Education for Homeless Children and Youth Program Subgrant

Subtitle VII-B the Stewart B. McKinney Homeless Assistance Act



ALSDE Grant Application Fiscal Year 2023

Overview

Grant Application

- Upon completion of this training, participants will be able to:
 - Understand the purpose of the Stewart B.
 McKinney Homeless Assistance Grant
 - Understand the components of the grant application
 - Complete the application process in eGAP 2.0



Important Dates to Remember July 1, 2022- Formal Application Released August 1, 2022 – Application Due Date September 2022- Awards Announced October 1, 2022 Funds Available October 1, 2022-September 30, 2023- Project Period (no carryover of funds)



Purpose of the Grant (As defined by USDOE Legislation)

The purpose of the Education for Homeless Children and Youth Program is to ensure that each child of a homeless individual and each homeless youth have equal access to the same free and appropriate public education that is provided to other children and youth.



Eligible Applicants and Target Population

To receive McKinney-Vento grant funds, an LEA must demonstrate in its application intent to provide an appropriate education program for homeless children and youth.



Eligible Applicants and Target Population

Based on the LEAs' four-year average count of homeless students reported on the Application Details Page of eGAP 2.0.

Tier 1: 5-25 homeless students – maximum request up to \$15,000 Tier 2: 26-50 homeless students – maximum request up to \$25,000 Tier 3: 50-100 homeless students – maximum request up to \$35,000 Tier 4: 100-200 homeless students – maximum request up to \$45,000 Tier 5: 200-500 homeless students – maximum request up to \$75,000 Tier 6: More than 500 homeless students – maximum request up to \$100,000

Additional Funds for LEA's with High Poverty or Title V

- *LEAs that have a poverty rate of 75% or higher may request an additional amount up to \$10,000.
- *LEAs that receive Title V funds may request an additional amount up to \$10,000.
- *LEAs that have a poverty rate of 75% and receive Title V may request an additional amount up to \$15,000.



Minimum Application Requirements

 An assessment of the educational and related needs of homeless children and youth in the area served by the LEA (which may be undertaken as part of needs assessments for other disadvantaged groups).

 A description of the services and programs for which assistance is sought to address the needs identified for homeless children and youth.



Minimum Application Requirements

- An assurance that the applicant complies with, or will use requested funds to comply with, paragraphs (3) through (7) of Section 9102 located in the eGAP 2.0 application.
- A description of policies and procedures, consistent with Section 9102(e)(3), that the agency will implement to ensure that activities carried out by the agency will not isolate or stigmatize homeless children and youth.
- The plan must include the applicable program assurances and certifications.



Application Information

- Allowable Uses of McKinney Vento Funds: Pages 4-6
- Grant Evaluation Requirements: Pages 6-7
- Purchasing Capitalized Equipment: Page 7 and 13
- Grant Selection Process and Criteria: Pages 7-8
- Grant Reader Scoring Guide: Pages 9-12



eGAP 2.0 Application Components



eGAP 2.0 System

- For an optimal experience, please use the most recent version of Microsoft Edge, Firefox, Safari or Google Chrome when working in the eGAP 2.0 system.
- Address each component thoroughly and completely.
- Remember, this will take planning and time. DO NOT wait until the last minute.
- Questions regarding the competition may be emailed using the information on the last slide. You may also call.



Accessing the System

- The URL to the eGAP 2.0 system is: <u>https://alabama.egrantsmanagement.com/</u>
- Click on "eGAP 2.0 Sign In."
- Enter your Email Address and Password.
- Select "Forgot Password" if you are having difficulty logging in. Follow the prompt.





Accessing the Homeless Grant

Funding Applications

All Active Applications

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Entitlement Funding Application

2023 ~

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eGAP 2.0 Home		consolidated
Administer	•	Competitive Funding A
Search	•	21st Century
Reports		Homeless
Inbox	•	Homeress
Reader Review		
Planning	•	
Funding	•	Funding Applications
ES2s	•	Budget Summary
Project Summary		Last Page Visited
LEA Document Library		

• From your district's Autauga County (001) Public District - FY 2023 This is the eGAP 2.0 TEST site. Please be s home page, hover over *Funding* and go ~ to *Funding* Applications. • Make sure the FY 2023 is selected.



The Sections Page

• The "Sections" Page is the launch page for all pages within the funding application.

While working on the application, hover over *Funding* and go to *Sections* to return to this page.



Application "Statuses"

- "Application Status" displays the current status.
- "Change Status To" is an active link used to move the application to its next status.
- If a user lacks the necessary permission to work on a funding application, when they click on the link, the status change confirmation screen will indicate that they do not have the permission needed for the status change.

Sections			
Application Status:	Not Started		
Change Status To:	Draft Started		



Click Draft Started

Application Status:	Not Started	
Change Status To: <u>View ALSDE History L</u>	Draft Started	Role(s) that can perform this status change: LEA Authorized Representative LEA Fiscal Representative LEA Homeless Director
<u>View Change Lo</u> g		LEA Homeless Opdate

• A user with any of the roles indicated will begin the process by clicking "Draft Started" at the top of the *Sections Page*.



Page Navigation

- Use--*Go To / Save and Go To*--for navigation between pages in the funding application.
- Do not use the Back Button within your Internet Browser.





Save and Go To...explained

- Using *Save and Go To*...Refreshes session timeout.
- *Save and Go To Current Page*...Saves changes to the page and keeps the user on that page.
- *Save and Go To Next Page*...Saves changes to the page and moves the user to next page in that section.
- *Save and Go To Previous Page*...Saves changes to the page and moves the user to previous page in that section.



Allocations Page

- The Allocations Page will not display any allocations until the Homeless grant competition is complete.
- When grants are awarded, this page will display the allocation information for grantees.

Allocations	EA	Session Timeout: 59:35	
Go To 🕨			
	<u>21st Century</u>		Total
Original	\$0.00		\$0.00
Incoming Carryover	\$0.00		\$0.00
Outgoing Carryover	\$0.00		\$0.00
Reallocated	\$0.00		\$0.00
Additional	\$0.00		\$0.00
Released	\$0.00		\$0.00
Consortium	\$0.00		\$0.00
Forfeited	\$0.00		\$0.00
FER Released	\$0.00		\$0.00
Total	\$0.00		\$0.00



Application Details Page

Application Details

Autauga County (001) Public District - FY 2023 - Homeless - Rev 0 - Homeless

This is the eGAP 2.0 TEST site. Please be sure to complete your work on the LIVE site.

Go To 🕨

Homeless Student Counts

1. Each LEA should enter their homeless student count for each school year seen below. The LEA wi

T	ier Descriptions
	4-Year Average
	2021-2022
	2020-2021
	2019-2020
	2018-2019

Tier 1: 5-25 homeless students (Max. Amount Requested: \$15,000)

Tier 2: 26-50 homeless students (Max. Amount Requested: \$25,000)

- Complete **all** components of the Application Details page.
- The funding amounts on the Budget Page and the allowable activities on the Application Details page should correspond.

Application Details Page

Maximum Grant Award:

Based on the LEAs' four-year average count of homeless students reported on the Application Details Page of eGAP 2.0. Additional Funds for LEAs with High Poverty or Title V.

Homeless Student Counts

1. Each LEA should enter their homeless student count for each school year seen below. The LEA will use the calculated 4-year average of their student number count to determine which tier they are in.

2018-2019	*
2019-2020	*
2020-2021	*
2021-2022	*
4-Year Average	0.00

Tier Descriptions

Tier 1: 5-25 homeless students (Max. Amount Requested: \$15,000)

Tier 2: 26-50 homeless students (Max. Amount Requested: \$25,000)

Tier 3: 50-100 homeless students (Max. Amount Requested: \$35,000)

• Tier 4: 100-200 homeless students (Max. Amount Requested: \$45,000)

Tier 5: 200-500 homeless students (Max. Amount Requested: \$75,000)

Tier 6: More than 500 homeless students (Max. Amount Requested: \$100,000)

Poverty & Title V Eligibility

2. Please select one of the following (if applicable): Select...

V



Application Details Page



- LEAs will use the data from the ALSDE AIMs Homeless Portal to input homeless student counts.
- LEAs should use the number amount on the bottom of the "Homeless Students
 Data" section when completing the 4-year average in the eGAP 2.0 Application.
- LEAs should not use the "Total" (highlighted in green) number for each school year.

Homeless HOMELESS.ALSDE.EDU/ App Home Reports Administration Help					
	SY	STEM SI	ELECTION		
School Year	2019	- 2020 N	ot Open	~	
School System	000.	All System	me	~	
School System	000,	All Syster	115	*	
School	0000;	; All Scho	ols	~	
STUDENTS F	RACE / E	THNIC	STUDENTS STA	TUS	
American Indian/A	Alaska	653	EL (LEP = 1, 2 & 6)	1008	
Asian		70	Homeless	11578	
Black		6059	Target Assistance	12	
Native Hawaiian/P	Pacific	56	Schoolwide	9564	
White		4422	Migrant	183	
Two or more race	s	315	Immigrant	387	
Other races		0	Foreign Exchange	1	
Not Specified		0	21 st Century	220	
TOTAL		11575	Total Exceptionality	2198	
Hispanic/Latino		1431	Spec Ed	1925	
STUDENT	S GENI	DER	Gifted Primary	273	
		5657	Gifted Secondary	18	
Male		5921	Lunch - Free	11245	
Other		0021	Lunch - Reduced	27	
TOTAL		11578	Lunch - Paid	10913	
		11370	Athlete	1474	
			Career Tech	3032	

The Budget Page

- The *Budget Page* is the entry point for specific budgeting. This is used to view or modify individual budget items. Only users who have editing permission to the application will see "Modify."
- If modification is needed: Click "Modify" to begin budgeting

Budget	
Indirect Cost	t
Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	0.00%
Maximum Allowed for Indirect Cost	\$0.00

Action	Function Code	Total
<u>Modify</u>	2110 - Attendance Services	\$0.00
<u>Mic aify</u>	2120 - Guidance and Counseling Services	\$0.00
<u>Mc dify</u>	2130 - Testing Services	\$0.00
<u>Mc lify</u>	2140 - Health Services	\$0.00



Budget Line Items

• Click "Add Budget Line Item" to create a new Budget entry or click on the pencil icon to edit an existing Budget Detail.

Add Bud Line Iter	Add Budget Line Item << First				Items/Page: 10 🗸	
Dente	Edit		Budget Line	e Item	Narrative Description	
1	Function Code: 2110 - Attendance Services		Budget Sample			
	Object Code: 010-199 - Salaries					
		Location:	Building 1 Application	on (000111000-SG00001)		
		Quantity:	1.00			
		Cost:	\$5,000.00			
		Line Item Total:	\$5,000.00			
					Total for filtered Budget Line Items:	\$5,000.00
					Total for all other Budget Line Items:	\$0.00
					Total for all Budget Line Items:	\$5,000.00
					Adjusted Allocation:	\$0.00
					Remaining:	(\$5,000.00)



Add/Edit Budget Line Items

- Select the *Function Code* and the *Object Code*.
- The *Location* will default to the site you are working in.
- *Quantity* defaults to 1.00 but can be changed if needed.
- The *Cost* must be greater than \$0.00.
- The system calculates the *Budget Line Item Total*.
- A *Narrative Description* may be added to provide narrative details about your Budget Line Item.

	Budget Line Item	Narrative Description
Function Code:	2110 - Attendance Services	Budget Sample
Object Code:	010-199 - Salaries V	
Location:	Building 1 Application (000111000-S	
Quantity:	1.00	
Cost:	\$5,000.00	
Budget Line Item Total:	\$5,000.00	



"Remaining" on the Budget Page

- Note that since allocations are not known during the competitive application process, the "Adjusted Allocation" in the lower right corner of the Budget Page will display as zero.
- The "Remaining" amount will be the negative of the amount of your budget application. Once competition is decided and allocations are loaded, users can use this feature to ensure all the funds are budgeted.

Total	\$5,000.00
Adjusted Allocation	\$0.00
Remaining	(\$5,000.00)



Budget Overview Page

- The *Budget Overview Page* is not editable to users.
- It is a summary view of the budget data that was entered on the *Budget Page* for that specific site.
- Note that the "Filter by Location" link at the top of the table allows the user to easily view
 Budget Overview screens for other sites.

Filter by Location: All - \$5,000.00 Show Unbudgeted Categories	v	
Object Code	010-199 - Salaries	Total
Function Code		
2110 - Attendance Services	5,000.00	5,000.00
Total	5,000.00	5,000.00
	Adjusted Allocation	0.00
	Remaining	-5,000.00



Validations

- The system automatically runs validation checks as the application is being completed.
- Users can see validation issues in the "Validations" column on the *Sections Page*.
- Validations are created around business rule checks put in place to ensure application completeness and the quality of the data being submitted by the user.

ections		Session Timeout 593
Jauge Courty (DD) Public District - FY 2023 - Homeess - Rev D		
to is the eGAP 2.0 TEST site. Please be sure to complete your work on the LIVE site.		
upplication Status Not Statud		
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Allocations	Messeges	Ities
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Nex Applicant Summary		Print
Homeless Checklist		Biot
E Homeles		Print
Application Details		frint
Plan Relationships		Etist
hdjet		Bist
Budget Overview		Bint
Related Documents		Print
Al	Messages	Bint



Validation Examples

Examples of validation issues may include:

- Instances of questions identified as required for submission where there is no response.
- Not having any Budget Line Items.
- Not uploading Related Documents.
- LEAs will receive an error message if there is not completed action steps on the Planning side of the eGap 2.0 application.
- LEAs will receive an error message if the total budget amount is greater than the LEAs 4-year homeless student average tier and what is allowed based on the LEAs "Poverty & Title V Eligibility".
- ALL error messages must be corrected before submitting application.



Validation Types

- There are two types of validation messages:
 - Errors: Prevent submission of application.
 - Warnings: Point out potential issues but allow submission.
- Each message contains a clickable "Review" link.
- Clicking the link will take user to the screen to review the issue.

Allocations			
	Allocations		
<u>Review</u>	This Funding Application must have at least one Grant with a Budget greater than zero.		



Related Documents

Related Documents Autauga County (001) Public District - FY 2023 - Homeless - Rev 0 - Homeless This is the eGAP 2.0 TEST site. Please be sure to complete your work on the LIVE site.	KD	Session Timeout: 59:54	
Go To 🕨			
	Required Documents		
Туре	Document Template	Document/Link	
Program Evaluation Results [Upload 1 document(s)]	N/A		
Program Evaluation [Upload 1 document(s)]	N/A		

- Upload a completed evaluation form for 2022-2023. The end of year results column should be left blank.
- If the LEA had a McKinney-Vento grant during the 2021-2022 school year, upload the Program Evaluation Results for that year. All columns in the evaluation template should be complete.
- If the LEA did not have a McKinney-Vento grant during the 2021-2022 school year, upload a blank evaluation template under the Program Evaluation Results link.



Evaluation Template

PROG	RAM:		
	FY:		
gram F	valuation Plan	ning and Reporting	a Temnlate
ogram	Valuation Flam	ing and reporting	Bremplate
lanning			End-of-the-Year Results
und Source(s)	Key Strategies/ Actions (from eGAP)	Performance Measurements (from eGAP) (Short-term, intermediate, long-term impacts – as appropriate)	Impacts; Data Supporting Impacts

The evaluation template can be found in the eGAP 2.0 Document Library.



Improvement Planning



CADOOL

EGAP 2.0 Home
Administer
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Planning
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ES2s
Project Summary
LEA Document Library
Address Book
ALSDE Resources
Help for Current Page
Contact ALSDE
Create Help Desk Ticket

Action Step Bank Autauga County (001) Public District - F¹ This is the eGAP 2.0 TEST site. Pleas

Create Action Step Bank Item

Complete the action steps on the Improvement Planning side of the eGAP 2.0 application. The actions steps in the plan should coincide with the budget.



Accessing the Planning Tool



eGAP 2.0 Home Search Inbox Planning Funding ES2s Project Summary LEA Document Library Address Book ALSDE Resources Help for Current Page Contact ALSDE

eGAP 2.0 Hom Montgomery County (0 Associated Organiza Announcements (6/2/2022) Welcome While most of the Planning Tool nerPo Action Step Bank

 Once logged in, click the Planning
 > Planning Tool link from the lefthand navigation menu.



Accessing the LEA Plan





Planning

LEA and School Planning Montgomery County (051) Public District - FY 2023	3	0	MH Session	n Timeout: 59:
2023 V Active V				
LEA Plan	Revision	Status	St	atus Date
Montgomery County (05) LEA Plan	0	Not Started	6 1	6/09/2022
School Plan All		Revision	Status	Status Date
Baldwin Art And Academics Magnet (051-0020	<u>) - School Plan</u>	0	Not Started	6/09/2022

• Update the fiscal year dropdown to 2023, and then click the LEA Plan link in the LEA Plan table.



Moving the LEA Plan to the Draft Started Status

Session Timeout: 59:59



Search Inbox

Planning Funding FS2s

Project Summary LEA Document Library Address Book

ALSDE Resources

Status: No		Not Started	
Cha	inge Status To:	Draft JHarted	Role(s) that can perform this status change: LEA 21st Century Coordinator LEA American Rescue Plan (ARP) ESSER Coordinato
De	scription (<u>View S</u>	ections Only View A	LEA ARP Homeless I Coordinator LEA ARP Special Education Coordinator LEA ARP Special Education Coordinator LEA Career-Technical Education Coordinator LEA Competitive New Template Coordinator
	All		LEA Consolidated Coordinator LEA Entitlement Template Coordinator
	LEA Plan Histo	ry Log	LEA Homeless Coordinator LEA Plan Data Entry
	History Log		LEA Plan Reviewer
	Create Comr	nent	LEA Title I-D, Neglected or Delinquent (Subpart 1)
	LEA Plan		Coordinator
	Needs Asses	sment	User(s) that can perform this status change: Charles (Tim) Baker
	Goals, Strate	gies, and Action	Marsha Baugh



status Change Confirmation	status	Change	Confirmation	
----------------------------	--------	--------	--------------	--

Montgomery County (051) Public District - FY 2023 - LEA Plan - Rev 0

You are about to change the status of this Improvement Plan to Draft Started. Click Confirm to change the status.



• If the LEA Plan is still in the Not Started status, click on the **Draft Started** link. (Hovering over the link will show the roles and users that can make this status change.)



Accessing the Planning Tree Page



eGAP 2.0 Home
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LEA Document Library
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ALSDE Resources
Help for Current Page
Contact ALSDE



 Click the Goals, Strategies, and Action Steps page link.



Creating a Goal

REAL TO FLOW	Goals, Strategies, and Action Steps Montgomery County (051) Public District - FY 2023 - LEA F Save And Go To Creat(MSoal Plan items (Expand All Collapse All)	 Click the Create Goal link.
eGAP 2.0 Home		
Search 🕨		



Creating a Goal

Cancel



eGAP 2.0 Home	Goal Title:	Challenging Curricula	
	Search F Inbox F Inbox F Planning F Ex2s F Project Summary F LEA Document Library Address Book ALSDE Resources F Help for Current Page	Goal Description:	Technology English Language Acquisition Highly Qualified Teachers Safe and Drug-Free School and Community Graduation/Drop Out Rate Effective School Leaders
		Performance Measure:	Check Spelling 0 of 4000 characters
			Save Cancel

Create Goal

Create Goal Recommended

Montgomery County (051) Public District - FY 2023 - LEA Plan - Rev 0

 Complete the Create Goal form and click one of the Save buttons.

 You can select one of the Recommended Goals to get you started.



Creating a Strategy



eGAP 2.0 Home Search Inbox Planning Funding ES2s Project Summary LEA Document Library



Expand the goal you just created and click the **Create Strategy** link.



Creating a Strategy

LABANT T	Create Stra Montgomery Cour	tegy nty (051) Public District - FY 2023 - LEA Plan - Rev 0
		Save
1854	Create Strategy	/
PARTMENT OF EV	Goal Title:	Challenging Curricula
eGAP 2.0 Home	Recommended Strategies:	State Content Standards Alignment
Search	Strategy Title:	State Content-Standards Alignment
Inbox	•	L.
Planning	•	
Funding	•	Check Spelling
ES2s	•	33 of 500 characters
Project Summary	Strategy	Alian asiantifaally based seesaash surjedum instruct
LEA Document Library	Description:	academic content standards.
Address Book		
ALSDE Resources		
Help for Current Page		
Contact ALSDE		Check Spelling
		133 of 2500 characters
		Save

 Complete the **Create Strategy** form and click one of the Save buttons.

• You can select one of the Recommended Strategies to get you started.



Creating an Action Step



eGAP 2.0 Home
Search
Inbox
Planning
Funding
ES2s
Project Summary
LEA Document Library
Address Book
ALSDE Resources
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Contact ALSDE



Expand the strategy you just created and click the Create Action Step link.



Creating an Action Step

Save Cancel



eGAP 2.0 Home	Strategy Title:	State Content Standards Alignment
Search > Inbox > Planning > Funding > ES2s > Project Summany	Action Step Title:	I Check Spelling 0 of 600 characters
LEA Document Library Address Book ALSDE Resources Help for Current Page Contact ALSDE	Action Step Description:	Check Spelling 0 of 4000 characters
	Benchmark Indicator:	Check Spelling 0 of 500 characters
	Person Responsible:	Allison Blakeney 🗸

Estimated

Completion

Create Action Step Montgomery County (051) Public District - FY 2023 - LEA Plan - Rev 0

Goal Title: Challenging Curricula

Create Action Step

 Complete the Create Action
 Step form and click one of the Save buttons.



Creating a Funding Source



eGAP 2.0 Home
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Goals, Strategies, and Action Steps Montgomery County (051) Public District - FY 2023 - LEA

Save And Go To ▶

All students will reach high standards, at a min where applicable, in other academic and tech Performance Measure:

NA

Create Strategy

Create Component Relationship

Create Action Step

 Copy I AS 1.1.1) NA
 Description: NA
 Benchmark Indicator: NA
 Person Responsible: Allison Blakeney
 Estimated Completion Date: 6/9/2022

Create Funding Mource Create Component Relationship Expand the action step you just created and click the Create Funding Source link.



Creating a Funding Source



eG	AP 2.0 Home
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ES	2s
Pro	oject Summary
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ALS	SDE Resources
He	lp for Current Page
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		Save Cance
Create Fund	ing Source	
Goal Title:	Challenging Curricula	
Strategy Title:	State Content Standards Alignment	
Action Step Title:	NA	
Action Step Description:	NA	
Funding Application:	Homeless	~
Grant:	Homeless 🗸	
Amount:	1,000.00	
Notes:	Check Spelling	

 Complete the Create Funding Source form and click one of the Save buttons.



Creating a Funding Source

 Funding sources will show up at the bottom of an action step.





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ive And Go	о То 🕨							
Create	<u>Strategy</u>							
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	Create Funding	a Source						
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Submitting the Application

- The user with the role of "Homeless Director" will click "Draft Completed."
- If there are no validation errors, the system will send an email to the LEA Chief Financial Officer to review and approve.
- Once the LEA Chief Financial Officer approves, the system will send an email to the LEA Superintendent/Authorized Representative to approve and submit to the state.



Submitting the Application

• Superintendents will not be checking a box on an application page, instead they will receive this message when moving the application to the "LEA Superintendent/Authorized Representative Approved" status.





Submitting the Application

• The Superintendent must check the box or else it will not allow them to confirm the status change. After this is completed, their agreement to the statement in the last slide is recorded in the History Log.

auga Coun	ty (001) Pub	lic District - FY 2	2023 - Homeless - Rev 0 - History Log	
ve And Go	o To 🕨			
iew All Stat	tus/Comme	ate		
Attention	Date	User	Status (S)/Comment (C)	S/C
Attention Needed	Date	User	Status (S)/Comment (C)	S/C
Attention Needed	Date 6/9/2022 4:53:39 AM	User eGAP 2.0 Administrator	Status (S)/Comment (C) Agreed to "By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application."	s/c



Application Deadline

Applications must be <u>electronically</u> <u>submitted through the ALSDE eGAP 2.0</u> System, no later than 11:59 p.m. Monday, August 1, 2022.

Remember! The local LEA chain of command must be fully considered prior to submission.

Please Note:

No hard copies, faxes or emails will be accepted....nor any proposal submitted beyond the time stamp due date.

Additional questions and assistance may be obtained by contacting

Dr. Ashley Cawley Education Administrator ashley.cawley@alsde.edu 334-694-4980



or

Kristen Dial State Homeless Education Coordinator for Children and Youth <u>kristen.dial@alsde.edu</u> 334-694-4529