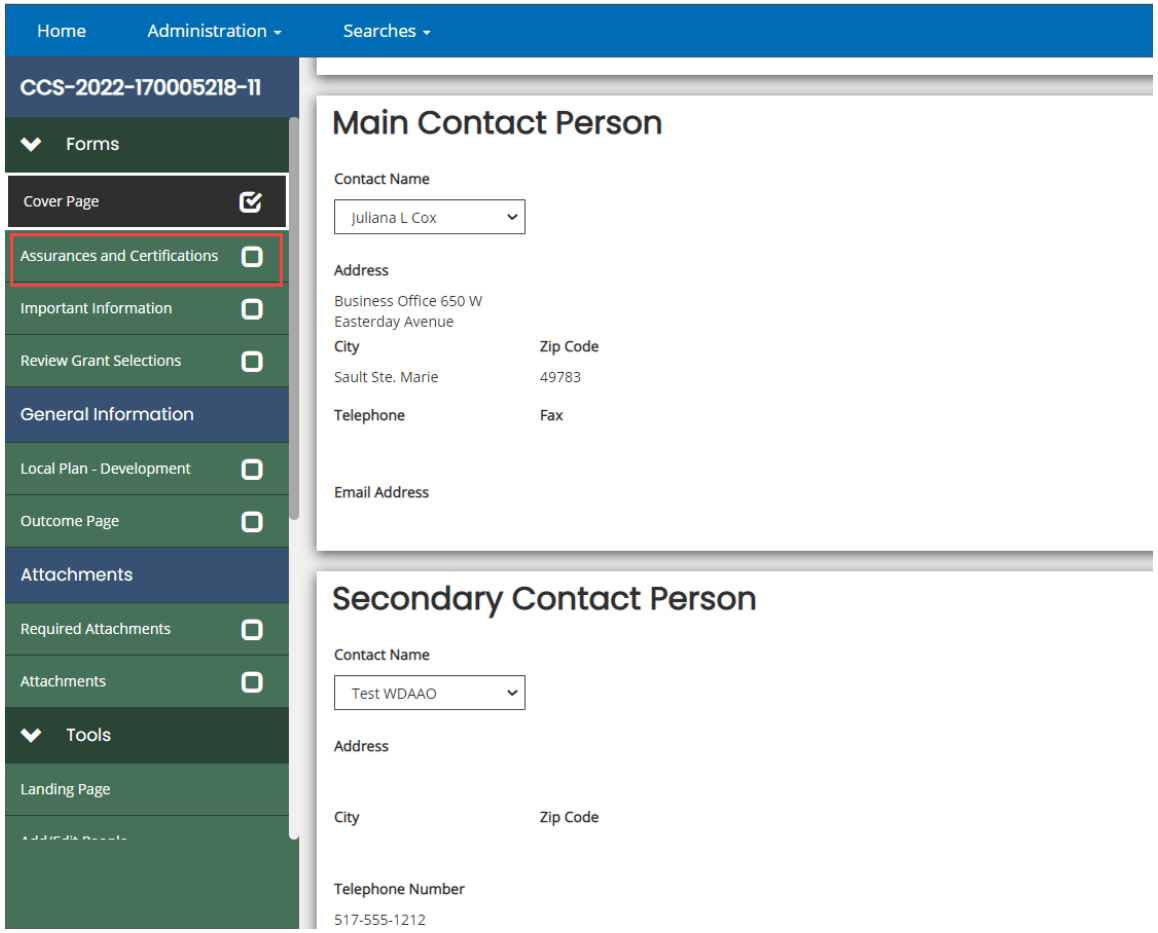


Cover Page cont.

Contact information for both individuals should display on the Cover Page after the page saves the selections.

Note the Cover Page now shows a check mark within the green menu on the left-hand side of the page.

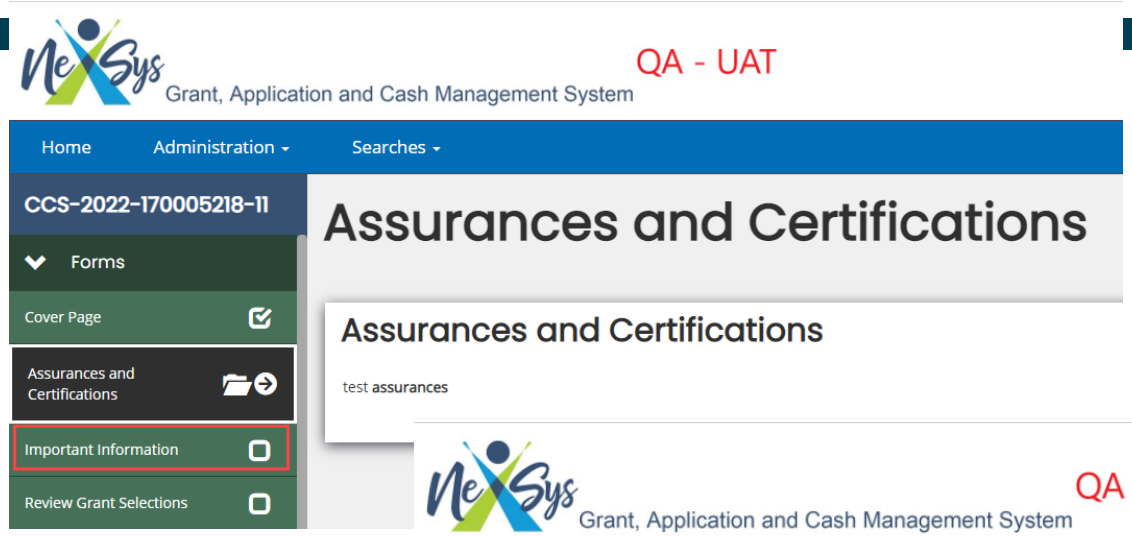
Select the “Assurances and Certifications” link to move to the next page of the application.

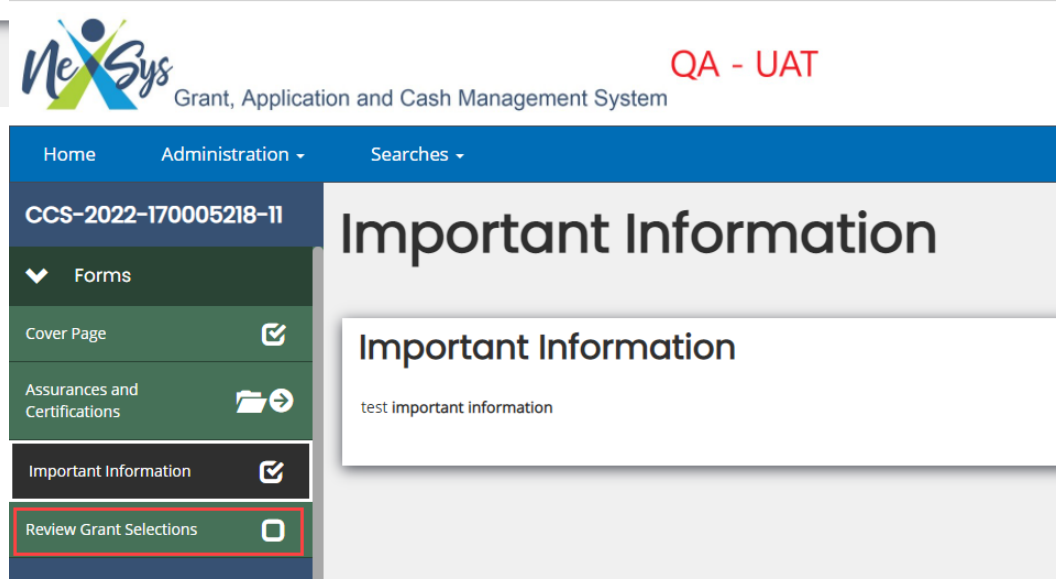


Assurances & Important Information

Neither the Assurances and Certifications page and the Important Information page require any action beyond simply reviewing the information present.

Utilize the links on the left-hand menu or the green colored buttons along the bottom of the page that say “Next Form” to navigate to “Review Grant Selections.”



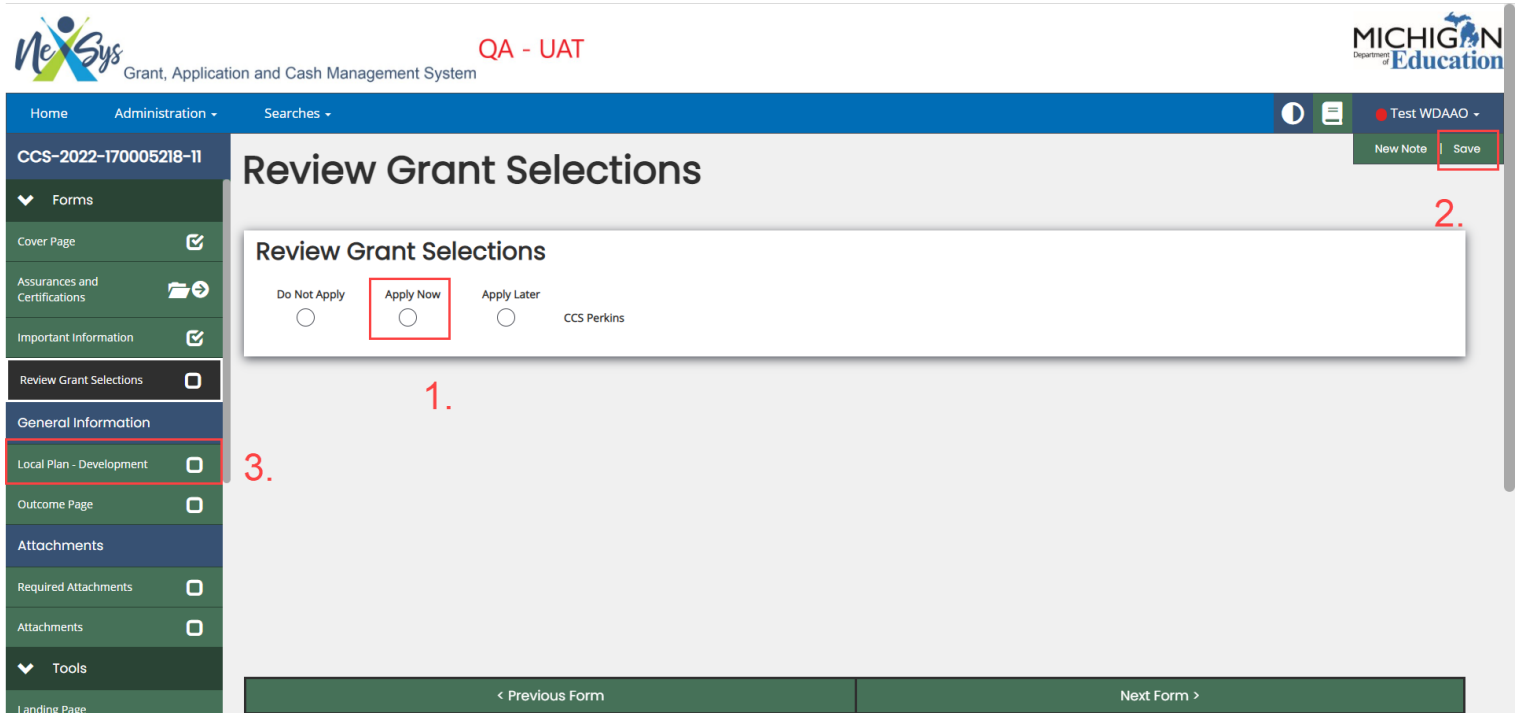


Review Grant Selections

NexSys requires the completion of the Review Grant Selections page. You will ALWAYS select “Apply Now” when completing this page.

NOTE This does **NOT** submit the local application.

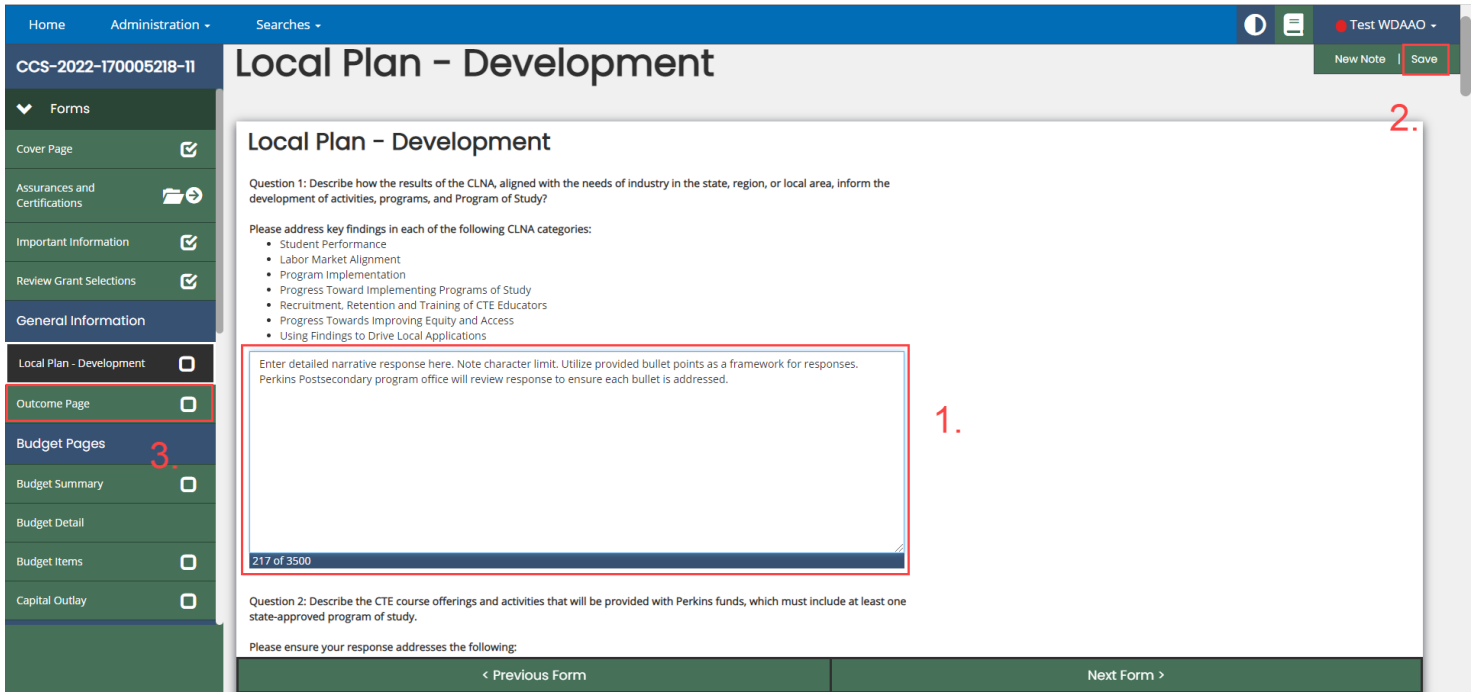
1. Make selection.
2. Select SAVE in upper-right.
3. Move to “Local Plan – Development.”



Local Plan - Development

When composing responses to narrative questions please ensure that all bullet points provided below questions are addressed. This will allow for a smoother review and approval process for all.

1. Fill in responses.
2. Select SAVE in upper-right.
3. Move to “Outcome Page.”



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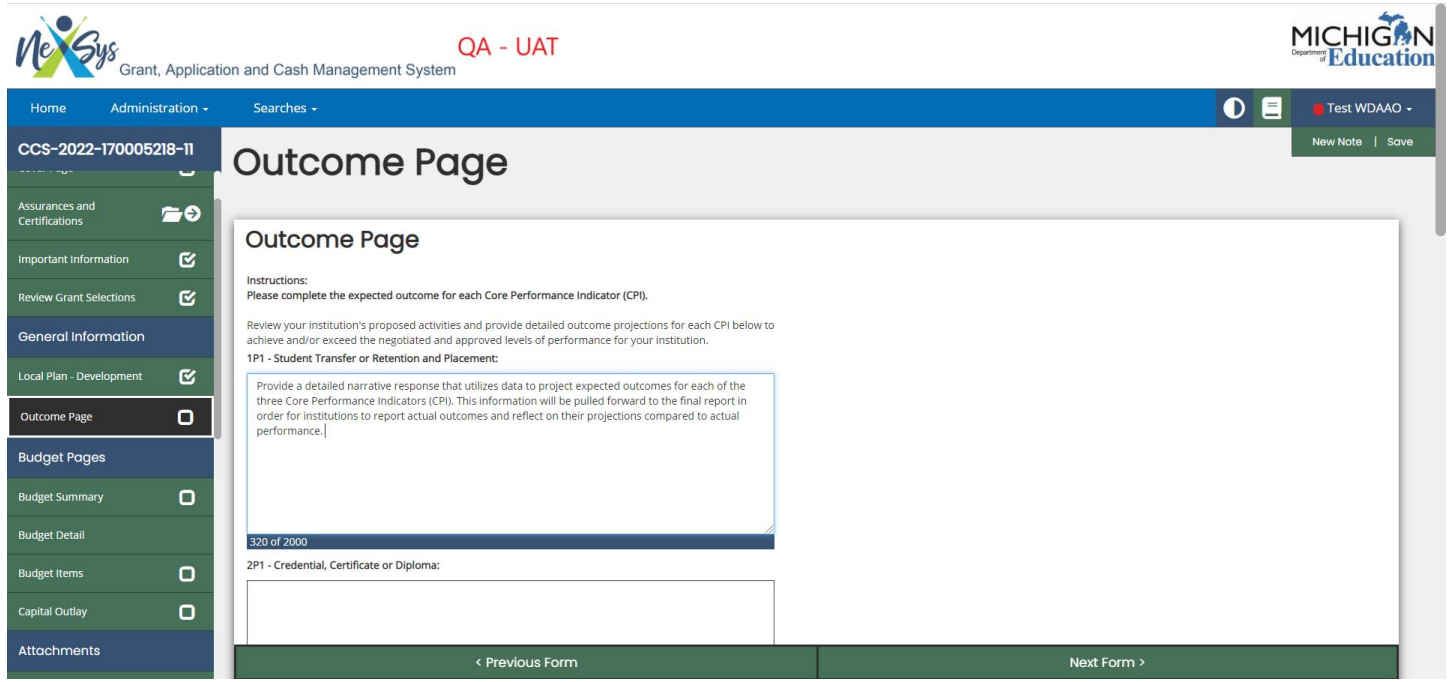
Outcome Page

Please provide DETAILED explanations of projected outcomes for each of the three (3) Core Performance Indicators (CPIs).

DO NOT simply state that your institution will “meet and exceed local levels of performance.”

Projected outcomes responses will be used to complete responses to actual outcomes in 2021-2022 Final Report.

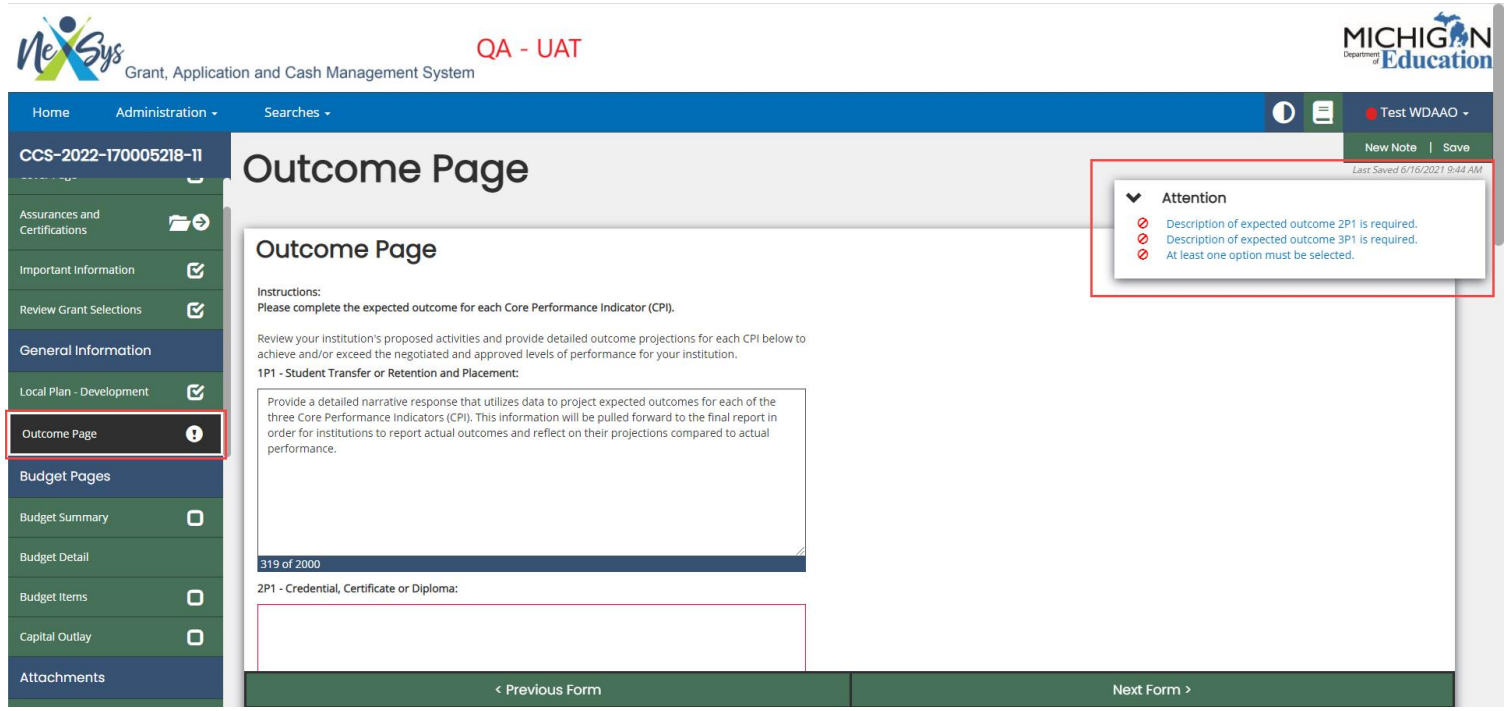


Errors Within the Application

NexSys provides error checking in real time while completing the application. Each page has unique requirements that must be met depending on the task at hand.

In the example to the right the Attention box can be seen in the upper-right hand corner outlining errors.

An exclamation point is also present in the left-hand menu.

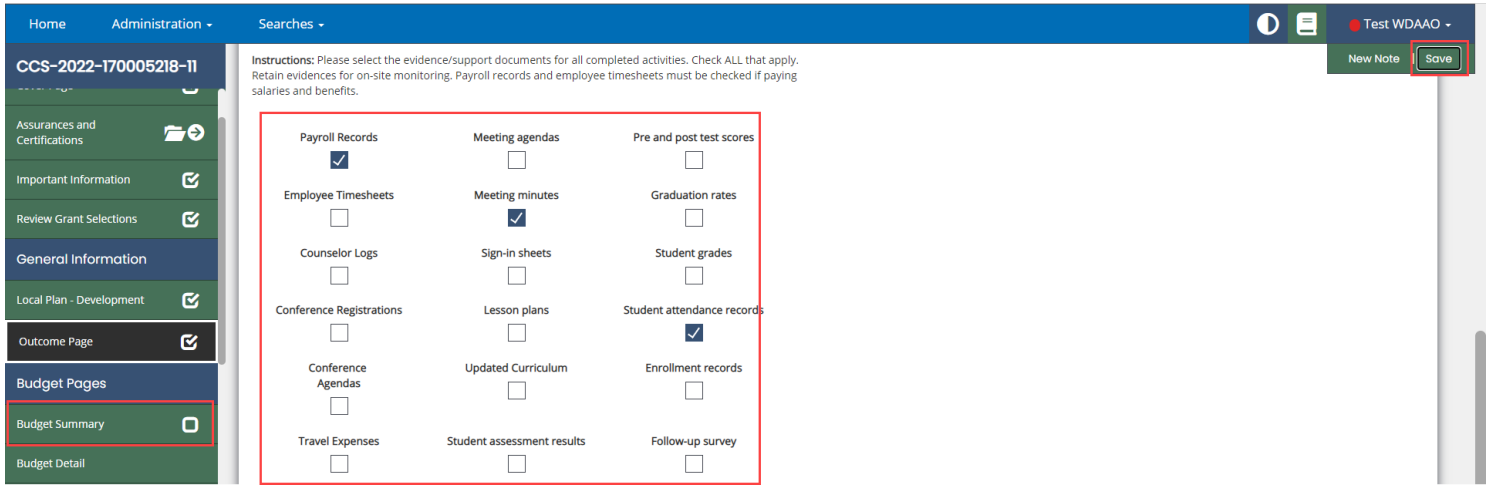


Outcome Page cont.

Be sure to select at least one of the checkboxes at the bottom of the Outcome Page to indicate what evidences will be maintained onsite by the institution to support programs and activities.

There are additional empty text boxes at the bottom of the page if a choice you would like is not pre-populated.

Save and move to next page.

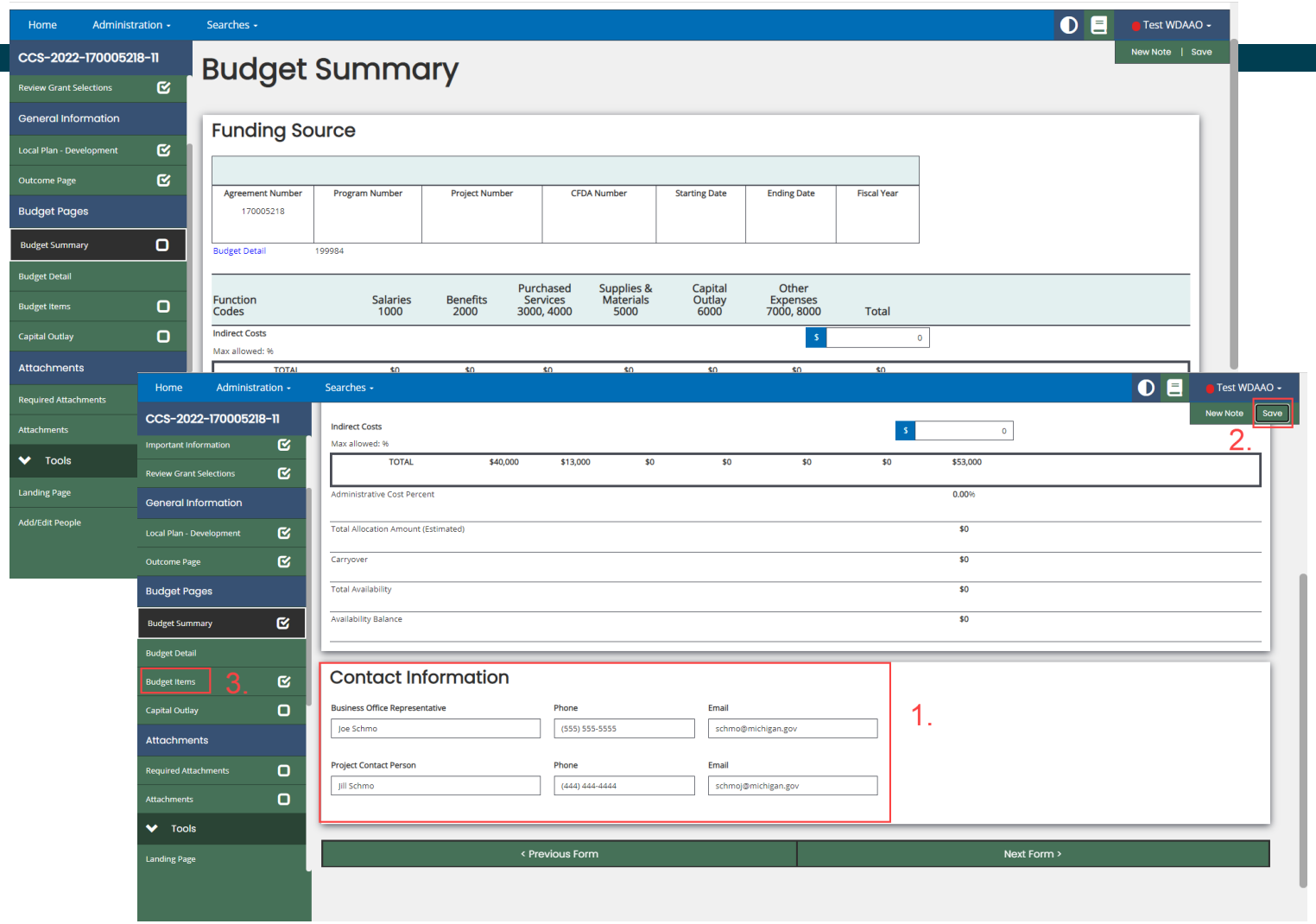


Budget Summary

Prior to creating any individual budget items, the Budget Summary page will appear relatively blank.

Scroll down to complete page.

1. Fill in Business Office representative contact info and project contact info.
2. Save page
3. Select “Budget Items” menu item to begin building budget.



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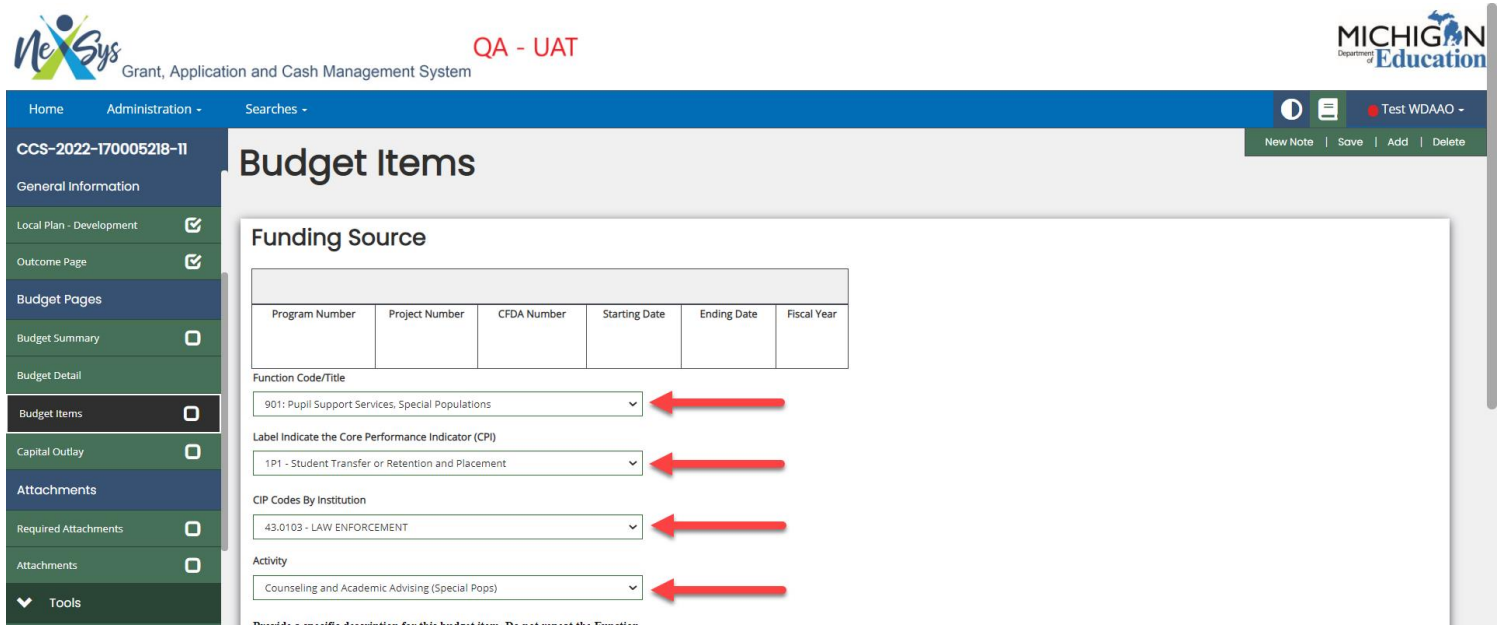
Budget Items

Utilize pre-populated drop-down menus to complete the top portion of budget items.

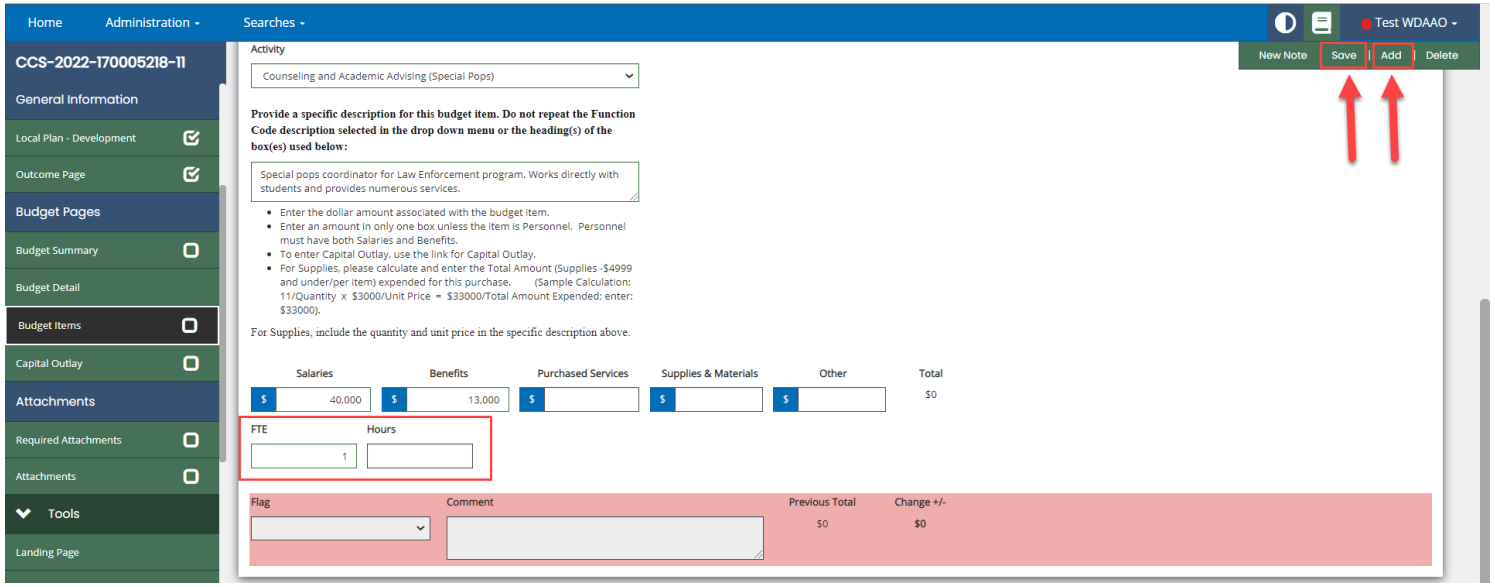
Scroll down to complete budget item description, enter amounts and complete the page.



Budget Items cont.

Enter a detailed narrative description of every budget item. If budgeting for personnel, be sure to outline how many individuals, if the position is full time, and enough information to show the position supports CTE.

FTE and Hours boxes are new this year. Only one box must be completed. Enter either Full Time Equivalency (FTE) (1, .5, .75, etc.) or hours per week spent on Perkins.



NOTE You must be in a budget item to have access to the “Add” button that allows you to open a blank budget item form. Be sure to Save each item as you go.

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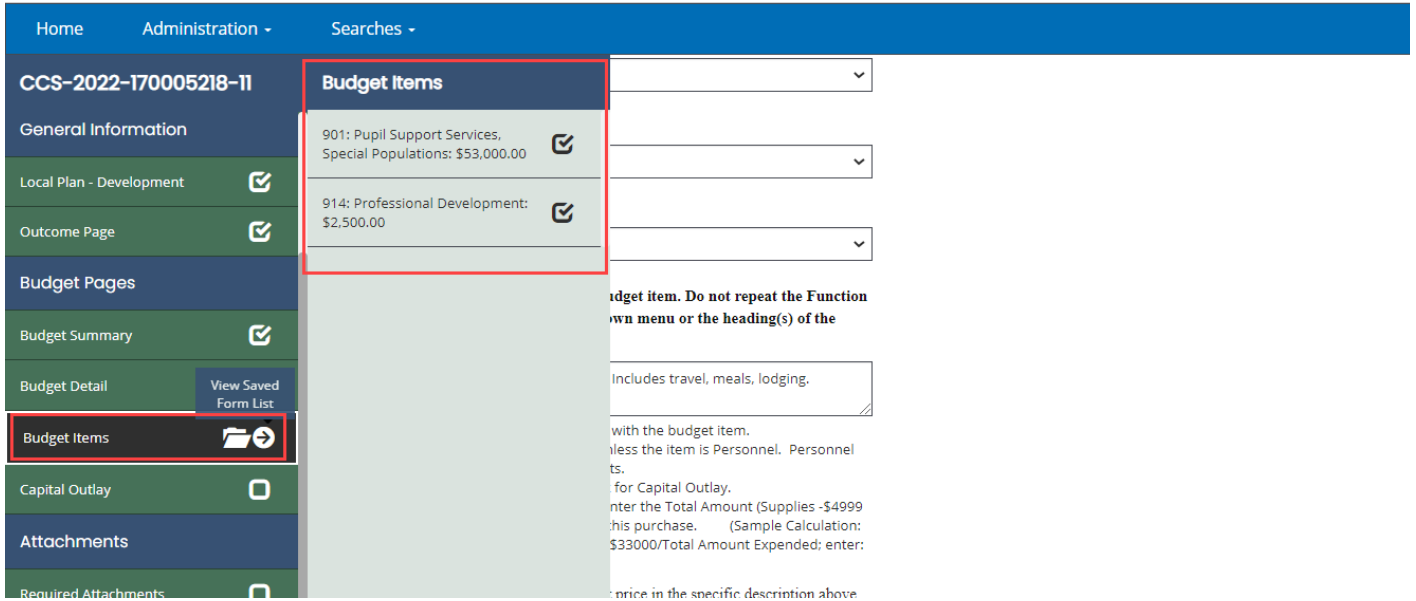
Budget Items cont.

Once multiple budget items are added, clicking the “Budget Items” menu item on the left will pop out a sub-menu displaying all existing budget items. From the sub-menu each item can be clicked into as needed.



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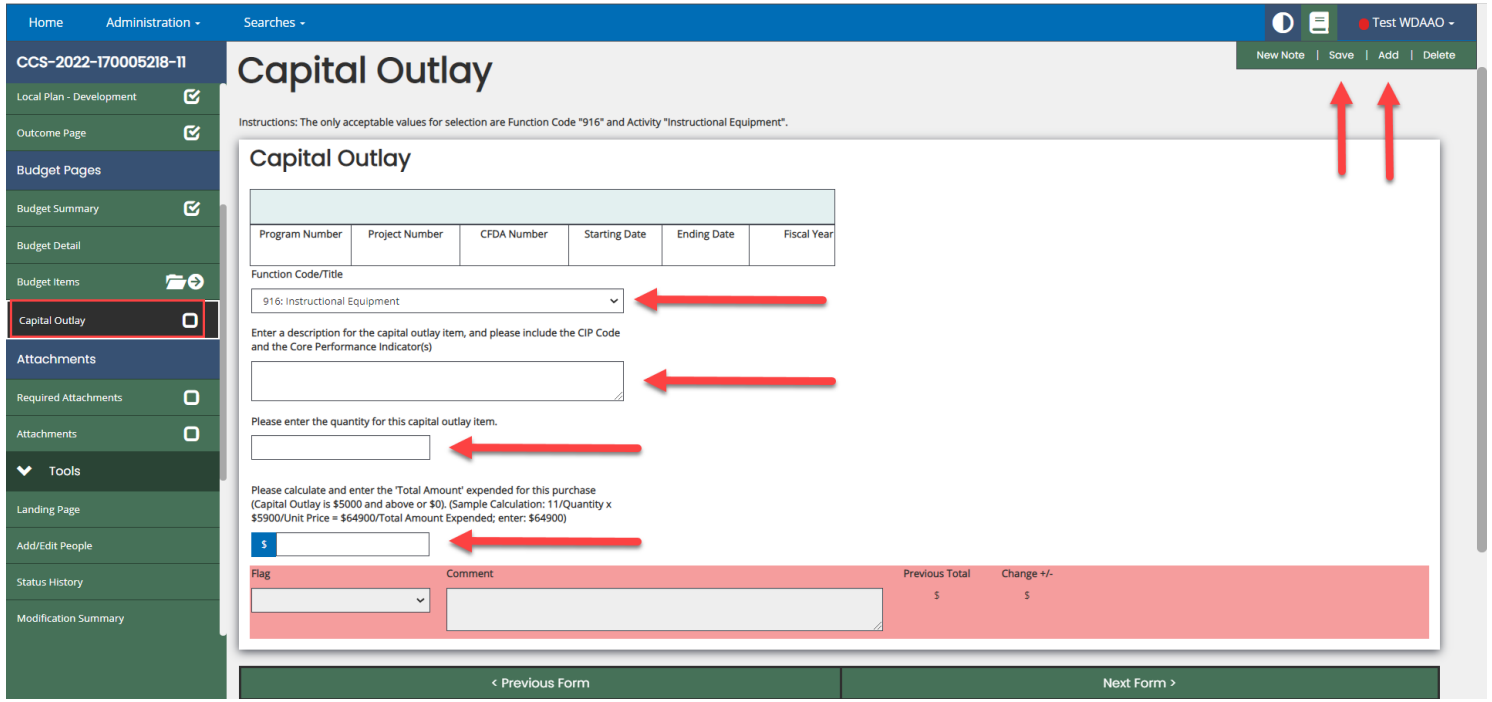
Capital Outlay

Selecting “Capital Outlay” from the left-hand menu opens a blank Capital Outlay item form.

917 – Instructional Equipment is the only Function Code available.

Provide a detailed description to include CIP Code. Indicate quantity and total amount.

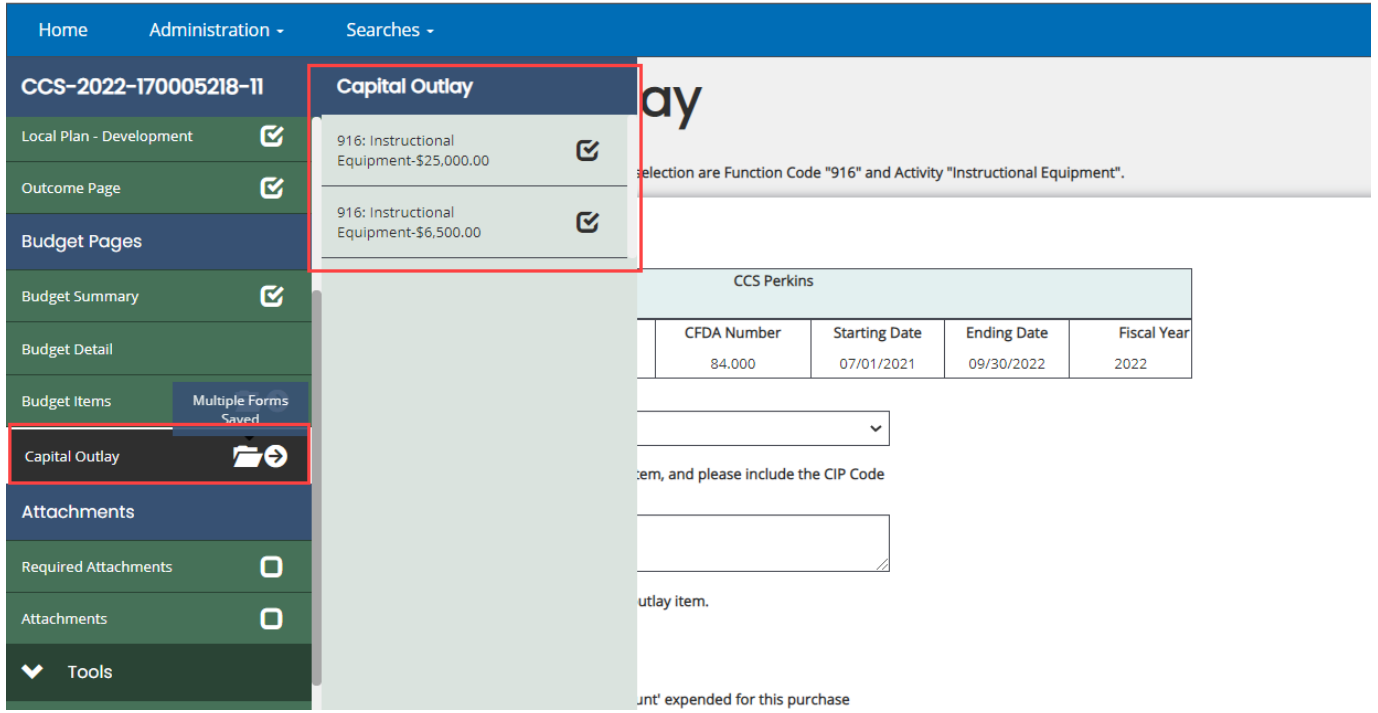
Be sure to save each item as you go. The add button appears in the upper-right of page.



Capital Outlay cont.

Any piece of equipment with a unit cost of $5,000.00 or more must be added to the budget through the Capital Outlay screen

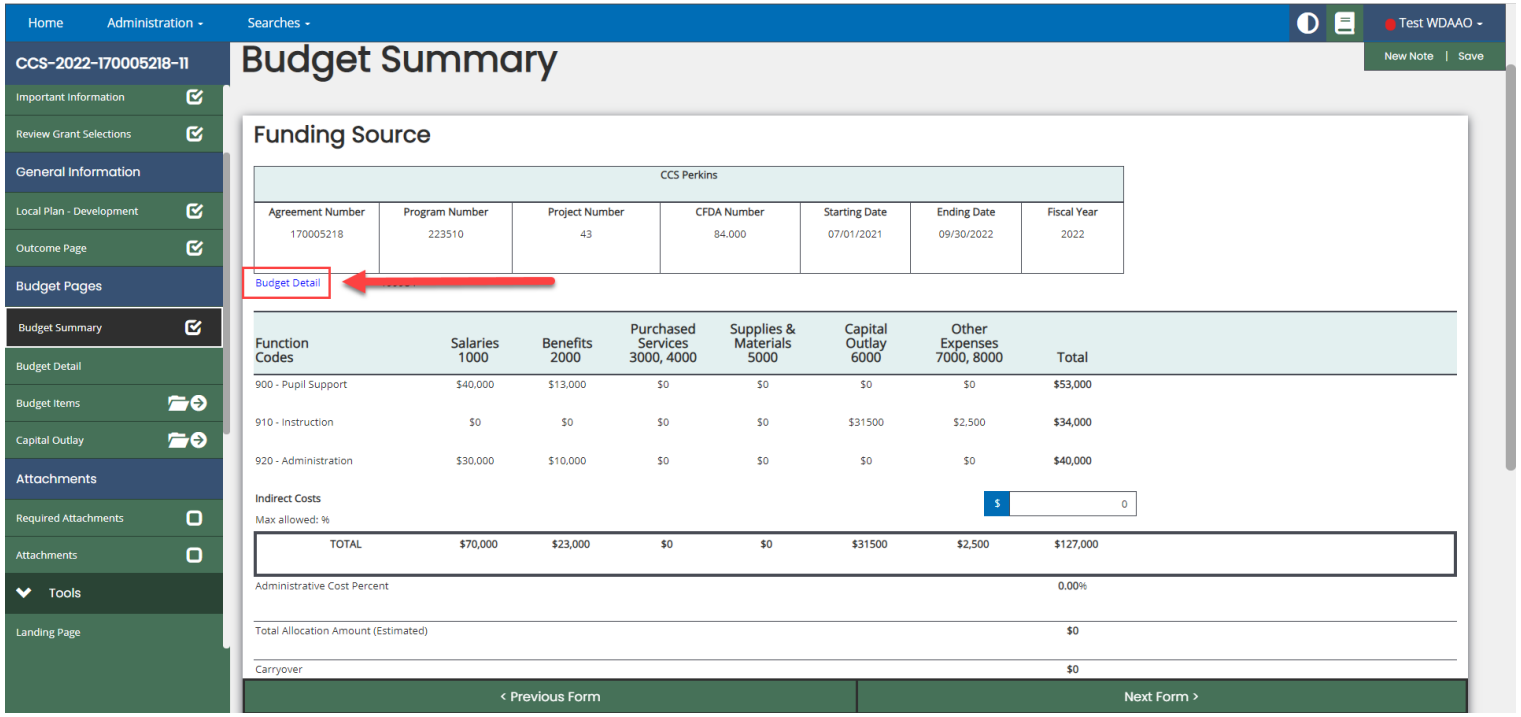
Once multiple Capital Outlay items are added, clicking the “Capital Outlay” menu item on the left will pop out a sub-menu displaying all existing Capital Outlay items. From the sub-menu each item can be clicked into as needed.



Budget Detail

There are multiple ways to access the Budget Detail or Budget Detail Screen.

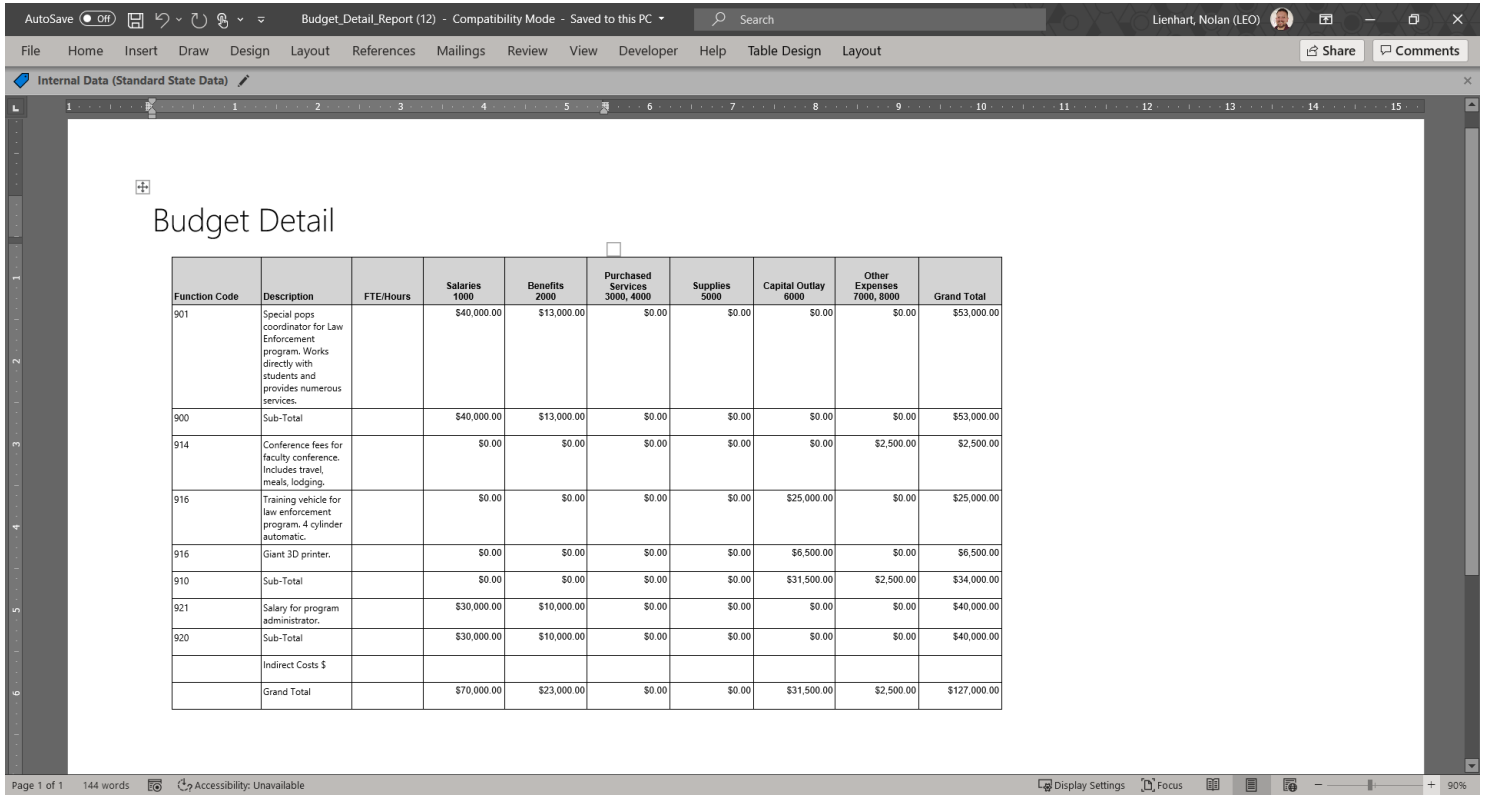
From the Budget Summary page, you can click on the blue colored link titled “Budget Detail.”



Budget Detail cont.

Selecting this link automatically downloads a pre-populated Budget Detail chart as a .docx file.

This file opens in MS Word and displays all current budget items, subtotals and totals.

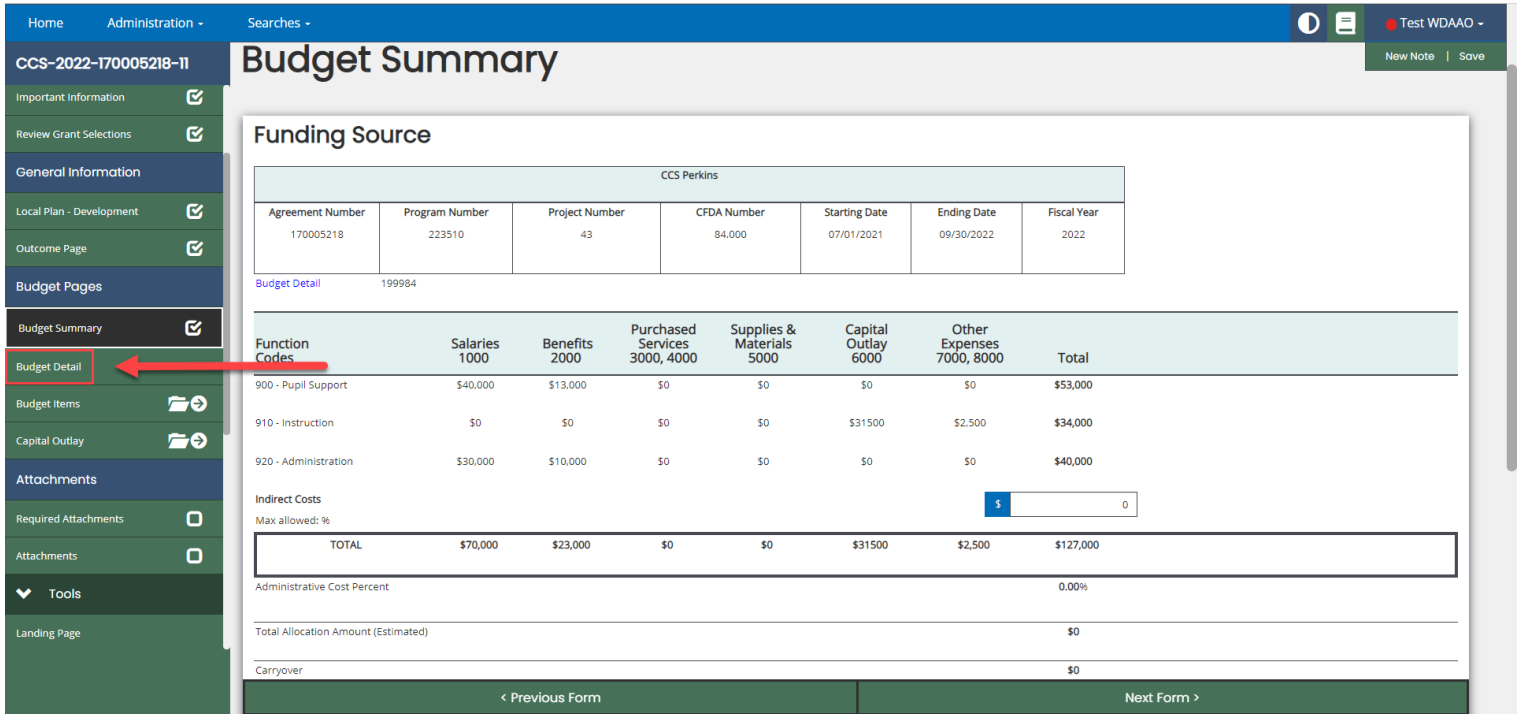


Budget Detail

Function Code	Description	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Grand Total
901	Special pops coordinator for Law Enforcement program. Works directly with students and provides numerous services.		$40,000.00	$13,000.00	$0.00	$0.00	$0.00	$0.00	$53,000.00
900	Sub-Total		$40,000.00	$13,000.00	$0.00	$0.00	$0.00	$0.00	$53,000.00
914	Conference fees for faculty conference. Includes travel, meals, lodging.		$0.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	$2,500.00
916	Training vehicle for law enforcement program. 4 cylinder automatic.		$0.00	$0.00	$0.00	$0.00	$25,000.00	$0.00	$25,000.00
916	Giant 3D printer.		$0.00	$0.00	$0.00	$0.00	$6,500.00	$0.00	$6,500.00
910	Sub-Total		$0.00	$0.00	$0.00	$0.00	$31,500.00	$2,500.00	$34,000.00
921	Salary for program administrator.		$30,000.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$40,000.00
920	Sub-Total		$30,000.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$40,000.00
	Indirect Costs $								
	Grand Total		$70,000.00	$23,000.00	$0.00	$0.00	$31,500.00	$2,500.00	$127,000.00

Budget Detail cont.

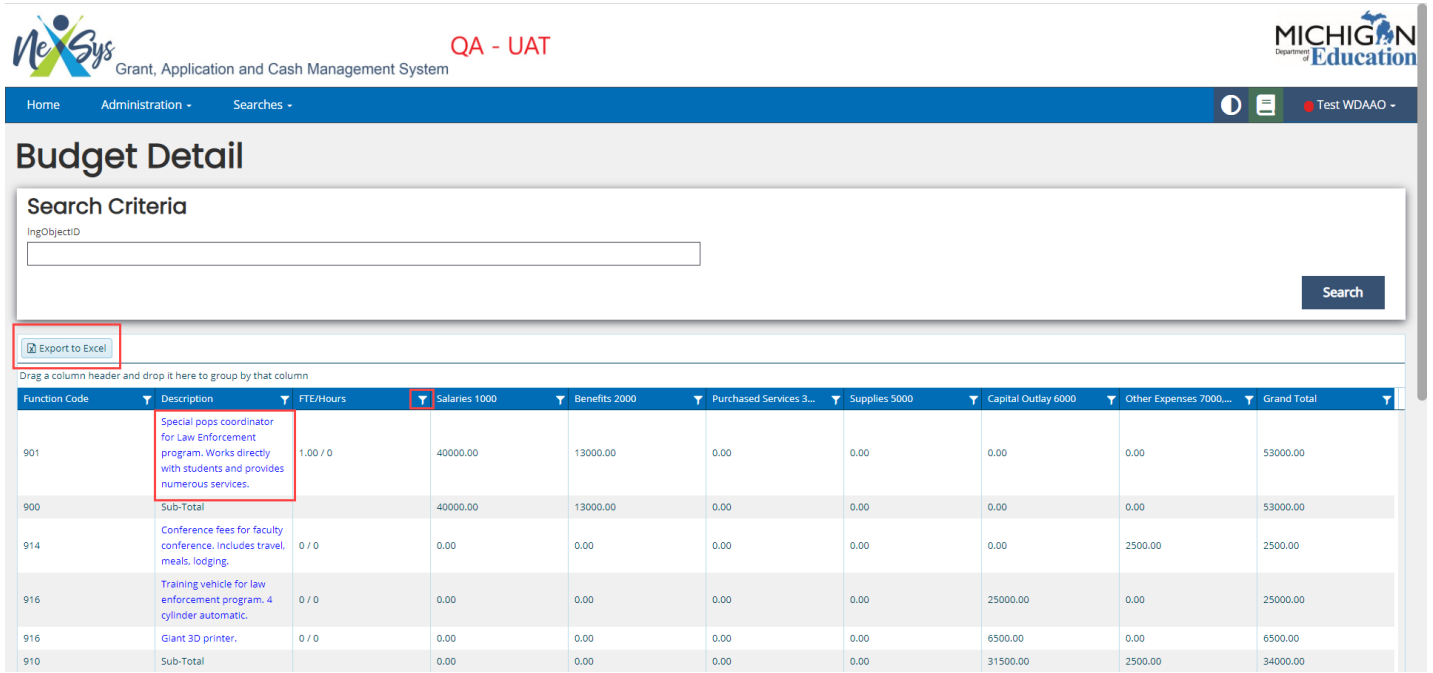
You can also select the Budget Detail page from the menu on the left-hand side of the screen.



Budget Detail cont.

Selecting the Budget Detail menu item opens a new tab in your browser and displays an interactive chart that can be sorted, filtered and exported to MS Excel.

Each budget item within the budget detail can also be selected by clicking the blue colored link under description.



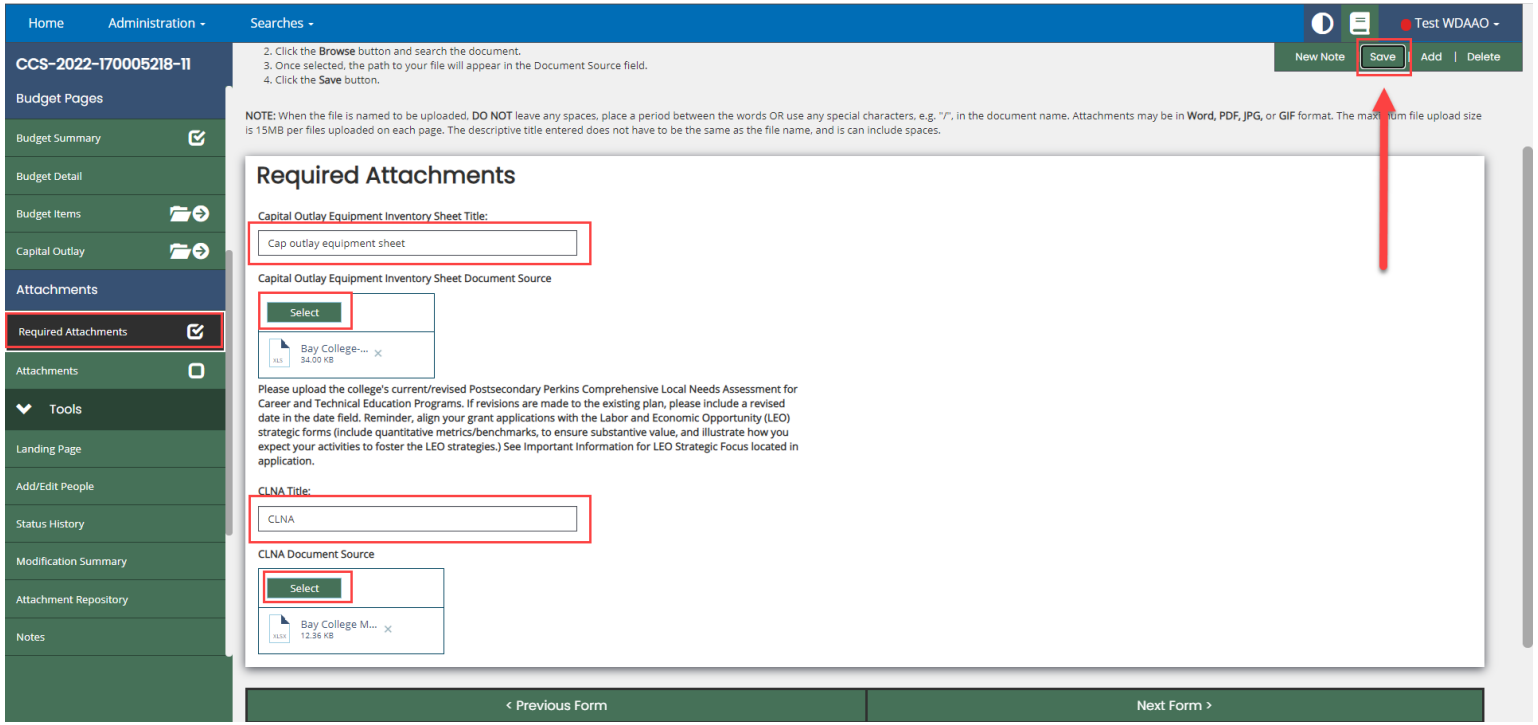
Function Code	Description	FTE/Hours	Salaries 1000	Benefits 2000	Purchased Services 3...	Supplies 5000	Capital Outlay 6000	Other Expenses 7000,...	Grand Total
901	Special pops coordinator for Law Enforcement program. Works directly with students and provides numerous services.	1.00 / 0	40000.00	13000.00	0.00	0.00	0.00	0.00	53000.00
900	Sub-Total		40000.00	13000.00	0.00	0.00	0.00	0.00	53000.00
914	Conference fees for faculty conference. Includes travel, meals, lodging.	0 / 0	0.00	0.00	0.00	0.00	0.00	2500.00	2500.00
916	Training vehicle for law enforcement program. 4 cylinder automatic.	0 / 0	0.00	0.00	0.00	0.00	25000.00	0.00	25000.00
916	Giant 3D printer.	0 / 0	0.00	0.00	0.00	0.00	6500.00	0.00	6500.00
910	Sub-Total		0.00	0.00	0.00	0.00	31500.00	2500.00	34000.00

Required Attachments

The Required Attachments page includes two documents that must be named and uploaded.

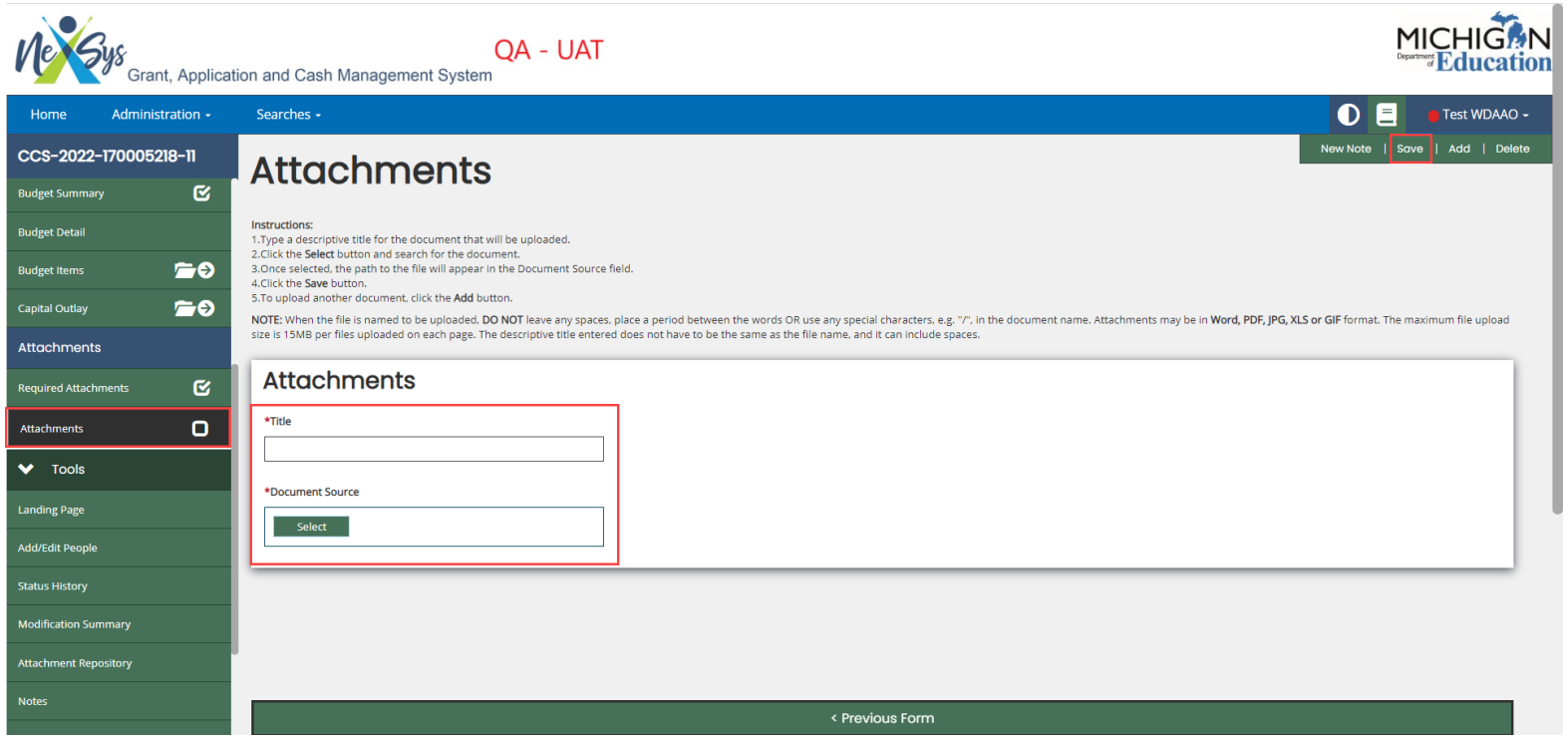
For the 2021-2022 Local Application please upload both the Capital Outlay Equipment Inventory spreadsheet as well as the most recent CLNA the institution has completed.

Select SAVE in the upper-right.



Attachments

The Attachments page can be utilized to upload additional documentation to support the application as desired by the institution. Understand that nothing additional is required.

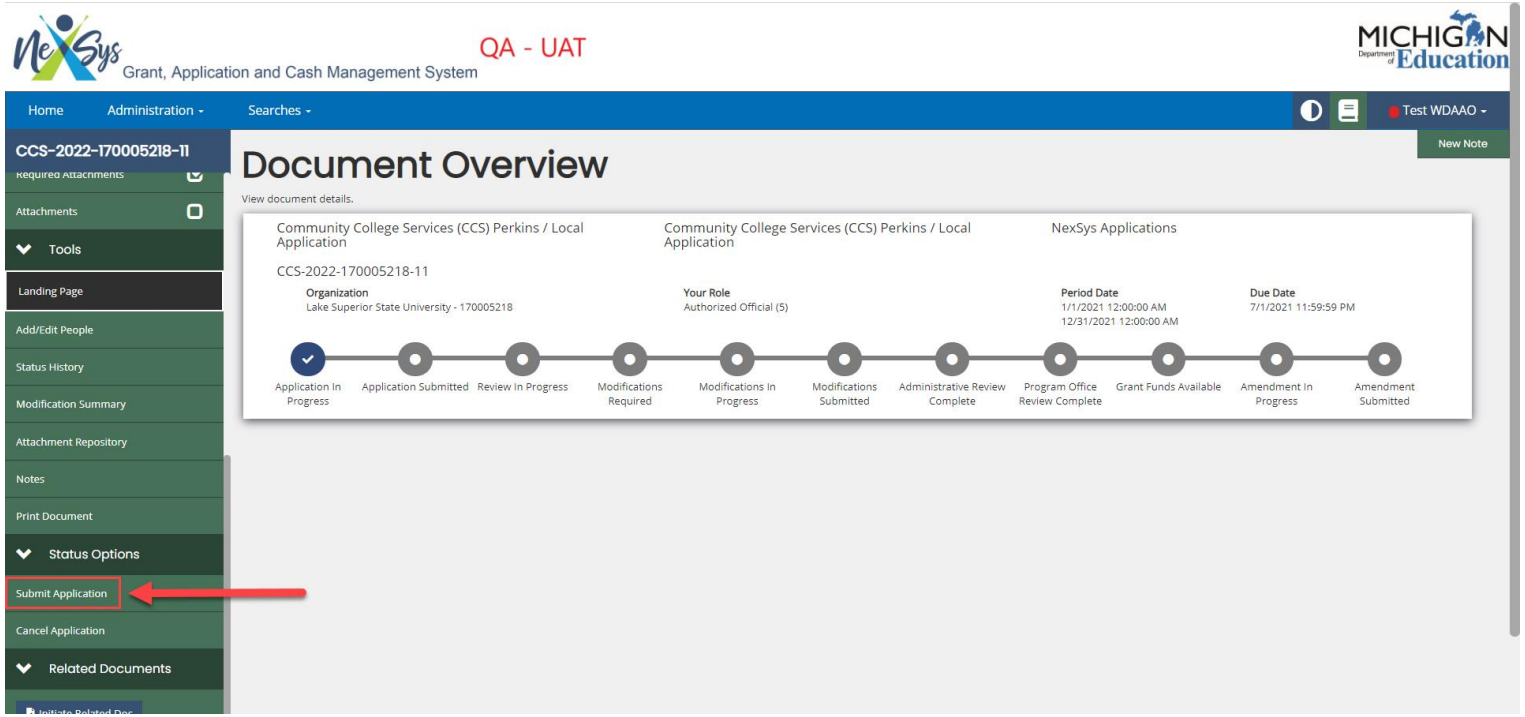


Submit the Local Application

Available status option appear below the management tools within the menu on the left-hand side of the page.

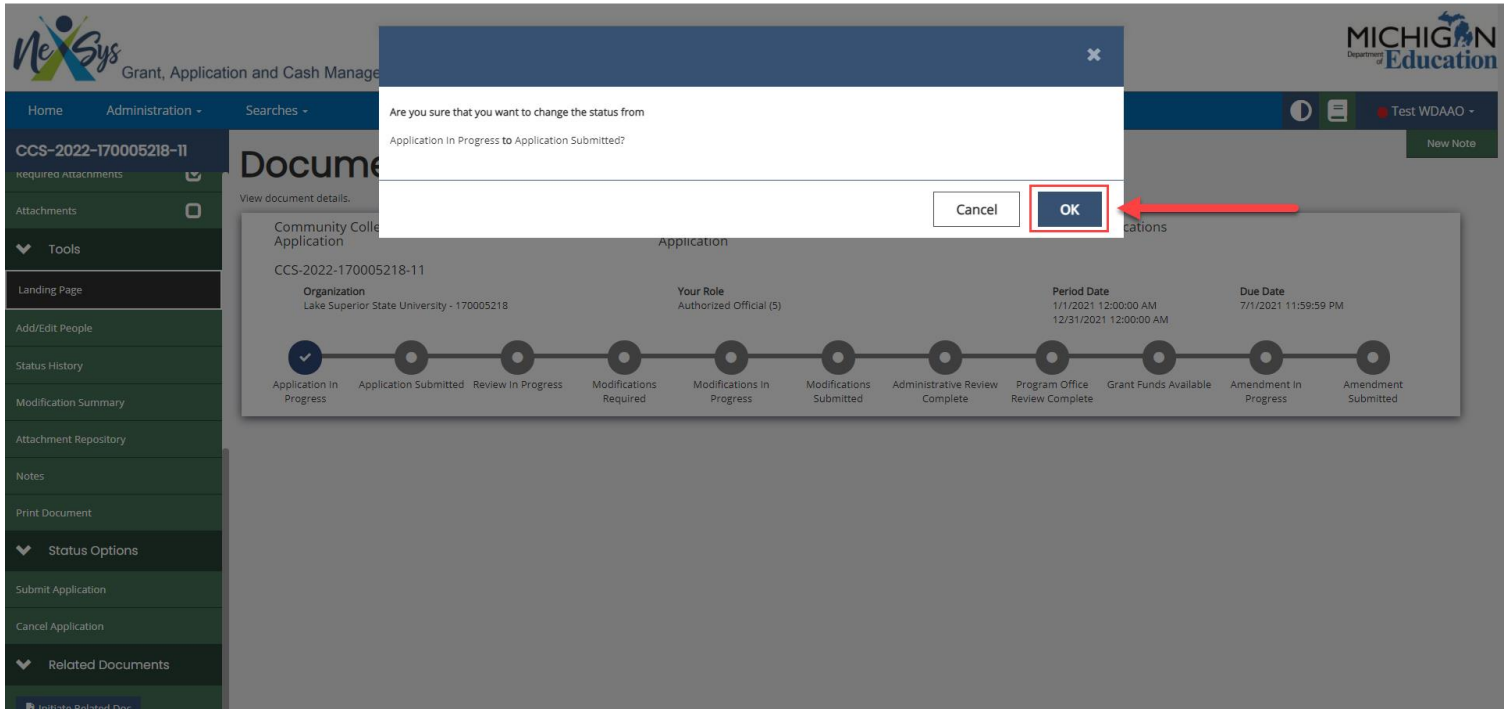
Level 5 users should see both “Submit Application” and “Cancel Application” under status options.

Select “Submit Application.”



Submit the Local Application cont.

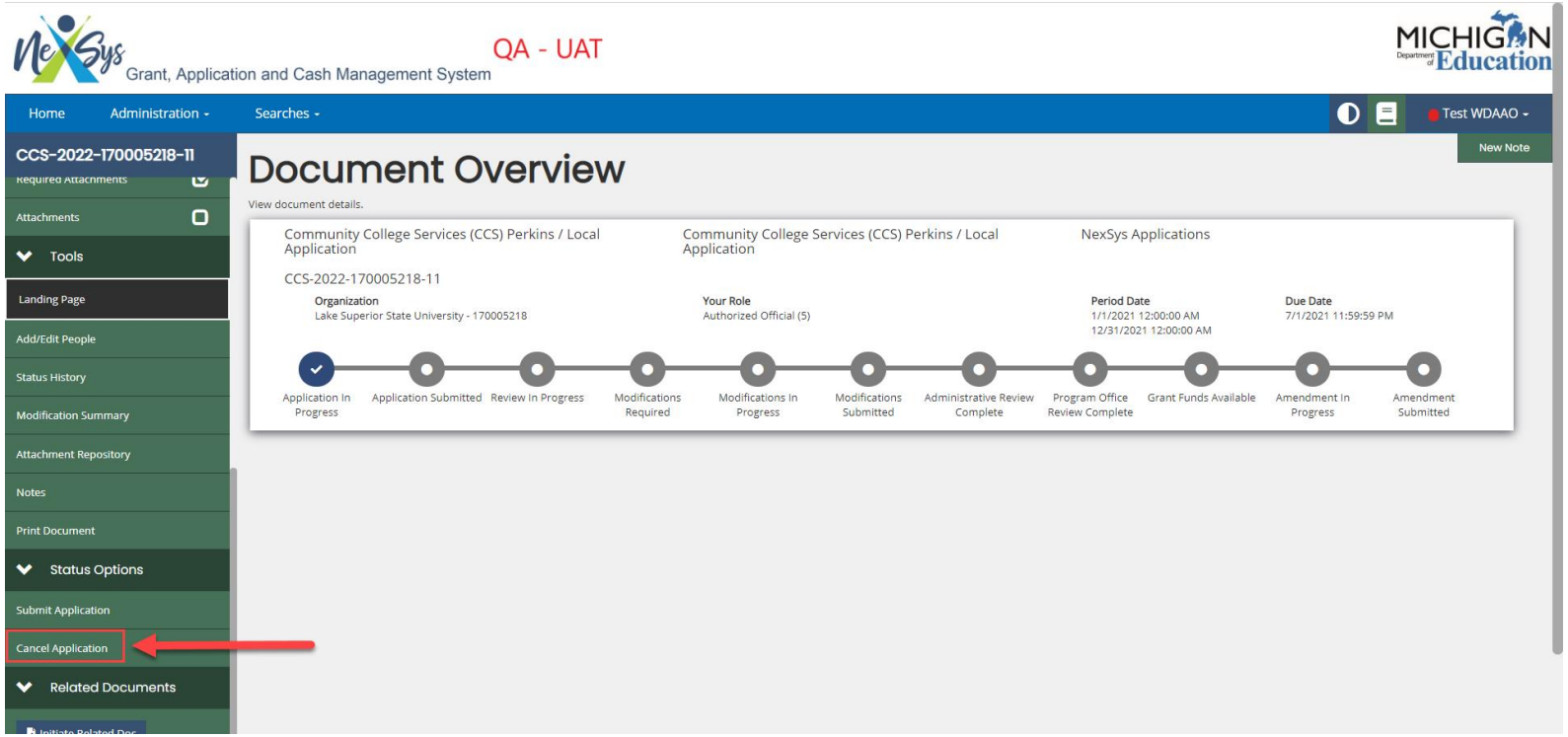
A confirmation message will populate, select “OK” to submit the Local Application.



Cancel the Local Application

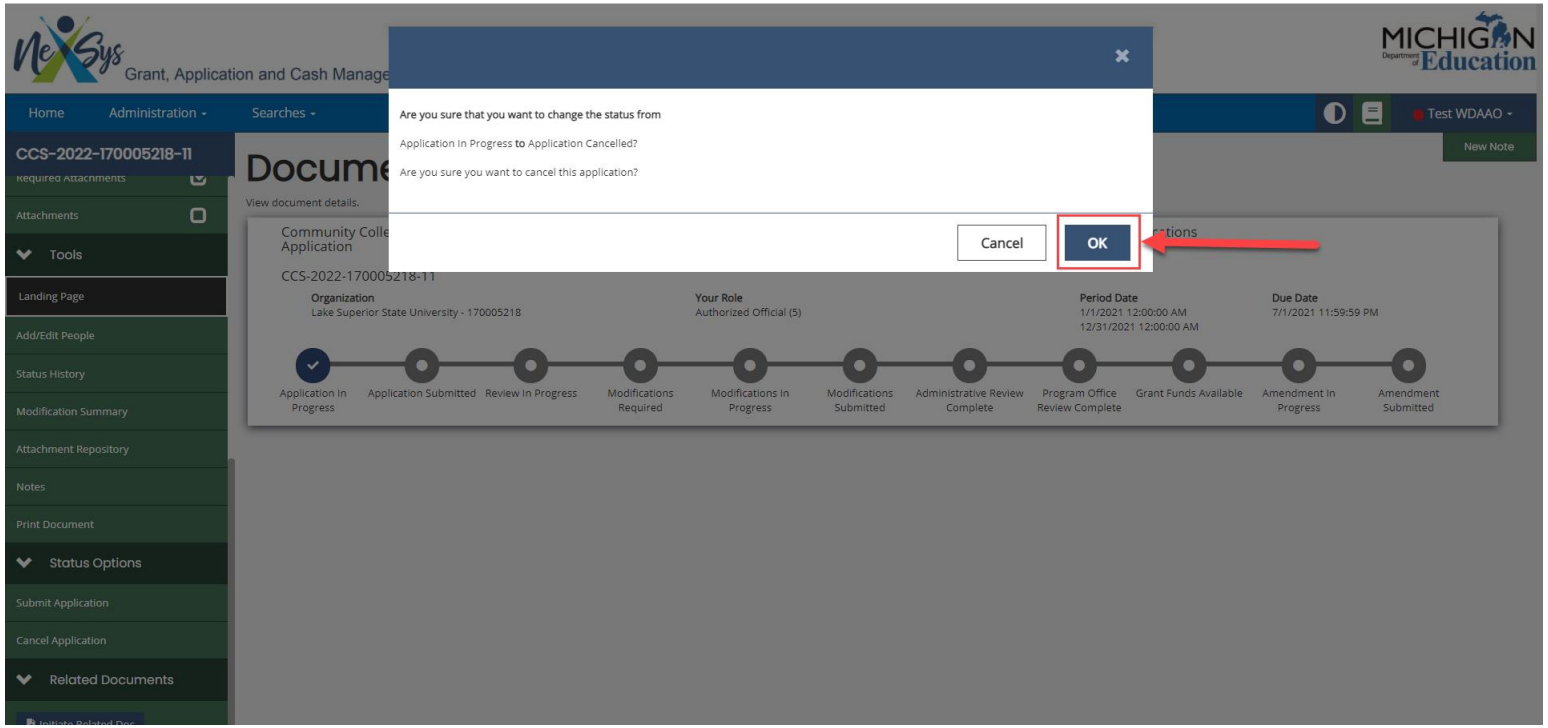
If for any reason the application must be cancelled, the Level 5 user has this option available to them at any time between initiation and submission.

Select “Cancel Application.”



Cancel the Local Application cont.

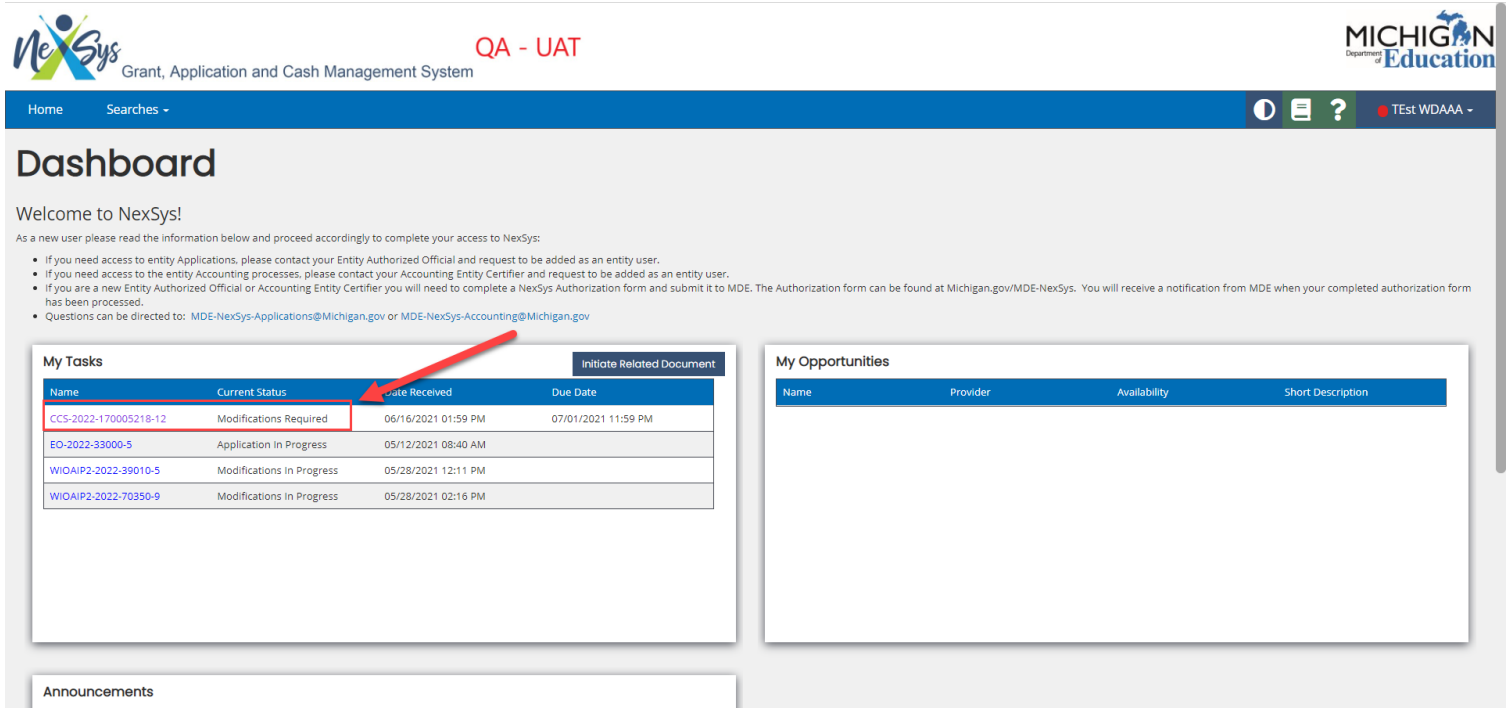
A confirmation message will populate, select “OK” to cancel the Local Application.



Modify the Local Application

If the Perkins Postsecondary program office requires modifications to the Local Application after their initial review, please login to NexSys and locate the Application under “My Tasks.”

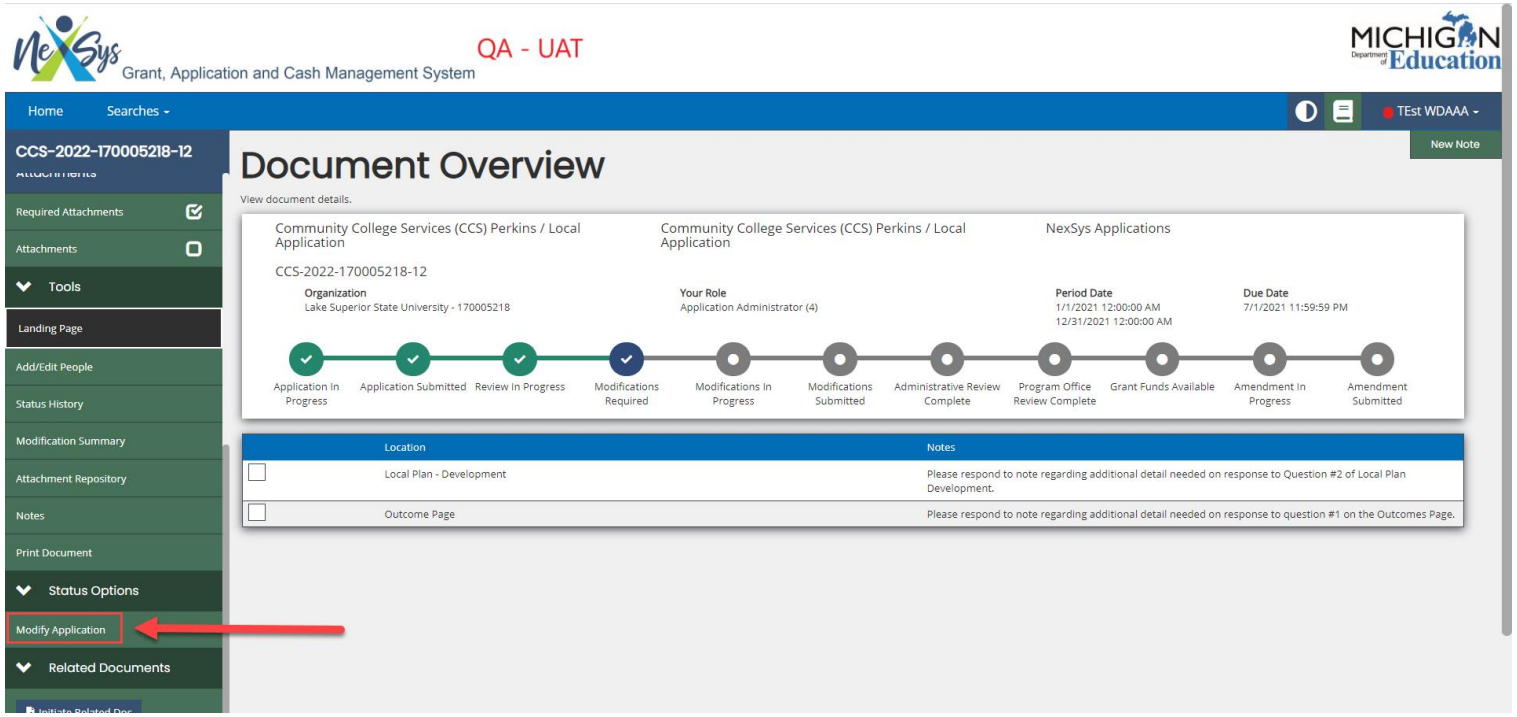
Select the blue colored alphanumeric link under “Name” to access the application.



Modify the Local Application cont.

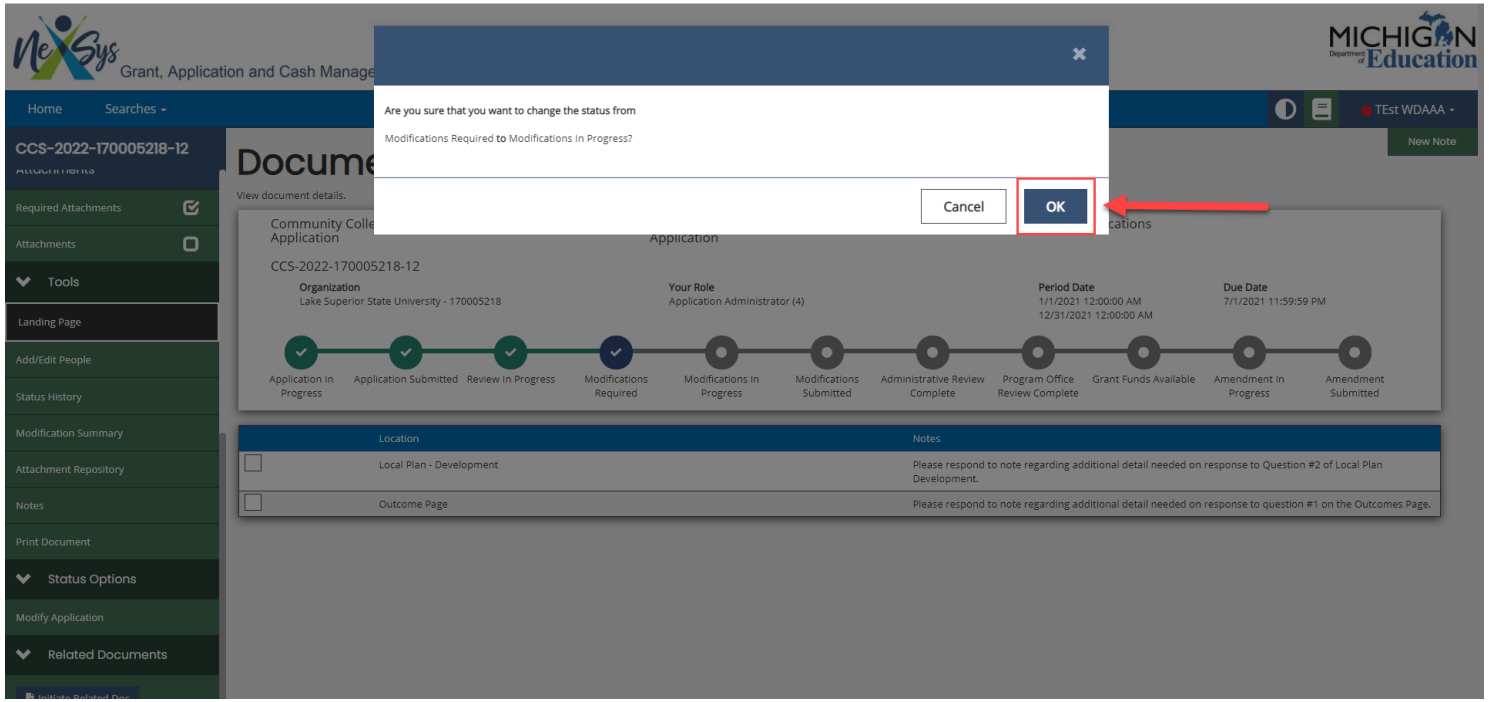
The application will open to the Document Overview page. Scroll down in the menu on the left-hand side until you see the “Status Options” available.

Select “Modify Application.”



Modify the Local Application cont.

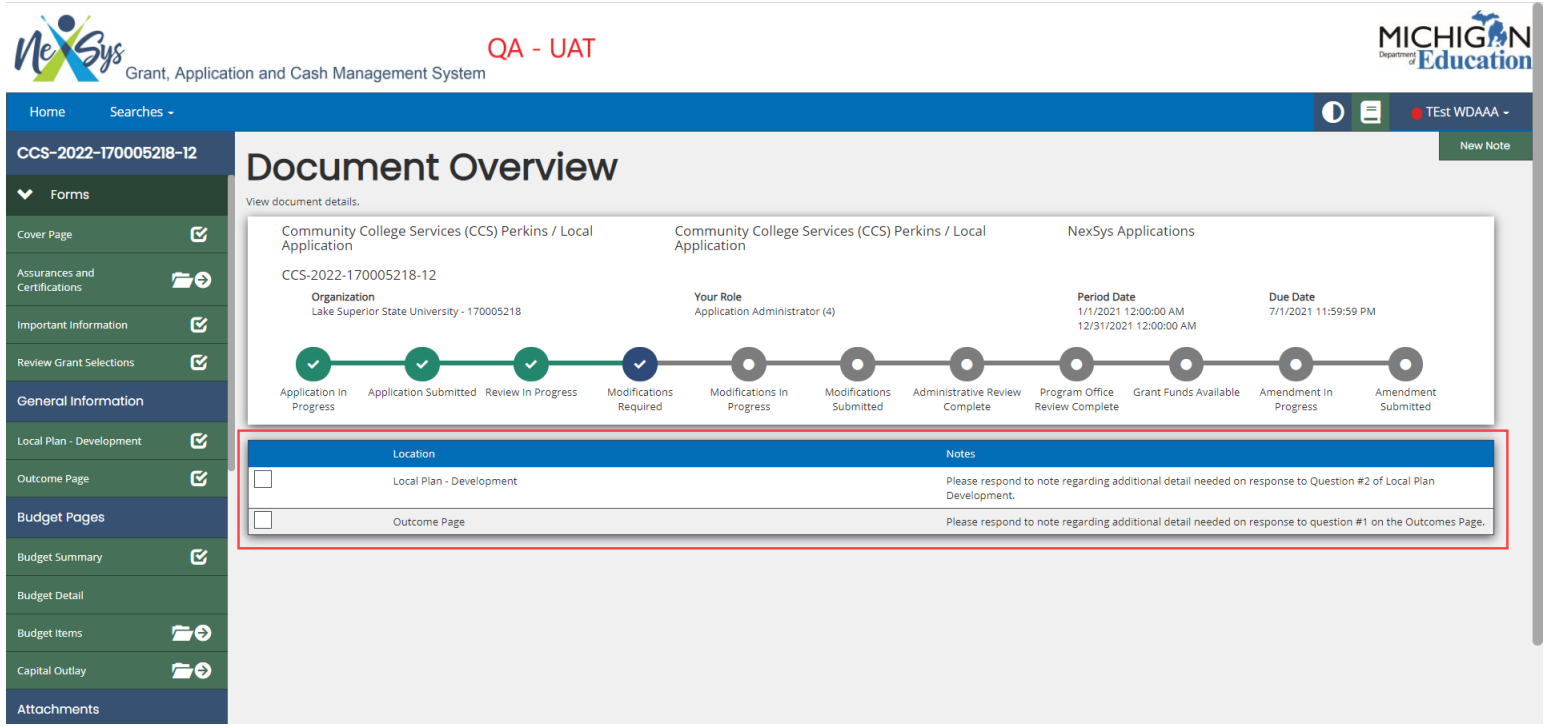
A confirmation message will populate, select “OK” to modify the Local Application.



Modify the Local Application cont.

The application will return to the Document Overview page.

Any required modifications will be noted on the Document Overview page beneath the application timeline. Note the Location of the required modification and the short note will direct you to the “Notes” page of the application to respond.

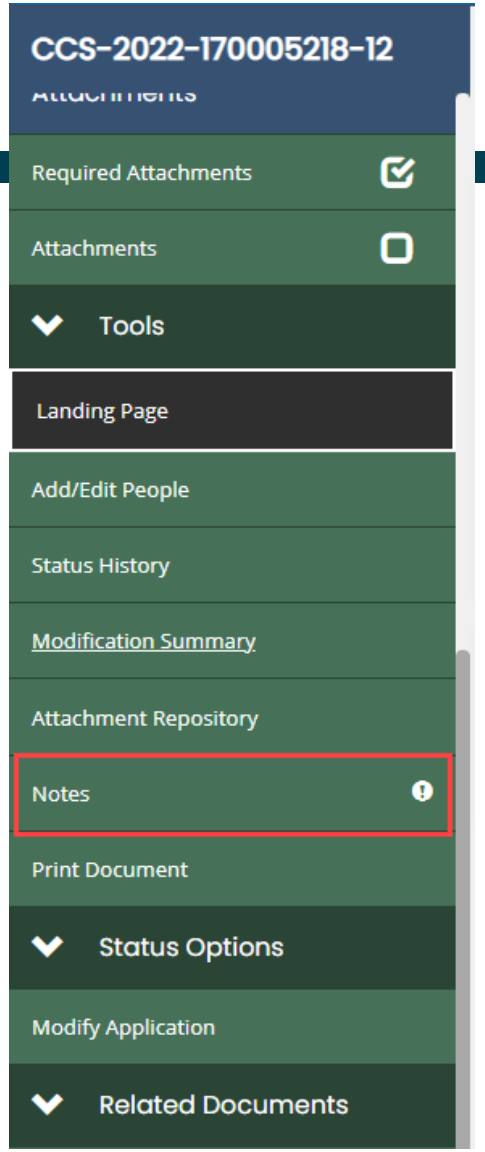


Modify the Local Application cont.

Scroll down within the menu on the left-hand side of the page until the “Notes” page is located under Tools.

An exclamation point icon will indicate the presence of new notes for the user to respond to.

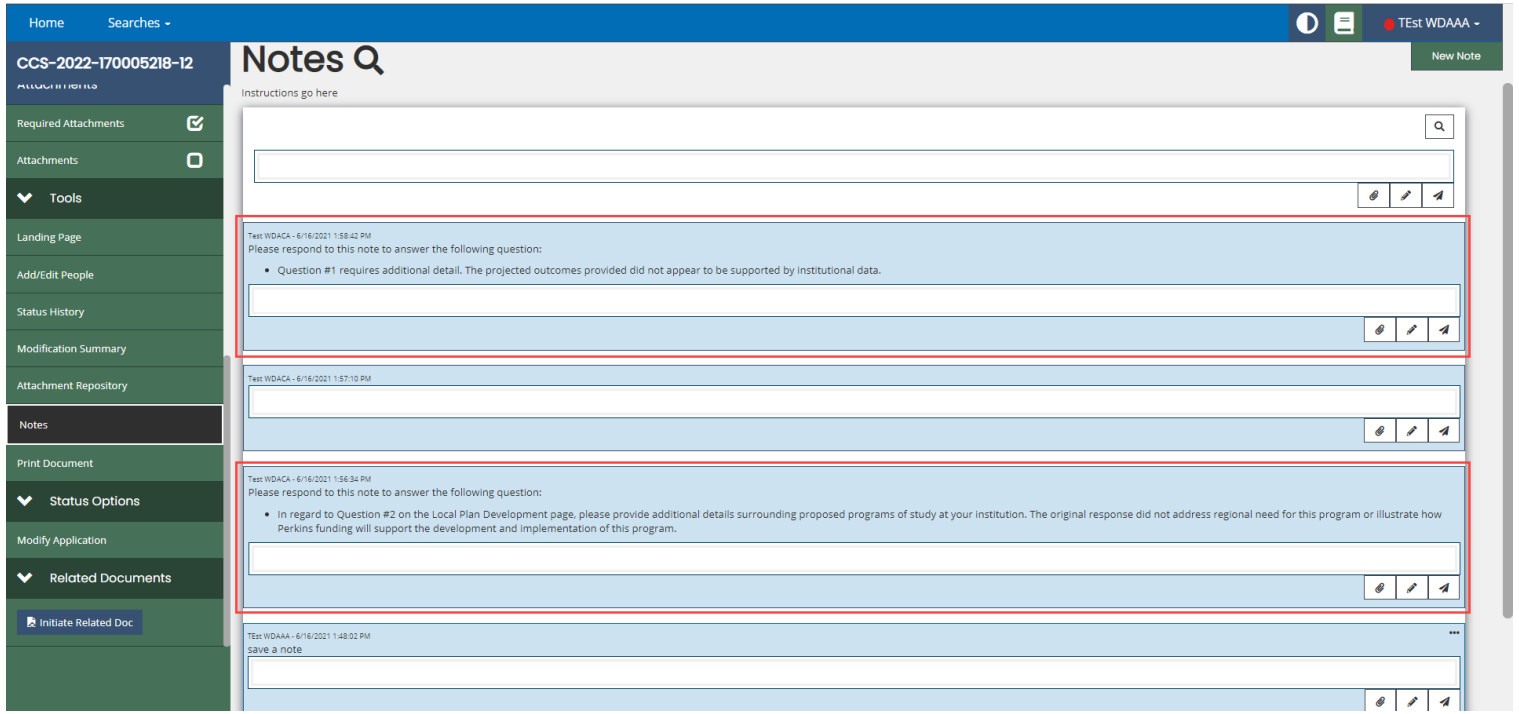
Select “Notes” to open the Notes page.



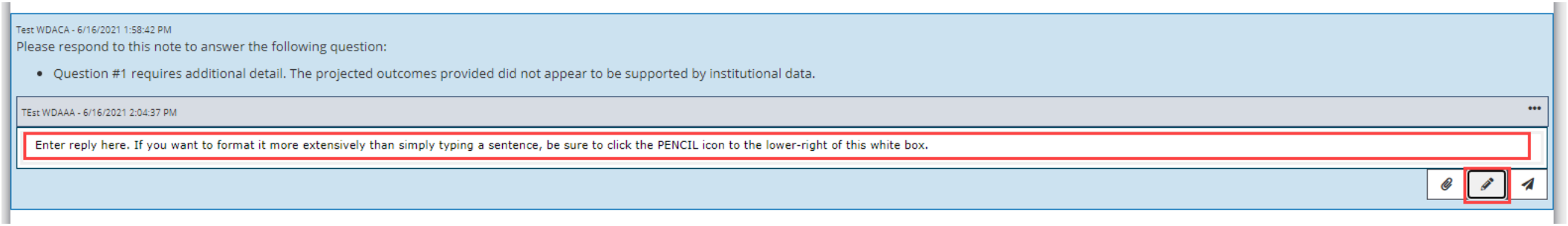
Modify the Local Application cont.

If modifications are required, new notes will be present to indicate exactly what must be added or clarified.

If the modification involves a narrative response, please enter said response here on the notes page directly below the prompt.



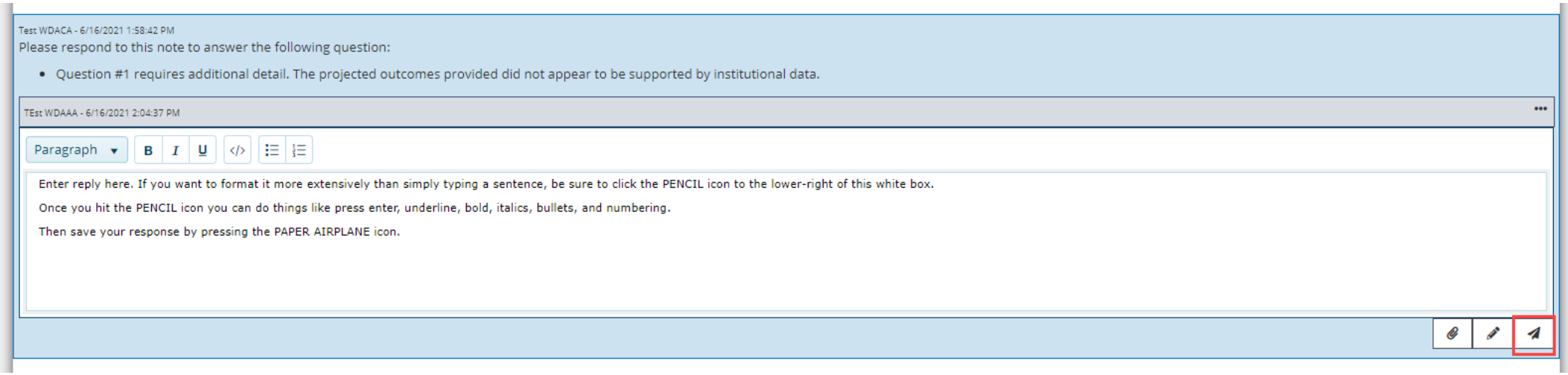
Modify the Local Application cont.



The white box immediately below the prompt can be clicked into and text can be entered.

Select the Pencil icon below and to the right to toggle the full text editor to allow for more robust formatting.

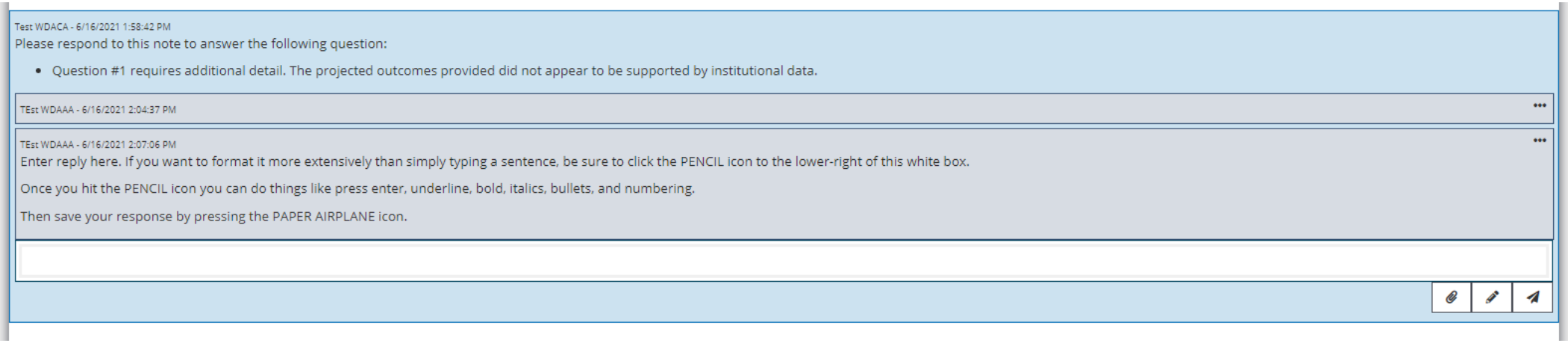
Modify the Local Application cont.



When the full text editor is toggled, you can format the narrative response however is desired. Bullets and numbering are even available.

Select the paper airplane icon to save and submit the response.

Modify the Local Application cont.



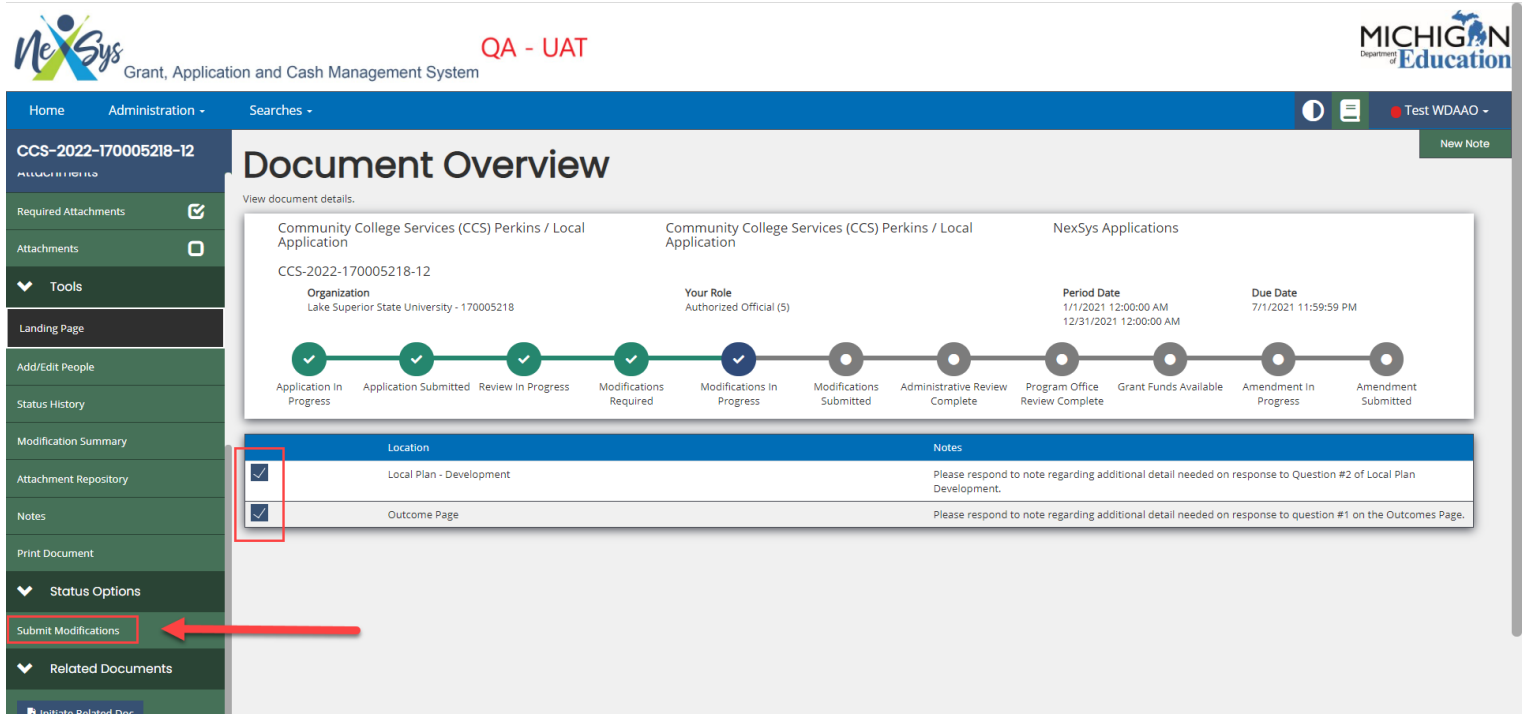
The saved and submitted response will immediately populate within the note. There is no further action required for this prompt.

If additional prompts are present repeat this process. If modifications are required within the budget, make those modifications to the budget items indicated.

Submit Modifications to the Local Application

Modification notifications found on the Document Overview page can be checked off as a visual checklist as individuals complete them.

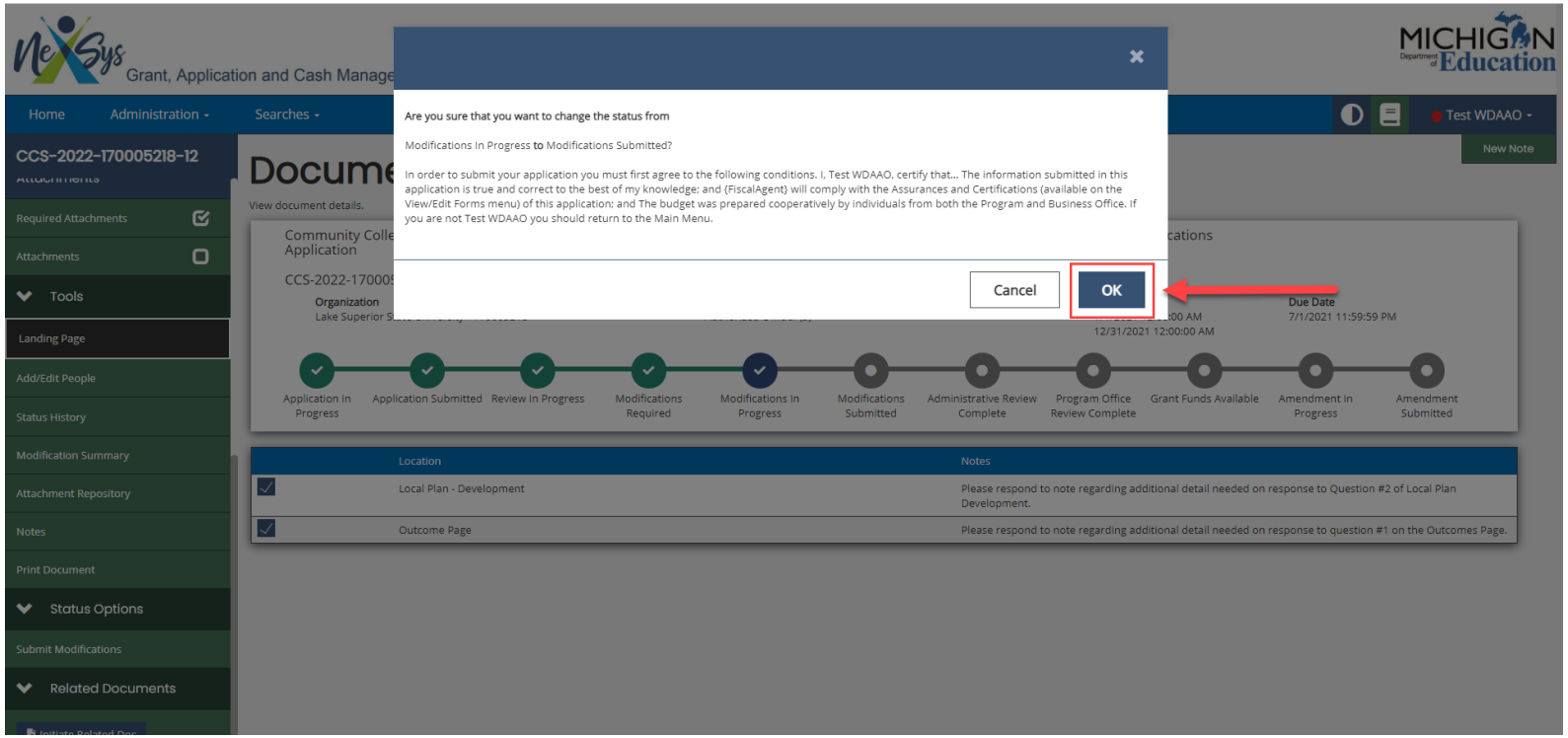
Once all requested modifications are addressed, select “Submit Modifications” from the Status Options menu on the left-hand side.



Submit Modifications to the Local Application

A confirmation message will populate, select “OK” to submit the modifications to the Local Application.

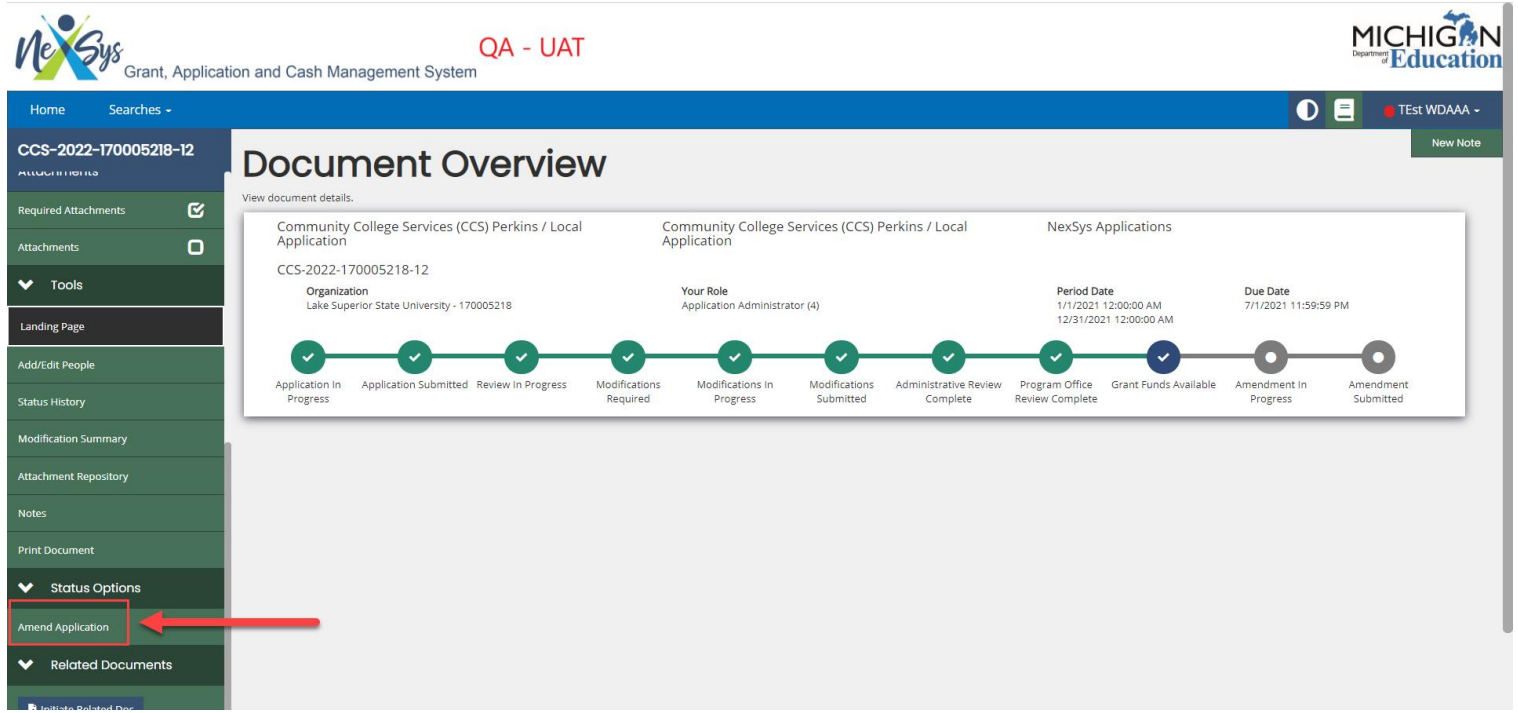
This will allow the application to flow back to the Perkins Postsecondary program office in order to complete their review and subsequently make grant funds available.



Amending the Local Application

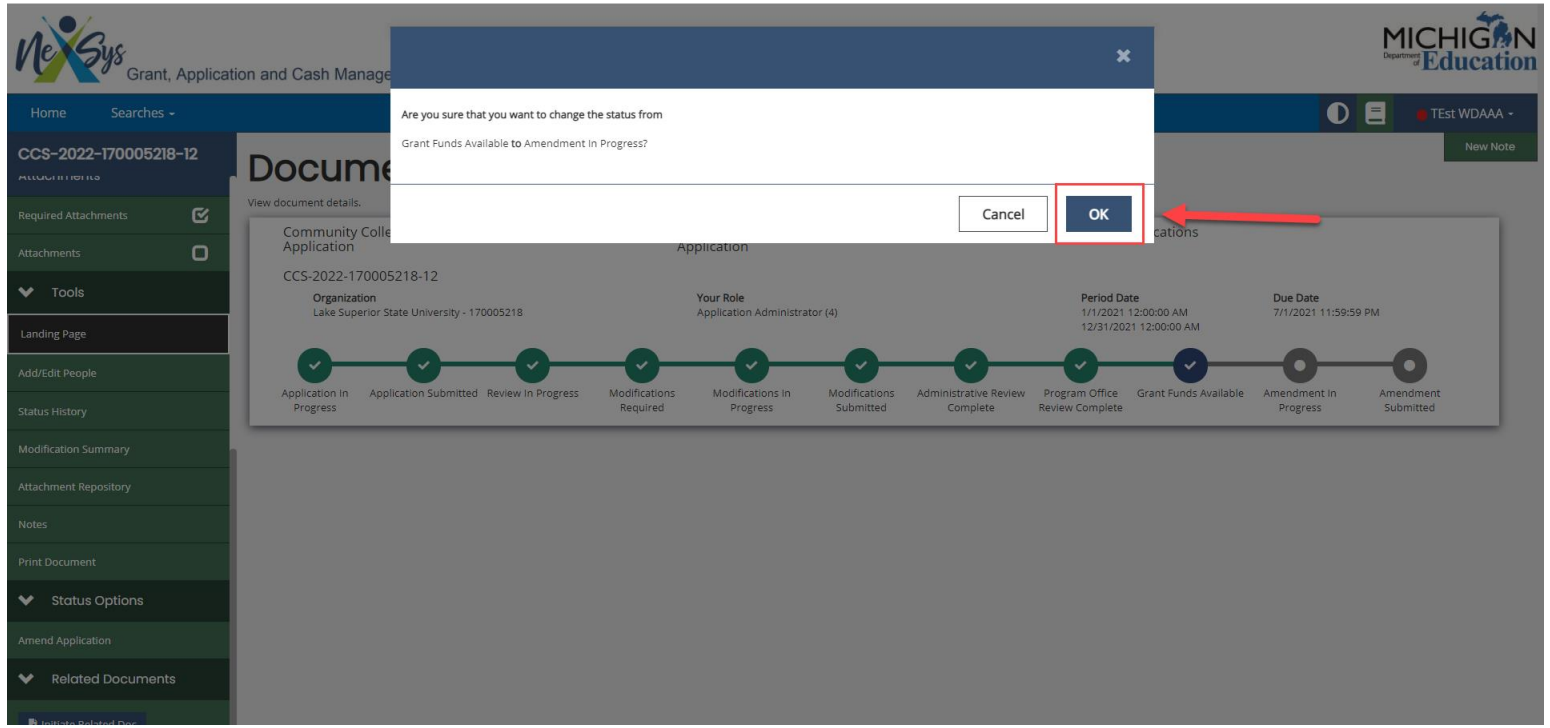
After the Local Application has been reviewed and approved and grant funds have been made available it is common to see institutions amend the approved application.

To initiate an amendment, login to NexSys, utilize the search function to locate and enter the application, scroll down to Status Options, select “Amend Application.”



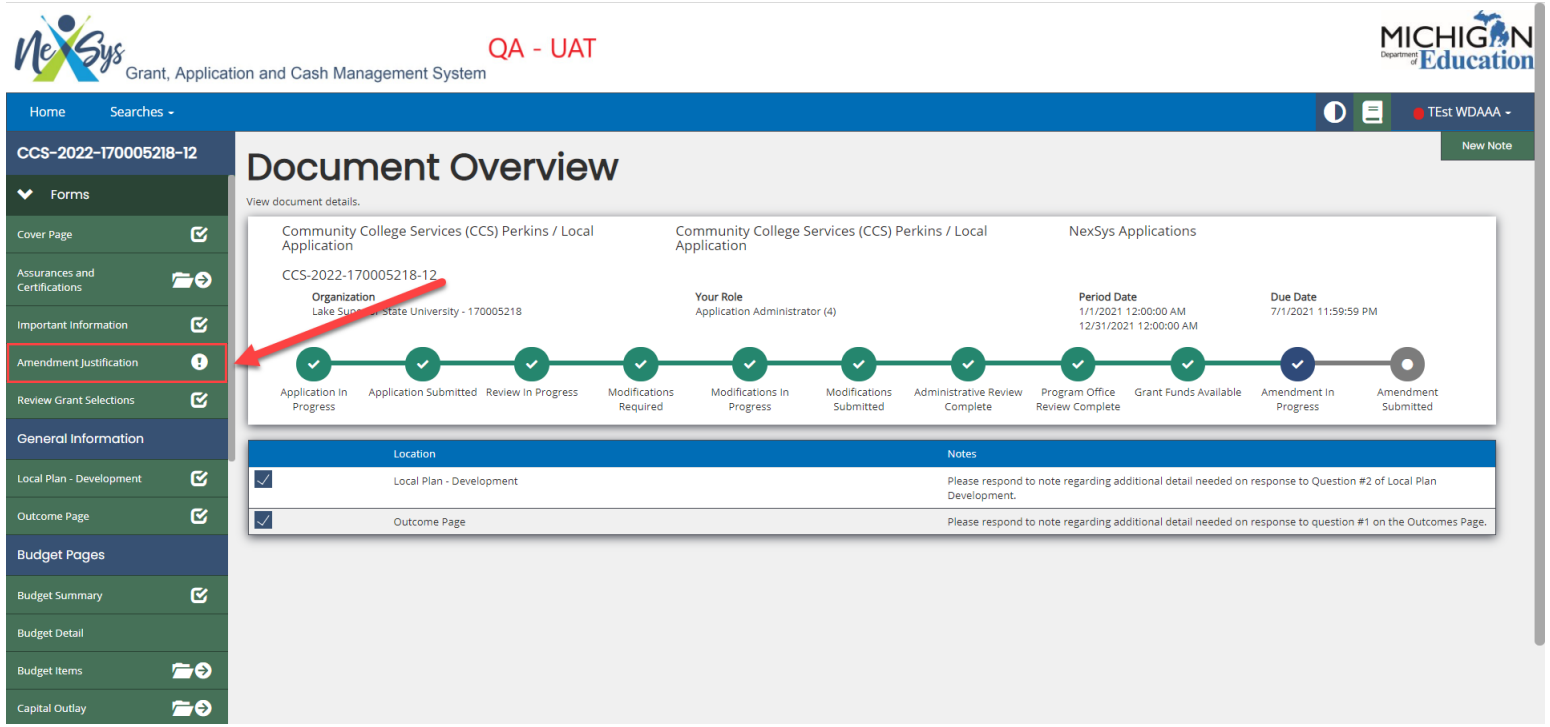
Amending the Local Application cont.

A confirmation message will populate, select “OK” to initiate and amendment to the Local Application.



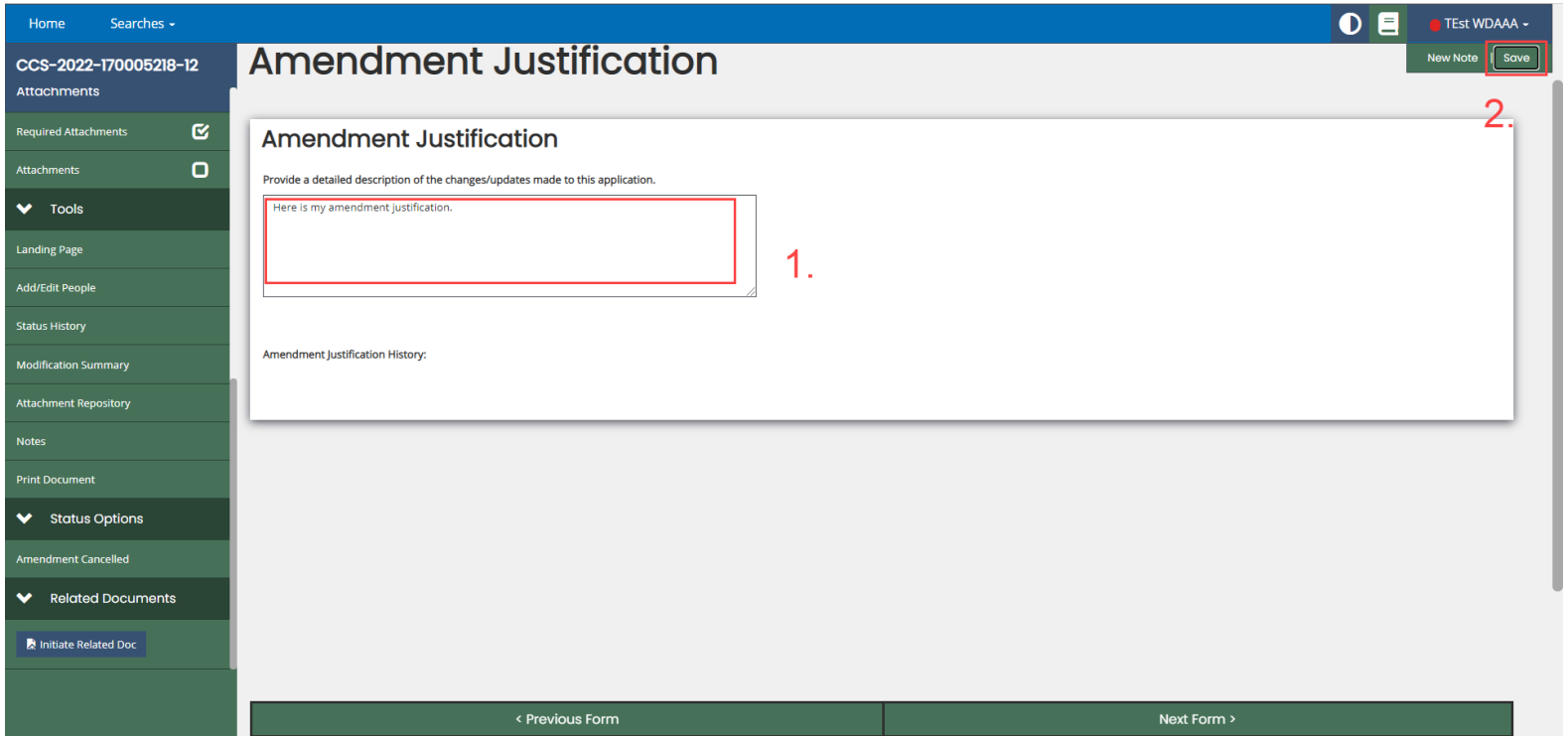
Amending the Local Application cont.

Once the desired amendments have been entered be sure to navigate to the “Amendment Justification” page to enter a narrative explanation of the executed amendments.



Amending the Local Application cont.

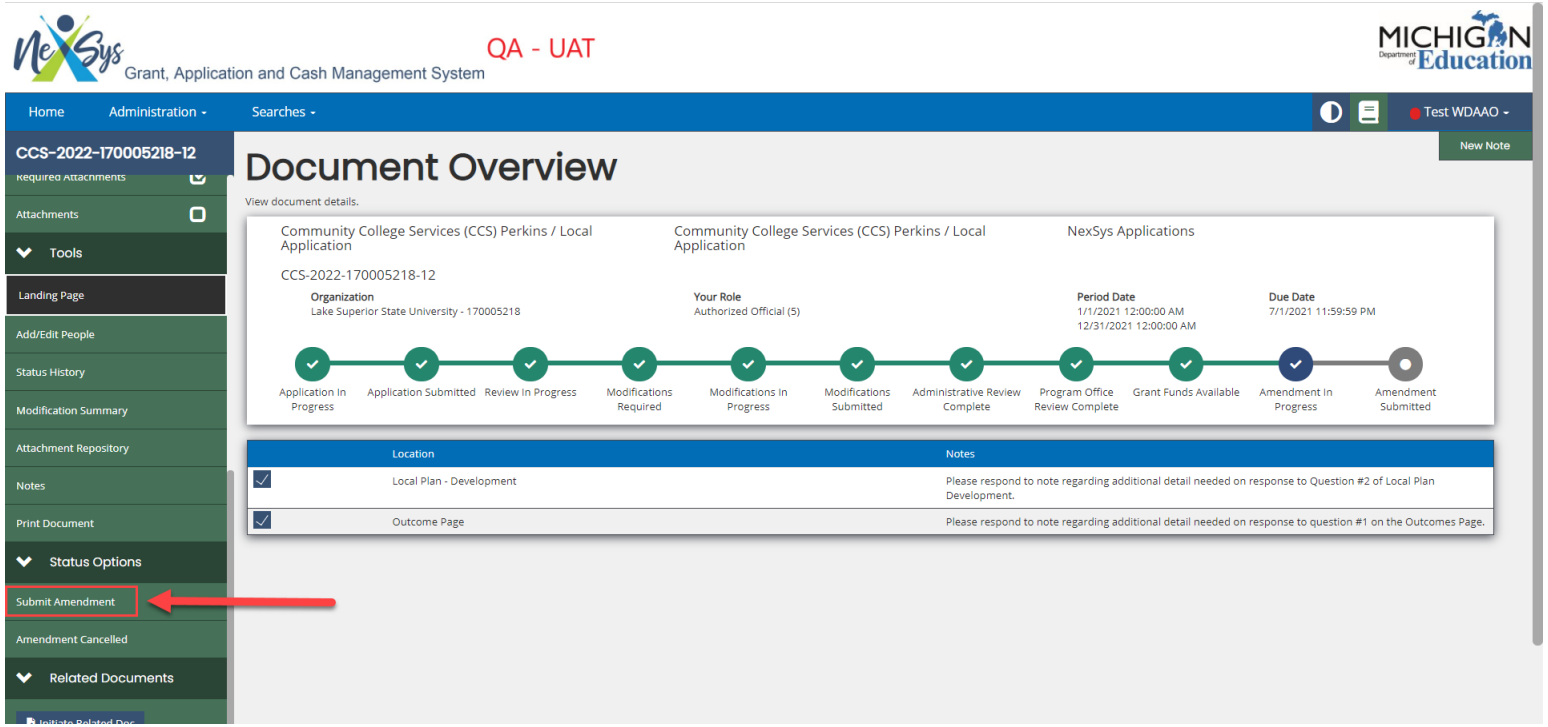
1. Enter a narrative explanation of the executed amendments.
2. Select “SAVE” in the upper-right hand corner to save the response.



Submit Amendments to the Local Application

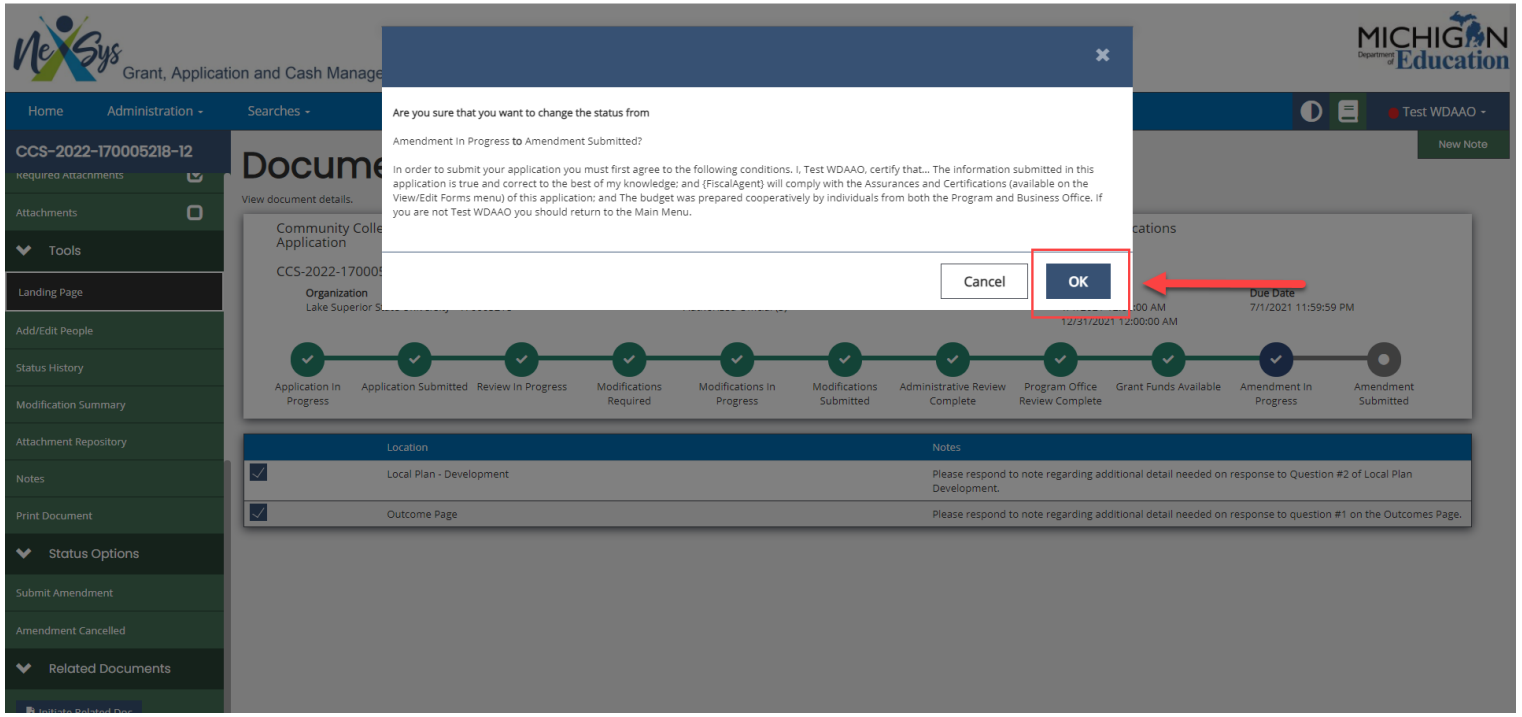
Scroll down within the menu on the left-hand side of the page to the available status options.

Select the “Submit Amendment” option.



Amending the Local Application cont.

A confirmation message will populate, select “OK” to submit the amendment to the Local Application.

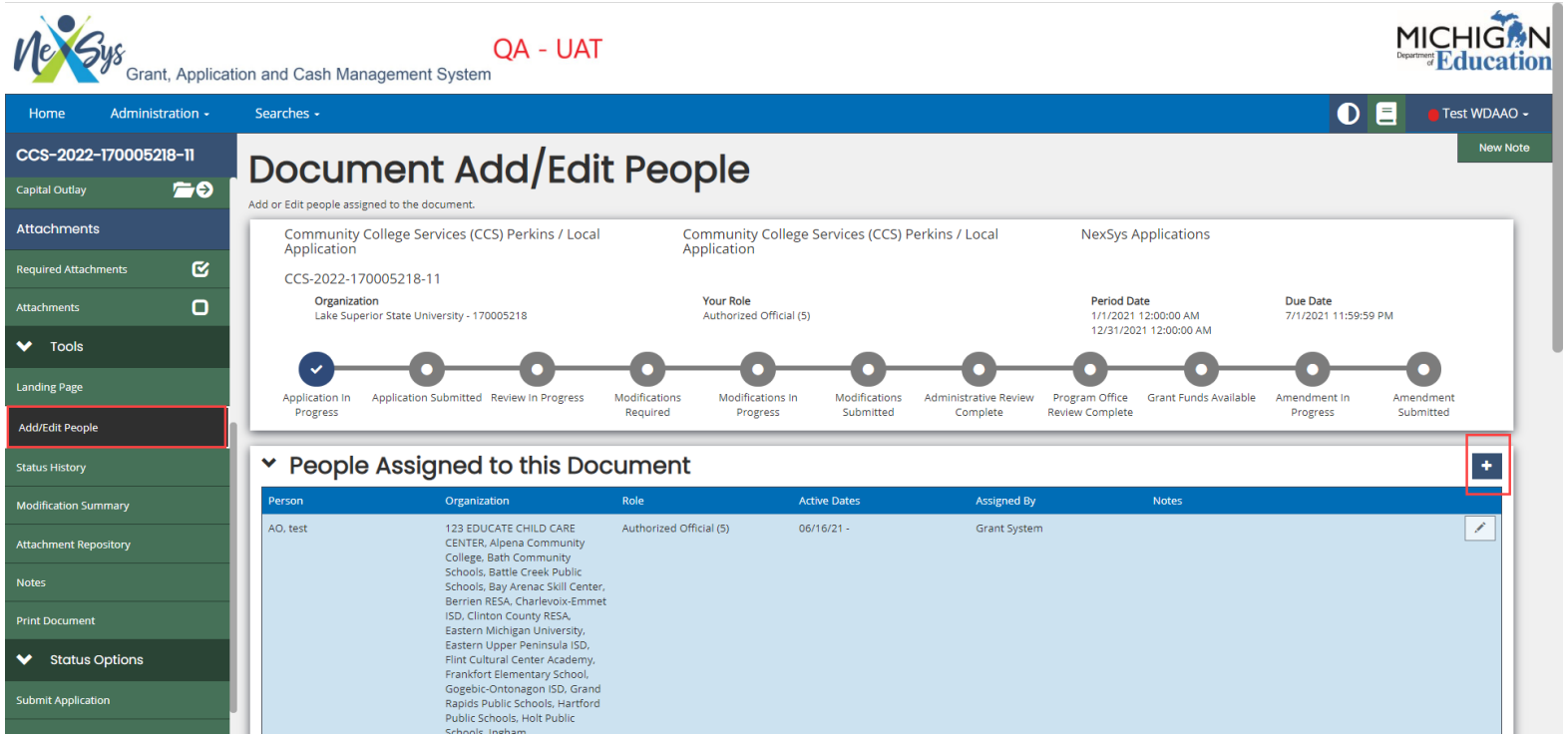


Document Add/Edit People

Within the Tools menu along the left-hand side of the page users are able to review and assign local users to the application as needed.

Select “Add/Edit People.”

Select the “+” symbol on the right-hand side to add a user to the application.



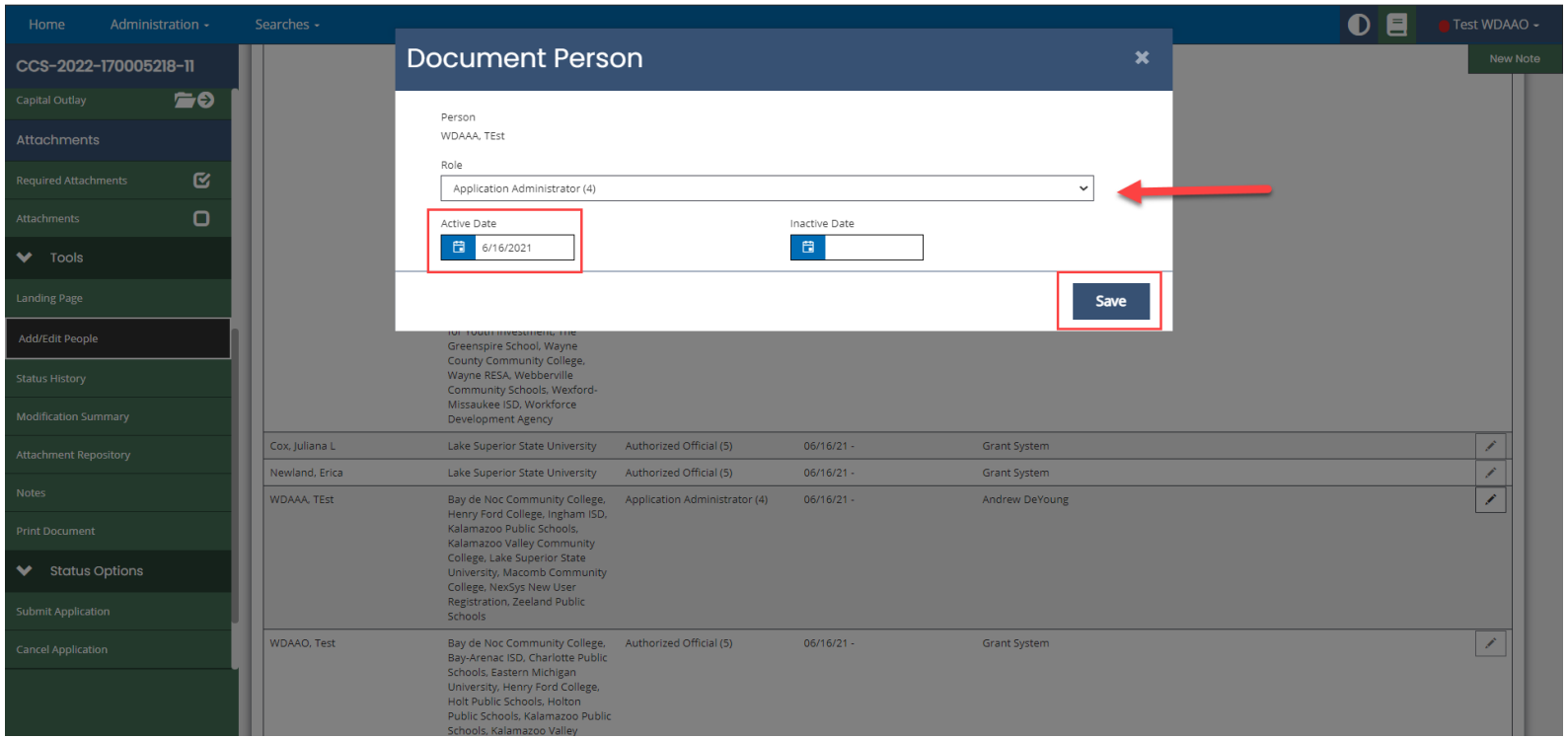
Document Add/Edit People cont.

Select the desired user from the drop-down menu.

Select the user's role within the application. Level 5 users can assign any other non level 5 user assigned to the agency.

Add an Active Date for the user.

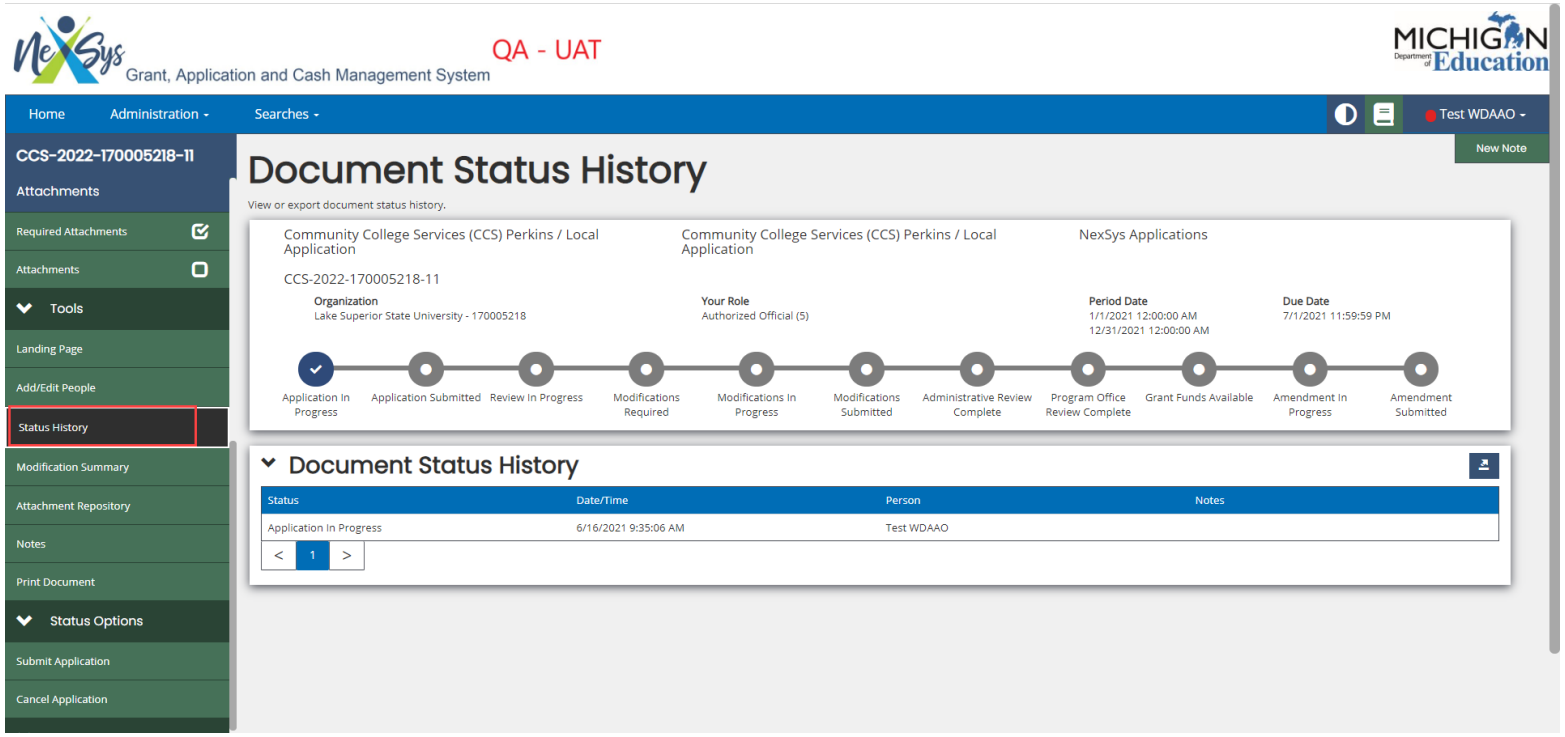
Select "SAVE."



Status History

To view the status history of the application, select the “Status History” page from the menu on the left-hand side of the page under Tools.

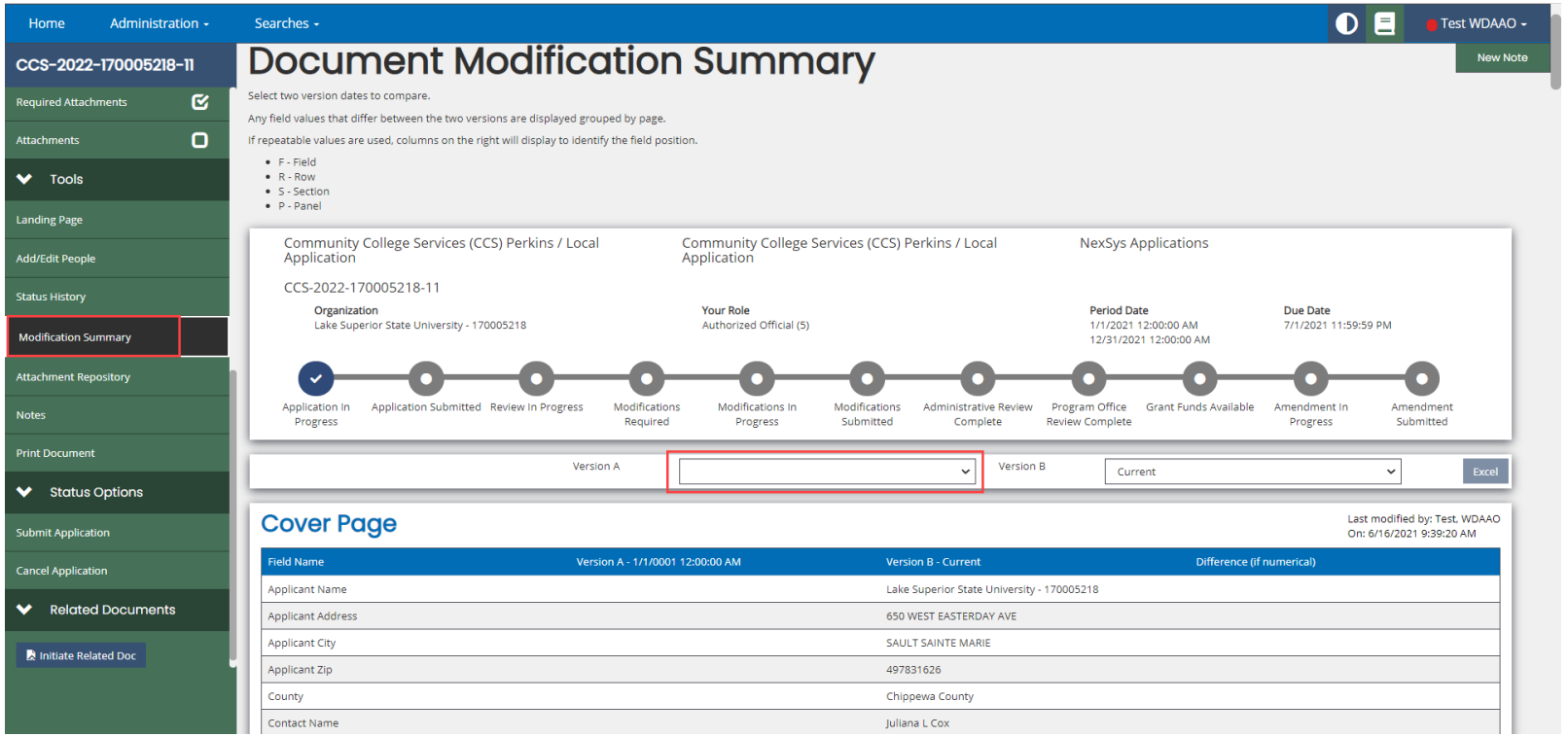
This page is purely informational.



Modification Summary

To view the Modification Summary of the application, select the “Modification Summary” page from the menu on the left-hand side of the page under Tools.

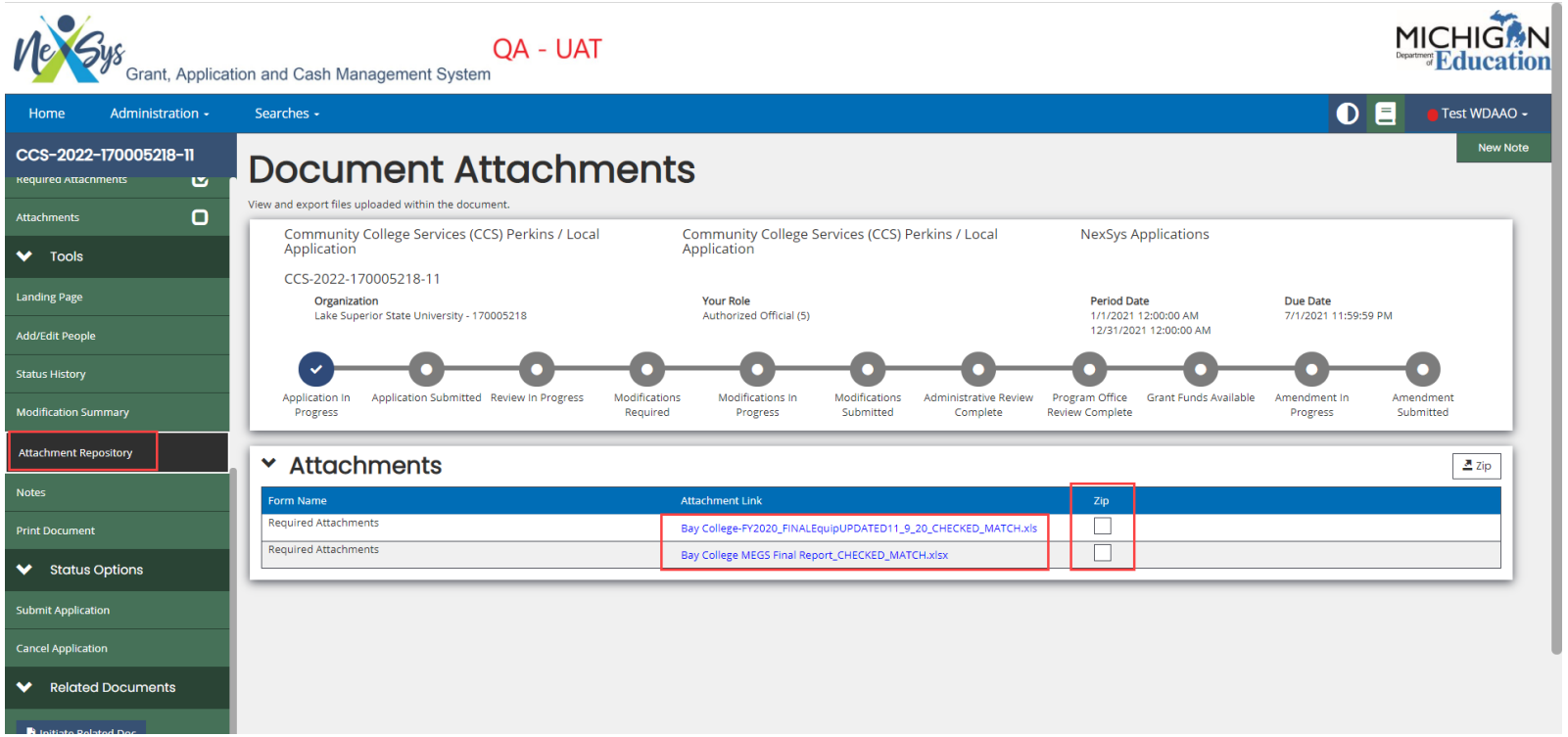
By selecting previous versions from the first drop-down, users can compare current or another previous version to each other.



Attachment Repository

Select the “Attachment Repository” page from the menu on the left-hand side of the page under Tools to view any attachments that have been uploaded to the Local Application.

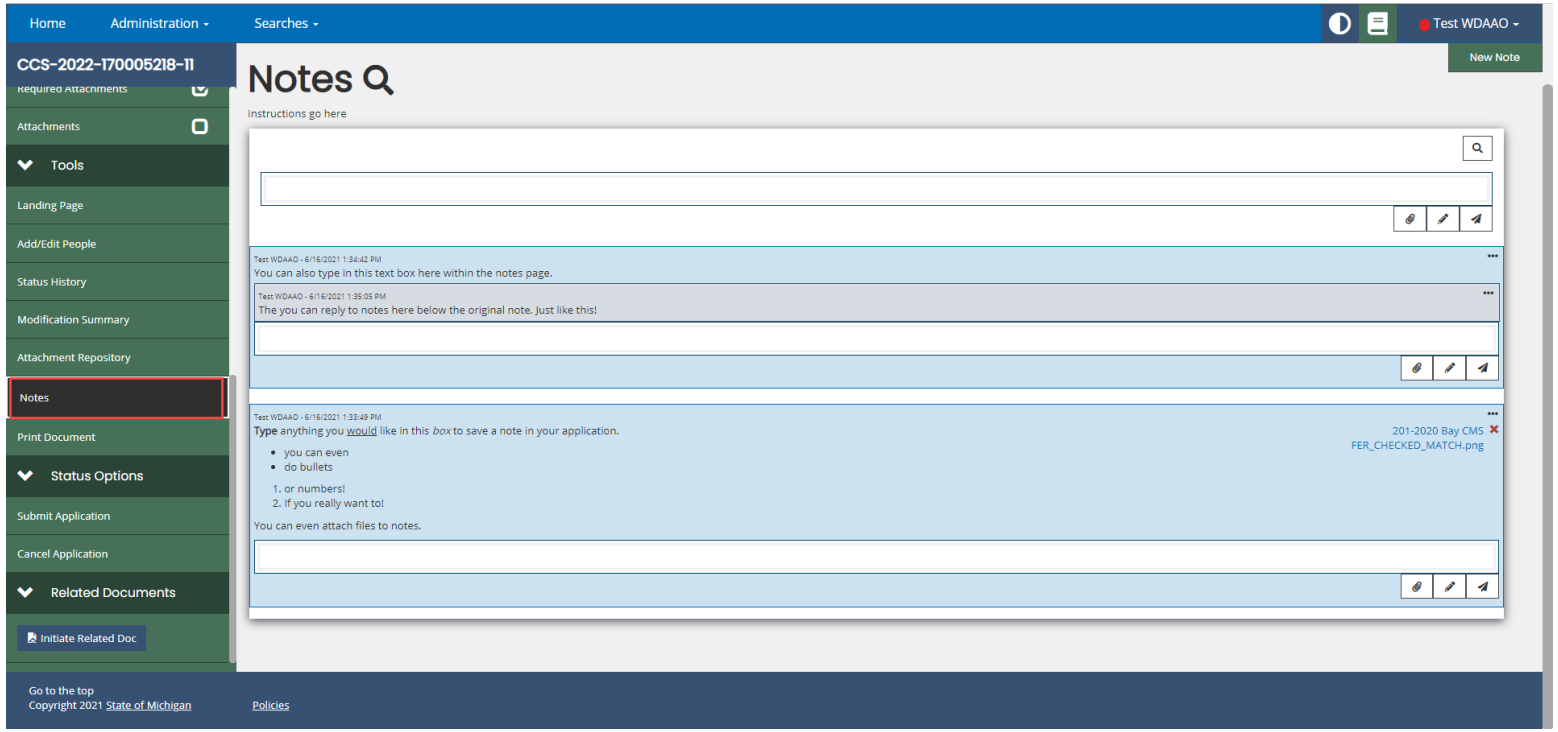
Uploads can be opened from this page by selecting the blue colored link or can be compressed/zipped for saving together.



Notes

Select the “Notes” page from the menu on the left-hand side of the page under Tools to view any notes that have been entered into the Local Application.

Notes can be read, edited, added and saved from the Notes page.



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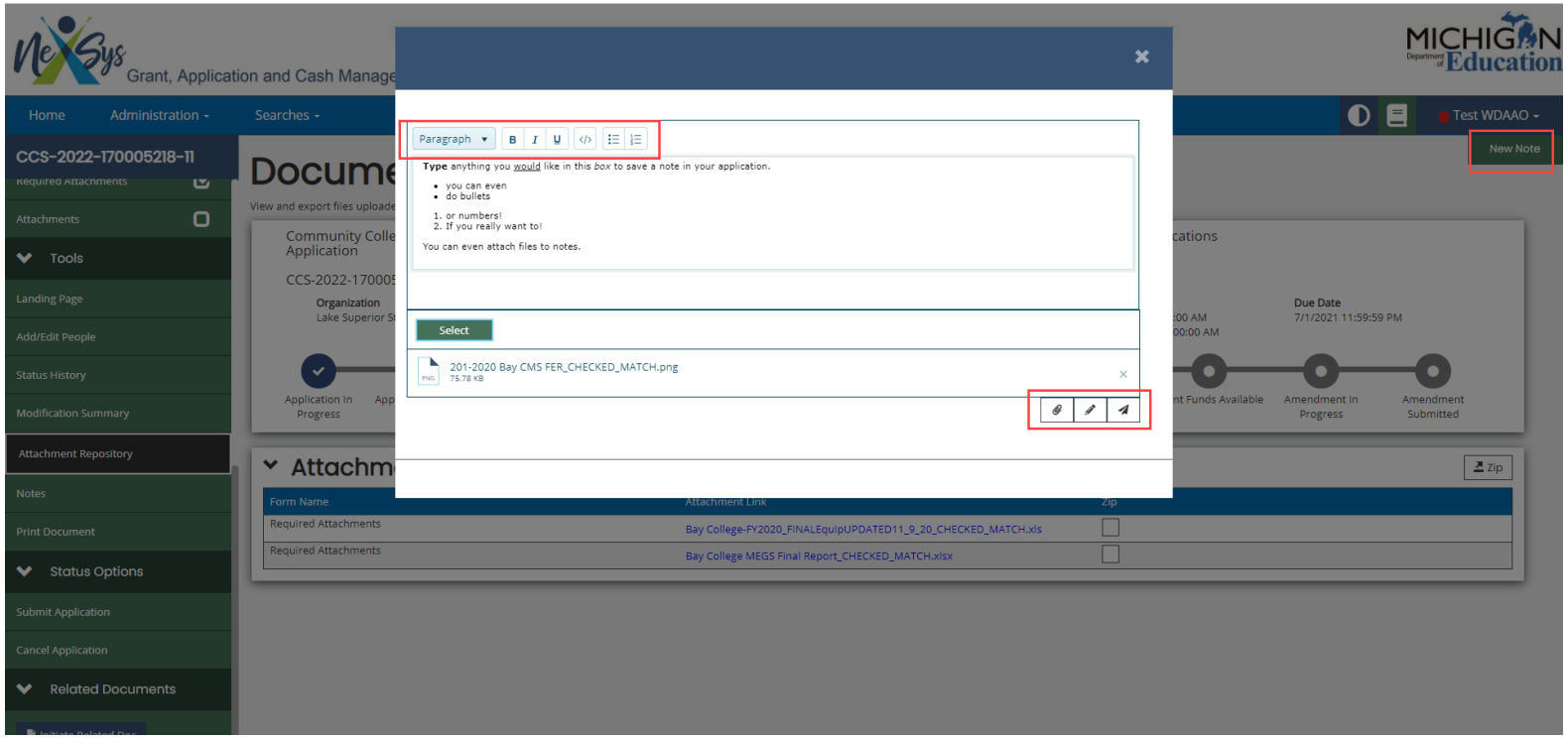
Notes cont.

Notes can also be added from any page within the application by selecting the “New Note” button found in the upper-right hand corner of any page.

A pop-up window will appear with a full text editor to create and save new notes.

User can also attach documents to individual notes as desired.

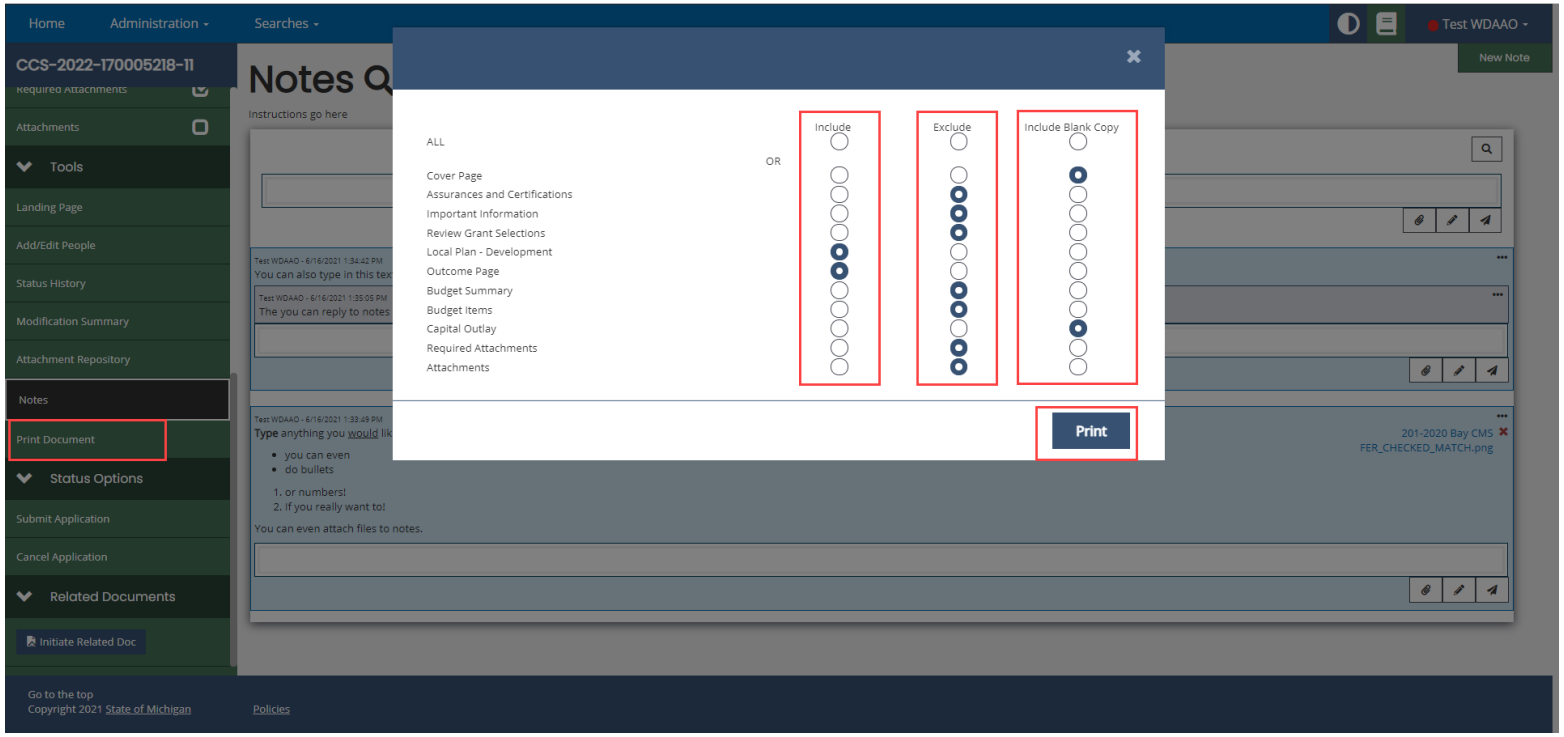


Print Document

Select “Print Document” from the Tools menu to open a pop-up window that allows user to select or deselect individual sections of the application to print.

The top-most row of radial buttons allows for all pages within that column to be selected

Select “Print” to download the selected pages.



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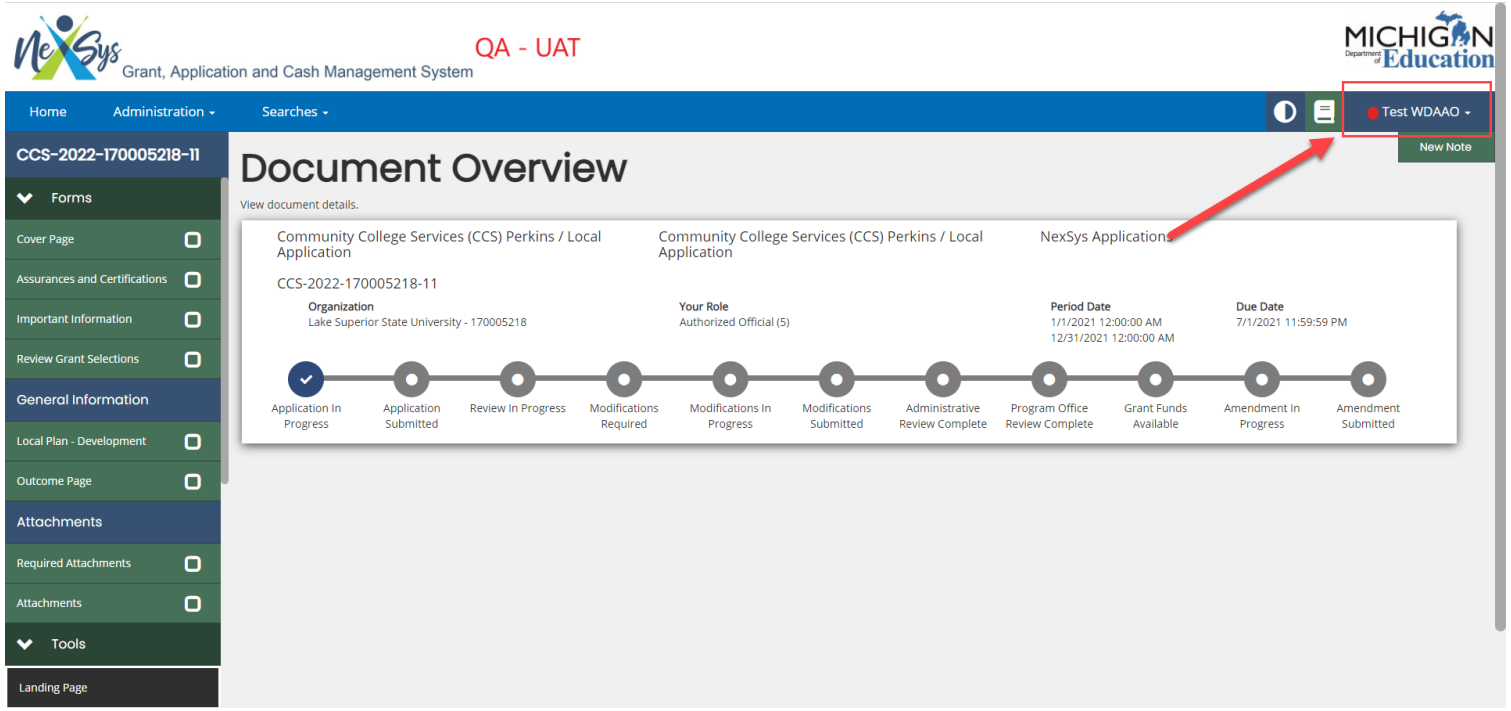
User Profile

Once initiated, the Local Application will open to the Document Overview page, AKA the Landing Page.

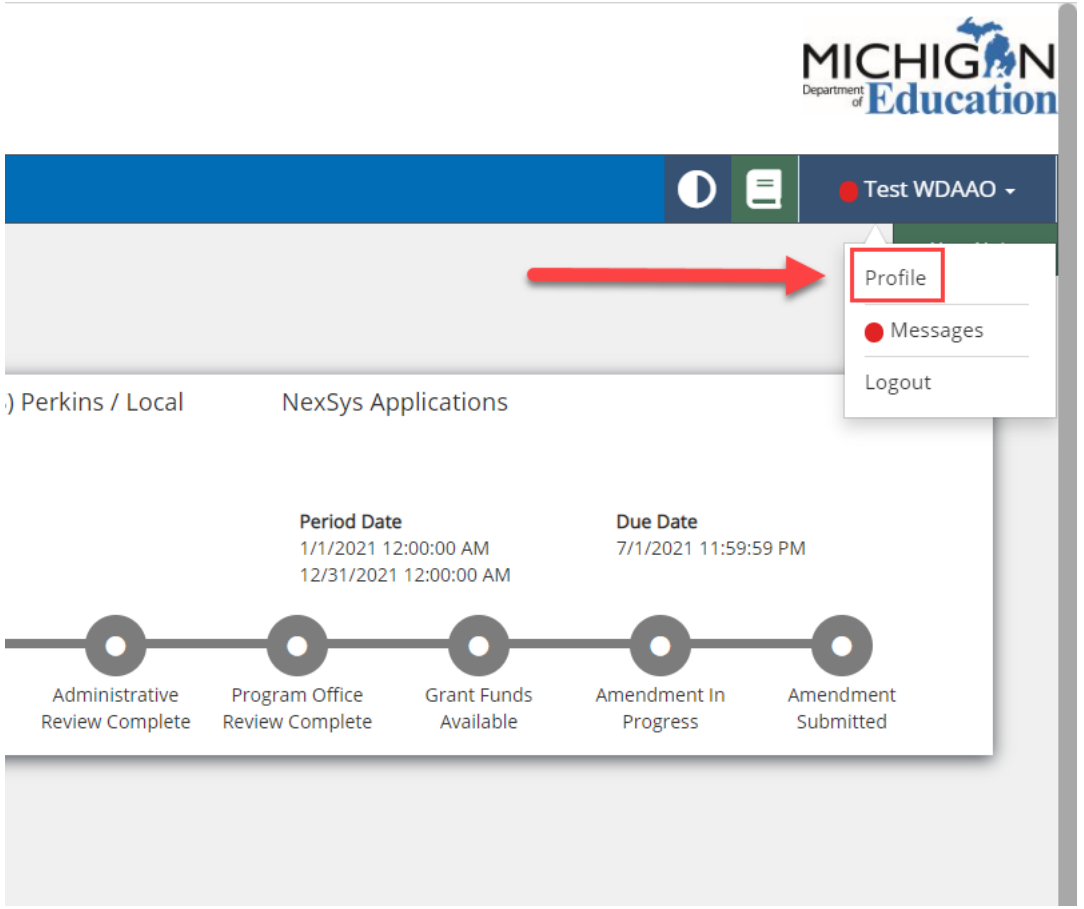
Locate and select your name in the upper-right corner of the screen to drop down a short menu.



User Profile

Select the “Profile” link from the drop-down choices.

This is also where users can access system messages received.

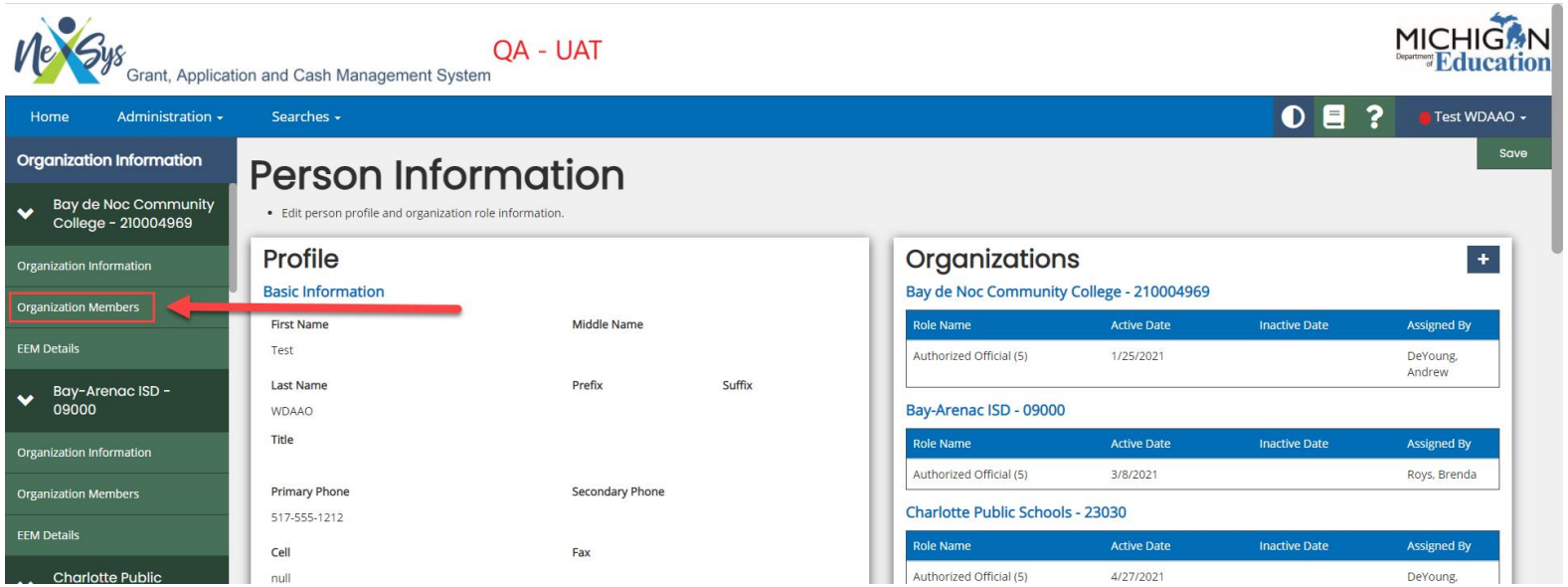


Organization Members

Feel free to review Organization and Personal Information.

Select Organization Members from the green colored menu on the left-hand side to review all users associated with the organization.

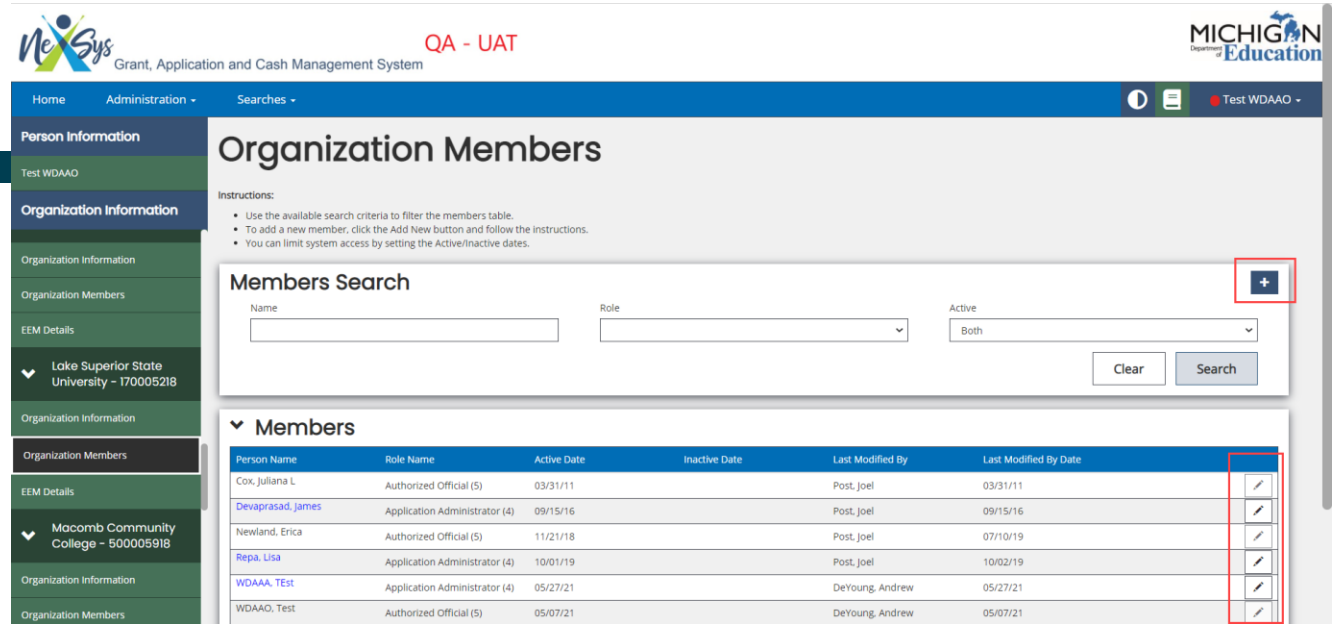
NOTE This is not where users are assigned to a given application.

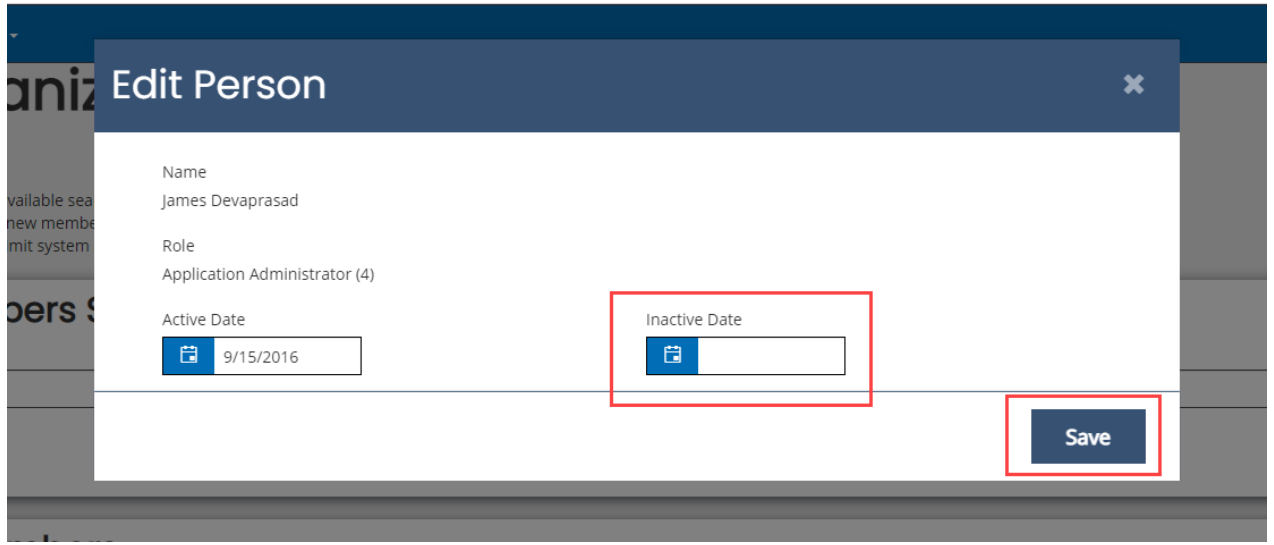


Organization Members

The Organization Members screen can be utilized to manage local users. This includes removing users that have retired or left the institution for any reason.

Users can be marked “Inactive” by selecting the Pencil icon to the right of their entry and selecting an Inactive Date within the pop-up window.





Perkins Postsecondary

Michigan Department of
Labor and Economic Opportunity -
Employment and Training

LEO-MiCC@michigan.gov