eGAP 2.0 Special Education Training

August 29, 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

For live site - https://alabama.egrantsmanagement.com/
live login- user email and current password
For test site – https://alabamatest.egrantsmanagement.com
test site login- user email and password "test"
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.
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
ALSDE Resources (new)

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

![ALSDE Resources](image)
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
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 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.
Print Page

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Validation</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Messages</td>
<td>Print</td>
</tr>
<tr>
<td>History Log</td>
<td>Print</td>
<td>Print</td>
</tr>
<tr>
<td>Create Comment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocations</td>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Capitalized Equipment</td>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Substantially Approved</td>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Special Education Checklist</td>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Special Education, Part B-IDEA</td>
<td>Messages</td>
<td>Print</td>
</tr>
</tbody>
</table>

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

Alabama State Department of Education (00011000) Test District - FY 2023 - Special Education - Rev 0 - Allocations

<table>
<thead>
<tr>
<th></th>
<th>Special Education, Part B-IDEA</th>
<th>IDEA Preschool</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>$100,000.00</td>
<td>$20,000.00</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>Incoming Carryover</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>
</tr>
<tr>
<td>Reallocated</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>
</tr>
<tr>
<td>Released</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Consortium</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Forfeited</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>FER Released</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$100,000.00</td>
<td>$20,000.00</td>
<td>$120,000.00</td>
</tr>
</tbody>
</table>
Application Detail Pages

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

**Proportionate Share Worksheet**

Alabaster City (103) Public District - FY 2023 - Special Education - Rev 0 - IDEA Preschool

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**Budget Detail**

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administrators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Instructional/Direct Service Staff</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3. Non-Instructional/Support Staff</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

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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
Creating Budgets

- Budget pages
- Budget – access to Budget Line Items
- Budget Line Items – create/edit
- 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 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.
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 will take the place of the budgeting in the planning tool.)
5. Location (if desired) – default is district level, lists all schools
6. 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for filtered Budget Line Items</td>
<td>$225,000.00</td>
</tr>
<tr>
<td>Total for all other Budget Line Items</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>Total for all Budget Line Items</td>
<td>$375,000.00</td>
</tr>
<tr>
<td>Adjusted Allocation</td>
<td>$2,890,000.00</td>
</tr>
<tr>
<td>Remaining</td>
<td>$2,515,000.00</td>
</tr>
</tbody>
</table>
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>
</tbody>
</table>

**Adjusted Allocation** 103,289.00

**Remaining** 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
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
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

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

<table>
<thead>
<tr>
<th>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>

### Professional Development and Staff Needs

<table>
<thead>
<tr>
<th>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 Bank 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.