

ARRA Title I School Improvement Grant

How to Initiate, Complete, and Submit an Application

Michigan Department of Education, Office of Education Improvement and Innovation

ADVISORY

- Please be advised that some of the images in this instructional document may show previous fiscal year dates, or may refer to other grant names. Please disregard those dates/names as the process is consistent in those specific areas.

ADVISORY

- If your district received this grant during the first round (i.e. \$179,000 awarded to each building), you will need to follow these instructions to initiate another application.
- **DO NOT SUBMIT AN AMENDMENT TO YOUR FIRST APPLICATION**

How to Initiate an Application

Log into MEGS

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



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.

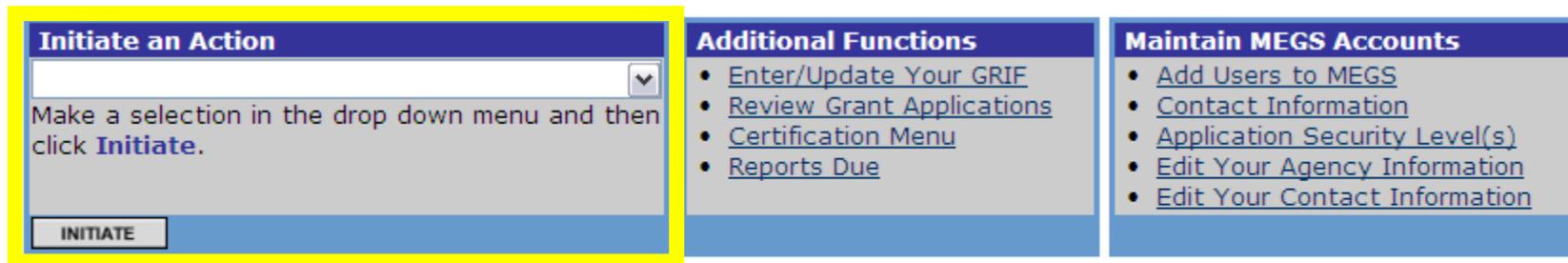
A screenshot of the MEGS login interface. It features a dark blue background with white text. There are two input fields: "Login:" and "Password:". Below these fields is a "Login" button. Below the button, there is a line of text: "If you do not have a MEIS account, please visit <https://cepi.state.mi.us/MEISPublic/step1.asp> to request one." At the bottom of the form area is the "MEIS" logo.

[Forgot your password?](#)

[Click here to access the MEGS Website](#), for federal, state, private, and other funding grant resources that relate to education and/or youth.

How to Complete an Application

Find the 'Initiate an Action' section.

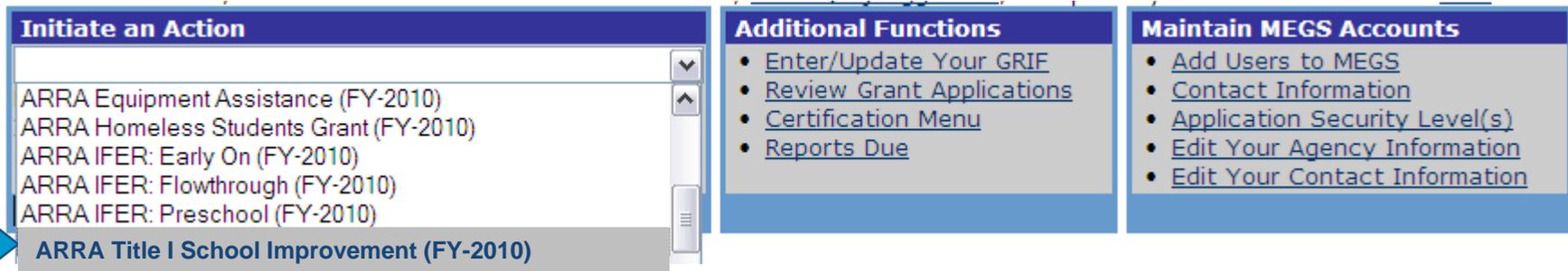


The screenshot displays three panels from a web application. The first panel, titled 'Initiate an Action', is highlighted with a yellow border. It contains a drop-down menu, the instruction 'Make a selection in the drop down menu and then click **Initiate**.', and an 'INITIATE' button. The second panel, titled 'Additional Functions', lists four links: 'Enter/Update Your GRIF', 'Review Grant Applications', 'Certification Menu', and 'Reports Due'. The third panel, titled 'Maintain MEGS Accounts', lists five links: 'Add Users to MEGS', 'Contact Information', 'Application Security Level(s)', 'Edit Your Agency Information', and 'Edit Your Contact Information'.

To view an application, click the **View / Edit** button. If you have additional questions about using MEGS, please click on the *Help* tab at the top of the page.

How to Complete an Application

Select 'ARRA Title I School Improvement (FY-2010)' from the drop down.



The screenshot displays three panels from a web application:

- Initiate an Action**: A list of options with a scroll bar on the right. The options are:
 - ARRA Equipment Assistance (FY-2010)
 - ARRA Homeless Students Grant (FY-2010)
 - ARRA IFER: Early On (FY-2010)
 - ARRA IFER: Flowthrough (FY-2010)
 - ARRA IFER: Preschool (FY-2010)
 - ARRA Title I School Improvement (FY-2010)** (highlighted with a blue arrow)
- Additional Functions**: A list of links:
 - [Enter/Update Your GRIF](#)
 - [Review Grant Applications](#)
 - [Certification Menu](#)
 - [Reports Due](#)
- Maintain MEGS Accounts**: A list of links:
 - [Add Users to MEGS](#)
 - [Contact Information](#)
 - [Application Security Level\(s\)](#)
 - [Edit Your Agency Information](#)
 - [Edit Your Contact Information](#)

How to Complete an Application

Click 'Initiate'

Initiate an Action	Additional Functions	Maintain MEGS Accounts
<p>ARRA Title I School Improvement (FY-2010) <input type="button" value="v"/></p> <p>Make a selection in the drop down menu and then click Initiate.</p> <p><input type="button" value="INITIATE"/></p>	<ul style="list-style-type: none">• Enter/Update Your GRIF• Review Grant Applications• Certification Menu• Reports Due	<ul style="list-style-type: none">• Add Users to MEGS• Contact Information• Application Security Level(s)• Edit Your Agency Information• Edit Your Contact Information

How to Complete an Application

You will be directed to the 'ARRA Title I School Improvement (SY-2010)' application.

This "ARRA School Improvement Grant (SIG)" application contains the following grant(s):

Grant	Apply Now/Later
ARRA School Improvement Grant (SIG) II	Apply Now

- The current status is **Application In Progress**
- This application is due on **Friday, February 25, 2011**

Application Description

list building name

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](#)
-  [LEA Application \(Attachment III\)](#)
-  [Scoring Rubric \(Attachment IV\)](#)

GENERAL INFORMATION

-  [Grant Contact and Fiscal Agent Information](#)
-  [School\(s\) Included in Application](#)

BUDGET PAGES

-  [ARRA School Improvement Grant \(SIG\) II](#)

State of Michigan Attachments

-  [Upload](#)

How to Complete an Application

Click on “School(s) Included in Application” to add eligible schools.

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How to Complete an Application

Click “Add a School”

SCHOOL LEVEL BUDGETING (OPTIONAL)



The table below lists the schools within the Fiscal Agent's district that are included in the application. The column (s) with the grant name as the heading shows the budget total after "Budget:"

Instructions: To create a school level budget detail, click the **Add a School** button. To remove school level budget from this application, select the school by clicking on the box next to the school's name and then click the **Remove Selected School** button.

Name	District Code	Building Code	Title I Sch Imp.
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How to Complete an Application

Enter the building codes for each school and click “Save Selections”

Please enter the five digit building code(s) of the schools(s) that need budget details. One building code should be entered per box. When you are finished click the **Save Selections** button.

Note: you must add a leading zero to your building code (02340).

Create Budget Details for the Following Schools:

	SAVE SELECTIONS	SCHOOL LEVEL BUDGETING
---	-----------------	------------------------

How to Complete an Application

Return to the main page

SUBMIT APPLICATION

This "ARRA School Improvement Grant (SIG)" application contains the following grant(s):

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list building name

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SUBMIT APPLICATION

How to Complete an Application

Click “ARRA Title I School Improvement” under the budget section

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How to Complete an Application

ADVISORY:

A grant allocation WILL NOT be displayed in MEGS. Ensure your submitted budgets are less than or equal to \$56,848 per building being granted an award.

Budget Summary		Budget Detail		Capital Outlay		View PDF		Add Budget Item		
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			
39010	101555	0708	84.010	Regular	10/30/2009	08/30/2010	2010			
ARRA School Improvement Grant (SIG) Budget Summary for Kalamazoo Public School District								SAVE	CANCEL	
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	General Administration									
240	Support Services - School Administration									
250	Support Services - Business									
260	Operation and Maintenance of Plant									
280	Central Support Services									
310	Community Services - Direction									
330	Community Activities									
SUBTOTAL									\$0	
Indirect Costs \$ <input type="text" value="0"/> Enter dollar amount only, do not enter %.		Restricted Rate (Max allowed: 3.75%)						\$0	\$0	
TOTAL									\$0	\$0
Total Allocation Amount (Estimated): \$0						Allocation Balance: \$0				
SCHOOL LEVEL BUDGET(S)										
Maple Street Magnet School for the Arts									\$0	
Milwood Middle School									\$0	
TOTAL									\$0	

How to Complete an Application

Edit building level budgets by clicking on the name of each building

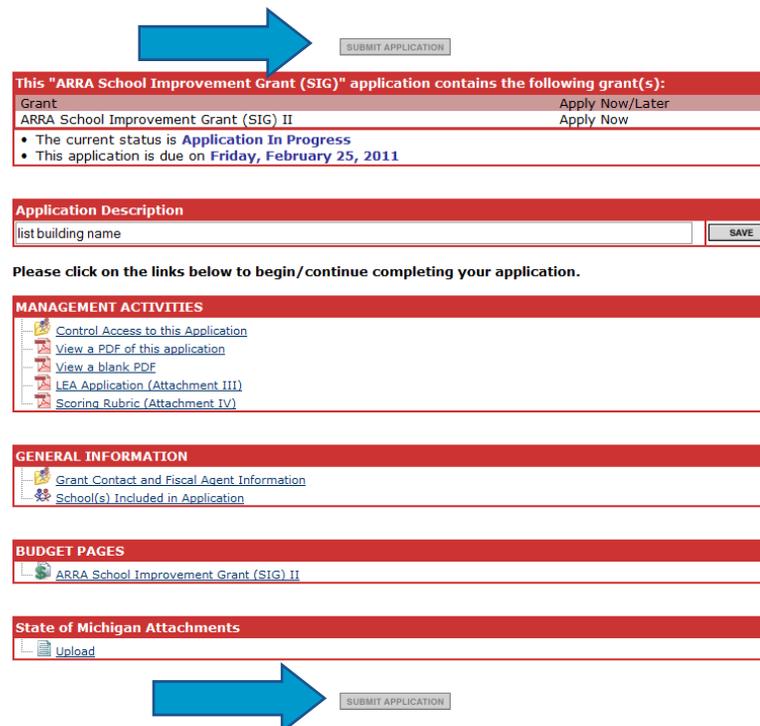
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110	Basic Programs								
120	Added Needs								
210	Support Services – Pupil								
220	Support Services – Instructional Staff								
230	General Administration								
240	Support Services – School Administration								
250	Support Services – Business								
260	Operation and Maintenance of Plant								
280	Central Support Services								
310	Community Services – Direction								
330	Community Activities								
SUBTOTAL								\$0	
Indirect Costs \$ <input type="text" value="0"/> Enter dollar amount only, do not enter %.							Restricted Rate (Max allowed: 3.75%)	\$0	\$0
TOTAL								\$0	\$0
Total Allocation Amount (Estimated): \$0							Allocation Balance:	\$0	



SCHOOL LEVEL BUDGET(S)	
Maple Street Magnet School for the Arts	\$0
Millwood Middle School	\$0
TOTAL	\$0

How to Submit an Application

To submit the application, click “Submit Application” at the top or bottom of the main page



Application Management Interface

Top Navigation: SUBMIT APPLICATION

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Bottom Navigation: SUBMIT APPLICATION