Alabama State Department of Education

eGAP 2.0

eGrants Management Application

LEA Training
Agenda

1. Review the new eGAP 2.0 format and basic functionality
2. Review the process of creating a budget
3. High level view of the Planning Tool in eGAP 2.0
4. Q&A, practice if desired

* ES2s/FERs will not be covered, training/materials will be provided at a later date.
Welcome to eGAP 2.0!

You will use eGAP 2.0 beginning with plans and funding applications created for FY 2023. You will continue to use the original eGAP for everything that was created in that system.

Nothing that was created in original eGAP will be brought over into eGAP 2.0, so for a while you will work in both systems until everything that is in original eGAP is completed. The system will remain available, however, for archive purposes.

All FY23 plans and funding applications and the ES2s for those funding applications will be in eGAP 2.0.

Training for eGAP 2.0

Click the ALSDE Resources menu item (to the left) and then eGAP 2.0 Training folder for all eGAP 2.0 training materials.

Accessing eGAP

MEGA session site - https://alabamatest.egrantsmanagement.com/

Production site - https://alabama.egrantsmanagement.com/

• eGAP 2.0 will be used for Planning and Funding Applications beginning with FY 2023 and going forward.

• Grant and planning information created in original eGAP will NOT be brought over.

• Users will continue to work with applications that were created in the original eGAP until those grants are closed.

• The original eGAP will be available to view archived data.
Logging in

• Click the eGAP 2.0 Sign-in button,
• enter Email Address and password
  – Old passwords will work unless it was changed recently
  – Click Forgot Your Password? to reset password
  – Email addresses can only be used with a single account
  – Contact District User Access Administrator if needed
  – There is no confirmation page.
Update name, phone, email

Users can update their own profile information - name, email and phone information
eGAP 2.0 Navigation Menu

- Left menu for navigation between components
- Hover over menu items with arrows to view sub menu
Menu Item Descriptions

- **eGAP 2.0 Home** – Messages, Login
- **Administer** – User Access Administrators only
- **Search** – Search for other organizations; approved applications; address book
- **Inbox** – Record of system emails to and from user
- **Planning** – Planning Tool
- **Funding** – Access to grant applications beginning with 2023 grants
- **ES2s** – Access ES2s beginning with 2023 grants
- **Project Summary** – Overview/details of LEA’s grants
- **LEA Document Library** – LEA-specific location for uploading documents not associated with an application
- **Address Book** – List of users with LEA and SEA roles for an LEA
- **ALSDE Resources** – Library of training, program guidance, forms
- **Help for Current Page** – Page specific help; number indicates number of help items
- **Contact ALSDE** – Submit Feedback form
Search

- Always visible – no need to log in
- Useful for accessing another district’s Address Book to see district users and approved applications
- Search using your district to find your User Access Administrator in the Address Book
Address Book

- Identifies LEA and SEA roles and contacts
- Can view contact information and launch email
- Identifies User Access Administrator
ALSDE Roles

- Similar roles exist in eGAP 2.0 as in the original system
- Contact district’s User Access Administrator to be added as a user or modify roles
- Use Address Book to view your roles in the system
Inbox

- Email Message Archive displays all emails generated within eGMS to and from user
- Use drop down to select time frame

<table>
<thead>
<tr>
<th>Show Items:</th>
<th>6 months to a year old</th>
<th>8 to 14 days old</th>
<th>15 to 30 days old</th>
<th>31 to 90 days old</th>
<th>91 to 180 days old</th>
</tr>
</thead>
</table>

- Received (displaying 1 through 5 of 5)
  - From: Administrator, eGMS
  - Date/Time: 11/23/2021 11:55 AM
  - Subject: Application Status Change - LEA Number 242-000 EdAdvance - 2022 Consolidated - Title III EL

- Received (displaying 1 through 5 of 5)
  - From: Boudreau, Jean
  - Date/Time: 11/16/2021 10:21 AM
  - Subject: Application Status Change - LEA Number 242-000 EdAdvance - 2022 Consolidated - Title III EL

- Received (displaying 1 through 5 of 5)
  - From: Dunn, Joyce
  - Date/Time: 10/18/2021 11:17 AM
  - Subject: Application Status Change - LEA Number 242-000 EdAdvance - 2022 Consolidated - Title III EL

- Received (displaying 1 through 5 of 5)
  - From: Alubicki, Megan
  - Date/Time: 9/7/2021 3:43 PM
  - Subject: Due date for Title I and II, Title III EL and State Bilingual

- Sent (displaying 1 through 1 of 1)
  - To: Anderson, Michelle [+6 others...]
  - Date/Time: 10/15/2021 8:42 PM
  - Subject: Funding Application Status Change - LEA Number 242-000 EdAdvance - 2022 Consolidated - Title III EL
ALSDE Resources

- Library of resource documents, guidance, training
- Previously existed as Document Library > Agency Documents in the original eGAP
LEA Document Library

- Previously your district’s documents
- Only visible to SEA and users in the district
- Document must be assigned to the district before it is visible
- Select Root Folders and click Search Folders
- Open folders and locate document
Save and Go To Buttons

- On funding application, planning tool, and ES2 pages
- “Save and Go To” for editable pages
- “Go To” for uneditable pages
- Primary navigation menu
- Use to **save data**

**DO NOT USE BROWSER FORWARD/BACK BUTTONS**
Saving

- 60-minute session time-out between saves
- Using **Save and Go To** automatically saves and resets to 60 minutes
- Time-out clock shows time remaining.
- **Save and Go To : Current Page** saves, resets time-out clock and allows continued work on a page
- Work on current page is lost after 60 minutes without saving, or if browser buttons are used
Page Locking

- Multiple people can work in an application at the same time, but multiple users cannot edit the same page simultaneously
  - User will see message indicating the user that has the page locked
  - Lock released after that user leaves the page or their session times out
Funding Applications Page

- Lists Funding Applications only
- Organized by Entitlement and Competitive
- Lists for Expenditure Reports, Budget Entry Review and ES2s now accessed from main left menu
Grant Organization Changes

- Title I-A sections combined into one application (Title I-A)
- Title IV-A included in the Consolidated application
Sections page

- History Log and Comments in a separate section
- Roll mouse pointer over *Change Status To* link to see list of names/roles who can make status change
Validation Messages

- Sections page “Validation” column displays a Messages link for a page when there is a warning or error.
- Review links on the Validation Messages page navigate back to the page with error/warning.
- Gray “Warnings” are advisory. Does not prevent submission of the application.
- Red “Error” must be resolved before the application can be moved to Completed status.

Title I-A

<table>
<thead>
<tr>
<th>Budget</th>
<th>Review</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>$375,000.00</td>
<td>The Title I-A budget is less than the Adjusted Allocation amount of $2,890,000.00.</td>
<td>Error</td>
</tr>
</tbody>
</table>
Print Page

- Flexibility to print application, section, or a page
- Check *Select Items* to select multiple pages

Checking the Select Items box enables selection of multiple
Printing Steps

• Clicking “Print” takes you to the Print Request page and you must click Print again.

• If the PDF document is ready within 30 seconds, it will automatically display

• If it takes longer than 30 seconds, you will receive an email when it is finished

• Go to ALSDE Resources to see any print job that took longer to produce
**Allocations**

- **Users can make transfers between grants in the Consolidated application**
- **Consortia line will reflect movement of funds from a member into a fiscal agent.**
- **Competitive grants display 0 until grant is approved.**

<table>
<thead>
<tr>
<th></th>
<th>Migrant Education</th>
<th>Title I-D Delinquent</th>
<th>Title I School Improvement</th>
<th>Title I-EA Supporting Effective Instruction</th>
<th>Title III English Learners</th>
<th>Title V-B Rural and Low Income</th>
<th>Title IV Part A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50000.00</td>
</tr>
<tr>
<td>Incoming Carryover</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Outgoing Carryover</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Reallocated</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Additional</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Released</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Consortium</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Forfeited</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>FER Relased</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Title I School Improvement</th>
<th>Title I-EA Supporting Effective Instruction</th>
<th>Title III English Learners</th>
<th>Title V-B Rural and Low Income</th>
<th>Title IV Part A</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Title I-A, Schoolwide</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Title II-A, Supporting Effective Instruction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Title V-B, Rural and Low Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Title IV Part A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>25000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50000.00</td>
</tr>
</tbody>
</table>
Application Detail Pages

- Application Details (formerly called Budget Details)
- Capture the same information as the pages in the original eGAP
Related Documents

- Required and Optional documents in separate areas on the page
- Documents may have a template for user download
- Uploaded documents can be updated or deleted

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Template</th>
<th>Document/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Evaluation Results [Upload 1 document(s)]</td>
<td>Program Evaluation template</td>
<td>Upload New</td>
</tr>
<tr>
<td>Program Evaluation Current Plans [Upload 1 document(s)]</td>
<td>N/A</td>
<td>[Update] [Delete]</td>
</tr>
</tbody>
</table>
Creating Budgets

• Budget pages
  • Budget – access to Budget Line Items
  • Budget Line Items – create/edit Budget Line Items
  • Budget Overview- read-only grid of budget roll-up
  • Budget Overview +/- Budget revision changes (read-only)
Budget Page

- Click on **Modify** under Action for any function code to create/edit a budget line item.
- If the Action shows **View**, line items can be seen but are not editable. The application either is in a non-editable status, or you do not have the necessary permission to edit the application.

![Budget Page](image)

<table>
<thead>
<tr>
<th>Action</th>
<th>Function Code</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>1100 - Instruction</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>View</td>
<td>2110 - Attendance</td>
<td>$0.00</td>
</tr>
<tr>
<td>View</td>
<td>2120 - Guidance</td>
<td>$0.00</td>
</tr>
<tr>
<td>View</td>
<td>2130 - Testing Services</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Note: If the Action shows View, line items can be seen but are not editable. The application either is in a non-editable status, or you do not have the necessary permission to edit the application.
Budget Line Item Page

- Filtering bar determines which items are visible
- Subtotals/Totals for allocation and budget line items
- Click the **Add Budget Line Item** link to create a new entry.

![Budget Line Item Page](image-url)
Creating a Budget Line Item

1. Select appropriate Function and Object Codes. (Only the allowable ones are listed.)
2. Quantity is usually left at 1.0 (Multiplies what is in Cost field)
3. Enter Cost. (Total cost if quantity is left at 1.)
4. Enter narrative description
5. (Title I only) Add tag if item is for Targeted Assistance
6. Location (if desired) – default is district level, lists all schools
7. Click Create. (Update for editing)
Edit Budget Line Items

- To edit any part of a line item, click on the Pencil Icon in the Edit column.
- To delete a budget line item, click on the Trash Can icon in the Delete column. (A line item cannot have a total cost of 0.)
Completing the Budget

- Continue creating Line Items until the Total for all Budget Line Items equals the Adjusted Allocation.
- “Remaining” reflects the amount of the Allocation still to be budgeted.
Filtering Budget Line Items

- The filter bar determines which line items are visible
- Click a filter heading to see/select options
- Click on Show All to see all line items.
- Header shows how many line items are shown and exist
- Total of filtered line items is displayed
## Budget Overview

Non-editable view of budget and object code subtotals

<table>
<thead>
<tr>
<th>Function</th>
<th>2000 - Salaries &amp; Benefits</th>
<th>Contracts</th>
<th>Travel</th>
<th>Supplies/Books</th>
<th>Minor Equipment</th>
<th>Equipment</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 - Regular Instruction</td>
<td>50,092.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,414.12</td>
<td>9,505.21</td>
<td>17,079.00</td>
<td>0.00</td>
<td>84,090.33</td>
</tr>
<tr>
<td>2213 - Instructional Staff Training</td>
<td>0.00</td>
<td>2,500.00</td>
<td>8,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,500.00</td>
</tr>
<tr>
<td>2238 - Instruction-Related Technology</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,500.00</td>
<td>0.00</td>
<td>5,500.00</td>
</tr>
<tr>
<td>2400 - School Administration</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,198.67</td>
<td>3,198.67</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>50,092.00</strong></td>
<td><strong>2,500.00</strong></td>
<td><strong>8,000.00</strong></td>
<td><strong>7,414.12</strong></td>
<td><strong>9,505.21</strong></td>
<td><strong>22,579.00</strong></td>
<td><strong>3,198.67</strong></td>
<td><strong>103,289.00</strong></td>
</tr>
<tr>
<td><strong>Adjusted Allocation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>103,289.00</strong></td>
</tr>
<tr>
<td><strong>Remaining</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>
Budget Overview Plus/Minus

Displays changes to budget totals in a revision

<table>
<thead>
<tr>
<th>Function</th>
<th>Object</th>
<th>1000 - Salaries &amp; Benefits</th>
<th>3000 - Contracts</th>
<th>5000 - Travel</th>
<th>6000 - Supplies/Books</th>
<th>6150 - Minor Equipment</th>
<th>7300 - Equipment</th>
<th>8000 - Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 - Regular Instruction</td>
<td>50,092.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,414.12</td>
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<td>10,500.00</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>5,500.00</td>
<td>0.00</td>
<td>5,500.00</td>
</tr>
<tr>
<td>2400 - School Administration</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>22,579.00</td>
<td>3,198.67</td>
<td>3,198.67</td>
<td>103,289.00</td>
</tr>
</tbody>
</table>

Adjusted Allocation: 103,289.00

Remaining: 0.00
Status Workflow for Funding

Same as in original eGAP

• Not Started
• Draft Started
• Draft Completed
• LEA Chief Financial Officer Approved/Returned
• LEA Superintendent/Authorized Representative Approved/Returned
• ALSDE Consolidated Specialist Approved/Returned
• ALSDE Consolidated Team Administrator Approved/Returned
• ALSDE Consolidated Federal Programs Director Final Approved/Returned
Planning Tool page

- Menu- Planning > Planning Tool
- Contains LEA Plan and School Plans
- Funding Summary – views of costs and cost sources
LEA Plan Sections Page

- Move status to Draft Started
- No further status changes are needed
- Same functionalities as funding applications - Print, Change Log, Validations, etc.
Needs Assessment

In both LEA and School Plans

<table>
<thead>
<tr>
<th>Student Academic Needs</th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing the Achievement Gap</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Arts/English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Development and Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English as a Second Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using Technology as a Learning Tool</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Development and Staff Needs</th>
<th>Elementary</th>
<th>Middle</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring and Retaining Highly Qualified Teachers and Principals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incentives to Recruit Highly Qualified Teachers and/or Principals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incentives to Retain Highly Qualified Teachers and/or Principals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create Goal

- Created in LEA Plan
- Display only in School Plan with option to select ones that are not applicable
- Recommended Goal prepopulates Title and Description, can be edited
- Add Performance Measure
Create Strategies

- Created in LEA Plan
- Display only in School Plan with option to select ones that are not applicable
Create Action Step

- Enter Title and Description
- Estimated completion date required
- Selecting Other for Person Responsible opens a text field for any entry
- Costs and components are created after the Action Step is saved
- Add to Action Step puts Title and Description into a list for reuse by other district school plans
Adding Funding Sources

- Funding Source amounts and the associated grants are **added only at the Action Step level**
- Select Create Funding Source from an existing Action Step
- Select Funding Application/Grant
- Enter Amount and, if desired, Notes
Plan Relationships Page

- Plan Relationships for a Funding Application will appear on each grant’s Plan Relationships page