


How to add reallocated dollars to your Perkins Local Application WebGrants

Updated: January 2018

<p style="text-align: center;"><i>Log In</i></p> <p>User ID:* <input type="text"/></p> <p>Password:* <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgot User Id?</p> <p>Forgot Password?</p>	<p style="text-align: center;"> MINNESOTA STATE Career and Technical Education</p> <p style="text-align: center;">New to WebGrants - MN Colleges and Universities? Register Here</p>
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Step 1: Log in to your WebGrants Account

- Go to www.applyheremn.org (Best viewed in Firefox or Chrome web browsers)
- Enter your User I.D. and Password.
- If you forgot, use the help links on the front login page.



Log In

User ID:*

Password:*

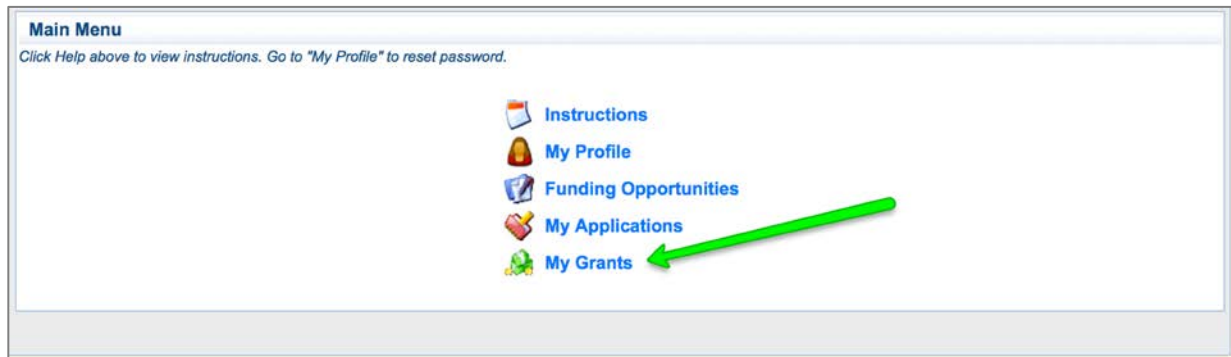
Log In

[Forgot User Id?](#)

[Forgot Password?](#)

Step 2: My Grants

- From the **Main Menu**, click on **My Grants**



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

- You will see a full list of all your approved, current grants.
- Find the column called **Title**
- Locate the name of the application you wish to make changes to. [See example below]
- Once you find it, click on it. This will open up your application.



Grant Tracking

Current Grants

Grants in the status *Underway* or *Suspended* appear on this list. To view other Grants, click the close

ID	Status	Year	Title
02073	Underway	2017	FY18 Hennepin West Consortium Perkins Application
01600	Underway	2016	FY17 Hennepin West Consortium Perkins Application
01097	Underway	2015	FY16 Hennepin West Consortium Perkins Application
00754	Underway	2014	FY15 Hennepin West Consortium Perkins Application
00282	Underway	2013	FY14 Hennepin West Consortium
00017	Underway	2012	FY13 Hennepin West Consortium

Step 3: Add your reallocated dollars to the Goals 1 – 5 Budget Sections Only

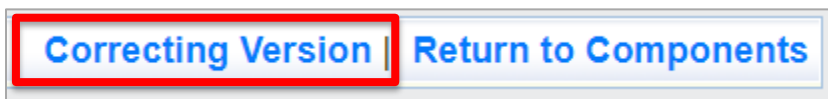
NOTE: If you are not adding reallocated dollars to a Goal, you still need to click on the Goal and submit it without any changes.

- Click on **Goal 1 Budget**

Grant Components	
<i>You can define your own alerts in the Alerts section</i>	
	Component
General Information	
Consortium Member List	
Summary Narrative Part Two	
Goal 1 Narrative	
Goal 1 Budget: Designing Programs of Study	
Goal 2 Narrative	
Goal 2 Budget: Employer, Community, Education Partnerships	
Goal 3 Narrative	
Goal 3 Budget: Service to Special Populations	
Goal 4 Narrative	
Goal 4 Budget: Continuum of Service Provision to Enable Student Transitions	
Goal 5 Narrative	
Goal 5 Budget: Sustain the Consortium	
Budget Grand Total	
Secondary Supplemental Budget Sheet	
Secondary Budget Reallocation	

Scroll down, and towards the right of your screen to find the words **Correcting Version**.

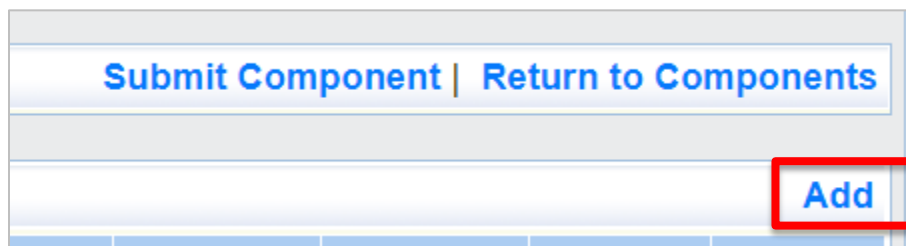
- Clicking on those words will open up a version of your spreadsheet you will make corrections to.
- This function opens up a screen that looks like a large spreadsheet.
- This allows you to make changes/edits/ and add).



- Under the first column called **Uses of Funds** you will see all the required and permissible uses of funds you indicated in your application. These are hyperlinked in blue. You may need to scroll down to see all of the uses of funds you indicated.

To add your reallocation to this goal:

- Find and click on the link **Add**.



A new screen will pop up.

- Select your Required/Permissive uses of funds for how you intend to use your reallocation.

Required/Permissive Uses of Funds*

- R1 Academic Integration
- R2 Programs of Study
- R3 All Aspects of an Industry
- R4 Develop/Improve/Expand the use of Technology

Please press Ctrl + Click to select multiple items

- Enter your strategies, outcomes, and measures in the text box provided (if applicable. If nothing to add, just type in “Not applicable” or “Does not Apply”).
- Next, in the text box called **Reallocation Explanation**, enter your explanation for why your reallocation funds are being used for this required/permissive activity. Keep it concise.

Reallocation Explanation

- Finally, enter the amount(s) you want to designate in the corresponding budget boxes that follow.

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

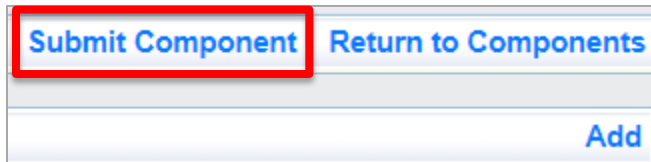
When you are done, scroll back to the top of the page and click **Save**.

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

If you are done making changes to Goal 1, click **Submit Component**.

Clicking on this will submit only your Goal 1 you just added. This will also lock this section, preventing all others from making edits.

NOTE: We recommend you wait until your secondary or postsecondary partner completes their reallocation edits before clicking on **Submit Component**.

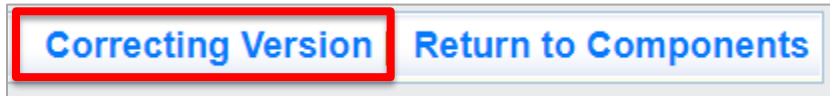


If you need to add new line item for reallocation, click **Add** to add another one. Then follow the same process.

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 or line item for your reallocation and you want to simply 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 the set of blue required/permissive numbers. Doing this unlocks the row and allows you to make changes. 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 exactly as they were when they were approved.
- Skip those and find the text box for **reallocation explanation** to enter explanation.

A screenshot of a form. On the left, there is a label 'Reallocation Explanation' in blue text. To the right of the label is a large, empty text box with a light yellow background and a thin border. A small cursor icon is visible in the bottom right corner of the text box.

- Enter your reallocation dollars in the boxes below. [See next page]

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

Then click on the link **Submit Component**.

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 consortium 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)]

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

Goal 1 Narrative:
 This is sample text. Ignore this sentence.
 Lorem ipsum dolor sit amet, turpis euismod, uma mauris. Integer sed. Vivamus magnis elit, faucibus consectetur. Tempor dui auctor, eget sodales feis. Aliquam ornare, eleifend velit, sagittis est. Quisque dignissim dui, nunc placerat. 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	\$0.00	\$10,000.00
RJ All Aspects of an Industry	REALLOCATION	REALLOCATION	REALLOCATION	Enter text here. Enter text here. 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	

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

NOTE: When you click the link **Submit Component**, it will submit this section and you will not be able to come back to make changes. If you did this in error, contact yingfah.thao@minnstate.edu.

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

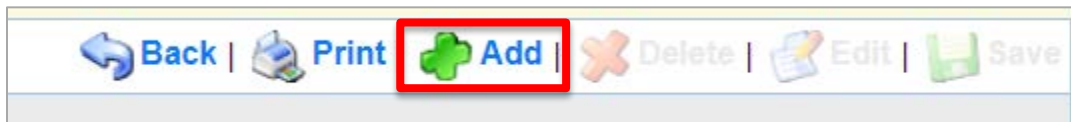
NOTE: This secondary budget reallocation sheet may have been sent to you as an attachment when you received your letter of notification of reallocated dollars. If you need this spreadsheet, you must contact Michelle Kamenov at michelle.kamenov@state.mn.us.

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

General Information
Consortium Member List
Summary Narrative Part Two
Goal 1 Narrative
Goal 1 Budget: Designing Programs of Study
Goal 2 Narrative
Goal 2 Budget: Employer, Community, Education Partnerships
Goal 3 Narrative
Goal 3 Budget: Service to Special Populations
Goal 4 Narrative
Goal 4 Budget: Continuum of Service Provision to Enable Student Transitions
Goal 5 Narrative
Goal 5 Budget: Sustain the Consortium
Budget Grand Total
Secondary Supplemental Budget Sheet
Secondary Budget Reallocation

Then click on **Correcting Version**.

Then click on **ADD**.



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

Upload File: no file selected

Description:*

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**.

Minnesota STATE COLLEGES & UNIVERSITIES

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Attach File

Attach the FY15 Secondary Budget Reallocation excel sheet below. This excel sheet was emailed to you when you received your Notification of Reallocation letter from JoAnn Simser, MnSCU.

Upload File: Choose File 14-15 Bu...ion UFARS

Description: Secondary Budget Reallocation for Metro Area Consortium.

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.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant: 00709 - FY15 Yingfah's Test Consortium - 2014

Status: Underway

Program Area: Perkins IV Consortium

Grantee Organization: Minnesota State Colleges & Universities

Program Officer: Debra Wilcox-Hsu

Awarded Amount: \$10,480.00

Secondary Budget Reallocation

Attach the FY15 Secondary Budget Reallocation excel sheet below. This excel sheet was emailed to you when you received your Notification of Reallocation letter from JoAnn Simser, MnSCU.

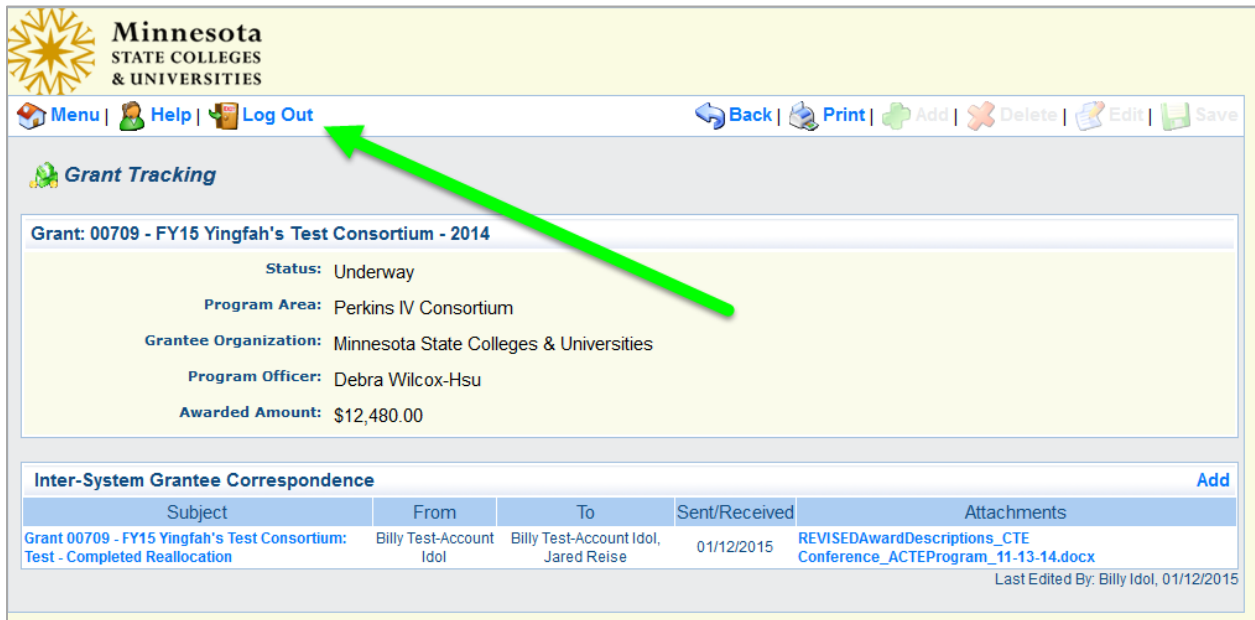
Description	File Name	File Size
Secondary Budget Reallocation for Metro Area Consortium.	14-15 Budget Reallocation UFARS.xlsx	19 KB

[Return to Components](#)

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 budgets you submitted.

Step 6: Log out

Click on the link **Log Out** to log out of Minnesota State WebGrants system.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Menu | Help | **Log Out** | Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant: 00709 - FY15 Yingfah's Test Consortium - 2014

Status: Underway

Program Area: Perkins IV Consortium

Grantee Organization: Minnesota State Colleges & Universities

Program Officer: Debra Wilcox-Hsu

Awarded Amount: \$12,480.00

Inter-System Grantee Correspondence Add

Subject	From	To	Sent/Received	Attachments
Grant 00709 - FY15 Yingfah's Test Consortium: Test - Completed Reallocation	Billy Test-Account Idol	Billy Test-Account Idol, Jared Reise	01/12/2015	REVISEDAwardDescriptions_CTE Conference_ACTEProgram_11-13-14.docx

Last Edited By: Billy Idol, 01/12/2015

For online assistance or clarification on these instructions contact:

Yingfah Thao (651) 201-1681 or yingfah.thao@minnstate.edu.

For all other questions, contact a CTE State staff:

<http://minnstate.edu/system/cte/directories/index.html>