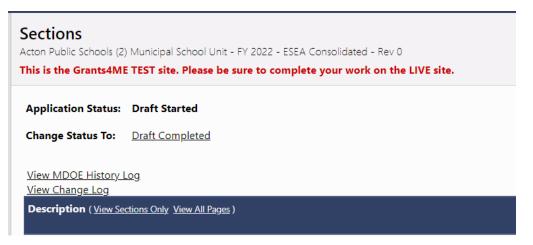
Draft Completed... Now What?

All screenshots have been obtained from the TEST SITE and no production applications were impacted

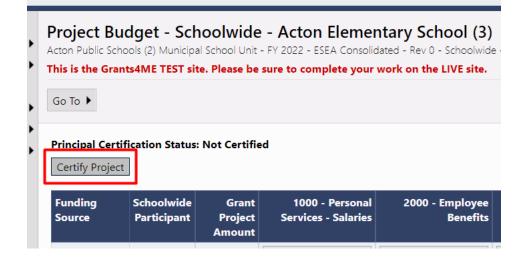
1) Once the Application has the status changed to Draft Completed email(s) will be generated to all principals that need to sign off on their school project



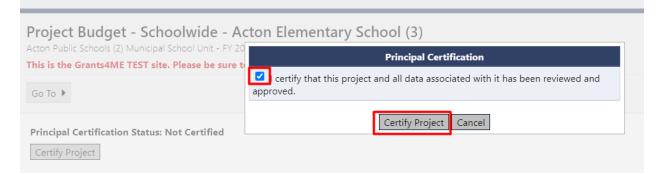
2) When the principal receives the email that their school project needs to be certified they will need to log into the system and navigate down to their school project section and then to the Project Budget:

	Related Documents			
Schoolwide - Acton Elementary School (3)				
	Project Budget			
	Annual School Needs Assessment			
	Project Details			
	Related Documents			

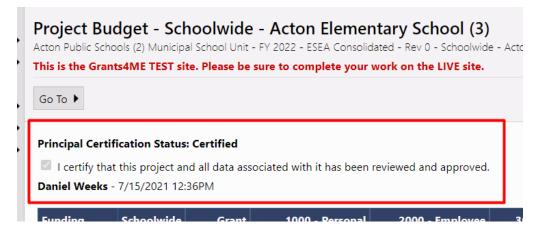
3) Once in the Project Budget page, the principal certification is located at the top of the page and the principal, once they have reviewed the budget, needs assessment, and project details would click to certify project



4) There is a second level of the certification where the principal will need to check the box and once more select to certify the project



5) Once certified the Project Budget page will show who certified the project and when they had done so



6) Once all principal certifications have been completed an email will be generated to the LEA Fiscal Representative where they will need to come into the Application and review project budgets and then change the application status to LEA Fiscal Representative Approved (or they can return it as not approved if budget edits need to occur)

Sections Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.					
Application Status:	Draft Completed				
Change Status To:	LEA Fiscal Representative Approved				
	or LEA Fiscal Representative Returned Not Approved				
<u>View MDOE History I</u> <u>View Change Log</u>	<u>_og</u>				
Description (View Se	ctions Only View All Pages)				

7) There is a second level of the certification where the LEA Fiscal Representative will need to check the box and once more select to certify the project

Status Change Confirmation Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.
No validation errors were found, but one or more warnings exist.
By submitting this automated application, the local education agency is acknowledging that it understands and agrees to
You are about to change the status to LEA Fiscal Representative Approved. Check the box and Click Confirm to change th
Confirm Cancel

8) Once the LEA Fiscal Representative has approved the application an email will be generated to the LEA Authorized Representative where they will need to come into the Application and do one final review and then change the application status to LEA Authorized Representative Approved (or they can return it as not approved if edits need to occur)

Sections Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.				
Application Status:	LEA Fiscal Representative Approved			
Change Status To:	LEA Authorized Representative Approved			
	LEA Authorized Representative Returned Not Approved			
<u>View MDOE History I</u> <u>View Change Log</u>	<u>.og</u>			

9) There is a second level of the certification where the LEA Authorized Representative will need to check the box and once more select to certify the project. Once done the FY22 Application will be fully submitted for review

Status Change Confirmation Acton Public Schools (2) Municipal School Unit - FY 2022 - ESEA Consolidated - Rev 0 This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.
No validation errors were found, but one or more warnings exist.
By submitting this automated application, the local education agency is acknowledging that it understands and agrees to
You are about to change the status to LEA Authorized Representative Approved. Check the box and Click Confirm to chan
Confirm