

# eGAP 2.0 Special Education Training

August 29, 2022

LINQ

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# Agenda

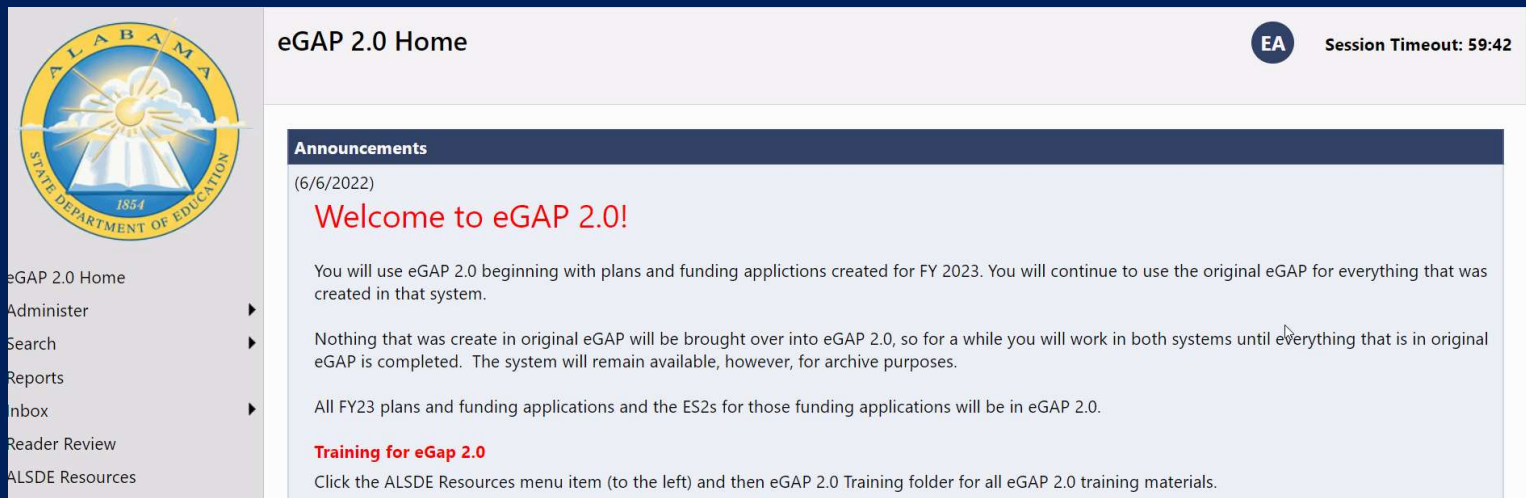
1. Review the new eGAP 2.0 format and basic functionality
2. Review the process of creating a budget
4. Q&A, practice if desired

\* 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”



**ALABAMA**  
STATE DEPARTMENT OF EDUCATION  
1854

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

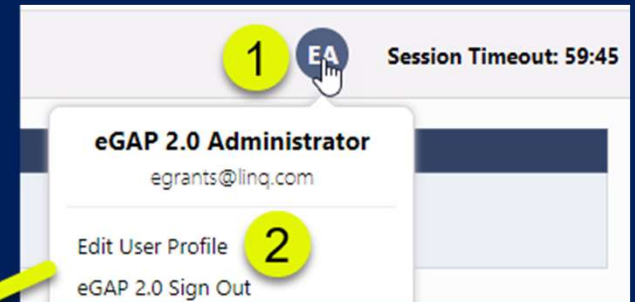
- Click the eGAP 2.0 Sign-in button,
- enter Email Address and password
  - Old passwords will work unless it was changed recently
  - Click *Forgot Your Password?* to reset password
  - Email addresses can only be used with a single account
  - Contact District User Access Administrator if needed
  - 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 content area is titled "Sign-In". It features two input fields: "Email Address:" and "Password:", each with a small icon to its right. Below the password field is a link that says "Forgot your password?". At the bottom right of the form 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

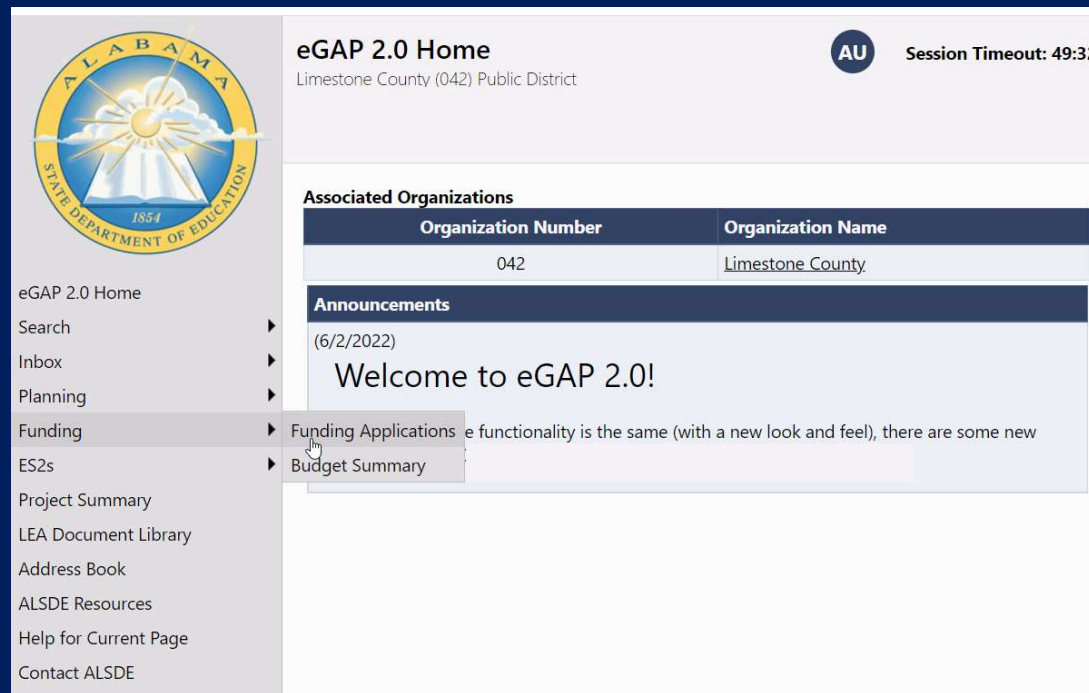
Users can update their own profile information - name, email and phone information



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 several input fields: 'Email Address' (with value 'egrants@linq.com'), 'First Name' (with value 'eGAP 2.0'), 'Last Name' (with value 'Administrator'), 'Phone Number', 'Phone Extension', and 'Fax Number'. There is also a 'Change Password' link that says 'Click Here to Change Your 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 the 'User Profile' 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 for Limestone County (042) Public District. The page features a left-hand navigation menu and a main content area. The navigation menu includes items such as 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' menu item is highlighted, and a sub-menu is visible, containing 'Funding Applications' and 'Budget Summary'. The 'Funding Applications' sub-menu item is also highlighted, and a mouse cursor is pointing at it. The main content area shows the 'Associated Organizations' table with one entry for Limestone County (042). Below this is an 'Announcements' section with a date of (6/2/2022) and the text 'Welcome to eGAP 2.0!'. The text 'The functionality is the same (with a new look and feel), there are some new' is partially visible below the announcement.

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

**Associated Organizations**

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

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

**Funding Sub-menu:**  
Funding Applications  
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



### Search Organizations

**Organization Name:**

**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

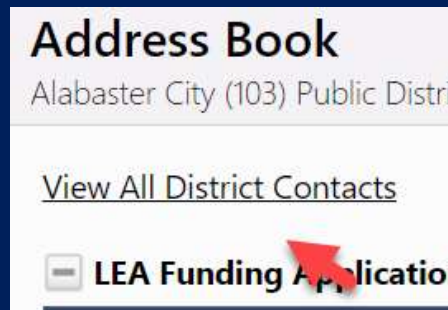
Alabama State Department of Education (000111000) Test District - FY 2023

Application	Contact Type	Contact	
<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	
	from the last 7 days	
	8 to 14 days old	
	15 to 30 days old	
	31 to 90 days old	
	91 to 180 days old	
	6 months to a year old	
	older than a year	
<b>Received (displaying 1 through 5 of 5)</b>		
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	... tion 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
<b>Sent (displaying 1 through 1 of 1)</b>		
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

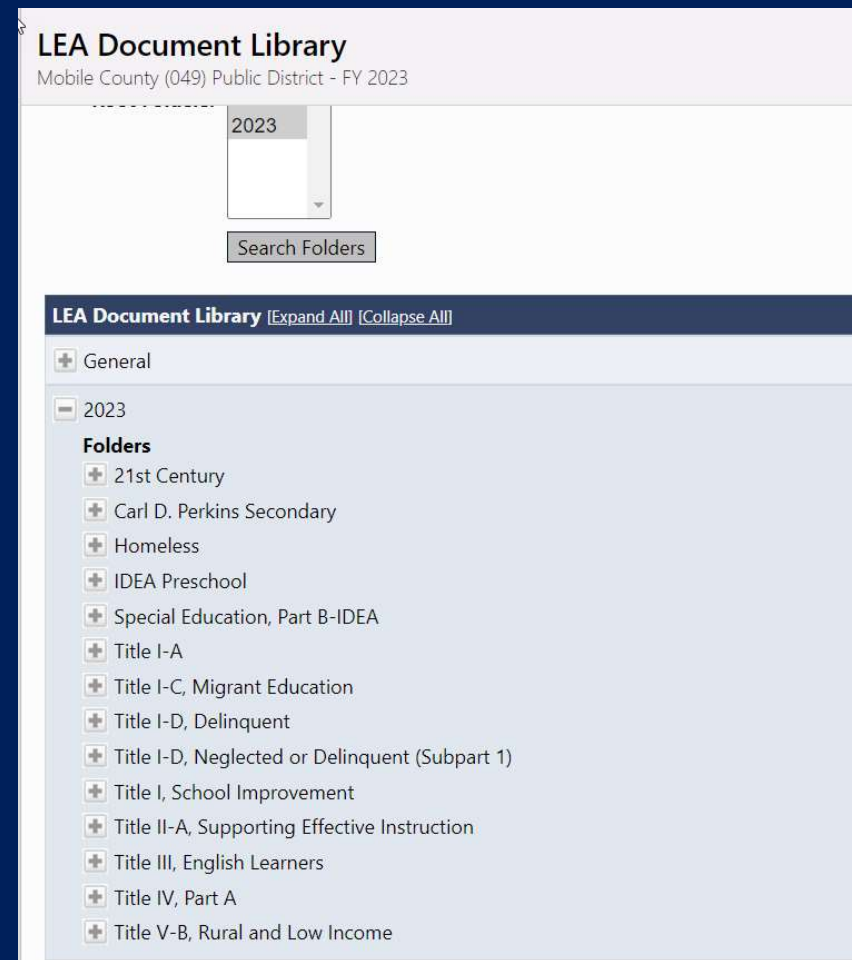
Below are the ALSDE Resources. Expand the nodes to view the folders and documents

**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)

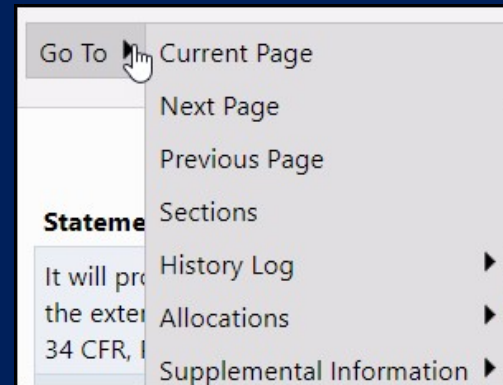
# LEA Document Library (new)

- 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**

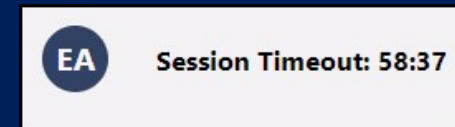


**DO NOT USE BROWSER FORWARD/BACK BUTTONS**



# 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

# 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 'Application Status' is 'Draft Started', and the 'Change Status To' is 'Draft Completed'. A callout points to the 'Change Status To' link, which displays a list of users and roles: 'Role(s) that can perform this status change: LEA Consolidated Director' and 'User(s) that can perform this status change: Marsha Lennon, Jennifer Poindexter'. Another callout points to the 'View Change Log' link. A third callout points to the 'Change Log' link. A fourth callout points to the 'Collapse or expand sections' feature. A fifth callout points to the 'Access error and warning messages' feature. A sixth callout points to the 'Status area' where a hover pointer over the 'Change Status To' link shows the list of users who can change the status.

**Change Log**

**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

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

**Change Log**

**Collapse or expand sections**

**Access error and warning messages**

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
<input type="checkbox"/> History Log		Print
<input type="checkbox"/> Allocations		Print
<input type="checkbox"/> 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.	<b>Error</b>

# 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

## Allocations

EA

Session Timeout: 59:48

Alabama State Department of Education (000111000) Test District - FY 2023 - Special Education - Rev 0  
- Allocations

Go To ▶

	(1) <u>Special Education, Part B-IDEA</u>	(2) <u>IDEA Preschool</u>	Total
<b>Original</b>	\$100,000.00	\$20,000.00	\$120,000.00
<b>Incoming Carryover</b>	\$0.00	\$0.00	\$0.00
<b>Outgoing Carryover</b>	\$0.00	\$0.00	\$0.00
<b>Reallocated</b>	\$0.00	\$0.00	\$0.00
<b>Additional</b>	\$0.00	\$0.00	\$0.00
<b>Released</b>	\$0.00	\$0.00	\$0.00
<b>Consortium</b>	\$0.00	\$0.00	\$0.00
<b>Forfeited</b>	\$0.00	\$0.00	\$0.00
<b>FER Released</b>	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$100,000.00	\$20,000.00	\$120,000.00

# Application Detail Pages

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

**Application Details**  
Alabaster City (103) Public District - FY 2023 - Special Education - Rev 0 - Special E  
**This is the eGAP 2.0 TEST site. Please be sure to complete your work on th**

Save And Go To ▶

<input type="text"/>	Instruction, certified
<input type="text"/>	Instruction, non-certified
<input type="text"/>	Bus aide
<input type="text"/>	Bus driver
<input type="text"/>	Administrative
<input type="text"/>	Clerical
<input type="text"/>	Related service
<input type="text"/>	Nurse
<input type="text"/>	Other (Not for Related Services Personnel)

**FTEs**

**FTEs Paid With Special Education, Part B-IDEA Funds**

<input type="text"/>	Instruction, certified
<input type="text"/>	Instruction, non-certified
<input type="text"/>	Bus aide
<input type="text"/>	Bus driver



# Proportionate Share Worksheet

**Proportionate Share Worksheet** EA Session Timeout: 59:38

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

Save And Go To ▾

Elementary and secondary schools located within the LEA (item b): (E \* B = F)

Budget Detail		
Line Item	Amount	Explanation
1. Administrators		
2. Instructional/Direct Service Staff	* \$ <input type="text"/>	
3. Non-Instructional/Support Staff	* \$ <input type="text"/>	

# 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

Alabama State Department of Education (000111000) Test District - FY 2023 - Special Education - Rev 0  
- Special Education, Part B-IDEA

EA Session Timeout: 52:40

Go To ▶

Type	Document Template	Document/Link
Assurance of No Private Schools [Upload up to 1 document(s)]	N/A	<a href="#">Upload New</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	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>								
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
<b>Total</b>	141,732.20	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 at the top.
- 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 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)

**Create Budget Line Item** EA Session Timeout: 59:19

Alabaster City (103) Public District - FY 2023 - Special Education - Rev 0 - Special Education, Part B-IDEA

Budget Line Item		Narrative Description
<b>Object Code:</b>	010-199 - Salaries	<i>Goal, list an area: Challenging Curricula, Highly Qualified Teachers, Technology, or other area as designated from the LEA plan; for salaries, list position(s), number of personnel, and FTEs; for materials and supplies, provide a detailed description; for purchased services, include title(s) and number of personnel and/or detailed description(s) of services.</i>
<b>Location:</b>	Alabaster City (103)	
<b>Quantity:</b>	1.00	
<b>Cost:</b>	\$0.00	
<b>Budget Line Item Total:</b>	\$0.00	
<b>Total for all other Budget Line Items:</b>		\$0.00
<b>Total for all Budget Line Items:</b>		\$0.00
<b>Adjusted Allocation:</b>		\$100,000.00
<b>Remaining:</b>		\$100,000.00

# 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 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 callout bubble points to the pencil icon with the text: 'Use to edit any part of a Line Item.' The table columns are 'Delete', 'Edit', 'Budget Line Item', and 'Narrative Description'. The 'Budget Line Item' column contains fields for 'Function Code', 'Object Code', 'Cost', and 'Line Item Total'. The 'Narrative Description' column contains text like '3 FTE Salaried teachers' and '1.5 FTE classroom aides'.

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"/>

# 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

# 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 and School Planning** EA Session Timeout: 58:46  
Madison City (169) Public District - FY 2023

2023 Active

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			
<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**  
[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.



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 various sections under 'LEA Plan History Log' and 'LEA Plan', each with a 'Messages' link and a 'Print' link.

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

Save Cancel

**Create Goal**

Recommended Goals: [Dropdown] [Check Spelling] 0 of 500 characters

Goal Title: [Text Area] [Check Spelling] 0 of 2000 characters

Goal Description: [Text Area] [Check Spelling] 0 of 2000 characters

Performance Measure: [Text Area] [Check Spelling] 0 of 4000 characters

Save Cancel

EA Session Timeout: 59:5

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

**Create Goal**

Plan Items (Expand All Collapse All)

1) Challenging\_Curricula

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.

Performance Measure:  
measurement tests

Create Strategy

**Create Strategy**  
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: Challenging Curricula

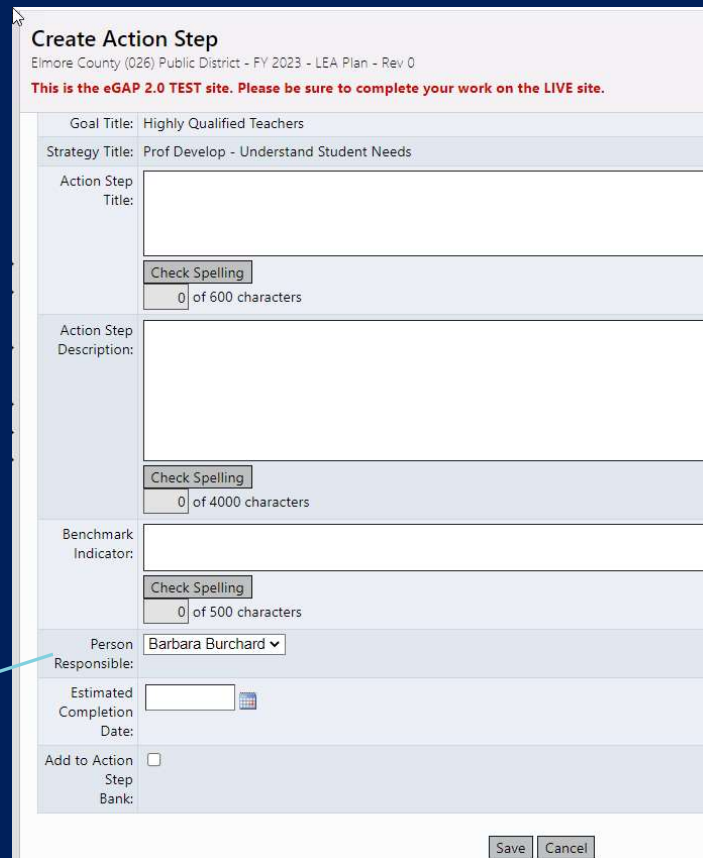
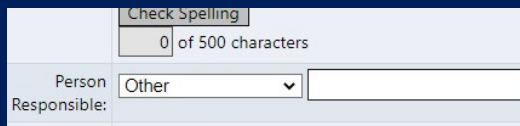
Recommended Strategies: State Content Standards Alignment

Strategy Title: State Content Standards Alignment

Strategy Description: 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  
Intervention in VATOD

# 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

Create Action Step

Copy Paste 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)

