

# eGAP 2.0 LEA Training

August 23-26, 2022

# Agenda

1. Review the new eGAP 2.0 format and basic functionality
2. Review the process of creating a budget
4. Q&A, practice if desired

\* ES2s/FERs will not be covered, training/materials will be provided at a later date.

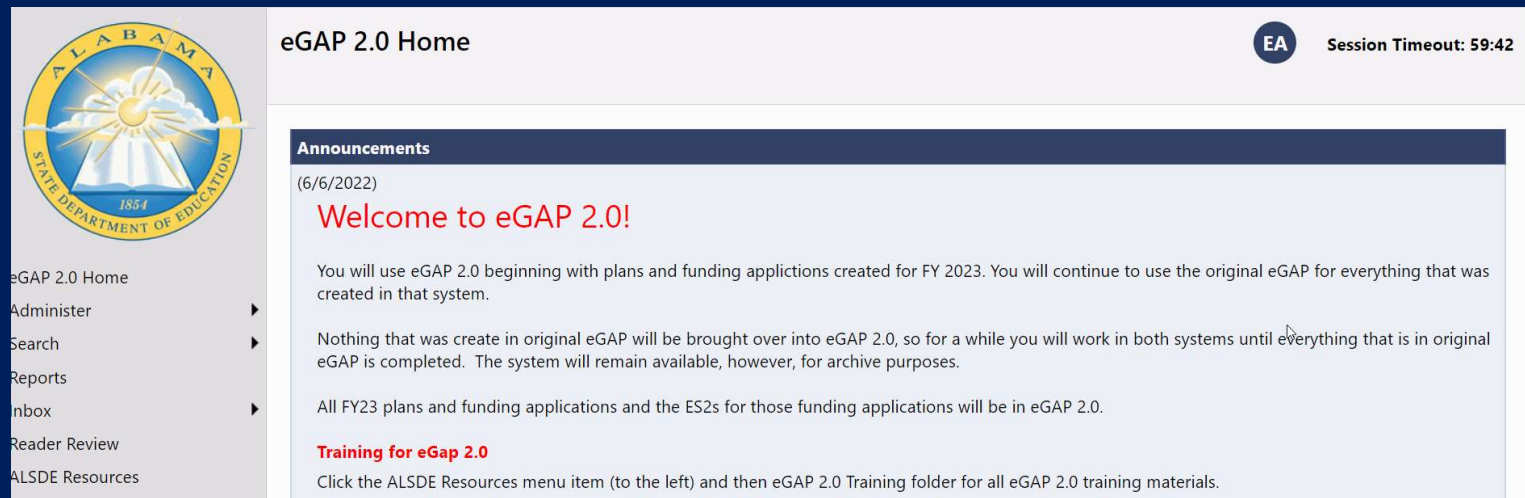
# Accessing eGAP 2.0

Test sandbox site - <https://alabamatest.egrantsmanagement.com/>

test login - user email and password “test”

For live site - <https://alabama.egrantsmanagement.com/>

live login - user email and current password



eGAP 2.0 Home EA Session Timeout: 59:42

**Announcements**

(6/6/2022)

**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 create 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.

- eGAP 2.0 Home
- Administer
- Search
- Reports
- Inbox
- Reader Review
- ALSDE Resources

# Original eGAP and eGAP 2.0

- eGAP 2.0 will be used for Funding Applications beginning with FY 2023 and going forward.
- Budgeting will NOT be done in the Planning Tool. Use of the Planning Tool is optional.
- Grant and planning information created in original eGAP will NOT be brought over to eGAP 2.0
- 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

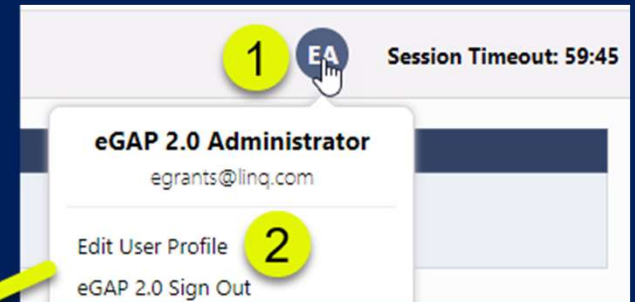
- Click the eGAP 2.0 Sign-in button,
- enter **Email Address** and password
  - Old passwords will work unless it was changed recently
  - Click *Forgot Your Password?* to reset password
  - Email addresses can only be used with a single account
  - Contact District User Access Administrator if needed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



The screenshot shows the eGAP 2.0 Sign-In interface. At the top right, there is a button labeled "eGAP 2.0 Sign-In". Below this, the main sign-in area is titled "Sign-In". It contains two input fields: "Email Address:" and "Password:". Below the password field is a link that says "Forgot your password?". At the bottom right of the sign-in area is a "Submit" button. A yellow arrow points from the "eGAP 2.0 Sign-In" button in the header to the "Sign-In" section.

# Update name, phone, email

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



This screenshot shows the 'User Profile' form. The form has a title 'User Profile' and a sub-section 'Profile'. A yellow circle with the number '3' is placed over the 'Profile' sub-section. The form contains the following fields:

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:	<a href="#">Click Here to Change Your Password</a>

At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'.

# 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 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 shows the 'eGAP 2.0 Home' header for 'Limestone County (042) Public District', a session timeout of 49:32, and a table of 'Associated Organizations' with one entry for Limestone County. Below this is an 'Announcements' section with a 'Welcome to eGAP 2.0!' message dated 6/2/2022.

**eGAP 2.0 Home**  
Limestone County (042) Public District

Session Timeout: 49:32

**Associated Organizations**

Organization Number	Organization Name
042	Limestone County

**Announcements**  
(6/2/2022)  
**Welcome to eGAP 2.0!**

Funding Applications: e functionality is the same (with a new look and feel), there are some new  
Budget Summary

# 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

A screenshot of the 'Search Organizations' form. The form has a title bar 'Search Organizations'. Below the title bar, there are three input fields: 'Organization Name' with a dropdown menu set to 'Begins With' and an empty text box; 'Organization Number' with an empty text box; and 'County' with an empty dropdown menu. At the bottom of the form are two buttons: 'Search' and 'Reset'.

# 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

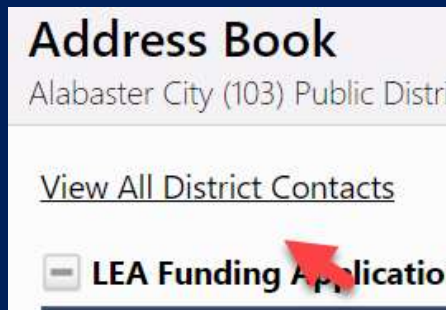
Alabama State Department of Education (000111000) Test District - FY 2023

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

User Access Administrator	<a href="#">Butts</a>
	<a href="#">Blars</a>
	<a href="#">Gray,</a>
	<a href="#">Vicke</a>

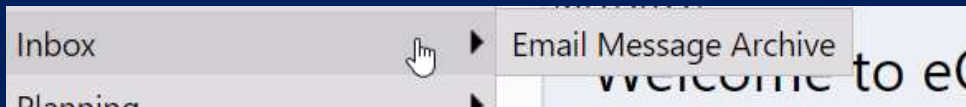
# ALSDE Roles

- 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



**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	... is now open	11/23/2021 11:55 AM
Boudreau, T	... Part B applications extended deadline is now due Thursday 11/18/21.	11/16/2021 10:21 AM
Dunn, Joyce	... Status Change - LEA Number 242-000 EdAdvance - 2022 Consolidated - Title III EL	10/18/2021 11:17 AM
Administrator, eGMS	Due date for Title I and II, Title III EL and State Bilingual	9/7/2021 3:43 PM
Alubicki Flick, Megan	Title III Annual Evaluation Reports	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 (new)

- 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

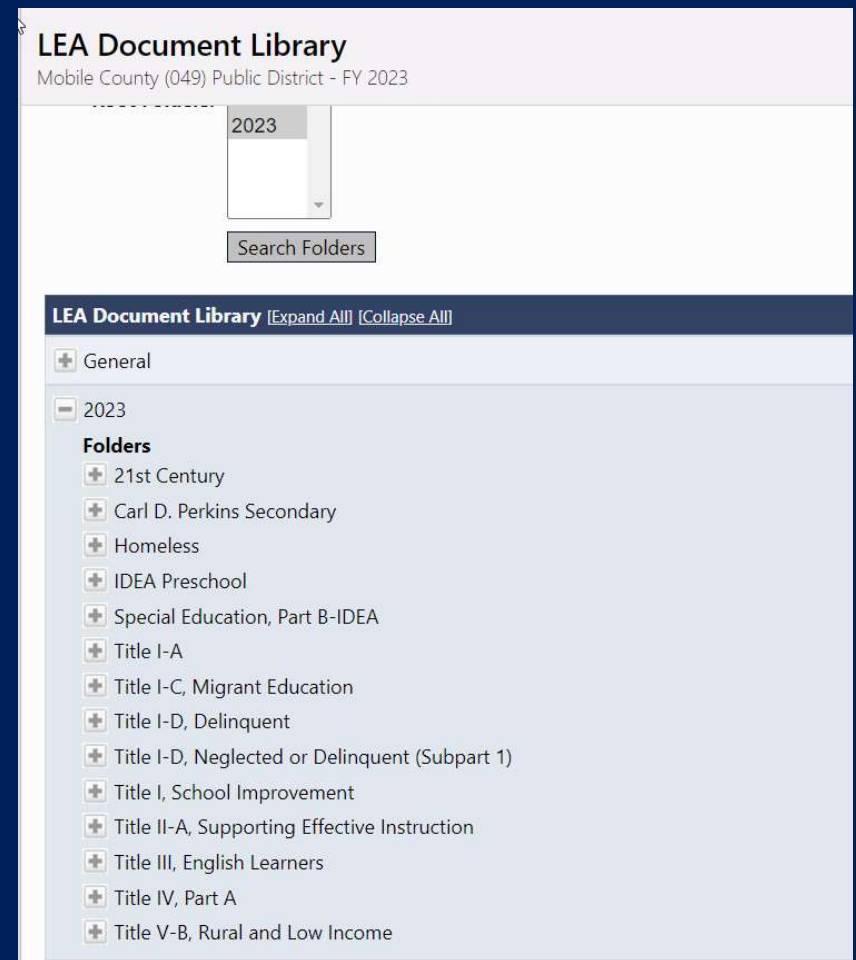
- 6/7/22 SEA Training
- PowerPoint- ALSDE State User Training
- Creating and Editing Budgets
- SEA Administrator Training PowerPoint

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

- Cohort 16 FY22-21st CCLC Request for Application (RFA)

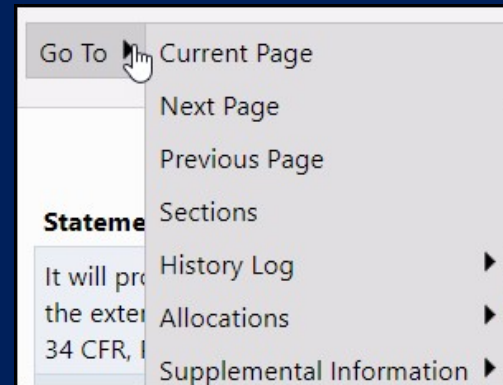
# LEA Document Library (new)

- 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
- Folders have been created for each grant



# 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**

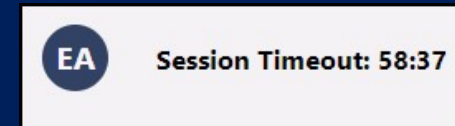


**DO NOT USE BROWSER FORWARD/BACK BUTTONS**



# 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

# Consolidated Application Changes

- Title I-A sections combined into one application (Title I-A)
- Title IV-A included
- Primary Approval allows approval of a single grant

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

# 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

The screenshot shows the 'Sections' page for Wilcox County (066) Public District - FY 2023 - Consolidated - Rev 0. The page includes a session timeout of 59:52 and an 'EA' indicator. The main content area displays the 'Application Status' as 'Draft Started' and a 'Change Status To' dropdown menu set to 'Draft Completed'. A callout points to the 'Change Status To' link, stating: 'Change Log'. Another callout points to the dropdown menu, stating: 'Status area Hover pointer over Change Status To link to view users who can change the status'. A third callout points to the 'View Change Log' link, stating: 'Change Log'. A fourth callout points to the 'Description' column header, stating: 'Collapse or expand sections'. A fifth callout points to the 'Validation' column, stating: 'Access error and warning messages'. The table below shows a list of sections with columns for 'Description', 'Validation', and 'Print'.

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

# 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.**

Validation Messages ML Session Timeout: 59:54  
Wilcox County (066) Public District - FY 2023 - Consolidated - Rev 0

[Return To Sections Page](#)

**Title I-A**

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

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	
<a href="#">Special Education</a>	6/27/2022 8:04:58 AM	7/2/2022 8:04:58 AM	<a href="#">Delete</a>

# Allocations Page

- 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.

	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
<b>Original</b>	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$50,000.00
<b>Incoming Carryover</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Outgoing Carryover</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Reallocated</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Additional</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Released</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Consortium</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Forfeited</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>FER Released</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$50,000.00
	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
<b>From Title I-A, Schoolwide</b>							
<b>From Title II-A, Supporting Effective Instruction</b>				\$0.00	\$0.00	\$0.00	\$0.00
<b>From Title V-B, Rural and Low Income</b>				\$0.00	\$0.00	\$0.00	
<b>From Title IV, Part A</b>				\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$50,000.00



# Private School Administration

- Adds schools to the drop-down list for all grants with a private school/equitable share page
- School code can be anything but must be unique in the eGAP system
- Tip: Add the town name to distinguish between schools with the same name
- Edit schools directly in the fields
- Close schools to remove them from the drop-down list
- Use Save and Go To: Current Page to save new schools and edits

**Private School Administration**  
Alabama State Department of Education (00011000) Test District - FY 2023 - Consolidated - Rev 0 - Supplemental Information

Save And Go To ▶ **Use Save and Go To: Current Page to save**

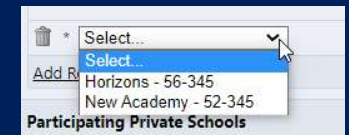
**Add New School**

School Code:  **School Code must be unique** School Name:  **Tip: add the town name at the end to distinguish schools with the same name**

Active Schools (2 Buildings)		
Open	School Code	Building Name
<input checked="" type="checkbox"/>	<input type="text" value="56-345"/>	<input type="text" value="Horizons"/>
<input checked="" type="checkbox"/>	<input type="text" value="52-345"/>	<input type="text" value="New Academy"/>

**Deselect to close school**

Schools Marked as Closed (1 Buildings)		
Open	School Code	Building Name
<input type="checkbox"/>	<input type="text" value="51-345"/>	<input type="text" value="St. Agnes"/>



# Application Detail Pages

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

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

# 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)]	 <a href="#">Program Evaluation template</a>	<a href="#">Upload New</a>
Program Evaluation Current Plans [Upload 1 document(s)]	N/A	<a href="#">[Update]</a>   <a href="#">[Delete]</a>  <a href="#">Current Plan</a>

# 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
<a href="#">Modify</a>	1100 - Instruction	\$0.00
<a href="#">Modify</a>	2210 - Instructional Improvement and Curriculum Development	\$0.00
<a href="#">Modify</a>	2215 - Instructional Staff Development Services	\$0.00
<a href="#">Modify</a>	2290 - Other Instructional Staff Services	\$0.00
<a href="#">Modify</a>	2300-2399 - School Administrative	\$0.00
<a href="#">Modify</a>	6000-6999 - General Administrative	\$0.00
<a href="#">Modify</a>	9200 - NonPublic School Programs	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$100,000.00
	<b>Remaining</b>	\$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	Object Code	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
<b>Administrative</b>									
<b>6000-6999 (Summer) - Summer Administrative</b>		6,400.00	1,296.64	0.00	0.00		0.00	0.00	7,696.64
<b>9130 - Extended Day/Dependent Care</b>		67,542.12	9,736.96	0.00	5,850.00		0.00		83,129.08
<b>9130 (Summer) - Summer Extended Day/Dependent Care</b>		44,800.00	11,021.44	7,900.00	0.00		0.00		63,721.44
<b>Total</b>		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
<a href="#">View</a>	1100 - Instruction
<a href="#">View</a>	2110 - Attendar
<a href="#">View</a>	2120 - Guidance
<a href="#">View</a>	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
<a href="#">Modify</a>	1100 - Instruction	\$15,000.00
<a href="#">Modify</a>	2110 - Attendance Services	\$0.00
<a href="#">Modify</a>	2120 - Guidance and Counseling Services	\$0.00
<a href="#">Modify</a>	2130 - Testing Services	\$0.00
<a href="#">Modify</a>	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:

- Return** button
- Filtering** bar: 0 out of 1 Budget Line Items match selected filters. Includes **Show All / Clear All** links.
- Table with columns: **Function Code**, **Object Code**, **Location**, **Narrative**. Row: 2120 - Guidance and Co..., All, All, No Options Selected.
- Download Budget Data** link
- Add Budget Line Item** link (circled in red)
- Navigation: << First, < Previous, Next >, Last >>
- Summary table:

Summary of budget details	
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

Create new Budget Line Item

Filtering bar determines which budget details are displayed

Used when large numbers of budget details exist

Summary of budget details

# Creating a Budget Line Item

1. Select appropriate Function and Object Codes.
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 – required (This replaces the budgeting in the Planning Tool)
5. Tags for Title I, Title IV and Perkins
6. Location – leave at the district level
7. Click Create. (Update for editing)

Budget Line Item		Narrative Description								
Function Code:	1100 - Instruction	Please provide a detailed description of the funds budgeted for this line item. (E.g., for salaries, list position(s), number of personnel, and FTEs; for materials and supplies, provide a detailed description; for purchased services, include number of personnel, FTEs, and/or detailed description(s) of services.)								
Object Code:	010-199 - Salaries									
Targeted Assistance:	Select Tag									
Location:	Alabama State Department of Education (000111000)									
Quantity:	1.00									
Cost:	\$0.00									
<b>Budget Line Item Total:</b>	<b>\$0.00</b>									
		<table border="1"> <tr> <td>Total for all other Budget Line Items:</td> <td>\$0.00</td> </tr> <tr> <td>Total for all Budget Line Items:</td> <td>\$0.00</td> </tr> <tr> <td>Adjusted Allocation:</td> <td>\$0.00</td> </tr> <tr> <td>Remaining:</td> <td>\$0.00</td> </tr> </table>	Total for all other Budget Line Items:	\$0.00	Total for all Budget Line Items:	\$0.00	Adjusted Allocation:	\$0.00	Remaining:	\$0.00
Total for all other Budget Line Items:	\$0.00									
Total for all Budget Line Items:	\$0.00									
Adjusted Allocation:	\$0.00									
Remaining:	\$0.00									

*Cost of one item or the total cost if 1 is used*

*Use only to multiply the cost*

*Product of Quantity \* Cost*

*Required- Replaces information in Planning Tool*

*Tag group (Title I, IV and Perkins)*

*Select Function and Object Codes*

# 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 the 'Add Budget Line Item' interface. At the top, there are navigation buttons: '<< First', '< Previous', '1', 'Next >', and 'Last >>'. To the right, it shows 'Items 1-3 out of 3' and 'Items/Page: 10'. Below this is a table with two columns: 'Delete' and 'Edit'. The table contains two rows of budget line items. The first row has a trash can icon in the 'Delete' column and a pencil icon in the 'Edit' column. A red callout bubble points to the trash can icon with the text: 'Use to delete a Line Item. (Cannot use 0 for a Total Cost.)'. The second row also has a trash can icon in the 'Delete' column and a pencil icon in the 'Edit' column. A red callout bubble points to the pencil icon with the text: 'Use to edit any part of a Line Item.'.

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



# 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.

<b>Total for filtered Budget Line Items:</b>	\$225,000.00
<b>Total for all other Budget Line Items:</b>	\$150,000.00
<b>Total for all Budget Line Items:</b>	\$375,000.00
<b>Adjusted Allocation:</b>	\$2,890,000.00
<b>Remaining:</b>	\$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"/>				
<b>Filtering</b> - 2 out of 3 Budget Line Items match selected filters				<a href="#">Show All</a> / <a href="#">Clear All</a>
Function Code	Object Code	Location	Tags	Narrative
All	All	All	Title I Service Type: ...	No Options Selected



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

# Using Tags

Tags are used differently for different grants

- Title I – Only select the tag if the line item is for Targeted program
- Title IV – Must have a tag for every line item
- CTE – Not every line item requires a tag, but all five tags must be used at least once

Title I

<b>Targeted Assistance:</b>	Select Tag <input type="button" value="v"/> Select Tag
<b>Location:</b>	Targeted Assistance Department of Edu

Title IV

<b>Focus Areas:</b> (Select at least 1 tag(s))	Select Tag <input type="button" value="v"/> Select Tag Well Rounded Education
<b>Location:</b>	Safe and Healthy Students of E
<b>Quantity:</b>	Admin/Indirect Cost

CTE- Perkins

<b>Object Code:</b>	010-199 - Salaries <input type="button" value="v"/>
<b>Program Initiatives:</b>	Select Tag <input type="button" value="v"/> Select Tag
<b>Location:</b>	All students will be provided with equal access to activities assisted
<b>Quantity:</b>	Students will not be discriminated against on the basis of status as a
<b>Cost:</b>	Students will be provided with programs designed to enable individu
<b>Budget Line Item Total:</b>	Students who are members of special populations will be provided a All students will be provided instruction and work-based learning opp \$0.00

# Title I-A, Title IV-A, and Perkins Tag Filters

Title I-A  
Select Line Items for  
Targeted Assistance

Return

Filtering - 0 out of 0 Budget Line Items match selected filters [Show All / Clear All](#)

Function Code	Object Code	Location	Tags	Narrative
All	All	All	Targeted Assistance: T...	No Options Selected

Select All / Deselect All

**Targeted Assistance**

- No Tags Selected
- Targeted Assistance

Title IV-A  
Select Line Items for one of  
the three focus areas

Return

Filtering - 9 out of 23 Budget Line Items match selected filters [Show All / Clear All](#)

Function Code	Object Code	Location	Tags	Narrative
All	All	All	Focus Areas: Well Roun...	No Options Selected

Select All / Deselect All

**Focus Areas**

- No Tags Selected
- Well Rounded Education
- Safe and Healthy Students
- Effective Use of Technology
- Admin/Indirect Cost

Perkins  
Select Line Items for one of the five  
program initiatives

Return

Filtering - 1 out of 1 Budget Line Items match selected filters [Show All / Clear All](#)

Function Code	Object Code	Location	Tags	Narrative

0 Option(s) selected.

Select All / Deselect All

**Program Initiatives**

- No Tags Selected
- All students will be provided with equal access to activities assisted under this Act.
- Students will not be discriminated against on the basis of status as a member of a special population.
- Students will be provided with programs designed to enable individuals

# Budget Overview

Non-editable view of budget and object code subtotals

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

# Budget Overview Plus/Minus

- Displays changes to budget totals in a **revision**
- **Red** number indicates the amount of reduction
- **Green** number indicates amount of increase

**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
<b>Function</b>								
<b>1000 - Regular Instruction</b>	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
<b>2213 - Instructional Staff Training</b>	0.00	2,500.00	8,000.00	0.00	0.00	0.00	0.00	10,500.00
<b>2238 - Instruction-Related Technology</b>	0.00	0.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
<b>2400 - School Administration</b>	0.00	0.00	0.00	0.00	0.00	0.00	3,198.67	3,198.67
<b>Total</b>	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
<b>Adjusted Allocation</b>								103,289.00
<b>Remaining</b>								0.00

# Primary Approval (Consolidated Only)

- Primary Approval can occur after the funding application is submitted to ALSDE.
- ALSDE consultants can approve an individual grant in the Consolidated application without approving the entire funding application, allowing draw downs for the grant.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Primary Approval
All	<a href="#">Messages</a>	
+ <a href="#">History Log</a>		
+ <a href="#">Allocations</a>		
+ <a href="#">Supplemental Information</a>		
+ <a href="#">Title I-A</a>	<a href="#">Messages</a>	<input type="checkbox"/>
+ <a href="#">Title I-C, Migrant Education</a>	<a href="#">Messages</a>	<input type="checkbox"/>
+ <a href="#">Title I-D, Delinquent</a>	<a href="#">Messages</a>	<input type="checkbox"/>
+ <a href="#">Title I, School Improvement</a>	<a href="#">Messages</a>	<input type="checkbox"/>
+ <a href="#">Title II-A, Supporting Effective Instruction</a>	<a href="#">Messages</a>	<input type="checkbox"/>
+ <a href="#">Title III, English Learners</a>	<a href="#">Messages</a>	<input type="checkbox"/>
- <a href="#">Title IV, Part A</a>	<a href="#">Messages</a>	<input checked="" type="checkbox"/>
<a href="#">Budget</a>	<a href="#">Messages</a>	
<a href="#">Budget Overview</a>		

Checked box for Title IV indicates primary approval

# 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
- SEA Approval varies by program
  - 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

LEA Plan	Revision	Status	Status Date
<a href="#">Madison City (169) - LEA Plan</a>	0	Draft Started	6/15/2022

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

Plan Funding Summary
<a href="#">View Summary</a>

# 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.

The screenshot shows the 'LEA Plan Sections' page for 'Elmore County (026) Public District - FY 2023 - LEA Plan - Rev 0'. The status is 'Draft Started'. Below the status, there is a 'Change Status To:' field and a 'View Change Log' link. The main content is a table with three columns: 'Description (View Sections Only View All Pages)', 'Validation', and 'Print Select Items'. The table lists several sections, including 'LEA Plan History Log' and 'LEA Plan', each with sub-items and associated actions like 'Messages' and 'Print'.

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
LEA Plan History Log		Print
History Log		Print
Create Comment		
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

# 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
<b>Hiring and Retaining Highly Qualified Teachers and Principals</b>			
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**  
Elmore County (026) Public District - FY 2023 - LEA Plan - Rev 0

EA Session Timeout: 59:5

Save Cancel

**Create Goal**

Recommended Goals: [Dropdown]

Goal Title: [Text Field] 0 of 500 characters

Check Spelling

Goal Description: [Text Field] 0 of 2000 characters

Check Spelling

Performance Measure: [Text Field] 0 of 4000 characters

Check Spelling

Save Cancel

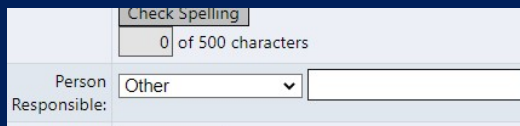
# Create Strategies

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

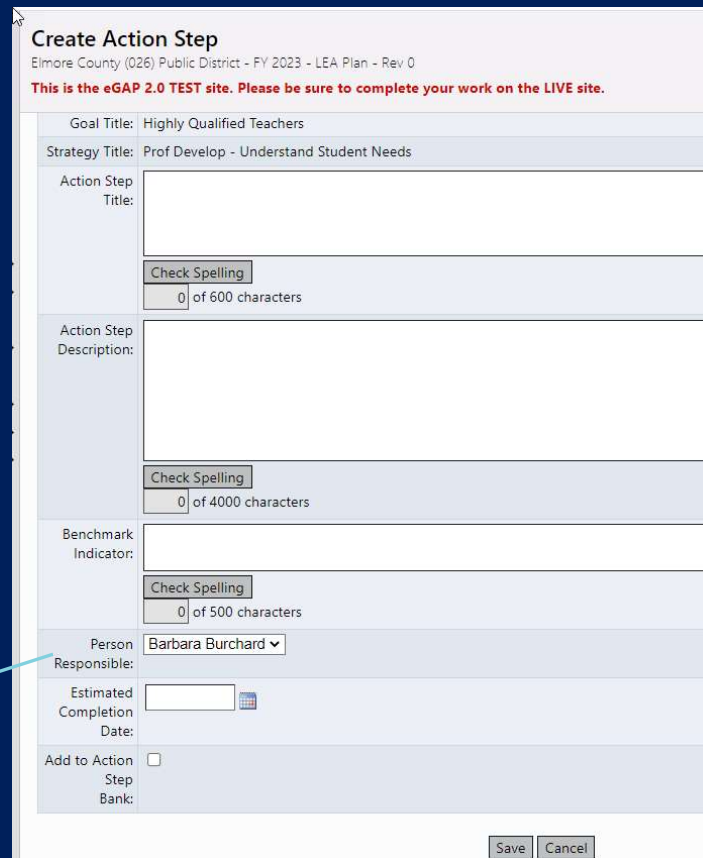
The screenshot illustrates the 'Create Strategy' workflow in the LINQ system. It shows two overlapping windows. The top window, titled 'Create Goal', displays a goal named 'Challenging Curricula' with a description: 'All students will reach high standards, at a minimum attaining proficiency or better in reading and math; and, where applicable, in other academic and technical areas.' Below the description is the 'Performance Measure: measurement tests' and a 'Create Strategy' button. A blue arrow points from this button to a larger 'Create Strategy' window. This second window shows the 'Goal Title' as 'Challenging Curricula' and a 'Recommended Strategies' dropdown menu with 'State Content Standards Alignment' selected. A list of strategy options is shown, including 'Instruments to Track Student Progress', 'Data Collection and Analysis', 'System of Accountability', 'Procedures to Improve Results', 'Prevention/Intervention (Reading and Mathematics)', 'Parental Involvement (Reading and Mathematics)', 'Comprehensive Family Literacy Services', 'Instructional and Educational Materials', 'Targeted Additional Resources', 'Prof Develop - Impact Student Achievement Gaps', 'Prof Develop - Understand Student Needs', 'Prof Develop - Improve Student Performance', 'Evaluation of Professional Development', 'Libraries and Staff Study Groups', 'Class-Size Reduction', 'Needs Assessment in VATOD', 'Prevention/Education in VATOD', and 'Intervention in VATOD'. The window also includes 'Save' and 'Cancel' buttons.

# 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



A close-up view of the 'Person Responsible' field. It features a dropdown menu with 'Other' selected, followed by a text input field. Above the input field is a 'Check Spelling' button and a character count '0 of 500 characters'.



A full screenshot of the 'Create Action Step' form. The form is titled 'Create Action Step' and includes the following fields and sections:

- Goal Title:** Highly Qualified Teachers
- Strategy Title:** Prof Develop - Understand Student Needs
- Action Step Title:** A text input field with a 'Check Spelling' button and a character count of '0 of 600 characters'.
- Action Step Description:** A text input field with a 'Check Spelling' button and a character count of '0 of 4000 characters'.
- Benchmark Indicator:** A text input field with a 'Check Spelling' button and a character count of '0 of 500 characters'.
- Person Responsible:** A dropdown menu showing 'Barbara Burchard'.
- Estimated Completion Date:** A date picker field.
- Add to Action Step Bank:** A checkbox.

At the bottom right of the form are 'Save' and 'Cancel' buttons. A red warning message at the top reads: 'This is the eGAP 2.0 TEST site. Please be sure to complete your work on the LIVE site.'

# 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 Paste 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

Create Funding Source

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)





# Guided Practice

Test sandbox site - <https://alabamatest.egrantsmanagement.com/>  
test login - user email and password “test”

1. Login and add your phone number
2. Go to Address Book and find your roles
3. Open your Funding Application
4. Make sure the status is in Draft Started
5. Transfer \$2000 from Title II to Title I
6. Add a private school, update the name, close the school
7. Go to the Budget
8. Create a Budget Detail
9. Change the amount on the budget detail
10. Delete the budget detail