This document is intended to assist district staff in completing the CTE Perkins application. It was written before the application went "live" and there may have been changes made in MEGS+ based on testing.

INITIATE THE APPLICATION

Level 5 from the regional fiscal agent must initiate the application:

- View "Available Applications/ Tasks"
- Click "Initiate" for CTE Perkins
- Click on "HOME"
- Click on "My Applications/ Tasks"
- Select CTE Perkins by clicking on the application identifier (CTE-P-2016-XXXX-XXXXX)

APPLICATION MENU

- Click on "My Applications/ Tasks"
- Select CTE Perkins by clicking on the application identifier (CTE-P-2016-XXXX-XXXXX)
- Select "View/Edit"

ADD CONTACTS TO MEGS+ BY AUTHORIZED OFFICIALS

- Click "Agencies"
- Select agency
- Click "Agency Contacts"
- Click "Add Contacts"
- Search on partial or whole name or MEIS ID
- Select User Role
- Select Save
- If the person is a new MEGS+ user, click "New Contact" instead of "Add Contacts"

INDEX

1. COVER PAGE

If CTE Perkins Coordinator is incomplete or wrong, follow instructions on "CEPD CTE Administrator" page. If CTE Perkins Fiscal Contact is blank:

- From "Quick Links," select "Management Tools"
- Select "Add/Edit People"
- Search (if the person you are looking for is not already listed)
- Click the box next to the person's name
- Select "CTE Perkins Fiscal Contact" under Grant Contact Type
- Click SAVE
- Return to Cover Page (click View/Edit in the Quick Links) to make sure fiscal contact has been completed
- Select SAVE

Region No. 13

CTE PERKINS COORDINATOR			
Legal Name	Jarrad Grandy		
Legal Name of Agency	Kent ISD		
Address	2930 Knapp NE		
City Grand Rapids	**State** Michigan	**Zip Code** 49525	
Telephone Number (616) 365-2385	**Fax** (616) 364-9796		
Email Address	jarradgrandy@kentisd.org		

FISCAL AGENT			
Legal Name	Kent ISD		
Superintendent	Kevin Konarska		
FEIN 381712500	**Recipent/District Code** 41000	**Building Code** 00000	
Address	2930 KNAPP ST NE		
City GRAND RAPIDS	**State** Michigan	**Zip** 49525-4518	
County Kent County		**Agency Type** ISD	
Telephone Number (616) 364-1333		**Fax Number** (616) 364-1488	
Email Address	kevinkonarska@kentisd.org		

CTE PERKINS FISCAL CONTACT			
Legal Name	Jarrad Grandy		
Legal Name of Agency	Kent ISD		
Address	2930 Knapp NE		
City Grand Rapids	**State** Michigan	**Zip** 49525	
Telephone (616) 365-2385	**Fax Number** (616) 364-9796		
Email Address	jarradgrandy@kentisd.org		

2. ASSURANCES AND CERTIFICATIONS

Click SAVE after reading

3. IMPORTANT INFORMATION

Click SAVE after reading

4. CMS FINAL EXPENDITURE REPORT

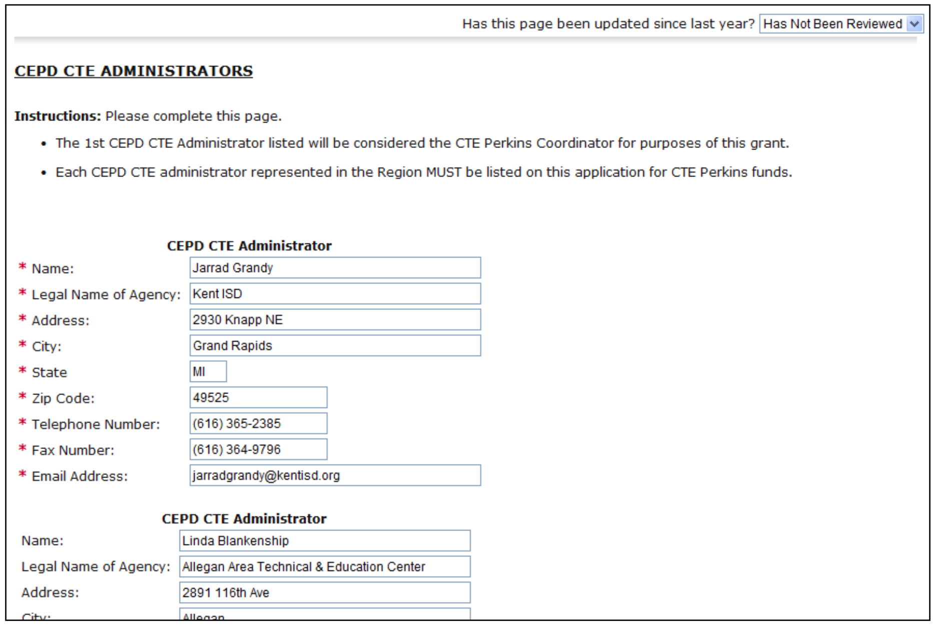
The link will be available at the end of the grant year.

5.

5. CEPD CTE ADMINISTRATORS

The first CEPD administrator listed is considered the CTE Perkins Coordinator - make sure the correct person is listed. If data is missing or incorrect, enter all CEPD CTE administrators' information.

Phone numbers can be entered with or without a dash or parentheses. Once you have reviewed this information, select "**Yes**" from the "Has this page been updated since last year?" drop down.



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

CEPD CTE ADMINISTRATORS

Instructions: Please complete this page.

- The 1st CEPD CTE Administrator listed will be considered the CTE Perkins Coordinator for purposes of this grant.
- Each CEPD CTE administrator represented in the Region MUST be listed on this application for CTE Perkins funds.

CEPD CTE Administrator

* Name:	Jarrad Grandy
* Legal Name of Agency:	Kent ISD
* Address:	2930 Knapp NE
* City:	Grand Rapids
* State	MI
* Zip Code:	49525
* Telephone Number:	(616) 365-2385
* Fax Number:	(616) 364-9796
* Email Address:	jarradgrandy@kentisd.org

CEPD CTE Administrator

Name:	Linda Blankenship
Legal Name of Agency:	Allegan Area Technical & Education Center
Address:	2891 116th Ave
City:	Allegan

To add CTE CEPD Administrators from districts other than fiscal agent:

- From "Quick Links," select "Management Tools"
- Select "Add/Edit People"
- Under "Person Search" type the name of the person to be added
- Click SEARCH
- Select the correct person by putting a check in the box next to the name
- Assign the role to "MEGS: Application Level 3b Consortium Member"
- Under "Grant Contact Type," select "Add'l Email Recipient"
- Click SAVE

6. ASSURANCE OF PARTICIPATION OF PRIVATE NON - PROFIT SCHOOLS

The entries from the 2015 application will pull forward; modify if needed. Text box is limited to 750 characters.

- Answer the question, "Has this page been updated since last year?"
- Click SAVE

7. EAG AND WDB REVIEW OF PERKINS FEDERAL GRANT

The contact information will pull forward from 2015.

- Review and modify if needed
- Answer the question, "Has this page been updated since last year?"
- Click SAVE

8. CTE PERKINS COORDINATOR REVIEW

- Read the instructions and answer yes/no to all questions
- Click SAVE

CTE PERKINS COORDINATOR REVIEW

Instructions: Completion of this section is mandatory and signifies review and approval by the CTE Perkins Coordinator that all information submitted in this application for funding is accurate.

Activity	Yes/No
*1. The Annual Application for 2013-2014 and the Long-Range Plan are consistent with the educational goals of the region and have been reviewed by the EAG/WDB.	Yes No
*2. The Long Range Plan needs revision.	Yes No
*3. The development and planning of the application occurred in cooperation with all eligible participants including secondary and postsecondary educators, parents, students, representatives of business and industry, labor organizations and other interested individuals.	Yes No
*4. The Annual Application is consistent with the Long Range Plan and targets improvement based on a review of at least the following information: • Perkins Core Performance Indicator Data • CTE Perkins Regional Improvement Plan • Special Populations to be served (available from CTEIS) • CTE Perkins End-of-Year Report	Yes No
*5. The Fiscal Agent and Fiscal Contact information have been reviewed and updated.	Yes No
*6. Participation of Private Non-Profit Schools assurance has been reviewed and approved.	Yes No
*7. Individual grant activities are allowable under the Perkins Act.	Yes No
*8. Budget provides adequate detail and is consistent with individual grant activities.	Yes No
*9. The CTE Perkins Regional Improvement Plan has been reviewed and submitted.	Yes No
*10. Programs of Study and Articulation Agreements are attached.	Yes No

9. PARTICIPATING AGENCIES

Charter School Participation

- Enter the description of charter school participation efforts; if there are not any charter schools, please indicate **"No Charter School Participation"**, this box cannot be left blank

Definition of Participating Agencies

- Read the definition provided and select all districts meeting the requirements
- Read the Certification statements and check the coordinating box
- Click SAVE

10. CONSORTIUM MEMBERS FOR FUNDING

Consortium Member Invitation

- Follow the on-screen instructions
- Click SAVE (this triggers the invitation to participate; if an agency has already been invited to participate, you will get an error message)

Add or remove consortium invitations using this page.

- To add an agency, enter the Agency Name (partial) or Agency Code/Agreement Number in the search window and click on **Search**.
- Locate the agency in the "Consortium Members Assigned" section below, select the checkbox next to it, and click on **Save**.
- To remove an agency from your consortium, locate the agency in the "Consortium Members Assigned" section, deselect the checkbox next to it, and click on **Save**.

Consortium Member Search | View/Edit Menu

Consortium Members

Agency Name (partial) or Agency Code/Agreement Number: Allegan

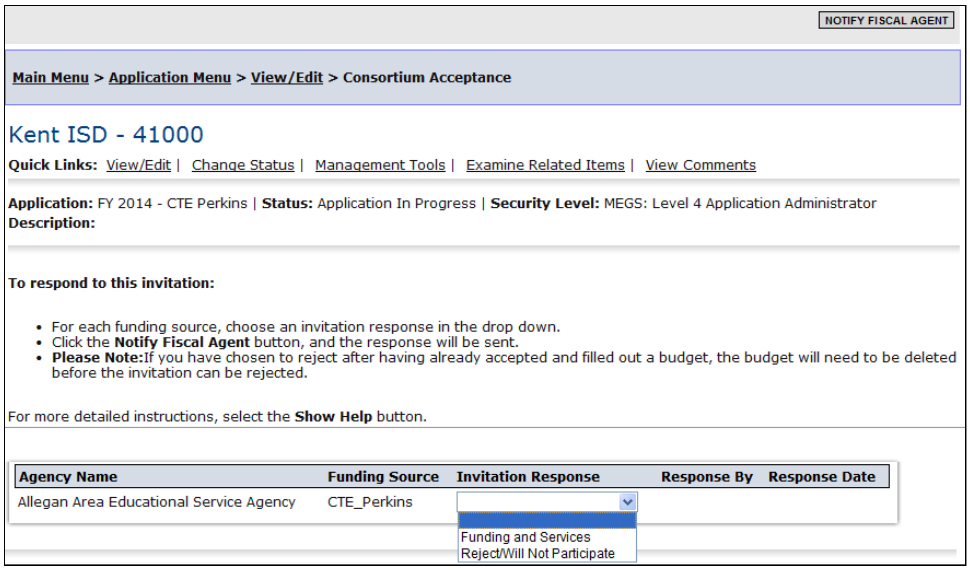
SEARCH

Consortium Members Assigned

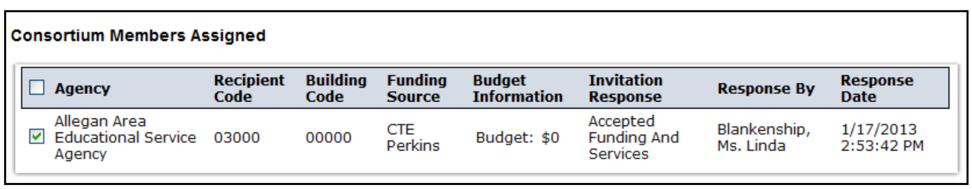
☐ Agency	Recipient Code	Building Code	Funding Source	Budget Information	Invitation Response	Response By	Response Date
☑ Allegan Area Educational Service Agency	03000	00000	CTE Perkins	Budget: $0	No Response		

Consortium Member Acceptance

- Select "My Applications/Tasks"
- Select CTE Perkins identifier (CTE-P-2016-XXXXX-XXXXX)
- Select "View/Edit"
- Select "Consortium Invitation Acceptance" and follow the on-screen instructions



- The consortium member acceptance is recorded.



11. CPI AND ACTIVITY SELECTION

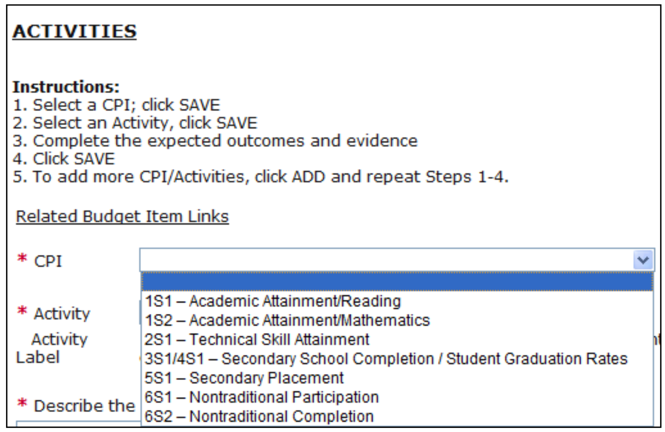
Documents pertaining to CPI and Activity Selection distributed at the January grant planning workshop can be found at under the Perkins Federal Programs Section of the OCTE website at: http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53969---,00.html.

12. ACTIVITIES

The fiscal agency must complete activities for the entire region; consortium members can create only budget items related to regional activities. Follow the on-screen instructions to add activities:

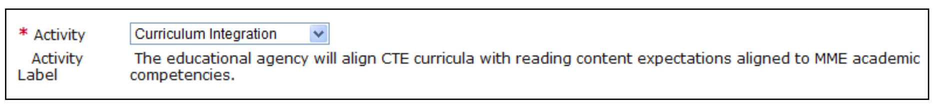
CPI

- Select a CPI, click SAVE. Then continue to follow the onscreen instructions.
- Do not worry about the "Page Error" message. This will disappear when you have completed the rest of the information.



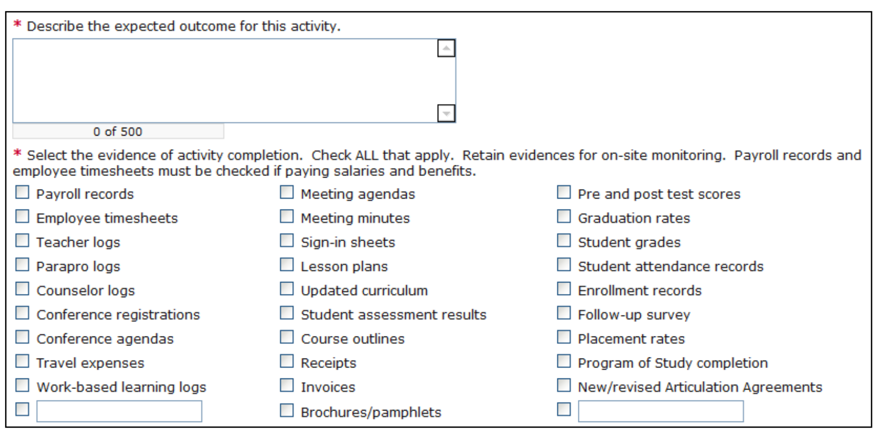
Activity

- Select an Activity; click SAVE
- The Activity Label will be displayed
- Do not worry about the "Page Error" message. This will disappear when you have completed the rest of the information.

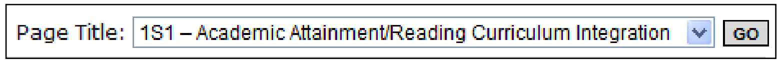


Expected Outcome and Evidence of Activity Completion

- Complete the expected outcomes text box
- Check all applicable evidences
- Click SAVE
- To add more CPI/Activities, click ADD and repeat steps 1-4 onscreen



- **Review, Revise or Delete a Saved Activity**
  - To Review: Select a saved activity from the Page Title drop down list, click GO.


Page Title: 1S1 – Academic Attainment/Reading Curriculum Integration GO

  - To Revise: Select a saved activity from the Page Title Drop down list; make changes as needed; click SAVE
  - To Delete: Select the saved activity from the Page Title drop down box, click GO. Select DELETE.

13. USE OF FUNDS GUIDE

This is a link to the 2015-16 Use of Funds Guide (Word document) distributed at the January grant planning workshop.

14. CTE PERKINS BUDGET

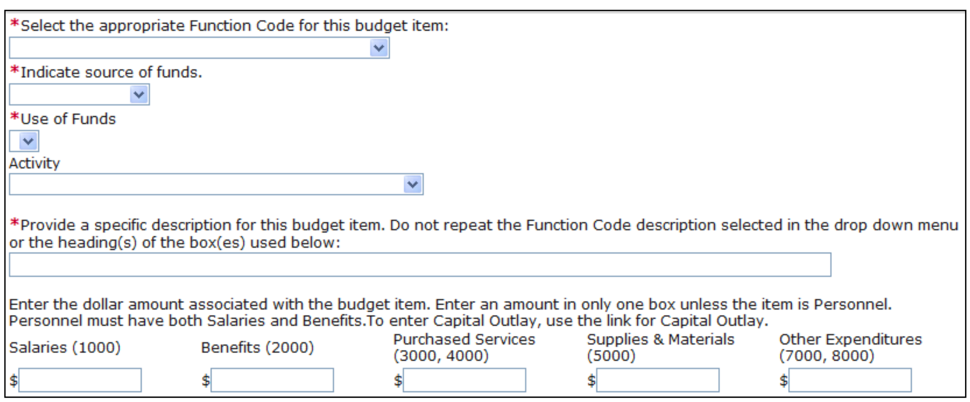
Select "CTE Perkins" under Budget

A. ADD BUDGET ITEMS

- Click **Add Budget Item** (located near to the top of the page)

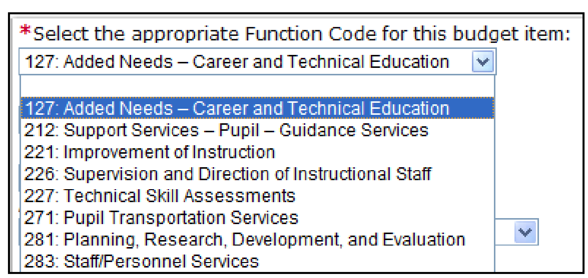

ADD BUDGET ITEM ADD NOTE PRINT VERSION

- The budget item entry page shown below will appear. Complete fields for all budget items, excluding capital outlay, as described below. If the budget item is for equipment, follow the instructions for entering Capital Outlay Budget Item.

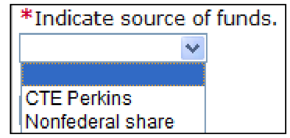

*Select the appropriate Function Code for this budget item:
*Indicate source of funds.
*Use of Funds
Activity
*Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:
Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.To enter Capital Outlay, use the link for Capital Outlay.

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

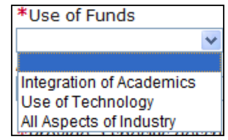
- Select the Function Code from the drop down list


*Select the appropriate Function Code for this budget item:
127: Added Needs – Career and Technical Education
127: Added Needs – Career and Technical Education
212: Support Services – Pupil – Guidance Services
221: Improvement of Instruction
226: Supervision and Direction of Instructional Staff
227: Technical Skill Assessments
271: Pupil Transportation Services
281: Planning, Research, Development, and Evaluation
283: Staff/Personnel Services

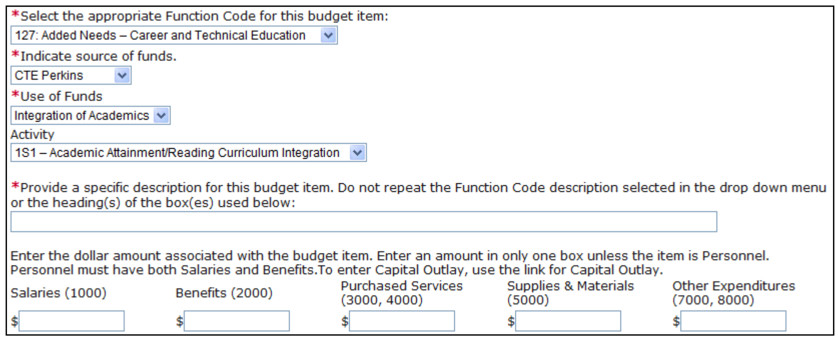
- Select "CTE Perkins" or "Nonfederal share" for source of funds



- Select the appropriate Use of Funds, which represents the function code terminology in the Use of Funds Guide. For example, if you selected "127: Added Needs Career and Technical Education" as the Function Code, the list will show the allowable uses of funds.



- Select the saved Activity for which you are budgeting funds
- Enter a detailed description of the budget item
- Enter dollar amount under appropriate object code
- Click SAVE BUDGET ITEM
- Repeat these steps for each additional budget item (except capital outlay)

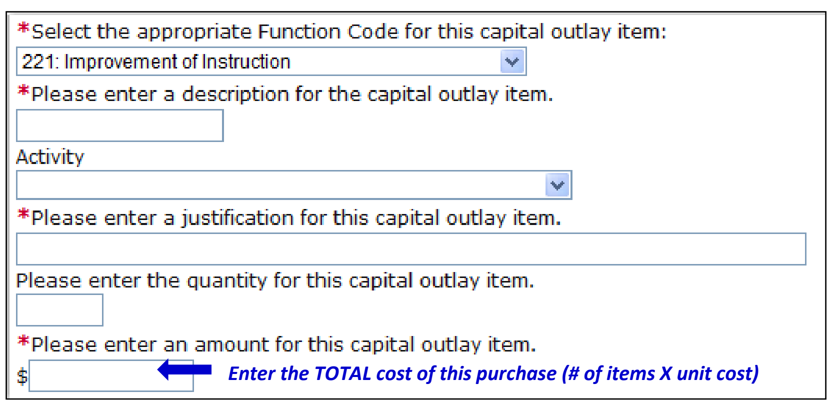


B. CAPITAL OUTLAY BUDGET ITEM

- Select CAPITAL OUTLAY

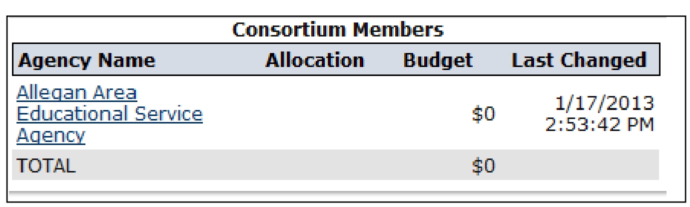
- Select ADD CAPITAL OUTLAY ITEM

- Select and complete all fields (only FC 221 is allowed)
- Click SAVE CAPITAL OUTLAY ITEM



C. CONSORTIUM MEMBER BUDGETS

- Click on the underlined agency name to add or review budget items

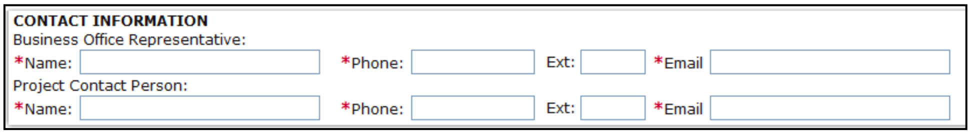


Consortium Members

Agency Name	Allocation	Budget	Last Changed
Allegan Area Educational Service Agency		$0	1/17/2013 2:53:42 PM
TOTAL		$0	

D. BUDGET CONTACTS

- Enter the business office and program office contact information
- Click SAVE



E. BUDGET DETAIL

- Select BUDGET DETAIL to return to budget item entry
- Select BUDGET DETAIL to view all saved budget items

15. PROGRAM OF STUDY STATUS INSTRUCTIONS

Information for updating the Program of Study Status Page

16. PROGRAM OF STUDY STATUS PAGE

Enter program information per the uploaded instructions.

17. ATTACHMENTS CTE PERKINS

Follow the instructions onscreen to upload Program of Study documents.

When uploading the Articulation Agreements and Program of Study documents please upload one for a state-approved post-secondary that is articulated with a state-approved secondary program.

For example, Ferris State University may be articulated with more than one program in a region, it is only necessary to upload **ONE** example for Ferris as a state-approved post-secondary. It is required to identify every articulated program on the program of study status page, but only one example for a state-approved post-secondary is required to be uploaded.