How to add reallocated dollars to your Perkins Local Application in MnSCU WebGrants

Step 1: Log in to your WebGrants Account

- Go to www.applyheremn.org

- Enter your User I.D. and Password.

- If you forgot your password call or email Florence Newton at (651) 201-1679 or florence.newton@so.mnscu.edu.

Step 2: Find your application

NOTE: Find the application for the fiscal year you would like to make changes to.

- From the **Main Menu**, click on **My Grants**
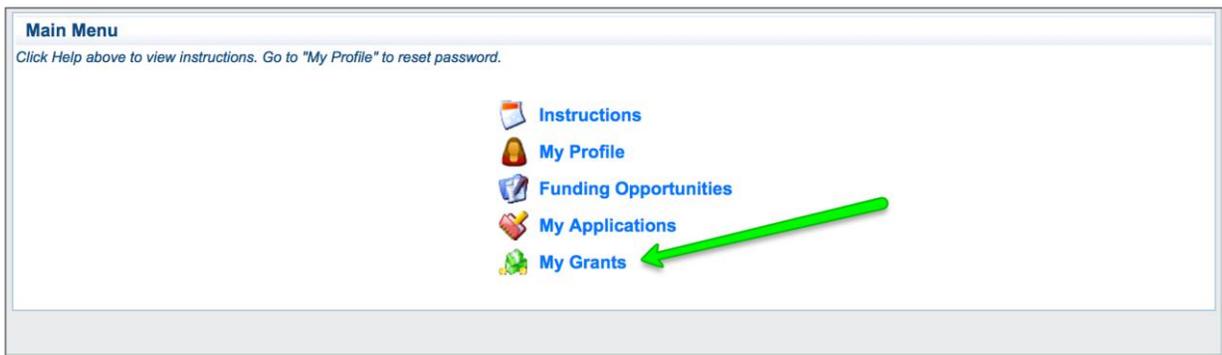
- You will see a section called **Current Grants**
- Find the column called **Title**
- Locate the name of the application you wish to make changes to
- Once you find it, click on it. This will open up your application.

Step 3: Add your reallocated dollars to the Goals 1 – 5 Objectives section

NOTE: If you are not adding reallocated dollars to a Goal Objective, you still need to click on the Goal and submit it without any changes.

- Click on **Goal 1**

- Skip the narrative section and scroll down and find G**oal 1**.
- Click on the words **Goal 1**
- Scroll down past the narrative section.
- Under the first column called **Uses of Funds** you will see all the required and permissible uses of funds you indicated in your application. You may need to scroll down to see all of the uses of funds you indicated.
- NOTE: Each of these listed under uses of funds should be hyperlinked in blue font.

If you need to add reallocated dollars to your Goal 1 Objectives, do the following:

- Click on the link **Correcting Version**.
  This will allow you to edit the column **Uses of Funds** and indicate where you will use your reallocated funds.

Goal 4: Provide a Continuum of Service Provision for Enabling Student Transitions   Correcting Version | Return to Components

Flexibility in scheduling and formats that provide access for students [Sec. 135 (c) (9)]

Implementation of CSP relative to (a) programs of study; (b) early college credit opportunities [Sec. 135 (c) (10)]

Student services that enhance student transition [State Plan]

Transition of adult learners into the workforce [Sec. 135 (c) (9)]

Continuum of Service Provisions/Brokering with other consortia [State Plan]

Improvement of enrollment, retention and completion for military veterans, underemployed, and unemployed adults [Sec. 135 (c) (9)]

Goal 4 Narrative:

This is sample text. Ignore this sentence.

Odio mauris consequat, sed non, vehicula integer. Pede iaculis. Vestibulum eros et, nam risus etiam, mattis dolor nec. Odio libero, elit faucibus. Aliquam autem.

Goal 4 Objectives

Use of Funds	Strategies	Outcomes	Measures	Description	Post-Secondary Required Activities	Post-Secondary Permissible Activities	Post-Secondary Reserve	Post-Secondary Admin Cost	Post-Secondary Reallocation Basic	Post-Secondary Reallocation Reserve	Post-Secondary Total	Secondary Required Activities	Secondary Permissible Activities	Secondary Reserve	Secondary Admin Cost	Secondary Reallocation Basic	Secondary Reallocation Reserve	Secondary Total	Total
R2 Programs of Study	Develop 2 RPOS in Health Informatics. Meet with teachers and faculty 4 times a year.	Completion of two RPOS in Health Informatics.	Use Technical Skill Assessments.		$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$60.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$60.00	$120.00
					$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$60.00	$10.00	$10.00	$10.00	$10.00	$10.00	$10.00	$60.00	$120.00

- Then click on the link **Add**.

Goal 1: Designing & Implementing Programs of Study: Goals, Objectives and Strategies   Submit Component | Return to Components

Program of Study (POS) Design and Implementation – Each consortium has identified at least 1 Rigorous Program of Study for the Consortium using the 10 components in their design and implementation. Each consortium must have at least 7 Programs of Study and one Rigorous Program of Study. It is recommended that each consortia have at least 1 State-Approved POS in each career field. State-Approved POS are encouraged to be developed in high-skill, high-wage, or high-demand occupations [State requirement; Sec 134 (b) (3) and (b) (8C)]

Opportunities for early college credit [Sec. 135. (c) (10)]

Secondary teacher and postsecondary faculty and counselor involvement [State requirement; Sec. 134 (b) (5)]

Improvement of academic and technical skills of CTE learners [Sec. 134 (b) (3)

Professional development needs of teachers and faculty in POS as well as other programs [Sec. 134 (b) (4)]

Assessment of core technical skills across high school and college that use valid (measures the content) and reliable (consistent over time and among students) assessments [Sec. 134 (b) (3 B.) and Sec. 135 (c) (19)]

Addressing the needs of adult learners through adult basic education and/or non-credit training in Adult Career Pathways [State Plan; Sec. 135 (c)]

ll Aspects of the Industry included in all POS [Sec. 134 (b) (3 C.)]

Goal 1 Narrative:

This is sample text. Ignore this sentence.

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Odio mauris consequat, sed non, vehicula integer. Pede iaculis. Vestibulum eros et, nam risus etiam, mattis dolor nec. Odio libero, elit faucibus. Aliquam autem.

Goal 1 Objectives   Add

Use of Funds	Strategies	Outcomes	Measures	Description	Post-Secondary Required Activities	Post-Secondary Permissible Activities	Post-Secondary Reserve	Post-Secondary Admin Cost	Post-Secondary Reallocation Basic	Post-Secondary Reallocation Reserve	Post-Secondary Total	Secondary Required Activities	Secondary Permissible Activities	Secondary Reserve	Secondary Admin Cost	Secondary Reallocation Basic	Secondary Reallocation Reserve	Secondary Total	Total
Post-secondary Admin Cost	Salary for Coordinator.	Salary for Coordinator.	Salary for Coordinator.		$0.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
					$0.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00

A new screen will pop up.

- Select your uses of funds for required and or permissible
- Enter your strategies, outcomes, and measures in the text box provided
- You can skip the text box fordescription
- In the text box called **Reallocation Explanation**, enter your explanation here.
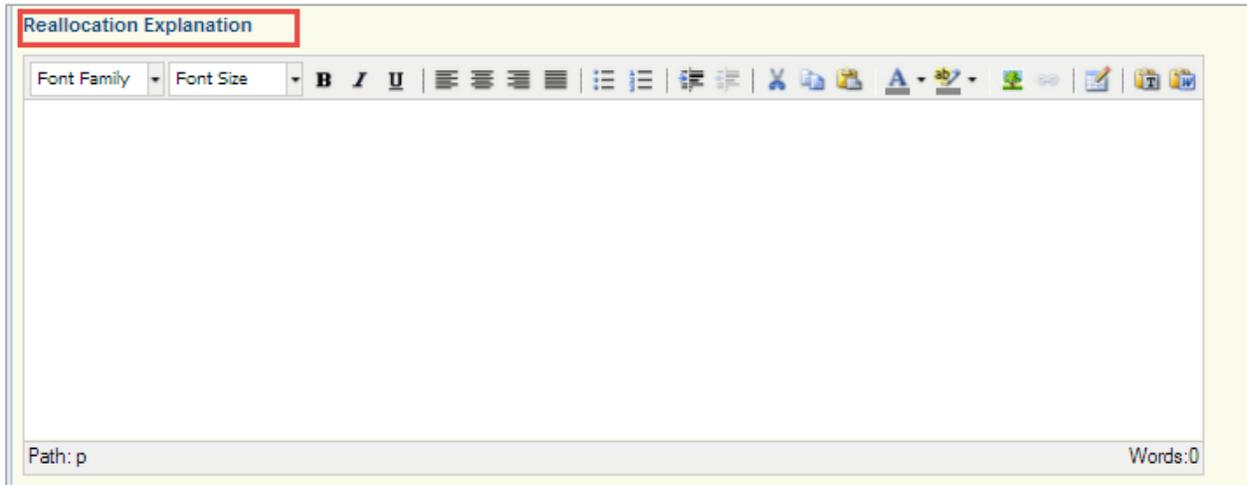
- Finally, enter the amount(s) you want to designate in the corresponding budget boxes below

When you are done, scroll back to the top and click **Save**.

This will automatically bring you back to your **Goal 1 Objectives** page. Review the information you just entered to make sure it is correct.

If you are done making changes to Goal 1 Objectives, click **Submit Component**. Clicking on this will submit only your Goal 1 Objective you just added. Then you can move on to Goal 2 Objectives.

Goal 1: Designing & Implementing Programs of Study: Goals, Objectives and Strategies   Submit Component | Return to Components

Program of Study (POS) Design and Implementation – Each consortium has identified at least 1 Rigorous Program of Study for the Consortium using the 10 components in their design and implementation. Each consortia must have at least 7 Programs of Study and one Rigorous Program of Study. It is recommended that each consortia have at least 1 State-Approved POS in each career field. State-Approved POS are encouraged to be developed in high-skill, high-wage, or high-demand occupations [State requirement; Sec 134 (b) (3) and (b) (8C)]

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Addressing the needs of adult learners through adult basic education and/or non-credit training in Adult Career Pathways [State Plan; Sec. 135 (c)]

ll Aspects of the Industry included in all POS [Sec. 134 (b) (3 C.)]

Goal 1 Narrative:

This is sample text. Ignore this sentence.

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Odio mauris consequat, sed non, vehicula integer. Pede iaculis. Vestibulum eros et, nam risus etiam, mattis dolor nec. Odio libero, elit faucibus. Aliquam autem.

Goal 1 Objectives   Add

Use of Funds	Strategies	Outcomes	Measures	Description	Post-Secondary Required Activities	Post-Secondary Permissible Activities	Post-Secondary Reserve	Post-Secondary Admin Cost	Post-Secondary Reallocation Basic	Post-Secondary Reallocation Reserve	Post-Secondary Total	Secondary Required Activities	Secondary Permissible Activities	Secondary Reserve	Secondary Admin Cost	Secondary Reallocation Basic	Secondary Reallocation Reserve	Secondary Total	Total
Post-secondary Admin Cost	Salary for Coordinator.	Salary for Coordinator.	Salary for Coordinator.		$0.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
R3 All Aspects of an Industry	REALLOCATION Enter text here.	REALLOCATION Enter text here.	REALLOCATION Enter text here.		$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	$1,000.00	$2,000.00
					$0.00	$0.00	$0.00	$10,000.00	$500.00	$500.00	$11,000.00	$0.00	$0.00	$0.00	$0.00	$500.00	$500.00	$1,000.00	$12,000.00

If you are not done making changes to Goal 1 Objectives, click **Add** to add another one. Then follow the same process.

Go back to Step 3 and follow the same process to make changes to Goals 2, 3, 4 and 5 throughout your application.

Step 4: If you do not wish to add a new row for your reallocation and you want to change your current dollars, do the following:

- Click on the link **Correcting Version**.
  This will allow you to edit the column **Uses of Funds** and indicate where you will use your reallocated funds.

- Find the **Uses of Funds** column.
- Scroll through that column to find where you want to make a change.
- Once you find it, click on it.

- This will open up a new screen that contains your original data you entered for **uses of funds**.
- You will see that your strategies, outcomes, and measures.
- Skip those and find the text box for **reallocation explanation** to enter explanation.
- Enter your reallocation dollars in the following boxes.

Post-Secondary Required Activities	$0.00
Post-Secondary Permissible Activities	$0.00
Post-Secondary Reserve	$0.00
Post-Secondary Admin Cost	$0.00
Post-Secondary Reallocation Basic	$0.00
Post-Secondary Reallocation Reserve	$0.00
Secondary Required Activities	$0.00
Secondary Permissible Activities	$0.00
Secondary Reserve	$0.00
Secondary Admin Cost	$0.00
Secondary Reallocation Basic	$0.00
Secondary Reallocation Reserve	$0.00

- Click **save** when you are done

If you do not need to make any changes to a goal area, follow these steps:

Click on any of the goals: Goal 1, Goal 2, Goal 3, Goal 4 or Goal 5 from your application. Then, click on the link **Correcting Version**.

If you do not need to make any changes, click on the link **Submit Component**.

Repeat these steps for all other Goal Objectives you do not need to edit or make changes to.

NOTE: When you click the link **Submit Component**, this will send an automated notification to a Debra Hsu, Associate Director for Career and Technical Education. This lets the state staff know they need to log in to MnSCU WebGrants and review your reallocation.

Step 5: (For secondary only) Upload your completed Secondary Budget Reallocation Excel Sheet

NOTE: This secondary budget reallocation sheet was sent to you as an attachment when you received your letter of notification of reallocated dollars.

Under the **Grants Components**, click on the link **Secondary Budget Reallocation**.

Then click on **Add**.

You will see a screen that will ask you to attach/upload a file. Click on the button **Choose File**.

Go find your completed Secondary Budget Reallocation excel spreadsheet on your computer. Once you find it, double-click on it to select it.

In the box **Description**, type a very short description of your file. (i.e., Secondary Budget Reallocation for Metro Area Consortium). See my example below.

Then click **Save**.

You should now see your file and description appear. If it is there, you are done with this section.

Click on **Return to Components**. You are done with this section.

NOTE: For this secondary budget reallocation section, there is not a submit link for attachments. State Staff will download this sheet when they log in to review your other Goal 1 – 5 Objectives you submitted.

Step 6: Use the Correspondence function to send us and your consortium notification

From your Grants Components section, click on the link for **Correspondence**.

Click **Add**.

This will open up a correspondence screen (looks just like email) that will allow you to send state staff, and copy others, a notification.

Your screen should look like this. Decide who from your consortium will send this final correspondence.

- **TO** – this will automatically list everyone attached to your FY15 application. These people are typically the primary secondary and postsecondary coordinator and key MnSCU/MDE state staff. Select JoAnn, Michelle and Debra Hsu and your other consortium counterpart. (Do this by holding down the **Control** key on your keyboard and clicking on each name).
- **CC** - type in anyone else you feel needs to know that you are now completed with your reallocation in WebGrants.
- **SUBJECT** – Type in "Reallocation Submitted."
- **MESSAGE** – Please address your message to JoAnn and Michelle or state staff. Include a short message telling us you have completed and submitted your reallocation online in MnSCU WebGrants.
- **ATTACHMENTS** – We are not requiring any attachments.

Finally, click **SEND**.

This will immediately send out the email notification out.

This will take you back to the **Correspondence** section where you will see official record of your notification.

Click on the link **Log Out** to log out of MnSCU WebGrants.

For online assistance or clarification on these instructions contact:
Yingfah Thao (651) 201-1681 or yingfah.thao@so.mnscu.edu.

A video on this process is also available on our CTE website at:
http://cte.mnscu.edu/forms/index.html