

electronic Planning and electronic Grants System – ePeGS Perkins IV Help Document (Funding Application)

Getting Started

1. Go to the Department of Elementary and Secondary Education homepage (<http://www.dese.mo.gov>).
 - a) The user must click on “DESE Web Applications” which is located on the bottom left side of the screen. This will take the user to the Log In Page.

NOTE: The user must have a “User Name and Password” in order to continue.

- ◇ New to the district/institution – go to the “DESE Web Login Security Request Forms” webpage at: <https://k12apps.dese.mo.gov/webapps/securityforms.asp>.
 - ◇ For forgotten or unknown user ids/passwords – follow the steps listed on the DESE Web Applications Log In Page.
- b) The user must enter their User Name and Password and click the “Log In” button. This will take the user to the Web Applications page.
 - c) The user must click on “ePeGS” which is located under the heading Cross-Divisional Systems.

ePeGS Homepage

ePeGS utilizes a navigation system which is located on the left side of the screen and gives the user the ability to directly navigate to a specific page in the system.

1. From the ePeGS Homepage, the user has the option to select “Planning Tool” or “Funding Application Menu.”
 - a) The Planning Tool is a listing of all of the plan’s requirements complete with the name, status and activity log of each. *(The name of each requirement appears as a hyperlink that, when clicked, will navigate the user to the appropriate web page to view details and make changes to that particular requirement.)*
 - b) The Funding Application Menu displays all of the DESE Divisions and their associated active grants for the current District/LEA (Local Educational Agency) in alphabetical order.

Funding Application Menu

1. The user must click on “Funding Application Menu” which is located on the navigation menu on the left side of the screen. This will display all of the DESE Divisions and their associated active grants for the user’s District/LEA.

- a) The user must click on “Show” which is located next to Career Education. This will display the active grants for the Division.
 - b) The user must select the “Perkins Basic Grant – Secondary”, “Perkins Basic Grant – Postsecondary” or “Perkins Tech Prep Grant” link. This will take the user to the Grant Summary page for the grant that was selected.
2. From the Grant Summary page, the user must select the year of the grant to be worked on. *(Note: The system automatically defaults to the maximum year that has been opened for the applicable grant.)* The user must then select from the following options:

a) Budget Application

◇ The Budget Application is used to indicate the amount of funds proposed to be spent in various categories. The Budget Application is comprised of the following pages:

1. Equipment and Computers
2. Budget Grid
3. Supporting Data

NOTE: For the Perkins Tech Prep Grant, the Equipment and Computers page and Supporting Data page will not be utilized.

b) Payment Request

◇ The Payment Request is used to request a payment for a grant based on the most current approved budget and the amount paid to date.

c) Final Expenditure Report (FER)

◇ The Final Expenditure Report is used to indicate the amount of funds actually spent in various categories. The FER is also used as the final payment request for the grant.

NOTE: The contact information (DESE and LEA) for the grant being worked on will be displayed at the bottom of the Grant Summary page. *(The LEA Contact information is populated from Core Data Screen 3 – District Contact Personnel.)*

3. To create a budget application, the user must click on “Show” which is located next to Budget Application.

a) The user must click on the “Create Budget Application” link. This will take the user to the Equipment and Computers page. *(For the Perkins Tech Prep Grant, this will take the user to the Budget Grid.)*

b) The Equipment and Computers page is used by the District/LEA to report purchases of equipment and computers. If applicable, the user must report equipment items with a unit

cost of \$1,000 or more and any computer purchases. Based on the unit cost, the system will determine whether the item should be classified as Equipment or Computers. *(The ONLY items that should be reported with a unit cost under \$1,000 are computers.)*

◇ The user must enter the following information on the Equipment and Computers page:

1. Area
2. Description
3. Unit Cost
4. Quantity

NOTE: The user must include the following information in the Description textbox for all equipment and computers:

- > Secondary items: Description of item, name of instructor, name of program, course number and location of item (building name and number, room or lab number).
- > Postsecondary items: Description of item, name of instructor, name of program, CIP code and location of item (building name, campus, city, etc.)
- > Administration items: Description of item, name of administrator equipment is assigned to and location of item (building name, city, etc.)

◇ Once the required information is entered on the Equipment and Computers page, the user should click on the “Save” button which is located at the bottom of the page. This will save the data and display the Equipment Total and Computers Total at the top of the page.

- > Once the user clicks the “Save” button, the user will have an option to enter additional items, if necessary, by clicking on the “Add More Lines” button.
- > The user may also remove an item from the Equipment and Computers page by clicking the “X” button (delete) which is located on the right side of the page.
- > Once the Equipment and Computers page is completed, the user should click on the “Save & Continue” button which is located on the bottom of the page. This will save any changes that were made to the Equipment and Computers page and then automatically take the user to the Budget Grid.

c) The Budget Grid is used to indicate the amount of funds proposed to be spent in various categories.

◇ The following information is displayed at the top of the Budget Grid:

1. Funds Available – this is the total amount of money available for the District/LEA to budget. *(This is a hyperlink that, once selected, will display a window detailing how the Funds Available were calculated.)*
2. Administration Costs Rate – this indicates the percent that should be multiplied by the Funds Available to determine the maximum amount of money that may be spent on administrative costs (both direct and indirect costs). *(For the Perkins grants, there is a maximum of 5% allowed for administrative costs.)*
3. Restricted Indirect Costs Rate – this indicates the percent that may be used if the District/LEA decides to budget funds for indirect costs.
4. Equipment Total – this displays the total of equipment entered on the Equipment and Computers page.
5. Computers Total – this displays the total of computers entered on the Equipment and Computers page.

◇ The Budget Grid uses the following object codes from the Missouri Financial Accounting Manual:

- > 6100 Certificated Salaries
- > 6150 Noncertificated Salaries
- > 6200 Employee Benefits
- > 6300 Purchased Services
- > 6400 Materials & Supplies
- > 6500 Capital Outlay
- > 6600 Other

NOTE: The Perkins grants will not use the 6600 object code. This column will be grayed out and the user will not be able to enter any data.

◇ The Budget Grid also uses the following function codes from the Missouri Financial Accounting Manual:

- > 1310 Agricultural Education
- > 1320 Business Education
- > 1330 Family and Consumer Sciences Education
- > 1340 Health Sciences Education
- > 1350 Marketing and Cooperative Education
- > 1360 Trade and Industrial Education
- > 1370 Project Lead the Way
- > 1380 Career Education Special Needs
- > 1390 Other Career Education (Non-Program Specific)
- > 1920 Area Career Center Fees
- > 2120 Guidance Services
- > 2200 Support Services – Instructional Staff

NOTE: For additional information on object and function codes, the user may access the Missouri Financial Accounting Manual at the following address:

http://www.dese.mo.gov/divadm/finance/acct_manual/MASTER.pdf

- d) The user must enter the amount of funds in which the District/LEA anticipates to spend throughout the fiscal year on the Budget Grid. The amounts must be entered in the cells of the applicable object and function codes. *(The Budget Grid is set up to report program costs and administration costs. The top portion of the grid is where the user enters the program costs; and the bottom portion of the grid is where the user enters the administration costs. The system will display a subtotal of both of these costs. At the very bottom of the grid, the system displays a grand total of both program and administration costs.)*
- ◇ Once the information is entered on the Budget Grid, the user may click on the “Calculate Total” button which is located at the bottom of the page. This will calculate the subtotals and grand totals for all data entered to this point.
 - ◇ The user should then click on the “Save” button which is located at the bottom of the page. This will save the data that was entered on the Budget Grid.
 - ◇ If the District/LEA decides to budget funds for indirect costs, the user must click on the “Calculate Indirect Costs” button which is located at the bottom of the Budget Grid. This will calculate the maximum amount of indirect costs and display the amount next to the “Calculate Indirect Costs” button.
 - > The indirect cost calculation may be run as many times as necessary. The system will take the data that is currently on the Budget Grid and run the calculation.
 - > The user may then choose to enter the entire amount, a portion of the amount or none in the Indirect Costs cell located in the Total column of the Budget Grid.
 - > The user must click on the “Save” button which is located at the bottom of the page in order to save the data.
 - ◇ If necessary, the user may enter comments in the District/LEA Comment textbox. There is a maximum of 1,000 characters allowed in this textbox. The Division will be able to view, but not change, these comments.
 - ◇ Once the Budget Grid is completed, the user should click on the “Save & Continue” button which is located at the bottom of the page. This will save any changes that were made to the Budget Grid, and then automatically take the user to the Supporting Data page. *(For the Perkins Tech Prep Grant, this will take the user to the Submittal/Approval page.)*
- e) The Supporting Data page is used to report the positions (FTEs and salaries) funded by the Perkins grant.

- ◇ If applicable, the user must enter FTE and Salaries on the Supporting Data page for the following Administrative positions:
 1. Career Education Administrators
 2. Aides (Administrative Assistants, Secretaries, etc.)

 - ◇ If applicable, the user must enter FTE and Salaries on the Supporting Data page for the following Program positions:
 1. Guidance Personnel
 2. Teachers
 3. Aides (Teacher Aides and/or Clerks)

 - ◇ Once the information is entered on the Supporting Data page, the user should click on the “Save” button which is located at the bottom of the page. This will save the data that was entered on the Supporting Data page.

 - ◇ Once the Supporting Data page is completed, the user should click on the “Save & Continue” button which is located at the bottom of the page. This will save any changes that were made to the Supporting Data page, and then automatically take the user to the Submittal/Approval page.
- f) The Submittal/Approval page is used to agree to Assurances (Core and Grant Specific) and submit the Budget Application for review and approval.
- ◇ The user must click on the “Core Assurances” link.
 - > Once the user clicks the “Core Assurances” link, a window appears with a listing of assurances (federal and state) which are common to all grants that must be agreed to in order to submit the Budget Application.

 - > The user must review all of the assurances and, if acceptable, click the “Agree to Assurances” button at the bottom of the window.

 - > Once the user clicks the “Agree to Assurances” button, the system indicates that the assurances were agreed to, the date they were agreed to and the user who agreed to them. The user must then close the window to return to the Submittal/Approval page.

 - > The “Core Assurances” must be agreed to each fiscal year before the District/LEA can submit the Budget Application. Once the “Core Assurances” are agreed to, it will be effective across all grants.

 - ◇ The user must then click on the “Grant Specific Assurances” link.

- > Once the user clicks the “Grant Specific Assurances” link, a window appears with a listing of assurances specific to the Perkins grant that must be agreed to in order to submit the Budget Application.
- > The user must review all of the assurances and, if acceptable, click the “Agree to Assurances” button at the bottom of the window.
- > Once the user clicks the “Agree to Assurances” button, the system indicates that the assurances were agreed to, the date they were agreed to and the user who agreed to them. The user must then close the window to return to the Submittal/Approval page.
- > The “Grant Specific Assurances” must be agreed to each fiscal year before the District/LEA can submit the Budget Application.
- ◇ The user must then click on the “Submit” button. If there are no errors, the Budget Application will be submitted and the system will display a substantially approved date for the specific grant that was successfully submitted. In addition, the system will display the date that the Budget Application was submitted and the user who submitted it.

NOTE: Once the user clicks on the “Submit” button, a message may appear indicating the Budget Application did not submit due to errors.

- ◇ To review the errors, the user must click on the red “Edits” button.
- ◇ Once the “Edits” button is clicked, a window appears with an edit message(s) indicating why the Budget Application did not submit.

NOTE: An edit message identified as a “W” is a warning. The user may still submit a budget application with a warning. An edit message identified as an “E” is an error. The user may not submit a budget application with an error.

- ◇ To correct the errors, the user must return to the applicable page (Equipment and Computers, Budget Grid or Supporting Data) by clicking on that specific page which is located on the navigation menu on the left side of the screen.
- ◇ The user must correct the errors on the applicable page based on the edit message(s).
- ◇ After the user has corrected the errors on an applicable page, the user must click on the “Save” button which is located at the bottom of the page.
- ◇ When the user has corrected all of the errors, the user must select the “Submittal/Approval” link which is located on the navigation menu on the left side of the screen. This will take the user back to the Submittal/Approval page.

- ◇ The user must then click on the “Submit” button again.
- ◇ If there are no errors, the Budget Application will be submitted and the system will display a substantially approved date for the specific grant that was successfully submitted. In addition, the system will display the date that the Budget Application was submitted and the user who submitted it.