Grants4ME FAQ

Updated June 17, 2021

* The system is currently not ready for submittal yet as we need to update some of the approved program tables and there is a system error that is being addressed.  Submission (moving to draft completed) should be available on, or before Monday, June 21st.
* Once you move to draft completed it goes to the business manager for review and moved to draft completed and then to your Superintendent for review and draft completed before it is submitted to DOE.  If you are a region you may have to move to draft completed for all 3 of these levels.  If you are a region and have designated a business manager then they will move to draft completed before you do final move to draft completed.  This is all done within the users login and there are not additional pin codes sent via email.
* You need to work with your financial/business person to ensure you are using the correct budget coding as they will need to sign off on your application before it will move to the Superintendent.
* You must have a separate activity for each program for the following:
  + Supplies – separate by program tag and include details in narrative on purchases
  + Equipment – separate by program tag include details in narrative on purchases
  + Minor Equipment – separate by program tag include details in narrative on purchases

So if you are purchasing supplies, equipment, and minor equipment for your automotive program you will have 3 activities for automotive.

**NOTE** – if you want to bunch all supplies for all programs together in one activity your narrative will be quite long as you will need to indicate supplies being purchased by program.  Many business managers have budget ledgers by program so this is not an option if your business office maintains records in this manner.

**NOTE** – you can have more than one piece of equipment, or minor equipment, in an activity as long as it is for the same program and you put the details in the narrative.

* Student Assessments are supplies – you need one activity for each program or you need to indicate in the narrative by program what assessments are being purchased.  Again this must follow the accounting process of your business office.
* Professional Development – travel (5000) and registrations (3000) will require 2 separate activities.  If your business office requires you will need to also break this out by program requiring 2 activities for each program in which a staff member is going to be receiving P.D.
* Program tag 99.9001 HMB Non-counted CIP – this is to be used for activities that are for multiple programs such as guidance staff, MACTE dues, supplies – but you MUST include details in the narrative.
* Object Code 8000 – this is **ONLY** to be used for Dues and Memberships such as MACTE and ACTE.
* Object Code 7300 – this is **ONLY** to be used for equipment costing $5,000 or more.
* Be sure to use the provided chart to determine whether an item is minor equipment or supplies.  Generally the minor equipment items will be walkable items like cameras and laptops, or tools that can be repaired if they stop working.
* **The Accountability section will not be required this year** so you can submit your grant without filling in this section of the application.  You may receive a warning, but not an error.
* The CIP programs you choose as a tag in your budget section MUST match those in your approved program list.
* You are required to check the agreements in the assurances sections.
* Review your “Sections” page messages to see where you need to make corrections.  Errors will not allow you to move your application to draft completed and warnings are letting you know there may be an issue, but you are not required to address it to submit, however, DOE may reopen your application and ask you to address these items.
* **The CLNA sections are NOT required this year.**