

# **Local Annual Application 2014-2015+**

## **User Guide – Parts 1, 2, 3 & 4**

(rev. 6/4/2014)

**RECOMMENDATION: Please use Internet Explorer 10+ or an alternative browser such as Google Chrome or Mozilla Firefox when completing the 2014-15 Local Annual grant application. Thank you.**

### **NEW THIS YEAR:**

All proposed sections (Part 1 – 4) of the grant application are submitted all at once rather than individual parts. Once the grant is submitted the website sends an automatic e-mail notification to you that it has been received.

**Stopping & Saving Reminder:** A character or digit must be entered prior to selecting “Save”. This step will initiate the action of the Save key in any section or question of the application.

Go to the Community College Services (CCS) website: [www.michigancc.net](http://www.michigancc.net), login: User's previous login & password information remain the same.

1. Under “Grant Applications and Reports” heading, select: **Local Annual Grant 2014-2015+**.
2. In the blue menu bar (top of page), select “Application” (to access new application).
3. **Parts 1 – 4:** Select the Proposed Part 1, 2, 3 or 4 to complete. All new Fiscal Year grants start out with Work In Progress (W) status. ***NEW: The application can only be submitted when all 4-parts of the application have been completed and saved.***
4. **Part 1** - Assurances, Evaluation and Certifications (Questions 1-4)
  - a. Part 1 (Questions 1, 2 & 3) - Assurances, Evaluation, and Certifications: Read and certify by checking the box at the bottom of each page, select Save, or Save and Continue.

**Evaluation Schedules - Make sure the date last evaluated, and year to be evaluated, for all state approved programs, are current on your program inventory. If they are not, Part 1, Question 3 of the Local Annual Application will not be approved.**

- b. Part 1 (Q. 4) - Read, certify by checking the box to indicate you have printed and mailed the signed ***Certification page*** to CCS.

5. **Part 2** - Local Plan Requirements (Questions 1-18)

- a. **Always start by clicking on the link: “Click Here to See Last Year’s Answer.”** This allows you to review the *prior year’s approved response* or to start response with revisions, if appropriate.

**DO NOT SELECT** “Click Here to Enter Revisions/Modifications” link at this time - even if revisions are to be completed for your response.

- b. To enter a totally *new response*, do not import last year’s answer. Simply enter in the empty box the new response.
- c. If no new response is needed, select either, “Import with No Change” or “Import with Change.”
- d. *Import With No Change* – Will upload last year’s approved response with no change. (Save, or Save and Continue)
- e. *Import With Change* – Will upload last year’s approved response and allow revisions to be made to the new grant application. If you would like to keep last year's answer but modify it, you may "Import With Change." Enter all modifications to the uploaded content.
1. Make the modifications in the imported document in last year’s response.
  2. As a record for yourself, you may in the “Revisions/Modifications” box enter only the modifications and save them using this as a quick reference for changes made.

Once the question is completed select Save, or Save and Continue.

6. **Part 3** – Core Indicators – Proposed Activities and Projects (Questions 1-8): *1P1 Technical Skill Attainment; 2P1 Degree and Certificate Completion; 3P1 Student Retention; 4P1 Placement, 5P1 Non-Traditional Participation; and 5P2 Non-Traditional Completion.*

- a. **Question 1:** Start with “Click Here to See Last Year’s Answer.”
- b. Select either “Import with No Change” or “Import with Change.”
- c. “*Import with No Change*” will allow last year’s approved response to be uploaded. “*Import with Change*” will upload last year’s approved response and allow revisions to be made to the new grant application.

- d. **Question 2:** Accept “Proposed State Levels 2014-15” if in agreement select “Yes.” If not in agreement select “No,” and enter alternative levels under “Proposed Alternative Level 2014-15,” and provide an explanation in the box provided.
- e. **Questions 3 – 8:** For each core indicator, select one function code from the drop down menu. This will automatically show your state approved occupational programs by Classification of Instructional Programs (CIP) Code, the activities associated with the function code, required rationale(s) for the activity(ies), and proposed budget.
- If the proposed project/activity has multiple core indicators, please enter the rationale required for each appropriate indicator. When reporting the budget for activities:
1. If multiple core indicators are used for similar or same activities, determine the total estimated budget for all activities, and then equally distribute the amount within each core indicator, or
  2. Choose the most dominate indicator for each activity, and then report the total budgeted amount within that core indicator.
- f. Highlight the program(s) you will fund under this function code. Multiple programs may be selected by holding down the Ctrl key.
- g. Select the activities you will budget for the programs. (Only those activities approved for the specific function code are shown.) Hold down ctrl key to select more than one allowable activity.
- h. Provide rationale for the activity/activity(ies):
- Describe the activity(ies) and how they will impact the core indicator, and
  - Explain what your expected outcomes will be as a result of the activity(ies).
- i. Enter budgeted Perkins funds in the appropriate columns. Please note that local funds may also be entered.
- j. If adding additional function codes, click on “save” to save your answer, then select another function code. Continue the same process outlined above.
- k. When you are finished entering function codes for a specific indicator, click on “Save” or “Save and Continue” to go onto the next question.

- I. **Remember:** In Part 3 - Function Code 916, complete the information as instructed, but do not identify each piece of Capital Outlay/Equipment (\$5,000 or more) and/or Supplies/Materials (\$4,999 or less). In Part 4 – a detailed equipment list is provided for completion.

**IMPORTANT:** if you anticipate not being able to complete the entire question, you may save it at any time, and return later by clicking on the “Edit” button next to the appropriate function code in the budget box.

7. **Part 4 – Proposed Budget (Questions 1 – 2)**

- a. **Question 1: Provide a detailed budget for proposed expenditures.**  
NOTE: It is the responsibility of the institution/college to make allowable purchases. Please confirm the activities fit the guidelines outlined in the Dean's Guide or funds could be recaptured.

Please be aware that expenditures for Function Code 921 do not exceed 5% of the total proposed budget.

- b. **Question 2: Proposed Instructional Equipment Purchases**
  1. Download the Excel form, and save to hard drive. Enter each Capital Outlay/Equipment (\$5,000+) purchased with Perkins funds. Supplies/Materials (\$4,999-) are not required to be entered on the spreadsheet, and Technological supplies may be reported for tracking purposes.
  2. Check the box, “Attach Form”, and upload the spreadsheet document.

Revisions to this document may be made throughout the grant period. Do not remove any approved items (approved items have CCS staff initials in the approval column on the spreadsheet). Strike through the item you need to change. Enter the new item(s) to be purchased on the equipment form and “Save.” Click on “Remove” to delete the spreadsheet that is being revised and upload the revised document into the grant application to be submitted for approval.

3. Faxing document: Check the box, “Faxed in date below” and enter the date the completed document was faxed in the blank box.
4. Mailing and/or e-mailing document: Check the box, “Mailed on date below,” and enter the date the completed document was mailed/e-mailed in the blank box.

## 8. Status of Application Process:

- a. **(W) Work In Progress Status:** All applications start at this status. As information is entered and saved it continues in the application process. The status does not change until the all of the Proposed Parts (1-4) have been entered, and saved.
- b. **(S) Submitted Status:** Once all the sections of the application are completed and saved it is submitted to state staff to review and approve.
- c. **(R) Revision Status:** Occurs after responses have been reviewed and CCS staff requires further information or clarification.
- d. **(A) Approved Status:** Application reviewed and approved. College may receive an award letter.
- e. **IMPORTANT:** After the entire application has been approved by CCS staff, the "Click Here to Enter Revisions/Modifications" link will allow for all subsequent revisions by the college. The grant application is no longer locked, so changes can be made throughout the grant period. Automatic notifications are sent to CCS staff for any new revisions.

9. **Grant Allocations:** *Preliminary Amounts* - The preliminary amounts are entered into the grant applications. (The 2014-15 "Preliminary" allocations were shared at the April 3-4, MODAC meeting.) *Final Amounts* - Colleges will be notified when the Final Allocations have been entered into the 2014-15 Local Annual grant application. Colleges are responsible for revising the proposed budget figures and making adjustments using the final amount in the application.