

MEGS+

Michigan Electronic
Grants System *Plus*

Introductory MEGS+ Webinar

February 11, 2014

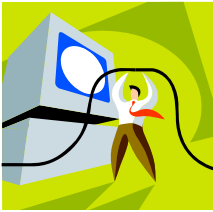
Thank you for your patience, the webinar will begin shortly

<https://mdoe.state.mi.us/megsplus>




Objectives

- Accessing the System
- Security Levels
- Home Page
 - View Available Applications/Tasks
 - Initiating an Application
 - Application Main Menu
 - Global Errors
 - Changing Status
 - Review Comments
 - My In Box
 - My Applications/Tasks
- Quick Search



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MEGS+ System Requirements

- Internet Access
- Web Browser
 - Internet Explorer 8 (preferred)
 - Firefox 2.0+
 - Safari 3.0+
- Adobe Acrobat Reader 4.0+



An upgrade to Internet Explorer 8 is available at no cost from Microsoft at microsoft.com

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MEGS+ Access: MEIS

MEIS is the Michigan Education Information System.

MEIS provides one system for the management of user accounts for a variety of MDE and education applications.

In order to use MEGS+ (and potentially other State of Michigan systems) you must first obtain a MEIS account. This can be done by going to the following URL and clicking **Create a New MEIS Account**:

<https://cepi.state.mi.us/MEISPublic/>



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MEGS+ Access: Confirming Your MEIS Account

The final screen will confirm your account.

[Print this page for your records.](#)

Warning: Passwords are case-sensitive. Your randomly generated password is guaranteed to cause you problems in the future.



Change your password immediately after creating your account.

Your MEIS account must then be entered in the MEGS+ database.

Obtain MEIS Account for JohnDoe - Finished
PLEASE BE SURE TO PRINT
THIS INFORMATION FOR YOUR RECORDS!

The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address:	jdoe@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345
MEIS Account Info	
MEIS Account ID:	A1010956
MEIS Login:	JohnDoe
MEIS Password:	cAIQZZ (note: this is a temporary password)

Follow the link below to set your MEIS Account password.
(Use the temporary password provided above to access the system.)

Set your MEIS Password



MEGS+ Access: Resetting MEIS Passwords

Need to reset your password?

The MEIS system has been modified so the user may update and maintain their profile. Users can also:

- Change their password
- Recover their forgotten login name and password

MEIS Help Desk:
(517) 335-0505

Michigan Department of Education

Welcome to the Michigan Education Information System (MEIS)

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

<input type="text"/>	J.Forecast.Mr.Login.Name
<input type="password"/>	J.Forecast.Mr.Password
<input type="button" value="Log In"/>	

Have questions/concerns about MEIS security or MEIS User Management?
Please contact the MEIS Help Desk via:
Phone: (517) 335-0505
Press 2 for MDE Programs
Press 3 for CEPI Programs



Logging into MEGS+

Go to:

<https://mdoe.state.mi.us/megsplus>

- Use the Login and Password obtained from the MEIS registration process to login.
- Remember, the MEIS password is case sensitive.



- You cannot log in until your Authorized Official has entered your MEIS account into MEGS+.
- If your MEIS account is entered in MEGS+ you can log in.
- If you receive an error message that you have a valid MEIS account but are not authorized in MEGS+, contact your Authorized Official.

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MEGS+ Avoid Back and Forward

- It is highly recommended that users use the navigation provided within the application.



- The browser's **Back** button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed.
- By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the page.
- Avoid the **Back** and **Forward** buttons in order to always see the latest information.



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MEGS+ Security: Authorization Structure

- **Level 5 - Authorized Officials**
 - Manage MEGS+ accounts for district/agency
 - Designate Application Administrators (Level 4)
 - Initiate applications
 - Assign lower security levels to allow edit or view status
 - Add users to MEGS+
 - Submit, amend and delete applications, amendments, and/or reports
 - Access to all district applications

- **Level 4 - Application Administrators**
 - Responsible for managing the application
 - Initiate assigned applications **for own agency**
 - Start modifications or amendments
 - Assign other users to participate in the grant writing or review process
 - Initiate and submit reports
 - Notify Authorized Officials to submit applications, modifications and amendments
 - Can NOT: submit applications; assign other Level 4s

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MEGS+ Security: Other Security Levels

- **Level 3b Consortium/Grant Member Program Coordinator**
 - The fiscal agent can add users from consortia organizations
 - Permission to work on their budget and narrative only
 - Can save to no other portions of the grant

- **Level 3 Consortium/Grant Member-Authorized Officials**
 - All Authorized Officials from Consortia Members are automatically added to the grant with view permissions

- **Level 2 - Grant Writers**
 - Ability to input and edit any data

- **Level 2c - Financial Officers**
 - Ability to input and edit budget data

- **Level 1 – Viewers**
 - Can view all parts of the application
 - Cannot input or edit any information



TIP: Level 3b and Level 3 are only used for applications supporting a consortium, grant member or regional provider structure.

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MEGS+ Security: Designating Authorized Officials

<https://megs.mde.state.mi.us/megsweb>

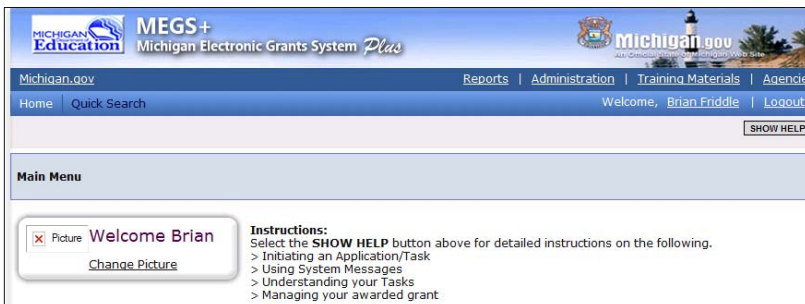
- Two Authorized Officials per recipient agency
- Authorized by the Superintendent /Chief Operating Officer/PSA Board President
- Print and send in the MEGS Electronic Form
- Electronic form is “fillable”
- You can find forms on the MEGS website
- Very quick turn-around
- An email will be issued when assigned



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MEGS+ Home Page: Header Details



Agencies: Data from the Educational Entity Master (EEM) must be maintained in EEM and will be reflected in MEGS+.

Profile: Certain data (name, address, phone number, valid email) must be maintained in MEIS and will be reflected in MEGS+ upon your next login. Other profile items (salutation, county, picture) may be maintained in MEGS+.

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MEGS+ Home Page

View Available Applications/Tasks

- Used to initiate
- Option will only appear if you have applications/tasks to initiate

My Inbox

- Emails generated automatically by MEGS+ may be visible here in addition to your normal email account

My Applications/Tasks

- Dependent on authority, application/task statuses
- After initiating an application/task check here FIRST for any pending actions

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MEGS+ Home Page: Adding contacts to MEGS+ by Authorized Officials

- Click **Agencies** in the blue header

- Select the agency. Most will have only one agency available, but some may have multiple agencies.

Main Menu > My Agencies

Agencies
Select an Agency to view the information for that Agency.

Agency Information

Agency	Role	Active Dates	Assigned By
Webberville Community Schools	MEGS: Level 5 Authorized Official	03/31/2011 - open ended	Tkaczyk, Mr. Joshua

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

- Click **Agency Contacts**

Main Menu > Administration > Agency Administration

Webberville Community Schools

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

- Click **Add Contacts**

Main Menu > Administration > Agency Administration

Webberville Community Schools

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

Administrators with the authority to add contacts to your agency can follow these steps:
 All required fields are marked with an *

To add a contact to your agency, select the **Add Contacts** link below.
 If a contact has already added his/her information in the system, you can search for the contact.
 If you need to add a contact's information into the system, select **New Contact**.
 For more detailed instructions, select the **Show Help** button above.

[Current Contacts](#) | [Add Contacts](#)

Search
 Active Status: Active ▾
 Partial Name:

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

- **IF** an existing user is in MEGS+ or MEGS Legacy click **Search**, using partial name or MEIS ID of the contact to be assigned

Main Menu > Administration > Agency Administration

Webberville Community Schools

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

Administrators with the authority to add contacts to your agency can follow these steps:
 All required fields are marked with an *

To add a contact to your agency select the **Add Contacts** link below.
 If a contact has already added his/her information in the system, you can search for the contact.
 If you need to add a contact's information into the system, select **New Contact**.
 For more detailed instructions, select the **Show Help** button above.

[Current Contacts](#) | [Add Contacts](#)

Person Search

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

- Select user box, assign **Role** (security level) and **Save**.

Main Menu > Administration > Agency Administration

Webberville Community Schools

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
 All required fields are marked with an *
 To add a contact to your agency, select the **Add Contacts** link below.
 If a contact has already added his/her information in the system, you can search for the contact.
 If you need to add a contact's information into the system, select **New Contact**.
 For more detailed instructions, select the **Show Help** button above.

Current Contacts | Add Contacts

Person Search [a] SEARCH NEW CONTACT

Person	MEGS+ Role	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/> DeYoung, Mr. Andrew	MEGS: Level 4 Application Administrator	1/9/2012 * -		
<input type="checkbox"/> DeYoung, Mr. Andrew	MEGS: Level 2 Grant Writer	1/9/2012 * -		
	MEGS: Level 1 Viewer			

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

- IF a new user to MEGS+ click **New Contact**

Main Menu > Administration > Agency Administration

Webberville Community Schools

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
 All required fields are marked with an *
 To add a contact to your agency select the **Add Contacts** link below.
 If a contact has already added his/her information in the system, you can search for the contact.
 If you need to add a contact's information into the system, select **New Contact**.
 For more detailed instructions, select the **Show Help** button above.

Current Contacts | Add Contacts

Person Search SEARCH NEW CONTACT

- Enter MEIS number and click **Search MEIS**

Main Menu > Administration > Agency Administration

Webberville Community Schools

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
 Please complete the information below. All required fields are marked with an *.

MEIS Number [] * SEARCH MEIS

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MEGS+ Home Page:

Adding contacts to MEGS+ by Authorized Officials

- Assign **Role** (security level).

Webberville Community Schools

Follow the instructions listed below to add/remove/modify agency contacts. Name and E-mail address must be changed in MEIS, and will be reflected here upon next log-in.

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

Administrators with the authority to add contacts to your agency can follow these steps: Please complete the information below. All required fields are marked with an *.

Name	Salutation	First	Middle	Last	Suffix
	▼	Andrew		DeYoung	▼
Title	<input type="text"/>				
Email	<input type="text" value="deyounga@state.mi.us"/>				
MEIS Account ID	<input type="text"/>				
Date Active	<input type="text" value="3/3/2011"/>		Date Inactive	<input type="text"/>	
Role	▼ * MEGS: Application Level 3b Consortium Member MEGS: Level 3 Consortium - Authorized Official MEGS + Level 4 Application Administrator MEGS + Level 2 Grant Viewer MEGS + Level 1 Viewer				

The fields below are required. * indicates a required field. This information may be edited from the profile page.



- **Specific application access must be assigned with "View Management Tools" for that application.**



MEGS+ Home Page:

Application Security Levels

- To assign a user to multiple applications/tasks at one time use **Administration/Application Security Levels**.

Michigan.gov | Reports | Administration | Training Materials | Agencies

Home | Quick Search | Welcome, Brian Friddle | Logout | SHOW HELP

Main Menu > Administration

Administration

Select a link below to perform the action.

Agency/Person Administration

Application Security Levels

Application Security Levels

This page will allow a user to search Security Levels, and allow updates to security level and active dates.
PLEASE NOTE: Application Security Levels for Grants maintained in old MEGS will continue to be maintained in old MEGS.

Search Criteria

Contact

- Andrew Mason
- Barbara Weathers
- Charlene Cobb
- Dianne Kutz
- Janet Yachim
- Karen Mrowka
- Mary Larson
- Monica Kiefer
- Pam Panozzo-Jones
- Pamela Panozzo-Jones
- Suzanne Slater
- Tim Dowler
- Tina Monroe
- William Skilling

Michigan.Gov Home | MEGS+ Home | Contact MEGS+ | MDE Home
 Privacy Policy | Link Policy | Accessibility Policy | Security Policy
 Copyright © 2001-2011 State of Michigan

- Select the contact from the drop down list and click **Search**.



MEGS+ Home Page: Application Security Levels

- Select a **Desired Security Level**
- Select **Active Date Begin**
- Select **Program Name**
- Click **Update Application Security Level**

Search Criteria

Contact: Andrew Mason

SEARCH

Choose Eligibility Options

Desired Security Level: MEGS: Level 2 Grant Viewer

Active Date Begin: 3/1/2011

Active Date End:

UPDATE APPLICATION SECURITY LEVEL

Search Results

Export Results to: Screen Sort By: --SELECT-- ASC

<input type="checkbox"/>	Program Name	Application	Current Security Level	Active Date Begin	Active Date End
<input type="checkbox"/>	Adult Learning Special Projects	ALSP-2012-33220-00013	MEGS: Level 1 Viewer	03/01/2011	
<input type="checkbox"/>	Adult Learning Special Projects	ALSP-2012-33220-00014	MEGS: Level 4 Application Administrator	03/01/2011	
<input type="checkbox"/>	Adult Learning Special Projects	ALSP-2012-33220-00016	MEGS: Level 2 Grant Viewer	03/01/2011	

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MEGS+ Application Menu: Application Security Levels

To assign a contact within a specific application/task use **View Management Tools**.

View / Edit

Select the **View/Edit** button below to view, edit, and complete the application/task.

VIEW / EDIT

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

View Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

Click the **Add/Edit People** link.

Management Tools

CREATE FULL PRINT VERSION

Select the link above to create a printable version of the document.

EDIT INFORMATION

Select the link above to go to the Edit Information page.

ADD/EDIT PEOPLE

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

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MEGS+ Application Menu: Application Security Levels

Enter contacts name and click **Search**.


Application: FY 2013 - Consolidated Application | Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Person Search

Enter a name or partial name: 

Current People Assigned

Search
 Active Status: 
 Partial Name:
 Agency:
 Sort By:

This screen also provides information on current people assigned to the application.

<input type="checkbox"/> Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date	
<input checked="" type="checkbox"/>	Mr. Brian Friddle	Webberville Community Schools	MEGS: Level 5 Authorized Official	Main Contact	4/9/2012	Grant System	4/9/2012 2:50:07 PM
<input checked="" type="checkbox"/>	Mrs. Barbara Weathers	Webberville Community Schools	MEGS: Level 5 Authorized Official		4/9/2012	Grant System	4/9/2012 2:50:07 PM

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MEGS+ Application Menu: Application Security Levels

Check the box next to the person(s) name and select **Role**. (You can also select **Grant Contact Type**.) Click **Save**.

To remove a contact from the application uncheck the box next to the person(s) name and click **Save**.

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Person Search

Enter a name or partial name:

People Found

<input type="checkbox"/> Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/>	Mr. Andrew DeYoung	Michigan Department of Education	MEGS: Level 4 Application Administrator	Main Contact	5/31/2012	
<input type="checkbox"/>	Mr. Henry	Chelsea School District	MEGS: Level 1 Viewer MEGS: Application Level 3b Consortium Member MEGS: Level 3 Consortium - Authorized Official		5/31/2012	
<input type="checkbox"/>	Ann Deyoung	Grandville Public Schools	MEGS: Level 4 Application Administrator		5/31/2012	

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Contact has been successfully assigned to the specific application/task!



MEGS+ Application Menu: Application Security Levels

Webberville Community Schools - 33220

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2013 - Consolidated Application | Status: Application In Progress | Security Level: MEGS: Level 5 Authorized Official

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Person Search
Enter a name or partial name:

Current People Assigned

Search
Active Status: Active
Partial Name:
Agency: All

Sort By: Name

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/>	Mr. Andrew DeYoung	Office of Grants Coordination & School Support	MEGS: Level 4 Application Administrator	Add'l Email Recipient	6/5/2012	Mr. Brian Friddle	6/5/2012 8:57:18 AM
<input type="checkbox"/>	Mr. Brian Friddle	Webberville Community Schools	MEGS: Level 5 Authorized Official	Main Contact	4/9/2012	Grant System	4/9/2012 2:50:07 PM
<input checked="" type="checkbox"/>	Mrs. Barbara Weathers	Webberville Community Schools	MEGS: Level 5 Authorized Official		4/9/2012	Grant System	4/9/2012 2:50:07 PM

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MEGS+ Home Page: View Available Applications/Tasks



Initiate an Application/Task (Level 4 or 5)

- Select **View Available Application/Tasks**.
- Options available, if any, dependent upon program requirements and user's security level.
- Certifications will also be handled in the common Application/Task structure.

Michigan.gov | Reports | Administration | Training Materials | Agencies

Home | Quick Search | Welcome, Brian Friddle | Logout | SHOW HELP

Main Menu

Welcome Brian [Change Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
 > Initiating an Application/Task
 > Using System Messages
 > Understanding your Tasks
 > Managing your awarded grant

Hello Brian, please choose an option below.

View Available Applications/Tasks
You have 2 Available Applications/Tasks available. Select the **View Available Applications/Tasks** button below to see what is available to your agency.

[VIEW AVAILABLE APPLICATION/TASKS](#)




NOTE: For the first grant year, Level 5 must initiate.

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MEGS+ Home Page: View Available Applications/Tasks

 **Initiate an Application/Task (Level 4 or 5)**

- Click the **Initiate** button.

Available Applications/Tasks
To initiate an item listed below, select the **Initiate** button below each description.

Adult Learning - Special Projects (ALSP-2012) for Webberville Community Schools
Offered By:
Grant System

Description:


- Follow the prompts to confirm.

Agreement


Please make a selection below to continue.

Are you sure you wish to apply for this grant?

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MEGS+ Home Page: View Available Applications/Tasks

 **Initiate an Application/Task (Level 4 or 5)**

- If applicable select the **Funding Sources**
 - Click **View/Edit** button on the application menu
 - Click **Review Grant Selections** link on the View/Edit menu
 - Click the appropriate radio buttons
 - Click **Save** button

Adult Learning - Special Projects
Application Menu
Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: ALSP-2012-33220-00014
[Details](#)

View / Edit
Select the View/Edit button below to view

Forms

Status Page Name

Management Activities

[Review Grant Selections](#)

You are here: > Adult Learning - Special Projects Menu

REVIEW GRANT SELECTIONS


Do Not Apply	Apply Now	Apply Later	Funding Source
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	EL Civics Leadership
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	WIA Leadership

Do Not Apply: no intention to apply

Apply Now: add all required parts of grant; invokes all error checking

Apply Later: add all required parts of grant; no error checking

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MEGS+ Application Menu

Main Menu > Application Menu

Clintondale Community Schools - 50070

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - Adult Learning WIA Core Programs | Status: Application Submitted | Security Level: Not Assigned

Description:

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

View / Edit
Select the **View/Edit** button below to view, edit, and complete the application/task.
[VIEW / EDIT](#)

Change Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

View Management Tools
Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

Examine Related Items
Select the **View Related Items** button below to view see related items such as reports, messages, etc.
[VIEW RELATED ITEMS](#)

- All applications have a similar look.
- Each application type has its own unique features.

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MEGS+ Application Menu: View/Edit

Main Menu > Application Menu > View/Edit

Clintondale Community Schools - 50070

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - Adult Learning WIA Core Programs | Status: Application Submitted | Security Level: Not Assigned

Description:

[Details](#)

Please complete all required forms below.

Forms

Status	Page Name	Notes	Created By	Last Modified By
<input type="checkbox"/>	Cover Page		Ms. Elizabeth Dietz	5/18/2011 8:55:07 AM
<input type="checkbox"/>	Assurances and Certifications		Ms. Elizabeth Dietz	5/18/2011 8:55:19 AM
<input type="checkbox"/>	Important Information		Ms. Elizabeth Dietz	5/18/2011 8:55:37 AM
<input type="checkbox"/>	Additional Fiscal Agent Information		Mr. Robert Smith Jr	5/18/2011 2:20:06 PM
<input type="checkbox"/>	Review Grant Selections		Mr. Donald Trahan	5/6/2011 11:11:56 AM
<input type="checkbox"/>	Regional Providers		Mr. Robert Smith Jr	Mr. Donald Trahan
<input type="checkbox"/>	Regional Partnership		Mr. Robert Smith Jr	Mr. Donald Trahan
<input type="checkbox"/>	Adult Education Program Offer		Ms. Elizabeth Dietz	5/18/2011 2:34:16 PM
<input type="checkbox"/>	Regional Project Narrative		Ms. Elizabeth Dietz	5/26/2011 8:47:33 AM
<input type="checkbox"/>	Upload		Mr. Robert Smith Jr	5/12/2011 3:17:01 PM

Related Pages

Status	Page Name	Note	Created By	Last Modified By
<input type="checkbox"/>	Regional Project Narrative		Ms. Elizabeth Dietz	5/26/2011 8:47:33 AM
<input type="checkbox"/>	Project Narrative - Federal General Instruction		Ms. Elizabeth Dietz	5/26/2011 8:47:33 AM
<input type="checkbox"/>	Project Narrative - Federal EI Choice		Ms. Elizabeth Dietz	5/26/2011 8:47:33 AM

- To complete and review the application.
- “Related Pages” navigation at the bottom of forms.



MEGS+ Application Menu: View/Edit

Main Menu > Application Menu > View/Edit

Clintondale Community Schools - 50070

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - Adult Learning WIA Core Programs | Status: Application Submitted | Security Level: Not Assigned

Description:

[Details](#)

Please complete all required forms below.

Forms

Status	Page Name	Notes	Created By	Last Modified By
<input checked="" type="checkbox"/>	Cover Page		Ms. Elizabeth Dietz 5/10/2011 8:55:07 AM	
<input checked="" type="checkbox"/>	Assurances and Certifications		Ms. Elizabeth Dietz 5/10/2011 8:55:19 AM	
<input checked="" type="checkbox"/>	Important Information		Ms. Elizabeth Dietz 5/10/2011 8:55:37 AM	
Management Activities				
PROGRAM GUIDANCE AND INSTRUCTIONS: WIA CORE GRANT				
<input checked="" type="checkbox"/>	Additional Fiscal Aspect Information		Mr. Robert Smith Jr 5/12/2011 3:20:26 PM	Mr. Donald Trahan 5/26/2011 9:38:25 AM
<input checked="" type="checkbox"/>	Review Grant Selections		Mr. Donald Trahan 5/6/2011 11:11:56 AM	
<input checked="" type="checkbox"/>	Regional Providers			
<input checked="" type="checkbox"/>	Regional Partnership		Mr. Robert Smith Jr 5/12/2011 3:21:36 PM	Mr. Donald Trahan 5/26/2011 10:21:37 AM
<input checked="" type="checkbox"/>	Adult Education Program Offerings		Ms. Elizabeth Dietz 5/10/2011 8:58:37 AM	Ms. Elizabeth Dietz 5/10/2011 8:59:04 AM
Budgets				
<input checked="" type="checkbox"/>	APPROVED FUNCTION CODE LIST (WIA CORE PROGRAM BUDGET ITEMS)			
<input checked="" type="checkbox"/>	Federal General Instruction			

Completing Budgets:

- Many applications/tasks include budgets.

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MEGS+ Application Menu: View/Edit

Initiate a budget.

Budgets

[APPROVED FUNCTION CODE LIST \(WIA CORE PROGRAM BUDGET ITEMS\)](#)

[Federal General Instruction](#)

Main Menu > Application Menu > View/Edit > Budget

Clintondale Community Schools - 50070

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - Adult Learning WIA Core Programs | Status: Application Submitted | Security Level: Not Assigned

Description:

Recipient Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
50070	121130		84.002A	Regular*	07/01/2011	06/30/2012	2012

Federal General Instruction for Clintondale Community Schools

[Budget Summary](#) | [Budget Detail](#) | [Capital Outlay](#) | [View/Edit Menu](#)

[Combined Budget Summary](#)

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000 & Materials 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total

Budget Navigation: Corresponding page can be obtained by clicking the associated link.

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MEGS+ Application Menu:

View/Edit

Clintondale Community Schools - 50070

Application: FY 2012 - Adult Learning WIA Core Programs | Status: Modifications In Progress | Security Level: MEGS: Level 5 Authorized Official

Recipient Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
50070	121130		84.002A	Regular**	07/01/2011	01/31/2012	2012

Federal General Instruction for Clintondale Community Schools

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
130	Adult Continuing Education	\$40,500	\$12,150	\$64,380			\$20,000	\$137,030
220	Support Services - Fuel			\$24,210				\$24,210
220	Support Services - Institutional Staff			\$13,320				\$13,320
230	Support Services - General Administration							\$0
240	Support Services - School Administration							\$0
250	Support Services - Business			\$2,340				\$2,340
260	Operation and Maintenance of Plant			\$21,150				\$21,150
270	Fuel Transportation Services							\$0
280	Support Services - Central							\$0
280	Support Services - Other							\$0
330	Community Activities							\$0
390	Custodial and Care of Children							\$0
	SUBTOTAL	\$40,500	\$12,150	\$127,350			\$20,000	\$200,000
410	Payments to Other Public Schools within the State of Michigan							\$0
440	Payments to Other Government Entities							\$0
450	Facilities Acquisition							\$0
490	Risk Pooled Adjustments							\$0
	SUBTOTAL	\$40,500	\$12,150	\$127,350			\$20,000	\$200,000
	TOTAL	\$40,500	\$12,150	\$127,350			\$20,000	\$200,000
	Administrative Code Percent							3.87%

Budget Summary

- The budget totals are displayed with the function codes along the left side and object codes across the top.
- "Tens" function codes.
- Budget totals are changed automatically when new budget items are added to the grant.
- You must complete Contact Information at the bottom of the page.**

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MEGS+ Application Menu:

View/Edit

Clintondale Community Schools - 50070

Application: FY 2012 - Adult Learning WIA Core Programs | Status: Modifications In Progress | Security Level: MEGS: Level 5 Authorized Official

Recipient Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
50070	121130		84.002A	Regular**	07/01/2011	01/31/2012	2012

Federal General Instruction for Clintondale Community Schools

Select the appropriate Function Code for this budget item:

Provide a specific description for this budget item. Do not repeat the Function Code description selected in the drop down menu or the heading(s) of the box(es) used below:

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits. To enter Capital Outlay, use the link for Capital Outlay.

Salaries (1000)	Benefits (2000)	Purchased Services (3000, 4000)	Supplies & Materials (5000)	Other Expenses (7000, 8000)
\$	\$	\$	\$	\$

If Salaries, enter the FTE or Hours:

FTE: Hours:

To Add a Budget Item:

- Select the appropriate function code.
- Provide a description.
- Enter amount(s) in the box(es) beneath the appropriate Object Code(s).
 - Only one entry unless personnel.
 - All personnel entries must have Salaries and Benefits.
- After completing the entries, click the **Save Budget Item** button.

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MEGS+ Application Menu: View/Edit

The **Budget Detail** page is an in-depth look at all budget items for the grant.

Each budget item is listed by function code, with the description, any associated FTE and the budgeted amount.

As items are entered into the system, this page is automatically updated and displays the totals.

The title of the item provides a link to the page where the entries for that budget item can be edited.

Recipient Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year		
50070	121130		84.002A	Regular*	07/01/2011	01/31/2012	2012		
Federal General Instruction for Clintondale Community Schools									
Budget Summary Budget Detail Capital Outlay View/Edit Menu Combined Budget Summary Download Budget Detail Version: Current									
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
132	Adult Continuing Education	0 / 2400	\$40,500	\$12,150					\$52,650
132	Costs in connection with approximately 25 teachers with various certificates	1.5 / 0			\$22,140				\$22,140
132	Contractor provided general instructional aides, 3 staff for 6 months	1 / 0			\$31,050				\$31,050
132	Contractor provided teaching salaries for 6 months	0 / 0			\$6,750				\$6,750
132	Contractor provided instructional supplies for use in the classroom	0 / 0			\$4,440				\$4,440
132	Textbooks and CDs	0 / 0						\$20,000	\$20,000
132	Budget reserve for evaluation and assessment of 10%	0 / 0						\$20,000	\$20,000
130	Sub-Total	2.5 / 2400	\$40,500	\$12,150	\$64,380			\$20,000	\$137,030
210	Support Services - Personnel	0 / 300			\$6,480				\$6,480
212	Contractor provided mentor and counselor services - 200 students @ 3.3 hours @ \$24 per hour	0 / 0			\$17,730				\$17,730
212	Contractor provided one-on-one services including screenings, identifying and accumulating students, 275 students @ 3.3 @ \$24	0 / 300			\$24,210				\$24,210
210	Sub-Total	0 / 300			\$24,210				\$24,210

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MEGS+ Application Menu: View/Edit

To Edit a Budget Item:
Access the budget item from the Budget Detail screen or the **Edit Budget Items** button, make the changes, and click **Save Budget Item**

To Delete a Budget Item:
From the Budget Detail screen click **Edit Budget Items** then select which item(s) to delete and click **Delete Checked Budget Items**.

[EDIT BUDGET ITEMS](#) | [ADD BUDGET ITEM](#) | [ADD MORE](#) | [PRINT VERSION](#) | [GLOBAL ERRORS](#)

Main Menu > Application Menu > View/Edit > Budget

Clintondale Community Schools - 50070

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - Adult Learning WIA Core Programs | Status: Modifications In Progress | Security Level: MEGS: Level 5 Authorized

Main Menu > Application Menu > View/Edit > Budget

Clintondale Community Schools - 50070

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - Adult Learning WIA Core Programs | Status: Modifications In Progress | Security Level: MEGS: Level 5 Authorized

Official Description:

Recipient Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year		
50070	121130		84.002A	Regular*	07/01/2011	01/31/2012	2012		
Federal General Instruction for Clintondale Community Schools									
Budget Summary Budget Detail Capital Outlay View/Edit Menu Combined Budget Summary Download Budget Detail									
<input type="checkbox"/>	Select All								
Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
132	Adult Continuing Education	0 / 2400	\$40,500	\$12,150					\$52,650
132	Costs in connection with approximately 25 teachers with various certificates	1.5 / 0			\$22,140				\$22,140
132	Contractor provided general instructional aides, 3 staff for 6 months	1 / 0			\$31,050				\$31,050
132	Contractor provided teaching salaries for 6 months	0 / 0			\$6,750				\$6,750

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MEGS+ Application Menu: View/Edit

Capital Outlay: Some applications permit capital outlay costs. When permitted, click the **Capital Outlay** link to enter and edit those costs. Items will appear on Budget Detail and Budget Summary, as appropriate.

Budget Summary

For more detailed instructions, select the **Show Help** button.
Application Menu: [CONAPP-2012-13020-00014](#)

Funding Source Category	Agency	Application Security Level	Current Status	Date Due
Consolidated Application - 2012	Battle Creek Public Schools	MEGS: Level 5 Authorized Official	Application In Progress	1/31/2011 12:00:00 PM

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
13020	111530	1011	84.010	Regular	07/01/2010	09/30/2011	2012

Title I Part A for Battle Creek Public Schools

[Budget Summary](#) | [Budget Detail](#) | [Capital Outlay](#) | [View/Edit Menu](#)

ADD CAPITAL OUTLAY ITEM GLOBAL ERRORS

Back Logged in as: Jeffrey

Budget - Capital Outlay

For more detailed instructions, select the **Show Help** button.
Application Menu: [CONAPP-2012-13020-00014](#)

Funding Source Category	Agency	Application Security Level	Current Status	Date Due
Consolidated Application - 2012	Battle Creek Public Schools	MEGS: Level 5 Authorized Official	Application In Progress	1/31/2011 12:00:00 PM

[Budget Summary](#) | [Budget Detail](#) | [Capital Outlay](#) | [View/Edit Menu](#)

Budget Summary(s):

Func. Code	Description	Justification	Quantity	Cost
113	Material	Needed to help students succeed in the gen ed curriculum	2	\$10,000

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MEGS+ Application Menu: View/Edit

Budget Summary

For more detailed instructions, select the **Show Help** button.
Application Menu: [CONAPP-2012-13020-00014](#)

Funding Source Category	Agency	Application Security Level	Current Status	Date Due
Consolidated Application - 2012	Battle Creek Public Schools	MEGS: Level 5 Authorized Official	Application In Progress	1/31/2011 12:00:00 PM

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
13020	111530	1011	84.010	Regular	07/01/2010	09/30/2011	2012

Title I Part A for Battle Creek Public Schools

[Budget Summary](#) | [Budget Detail](#) | [Capital Outlay](#) | [View/Edit Menu](#)

Budget Summary(s):

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenditures 7000	Total
110	Basic Programs					\$10,000		\$10,000
120	Added Needs							\$0
210	Support Services - Pupil							\$0
220	Support Services - Instructional Staff							\$0
230	Support Services - General Administration							\$0
250	Support Services - Business							\$0
260	Operation and Maintenance of Plant							\$0
270	Pupil Transportation Services							\$0
280	Support Services - Central							\$0
330	Community Activities							\$0
360	Welfare Activities							\$0
370	Non-Public School Pupils							\$0
284	Information Management Services							\$0
	SUBTOTAL					\$10,000		\$10,000
410	Payments to Other Public Schools Within the State of Michigan							\$0
440	Payments to Other Government Entities							\$0
450	Facilities Acquisition							\$0
	SUBTOTAL					\$10,000		\$10,000
	Indirect Costs \$	93.00						\$93.00
	TOTAL					\$10,000		\$10,093.00
	Administrative Costs Percent							0.00 %
	Total Allocation Amount (Estimated)							\$5,000
	Carryover							\$143,466
	Availability							\$130,466
	Availability Balance							\$140,456

Indirect Costs: When permitted, enter indirect costs on the Budget Summary Page

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MEGS+ Application Menu: View/Edit

Consortium Members/Regional Providers

- When permitted by the application use Consortium Member/Regional Provider Information options to add or change members or providers.

Clintondale Community Schools - 50070

Quick Links: [View/Use](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - ADL Learning WIA Core Programs | Status: Modifications In Progress | Security Level: MEGS: Level 5 Authorized Official

Description:

Please complete all required forms below.

Status	Page Name	Notes	Created By	Last Modified By
<input type="checkbox"/>	Cover Page		Ms. Elizabeth Dietz 5/10/2011 8:55:07 AM	
<input type="checkbox"/>	Assurances and Certifications		Ms. Elizabeth Dietz 5/10/2011 8:55:19 AM	
<input type="checkbox"/>	Important Information		Ms. Elizabeth Dietz 5/10/2011 8:55:37 AM	
Management Partitions				
<input type="checkbox"/>	PROGRAM GUIDANCE AND INSTRUCTIONS: WIA CORE GRANT			
<input type="checkbox"/>	Additional Fiscal Agent Information		Mr. Robert Smith Jr 3/12/2011 3:20:26 PM	Mr. Donald Trahan 5/26/2011 9:38:25 AM
<input type="checkbox"/>	Review Grant Selections		Mr. Donald Trahan 3/6/2011 11:11:56 AM	
<input type="checkbox"/>	Regional Providers			
<input type="checkbox"/>	Regional Partnerships		Mr. Robert Smith Jr 3/12/2011 3:21:36 PM	Mr. Donald Trahan 5/26/2011 10:21:37 AM
<input type="checkbox"/>	Adult Education Program Offices		Ms. Elizabeth Dietz 5/10/2011 8:56:37 AM	Ms. Elizabeth Dietz 5/10/2011 8:59:04 AM
CMS Final Expenditure Reports				

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MEGS+ Application Menu: View/Edit

Consortium Member Information

The functionality on this page will allow you add, delete or edit agencies on this document. Use the keyword search function to locate an agency you would like to add. Select the check box next to the agencies in the search results. Or, you can uncheck the box next to the agencies under the Agencies Currently Assigned area to remove agency(ies). After you perform your modifications, remember to select the **SAVE** button to save your changes.

Application Menu: [ALWIACore-2012-00028](#)

My Activities: [New](#) | [Current](#) | [Review](#) | [Assigned](#)

Program Name	Agency	Application Security Level	Current Status	Date Due
Adult Learning WIA Core Programs - 2012	<input type="checkbox"/> Webberville Community Schools	MEGS +- Level 5 Authorized Official	Application In Progress	1/1/2011 12:00:00 AM

Funding Source Information

Grant	Apply Status
<input type="checkbox"/> Federal_General_Instruction	Apply Now
<input type="checkbox"/> Federal_EL_Civics	Apply Now

Consortium Member Search

Consortium Members

Agency Name (partial) or Agency Code/Agreement Number:

<input type="checkbox"/> Agency	Agency Code / Agreement Number	Building Code	Funding Source
<input type="checkbox"/>	Williamston Community Schools 33230	00000	<input type="text" value=""/>

Consortium Members Assigned

<input type="checkbox"/> Agency	Agency Code / Agreement Number	Building Code	Funding Source	Budget Information	Invitation Response
<input checked="" type="checkbox"/>	Williamston Community Schools 33230	00000	Federal General Instruction	Budget: \$0	

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Some applications support consortiums/regional providers. Pages may vary depending upon the application.

- Enter agency name or code and **Search**.
- Select the applicable **Funding Source**.
- Save** button.
- MEGS+ sends invitation emails dependent upon the application.

MEGS+ Application Menu: View/Edit

- Consortium Member Authorized Officials have an option for Consortium Acceptance Information
- Services Only, Funding and Services (separate budget) or Reject/Will Not Participate.

Adult Learning WIA Core Programs - 2012
View/Edit

Please complete all required forms below.

Application Menu: [ALWGACore-2012-00033](#)

Program Name	Agency	Application Security Level	Current Status	Date Due
Adult Learning WIA Core Programs - 2012	Lansing Public School District	MEGS+ Level 3 Consortium - Authorized Official	Application In Progress	1/1/2013 12:00:00 AM

Funding Source Information

Grant	Apply Status
Federal_General_Instruction	Apply Now
Federal_IG_Other	Apply Now
Federal_Institutional	Apply Now
Anticipated_Future_and_Fees	Apply Now
Anticipated_Other_Local	Apply Now

Forms

Status	Page Name	Note	Created By	Last Modified By
<input type="checkbox"/>	Cost Page			
<input type="checkbox"/>	Assurances and Certifications			
<input type="checkbox"/>	Important Information			
<input type="checkbox"/>	Additional Fiscal Agent Information			
<input type="checkbox"/>	Review Grant Selections			
<input checked="" type="checkbox"/>	Regional Provider Acceptance			
<input type="checkbox"/>	Regional Provider Information			
<input type="checkbox"/>	Regional Partnership			

Regional Provider Acceptance

Application Menu: [ALWGACore-2012-00033](#)

Agency Name	Note	Current Status	Date Due
Lansing Public School District	MEGS+ Level 3 Consortium - Authorized Official	Application In Progress	1/1/2013 12:00:00 AM

To respond to this invitation:

- For each funding source, choose an invitation response in the drop down.
- Click the **Notify Fiscal Agent** button, and the response will be sent.
- **Please Note!** If you have chosen to reject after having already accepted and filled out a budget, the budget will need to be deleted before the invitation can be rejected.

For more detailed instructions, select the **Show Help** button.

Agency Name	Funding Source	Invitation Response	Response By	Response Date
Williamston Community Schools	Federal_General_Instruction	<input type="text" value="Services Only"/> <input type="text" value="Funding and Services"/> <input type="text" value="Reject/Will Not Participate"/>		

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MEGS+ Application Menu: View/Edit

School Level Budgets

- When applicable, use Consortium Member/School Level Budget Information to add or change schools.

Consolidated Application - 2012
View/Edit

Please complete all required forms below.

Application Menu: [CONAPP-2012-33220-00017](#)

Program Name	Agency	Application Security Level	Current Status	Date Due
Consolidated Application - 2012	Webberville Community Schools	MEGS+ Level 5 Authorized Official	Modifications Required	7/15/2011 11:59:59 PM

Funding Source Information

Grant	Apply Status
Title_I_Part_A	Apply Now

Forms

Status	Page Name	Note	Created By	Last Modified By
<input checked="" type="checkbox"/>	Review Grant Selections		Brian	Brian
<input type="checkbox"/>	Budgets			
<input type="checkbox"/>	Title I Part A			
<input type="checkbox"/>	Management Activities			
<input checked="" type="checkbox"/>	Consortium Member / School Level Budget Information			

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MEGS+ Application Menu: View/Edit

School Level Budgets

To assign an agency:

- **Search** Agency Name or Agency Code.
- Select the Agency and assign **Funding Source**.
- **Save**.

SAVE SEARCH GLOBAL ERRORS SHOW HELP

Funding Source Information

Grant	Apply Status
Title_I_Part_A	Apply Now

Consortium Member Search | School Search

Consortium Members

Agency Name (partial) or Agency Code/Agreement Number: 33230

SEARCH

Agency	Agency Code / Agreement Number	Building Code	Funding Source
<input type="checkbox"/> Memorial Lutheran School	33230	06711	
<input type="checkbox"/> St. Mary School	33230	03861	
<input type="checkbox"/> Williamston Community Schools	33230	00000	

Consortium Members Assigned

Agency	Agency Code / Agreement Number	Building Code	Funding Source	Budget Information	Invitation Response
<input checked="" type="checkbox"/> Williamston Community Schools	33230	00000	Title I Part A	Allocation: \$0 Budget: \$0	

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MEGS+ Application Menu: View/Edit

Completing other pages:

- Access the page.
- Enter data.
- **Save**.
- Errors will be shown on the page when it is saved.
- Pages depend upon the application type.
- Add text to pages.
- Character limitations.

REGIONAL PROJECT NARRATIVE

Please complete the following items. The Regional Project Narrative must address and provide detailed information for ALL programs of enrollment and ALL funding sources (WIA Instructional, WIA Institutional and WIA EI Civics) within the region.

For a detailed explanation of each of these narrative topics, click **Help**.

A. Regional Adult Education and Literacy Needs and Priorities

3 of 10000 abc

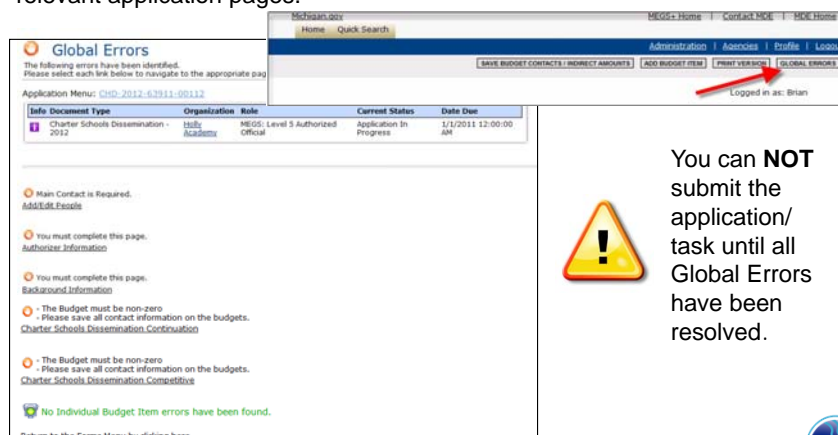
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MEGS+ Application Menu: View/Edit

Global Errors

- While working in an application you can check for all errors remaining. Use Global Errors. Links are provided to the relevant application pages.



The following errors have been identified. Please select each link below to navigate to the appropriate page.

Application Menu: [CHD-2012-62911-09112](#)

Info	Document Type	Organization	Role	Current Status	Date Due
	Charter Schools Dissemination - 2012	State Academics	MEGS+ Level 3 Authorized Official	Application In Progress	1/1/2011 12:00:00 AM

- Main Contact is Required. [Add/Edit Contacts](#)
- You must complete this page. [Authorizer Information](#)
- You must complete this page. [Background Information](#)
- The Budget must be non-zero. Please save all contact information on the budgets. [Charter Schools Dissemination Continuation](#)
- The Budget must be non-zero. Please save all contact information on the budgets. [Charter Schools Dissemination Competitives](#)
- No Individual Budget Item errors have been found.

[Return to the Forms Menu by clicking here.](#)

You can **NOT** submit the application/task until all Global Errors have been resolved.

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MEGS+ Application Menu: Change Status

Change the Status

- All Status Changes are made within this section.
- Statuses available depend upon contact access and application/task status.
- Only an Authorized Official may submit an application/task.
- If an application/task has errors, you will be returned to the Global Errors page.



Adult Learning WIA Core Programs - 2012
Application Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Application Menu: [ADULTLEARNING-2012-00008](#)

My Activities: [New](#) | [Current](#) | [Review](#) | [Assigned](#) | [g](#)

Program Name	Agency	Application Security Level	Current Status	Date Due
Adult Learning WIA Core Programs - 2012	Wayneville Community Schools	MEGS+ Level 3 Authorized Official	Application In Progress	1/1/2011 12:00:00 AM

Funding Source Information

Grant	Apply Status
Federal_General_Instruction	Apply Now
Federal_IL_Civics	Apply Now

[View / Edit](#)

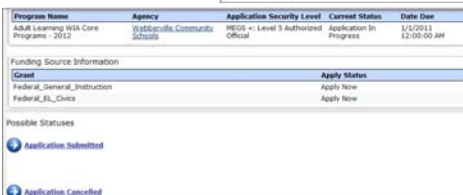
Select the [View / Edit](#) button below to view, edit, and complete the application/task.

[View Help](#)

[Change Status](#) 

Select the [View Status Options](#) button below to perform actions such as submitting applications or request modifications.

[View Status Options](#)



Program Name	Agency	Application Security Level	Current Status	Date Due
Adult Learning WIA Core Programs - 2012	Wayneville Community Schools	MEGS+ Level 3 Authorized Official	Application In Progress	1/1/2011 12:00:00 AM

Funding Source Information

Grant	Apply Status
Federal_General_Instruction	Apply Now
Federal_IL_Civics	Apply Now

Possible Statuses

- [Application Submitted](#)
- [Application Cancelled](#)

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MEGS+ Application Menu: Change Status*

- Status levels are used to track applications within MEGS and are applied at every step of the process.
- There are two distinct status categories: Applicant and Consultant.
- Applicant status levels that are “in progress” allow the user full access to the application. Submission will “lock” the application to further changes.
- Consultant status levels are used to show the level of review or to return the application (e.g. *Modifications Required*) to the user.

Applicant Set Status Levels

- *Application In Progress*
- *Application Submitted*
- *Modifications In Progress*
- *Modifications Submitted*
- *Amendment In Progress*
- *Amendment Submitted*
- *Report In Progress*
- *Report Submitted*

Consultant Set Status Levels

- *Review In Progress*
- *Modifications Required*
- *Program Office Review Complete*
- *Grant Funds Available to The Applicant*
- *Report Due*
- *Report Accepted*

Document Type	Agency	Identifier	Description	Current Status	Date Received	Date Due
Adult Learning WIA Core Programs - 2012	Webberville Community Schools	ALWIACore-2012-00028		Application In Progress	3/4/2011	1/1/2011
Consolidated Application - 2012	Webberville Community Schools	CONAPP-2012-33220-00017		Modifications Required	3/3/2011	7/15/2011

*CNAP process flow is similar but different.

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MEGS+ Application Menu: Change Status

Submission of the Application/Task

- Review **Global Errors** on the application/task menu.
- Notify Authorized Official (AO) that the application/task is complete.
- AO clicks the **Application Submitted** button on the Change Status menu.
- If there are any errors, an error list will be generated.
- Once all errors are corrected, return to the Application Menu and click **Application Submitted**.
- The next page will present conditions to which you must agree upon when submitting the application.
- After reading and agreeing with the conditions, click the **I Agree** button to continue.
- MEGS will notify the district Level 5s and the application designated contacts by email that the application has been received.

Global Errors
No errors have been detected. To change status, return to the Application Menu, click "Change Status".

Date	Document Type	Organization	Role	Current Status	Date Due
2012	Consolidated Application	Webberville Community Schools	MEGS - Level 3 Authorized Official	Modifications Required	7/15/2011 11:39:58 AM

Agreement
Please make a selection below to continue.
Assurances are available from the View/Edit Forms menu when applicable.
Are you sure you want to submit this application?
If you would like to include notes about this status change, please supply them below.

0 of 2000

Program Name	Agency	Application Security Level	Current Status	Date Due
Consolidated Application - 2012	Webberville Community Schools	MEGS - Level 3 Authorized Official	Application Submitted	7/15/2011 11:39:58 AM

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MEGS+ Application Menu: Change Status

Modifying an Application/Task

- If Program Office reviewers indicate that modifications are needed:
 - You will receive an email and/or **My Inbox** message.
 - The application/task will appear in **My Applications/Tasks**.
 - Use **Review Comments** to review and respond to reviewer notes.
 - Access follows the original submission procedures to correct and resubmit.

Sort my applications/tasks by:

Document Type	Agency	Identifier	Description	Current Status	Date Received	Date Due
Consolidated Application - 2012	Webberville Community Schools	CONAPP-2012-33220-00017		Modifications Required	3/3/2011	7/15/2011

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MEGS+ Application Menu: Change Status

Amending an Application/Task

- If you need to amend a previously approved application.
- Use **Quick Search** to find the application.
- Level 4s or 5s use **Change Status** to select Amendment in Progress.
- Access follows the original submission procedures to correct and resubmit.

Quick Search

Use the search functionality below to find a specific Application.

Search Quick Search

Application/Task: Adult Learning WSA Core Programs

Fiscal Year: 2012

Application Description: Application

Status: - Select -

Export Results to: Sort By: - Select -

Agency Code/Agreement Number	Application/Task	Fiscal Year	Current Status	Description	Application/Task Number
Battle Creek Public Schools	Adult Learning WSA Core Programs - 2012	2012	Grant Funds Available		ALWSACore-2012-00021

Change Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

Program Name	Agency	Application Security Level	Current Status	Date Due
Adult Learning WSA Core Programs - 2012	Battle Creek Public Schools	MEGS + Level 5 Authorized Official	Grant Funds Available	1/1/2011 11:59:00 PM

Funding Source Information

Grant	Apply Status
Federal_General_Instruction	Apply Now
Federal_EL_Civics	Apply Now
Antiquated_Tuition_and_Fees	Apply Now

Possible Statuses

- Amendment in Progress

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MEGS+ Review Panel

- The Review Panel replaces the checklist.
- Review comments can be application level or budget level or page level.

My Inbox
Sort inbox messages by: --Select-- | [View All System Messages](#)

Priority	Sender	Subject	Date/Time
✉	System Grants	Modifications Required 2012 Summer Migrant	3/13/2012 8:42:33 AM
✉	System Grants	Confirmation of Receipt of Belding Area School District's Summer Migrant	3/5/2012 12:01:36 PM

My Applications/Tasks
Sort my applications/tasks by: --Select--

Document Type	Agency	Identifier	Description	Current Status	Date Last Submitted	Date Due
Summer Migrant	Belding Area School District	SM-2012-34080-00017		Modifications Required	3/5/2012	2/29/2012
Education Jobs Fund Report	Belding Area School District	EJF-2012-34080-00097		Application In Progress		6/30/2012

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MEGS+ Review Panel

Belding Area School District - 34080

Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - Summer Migrant | **Status:** Modifications In Progress | **Security Level:** MEGS: Level 5 Authorized Official

Select the links below to navigate to the pages.
The Review Summary page contains a synopsis of the various reviewers comments.
Use the Comment Search to view comments by reviewer.

[Review Summary](#) | [Comment Search](#)

Comment Search
Use the filters below to sort your search results.
After you have selected your search criteria, select the **Display Comments** button.

Page: All Pages

Reviewer: All Users

Review Items: Show All Review Items

Search Results
Sort results by: --Select--

Reviewer	Date Reviewed	Page	Comments
Mr. Andrew DeYoung	3/13/2012 9:04:43 AM	Budget: Title_I_Part_C	Please provide more budget detail.
Mr. Andrew DeYoung	3/13/2012 9:57:25 AM	Delivery Systems for Migrant Education (Summer)	Blah, blah, blah

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MEGS+ Review Panel

Status	Page Name	Notes	Created By	Last Modified By
	Cover Page		Mr. Mike Burde 2/3/2012 2:13:46 PM	
	Assurances and Certifications		Mr. Mike Burde 3/5/2012 11:51:52 AM	
	Important Information		Mr. Mike Burde 3/5/2012 11:51:58 AM	
	CMS Final Expenditure Reports	3/13/2012 9:04:43 AM		
General Information				
	Program Operation Information		Mr. Mike Burde 2/6/2012 3:17:28 PM	Mr. Mike Burde 3/5/2012 11:56:00 AM
	Participation of Private Non-Profit Schools - Federal Programs		Mr. Mike Burde 3/5/2012 11:52:18 AM	
Budget				
	Title I Part C	3/13/2012 9:04:43 AM		
Program Information				
	Delivery Systems for Migrant Education (Summer)	3/13/2012 9:57:25 AM	Mr. Mike Burde 2/1/2012 2:59:59 PM	Mr. Josh Tkaczyk 3/6/2012 3:53:26 PM
	Other Provisions of Migrant Education Plan		Mr. Mike Burde 2/1/2012 2:59:59 PM	Mr. Mike Burde 3/5/2012 12:00:00 PM

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MEGS+ Review Panel

Michigan.gov Reports | Administration | Training Materials | Agencies

Home | Quick Search Welcome, Mike Burde | Logout

Notes

Message	Author	Date	Action
Review Note: Blah, blah, blah	Mr. Andrew DeYoung	3/13/2012	Reply

ADD A NEW NOTE | CLOSE NOTES

PRINT VERSION | SHOW NOTES (1) | GLOBAL ERRORS

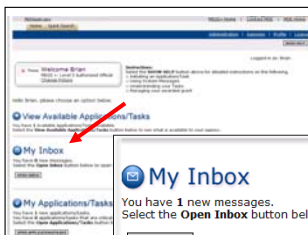
Quick Links: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

Application: FY 2012 - Summer Migrant | **Status:** Modifications In Progress | **Security Level:** MEGS: Level 5 Authorized Official

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MEGS+ Home Page: My Inbox



My Inbox
 You have **1** new messages.
 Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

Sort inbox messages by: [- Select -] [GO] | View All System Messages

Priority	Sender	Subject	Date/Time
	Detroit, MI, Address	MEGS+ Training	3/4/2011 9:17:53 AM

My Inbox

Priority	Sender	Subject	Date/Time
	Detroit, MI, Address	MEGS+ Training	3/4/2011 9:17:53 AM

MEGS+ Training Coming Soon To A Theater Near You!

CLOSE **REPLY**

- Some messages for user's action may appear here.
- May also be received in user's normal email account.

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MEGS+ Home Page: My Applications/Tasks

- Applications for which the user has access and current status requiring applicant agency action.

My Applications/Tasks
 You have **1** new applications/tasks.
 You have **0** applications/tasks that are critical.
 Select the **Open Applications/Tasks** button below to view your active tasks.

OPEN APPLICATIONS/TASKS

My Applications/Tasks

Sort my applications/tasks by: [- Select -] [GO]

Document Type	Agency	Identifier	Description	Current Status	Date Received	Date Due
Consolidated Application - 2012	Webberville Community Schools	CONAPP-2012-33720-00017		Modifications Required	3/3/2011	7/15/2011

CLOSE APPLICATIONS/TASKS

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MEGS+ Quick Search

Quick Search

- To view existing applications/tasks in MEGS Legacy and submitted applications/tasks in MEGS+
- To initiate amendments.



Tip: This option will also list and provide access to legacy MEGS applications.

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MEGS+ Quick Search

- Enter search criteria, click **Search**. Click **Agency** link to access application.

Agency	Recipient Code/Agreement Number	Application/Task	Fiscal Year	Current Status	Description	Application/Task Number
Webberville Community Schools	33220	Consolidated Application	2012	Modifications Required		1112-3593 A1

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MEGS+ Application Menu:

View Management Tools

Adult Learning WIA Core Programs - 2012 - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Application Menu: [ALWIACore-2012-00041](#)

[Details](#)

Management Tools

CREATE FULL PRINT VERSION

Select the link above to create a printable version of the document.

ADD/EDIT PEOPLE

Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

CHECK FOR ERRORS

Select the link above to check the entire document for errors.

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MEGS+

Questions?



- Program and content specific questions contact the Program Area.
- MEGS+ technical questions contact: (517) 373-1806.
- MEGS@michigan.gov

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