

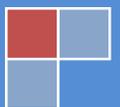
2016

Carl D. Perkins  
Career and Technical Education Act of 2006  
New Jersey Department of Education  
Office of Career Readiness

# Perkins Secondary & Postsecondary Grant Application EWEG User Manual

July 1, 2015 – June 30, 2016

Revised: October 1, 2015



# Table of Contents

1. Perkins Planning and Application Process 2015-2016 (July 1, 2015 – June 30, 2016) .....	3
2. Retrieving Perkins Performance Report from NJ Homeroom (for Planning) .....	4
3. EWEG - Important EWEG Tips Before Entering the System .....	4
4. Login to EWEG .....	5
5. Central Contacts .....	5
Creating New Contacts (or Copying Previous Year’s Contact File) .....	6
Review Contacts Already Set Up .....	6
Complete All Applicable Tabs in LEA Central Contacts .....	7
6. Creating a New Perkins Application .....	7
7. Completing a Perkins Application .....	8
Contact Information.....	8
Allocation Detail.....	8
Performance .....	8
Certification of Strategies .....	10
Budget Summary.....	11
Completing the Budget .....	12
Upload.....	15
Assurances .....	16
Comments.....	16
8. Submitting a Perkins Application .....	17
9. Checking the Status and History of an Application .....	18
Status .....	18
History.....	18
10. Revising and Resubmitting an Application .....	18
11. Creating and Submitting an Amendment.....	21

# 1. Perkins Planning and Application Process 2015-2016 (July 1, 2015 – June 30, 2016)

Steps to follow for planning your 2016 Perkins Application:

- 1) Review Information on the Office of Career Readiness Perkins Grant Information Page: <http://www.nj.gov/education/cte/perkins/>. This includes: the 2016 Perkins Update Document and the Perkins One-Year Guidelines (when available).
- 2) Review the NEW General Federal Entitlement Grant Guidance that can be found here: <http://www.nj.gov/education/grants/>.
- 3) Review your district's Perkins Performance Report for planning. Reports can be found in two places:
  - i) NJ Homeroom: <http://homeroom.state.nj.us>. Instructions are found in Part 2. This is a sortable Excel file for district/institution review only.
  - ii) Directly in the EWEG application on the "Performance Summary".
- 4) Prepare/Review documents prior to completing application:
  - a) Review the Perkins Performance Report data to plan your activities and budget. Three important pieces for planning:
    - i) Programs that have **NOT MET** performance targets must be made a priority when budgeting. Perkins funds **MUST** be used to help improve performance in indicators that did not meet performance targets.
    - ii) In the new EWEG system, **EACH ITEM ENTERED ON THE BUDGET MUST have a strategy associated** with it. Strategies must be selected on the Performance page **BEFORE** you are able to save budget items.
    - iii) It may be beneficial to use the [FY2016 EWEG Secondary Planning Worksheet](#).
  - b) Prepare the Board Resolution to be approved by your organization's Board of Education or Board of Trustees.
  - c) Review your district/institution's Five-Year/Multi-Year Plan to ensure it is current. Prepare the letter to extend your Five-Year Plan which must be uploaded in the application. If you are making revisions to the Five-Year Plan, you will also need to upload the revisions in the Perkins EWEG Application.

**NOTE: Revisions can be made at any time throughout the year. If you have any questions regarding this, please contact your Perkins Program Officer at NJDOE.**
- 5) Fill out and submit the Perkins Grant application in EWEG. See the instructions contained in this manual for guidance on completing the Perkins application in EWEG.
- 6) Call your Perkins Program Officer if you have any questions or problems. Program Officers for each county can be found here: <http://www.nj.gov/education/cte/contact.htm#perkins>.



## IMPORTANT WARNINGS:

- **EVERY CIP CODE** will appear on either the Performance Detail **MET** or **NOT MET** pages.
- **NOT MET** strategies are **REQUIRED** for each CIP Code.
- Strategies must be selected for any **NOT MET** indicator for which the grantee wishes to budget funds.
- You **CANNOT BUDGET FUNDS** before strategies are certified on the Certification of Strategies page. Once the certification box has been checked, the Performance Detail pages (Met & Not Met) **will be PERMANENTLY LOCKED**. **NO** changes can be made to Performance Detail Pages once locked.
  - \*\*If you have certified your strategies and need assistance, contact your program officer. Your application may need to be **DELETED**.
- **SELECTING "OTHER" STRATEGY** – You must type the text description in first and **SAVE**, then select the "Other" Strategy.

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## 2. Retrieving Perkins Performance Report from NJ Homeroom (for Planning)

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**NOTE: As a priority, Perkins funds are to be used to implement strategies/activities to improve those programs that have NOT MET the performance standards. Please use your Perkins Performance report to help plan these activities. Performance will also be in EWEG application so it will be required to select a strategy for all NOT MET programs prior to saving any item on the budget page.**

- 1) Type in <http://homeroom.state.nj.us/> in your browser address bar.
- 2) Scroll down to find and click on **Perkins Secondary Performance Report** (secondary) or **Perkins Postsecondary Performance Report** (postsecondary).
- 3) Login using your username and password (this can be obtained from your district/institution's Web User Administrator).
- 4) Click on the link to download the file. The file names are:  
Secondary: "PerkSecPerfReport\_2016.pdf"  
Postsecondary: "PerkPostSecPerfReport\_2016 Revised.pdf"
- 5) You will also find a copy of this EWEG Manual for Perkins in the NJ Homeroom folder.

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## 3. EWEG - Important EWEG Tips Before Entering the System

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- 1) **INTERNET EXPLORER** is the most compatible browser for this software application. If other browsers are used, there may be problems completing the application. **If Performance does not open, the browser may need to be changed to "Compatibility Mode". To do this:**
  - a) Open Internet Explorer icon from the desktop.
  - b) Click the **Tools** button on the menu list.
  - c) Click **Compatibility View Settings**.
  - d) Under **Add this website**, enter the URL of the site you want to add to the list, and then tap or click **Add**.  
Once you turn on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit. You can turn it off by removing it from your compatibility list.
- 2) **DO NOT USE THE BACK BUTTON in your browser...EVER!** "Return to Menu" link in the application (top right corner) should be utilized while filling out the application.
- 3) If any issues occur while you are in the application and you are kicked out of the application, make sure you **SIGN COMPLETELY OUT** and then you will be able to sign back in.
- 4) **READ** the IMPORTANT WARNING about strategies. The performance section must be filled out completely and accurately before you begin the budget.
- 5) If the General Assurances tab is not complete and saved (In LEA Central Contacts), the grantee will not be able to create an application. **The "Create" button will not appear on the GMS Select Page.**

## 4. Login to EWEG

- 1) Go to NJ Homeroom  
<https://homeroom.state.nj.us/>.
- 2) Scroll down and click on EWEG.
- 3) On the EWEG login screen enter your USERNAME, PASSWORD, and COUNTY DISTRICT code. This code will be a six digit code which is a combination of your districts county code and district code (example: 031300).

### Welcome to the New EWEG Login Screen

Please enter your user ID and Password

User ID:

Password:

County District:

*For more information regarding usernames and passwords, please contact your district's "Homeroom Administrator". If you need additional assistance, please refer to the EWEG Help Desk [eweghelp.doe.state.nj.us](http://eweghelp.doe.state.nj.us).*

## 5. Central Contacts

If the Central Contact file is not already set up for your district or institution yet, you will be prompted to add a new year of contacts. If the contacts are set up, open the contacts and review them to ensure accuracy. Take note that the Perkins Secondary Contact, Perkins Postsecondary Contact (if applicable) and Perkins Data Contact are correct.

**IMPORTANT WARNING:**

**Grantees MUST do the following before they can create an application:**

1. Create Central Conacts for 2016
2. Agree to "General Assurances"

**Without completing both steps from above, the grantee will not be able to create an application.**

NCLB Contact	IDEA Contact	DUNS Number	General Assurances	Perkins Secondary	
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applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for

1. General Assurances  
[Assurances](#) ←

## Creating New Contacts (or Copying Previous Year's Contact File)

### 1. Creating a Contact Year

- 1) On the Main Menu, click on \*\*LEA Central Contacts Required
- 2) Click Add New Year
- 3) Click Open
- 4) Click on the contact tab of the application you would like to review or edit
- 5) Complete the Assurances, DUNS number as well as any other information in this section.
- 6) Review or edit information on the page and click Save Page when done

OR

### 2. Copying Previous Year's File

- 1) On the Main Menu, click on \*\*LEA Central Contacts Required
- 2) Click the radio button next to year you would like to copy (Perkins was last in EWEG in 2013-2014 – this year can be copied over)
- 3) Click Copy to New Year

The screenshot shows the 'Year Selection' interface. At the top, it asks 'Would you like to add a new year?' with a dropdown menu set to '2016'. Below this are two buttons: 'Add New Year' and 'Copy to New Year'. An 'Open' button is also visible. Below these buttons is a table with two columns: 'Select' and 'Year(s)'. The table lists two year ranges: '2014-2015' and '2013-2014'. Each row has a radio button in the 'Select' column and the word 'Opened' in the 'Year(s)' column. The '2013-2014' row has its radio button selected.

Select	Year(s)
<input type="radio"/>	Opened
<input checked="" type="radio"/>	Opened

## Review Contacts Already Set Up

- 1) On the main menu click on \*\*LEA Central Contacts Required
- 2) Click the radio button under the year you want to review/edit
- 3) Click Open
- 4) Click on the contact tab of the application you would like to review or edit
- 5) Review or edit information on the page and click Save Page when done

The screenshot shows the 'Year Selection' interface. At the top, it asks 'Would you like to add a new year?' with a dropdown menu set to '2016'. Below this are two buttons: 'Add New Year' and 'Copy to New Year'. An 'Open' button is visible. Below these buttons is a table with two columns: 'Select' and 'Year(s)'. The table lists two year ranges: '2015-2016' and '2014-2015'. Each row has a radio button in the 'Select' column and the word 'Opened' in the 'Year(s)' column. The '2015-2016' row has its radio button selected.

Select	Year(s)
<input checked="" type="radio"/>	Opened
<input type="radio"/>	Opened

## Complete All Applicable Tabs in LEA Central Contacts

Complete the following in order to create a new application:

- 1) Central Contacts – Must be completed by all grantees.
- 2) NCLB Contacts – Must be completed by secondary grantees.
- 3) IDEA Contacts – Must be completed by secondary grantees.
- 4) DUNS Number – Must be completed by all grantees. THIS IS THE SAME AS THE **CCRN NUMBER**. **Applications and reimbursements will not be able to be submitted if this number has expired.**
- 5) General Assurances – Must be completed by all grantees.
- 6) Perkins Secondary – Must be completed by secondary grantees.
- 7) Perkins Postsecondary – Must be completed by postsecondary grantees.

01 7101 Atlantic Comm College Atlantic  
2015-2016 LEA Central Contacts

Click to Return to Central Contact Information  
Click to Return to Menu List

Central Contacts	NCLB Contact	IDEA Contact	DUNS Number	General Assurances	Perkins Secondary	Perkins Post Secondary
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**Overview:**

This link will enable users to continually update all Contact Information during the application cycle, without the need to amend an application for the sole purpose of updating the respective contact information (i.e., Chief School Administrator, College President or Agency Head and Business Administrator/Financial Officer) and Program Contact Information for each grant program listed on the system using this Central Contact link. In addition, users must enter the LEA/agency's DUNS number (attainable through Dunn and Bradstreet) and the Central Contractor Registration (CCR) expiration date for each grant. Each program specific contact tab must be completed if the user is planning to apply for funds for that program. The information entered here will cross-populate into the application, and if not entered, it will result in an error message when the consistency check in the grant application is run, preventing submission of the grant application.

## 6. Creating a New Perkins Application

- 1) After logging in, click on **GMS Access/Select**
- 2) Next to Perkins Secondary (or Post Sec) Consolidated, click **Create**
- 3) IF YOU DO NOT SEE THE "Create" button then you must complete the "\*\*LEA Central Contacts"

**GMS Access Select**

23-3130 MIDDLESEX COUNTY VOCATIONAL SCHOOL DISTRICT

Select Fiscal Year: 2016

**Created**

**Formula Grant**  
There currently aren't any Formula Grant applications created.

**Discretionary Grant**  
There currently aren't any Discretionary Grant applications created.

**Competitive Grant**  
There currently aren't any Competitive Grant applications created.

**Performance Reports**  
There currently aren't any Performance Reports applications created.

**Available**

Grant Type	Submissions due by	Create
▶ NCLB	8/31/2015	Create
▶ Perkins Post Sec Consolidated	6/30/2017	Create
▶ Perkins Secondary Consolidated	12/31/2999	Create

STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
EWEG  
Electronic Web-Enabled

You have been granted access to the forms below by your Security Administrator

**Administrative**

- \*\*LEA Central Contact-REQUIRED
- Consortium Administration
- GMS Access / Select** ← 1
- Funded Applications
- Non-Funded Data Collections

If the form you need is not listed, contact your Security Coordinator :

## 7. Completing a Perkins Application

### Contact Information

Please review the Perkins Contact information to ensure it is accurate. If it is not, the changes CANNOT be made on this page. The changes must be made in the LEA Central Contact Area. Refer to the “Central Contacts” section of this manual for instructions.

### Allocation Detail

**Allocation:** This page will display the grantee’s Federal and Reserve (if applicable) allocation. The allocation listed should match the allocation notice in NJ Homeroom. If there is a discrepancy, please contact your Perkins Program Officer.

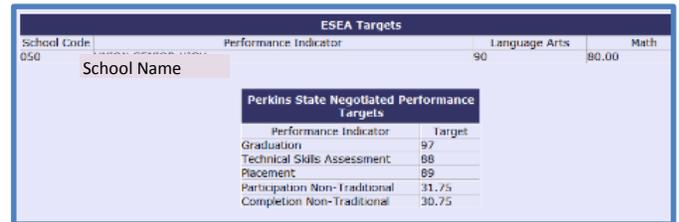
**Refusal of Funds:** This tab will allow the user to refuse one or more funding sources by entering a date, checking a box next to the funding source, and typing their name and title.

### Performance

#### District Performance Summary

Each grantee will have a District Performance Summary page. This page will include the district’s performance targets for all performance areas. Targets will be listed in two different tables at the top and performance for each CIP code at each school will be listed underneath.

This page does not currently indicate which programs have MET or did NOT MEET performance indicators, however, that information can be found on the Performance Detail – Not Met and Performance Detail – Met pages.



ESEA Targets			
School Code	Performance Indicator	Language Arts	Math
050		90	80.00

Perkins State Negotiated Performance Targets	
Performance Indicator	Target
Graduation	97
Technical Skills Assessment	88
Placement	89
Participation Non- Traditional	31.75
Completion Non-Traditional	30.75

#### Performance Detail Met & Performance Detail Not Met



### IMPORTANT WARNINGS:

- You can only open one chevron (▶) at a time.
- Save each section before continuing on to the section.
- If the program freezes, log completely out of EWEG and log back in.
- “New” programs will not have a school code assigned to them.
- Internet Explorer is the supported browser, you may encounter some programs using other browsers.
- **EVERY CIP CODE** will show up under **MET** or **NOT MET** on the Performance Detail pages.
- **NOT MET** strategies are **REQUIRED** for each CIP Code.
- Strategies must be selected for any Not Met indicator for which the grantee wishes to budget funds.
- You **CANNOT BUDGET FUNDS** before strategies are certified on the Certification of Strategies page. Once the certification box has been checked, the Performance Detail pages (MET & NOT MET) **will be PERMANENTLY LOCKED**. NO changes can be made to Performance Detail Pages once locked.
  - **\*\*If strategies have been certified and you need assistance, contact your program officer. The application may need to be DELETED.**
- **SELECTING “OTHER” STRATEGY – You must type the text description in first and SAVE, then select the “Other” Strategy.**

## Parts of the Performance Detail Screen



### IMPORTANT WARNING:

If you cannot open the Performance Detail Pages as shown below, please see the warning about Internet Explorer Compatibility Mode in Section 3.

The screenshot shows the 'Performance Detail - Not Met' screen. A red box at the top left contains an important warning. The main content area is divided into sections for different performance indicators. Callouts 1-8 identify key UI elements: 1. Performance Indicator (top header), 2. School Name (table header), 3. Drop-down Chevron (expansion arrow), 4. CIP/Program (table row), 5. Other (description text area), 6. Status (table column), 7. Strategy (strategy list), and 8. Save (Save Selected Strategies button).

### Terms

- Performance Indicator** – Performance areas measured by NJDOE in conjunction with the federal government
- School Name** – Some districts have more than one school building. If there are multiple schools in a district, each school will be listed under separate chevron for each indicator
- Chevron** – A triangle symbol that a user can click to expand a section of the page
- CIP/Program** – Each district will have all of their approved and eligible programs appear under either the MET or NOT MET tabs, based on whether or not the performance for that program has met the target for that indicator
- Status** – Complete, Incomplete, Not Started
- Strategy Selection** – Area to select the strategy(ies) for each CIP code
- Other** – If an “Other (to be approved by NJDOE)” strategy is selected, the description of that strategy must be described in this area. If you have more than one “Other” strategy, a description for each of them must be included.
- Save Selected Strategies** – This button saves the strategies for that specific section of data. Please wait until the saving is complete before continuing on to another section.

## Instructions to complete both NOT MET and MET pages:

- 1) Click the chevron to expand the indicator.
- 2) Select a strategy or multiple strategies (hold Ctrl and click on multiple strategies).

### Helpful Tip - Using Other

To select **“Other (to be approved by NJDOE)”**, use the following steps:

1. Type the text to describe the other strategy in the “If Other is selected for any strategy...” box.
2. Click “Save Comment”.
3. Click on the “Other (to be approved by NJDOE)” strategy.
4. Click “Save Selected Strategy” under that strategy section.

- 3) Click “Save Selected Strategies” button (this may take a few seconds to save).
  - a. NOTE: It may look like it ‘reset’ or ‘wiped out’ strategies when you save. IT DID NOT. When you save, it will reset the list and go back to only displaying the top four strategies. The strategies are still selected, they are just farther down in the list.
- 4) Click the chevron to expand the next indicator.

### Helpful Tip - Deselecting Strategies

To DESELECT all strategies associated with a CIP code in MET:

*You may have accidentally selected a strategy next to a CIP code in the Performance Detail Met area. If you no longer want ANY strategies associated with that CIP code, here’s how to delete the one strategy that is left:*

1. Hold the Control (Ctrl) button down **AND**
2. Click with the left side of your mouse on the entry you want to deselect

## Certification of Strategies

After all strategies have been selected, the user must agree that they are complete. Since all strategies carry over to the budget, this is very important that the strategies are reviewed for accuracy. If strategies are not accurate or correct on the strategy page, they will not match up correctly with the entries on the budget detail pages.



### IMPORTANT WARNINGS:

- **NOT MET** strategies are **REQUIRED** for each **CIP Code**.
- Strategies must be selected for any not met indicator for which the grantee wishes to budget funds.
- You **CANNOT BUDGET FUNDS** before strategies are certified on the Certification of Strategies page. Once the certification box has been checked, the Performance Detail pages (MET & NOT MET) **will be PERMANENTLY LOCKED. NO CHANGES** can be made to Performance Detail Pages once locked.  
\*\*If you have certified your strategies and need assistance, contact your program officer. Your application may need to be **DELETED**.

**Certification of Strategies Selection**

Once the certification box has been checked, the Performance Detail pages (MET & NOT MET) **will be PERMANENTLY LOCKED.** NO changes can be made to Performance Detail Pages once locked.

Performance Indicator	Status
NJSMART Reported Performance Language Arts	COMPLETE
NJSMART Report Performance Math	COMPLETE
NJSMART Reported Performance Technical Skills	COMPLETE
NJSMART Reported Performance Graduation	COMPLETE
State Negotiated Level for Placement	COMPLETE
NJSMART Reported Performance for Nontraditional Participation	COMPLETE
NJSMART Reported Performance for Nontraditional Completion	COMPLETE

I certify that strategies have been selected for all Not Met programs and for any Met programs in which Perkins funds will be budgeted.

**Note: Certification box must be checked in order to enter budget items. Upon certification, the Strategies Selection pages will be locked.**

Organization Certifies

- 1) Status for all Performance Indicators must be "COMPLETE" for the certification box to appear. If strategies are not complete, go back to the Performance Detail NOT MET page to complete the strategy selection.
- 2) Double check your strategies and ensure you have a strategy selected for each item you intend to enter on the budget pages. The strategies will be locked after you complete the next steps.
- 3) Click in the box next to **I certify that strategies have been selected for all Not Met programs and for any Met programs in which Perkins funds will be budgeted.**
- 4) Click **Organization Certifies** button.

**\*\*If a change needs to be made to the strategies after the "Certification of Strategies" is complete, users will have to email their Perkins Program Officer.**

## Budget Summary

The budget summary tab is a page that shows the current totals for each function and object code in the budget. When the application is created, this will show all zeros as no funds have been entered. As you enter items in the budget, this will be updated to reflect the changes.

Budget (Read Only)				Instructions
D. Expenditure Category	E. Function & Object Code	F. Federal Funds	G. Reserve Funds	H. Total (F + G)
<b>Instruction</b>				
Personal Services - Salaries	100-100	75000	0	75000
Purchased Prof. & Tech. Services	100-300	20000	0	20000
Other Purchased Services	100-500	0	0	0
Supplies and Materials	100-600	10339	0	10339
Other Objects	100-800	0	0	0
<b>SubTotal Instruction</b>		<b>105339</b>	<b>0</b>	<b>105339</b>
<b>Support Services</b>				
Personal Services - Salaries	200-100	0	0	0
Personal Services - Employee Benefits	200-200	5738	0	5738
Purchased Prof. & Tech. Services	200-300	60000	0	60000
Purchased Prof. Ed Services	200-320			
Purchased Property Services	200-400	0	0	0
Other Purchased Services	200-500	0	0	0
Travel	200-580	0	0	0
Supplies and Materials	200-600	0	0	0
Other Objects	200-800	0	0	0
Indirect Costs	200-860			
<b>SubTotal Support Services</b>		<b>65738</b>	<b>0</b>	<b>65738</b>
<b>FAC ACQ &amp; CONSTRUCTION SERV</b>				
Buildings	400-720	0	0	0
Instructional Equipment	400-731	237000	76105	313105
Non-instructional Equipment	400-732	200000	0	200000
<b>SubTotal FAC ACQ &amp; CONSTRUCTION SERV</b>		<b>437000</b>	<b>76105</b>	<b>513105</b>
<b>TOTAL PROJECT EXPENDITURES</b>		<b>608077</b>	<b>76105</b>	<b>684182</b>

## Completing the Budget



### IMPORTANT WARNINGS:

- Once the certification box has been checked, the Performance Detail pages (MET & NOT MET) **will be PERMANENTLY LOCKED**. NO changes can be made to Performance Detail Pages once locked.  
\*\*If you have certified your strategies and need assistance, contact your Perkins Program Officer.
- You **CANNOT BUDGET FUNDS** before strategies are certified on the Certification of Strategies page.

### To view budget detail pages for each funding source in Perkins:

- 1) On the right-hand side of the screen, click on the drop down that says “Perkins Secondary Consolidated”
- 2) Select the funding source you would like to enter budget detail items for, choose one:

EWEG  
Web-Enabled Grant System

Application Sections: Perkins Secondary Consolidated

- Perkins Secondary Consolidated
- Perkins Secondary Federal Funds
- Perkins Secondary Reserve Funds

- a. Perkins Secondary Federal Funds (for postsecondary it will show “Perkins Postsecondary Federal Funds”)
- b. Perkins Secondary Reserve Funds (for postsecondary it will show “Perkins Postsecondary State Funds”)

### Budget Pages to Complete

#### Salaries

- Instructional
- Non-Instructional

#### Supplies

- Instructional
- Non-Instructional

#### Other

#### Equipment

- Instructional
- Non-Instructional

#### Budget Summary

Applicant: 23 3150 MIDDLESEX COUNTY VOCATIONAL SCHOOL DISTRICT  
Application: 2015-2016 Perkins Secondary Consolidated - 00-  
Cycle: Original Application  
Project Period: 7/1/2015 - 6/30/2016

Overview Salaries Supplies Other Equipment

**Overview**

CFDA # 84.048A Career and Technical Education - Basic Grants to States  
Carl D. Perkins Career and Technical Education Act of 2006 (Public Law 109-270)  
US Department of Education

NJDOE Career and Technical Education

Career and Technical Education in New Jersey is a system of organized instructional programs that provide secondary/postsecondary students for employment, continuing education and a career. New Jersey

## Instructions for Completing Budget Pages

Note: To add more positions, click the **Add Line** button at the bottom of the form. NOTE: Instructional salaries can only be funded for the first two years of a new program.

For each page, the following instructions need to be followed:

- 1) Choose the appropriate CIP code(s). Hold the Ctrl key to select more than one CIP code
- 2) On each page complete the description box:
  - a. **Salaries Instructional & Non-Instructional Pages:** Enter title of the position to be funded. Enter name of the employee, if known. If unknown, enter "Name to be announced (TBA)." List only one salary position at a time.

Other specific Information:

    - i. Time: Select either Full or Part-Time
    - ii. Salary
      1. Full-Time: Enter the Annual Salary and Percentage of Time the position will spend on grant activities. **Requested Amount** will be calculated by the program OR
      2. Part-Time: Enter Hours Per Week, Number of Weeks and Hourly Rate OR fill out the "Flat Rate Amount" area
      3. 200-200 Benefits: Select the button(s) for the appropriate employee benefits (TPAF, FICA, and Other Benefits). Click the calculate button to perform the calculations. The grantee cannot key in the result of a calculation. Click the "Calculate" button to perform calculations. These calculations will automatically carry over to the Summary Budget page.

The following row has been added

CIP CODES  
500402  
460201  
151303  
Select

TIME  
Full  
Part

**SALARY**  
Annual Salary: \$ 76517  
Percent of Time: 100 %  
Requested Amount \$ 76517

Hours Per Week: 10  
Number of Weeks: 10  
Hourly Rate: 20  
Requested Amount \$ 2000  
Flat Rate Amount \$ 0

**APPLICABLE STRATEGIES**  
To select multiple strategies press and hold the CTRL key while clicking to highlight the desired strategies.

**Strategies Not Met**  
500402 - 0050 - AA-LA Revise curricula to include Common Core State Standards, Anchor Standards and reading standards

**Strategies Met**  
460201 - 0000 - TSA Conduct technical skill end-of-program assessments

**TITLE of POSITION and RESPONSIBILITIES**  
language arts tutoring  
Delete Row

**200-200 BENEFITS**  
 FICA 7.65% \$153  
 TPAF 18.35% \$0  
 Health Benefits 0 % \$0  
 Other Benefits 0 % \$0  
Calculate

- b. **Supplies:** Select the CIP Code, type Name of Item, Description, Specifications, Applicable Strategy (select at least one strategy from Strategies Not Met or Strategies Met), How Many and Cost Per Unit.

**DESCRIPTION/ITEMIZATION/JUSTIFICATION**  
 Include description of item and the justification for purchasing this item. For all equipment and non-consumable supplies, include minimum specifications, as required by Section 8.5.8 of the guidelines.

CIP CODES	Name of Item, Description, Specifications	Delete Row
500402 460201 151303 <input type="button" value="Select"/>	(18 of 500 character maximum) supplies for class	<input type="checkbox"/>

**APPLICABLE STRATEGIES**  
 To select multiple strategies press and hold the CTRL key while clicking to highlight the desired strategies.

**Strategies Not Met**

- 100202 - 0050 - AA-Math Develop assessment tools to monitor student progress.
- 100202 - 0050 - P Develop maintain or revise articulated post secondary agreements (dual concurrent or articulated)
- 100202 - 0050 - P Provide program structured learning experiences for placement opportunities

**Strategies Met**

HOW MANY: 20  
 COST PER UNIT: \$20  
 TOTAL COST: \$400

- c. **Other:** Select CIP Code, type Name of Item, Description, Specification, Applicable Strategy (select at least one strategy from Strategies Not Met or Strategies Met), How Many and Cost Per Unit. Please refer to the Perkins guidelines for specific details required.
- Requires Function and Object Code Selection.
  - Requires selection of "Program" or "Admin"
  - To see what information is required for travel, professional development, and consultant costs please refer to the Perkins Guidelines

**DESCRIPTION/ITEMIZATION/JUSTIFICATION**  
 Include description of item and the justification for purchasing this item. For all items, include adequate explanation and/or specifications, as stated in the guidelines.

FUNCTION CODE	OBJECT CODE	CIP CODES	Delete Row
<input type="text"/>	<input type="text"/>	500402 460201 151303 <input type="button" value="Select"/>	<input type="checkbox"/>

**Name of Item, Description, Specifications**  
 (0 of 500 character maximum)

**APPLICABLE STRATEGIES**  
 To select multiple strategies press and hold the CTRL key while clicking to highlight the desired strategies.

**Strategies Not Met**

**Strategies Met**

HOW MANY:   
 COST PER UNIT: \$   
 TOTAL COST: \$

Program Costs  
 Admin Costs

- d. **Equipment:** Select the CIP Code, type Name of Item, Description, Specification, Applicable Strategy (select at least one strategy from Strategies Not Met or Strategies Met), How Many and Cost Per Unit. Please refer to the NEW General Federal Entitlement Grant Guidance (<http://www.nj.gov/education/grants/>) and the Perkins One-Year Guidelines for specific details required.

<b>FEDERAL FUNDS</b>		AMOUNT ALLOCATED: \$ 34,667	AMOUNT BUDGETED: \$ 34,667	AMOUNT REMAINING: \$ 0
<b>DESCRIPTION/ITEMIZATION/JUSTIFICATION</b>				
For each equipment item, include the description, justification and minimum specifications as required by the guidelines.				
<b>CIP CODES</b>	<b>Name of Item, Description, Specifications</b>			<b>Delete Row</b>
500402 460201 151303	(9 of 500 character maximum) equipment			<input type="checkbox"/>
<input type="button" value="Select"/>				
<b>Anticipated Location of the Equipment Including Building and Room</b> (3 of 200 character maximum)				
200				
<b>APPLICABLE STRATEGIES</b>		<b>HOW MANY</b>	<input type="text" value="2"/>	
To select multiple strategies press and hold the CTRL key while clicking to highlight the desired strategies.		<b>COST PER UNIT</b>	<input type="text" value="\$2500"/>	
<b>Strategies Not Met</b>		<b>TOTAL COST</b>	<input type="text" value="\$5000"/>	
		<input type="button" value="Calculate"/>		
<b>Strategies Met</b>				
460201 - 0000 - TSA Conduct technical skill end-of-program assessments				

## Upload

If a user has additional documents that they think will be helpful with the review, they should upload those files in this section.

**\*The Five-Year Extension Request Letter (required) and Five-Year Plan Updates (if applicable) should be uploaded on this page:**

To upload:

- 1) Click the **Browse** button to search for the files you would like to upload into EWEG
- 2) Once you have a file selected click on the **Upload** button
- 3) Once the file is uploaded you will see the file located at the bottom left corner of the screen below
- 4) Click on the file to open the file
- 5) If you need to delete the file check the box to the left of the file name and click the Delete Selected Files button

Budget Summary	Upload	Assurances	Comments
<p>on updates if applicable.</p> <p>DF. Files must be less than 10MB (10,240KB) in size and the name should not include special characters</p> <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>			

<b>Uploaded Files:</b>	
<input type="checkbox"/>	Copy of Bergen_Kari.xls
<input type="button" value="Delete Selected Files"/>	

## Assurances

### Supplement Not Supplant

- 1) In order to certify the LEA will supplement and not supplant click the box next to the statement. Please refer to the NEW General Federal Entitlement Grant Guidance (<http://www.nj.gov/education/grants/>) and the Perkins One-Year Guidelines (when available) for specific details required.
- 2) Click the Save Page button.

The screenshot shows a navigation bar with tabs: Contact Information, Allocation Detail, Performance, Budget Summary, Upload, Assurances, Comments, Submit, and Application History. The 'Assurances' tab is active. Below the navigation bar, there is a section titled 'Supplement Not Supplant'. A checkbox is checked, indicating that the LEA certifies that funds awarded will be used to supplement, and in no case supplant, state or local funds budgeted for programs or services of the same type. A 'Save Page' button is located at the bottom right of the form.

### Assurances

- 1) Click the Assurances link and read.
- 2) To certify that you have read, understood, and will satisfy and comply with the Assurances in their entirety, click the box next to the statement.

The screenshot shows a navigation bar with tabs: Overview, Contact Information, Allocation Detail, Performance, Budget Summary, Upload, Assurances, Comments, Submit, and Application History. The 'Assurances' tab is active. Below the navigation bar, there is a section titled 'Assurances'. A checkbox is checked, indicating that the authorized representative of the applicant hereby certifies that he or she has read, understood, and will satisfy and comply with the following Assurances in their entirety. A link labeled 'Assurances' is provided. At the bottom, it states 'Assurances were agreed to on 7/6/2015'. A 'Save Page' button is located at the bottom right of the form.

## Comments

Include any additional comments that may be helpful to the reviewer when reviewing the application.

To add comments:

- 1) Type in any comments that you feel are relevant to the review of this application
- 2) Click Spell Check in the bottom right corner.
- 3) Click the Save Page button.

The screenshot shows a navigation bar with tabs: Overview, Contact Information, Allocation Detail, Performance, Budget Summary, Upload, Assurances, and Comments. The 'Comments' tab is active. Below the navigation bar, there is a section titled 'Applicant Comments'. A text area is provided for entering comments, with a note that the maximum characters used is 5000. A 'Save Page' button is located at the bottom right of the form.

## 8. Submitting a Perkins Application

- 1) Review your application to ensure it is complete
- 2) Go to the Submit Tab
- 3) Complete the Board Approval Information

STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
Electronic Web-Enabled Grant System

Application: 03 0290 BERGEN COUNTY VOCATIONAL SCHOOL DISTRICT  
Application Cycle: 2015-2016 Perkins Secondary Consolidated - 00-Original Application  
Project Period: 7/1/2015 - 6/30/2016

Overview | Contact Information | Allocation Detail | Performance | Budget Summary | Upload | Assurances | Comments | **Submit** | Application History | Page Review Status

Board Authorization

The School District on 6/29/2015 hereby authorizes the submission of the Perkins Secondary Consolidation application for Fiscal Year 2016, and accepts the grant award of the funds upon subsequent approval of the FY 2016 Perkins Secondary Consolidated application.

I certify that I have read all assurances including the general assurances contained in the LEA Central Contacts and that the programs and services implemented under the grant program will be operated in accordance with all such assurances.

I also certify that the person submitting this application is either the Chief School Administrator or is the designee of the Chief of School Administrator with authorization by the Chief School Administrator to submit this application.

Save Page

- 4) Click **Save**
- 5) Click the second **Submit Tab** (on the right)
- 6) Click **Consistency Check**
  - a. Once the consistency check is run, the application is locked
  - b. If you would like to make changes after the consistency check is made, go to Page Review Status to unlock the pages

Performance | Budget Summary | Upload | Assurances | Comments | Submit

Board Application Approval

**The Consistency Check must be successfully processed before you can submit your application.**

Consistency Check | Lock Application | Unlock Application

- 7) If any error messages appear, read them and fix the application accordingly

Topic	Issue/Resolution
CCR	Your DUNS Number has expired. See Central Contacts to update it. <b>Central Contacts can be accessed through the Main Menu.</b> It is not the same as the Contact Page within the Perkins Application.

Collection: 2015-2016 LEA Central Contacts

Overview | Central Contacts | NCLB Contact | IDEA Contact | **DUNS Number** | General Assurances | Perkins Secondary

Administrative  
\*\*LEA Central Contact-REQUIRED  
Reports  
GMS Access / Select  
Funded Applications  
Non-Funded Data Collections

A Central Contact Overview: Instructions

This new Central Contact link will enable users to continually update all Contact Information during the application cycle, without the need to amend an application for the sole purpose of updating the respective contact information. Central Office Contact information (i.e., Chief School Administrator, College President or Agency Head and Business Administrator/Financial Officer) and Program Contact Information for each grant program listed on the tabs

ADMIN	Admin cap has been exceeded. Unlock the pages, revise the budget accordingly and resubmit the application.
Unitemized	Unitemized cap has been exceeded. Unlock the pages, revise the budget accordingly.

- 8) Click Submit Application. The submitter of the application will receive email notification regarding updates to the status of the application.

## 9. Checking the Status and History of an Application

### Status

The status of your application can be checked anytime by following the following steps:

- 1) Go to the Main Menu
- 2) Click GMS/Access Select
- 3) Click Review Summary button (DO NOT CLICK OPEN)
- 4) View the list stops the application made and the Status, Status Date, and person member reviewing or editing the application.

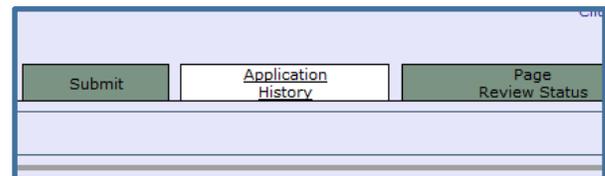
Review Summary						Inst
Latest submission to NJDOE occurred on: 6/23/2015						
Round 1						
Select	Stop	Group	Staff	Status	Status Date	
<input type="checkbox"/>	8	Program Office reviewers	Sharon Fleming	Rejected	7/9/2015	
	3	Agency person responsible for assigning readers and scoring	Alan Oleksiak	Preassignment		

[Review Checklist](#) [Request Checklist Print](#)

### History

Grantees and reviewers can both see the history of the grant application.

- 1) Open your application
- 2) Click the Application History Tab to review all of the history provided



## 10. Revising and Resubmitting an Application

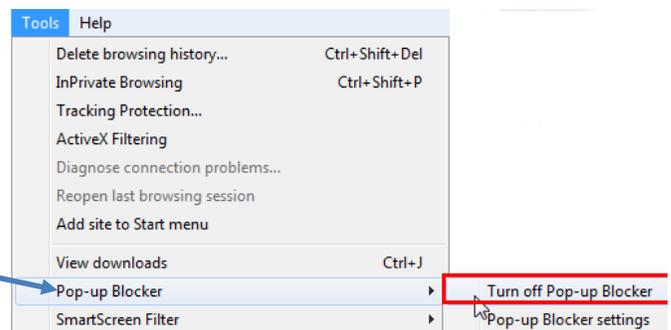
If the application was returned for revisions there are three steps you need to follow:

- Step 1:** Turn off the Pop-Up Blocker in your browser.
- Step 2:** Review the checklist of feedback provided to you by the program officer at the NJDOE.
- Step 3:** Note budget items to be revised.
- Step 4:** Contact your [Program Officer](#) to have your Performance Detail pages (Met & Not Met) unlocked.
- Step 5:** Revise Performance MET or NOT MET Detail pages.
- Step 6:** Unlock and revise budget detail pages.
- Step 7:** Resubmit the application.

### Step 1: Turn Off the Pop-Up Blocker in your browser.

To open the Review Checklist, you have to go to a different location from where the application is typically opened:

- 1) Make sure the Pop-Up blocker in your browser is off:
  - a. In your browser, go to Tools
  - b. Click Pop-up Blocker
  - c. Click Turn OFF Pop-up Blocker



**Step 2: Review the checklist of feedback provided to you by the program officer at the NJDOE**

- 1) Login to EWEG
- 2) Click on GMS Access/Select Menu
- 3) Locate the grant application you would like to work with. Click **“Review Summary”** under the Actions section.



- 4) On the next screen, select the round associated to the checklist you want to open.
- 5) Click **“Review Checklist”**



**The checklist will open as a pop-up second window in your browser. The application will remain in the first window of the browser. If this does not happen, your pop-up blocker may still be on.**

**Step 3: Note budget items to be revised.**



**Go to the budget detail page and NOTE budget items which will require changes to the strategy. This is an important step because once changes have been made to the performance detail pages, deselected strategies will disappear from the budget pages and added strategies will appear.**

**Step 4: Contact your [Program Officer](#) to have your Performance Detail pages (Met & Not Met) unlocked.**

**Step 5: Revise Performance MET or NOT MET Detail pages.**

- 1) Go to the Strategies MET or NOT MET Performance Detail page for the indicator and CIP Code that needs to be revised.
- 2) Select any additional strategy/strategies needed and/or deselect the strategy/strategies that are not needed.
  - a. Make a note of any changes you have made to the Performance Detail pages.



**This is an important step because it will help you focus on the changes that need to be made to the budget.**

- b. Reminder: All budget items need an associated strategy. If you have added or changed strategies in the Performance Detail, you may need to also revise the budget to reflect the changes. Please refer to the checklist as to which changes need to be made.

**Step 6: Unlock and revise budget detail pages.**

- 1) Go to the **GMS Access Select Menu**
- 2) Go to the Application you would like to revise
- 3) Click the **Review Summary** to view the notes included by the reviewer
  - a. Ensure your pop-up blocker is off in your browser (in the browser go to Tools>Pop-up blocker and choose OFF).
  - b. You will see the Review Checklist pop-up in another window
  - c. Once you have finished reviewing the notes, the application will need to be unlocked to make any changes

- 4) Open the application
- 5) Go to the **Page Review Status** tab
- 6) Click Expand All
- 7) Click in the box next to each page you would like to open and revise
- 8) Click **Save**
- 9) Make the necessary changes in the budget detail pages:
  - a. Select appropriate strategies where needed
  - b. Revise budget items description (if indicated on the checklist)
  - c. Any other issues indicated on the checklist, such as cost calculations

Page Status	Open Page for editing
OPEN	<input type="checkbox"/>

- 10) To resubmit, follow instructions as you did for submitting the original application

**Step 7: Resubmit the application.**

- 1) Run the consistency check by going to the submit tab
- 2) Click on “Run Consistency Check”
- 3) Once the consistency check has passed, click Submit

## 11. Creating and Submitting an Amendment

- 1) Go to the GMS Access Select Menu
- 2) Go to the Application you would like to amend
- 3) Click the Amend button
- 4) Make the necessary changes in the application
- 5) To submit the amendment, follow the same process as submitting the original application

**GMS Access Select**

39-5290 UNION TOWNSHIP [Click for Instructions](#)

Select Fiscal Year: 2016 ▾

**Created**

**Formula Grant**

Application Name	Revision	Status	Date	Actions				
▶ Perkins Secondary Consolidated	Original Application ▾	Final Approved <a href="#">View Award</a>	7/22/2015	Open	Amend	Payments	Review Summary	Delete Application