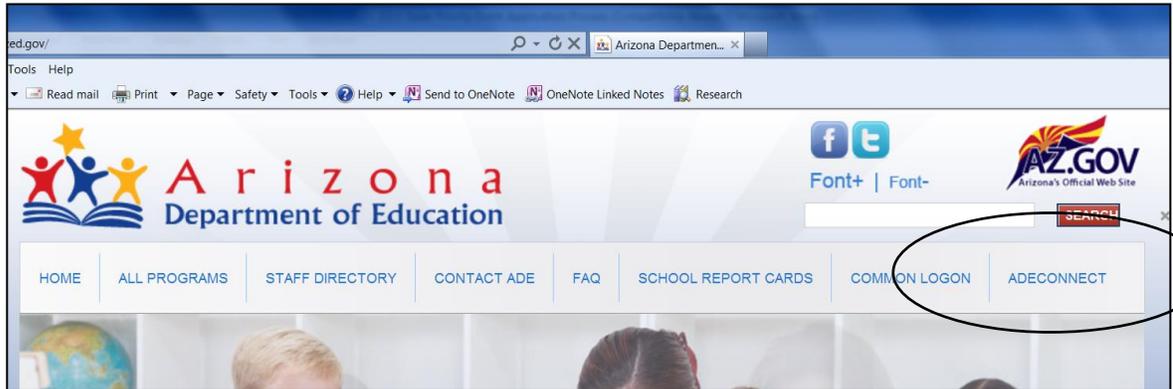


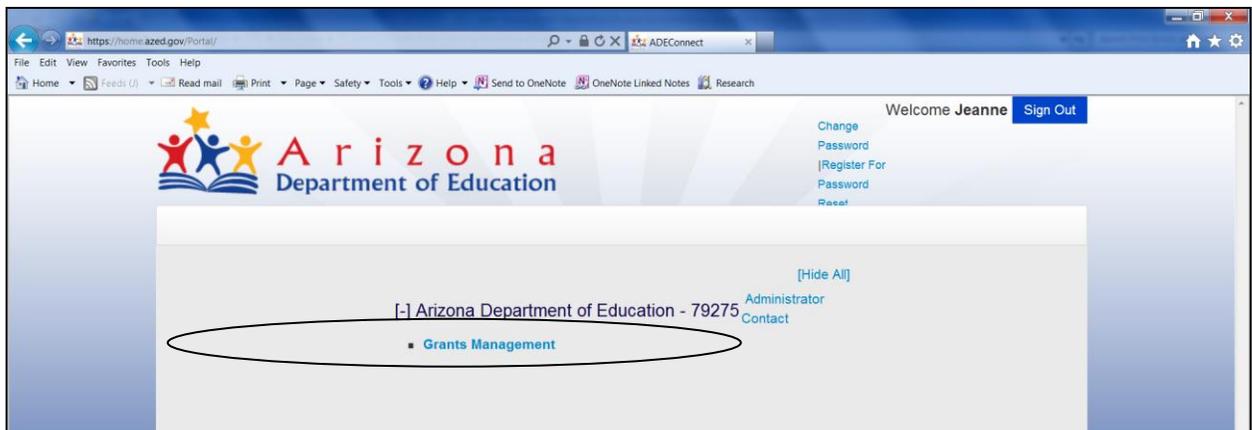
# FY 2015 CTE Federal Perkins Grant Application Process

## Part I: Entering the GME System for the CTE Federal Perkins Grant

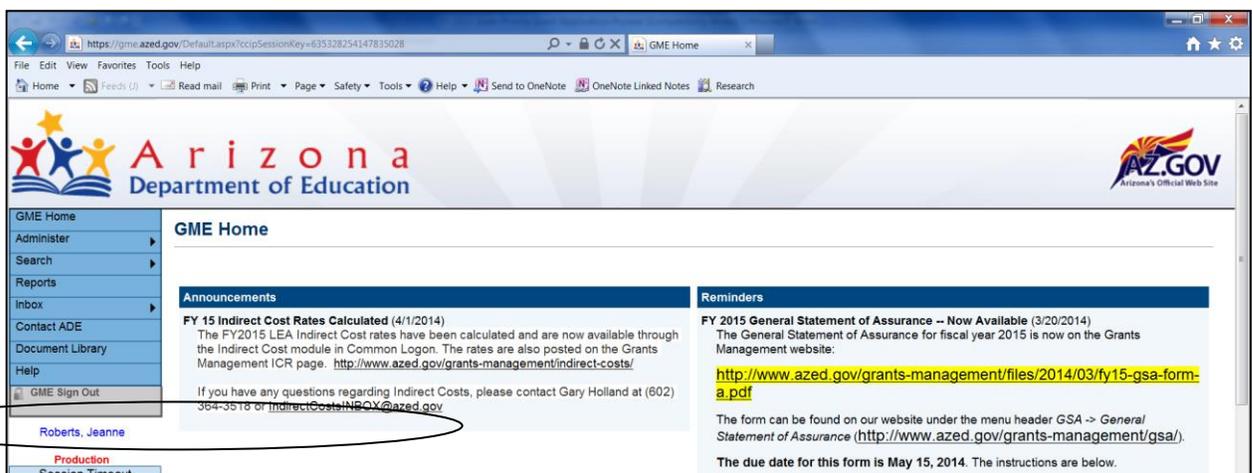
1. Go to the ADE Home Page at <http://www.azed.gov/>  
Select **ADECONNECT** in the upper right hand corner.



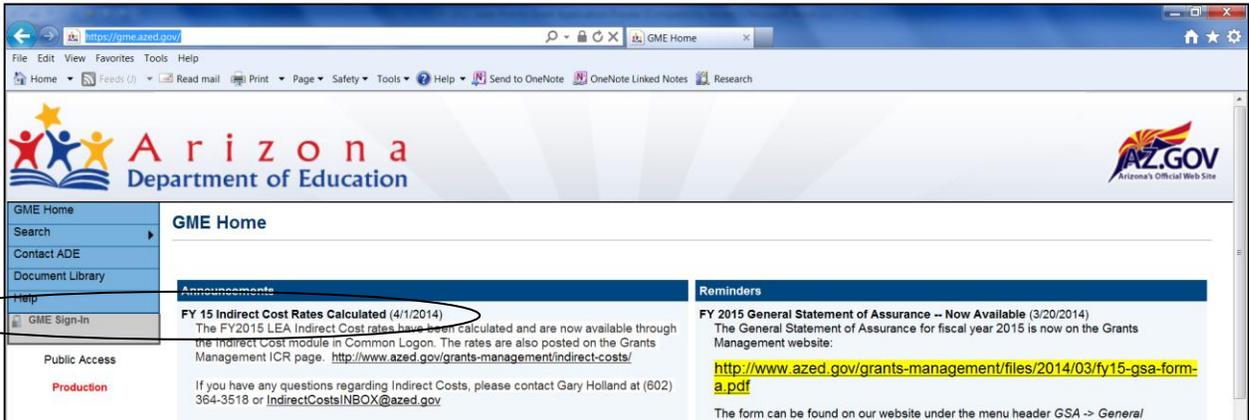
2. Select Grants Management



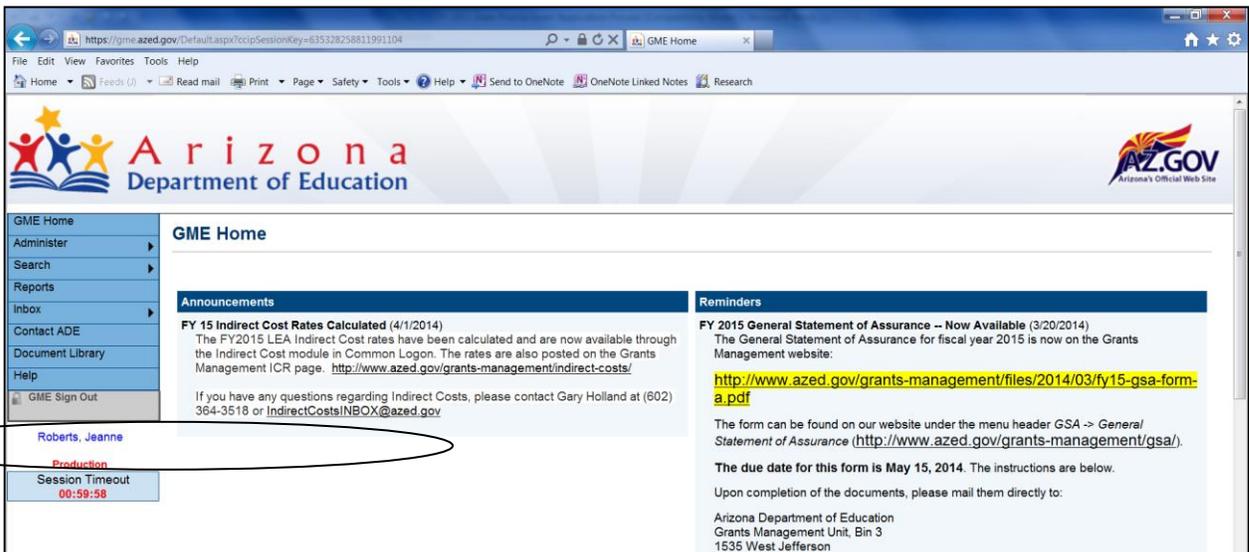
3. The Grants Management Enterprise (GME) home page will appear and your name should appear on left-hand column.



4. The GME system can also be accessed through <https://gme.azed.gov/>. Select GME Sign-In.



5. Your name should appear on left hand column.



## Part II: Creating the CTE Federal Perkins Grant Application

### 1. Select Funding and Funding Applications

The screenshot shows the Arizona Department of Education website. The 'Sections' menu is open, highlighting 'Funding Applications' and 'Draft Started'. Below the menu, a table lists funding applications with columns for 'Validation' and 'Print'.

	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CTE State Priority	Messages	Print

2. The grants available to the district are listed with the status “Not Started”. **Note:** The Funding Year may need to be changed to 2015 to find that list.

The screenshot shows the 'Funding Applications' page. A table lists applications for FY 2015 with columns for 'Revision', 'Status', and 'Status Date'.

Entitlement Funding Application	Revision	Status	Status Date
CTE Federal Perkins	0	Not Started	4/10/2014
CTE State Priority	0	Not Started	4/10/2014

Below the table, there is a section for 'Competitive Funding Application' with a message: "There are no matching Competitive applications for this fiscal year."

3. Select **CTE Federal Perkins** and then select **Draft Started**.

**Sections**

Antelope Union High School District (140550000) - FY 2015 - CTE Federal Perkins - Rev 0

Application Status: **Not Started**

Change Status To: Draft Started

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

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print

4. This prompt will appear to confirm draft is being started. Select **“Confirm”**.

Department of Education

**Status Change Confirmation**

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0

You are about to change the status to Draft Started. Click Confirm to change the status.

5. The Application Status changed from **Not Started** to **Draft Started**. This page shows all the Sections of the grant application.

**Sections**

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0

Application Status: **Draft Started**

Change Status To: Draft Completed

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

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CTE Federal Perkins	Messages	Print
Budget	Messages	Print
Budget Overview		Print

- This is the Sections page of the application which will appear every time you enter the grant system. The items listed are the same as the items that appeared in the old GME system which include the assurances, desk monitoring and objectives.

The screenshot shows the 'Sections' page with a sidebar on the left containing navigation options like 'Administer', 'Search', 'Reports', 'Inbox', 'Funding', etc. The main content area displays a table of sections. The 'CTE Federal Perkins' section is expanded, and 'PM 1S1 - Academic Reading Attainment' is highlighted with a red circle and an arrow pointing to it.

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CTE Federal Perkins	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Assurances - Program, Fiscal and Accountability	Messages	Print
Desk Monitoring - Fiscal Assurances		Print
Federal Perkins Requirements		Print
PM 1S1 - Academic Reading Attainment		Print
PM 1S2 - Academic Math Attainment		Print
PM 2S1 - Technical Skill Attainment		Print
PM 3S1 - Secondary School Completion		Print
PM 4S1 - Graduation		Print
PM 6S1 - Placement		Print
PM 6S1 - Nontraditional Participation		Print
PM 6S2 - Nontraditional Completion		Print
Program of Study (POS)		Print
Career and Technical Student Organizations (CTSO)		Print
Workplace Employability Skills		Print

- To complete the Assurances and Objectives, select the item and a new page will open. Follow the instructions for completing each page filling in boxes 1-3.

The screenshot shows the 'PM 1S1 - Academic Reading Attainment' page. The page has a header with the Arizona Department of Education logo and the title 'PM 1S1 - Academic Reading Attainment'. Below the title, there is a 'Save And Go To' button and a description of the program. The main content area contains four numbered objective fields. Field 1 is 'Performance Measure and Objective Number: Identify the PM and Objective Number (e.g., 1S1, Objective One). When submitting more than one objective for this PM, sequentially number as 1S1, Objective Two.' Field 2 is 'Will this objective be implemented district wide or only at one or more sites?' with radio buttons for 'District Wide' and 'One or More Sites'. Field 3 is 'List those sites where this objective will be implemented. If district wide, state 'N/A'.' Field 4 is 'Is this a required Program Improvement Plan (PIP) Objective based on the district's failing to attain 90% or more of the SALP?' with radio buttons for 'Yes' and 'No'.

On the objectives page, you can develop up to 3 different objectives per Performance Measure if needed. Complete boxes 1-8 and scroll down to the optional second objective.

10 Final Narrative: Provide the final status for the objective, justification and expenditure. Due: September 1st for online narrative completed through GME. (NOTE: Due November 30th if not submitted through GME).

Words: 0 Characters: 0

Objective Two - Optional

- 1 Performance Measure and Objective Number: Identify the PM and Objective Number (e.g., 1S1, Objective One). When submitting more than one objective for this PM, sequentially number as 1S1, Objective Two.
- 2 Will this objective be implemented district wide or only at one or more sites?
  - District Wide
  - One or More Sites
- 3 List those sites where this objective will be implemented. If district wide, state 'N/A'.

Words: 0 Characters: 0

8. In Related Documents, you will find a template for the Desk Monitoring Program Assurances. This is not due until October 1. Select Related Documents on the Sections page, then select Desk Monitoring Program Assurances. Complete the forma and save it to your desktop.

Select **Upload New**. A new page will appear for you to “**Browse**” for the document. Select document and then select **Create**.

Create Related Document - Assurances - Program, Fiscal and Accountability

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.

Upload Data File:

URL:

Document Name:

9. This shows the Assurances have been uploaded.

**Related Documents**

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Go To ▶

Required Documents		
Type	Document Template	Document/Link
Assurances - Program, Fiscal and Accountability [Upload at least 1 document(s)]	<a href="#">Assurances - Program, Fiscal and Accountability</a>	<a href="#">Upload New</a> [Update]   [Delete] <a href="#">Assurances - Program, Fiscal and Accountability</a>
Desk Monitoring - Program Assurances [Upload at least 1 document(s)]	<a href="#">Desk Monitoring - Program Assurances</a>	<a href="#">Upload New</a>
Desk Monitoring - Fiscal Assurances [Upload at least 1 document(s)]	<a href="#">Desk Monitoring - Fiscal Assurances</a>	<a href="#">Upload New</a>
Federal Perkins Requirements [Upload at least 1 document(s)]	<a href="#">Federal Perkins Requirements</a>	<a href="#">Upload New</a>
PM 1S1 - Academic Reading Attainment [Upload at least 1 document(s)]	<a href="#">PM 1S1 - Academic Reading Attainment</a>	<a href="#">Upload New</a>
PM 1S2 - Academic Math Attainment [Upload at least 1 document(s)]	<a href="#">PM 1S2 - Academic Math Attainment</a>	<a href="#">Upload New</a>
		<a href="#">Upload New</a>

## CTE Federal Perkins Checklist

1. The most useful resource to use while creating the FY15 CTE Federal Perkins grant application is the **CTE Federal Perkins Checklist**. This can be found near the bottom of the Sections page of the grant.

<a href="#">PM 4S1 - Graduation</a>		<a href="#">Print</a>
<a href="#">PM 5S1 - Placement</a>		<a href="#">Print</a>
<a href="#">PM 6S1 - Nontraditional Participation</a>		<a href="#">Print</a>
<a href="#">PM 6S2 - Nontraditional Completion</a>		<a href="#">Print</a>
<a href="#">Program of Study (POS)</a>		<a href="#">Print</a>
<a href="#">Career and Technical Student Organizations (CTSO)</a>		<a href="#">Print</a>
<a href="#">Workplace Employability Skills</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<b>Contacts</b>		<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Print</a>
<b>Substantially Approved Dates</b>		<a href="#">Print</a>
<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
<b>CTE Federal Perkins Checklist</b>		<a href="#">Print</a>
<a href="#">CTE Federal Perkins Checklist</a>		<a href="#">Print</a>
<b>All</b>	<a href="#">Messages</a>	<a href="#">Print</a>

2. Either print the checklist or have it open on the screen while the grant is being developed. It includes all the details, specifics, criteria, etc that will be used to review the application.

### CTE Federal Perkins Checklist

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins Checklist

[Go To](#)

This tool is to help communicate feedback to the local educational agency (LEA) on the submission of their CTE Federal Perkins Application.

- Specialists from related offices (Title I, Title II) will review the applications and amendments and mark each section as OK or not Applicable before Approval.
- If the line is marked as Attention Needed, this indicates that the applications need revisions in the stated areas.
- If the application is returned as Not Approved, the LEA will review and address items marked as Attention Needed as well as any comments noted in messages section of the GME application.
- After items are revised by the LEA and resubmitted for approval, Attention Needed will be changed to OK by the ADE assigned specialist and the application status will be changed to Reviewed.

**Checklist Description** (Collapse All Expand All)

<b>1. General Statements</b>	Not Reviewed
1. LEA agrees to Program Assurances, Fiscal Assurances, and Accountability Assurances.	
2. Federal Perkins Requirements-LEA agrees to carry out Federal Perkins Requirements.	
3. Coherent Sequence-The FY2015 Coherent Sequence has been updated at <a href="https://www.ade.az.gov/PerfMeasures/frameManager.asp">https://www.ade.az.gov/PerfMeasures/frameManager.asp</a> and an email has been sent to <a href="mailto:claudia.galvan@azed.gov">claudia.galvan@azed.gov</a> .	
<b>2. Budget</b>	Not Reviewed
1. All expenditures must support one or more objectives.	
2. All expenditures are listed in the appropriate function code and object code using CTE resources and USFR Chart of Accounts.	
3. Salaries must be listed in object code 6100. If positions involve face-to-face with students, use 1000-6100; if positions are support use 2000-6100. Narrative includes job title and FTE. (i.e., Instructional Aide-Culinary, .5 FTE) If new position, include "new". Job description must be uploaded into Related Documents section for each position.	
4. Benefits must be listed in object code 6200.	

3. The assigned GPS will review each section on the checklist and determines if it meets the criteria to be approved. If it does, this box will say OK or approved. It will include the name of the reviewer and the date.

- If one or more of the items within the section (i.e. budget) need revisions, the item will be identified as “**Attention Needed**” and a narrative will explain what needs to be revised for approval.

For example, if the following objective was reviewed by the GPS, and in box 5, the LEA did not include a date or a specific outcome, the GPS would check box 5 and a Narrative box will pop up below box 5. The GPS would write comments to explain what must be done in that box.

6. PM 2S1 - Technical Skill Attainment		Not Reviewed
1. Box 1:	Includes the performance measure and objective number (i.e. 2S1, Objective 1).	
2. Box 2:	LEA selects applicable response based on objective.	
3. Box 3:	If selected "Districtwide" in box 2, box 3 should say N/A. If selected "One or More Sites" in box 2, must list the appropriate sites in box 3.	
4. Box 4:	If on Improvement Plan for the previous year's performance measure, should say "Yes". If not, should say "No".	
5. Box 5:	Must be a SMART objective (specific, measurable, attainable, results-oriented, timely). Objectives must be appropriate for the PM. Objectives must include a date (month/year). Objectives must focus on continuous improvement. Must include language that states "meet/exceed the SALP" or other specific outcome.	
6. Box 6:	Justification explains how the objective or expenditure will improve the PM.	
7. Box 7:	LEA selects all appropriate expenditure categories using Perkins funds based on the budget. Align expenditure categories to budget function codes. If Perkins funds are not being used to support objective, "None of the above" should be selected.	
8. Box 8:	Only complete if Perkins funds are being used. If not, use N/A. Must include a description of the expenditure items needed to support the objective. (i.e., teacher registration and travel for professional development). Description must match items listed in the narrative on the budget overview.	
9. Boxes 9 and 10:	Leave blank until due date.	
10. Box 11:	Select "Yes" if another objective is needed for this performance measure or "No" if this is the only objective needed for this PM.	

- The checklist must have **OK or Approved** in each section before it can be fully approved. Use the checklist in developing the budget, completing the monitoring sections and creating the objectives.

**Creating the Budget:** The FY2015 allocation has been uploaded into the budget pages.

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save And Go To

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

**Indirect Cost**

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

Budget By Function Codes  
Copy 2014 Budget Detail

	Object Code	Total
Modify	6100 - Salaries	\$0.00
Modify	6200 - Employee Benefits	\$0.00
Modify	6300 - Purchased Professional Services	\$0.00
Modify	6400 - Services	\$0.00
Modify	6500 - Other Purchased Services	\$0.00
Modify	6600 - Supplies	\$0.00
Modify	6700 - Property (Capital Outlay)	\$0.00
Modify	6800 - Other Expenses	\$0.00
Modify	6910 - Indirect Cost Recovery	\$0.00
Modify	0190 - Capital Outlay	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$100,000.00
	<b>Remaining</b>	\$100,000.00

1. **Modify Budget:** Select **Modify** on the desired object code. If the grant budget will have similar expenditures to the previous year's grant, **select Copy 2014 Budget Detail.** **Note:** Budgets can also be added by object code.

2. On the Budget Detail screen, select **Add Item**. This screenshot illustrates adding by Object code.

**Budget Detail**

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save Save and Return

**Indirect Cost**

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

6100 - Salaries

Add Item

Total for 6100 - Salaries	<input type="text" value="\$0.00"/>
Total for all other Object Codes	<input type="text" value="\$0.00"/>
Total for all Object Codes	<input type="text" value="\$0.00"/>
Adjusted Allocation	<input type="text" value="\$100,000.00"/>
Remaining	<input type="text" value="\$100,000.00"/>

- On the new page select the Function Code that will be used for the Object Code 6100-Salaries.

**Budget Detail**  
 Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save Save and Return

**Indirect Cost**

Total Contributing to Indirect Cost \$0.00

Indirect Cost Rate 100.00%

Maximum Allowed for Indirect Cost \$0.00

6100 - Salaries

Add Item

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries			1	\$0.00	\$0.00

1000 - Instruction  
 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)  
 2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)  
 3000 - Operation of Non-Instructional Services

Words: 0 Characters: 0

- After selecting the Function Code add in Unit cost. On positions, the FTE can be added also. A narrative description is required for all expenditure categories. The narrative description is similar to the line item descriptions in the old GME system. Select **Save**.

Read mail Print Page Safety Tools Help Send to OneNote OneNote Linked Notes Research

A value must exist for Narrative Description.

Save Save and Return

**Indirect Cost**

Total Contributing to Indirect Cost \$15,000.00

Indirect Cost Rate 100.00%

Maximum Allowed for Indirect Cost \$15,000.00

6100 - Salaries

Add Item

Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6100 - Salaries	1000 - Instruction	1	1	\$15,000.00	\$15,000.00

**Narrative Description**

Salary for 1 FTE Instructional Aide- Autos

Words: 0 Characters: 0

Total for 6100 - Salaries \$15,000.00

Total for all other Object Codes \$0.00

150%

5. If you prefer adding your budget by Function Code, select Budget by Function Codes.

**Budget**

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save And Go To ▶

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

**Indirect Cost**

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

**Budget By Function Codes**

	Object Code	Total
Modify	6100 - Salaries	\$21,000.00
Modify	6200 - Employee Benefits	\$3,300.00
Modify	6300 - Purchased Professional Services	\$5,000.00
Modify	6400 - Services	\$0.00
Modify	6500 - Other Purchased Services	\$0.00
Modify	6600 - Supplies	\$5,000.00

6. Select **Modify** on the appropriate Function Code requiring a budget.

**Budget**

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save And Go To ▶

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

**Indirect Cost**

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

**Budget By Object Codes**  
Copy 2014 Budget Detail

	Function Code	Total
Modify	1000 - Instruction	\$0.00
Modify	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	\$0.00
Modify	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	\$0.00
Modify	3000 - Operation of Non-Instructional Services	\$0.00
Modify	0000 - Other	\$0.00
<b>Total</b>		\$0.00
<b>Adjusted Allocation</b>		\$100,000.00
<b>Remaining</b>		\$100,000.00

- In this case, add the item by selecting the appropriate object code, then add the dollar amount and narrative description. **Note: All object codes under one function code can be added on this page (i.e. Instructional Salaries, Support Services stipends, etc).**

**Budget Detail**  
 Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

A value must exist for Narrative Description.

Save Save and Return

**Indirect Cost**

Total Contributing to Indirect Cost \$18,300.00

Indirect Cost Rate 100.00%

Maximum Allowed for Indirect Cost \$18,300.00

1000 - Instruction - \$15,000.00

Add Item

	Function Code	Object Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	1000 - Instruction	6200 - Employee Benefits		1	\$3,300.00	\$3,300.00

**Narrative Description**

Benefits for Instructional Aide

Words: 4 Characters: 31

- A second Function Code can be selected and then the object code selected.

**Budget Detail**  
 Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save Save and Return

**Indirect Cost**

Total Contributing to Indirect Cost \$23,300.00

Indirect Cost Rate 100.00%

Maximum Allowed for Indirect Cost \$23,300.00

1000 - Instruction - \$23,300.00

1000 - Instruction - \$23,300.00

2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)

2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)

3000 - Operation of Non-Instructional Services

0000 - Other

	Function Code	Object Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	1000 - Instruction	6100 - Salaries	1	1	\$15,000.00	\$15,000.00

**Narrative Description**

9. Continue adding the expenditures for Instruction, Support Services and Support Services Admin.

Total Contributing to Indirect Cost	\$34,300.00
Indirect Cost Rate	100.00%
Maximum Allowed for Indirect Cost	\$34,300.00

**Budget By Object Codes**

Function Code	Total
1000 - Instruction	\$23,300.00
2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	\$11,000.00
2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	\$0.00
3000 - Operation of Non-Instructional Services	\$0.00
0000 - Other	\$0.00
<b>Total</b>	<b>\$34,300.00</b>
<b>Adjusted Allocation</b>	<b>\$100,000.00</b>
<b>Remaining</b>	<b>\$65,700.00</b>

10. The Budget Details page will always give a running total based on the total allocation.

Remove	Function Code	Object Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	6300 - Purchased Professional Services		1	\$5,000.00	\$5,000.00

**Narrative Description**

Registrations for CTE Teachers to attend ACTEAz Summer Conference 6 teachers X \$600 = \$3600  
 Registrations for professional development activities = \$1400

Words: 22 Characters: 152

<b>Total for 2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)</b>	\$11,000.00
<b>Total for all other Function Codes</b>	\$23,300.00
<b>Total for all Function Codes</b>	\$34,300.00
<b>Adjusted Allocation</b>	\$100,000.00
<b>Remaining</b>	\$65,700.00

Save Save and Return

11. Capital must be added by selecting 6700-Property (Capital Outlay) on the **Budget by Object Code** page.

**Budget**

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

Save And Go To ▶

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

**Indirect Cost**

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

**Budget By Function Codes**

	Object Code	Total
Modify	6100 - Salaries	\$21,000.00
Modify	6200 - Employee Benefits	\$3,300.00
Modify	6300 - Purchased Professional Services	\$5,000.00
Modify	6400 - Services	\$0.00
Modify	6500 - Other Purchased Services	\$0.00
Modify	6600 - Supplies	\$5,000.00
Modify	6700 - Property (Capital Outlay)	\$0.00
Modify	6800 - Other Expenses	\$0.00
Modify	6910 - Indirect Cost Recovery	\$0.00
Modify	0190 - Capital Outlay	\$0.00
<b>Total</b>		\$34,300.00
<b>Adjusted Allocation</b>		\$100,000.00
<b>Remaining</b>		\$65,700.00

12. Select **Modify** and add the dollar amount for 6700-Capital. Add Item, add total cost, and in narrative description add **“See Attached Capital Outlay Worksheet in Related Documents”**.

Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0 - CTE Federal Perkins

A value must exist for Narrative Description.

Save Save and Return

**Indirect Cost**

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

6700 - Property (Capital Outlay)

**Add Item**

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	6700 - Property (Capital Outlay)	0000 - Other		1	\$50,000.00	\$50,000.00

**Narrative Description**

See attached Capital Outlay Worksheet in Related Documents.

13. Go back to Sections page and select Related Documents.

Allocations		Print
Allocations		Print
<b>CTE Federal Perkins</b>	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Assurances - Program, Fiscal and Accountability		Print
Desk Monitoring - Program Assurances		Print
Desk Monitoring - Fiscal Assurances		Print
Federal Perkins Requirements		Print
PM 1S1 - Academic Reading Attainment		Print
PM 1S2 - Academic Math Attainment		Print
PM 2S1 - Technical Skill Attainment		Print
PM 3S1 - Secondary School Completion		Print
PM 4S1 - Graduation		Print
PM 5S1 - Placement		Print
PM 6S1 - Nontraditional Participation		Print
PM 6S2 - Nontraditional Completion		Print
Program of Study (POS)		Print
Career and Technical Student Organizations (CTSO)		Print
Workplace Employability Skills		Print
<b>Related Documents</b>	Messages	Print
<b>Contacts</b>		Print
Contacts		Print
Substantially Approved Dates		Print

14. Select **Capital Outlay Worksheet** under Document Templates.

PM 6S1 - Nontraditional Participation [Upload at least 1 document(s)]	PM 6S1 - Nontraditional Participation	Upload New
PM 6S2 - Nontraditional Completion [Upload at least 1 document(s)]	PM 6S2 - Nontraditional Completion	Upload New
Program of Study (POS) [Upload at least 1 document(s)]	Program of Study (POS)	Upload New
Career and Technical Student Organizations (CTSO) [Upload at least 1 document(s)]	Career and Technical Student Organizations (CTSO)	Upload New
Workplace Employability Skills [Upload at least 1 document(s)]	Workplace Employability Skills	Upload New
<b>Optional Documents</b>		
<b>Type</b>	<b>Document template</b>	<b>Document/Link</b>
CTE - Capital Outlay Worksheet [Upload up to 2 document(s)]	Capital Outlay Worksheet	Upload New

15. An Excel worksheet will appear.

	A	B	C	D	E
1	<b>CAPITAL OUTLAY</b>				
2	<b>Quantity</b>	<b>Cost Per Unit</b>	<b>Description</b>	<b>Purpose</b>	<b>Total</b>
3					
4					
5					
6					
7					
8					
9					
10					
11					

16. List capital outlay items separately. Include quantity, cost per unit, detailed description, and the purpose for the item (what program and site if multi-site district). The chart calculates by line and by total amount.

	A	B	C	D	E	F
1	<b>CAPITAL OUTLAY</b>					
2	<b>Quantity</b>	<b>Cost Per Unit</b>	<b>Description</b>	<b>Purpose</b>	<b>Total</b>	
3						
4	1	8,500.00	Auto Engine Analyzer	Autos program in Somewhere HS	8,500.00	
5	18	900.00	HP ENVY 23' Touch Smart All in One	Upgrade Computers for AHS	16,200.00	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

17. When the Capital Outlay worksheet is completed, save it and return to the Related Documents page. Select **Upload New**.

Program of Study (POS) [Upload at least 1 document(s)]	Program of Study (POS)	<a href="#">Upload New</a>
Career and Technical Student Organizations (CTSO) [Upload at least 1 document(s)]	Career and Technical Student Organizations (CTSO)	<a href="#">Upload New</a>
Workplace Employability Skills [Upload at least 1 document(s)]	Workplace Employability Skills	<a href="#">Upload New</a>
<b>Optional Documents</b>		
Type	Document Template	Document/Link
CTE - Capital Outlay Worksheet [Upload up to 2 document(s)]	Capital Outlay Worksheet	<a href="#">Upload New</a>

18. Select **Browse** and then **Create** to upload the Excel spreadsheet.

**Create Related Document - CTE - Capital Outlay Worksheet**

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Please select a file to upload, or insert a hyperlink to a publicly accessible document residing elsewhere.

Upload Data File:

URL:

Document Name:

19. The uploaded worksheet is now part of Related Documents. It can be updated or removed.

Optional Documents		
Type	Document Template	Document/Link
CTE - Capital Outlay Worksheet (Upload up to 2 document(s))	Capital Outlay Worksheet	<a href="#">Upload New</a> <a href="#">[Update]</a>   <a href="#">[Delete]</a>    CTE - Capital Outlay Worksheet

20. If you have completed all the sections of the application, the next step is to move the application status to **Draft Completed**. However, first review the **Messages** on the Sections page.

Application Status: **Draft Started**  
 Change Status To: [Draft Completed](#)

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

Description ( <a href="#">View Sections Only</a>   <a href="#">View All Pages</a> )	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
<b>History Log</b>		<a href="#">Print</a>
History Log		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<b>Allocations</b>		<a href="#">Print</a>
Allocations		<a href="#">Print</a>
<b>CTE Federal Perkins</b>	<a href="#">Messages</a>	<a href="#">Print</a>
Budget	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Assurances - Program, Fiscal and Accountability</a>		<a href="#">Print</a>
<a href="#">Desk Monitoring - Program Assurances</a>		<a href="#">Print</a>
<a href="#">Desk Monitoring - Fiscal Assurances</a>		<a href="#">Print</a>

21. The Messages will explain if there is inaccurate information, missing information or other items that are preventing the application from moving to the next status level.

Validation Messages	
Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0	
<a href="#">Return To Sections Page</a>	
<b>CTE Federal Perkins</b>	
<b>Budget</b>	
The CTE Federal Perkins budget of \$90,300.00 is less than the Adjusted Allocation amount of \$100,000.00.	<b>Error</b>
The total amount budgeted for the Support Services (General, School, Central Services, Other) Function Code and Indirect Cost Recovery Object Code cannot exceed 5.00% of the total budgeted amount.	<b>Error</b>

In this case, validations have been set so that the Perkins application cannot be submitted if the 5% Admin cap is exceeded or if the budget is less than the total allocation.

22. If you tried to change the application status to **Draft Completed** when there are outstanding issues, the following message will appear. The application cannot move any further without changes.

### Status Change Confirmation

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**Arizona Department of Education (000111000) - FY 2015 - CTE Federal Perkins - Rev 0**

Status cannot be changed. Validation Error exists.

23. Once the validation errors or any other messages are corrected, the application status should be changed to **Draft Completed**.

**Note:** This does not send the application to ADE for review. All applications must go through two additional status level changes at the LEA (Local Education Agency) before it reaches the Grants Program Specialist at ADE.

24. Once the application status is changed to **Draft Completed**, the designated LEA Business Manager must change the status to LEA Business Manager Approved or LEA Business Manager Not Approved. (NOTE: The example below shows Revision Completed which is showing an amendment).

### Sections

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**Cave Creek Unified District (070293000) - FY 2014 - CTE Federal Perkins - Rev 2**

Application Status: Revision Completed

Change Status To: LEA Business Manager Approved  
or  
LEA Business Manager Returned Not Approved

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

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Changes	Validation	Print
All	<a href="#">Changes</a>		<a href="#">Print</a>
<input type="checkbox"/> History Log			<a href="#">Print</a>
History Log			<a href="#">Print</a>
Create Comment			
<input type="checkbox"/> Allocations			<a href="#">Print</a>
Allocations			<a href="#">Print</a>

25. Once the application status is LEA Business Manager Approved, the designated **LEA Authorized Representative** must change the status to **LEA Authorized Representative Approved** or **LEA Authorized Representative Not Approved**.

Sections

Antelope Union High School District (140550000) - FY 2014 - CTE Federal Perkins - Rev 1

Application Status: **LEA Business Manager Approved**

Change Status To: **LEA Authorized Representative Approved**  
or  
**LEA Authorized Representative Returned Not Approved**

View ADE History Log  
View Change Log

Description (View Sections Only View All Pages)	Changes	Validation	Print
All	Changes	Messages	Print
History Log			Print
History Log			Print
Create Comment			
Allocations			Print
Allocations			Print
CTE Federal Perkins	Changes	Messages	Print

26. The application is not submitted to ADE until the Application Status says **LEA Authorized Representative Approved**.

Sections

Chandler Unified District 80 (070280000) - FY 2014 - CTE Federal Perkins - Rev 2

Application Status: **LEA Authorized Representative Approved**

Change Status To: **SEA CTE Federal Perkins Program Specialist Approved**  
or  
**SEA CTE Federal Perkins Program Specialist Returned Not Approved**

View ADE History Log  
View Change Log

Description (View Sections Only View All Pages)	Changes	Validation	Print
All	Changes		Print
History Log			Print
History Log			Print
Create Comment			
Allocations			Print
Allocations			Print

27. Now it is ready for the assigned Grant Program Specialist to review the application using the checklist.

28. There are two levels of approval at the State Education Agency (SEA).
- SEA CTE Federal Perkins Program Specialist Approved (this is your assigned GPS)
  - SEA CTE Federal Perkins Director Approved (This is Dan Brown)

**NOTE:** If you are not sure of the LEA designated role status, refer to the Address Book to see who has been assigned to which role.

The screenshot shows the GME system interface. On the left, there is a navigation menu with items: LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The 'Address Book' item is circled in black. Below the menu, the user's name 'Roberts, Jeanne' and status 'Production' are displayed. A 'Session Timeout' indicator shows '00:58:35'. The main content area is titled 'ESEA Consolidated' and contains a table of roles and contacts. Below this is a table for 'LEA Role Contacts' with columns 'Role' and 'Contact'. The roles listed are: LEA Authorized Representative, LEA Business Manager, LEA CTE Federal Perkins Update, LEA CTE State Priority Update, LEA Data View, LEA ESEA Consolidated Update, and User Access Administrator. Below that is a table for 'Other LEA Contacts' with columns 'Contact Type' and 'Contact', showing 'Planning Tool' with 'N/A'.

The above screen shows the individuals for the different roles in this district.

**Final Tips:**

- There is a 60 minute time out; however, every time you enter in the system it reloads the time.
- When the project is “not approved”, read the comments carefully to make the necessary revisions to move the project through to final approval.
- Contact your Grants Program Specialist with any program or grant questions.
- Refer to resources in the Document Library on the left side of the GME home page for help on navigating the GME system.

This is a close-up screenshot of the navigation menu and the top header of the GME system. The navigation menu on the left includes: LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The 'Document Library' item is circled in black. To the right of the menu is the header 'ESEA Consolidated'. Below the header, the text 'LEA Role Contacts' is partially visible.