

2017

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, 2016 – June 30, 2017

Revised: May 5, 2016

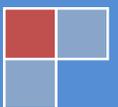


Table of Contents

1. Perkins Planning Process 2016-2017 (July 1, 2016 – June 30, 2017)	3
2. EWEG - Important EWEG Tips Before Entering the System	4
3. Completing Your Perkins Application – Phase I.....	5
Log In.....	5
Creating 2017 Central Contacts by Copying Previous Year’s Contact File	5
Complete All Applicable Tabs in LEA Central Contacts	6
Creating a 2017 Perkins Application	7
Contact Information.....	7
Allocation Detail.....	7
Refusal of Funds.....	7
Performance Summary	7
Budget Summary.....	9
Program Budget Activity Plan	9
Upload Tab.....	10
Assurances Tab	10
Comments.....	11
Submit Tab	11
4. Completing the Budget – Phase II	13
Creating the Phase II Application (Create an Amendment).....	13
Unlock the pages.....	13
Revising the Program Budget Activity Plan.....	13
Completing the Budget	13
Submitting a Perkins Phase II Application.....	18
5. Checking the Status and History of an Application	19
Status	19
History.....	19
6. Revising and Resubmitting an Application	20
7. Creating and Submitting an Amendment.....	22

1. Perkins Planning Process 2016-2017 (July 1, 2016 – June 30, 2017)

Planning & Document Preparation

- 1) Review Perkins Information on the Office of Career Readiness Perkins Grant Information Page <http://www.nj.gov/education/cte/perkins/>:
 - a) This includes: the Perkins One-Year Guidelines
 - b) Uniform Grant Guidance
 - c) Allocation (when available)
 - d) All other available Perkins resources (video's, handouts, etc)
- 2) Review your district's Five-Year Plan
 - a) Review your district's Five-Year Plan to identify if any changes need to be made due to new or deleted programs. If changes need to be made, revise the plan and contact your program officer for the process to resubmit the plan. **THEN:**
 - b) Extension Letter: Obtain a letter to "Request an extension to the Perkins Five-Year Plan with or without revisions" (based on your determination from 2a) from the district chief school administrator or college president (see language: <http://www.nj.gov/education/cte/perkins/FiveYearPlanExtensionLanguage.doc>)



EWEG DOCUMENT UPLOAD REQUIRED: Five-Year Plan Extension Letter

- 3) Board Approval Date
 - a) Prepare the necessary information to obtain board approval for applying for the 2017 Perkins grant
 - b) Obtain the date for which the organization's Board of Education or Board of Trustees will or has already approved the acceptance of the 2017 Perkins application.



EWEG INFORMATION REQUIRED: Date of Board Approval must be entered in EWEG

- 4) Review your district's Perkins Performance information by downloading the "Program Budget Activity Plan" from NJHomeroom
 - a) Download the file from NJ Homeroom:
 - i) Go to <http://homeroom.state.nj.us>.
 - ii) Click on "Perkins Performance". Follow instructions to login
 - iii) Click on the file to download (00-0000- PerkSecPBAP_2017 or 00-0000-PerkPost_PBAC_2017)
 - b) Review & Complete the Perkins Program Budget Activity Plan for your district:
 - i) Programs that have **NOT MET** performance targets must be made a priority when planning. Perkins funds **MUST** be used to help improve performance in indicators that did not meet performance targets.
 - ii) In the new Program Budget Activity Plan, **EACH NOT MET INDICATOR** must have an activity associated with it that (typed in the "Performance Based Perkins Funded Activity" column) which will directly impact performance in that area.

NOTE: To sort the file, the grantee can copy the information to a new spreadsheet and then sort data as desired. However, this copy would only be used for the district internal use and should not be the copy that is uploaded in EWEG.
 - c) Print one copy to be signed by the chief school administrator or college president (only one page needs to be signed). Scan the document to create a PDF file.



EWEG DOCUMENT UPLOAD REQUIRED: Program Budget Activity Plan signed PDF

- d) Prepare the Excel file to also be uploaded.



EWEG DOCUMENT UPLOAD REQUIRED: Program Budget Activity Plan Completed Excel File

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>.

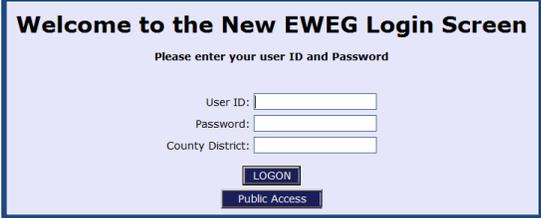
2. EWEG - Important EWEG Tips Before Entering the System

- 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.**

3. Completing Your Perkins Application – Phase I

Log In

- 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.



IMPORTANT WARNING:

AN APPLICATION CANNOT BE CREATED UNTIL THE STEPS BELOW ARE COMPLETE:

1. Create Central Contacts for 2017
2. Agree to "General Assurances"

Creating 2017 Central Contacts by Copying Previous Year's Contact File

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.

- 1) On the Main Menu, click on **LEA Central Contacts Required
- 2) Click the radio button next to year you would like to copy (2015-2016)
- 3) Click Copy to New Year



Year Selection

Would you like to add a new year? 2017

Select	Year(s)
<input checked="" type="radio"/>	2015-2016 Opened
<input type="radio"/>	2014-2015

If you set up a new file or copied contacts over, please make sure to review all the contact information

Complete All Applicable Tabs in LEA Central Contacts

Once the Contacts have been set up, the LEA Central Contacts section of the application must be complete. Go to each of the following tabs and complete the information on each tab. Without completing all of the information, the district may not be able to create a new application and/or submit reimbursements:

Click to Return to Central Con
Click to Return to Menu Lis

Central Contacts	NCLB Contact	IDEA Contact	DUNS Number	General Assurances	Perkins Secondary	Perkins Post Secondary
------------------	--------------	--------------	-------------	--------------------	-------------------	------------------------

view: [In](#)

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 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. 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 will result in an error message when the consistency check in the grant application is run, preventing submission of the grant 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.
 - a. Click on the Assurances link as shown below
 - b. Read the assurances
 - c. Once you agree to the assurances, click the check box to the left
 - d. Click the “Legal Entity Agrees” button. This will populate the date field with the current date

Click to Return to Menu List / Sign O

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

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below, as applicable to the program(s) for which funding is requested.

1. General Assurances
Assurances

General Assurances agreed to on:

[Legal Entity Agrees](#)

- 6) Perkins Secondary – Must be completed by secondary grantees.
- 7) Perkins Postsecondary – Must be completed by postsecondary grantees.

Creating a 2017 Perkins Application

REMINDER: You MUST COMPLETE LEA CENTRAL CONTACTS AND AGREE TO THE ASSURANCES BEFORE YOU CAN CONTINUE THE NEXT STEPS OF CREATING A NEW 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”

The screenshot displays the EWEG (Electronic Web-Enabled Gateway) interface for the State of New Jersey Department of Education. At the top, it says "STATE OF NEW JERSEY DEPARTMENT OF EDUCATION" and "EWEG Electronic Web-Enabled". A message states: "You have been granted access to the forms below by your Security Administrator". Under the "Administrative" section, there is a list of options: "**LEA Central Contact-REQUIRED", "Consortium Administration", "GMS Access / Select", "Funded Applications", and "Non-Funded Data Collections". A blue circle with the number "1" is placed over the "GMS Access / Select" link. Below this, a note says: "If the form you need is not listed, contact your Security Coordinator :".

The main content area is divided into "Created" and "Available" sections. The "Created" section lists various grant types (Formula Grant, Discretionary Grant, Competitive Grant, Performance Reports, Final Reports) with a note that none have been created. The "Available" section lists the same grant types with "Create" buttons. A blue circle with the number "2" is placed over the "Create" button for the "Perkins Secondary Consolidated" grant type. The "Available" section also shows submission due dates: "Submissions due by 8/25/2016" for Perkins Secondary Consolidated, "Submissions due by 3/31/2016" for 21st Century - Competitive, and "Submissions due by 3/24/2016" for McKinney Competitive.

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

During Phase I of the application, the allocation will display as **\$0** for all funding sources. During Phase II of the application, the allocation will be loaded and the grantee will be able to budget the funds in the budget area. The allocation notices will be mailed to the district/institutions as soon as it is available.

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 Summary

Each grantee will have a District/Institution Performance Summary page. This page will include the district’s performance targets for all performance areas (secondary will have a different set of targets than postsecondary). Targets will be listed in a different table(s) at the top and performance for each CIP Code School Code at each school will be listed underneath.

ESEA Targets			
School Code	Performance Indicator	Language Arts	Math
050		90	83.90

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

Budget Summary

During Phase I, the Budget Summary Page will show all zeros. The information will begin to populate on this page after the grantee begins Phase II.

Budget (Read Only)					Instructions
D. Expenditure Category	E. Function & Object Code	F. Federal Funds	G. Reserve Funds	H. Total (F + G)	
Instruction					
Personal Services - Salaries	100-100	0	0	0	0
Purchased Prof. & Tech. Services	100-300	0	0	0	0
Other Purchased Services	100-500	0	0	0	0
Supplies and Materials	100-600	0	0	0	0
Other Objects	100-800	0	0	0	0
SubTotal Instruction		0	0	0	0
Support Services					
Personal Services - Salaries	200-100	0	0	0	0
Personal Services - Employee Benefits	200-200	0	0	0	0
Purchased Prof. & Tech. Services	200-300	0	0	0	0
Purchased Prof. Ed Services	200-400	0	0	0	0
Purchased Property Services	200-500	0	0	0	0
Other Purchased Services	200-500	0	0	0	0
Travel	200-500	0	0	0	0
Supplies and Materials	200-600	0	0	0	0
Other Objects	200-800	0	0	0	0
Indirect Costs	200-920	0	0	0	0
Program Admin	200-920	0	0	0	0
SubTotal Support Services		0	0	0	0
IAC ACQ & CONSTRUCTION SERV					
Buildings	400-720	0	0	0	0
Instructional Equipment	400-711	0	0	0	0
Non-Instructional Equipment	400-722	0	0	0	0
SubTotal IAC ACQ & CONSTRUCTION SERV		0	0	0	0

Program Budget Activity Plan

Overview	Contact Information	Allocations	Refusal of Funds	Performance	Budget Summary	Program Budget Activity Plan	Upload	Assurances	Comments	Submit	Application History	Page Review Status	Application Print	
Program Budget Activity Plan Upload														
To complete Phase I of the Perkins 2017 application, you must complete and submit the Program Budget Activity Plan. A copy of the plan is available in NJDOE Homeroom. Follow the steps below to retrieve the file, complete it, and upload it below.														
Step 1: Go to NJDOE Homeroom (https://homeroom.state.nj.us/). Click on the link to Perkins Performance to download a copy of your institution's: <ul style="list-style-type: none"> - 2017 Program Budget Activity Plan (to complete and submit below) and - Perkins Secondary (or Postsecondary) Performance Report 2017 (summary report <u>only</u> for review by the institution). You will be prompted to login to retrieve these files. A district ID, username, and password are required. If you do not have this information, please contact your institution's Homeroom Administrator.														
Step 2: Complete the Program Budget Activity Plan using the Excel File. Print the file and have the Chief School Administrator sign and date the document. Scan the document (preferably as a PDF file) so it can be submitted electronically in Step 3.														
Step 3: Upload <u>both</u> the EXCEL and SIGNED PDF versions of the Program Budget Activity Plan. To upload, click the 'Browse' button below, choose the file you would like to upload, and click the Upload button to upload the file.														
							Browse...	Upload						
Uploaded Files:														

Each grantee must download follow these steps to complete this page:

1. Download the Program Budget Activity Plan
 - a. Go to NJDOE Homeroom (<https://homeroom.state.nj.us>)
 - b. Click on "Perkins Performance"
 - c. Login using your district/institution's username, password, and district ID. If you do not have a username and password, please contact your district/institution's NJDOE Homeroom Administrator.
 - d. Click to download the file "XX-XXXX-PerkSecPBAP_2017" (secondary) or "XX-XXXX-PerkPostSecPBAP_2017" (postsecondary).
2. Complete the two required columns of the plan 1) Performance Based Perkins Funded Activity 2) Approximate Cost.
3. Save the file an EXCEL file
4. Print a copy for the chief school administrator/college president to sign. Scan it in to create a PDF.
5. Upload **BOTH** the EXCEL and PDF (signed by chief school administrator and/or college president) in EWEG
 - a. Login to EWEG
 - b. Click open to enter the application
 - c. Go to the "Program Budget Activity Plan" tab
 - d. Go to the box at the bottom and click "Browse"
 - e. Go to the location where your file is stored
 - f. Click on the file
 - g. Click Open
 - h. Click Upload

Upload Tab

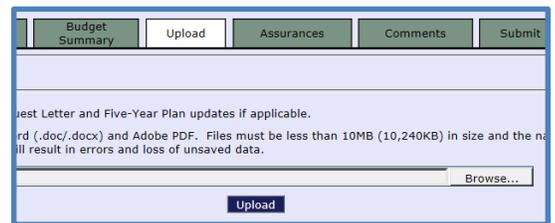
If a user has additional documents that they think will be helpful with the review, they should upload those files in this section. **The Five-Year Extension Request Letter (required) and Five-Year Plan Updates (if applicable) should be uploaded on this page:**

Create the Five-Year Extension Request Letter:

- 1) Go to the Office of Career Readiness Web Site to review the documentation regarding the Five-Year Plan Extension Letter Request: <http://www.nj.gov/education/cte/perkins/>
- 2) Revise the letter to include your district/institution's information, letterhead, and signature from chief school administrator/college president

Upload the document:

- 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



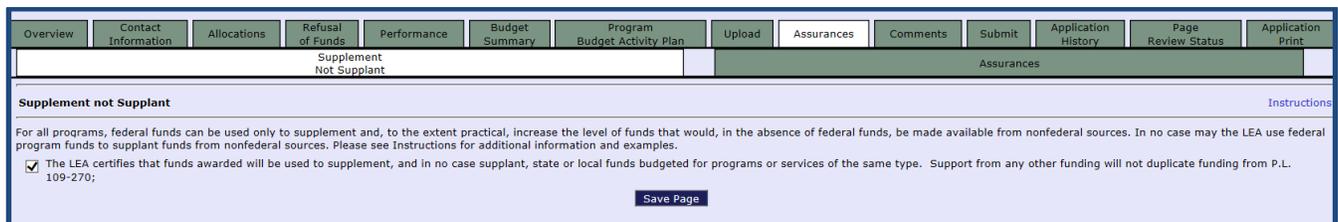
The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Budget Summary', 'Upload', 'Assurances', 'Comments', and 'Submit'. Below the navigation bar, there is a text area with instructions: 'Upload your Five-Year Extension Request Letter and Five-Year Plan updates if applicable. Supported file formats are Microsoft Word (.doc, .docx) and Adobe PDF. Files must be less than 10MB (10,240KB) in size and the name must not contain special characters or spaces. All result in errors and loss of unsaved data.' At the bottom of the text area, there is a 'Browse...' button and an 'Upload' button.

Assurances Tab

Supplement Not Supplant

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 relating to Supplement Not Supplant.

- 1) Read the statement and agree by checking the box on the page
- 2) Click save page



The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Overview', 'Contact Information', 'Allocations', 'Refusal of Funds', 'Performance', 'Budget Summary', 'Program Budget Activity Plan', 'Upload', 'Assurances', 'Comments', 'Submit', 'Application History', 'Page Review Status', and 'Application Print'. Below the navigation bar, there is a section titled 'Supplement Not Supplant' with a 'Save Page' button. The main content area contains the following text: 'Supplement not Supplant' followed by 'Instructions'. Below this, there is a paragraph: 'For all programs, federal funds can be used only to supplement and, to the extent practical, increase the level of funds that would, in the absence of federal funds, be made available from nonfederal sources. In no case may the LEA use federal program funds to supplant funds from nonfederal sources. Please see Instructions for additional information and examples.' Below the paragraph, there is a checkbox that is checked, with the text: '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. Support from any other funding will not duplicate funding from P.L. 109-270;'. At the bottom of the section, there is a 'Save Page' button.

Assurances

- 1) Click the Assurances link as shown below
- 2) Read the assurances
- 3) Once you have read the assurances, click the box to the left to indicate that you agree to the assurances.
- 4) Click Organization Certifies



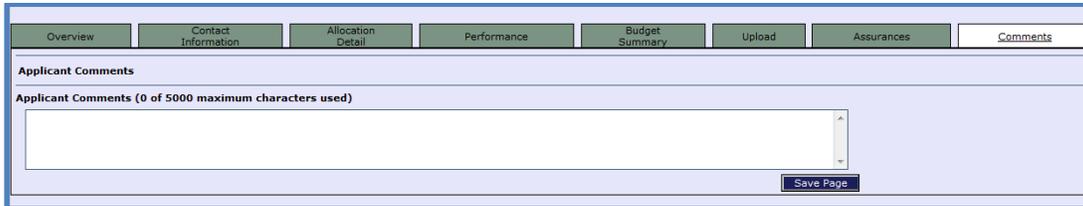
The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Action', 'Allocations', 'Refusal of Funds', 'Performance', 'Budget Summary', 'Program Budget Activity Plan', 'Upload', 'Assurances', 'Comments', 'Submit', 'Application History', and 'Page Review Status'. Below the navigation bar, there is a section titled 'Assurances' with a 'Organization Certifies' button. The main content area contains the following text: 'Assurances' followed by 'Organization Certifies'. Below this, there is a paragraph: 'By checking this box and clicking on the 'Assurances' direct link below to review all the provisions detailed in the Assurances, 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:'. Below the paragraph, there is a 'Organization Certifies' button.

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" with a text area for input and a "Save Page" button at the bottom right.

Submit Tab

Board Application Approval

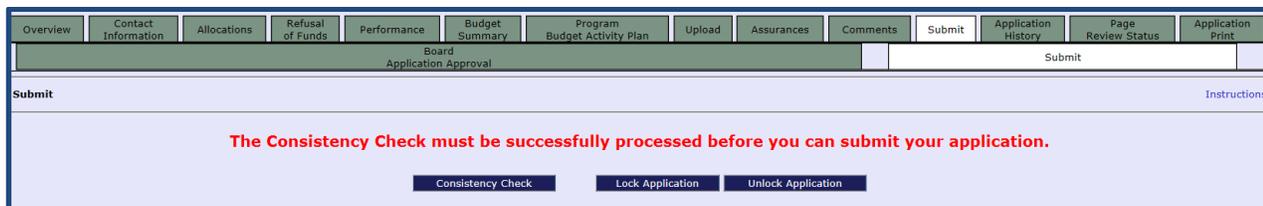
- 1) Enter the date the board has authorized submission of the Perkins application for the current year
- 2) Check box certifying statements
- 3) Click "Save Page"



The screenshot shows a navigation bar with tabs: Overview, Contact Information, Allocations, Refusal of Funds, Performance, Budget Summary, Program Budget Activity Plan, Upload, Assurances, Comments, Submit, Application History, Page Review Status, and Application Print. The Submit tab is active. Below the navigation bar, there is a section titled "Board Authorization" with a text area for input and a "Save Page" button at the bottom right.

Submit Sub Tab

Once the application is complete, the application consistency check can be run and the application can be submitted:



The screenshot shows a navigation bar with tabs: Overview, Contact Information, Allocations, Refusal of Funds, Performance, Budget Summary, Program Budget Activity Plan, Upload, Assurances, Comments, Submit, Application History, Page Review Status, and Application Print. The Submit tab is active. Below the navigation bar, there is a section titled "Submit" with a text area for input and a "Consistency Check" button at the bottom center.

- 1) 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
- 2) If any error messages appear, read them and revise the application accordingly
- 3) Next click "Submit to NJDOE"
- 4) A message will appear that the application has now been submitted for review.

**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.

Warning!
You are about to make final submission of the budget information for NJDOE approval. In order to make changes to your institution's budget after clicking the submit button below you must contact NJDOE to change your application's status. The application has been locked by the consistency check process.

4/14/2016
4/14/2016

The application has been submitted for review.

4/14/2016
4/14/2016
4/14/2016

4. Completing the Budget – Phase II

Creating the Phase II Application (Create an Amendment)

Grantees will not be able to complete their budget pages during Phase I. Once the Phase I application has been approved, the grantee will be able to create a Phase II application and the allocation will also be loaded at that time.

To create a Phase II application:

- 1) Go to the GMS Select Menu
- 2) Click “Amend”
- 3) UNLOCK THE PAGES (see directions below)

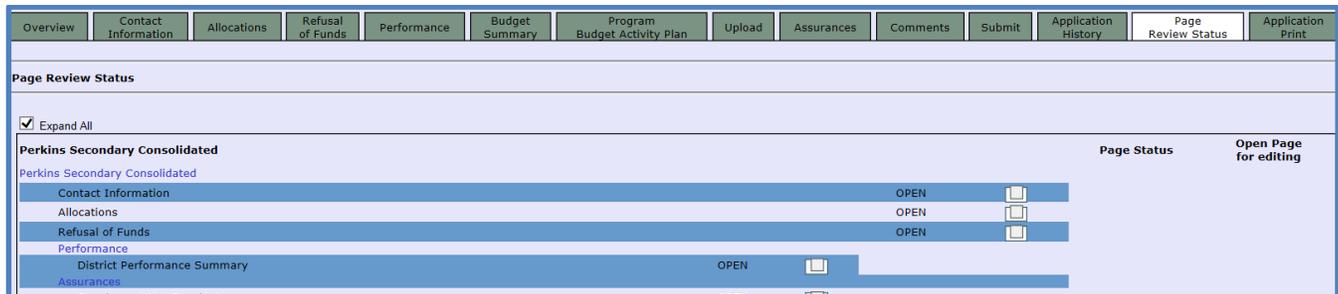


The screenshot shows a web interface for managing applications. At the top, there is a dropdown menu for "Select Fiscal Year" set to "2017". Below this is a "Created" section with a table of applications. The table has columns for "Application Name", "Revision", "Status", and "Date". One application is listed: "Perkins Post Sec Consolidated" with a revision of "Original Application", a status of "Phase 1 Approved", and a date of "5/2/2016". To the right of this row are two buttons: "Open" and "Amend". A "View Award" link is also visible below the date.

Unlock the pages

Whenever the application has gone through a consistency check, or submission, the files are automatically locked. The grantee will not be able to save information on any pages until the pages are unlocked. To unlock the pages:

- 1) Go to the Page Review Status Tab
- 2) Click in the box next to “Expand All”
- 3) Check the box next any/all pages you would like to revise
- 4) Click the “Save” button at the bottom



The screenshot shows the "Page Review Status" tab. At the top, there is a navigation bar with various tabs: Overview, Contact Information, Allocations, Refusal of Funds, Performance, Budget Summary, Program Budget Activity Plan, Upload, Assurances, Comments, Submit, Application History, Page Review Status (selected), and Application Print. Below the navigation bar, there is a section for "Page Review Status". On the left, there is a checkbox labeled "Expand All" which is checked. Below this, there is a table with columns for "Page Status" and "Open Page for editing". The table lists several pages under the heading "Perkins Secondary Consolidated": "Contact Information", "Allocations", "Refusal of Funds", "Performance", "District Performance Summary", and "Assurances". Each page has a status of "OPEN" and a small icon next to it.

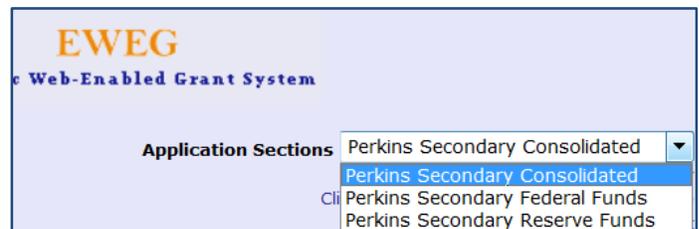
Revising the Program Budget Activity Plan

If any activities have changed between the Phase I and Phase II process, the Program Budget Activity Plan will need to be updated to reflect the change in activities. Follow the original instructions in this manual for uploading a revised copy of the Program Budget Activity Plan.

Completing the Budget

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:
 - 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”)



The screenshot shows a dropdown menu for "Application Sections". The menu is open, showing three options: "Perkins Secondary Consolidated", "Perkins Secondary Federal Funds", and "Perkins Secondary Reserve Funds". The "Perkins Secondary Federal Funds" option is highlighted in blue.

Instructions for Completing Budget Pages

The application has been submitted. No more updates will be saved for the application.

Overview	Salaries	Supplies	Other	Equipment	Administrative Costs	Budget Summary	Page Review Status
Overview							Instructions
<small>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</small>							
NJDOE Career and Technical Education							
<small>Career and Technical Education in New Jersey is a system of organized instructional programs that provide integrated academic and technical curriculum to prepare secondary/postsecondary students for employment, continuing education and a career. New Jersey recognizes and supports sixteen Career Clusters as a method of organizing instruction. The sixteen Career Clusters are: Agriculture, Food & Natural Resources; Architecture & Construction; Arts, Audio-Visual Technology & Communications; Business, Management & Administration; Education & Training; Finance; Government &</small>							

Budget Pages in this application that can be completed:

- 1) Salaries Instructional
- 2) Salaries Non-Instructional
- 3) Supplies Instructional
- 4) Supplies Non-Instructional
- 5) Other
- 6) Equipment
- 7) Administrative Costs
- 8) Budget Summary (Read-Only Page)

Required Fields for EVERY BUDGET ITEM:

- 1) **CIP-School Code(s)**. Hold the Ctrl key to select more than one CIP-School Code
 - a. This is the CIP code with the corresponding School Code combined. If districts have more than one program operating at different school locations, they may have a CIP code listed more than once with different school codes listed at the end.
- 2) **Program Budget Activity Code** (refer to the corresponding code on the district Program Budget Plan)
 - a. Each line in the Program Activity Budget Plan has a corresponding "Program Budget Activity Code". Please include the code or codes in this box in the budget that correspond to the line in your districts Program Budget Activity Plan.
- 3) **Indicator**: Select one or more (hold Ctrl key and click to select more than one) indicators which are directly impacted by this expenditure
 - a. Secondary Indicators for 2017: Technical Skill Attainment, Graduation, Placement, Nontraditional Participation, Nontraditional Completion
 - b. Postsecondary Indicators for 2017: Technical Skill Attainment, Credential, Placement, Nontraditional Participation, Nontraditional Completion
- 4) **Expenditure Cost**:
 - a. How many – enter the quantity of items being purchased
 - b. Cost per unit – enter the cost for each unit
 - c. Calculate – After 'How many' and 'Cost Per Unit' have been filled out, this button will perform a calculation and the total will appear in the 'Total Cost' box.
- 5) **Use of Funds**: Select the most appropriate use of funds related to this entry
 - a. Integrated Academics
 - b. CTSO – Career and Technical Student Organization activities
 - c. Eval. Program – Evaluation of local program by outside sources
 - d. Expand Tech – Expansion of technology for the program
 - e. Imp. Program – Improve, expand, modernize program
 - f. Guidance – Guidance and counseling
 - g. Link Prog – Link secondary programs to postsecondary education

- h. Non-trad – Nontraditional programs (for gender)
- i. Partnerships – Expand business, education partnerships
- j. Prof. Develop – Professional development for staff members
- k. Size, Scope, Qual – Activities of size, scope and quality to be effective
- l. Spec. Pop – Special populations
- m. Supp. Services – Support services for students

Specific Information Related to Each Budget Page:

*Note: To add more lines at any time, click the **Add Line** button at the bottom of the form.*

- 1) **Salaries Instructional & Non-Instructional Pages:** In addition to the required fields above, the additional fields for the salaries page include:
- a. Time: Select either Full or Part-Time
 - b. Title Position, Responsibilities, Justification: Enter title of the position to be funded. Enter name of the employee, if known. If unknown, enter “Name to be announced (TBA).” See Perkins Guidelines for minimum information required for this entry.
 - c. Salary
 - i. Full-Time: Enter the Annual Salary and Percentage of Time the position will spend on grant activities. Requested Amount will be calculated by the system.
 - ii. Part-Time: Enter Hours Per Week, Number of Weeks and Hourly Rate
 - iii. 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.

NOTE: Instructional salaries can only be funded for the first two years of a new program.

- 2) **Supplies:** Complete required fields listed above (CIP-School Code, Program Budget Activity Code, Indicator, Use of Funds). Other fields specific to Supplies include:
- a. Name of Item, Description, Specifications (see Perkins Guidelines for minimum requirements for description in this field)
 - b. Un-itemized Check box - if you are grouping several items together and do not have a specific cost for each. See Perkins Guidelines for minimum requirements for an “Un-itemized” entry.

3) **Other:** Complete required fields listed above (CIP-School Code, Program Budget Activity Code, Indicator, Use of Funds,). Other fields specific to the “Other” Budget include:

The screenshot shows a web-based budget entry form. It includes several dropdown menus and text input fields. The 'FUNCTION OBJECT CODE' dropdown is open, showing a list of codes from 100 300 to 200 800. The 'CIP-SCHOOL' dropdown is set to 010603-030. The 'INDICATOR' dropdown is set to TSA - Technical Skill Attainment. The 'PROGRAM BUDGET ACTIVITY CODE' field is empty. The 'NAME OF ITEM, DESCRIPTION, SPECIFICATIONS' field is empty. The 'HOW MANY', 'COST PER UNIT', and 'TOTAL COST' fields are empty. A 'Calculate' button is located at the bottom right of the form.

- a. Function Object Code – list of possible function object codes (refer to the Perkins Guidelines for more details). This selection must be made in order for options to be populated in the next field, Expenditure Category.
- b. Expenditure Category – After selecting a specific Function Object Code, this field will narrow down your selection to specific options related to the function object code. See full chart below:

100 – 300	Instruction Purchased Services	Consultant’s working directly with students
		Computer-assisted instructional expenses
		On-line technical skill assessments
100 – 500	Instruction Other Purchased Services	Lease / Rental of instructional equipment
		Internet access and video-conferencing for students
100 – 800	Instruction Other Objects	Field trip admission (students)
		Other Instructional
200 – 300	Purchased Professional and Technical Services	Consultant’s professional technical
200 – 400	Purchased Property Services	Leases / rentals non-instructional space
		Leases / rentals non-instructional equipment
		Maintenance contracts equipment
		Repair and maintenance equipment
		Warranty (one year only)
200 – 500	Non-Instruction Other Purchased Services	Staff registration fees
		Field trip transportation (bus rental)
		Software Site license (renewal only)
		Non-instructional
200 – 580	Staff Travel	Staff travel (transportation, meals, lodging, .31 cents a mile)
200 – 800	Other–Non-Instructional Other Objects	Non- Instructional Other

- c. Name of Item, Description, Specifications (see Perkins Guidelines for minimum requirements for description in this field).

4) **Equipment:** (CIP-School Code, Program Budget Activity Code, Indicator, Use of Funds,). Equipment fields specific to the “Equipment” Budget include:

- a. Anticipated Location of the Equipment: Include the building name and specific room number where the equipment will be located
- b. Please refer to the General Federal Entitlement Grant Guidance and the Perkins One-Year Guidelines for specific details required for equipment.

5) **Administrative Costs** – A total for administrative costs can be entered on this page. There is a 5% cap on the award for administrative costs. The cap is calculated on this page.

Overview	Salaries	Supplies	Other	Equipment	Administrative Costs	Budget Summary	Page Review Status
Administrative Costs							Instructions
The application has been submitted. No more updates will be saved for the application.							
Funds	Amount Allocated: \$0		Amount Budgeted: \$0		Amount Remaining: \$0		
Administrative Costs							Total Amount
Allocation							0
Rate							0.0500
Maximum Available Administrative Costs							0
Total Administrative Costs Requested							0

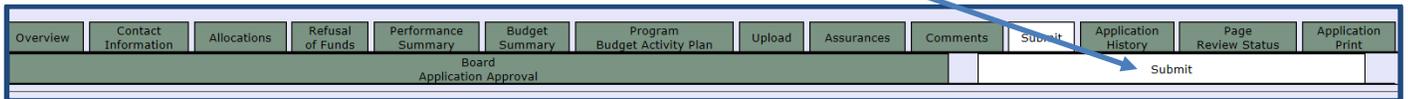
6) **If you have multiple funding sources, please complete budget pages for both funding sources.** You can access the other funding source by using the drop down menu at the top.

EWEG
Web-Enabled Grant System

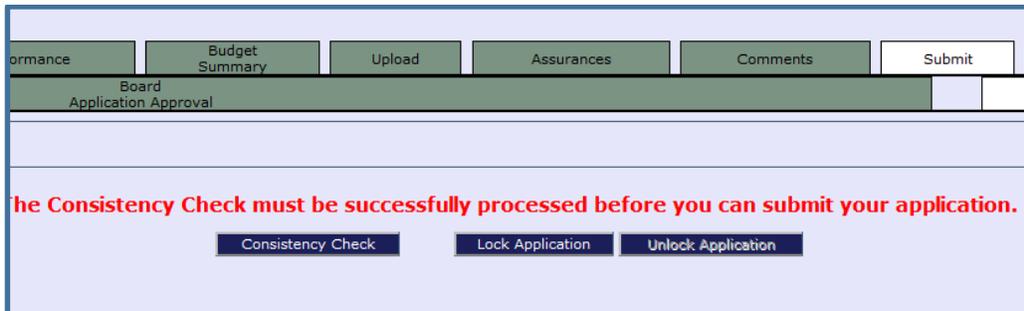
Application Sections

Submitting a Perkins Phase II Application

- 1) Review your application to ensure it is complete
- 2) Go to the Submit Tab



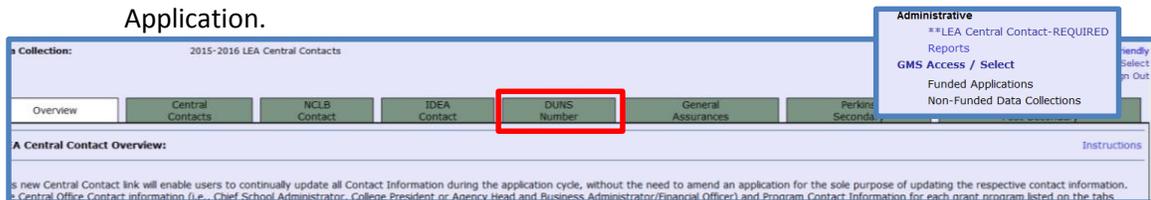
- 3) Click "Consistency Check"
 - a. Once the consistency check is run, the application is locked
 - b. If you would like to make changes after the consistency check is made, go to Page Review Status to unlock the pages



- 4) 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. Central Contacts can be accessed through the Main Menu. It is not the same as the Contact Page within the Perkins Application.
-----	--



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.

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

5. 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.

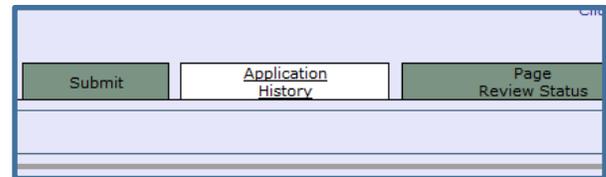
Review Summary						Inst
Latest submission to NJDOE occurred on: 6/23/2015						
Round 1						
Select	Stop	Group	Staff	Status	Status Date	
<input type="checkbox"/>	8	Program Office reviewers	Sharon Fleming	Rejected	7/9/2015	
	3	Agency person responsible for assigning readers and scoring	Alan Oleksiak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



6. Revising and Resubmitting an Application

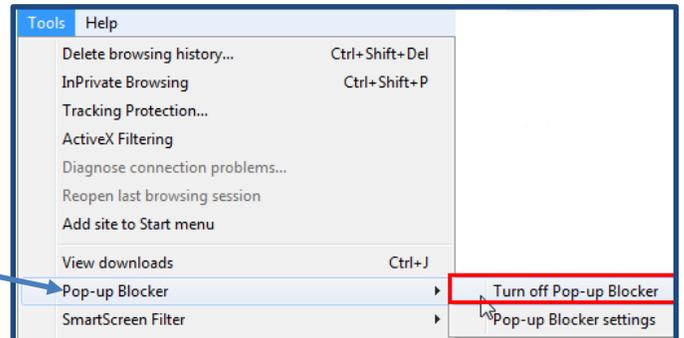
If the application was returned for revisions there are steps you need to follow:

- Step 1:** Turn off the Pop-Up Blocker in your browser.
- Step 2:** Review the checklist of feedback provided to you by NJDOE.
- Step 3:** Contact your [Program Officer](#) to have any questions or problems.
- Step 4:** Unlock and revise budget detail pages.
- Step 5:** Update the Program Budget Activity Plan (If changes were made)
- Step 6:** 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: Contact your [Program Officer](#) if you have any questions or problems.

Step 4: 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 Tools>Pop-up blocker and choose OFF).
 - b. You will see the Review Checklist pop-up in another window
- 4) Once you have finished reviewing the notes, the application will need to be unlocked to make any changes
- 5) Open the application
- 6) Go to the **Page Review Status** tab
- 7) Click Expand All
- 8) Click in the box next to each page you would like to open and revise

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

- 9) Click "Save"
- 10) 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
- 11) To resubmit, follow instructions as you did for submitting the original application

Step 5: Revise the Program Budget Activity Plan (If changes were made).

If activity changes are necessary, the Program Budget Activity Plan will need to be revise to accurately match the budget.

- 1) Revise the Excel file for the Program Budget Activity Plan
- 2) Print a copy to be signed by the Chief School Administrator/College President
- 3) Scan the signed copy to create a PDF file
- 4) Go to the "Program Budget Activity Plan Tab
- 5) Click "Browse" to upload the Excel File
- 6) Click "Open" to open that file
- 7) Click "Upload"
- 8) Once the consistency check has passed, click Submit

Step 6: 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

7. Creating and Submitting an Amendment

If a grantee chooses to revise their budget, they will be able to do so through EWEG. During the Phase II process, all grantees created the first require amendment to their application. This was called Amendment 1. Grantees have the option to create a “Amendment 2” any time during the grant period up to the amendment deadline (**Please refer to the Perkins Guidelines for amendment requirements and deadline**).

- 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
 - a. A new board approval data must be included
 - b. If any changes are made to activities in the Program Budget Activity Plan, the grantee must upload a new version (Excel and signed PDF)
 - c. Revise budget items as necessary
- 5) To submit, follow the same process as submitting the Phase II application

