

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.

Accessing eGAP 2.0

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

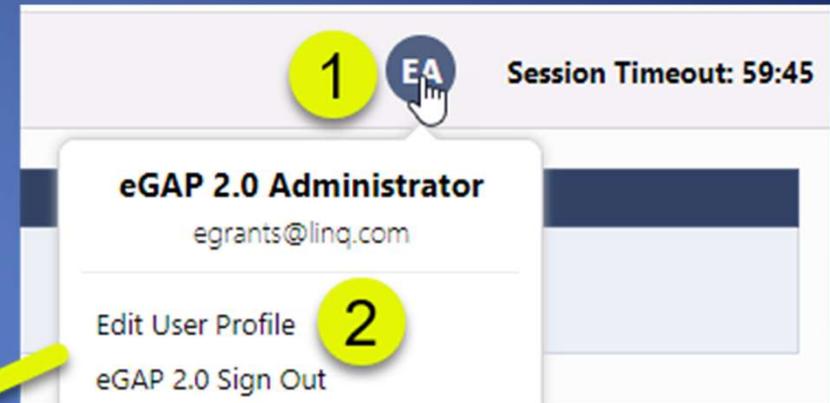
- Click the eGAP 2.0 Sign-in button,
- enter Email Address and password
 - Old passwords will work unless it was changed recently
 - Click *Forgot Your Password?* to reset password
 - Email addresses can only be used with a single account
 - Contact District User Access Administrator if needed
 - There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



The screenshot shows the eGAP 2.0 Sign-In interface. At the top left, the text "eGAP 2.0 Sign-In" is displayed. In the top right corner, there is a dark button labeled "eGAP 2.0 Sign-In" with a hand cursor icon. A yellow arrow points from this button to the "Sign-In" header of the form below. The form contains two input fields: "Email Address:" and "Password:", each with a small icon to its right. Below the password field is a link labeled "Forgot your password?". At the bottom right of the form is a "Submit" button.

Update name, phone, email

Users can update their own profile information - name, email and phone information



User Profile

3

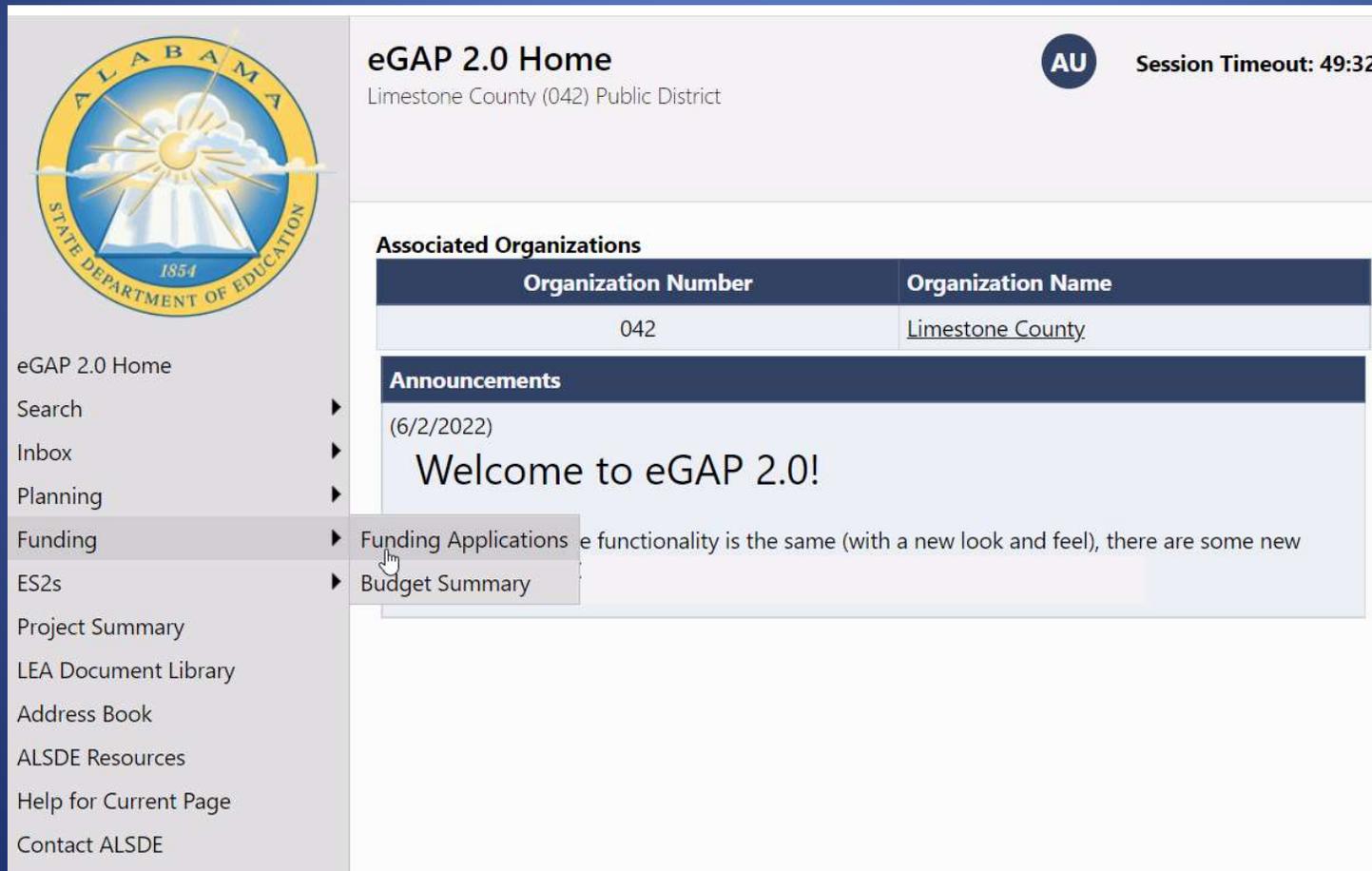
Email Address:	<input type="text" value="egrants@linq.com"/>
First Name:	<input type="text" value="eGAP 2.0"/>
Last Name:	<input type="text" value="Administrator"/>
Phone Number:	<input type="text" value="___-___-___"/>
Phone Extension:	<input type="text"/>
Fax Number:	<input type="text" value="___-___-___"/>
Change Password:	Click Here to Change Your Password

Save Cancel

This screenshot shows the 'User Profile' form. The form is titled 'User Profile' and has a 'Profile' section. A yellow circle '3' is placed above the 'Profile' section. The form contains several input fields: 'Email Address' (with a dropdown arrow), 'First Name', 'Last Name', 'Phone Number', 'Phone Extension', and 'Fax Number'. There is also a link for 'Change Password'. At the bottom right, there are 'Save' and 'Cancel' buttons. A yellow arrow points from the 'Edit User Profile' option in the previous screenshot to this form.

eGAP 2.0 Navigation Menu

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



The screenshot displays the eGAP 2.0 Home interface. On the left is a vertical navigation menu with the following items: eGAP 2.0 Home, Search, Inbox, Planning, Funding, ES2s, Project Summary, LEA Document Library, Address Book, ALSDE Resources, Help for Current Page, and Contact ALSDE. The 'Funding' item is highlighted, and a sub-menu is visible with 'Funding Applications' and 'Budget Summary'. The main content area on the right features the Alabama State Department of Education logo, the text 'eGAP 2.0 Home' and 'Limestone County (042) Public District', a user profile icon 'AU', and a session timeout of 49:32. Below this is a table for 'Associated Organizations' with one entry for Limestone County (042). An 'Announcements' section follows, dated 6/2/2022, with the heading 'Welcome to eGAP 2.0!' and a paragraph of introductory text.

Organization Number	Organization Name
042	Limestone County

Announcements
(6/2/2022)
Welcome to eGAP 2.0!
The functionality is the same (with a new look and feel), there are some new

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



Search Organizations

Organization Name: Begins With

Organization Number:

County:

Address Book

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

Address Book EA Session Timeout: 59:33

Alabama State Department of Education (000111000) Test District - FY 2023

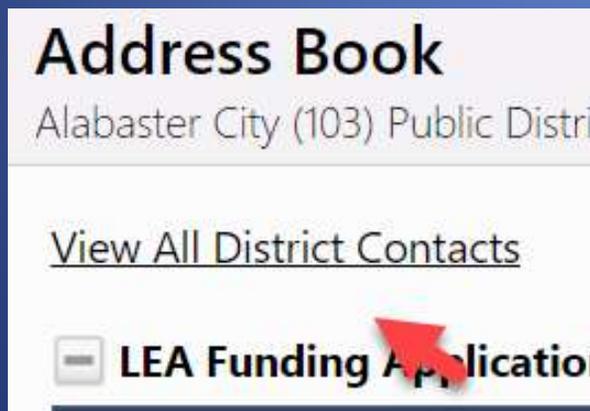
Application	Contact Type	Contact	
LEA Role Contacts			
Role	Contact		
Other LEA Contacts			
Contact Type	Contact		
Planning Tool		N/A	
ALSDE Funding Application Contacts			
Application	Grant	Contact Type	Contact
American Rescue Plan (ARP) ESSER	N/A	ALSDE Director/Reviewer/Final Approver	Dean, Milanda Isaacs, Jason
ARP Homeless I	N/A	ALSDE Director/Reviewer/Final Approver	Crawford, Millie Dean, Milanda
ARP Homeless II	N/A	ALSDE Director/Reviewer/Final Approver	Dean, Milanda

User Access Administrator

Butts
Blars
Gray,
Vicke

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



	LEA Title I-D, Neglected or Delinquent (Subpart 1) Update
<u>Heatherly</u>	LEA Consolidated Update
	LEA Data View
	LEA Plan Data Entry
	LEA Plan Reviewer
	LEA Title I-D, Neglected or Delinquent (Subpart 1) Update

Inbox

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



Email Message Archive

Your Organization (242-000) Regional Education Service Center

Show items: 6 months to a year old

Received (displaying 1 through 5 of 5)

From	Date/Time
Administrator, eGMS	11/23/2021 11:55 AM
Boudreau, T	11/16/2021 10:21 AM
Dunn, Joyce	10/18/2021 11:17 AM
Administrator, eGMS	9/7/2021 3:43 PM
Alubicki Flick, Megan	7/20/2021 10:14 AM

Sent (displaying 1 through 1 of 1)

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

ALSDE Resources

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

ALSDE Resources

EA Session Timeout: 59:34

Search

Below are the ALSDE Resources. Expand the nodes to view the folders and documents

ALSDE Resources [\[Expand All\]](#) [\[Collapse All\]](#) [\[Hide Documents\]](#)

eGAP 2.0 Training

- [6/7/22 SEA Training](#)
- [PowerPoint- ALSDE State User Training](#)
- [Creating and Editing Budgets](#)
- [SEA Administrator Training PowerPoint](#)

Title IV, Part B - 21st Century Community Learning Centers

- [Cohort 16 FY22 21st CCLC Request for Application \(RFA\)](#)

LEA Document Library

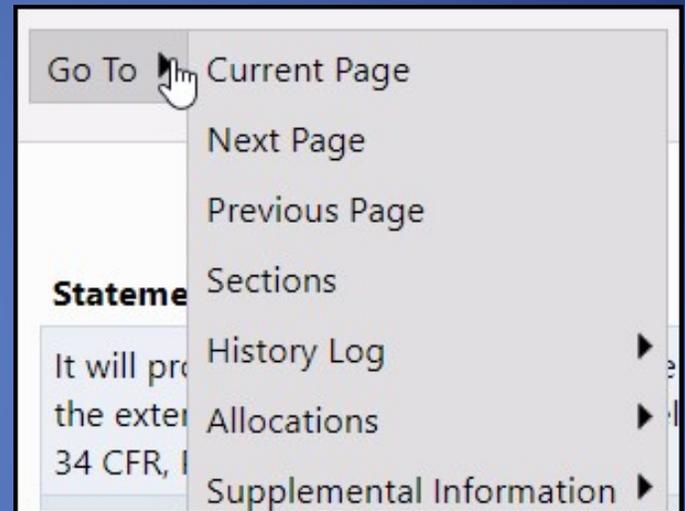
- Previously your district's documents
- Only visible to SEA and users in the district
- Document must be assigned to the district before it is visible
- Select Root Folders and click *Search Folders*
- Open folders and locate document

The screenshot displays the 'LEA Document Library' interface for Wilcox County (066) Public District - FY 2023. It features a search bar with the placeholder text 'Enter Search Text:'. Below the search bar is a 'Root Folders' dropdown menu with options for 'General', '2023', and '2022'. A 'Search Folders' button is positioned below the dropdown. The main content area is titled 'LEA Document Library' and includes links for '[Expand All]' and '[Collapse All]'. The folder structure is shown as follows:

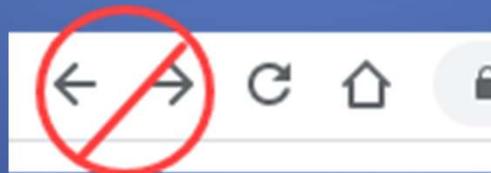
- General
- 2023
 - Folders
 - 21st Century
 - Title IV
 - Documents
 - Title IV equitable services form [Edit Documents]

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

Page is being edited by 'Charles Carmichael'.

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

Funding Applications ML **Session Timeout: 59:28**
Wilcox County (066) Public District - FY 2023
This is the eGAP 2.0 TEST site. Please be sure to complete your work on the LIVE site.

2023 ▾ All Active Applications ▾
All Active Applications
All Approved Applications
Last Approved Applications

Entitlement	Revision	Status	Status Date
<u>Consolidated</u>	0	Draft Started	5/31/2022

Competitive Funding Application	Revision	Status	Status Date
<u>21st Century</u>	0	Not Started	5/31/2022
<u>Homeless</u>	0	Not Started	6/1/2022

Grant Organization Changes

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

Sections EA Session Timeout: 59:32

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

This is the eGAP 2.0 TEST site, set up for MEGA Conference training.

[View ALSDE History Log](#)
[View Change Log](#)

Description (View Sections Only , View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All	Messages	Print
+ History Log		Print
+ Allocations		Print
+ Supplemental Information	Messages	Print
- Title I-A	Messages	Print
Building Eligibility		Print
Set Asides		Print
School Allocation PPA List		Print
Private School Service - Title I-A		Print
Budget	Messages	Print
Budget Overview		Print
Application Details	Messages	Print
Targeted Assistance Details		Print
Plan Relationships		Print
Related Documents	Messages	Print
+ Title I-C, Migrant Education	Messages	Print
+ Title I, School Improvement	Messages	Print
+ Title II-A, Supporting Effective Instruction	Messages	Print
- Title IV, Part A	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Application Details		Print
Plan Relationships		Print
Related Documents		Print

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

Sections
Wilcox County (066) Public District - FY 2023 - Consolidated - Rev 0

EA Session Timeout: 59:52

Application Status: Draft Started

Change Status To: Draft Completed

Role(s) that can perform this status change:
LEA Consolidated Director

User(s) that can perform this status change:
Marsha Lennon
Jennifer Poindexter

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print ■ Select Items
All	Messages	Print
+ History Log		Print
+ Allocations		Print
- Supplemental Information	Messages	Print
Consolidated Administration		Print
Assurances		Print
Capitalized Equipment	Messages	Print
Substantially Approved Dates		Print
Consolidated Checklist		Print

Change Log

Status area
Hover pointer over *Change Status To* link to view users who can change the status

Collapse or expand sections

Access error and warning messages

Validation Messages

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

The screenshot displays the 'Validation Messages' interface. At the top left, the title 'Validation Messages' is shown, followed by the breadcrumb 'Wilcox County (066) Public District - FY 2023 - Consolidated - Rev 0'. On the top right, there is a user profile icon with the initials 'ML' and a 'Session Timeout: 59:54' indicator. Below the header, there is a link for 'Return To Sections Page'. The main content area is titled 'Title I-A' and contains a table with one row. The table has a dark blue header row with the text 'Budget'. The data row has a 'Review' link in the first column, the message 'The Title I-A budget of \$375,000.00 is less than the Adjusted Allocation amount of \$2,890,000.00.' in the second column, and the word 'Error' in red text in the third column.

Title I-A		
Budget		
Review	The Title I-A budget of \$375,000.00 is less than the Adjusted Allocation amount of \$2,890,000.00.	Error

Print Page

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

Description (View Sections Only View All Pages)		Validation	Print <input type="checkbox"/> Select Items
All		Messages	Print
<input type="checkbox"/> History Log			Print
History Log			Print
Create Comment			
<input type="checkbox"/> Allocations			Print
Allocations			Print
<input type="checkbox"/> Supplemental Information			Print
Assurances			Print
Capitalized Equipment/Building Improvements			Print
Substantially Approved Dates			Print
Special Education Checklist			Print
<input type="checkbox"/> Special Education, Part B-IDEA		Messages	Print

Validation	Print <input checked="" type="checkbox"/> Select Items
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

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

Print Request BB Session Timeout: 59:37
Alabaster City (103) Public District - FY 2023

Printing requires that pop-ups are permitted for this site in your browser.

If the print job is created within 30 seconds, it will display as a PDF file. If it takes longer to create, you will receive an email in your inbox when it is finished and the PDF file will be placed in a section at the top of the ALSDE Resources page.

Please enter a name for the Print Request and your email address. You will be notified via email when it is finished. Check your email application or the Inbox on the main menu to the left. You can also check the ALSDE Resources page periodically to see if the job is complete.

Document Name:

Email Address:

ALSDE Resources EA Session Timeout: 59:54
Alabama State Department of Education (000111000) Test District - FY 2023

Below is your list of Print Requests.

Print Request Name	Request Date	Expiration Date	
Special Education	6/27/2022 8:04:58 AM	7/2/2022 8:04:58 AM	Delete

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.

	(1) Migrant Education	(4) Title I-D, Delinquent	(5) Title I, School Improvement	(6) Title II-A, Supporting Effective Instruction	(7) Title III, English Learners	(8) Title V-B, Rural and Low Income	(9) Title IV, Part A
Original	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$50,000.00
Incoming Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outgoing Carryover	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forfeited	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FER Released	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$50,000.00
	(1) Migrant Education	(4) Title I-D, Delinquent	(5) Title I, School Improvement	(6) Title II-A, Supporting Effective Instruction	(7) Title III, English Learners	(8) Title V-B, Rural and Low Income	(9) Title IV, Part A
From Title I-A, Schoolwide							
From Title II-A, Supporting Effective Instruction				\$0.00	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
From Title V-B, Rural and Low Income				<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00	
From Title IV, Part A				<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$50,000.00

Application Detail Pages

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

<input type="checkbox"/>	Title I-C, Migrant Education
	Budget
	Budget Overview
	Application Details
	Plan Relationships
	Private School Service
	Related Documents
<input type="checkbox"/>	Title I, School Improvement
	Budget
	Budget Overview
	Application Details
	Plan Relationships
	Related Documents
<input type="checkbox"/>	Title II-A, Supporting Effective Instruction
	Budget
	Budget Overview
	Application Details
	Plan Relationships
	Private School Service
	Related Documents

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

Related Documents **MD** Session Timeout: 59:54

Alabama State Department of Education (000111000) Test District - FY 2023 - Consolidated - Rev 0 - Title II-A, Supporting Effective Instruction

Go To ▶

Required Documents		
Type	Document Template	Document/Link
Program Evaluation Results [Upload 1 document(s)]	 Program Evaluation template	Upload New
Program Evaluation Current Plans [Upload 1 document(s)]	N/A	[Update] [Delete]  Current Plan

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 EA Session Timeout: 59:44

istrict - FY 2023 - Consolidated - Rev 0 -
Title II-A, Supporting Effective Instruction

Go To ▶

[Upload Budget Data](#) | [Download Budget Data](#)

Action	Function Code	Total
Modify	1100 - Instruction	\$0.00
Modify	2210 - Instructional Improvement and Curriculum Development	\$0.00
Modify	2215 - Instructional Staff Development Services	\$0.00
Modify	2290 - Other Instructional Staff Services	\$0.00
Modify	2300-2399 - School Administrative	\$0.00
Modify	6000-6999 - General Administrative	\$0.00
Modify	9200 - NonPublic School Programs	\$0.00
	Total	\$0.00
	Adjusted Allocation	\$100,000.00
	Remaining	\$100,000.00

Budget Overview EA Session Timeout: 59:32

istrict - FY 2023 - Consolidated - Rev 0 -
Title II-A, Supporting Effective Instruction

Go To ▶

Instructional Staff Services	010-199 - Salaries	200-299 - Employee Benefits	300-399 - Purchased Services	400-499 - Materials + Supplies	453 - Contracted Services for Transportation/Other	600-899 - Other Objects	910 - Indirect Costs	Total
Function Code								
Administrative								
6000-6999 (Summer) - Summer Administrative	6,400.00	1,296.64	0.00	0.00		0.00	0.00	7,696.64
9130 - Extended Day/Dependent Care	67,542.12	9,736.96	0.00	5,850.00		0.00		83,129.08
9130 (Summer) - Summer Extended Day/Dependent Care	44,800.00	11,021.44	7,900.00	0.00		0.00		63,721.44
Total	141,730.20	24,081.04	18,900.00	5,850.00	1,000.00	3,500.00	4,938.76	200,000.00

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.

Action	Function Code
<u>View</u>	1100 - Instruction
<u>View</u>	2110 - Attendar
<u>View</u>	2120 - Guidance
<u>View</u>	2130 - Testing S

Budget

EA Session Timeout: 59:55

A: [redacted] ict - FY 2023 - Homeless - Rev 0 - Homeless

Go To ▶

[Upload Budget Data](#) | [Download Budget Data](#)

Action	Function Code	Total
<u>Modify</u>	1100 - Instruction	\$15,000.00
<u>Modify</u>	2110 - Attendance Services	\$0.00
<u>Modify</u>	2120 - Guidance and Counseling Services	\$0.00
<u>Modify</u>	2130 - Testing Services	\$0.00
<u>Modify</u>	2140 - Health Services	\$0.00

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.

The screenshot shows the 'Budget Line Item' page with the following elements:

- Header:** 'Budget Line Item' title, 'EA' logo, and 'Session Timeout: 55:31'.
- Context:** 'Autonomous County (001) Public District - FY 2023 - Homeless - Rev 0 - Homeless'.
- Return Button:** A 'Return' button is located below the context bar.
- Filtering Bar:** A dark bar with the text 'Filtering - 0 out of 1 Budget Line Items match selected filters' and a 'Show All / Clear All' link.
- Table:** A table with columns: 'Function Code', 'Object Code', 'Location', and 'Narrative'. One row is visible: '2120 - Guidance and Co...' with 'All' for Object Code and 'All' for Location.
- Download Budget Data:** A link below the table.
- Add Budget Line Item:** A link circled in red, with a callout: 'Create new Budget Line Item'.
- Navigation:** '<< First', '< Previous', 'Next >', and 'Last >>' buttons.
- Summary Table:** A table with columns: 'Delete', 'Edit', 'Budget Line Item', and 'Narrative Description'. It contains summary rows:
 - 'Total for filtered Budget Line Items: \$0.00'
 - 'Total for all other Budget Line Items: \$15,000.00'
 - 'Total for all Budget Line Items: \$15,000.00'
 - 'Adjusted Allocation: \$0.00'

Callouts provide additional context:

- 'Filtering bar-determines which budget details are displayed' points to the filtering bar.
- 'Used when large numbers of budget details exist' points to the navigation buttons.
- 'Summary of budget details' points to the summary table.

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)

The screenshot shows the 'Create Budget Line Item' form for the Alabama State Department of Education. The form is titled 'Create Budget Line Item' and includes a session timeout of 59:33. The form is divided into two main sections: 'Budget Line Item' and 'Narrative Description'.

Budget Line Item Section:

- Function Code:** 1100 - Instruction (Selected from a drop-down list)
- Object Code:** 010-199 - Salaries (Selected from a drop-down list)
- Targeted Assistance:** Select Tag (Selected from a drop-down list)
- Location:** Targeted Assistance, Alabama State Department of Education (000111000) (Selected from a drop-down list)
- Quantity:** 1.00
- Cost:** \$0.00
- Budget Line Item Total:** \$0.00

Narrative Description Section:

Empty field for entering the description of the line item.

Summary Section:

Total for all other Budget Line Items:	\$0.00
Total for all Budget Line Items:	\$0.00
Adjusted Allocation:	\$100,000.00
Remaining:	\$100,000.00

Buttons: Create, Cancel

Callouts:

- Select Function and Object Codes from drop down lists:** Points to the Function Code and Object Code fields.
- Title I ONLY Select if for Targeted:** Points to the Targeted Assistance field.
- Cost of item:** Points to the Cost field.
- Product of Cost * Quantity:** Points to the Budget Line Item Total field.
- Drop down list with district and schools:** Points to the Location field.
- Used to multiply items of same cost:** Points to the Quantity field.
- Description of purpose/details of line item:** Points to the Narrative Description field.

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.)

The screenshot displays a web application interface for managing budget line items. At the top, there is a link for "Download Budget Data" and a header section with "Add Budget Line Item" and navigation controls (First, Previous, 1, Next, Last) and "Items 1-3 out of 3". Below this is a table with columns for "Delete", "Edit", "Budget Line Item", and "Narrative Description".

Delete	Edit	Budget Line Item	Narrative Description
		Function Code: 1100 - Instruction Object Code: 010-199 - Salaries Cost: \$150,000.00 Line Item Total: \$150,000.00	3 FTE Salaried teachers
		Function Code: 1100 - Instruction Object Code: 010-199 - Salaries Title I Service Type: Location: Wilcox County, (000)	1.5 FTE classroom aides

Two callout boxes provide instructions:

- A callout pointing to the trash can icon in the first row: "Use to delete a Line Item. (Cannot use 0 for a Total Cost.)"
- A callout pointing to the pencil icon in the second row: "Use to edit any part of a Line Item."

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.

Total for filtered Budget Line Items:	\$225,000.00
Total for all other Budget Line Items:	\$150,000.00
Total for all Budget Line Items:	\$375,000.00
Adjusted Allocation:	\$2,890,000.00
Remaining:	\$2,515,000.00

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

<input type="button" value="Return"/>				
Filtering - 2 out of 3 Budget Line Items match selected filters				Show All / Clear All
<u>Function Code</u>	<u>Object Code</u>	<u>Location</u>	<u>Tags</u>	<u>Narrative</u>
All	All	All	Title I Service Type: ...	No Options Selected



Total for filtered Budget Line Items:	<input type="text"/>
Total for all other Budget Line Items:	<input type="text"/>
Total for all Budget Line Items:	<input type="text"/>

Budget Overview

Non-editable view of budget and object code subtotals

Function	2000 - Salaries & Benefits	Contracts	Travel	Supplies/Books	Minor Equipment	Equipment	Other	
1000 - Regular Instruction	50,092.00	0.00	0.00	7,414.12	9,505.21	17,079.00	0.00	84,090.33
2213 - Instructional Staff Training	0.00	2,500.00	8,000.00	0.00	0.00	0.00	0.00	10,500.00
2238 - Instruction-Related Technology	0.00	0.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
2400 - School Administration	0.00	0.00	0.00	0.00	0.00	0.00	3,198.67	3,198.67
Total	50,092.00	2,500.00	8,000.00	7,414.12	9,505.21	22,579.00	3,198.67	103,289.00
Adjusted Allocation								103,289.00
Remaining								0.00

Budget Overview Plus/Minus

Displays changes to budget totals in a revision

Budget Overview Plus/Minus GA Session Timeout: 59:35

Ellsworth Public Schools (1663) Municipal School Unit - FY 2022 - CTE Secondary - Rev 1 - CTE Secondary

Go To ▶

Show Unbudgeted Categories

Object	1000- 2000 - Salaries & Benefits	3000 - Contracts	5000 - Travel	6000 - Supplies/Books	6150 - Minor Equipment	7300 - Equipment	8000 - Other	Total
Function								
1000 - Regular Instruction	50,092.00 -\$2,000.00	0.00	0.00	7,414.12 +\$2,000.00	9,505.21	17,079.00	0.00	84,090.33
2213 - Instructional Staff Training	0.00	2,500.00	8,000.00	0.00	0.00	0.00	0.00	10,500.00
2238 - Instruction-Related Technology	0.00	0.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
2400 - School Administration	0.00	0.00	0.00	0.00	0.00	0.00	3,198.67	3,198.67
Total	50,092.00 -\$2,000.00	2,500.00	8,000.00	7,414.12 +\$2,000.00	9,505.21	22,579.00	3,198.67	103,289.00
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 and School Planning EA Session Timeout: 58:46

Madison City (169) Public District - FY 2023

2023 Active

LEA Plan	Revision	Status	Status Date
Madison City (169) - LEA Plan	0	Draft Started	6/15/2022

School Plan	Revision	Status	Status Date
All <input type="button" value="v"/>			
Bob Jones High School (169-0080) - School Plan	0	Not Started	6/13/2022
Columbia Elementary School (169-0030) - School Plan	0	Not Started	6/13/2022
MidTown Elementary School (169-0220) - School Plan	0	Not Started	6/13/2022
Mill Creek Elementary School (169-0090) - School Plan	0	Not Started	6/13/2022
Rainbow Elementary School (169-0020) - School Plan	0	Not Started	6/13/2022

Plan Funding Summary

[View Summary](#)

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.

LEA Plan Sections EA Session Timeout: 59:55

Elmore County (026) Public District - FY 2023 - LEA Plan - Rev 0

Status: **Draft Started**

Change Status To:

[View Change Log](#)

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All	Messages	Print
<input type="checkbox"/> LEA Plan History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> LEA Plan	Messages	Print
Needs Assessment		Print
Goals, Strategies, and Action Steps		Print
Required Components	Messages	Print
Related Documents		Print
Checklist		Print
All	Messages	Print

[Return](#)

Needs Assessment

In both LEA and School Plans

Needs Assessment

Elmore County (026) Public District - FY 2023 - LEA Plan - Rev 0

EA **Session Timeout: 59:45**

Save And Go To ▶

Every grant program and the school improvement process require that LEAs evaluate student and/or staff performance and needs in determining the success of current programs and in setting future goals and planning programs. For each area below, check the appropriate grade level to indicate the current needs the LEA has identified.

Student Academic Needs	Elementary	Middle	High
Closing the Achievement Gap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language Arts/English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Development and Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English as a Second Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Technology as a Learning Tool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Development and Staff Needs	Elementary	Middle	High
Hiring and Retaining Highly Qualified Teachers and Principals			
Incentives to Recruit Highly Qualified Teachers and/or Principals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incentives to Retain Highly Qualified Teachers and/or Principals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Goal EA Session Timeout: 59:5

Elmore County (026) Public District - FY 2023 - LEA Plan - Rev 0

Save Cancel

Create Goal

Recommended Goals: 

Goal Title: 0 of 500 characters

Goal Description: 0 of 2000 characters

Performance Measure: 0 of 4000 characters

Save Cancel

Challenging Curricula
Technology
English Language Acquisition
Highly Qualified Teachers
Safe and Drug-Free School and Community
Graduation/Drop Out Rate
Effective School Leaders

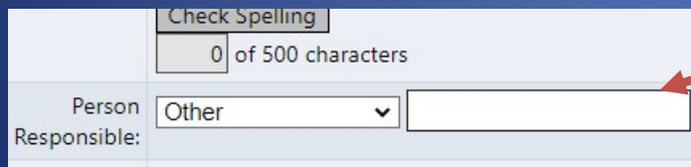
Create Strategies

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

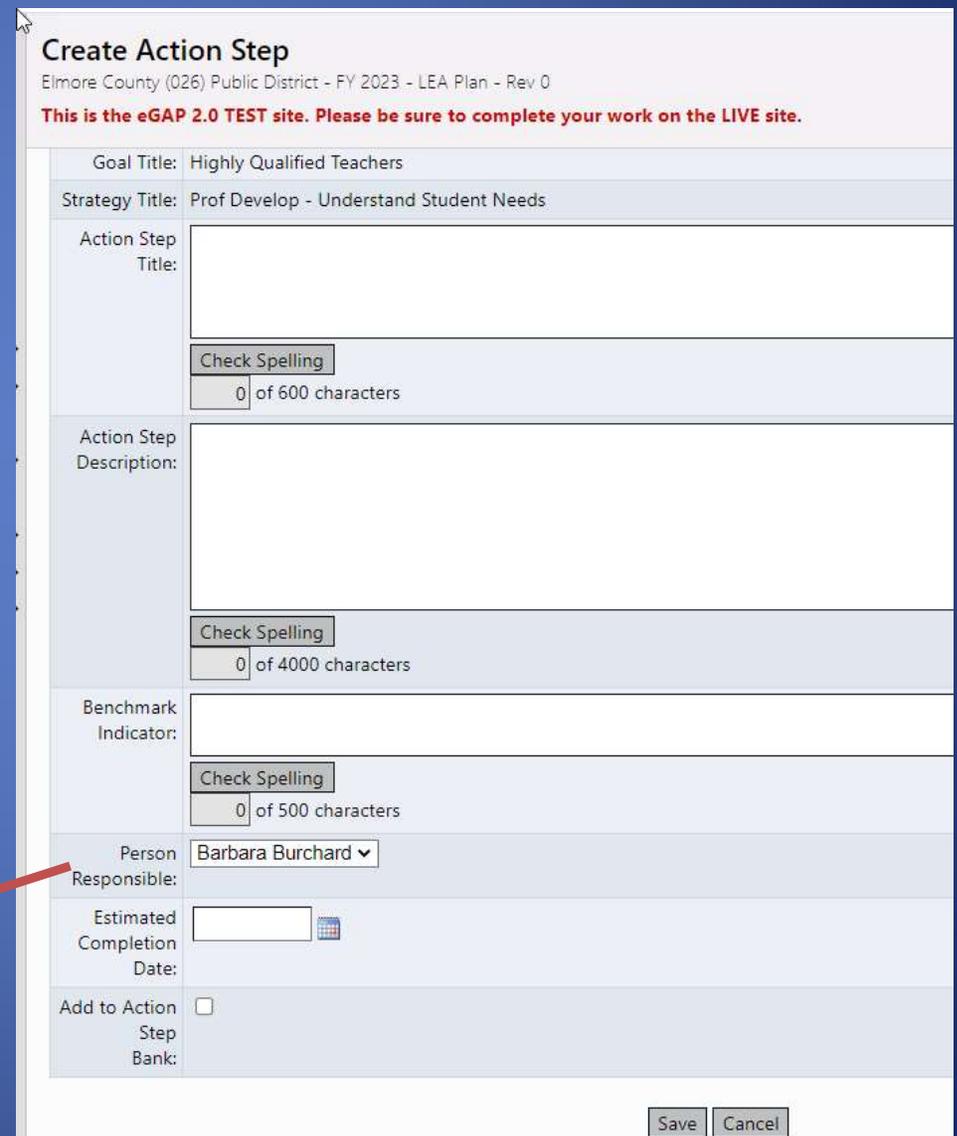
The screenshot displays the 'Create Strategy' interface. At the top, there is a 'Create Goal' section with a 'Plan Items' header and a list item '1) Challenging Curricula'. Below this, the 'Description' and 'Performance Measure' fields are visible. A red arrow points from the 'Create Strategy' button in the 'Create Goal' section to the 'Create Strategy' form below. The 'Create Strategy' form includes a 'Goal Title' field with 'Challenging Curricula' and a 'Recommended Strategies' dropdown menu. The dropdown menu is open, showing a list of strategy options, with 'State Content Standards Alignment' selected. The 'Strategy Title' field is empty. The 'Strategy Description' field contains the text: 'ment with the Alabama's challenging academic content standards.' The interface also features 'Save' and 'Cancel' buttons at the top and bottom right.

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



Person Responsible: Other [text field]



Create Action Step
Elmore County (026) Public District - FY 2023 - LEA Plan - Rev 0
This is the eGAP 2.0 TEST site. Please be sure to complete your work on the LIVE site.

Goal Title: Highly Qualified Teachers
Strategy Title: Prof Develop - Understand Student Needs

Action Step Title: [text field]
[Check Spelling] 0 of 600 characters

Action Step Description: [text field]
[Check Spelling] 0 of 4000 characters

Benchmark Indicator: [text field]
[Check Spelling] 0 of 500 characters

Person Responsible: Barbara Burchard ▾

Estimated Completion Date: [calendar icon]

Add to Action Step Bank:

[Save] [Cancel]

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

Create Action Step

Copy AS 1.1.1) training session on student needs

Description:
Schedule and complete training sessions for all teachers in d

Benchmark Indicator:
All teachers have attended

Person Responsible:
Prof. Dev Team

Estimated Completion Date:
1/2/2024

[Create Funding Source](#)

[Create Component Relationship](#)

Create Funding Source

Elmore County (026) Public District - FY 2023 - LEA Plan - Rev 0

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

Save Cancel

Goal Title:	Highly Qualified Teachers
Strategy Title:	Prof Develop - Understand Student Needs
Action Step Title:	training session on student needs
Action Step Description:	Schedule and complete training sessions for all teachers in district on student needs
Funding Application:	Consolidated
Grant:	Title I-A
Amount:	5,000.00
Notes:	training materials

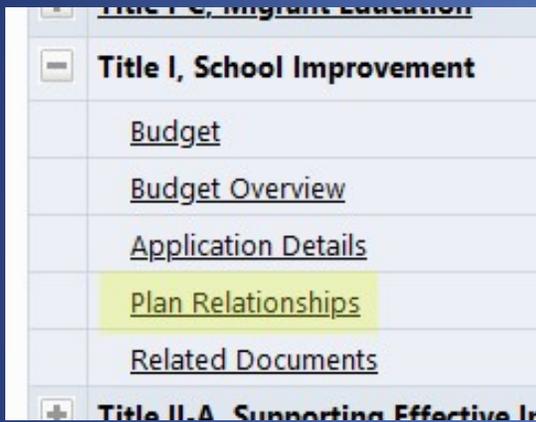
Check Spelling

19 of 50 characters

Save Cancel

Plan Relationships Page

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



Related LEA Plan Action Steps ([Expand All](#) [Collapse All](#))

- G** 1) Consolidated - Challenging Curricula
 - S** 1.1) Title I - School Improvement
 - AS** 1.1.1) 1100 - Instruction (Alabama State Department of Education)

Description:
Salaries (\$31,635.03) and benefits (\$6,364.97) for a total of \$38,000.00. AMEND I: Salaries (\$8,317.45) and benefits (\$1,682.77) for a total of \$10,000.22.

Benchmark Indicator:
Contracts and payroll documentation.

Person Responsible:
Test User

Estimated Completion Date:
8/1/2022

Funding Application	Grant	Notes	Amount
Consolidated	Title I, School Improvement	1100-010-210/250	\$10,000.22
 - AS** 1.1.2) 1100-311-Instructional Purchased Services (Alabama State Department of Education)