

DELAWARE DEPARTMENT OF EDUCATION

2017-2018 INNOVATION APPLICATION INSTRUCTIONS



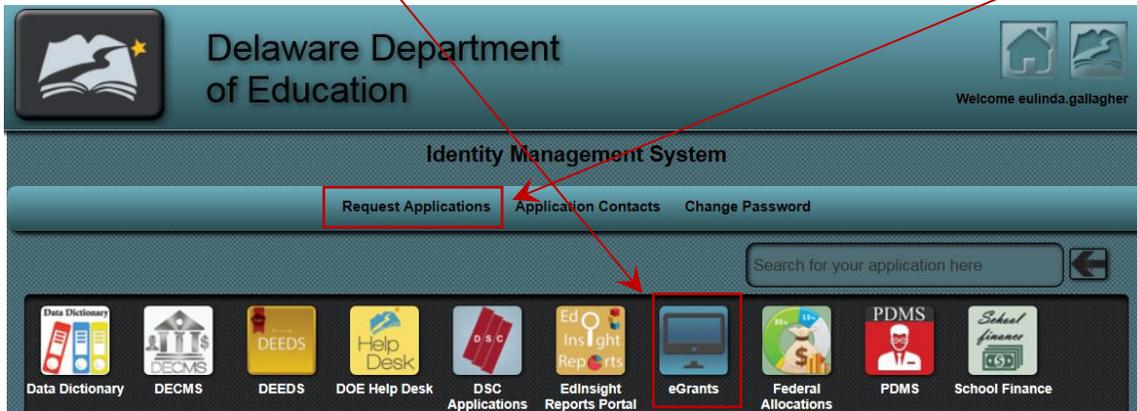
Attachment A

1. To access the Innovation application, a user must have access to the Identity Management System (IMS) located at: <https://login.doe.k12.de.us>.



Assistance with requesting IMS or the eGrants application component can be provided through the local education agency's (LEA's) Information Security Officer (ISO).

2. Once a user has access to IMS, if the eGrants icon is not displayed, click on the Request Application link to be approved access. This is an overnight process. Once the application is added to your IMS profile, click on the eGrants icon.



3. LEA staff must be assigned one of the following roles in order to complete data entry functions or to submit the application through workflow:
 - LEA CTE Innovation Update – this role can only complete data entry functions only
 - LEA CTE Innovation Director – this role can complete data entry functions and is the first level of approval for the LEA
 - Chief Fiscal Officer – this role can complete data entry functions and is the second level of approval for the LEA
 - Chief School Officer – this role can complete data entry functions and is the final level of approval for the LEA

If the required roles have not been assigned, contact the LEA's eGrants Access User Administrator. To determine the eGrants roles assigned to an LEA, click on Address Book located in the left navigation menu.

Delaware
Department of Education

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Gallagher, Eulinda
Live Site
Session Timeout
00:59:48

Smyrna School District (952400) Public District - FY 2018

Announcements
Technical Assistance (4/19/2017)
If you need any assistance with technical issues, please contact either Eulinda Gallagher at (302) 735-4016 or Lindsay Lewis at (302) 735-4246.

Timeline (3/23/2017)
2017-2018 Consolidated Grant Application Timeline

Due Date	Event
April 4, 2017	2017-2018 Consolidated Grant available in eGrants with prior year allocations.
April 4, 2017	Training Session 1 – Sussex Academy Arts and Sciences, Room 204
April 6, 2017	Training Session 2 – Thomas B. Sharp Education Center, Conference Room 3
April 11, 2017	Training Session 3 – Collette Center, Conference Room B
May 9, 2017	Technical Assistance CGA open session – Collette Conference Room B
July 7, 2017	Final allocations loaded. ¹
July 14, 2017	Round 1 grant due date. ²
July 17–28, 2017	Round 1 – review period DOE staff. LEAs cannot make edits as the application is in "view only" status. ³
July 31, 2017	Round 1 applications available for LEAs to revise.
August 11, 2017	Round 2 grant due date. ²
August 14–25, 2017	Round 2 – review period DOE staff. LEAs cannot make edits as the application is in "view only" status. ³
August 28, 2017	Round 2 applications available for LEAs to revise.

4. To access the Innovation application, click on the Funding link.

Delaware
Department of Education

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eGrants Home
District - FY 2018

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The Funding Applications page is displayed by LEA (not individual buildings within an LEA) and lists all applications available to the LEA, both Entitlement and Competitive. Click on the Innovation link under the Competitive Funding Application heading.

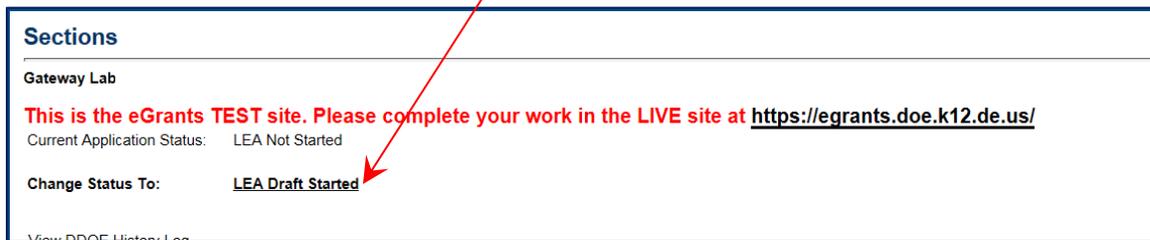
Funding Applications
District - FY 2018

This is the eGrants TEST site. Please complete your work in the LIVE site at <https://egrants.doe.k12.de.us/>

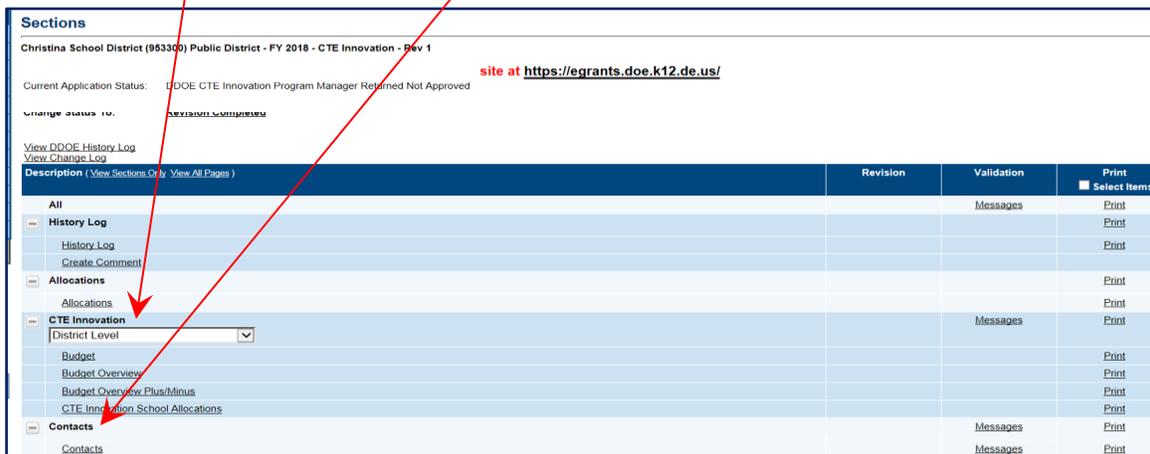
2018 | All Active Applications

Entitlement Funding Application	Revision	Status	Status Date
Consolidated	0	LEA Draft Started	4/6/2017
Competitive Funding Application	Revision	Status	Status Date
CTE Innovation	0	LEA Chief School Officer Approved	6/22/2017

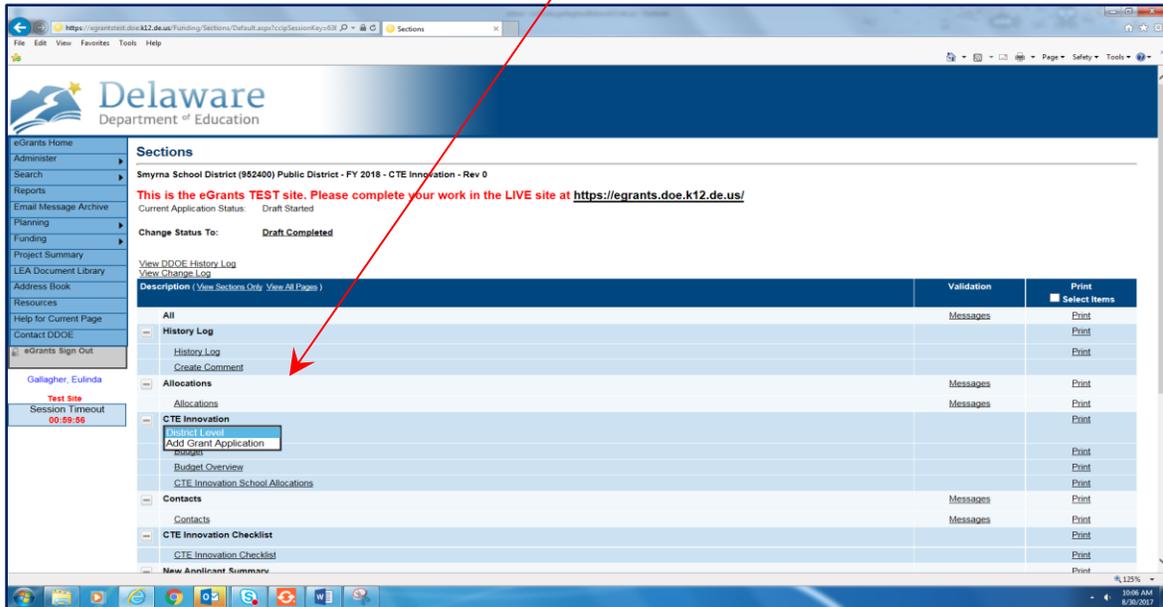
5. The Sections page is the home screen of the application and is comprised of “Sections” and “Pages”. There are 7 sections:
- History Log – this section provides information regarding the dates and times for each time the application status has changed.
 - Allocation – this section provides a display of the allocation amount the LEA is approved for.
 - CTE Innovation – this section is where the overall LEA information is summarized for all building applications and the individual pages for each application. Select the LEA name to view the overall summary information for the LEA. Select the name of an individual building to complete and/or review the individual application pages (budget, budget overview, program details and related documents).
 - Contacts – LEAs complete this section by indicating the LEA point of contact for the application.
 - CTE Innovation Checklist- this section is completed by DDOE staff only. Once an application is submitted to DDOE, the DDOE reviewers will complete the Checklist and indicate if there are any sections in the application the LEA must edit in order to be approved. LEAs complete edits in the sections that are marked “Attention Needed” in the Checklist.
 - New Application Summary – this section provides a summary of the scores for each application.
 - Assurances – this section provides all of the laws and regulations the LEA agrees to comply with when submitting an application.
6. Starting the application – once on the Sections page, change the Application status to Draft Started by clicking on the LEA Draft Started link. This starts the application process for the LEA, which may include multiple submittals for different buildings within the LEA. If the status is not changed, users will not be able to type or enter information.



7. Since eGrants allows for multiple buildings to submit individual applications under the LEAs name, users should ensure that the required sections and pages of the each application are completed. Incomplete submissions will **not** be eligible for funding. Applicants must complete all pages within the CTE Innovation and Contacts sections.



- To establish each application within an LEA, navigate to the CTE Innovation section and click on the drop down box and select Add Grant Application.



- Title the application(s) using the following format:
 - School Name_Priority#_Program of Study Name_Application Rank#
 - Example: **Smyrna_Priority1_NurseAssisting_Rank2**
- For each building application, complete the CTE Innovation and Contacts sections. The pages to complete in the CTE Innovation section consists of: Budget, Program Details and Related Documents. The Contacts section consists of one page: Contacts.

- How to complete the **Budget** pages – verify that correct building application has been selected and click on the Budget hyperlink. To add budgeted items, click on the Modify hyperlink next to the account codes/type of expense.

Budget

This is the eGrants TEST site. Please complete your work in the LIVE site at <https://egrants.doe.k12.de.us/>

Go To

	Account Code	Total
Modify	5100 - Salaries	\$0.00
Modify	5120 - OECs	\$0.00
Modify	5400 - Travel	\$0.00
Modify	5500 - Contractual	\$0.00
Modify	5500 - Audit Fees	\$0.00
Modify	5560 - Indirect	\$0.00
Modify	5600 - Supplies	\$0.00
Modify	5700 - Capital Outlay	\$0.00
	Total	\$0.00
	Adjusted Allocation	\$0.00
	Remaining	\$0.00

- A Budget Detail page will be displayed that consists of a summary of items budgeted by account code. To add budgeted items, click on the Add Item link.

Budget Detail
Smyrna School District (952400) Public District - FY 2018 - CTE Innovation - Rev 0 - CTE Innovation - Test High School (SysGen10) (SysGen10) - Partnership - New

This is the eGrants TEST site. Please complete your work in the LIVE site at <https://egrants.doe.k12.de.us/>

Save Save and Return

5100 - Salaries

Add Item

Total for 5100 - Salaries	\$0.00
Total for all other Account Codes	\$0.00
Total for all Account Codes	\$0.00
Adjusted Allocation	\$0.00
Remaining	\$0.00

Save Save and Return

- On the Budget Detail page 2, click on the Add Item link.

Budget Detail
Smyrna School District (952400) Public District - FY 2018 - CTE Innovation - Rev 0 - CTE Innovation - Test High School (SysGen10) (SysGen10) - Partnership - New

This is the eGrants TEST site. Please complete your work in the LIVE site at <https://egrants.doe.k12.de.us/>

Save Save and Return

5100 - Salaries

Add Item

Account Code	Funding Description	Location Code	Quantity	Cost	Line Item Total
Remove	5100 - Salaries	Test High School (SysGen10)	1	\$0.00	\$0.00

Narrative Description

Total for 5100 - Salaries: \$0.00
Total for all other Account Codes: \$0.00
Total for all Account Codes: \$0.00
Adjusted Allocation: \$0.00
Remaining: \$0.00

Save Save and Return

- Each budgeted item, must include a response for the Funding Description, Location Code, Quantity, Cost and Narrative Description. Drop down choices are available for the Funding Description and Location Code. Amounts should be entered for Quantity and Cost. The Narrative Description is a text box for applicants to provide additional detail(s) about the budgeted item or to justify the allowability of the item. The following chart indicates details required in the Narrative Description textbox for each account code:

Account Code	Required Detail in the Narrative Description Box
Salaries	Title of position and percent of full-time equivalent (FTE).
OECs	Title of position and percent of FTE.
Contractual Services	List type of service, vendor name (only if known), and indicate expense justification or outcome. <i>Examples:</i> <ul style="list-style-type: none"> ▪ Occupational therapy services. Vendor is to be determined. ▪ Physical therapy counseling services provided by Delaware Guidance.

Travel	List the position of staff traveling, conference name, and purpose if not clear by the conference name. Indicate total number of staff traveling and expense justification or outcome. <i>Example:</i> <ul style="list-style-type: none"> ▪ Teacher will be attending (specific) professional development conference.
Supplies and Materials	List description, purpose, and indicate expense justification or outcome. <i>Example:</i> <ul style="list-style-type: none"> ▪ Classroom instructional supplies to equip classroom, such as microscopes, sein nets, and aquariums for student experiments.
Capital Outlay	List item(s), description, purpose, and indicate expense justification or outcome.
Indirect Costs	No additional details are required.
Audit Fees	No additional details are required.

- Remember to click on the Save button before adding a new item.
- To minimize budget entries, group items within the supplies and materials account code accordingly. Grouping items within the supplies and materials account code should not exceed \$5,000 per quantity, as this would indicate a capital outlay item. The quantity should reflect the purchased items, and a detailed description should be provided in the **Narrative Description** textbox.

10. How to complete the **Program Details** page - below is a description of expectations for who to respond to the questions listed in this page.

- *Item 1: What is the name of the project/activity to be funded?*
 - Title the application(s) using the following format:
School Name_Priority#_Program of Study Name_Application Rank#
 - Example: *Smyrna_Priority1_NurseAssisting_Rank2*
- *Item 2: What is the priority area number?*
 - Select the priority area for which you are applying (refer to page 2 of the RFA for priority area descriptions):
Priority 1
Priority 2
Priority 3
Priority 4
- *Item 3: What is the application rank? (If only one application is submitted, select rank of #1.)*
 - Select a ranking for each application.
- *Item 4: Provide a description of the project/activity the funding will support.*
 - Ensure the description is clear and concise and addresses all the topics outlined in the RFA.
- *Item 5: Plan of Operation with Key Personnel, Activity, and Timeline*
 - Insert a table addressing how and when the LEA will implement activities and the key personnel involved.
 - How will the PAC be involved in the implementation and continuous improvement of the program?
- *Item 6: List the objectives and goals of the project.*

- Ensure objectives should be clear and concise and addresses all the topics outlined in the RFA.
- *Item 7: How will the program/activity be evaluated for success? Address specific data points and include benchmark, if applicable, and targeted goals.*
 - Perkins Core Indicators of Performance to be addressed: current levels and targeted goals.
 - Other performance indicators, as necessary.
 - How will the PAC be involved in the implementation and continuous improvement of the program?
 - Plans for sustainability of the program.
- *Item 8: Applications must include all exceptions to the specifications, terms, or conditions contained in the RFP. Provide the paragraph number and page number for the exceptions, exceptions to specifications, terms or conditions, and the proposed alternative. If no exceptions will be requested, indicate "NA" for not applicable in the paragraph and page number column.*
- *Remember to click on the Save button before leaving this page.*

11. How to complete the Related Documents page

- For applicable situations as detailed in the Request for Application (RFA), a letter of support from the school principal is uploaded by clicking on the Upload New link in the Document/Link column.
- For applicable situations as detailed in the Request for Application (RFA), a letter of support from the LEA central office is uploaded by clicking on the Upload New link in the Document/Link column.

Optional Documents		
Type	Document Template	Document/Link
Letter of Support	N/A	Upload New

12. How to complete the Contacts section

- CTE Director - Select from the drop down box, the staff member who should be contacted for questions related to any of the applications listed under the LEA. The drop down box will only contain names of staff assigned the CTE Director role.

13. Review the Assurances section

- All applicants are responsible for reviewing and understanding all of the assurances listed.
- Once the Chief Financial Officer and Chief School Officer approves the application, the LEA has committed to meeting and abiding by all the assurances if awarded funding.

14. How to submit the application through workflow

- Once the CTE Innovation and Contacts sections are completed for each application, go to the Sections page and click on the Validation Messages.
 - Messages labeled as, **Error**, must be resolved before the application can be submitted to DDOE.
 - Message labeled, Warning, can be treated as FYIs and should only be addressed if the issue is applicable to the application.

- The workflow approval process is to be completed by the LEA's CTE Innovation Direct, Chief Fiscal Officer and Chief School Officer when all building application pages within the LEA are completed.
 - Once all Error Validation Messages are resolved, the staff member with the CTE Innovation Director role approves the application, which consists of all of the individual building applications, by going to the Sections page and clicks on the Draft Completed link.

Sections

Current Application Status: Draft Started

Change Status To: [Draft Completed](#)

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

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		
<input type="checkbox"/> Allocations	Messages	Print
Allocations	Messages	Print
<input type="checkbox"/> CTE Innovation		Print
[Test High School (SysGen10)]		

- The Chief Fiscal Officer then approves the application on by clicking on the LEA Chief Fiscal Officer Approved link.

Sections

Current Application Status: Draft Completed

Change Status To: [LEA Chief Fiscal Officer Approved](#)
or
[LEA Chief Fiscal Officer Returned Not Approved](#)

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

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		

- The final approval to submit the application to DDOE is the Chief School Officer. Click on the LEA Chief School Officer Approved link.

Sections

Current Application Status: LEA Chief Fiscal Officer Approved

Change Status To: [LEA Chief School Officer Approved](#)
or
[LEA Chief School Officer Returned Not Approved](#)

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

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
<input type="checkbox"/> History Log		Print
History Log		Print
Create Comment		