

5.1D SPECIAL EDUCATION: EOSD

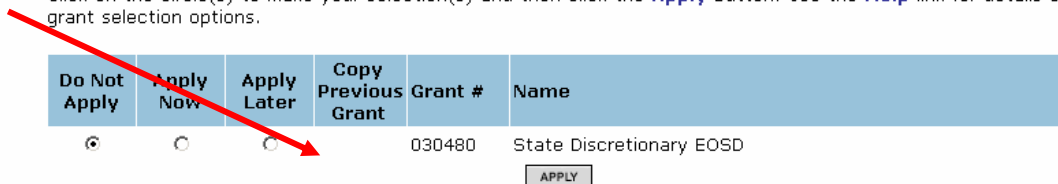
Previously, the Special Education application consisted of six grant programs: Flowthrough – Regular, Flowthrough – Carryover, Preschool – Regular, Preschool – Carryover, TMT, and EOSD. As of the 2003-04 application cycle, the grant programs are separated into four different applications: Flowthrough, Preschool, TMT, and EOSD. This annex provides specific instructions for completing the Special Education: EOSD application successfully.

INITIATE AN APPLICATION

1. The Authorized Official or Application Administrator must initiate an application. This is done on the Main Menu page by selecting **Special Education: EOSD** in the drop down box and clicking the **Apply For A New Grant** button.
 - a. If an application was completed for the current fiscal year, MEGS will ask if this information should be copied into the new application. A check in the box means that the information will be copied, no box means there is not information to copy over. For 2003-04 applications, MEGS will pull the EOSD-specific information from the 2002-03 Special Education application.

The Grant(s) listed below is available for the following application: **Special Education: EOSD**.

Click on the circle(s) to make your selection(s) and then click the **Apply** button. Use the **Help** link for details on grant selection options.



Do Not Apply	Apply Now	Apply Later	Copy Previous Grant	Grant #	Name
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	030480	State Discretionary EOSD

Figure 1 – Special Education: EOSD Grant Selection Page

- b. Select the grant programs that will be included in the application by clicking the radio button under **Apply Now**.
- c. Click **Apply**.

REVIEW IMPORTANT INFORMATION

2. On the Application Menu, click the **Important Information about the Special Education Application: EOSD** link.
 - a. A separate browser window will open.
 - b. Read the information presented.
 - c. To print the information, click **Print Window**.
 - d. Click **Close Window**.

DESIGNATE APPLICATION MAIN CONTACT & VERIFY CONTACT INFORMATION

3. Click on the **Control Access to this Application** link under MANAGEMENT ACTIVITIES on the Application Menu to designate a Main Contact and Program Coordinator for the application.
 - a. If the Main Contact and Program Coordinator are already listed in the first table on the page, select the appropriate designation in the **Grant Contacts** drop down and click **Save**. Leave the **Grant Contacts** drop down blank for all other individuals.
 - b. If the Main Contact and/or Program Coordinator are not listed:
 - i. Go to the second table on the page and enter their MEIS Account Numbers.
 - ii. Select the appropriate designation in the **Grant Contacts** drop down box and click **Save**.
 - iii. The Main Contact and/or Program Coordinator will now be listed in the first table with the appropriate designation.

Note: Only one Main Contact and one Program Coordinator can be assigned. One person can act as both the Main Contact and Program Coordinator, if necessary.

4. Click the **Grant Contact and Fiscal Agent Information: [agency]** link under GENERAL INFORMATION on the Application Menu.
 - a. Verify that the contact information for the Main Contact and Program Coordinator is correct by clicking the **View** button. If the information is not correct, notify these individuals to update their contact information via the **Edit Your Contact Information** page, which is accessed from the Main Menu.

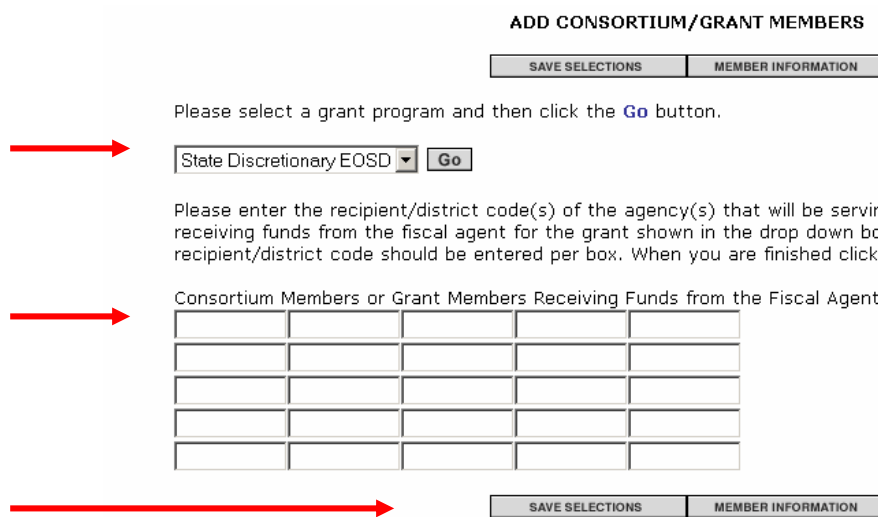
- b. Verify that the contact information for the Applicant/Fiscal Agent is correct. If the information is not correct, an Authorized Official can correct it by clicking **Edit Your Agency Information** on the Main Menu page and updating the information.

ADD CONSORTIUM/GRANT MEMBERS

- 5. The Application Menu contains all of the pages required for the Special Education: Preschool Application. If Consortium Members (agencies that have allocations) or Grant Members (agencies without allocations that will be receiving funds from the Fiscal Agent) will be part of the application, an Authorized Official or Application Administrator must add them to the application.

To add these agencies:

- a. Click the **Consortium/Grant Member Information** link under GENERAL INFORMATION on the Application Menu.
- b. Click the **Add a New Member** button.



ADD CONSORTIUM/GRANT MEMBERS

SAVE SELECTIONS MEMBER INFORMATION

Please select a grant program and then click the **Go** button.

State Discretionary EOSD **Go**

Please enter the recipient/district code(s) of the agency(s) that will be serving as Consortium Members or receiving funds from the fiscal agent for the grant shown in the drop down box at the top of this page. One recipient/district code should be entered per box. When you are finished click the **Save Selections** button.

Consortium Members or Grant Members Receiving Funds from the Fiscal Agent

SAVE SELECTIONS MEMBER INFORMATION

Figure 2 – Special Education Add Consortium/Grant Members Page

- c. Select the grant program that the Consortium or Grant Member will participate in by clicking the drop down box at the top of the page, then click **Go**.
- d. Type the district codes of the districts that will be Consortium or Grant Members in the set of boxes. Up to 25 districts can be added at one time. One district code should be entered per box. Click **Save Selections**.

- e. Add additional Consortium or Grant Members for the grant program and then click **Save Selections**.
- f. When all Consortium or Grant Members have been added, click **Member Information** to return to the Consortium/Grant Member information page, which displays all of the agencies that have been added to the application as Consortium or Grant Members. The Fiscal Agent's name is shown in bold. An Authorized Official for the Consortium Member must agree to be in the consortium (accept the invitation) before the agency is officially added to the application.

Fiscal Agent, Consortium Members, and Grant Members Receiving Funds from the Fiscal Agent

	Name	District Code	Building Code	EOSD
<input type="checkbox"/>	County ISD	13000	N/A	Budget: \$0

Figure 3 – Special Education Consortium/Grant Member Allocation (not shown) and Budget Amounts

- g. If a Consortium or Grant Member needs to be removed from the application, check the box next to the agency's name on the Consortium/Grant Member Information page and then click **Remove Selected Member**.
 - h. Click the **Application Menu** link in the header or footer of the page to return to the Application Menu.
6. Every time a grant member is added to an application or a Consortium Member agrees to be part of the application and chooses to receive funds from the Fiscal Agent, MEGS creates a Program Design page for the agency. A minimum of one Program Design is required for each agency in the application to submit the application. It is recommended to complete the Program Designs for an agency before the agency's budget(s) is created. Each budget item requires a component number from the Program Design to create the agency's Summary of Funded Components.

COMPLETE EOSD PROGRAM DESIGNS (IF APPLICABLE)

- 7. The EOSD Program Design Components 1-5 are displayed on the Application Menu. To complete each component:

- a. Click **EOSD Program Design Component** on the Application Menu.
- b. Type the name of the person who will be responsible for each activity in the box that corresponds with the activity.

Note: One person can be responsible for more than one activity.

- c. Click **Save**.

ENTER BUDGET ITEMS

8. After the Program Design(s) have been entered for an agency, the budget for the agency can be created. From the Application Menu, click the **Budget** link for the agency under the Budget Pages section.
9. Click the appropriate Quick Links (**Add Personnel**, **Add Capital Outlay**, or **Add Other**) to enter budget items ten at a time or click the **Add a Budget Item** tab to enter budget items one at a time.
 - a. For Add Personnel:
 - i. Select the Function Code: Program Code combination in the drop down box for the budget item.
 - ii. Type the name of the person who will be hired as last name, first name or first name last name depending on how you want the personnel budget items to be sorted.
 - iii. Type the component number of the Program Design to which the budget item relates.
 - iv. Enter the amount of FTE that the person will be paid from this grant program. The FTE must be entered as Professional (Prof. FTE) **or** Reimbursable Aide (Reim. FTE), it should not be entered for both.
 - v. Enter the total amount of FTE that the individual is working. Total FTE cannot be greater than 1. For instance, a person may be paid 50% from the grant program, but is a full time employee. In this case .5 should be entered under Prof. FTE or Reim. FTE and 1 should be entered under Total FTE.

Note: If the individual will be paid from multiple grant programs, the name and total FTE should be entered identically for each budget item. If they are not, the person will appear twice on the Summary of Funded Components.

- vi. Type the Designated Function of the individual. Examples of Designated Functions are: PPI Aide, TMI Teacher, Speech Therapist.
 - vii. Type the amount for Salaries and type the amount for Benefits. An amount must be entered for both of these object classes. Zero can be entered under Benefits to satisfy this rule.
 - viii. Click **Save Entries**.
- b. For Add Other:
- i. Select the Function Code: Program Code combination in the drop down box for the budget item.
 - ii. Type a specific description of the item.
 - iii. Type the component number of the Program Design that the budget item relates to.
 - iv. Enter the amount for the budget item under Purchased Services, Supplies and Materials, or Other Expenses. Do not enter an amount for more than one of these object classes for one budget item.
 - v. Click **Save Entries**.
- c. For Add Capital Outlay:
- i. Select the Function Code: Program Code combination in the drop down box for the budget item.
 - ii. Type a specific description of the item.
 - iii. Type the component number of the Program Design to which the budget item relates.
 - iv. Type the amount for the budget item under Capital Outlay.
 - v. Type the quantity of items that will be purchased. The amount divided by the quantity must be greater than or equal to \$5,000.
 - vi. Describe the rationale for the purchase of the budget item.
 - vii. Click **Save Entries**.
- d. For Add A Budget Item Page:
- i. Select the Function Code: Program Code combination in the drop down box for the budget item.
 - ii. Type the component number of the Program Design to which the budget item relates.

- iii. Type a specific description of the item or, if the budget item is personnel, type the name of the person who will be hired as last name, first name or first name last name depending on how you want the personnel budget items to be sorted.
- iv. Enter the amount for the budget item under the appropriate object class. If personnel, an amount must be entered for both Salaries and Benefits.
- v. If personnel, enter the amount of FTE that the person will be paid from this grant program. The FTE must be entered as Professional (Prof. FTE) **or** Reimbursable Aide (Reim. FTE), it should not be entered for both. Enter the total amount of FTE that the individual is working. This number cannot exceed 1.
- vi. If Capital Outlay, enter the number of budget items and the rationale for their being purchased.
- vii. Click **Add Item**.

UPDATE OR DELETE BUDGET ITEMS (ONE AT A TIME)

10. To delete or change a budget item:

- a. Go to the Budget Detail for the agency and grant program that the budget item is related to and click the underlined description of the item. If the budget item is personnel, click the underlined name of the person.
- b. If changing the item, type the new information for the budget item and click **Update Item**, which saves the change and takes you back to the Budget Detail page.
- c. If deleting the item, click **Delete Budget Item**, which deletes the item and takes you back to the Budget Detail page.

UPDATE OR DELETE BUDGET ITEMS (ALL AT ONCE)

11. To delete or change a budget item:

- a. Go to the Budget Detail for the agency and grant program to which the budget item is related and click the **Edit Budget Detail** tab. All of the budget items will be displayed in edit mode within the budget detail layout.

Grant Budget Items												
120 Instruction -- Added Needs											Save	Cancel
Delete	Func. Code	Name/Description Designated Function	Professionals	Reimb. Aides	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000	Total	
<input type="checkbox"/>	122-MICI	an item	<input type="checkbox"/> f	<input type="checkbox"/> f			100				\$100	
		Sub-Total					\$100				\$100	
<input type="checkbox"/>	122-POHI	an great item	<input type="checkbox"/> f	<input type="checkbox"/> f			300				\$300	
		Sub-Total					\$300				\$300	
<input type="checkbox"/>	122-RR	another item	<input type="checkbox"/> f	<input type="checkbox"/> f				200			\$200	
		Sub-Total						\$200			\$200	

Figure 4 – Special Education: EOSD Edit Budget Detail Page

- b. Make the necessary changes to the budget items that need to be modified by entering information in the boxes.
- c. Click on the box next to the budget items that should be deleted.
- d. Click **Save**.
- e. To refrain from saving any of the changes made on this page click **Cancel** instead of **Save**.
- f. To delete ALL budget items listed for the agency (all items displayed on the budget detail that are associated with the agency whose name is at the top of the page), go to the Budget Detail page and click the **Delete Budget Detail** tab. A warning box will come up asking you to confirm the deletion to avoid removing the entire budget by accident. If you click **Ok** all the items will be removed and cannot be retrieved. If you click **Cancel** the deletion will be aborted and no changes will result to the budget items.

ENTER INDIRECT COST RATES

12. To enter indirect cost rates for the Fiscal Agent and the agencies receiving funds, go to the Budget Summary page.
 - a. Enter the Fiscal Agent’s indirect rate or the dollar amount that will be used for indirect costs in the Budget Summary table.

400	Outgoing Transfers & Other Transactions	\$78,945	\$14,785					\$93,730	
	SUBTOTAL	\$144,201	\$27,141					\$171,342	
	Indirect Costs	<input type="text" value="0.00"/> % OR \$ <input type="text" value="0"/>	Restricted Rate (Max allowed: 7.76%)					\$0	\$0
	TOTAL	\$144,201	\$27,141				\$0	\$171,342	

Figure 5 – Special Education: EOSD Budget Summary (Fiscal Agent) Indirect Costs

- b. Enter the Consortium or Grant Members’ indirect rates in the “Agency Budget(s)” table.

AGENCY BUDGET(S)			
<u>Academy of Flint</u>	<input type="text" value="0"/>	(41.69%)	\$851
<u>Atherton Community Schools</u>	<input type="text" value="0"/>	(0.29%)	\$123,395
<u>Beecher Community School District</u>	<input type="text" value="0"/>	(3.47%)	\$233,174

Figure 6 – Special Education: EOSD Budget Summary (Consortium/Grant Member) Indirect Costs

- c. The maximum indirect rate allowed for the agency is displayed in parentheses. If an amount larger than this number is entered, MEGS will automatically change this number to the maximum allowed indirect rate.
- d. Click **Save**.

Note: If you click the underlined name of the Consortium or Grant Member in the “Agency Budget(s)” table, you are taken to the budget detail for that agency.

COMPLETE THE BUDGET SUMMARY

- 13. Enter the names of the Business Office Representative and the Project Contact Person and their telephone numbers on the Budget Summary page for each grant program. Click **Save**.

REVIEW THE COMPOSITE BUDGET

- 14. Click the **Composite Budget** tab from a budget-related page in MEGS to view a Composite Budget.
 - a. The Composite Budget displays a summation of the budget entries for all allowable function and program codes for an agency. It also provides a summation of the Professional and Reimbursable Aide FTEs by function and program codes.
 - b. The PDFs for the Budget Summary and the Composite Budget are identical.

REVIEW THE SUMMARY OF FUNDED COMPONENTS

15. From the Application Menu, click the **Summary of Funded Components** link under Budget Pages to review the Summary of Funded Components page for each agency. This page is automatically completed as budget items are added to the application. A budget item that is funded from more than one grant program is displayed in one row. The following types of budget items are displayed on this page:

- a. Personnel - Total FTE, FTE for each grant program, and the FTE for Other are shown. The FTE for Other equals the Total FTE minus the sum of the FTEs for each grant program.
- b. Purchased Services – Items appear as “C” in the field.
- c. Supplies and Materials – Items appear as “X” in the field.

If the Summary of Funded Components does not appear to be displayed correctly, edit the budget items and return to this page to review the changes.

SUBMIT THE APPLICATION

16. Once all pages in the application have been completed and no errors are present, an Authorized Official can submit the application. To submit the application, the Authorized Official must:

- a. Login to MEGS and view the Application.
- b. On the Application Menu, click the **Submit Application** button, which is at the top and bottom of the page.
- c. On the Submission Verification page, click **I Agree**.

Note: Print the Submission Confirmation page for record keeping purposes.

HELP FOR COMPLETING THE APPLICATION

17. Every page contains a **Help** link in the header and footer of the page. If you have questions about what you should do on the page or what information is requested, click this link.

- a. A smaller, separate browser window will open with instructions for the page that are created and updated by the State Program Office administering the grant program.
- b. If you want to print the Help text, click the **Print Window** button.
- c. When you are finished reading the Help page, click the **Close Window** button.

CONTACT SOMEONE WITH QUESTIONS

18. Contact the MEGS Help Desk by phone at (800) 820-1890 or (517) 336-2521 for technical questions.
19. Contact Linda Domine at the Michigan Department of Education by email at dominel@michigan.gov or by phone at (517) 373-6309 with program-related questions.