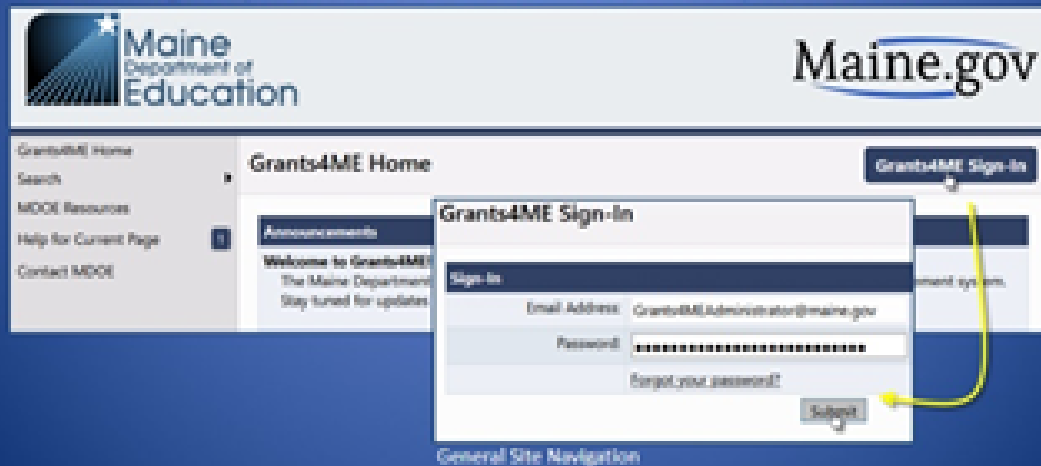


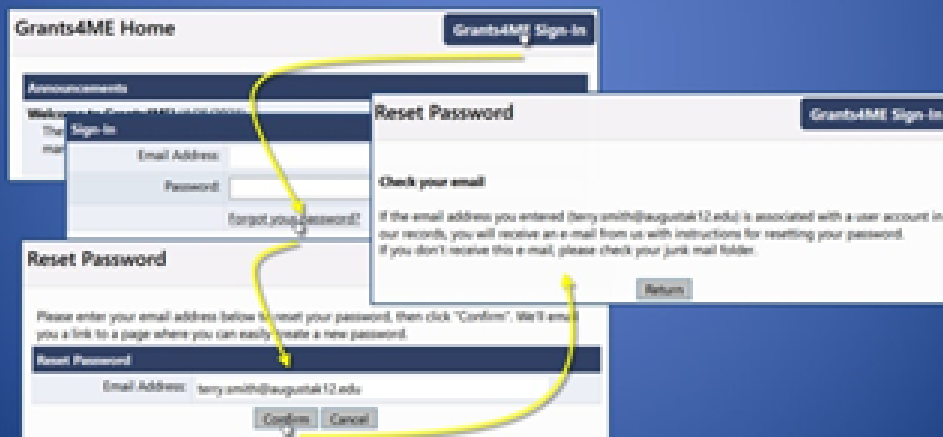
# Accessing the System

- Production Site URL:  
<https://maine.egrantsmanagement.com>
- Click Grants4ME Sign-In
- Enter Email Address and Password
- Use *Forgot your Password?* to reset password



## Grants4ME System Launch Info

- If you did not receive an email, you may have been created in bulk
- Try “Forgot your Password” **on June 1 or later**



# Grants4ME System Launch Info

- If your account was created, you should receive an email when you do this
- Message will indicate if you do not have an account

**Reset Password** Grants4ME Sign-In

Please enter your email address below to reset your password, then click "Confirm". We'll email you a link to a page where you can easily create a new password.

**Reset Password**

Email Address:

**Reset Password** Grants4ME Sign-In

**Error**

Password could not be reset. The account for cbrown@augusta12.edu was not found or is not an active user.

Email Address:

# Grants4ME System Launch Info

- If you do not have an account, the Address Book should indicate user(s) in your district who can create an account for you

Grants4ME Home	<b>Address Book</b>																						
Search	Augusta Public Schools (28) Municipal School Unit																						
Funding																							
Invoices																							
Project Summary	<b>SAU Role Contacts</b>																						
<b>Address Book</b>	<table><tr><th>Role</th><th>Contact</th></tr><tr><td>LEA Authorized Representative</td><td>Anastasio, James</td></tr><tr><td>LEA CTE Secondary Application Director</td><td>Gannon, Nicholas</td></tr><tr><td>LEA ESEA Consolidated Application Director</td><td>Grondin, Katherin</td></tr><tr><td></td><td>Violette, Theresa</td></tr><tr><td>LEA Fiscal Representative</td><td>Casparius, Kathy</td></tr><tr><td>LEA View</td><td>Alexander, Troy</td></tr><tr><td></td><td>Beaudoin, Jenna</td></tr><tr><td></td><td>Silby, Kimberly</td></tr><tr><td>User Access Administrator</td><td>Anastasio, James</td></tr><tr><td></td><td>Casparius, Kathy</td></tr></table>	Role	Contact	LEA Authorized Representative	Anastasio, James	LEA CTE Secondary Application Director	Gannon, Nicholas	LEA ESEA Consolidated Application Director	Grondin, Katherin		Violette, Theresa	LEA Fiscal Representative	Casparius, Kathy	LEA View	Alexander, Troy		Beaudoin, Jenna		Silby, Kimberly	User Access Administrator	Anastasio, James		Casparius, Kathy
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	Silby, Kimberly																						
User Access Administrator	Anastasio, James																						
	Casparius, Kathy																						
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- Be sure to use the Save and Go To button and not the back button of your browser.
- Sessions time out after 60 minutes on the same page. To reset the timer click the Save and Go To button.
- Entered information is NOT saved until you click Save and Go To button.
- To get back to the home screen click the Save and Go to button and select Sections.
- The CTE Director is the only user that can move the application to Draft Started and Draft completed. Grant writers cannot enter information until the application is moved to Draft Started by the CTE Director.
- The CLNA sections are not required with the FY22 application submission.
- The CLNA sections will need to be completed prior to the FY23 submission. Instructions on this process will be provided at a later time.
- Click on the CTE Secondary section links to enter narrative. This is the same information that you entered into the GEM FY21 grant and you can copy and paste from the GEM grant and then update.
- Activities will be entered only in the budget section.
- All funded activities must align with your CLNA.
- The budget must use the correct object and function codes. Please check with your District Business Manager if you are unsure what function or object codes to use.
- The application does not have to be completed all at once. The application remains in editable format until it is marked Draft Complete by the CTE Director.

Grants4ME Home

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Grants4ME Home DT Session Timeout: 59:46

**Announcements**

**Welcome to Grants4ME! (4/25/2021)**  
The Maine Department of Education is pleased to unveil Grants4ME, its new online grants management system. Stay tuned for updates on this ongoing initiative.

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Grants4ME Home DT Session Timeout: 59:46

**Announcements**

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Note - you search for Funding Applications and NOT Grants.



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### Grants4ME Home

Augusta Public Schools (28) Municipal School Unit - FY 2022

- Organizations
- Funding Applications**
- Grants
- Invoices
- SAU Document Library

ET Session Timeout: 27:53

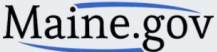

**TEST site. Please be sure to complete your work on the LIVE site.**

#### Reminders

**Reminder: Update your User Profile (5/2/2021)**  
Please remember to update your [User Profile](#).  
Having your current contact information in the system is a **great** way to stay in touch!

ment of Education is pleased to unveil  
Grants4ME, its new online grants management system. Stay  
tuned for updates on this ongoing initiative.

<http://testtest.grantsmanagement.com/default.aspx?testSessionKey=63757625733004766634>



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### Search Funding Applications

**This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.**

ET Session Timeout: 58:37

Organization Name:

Organization Number:

County:

Fiscal Year:

Funding Application:   
CTE Perkins Reserve  
CTE Post-Secondary  
**CTE Secondary**  
ESEA Consolidated  
School Improvement  
Special Education  
McKinney-Vento Homeless Assistance

Funding Application State:

Application Status:   
Not Started  
Draft Started  
Revision Started  
Draft Completed  
Draft Edits Completed  
Revision Completed  
LEA Fiscal Representative Approved

Application Contact:

Special Options:

Note - you will only see the applications that you have access to.

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## Search Funding Applications

This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

Application Contact: All ▼  
Special Options: None ▼  
Search Reset

There are 179 matching record(s). Displaying 1 through 25. [\(Bulk Email\)](#) [\(Download Data\)](#) [\(Summary\)](#)

<< First < Previous Next > Last >>

Organization Number	Organization Name	County	Application	Status	Status Date	Application State	Program Consultant
28	Augusta Public Schools	Kennebec	CTE Secondary	Not Started	5/16/2021 3:39:55 PM	Original Application	

To begin grant click on Draft Started and Confirm. The CTE Director must do this before others can enter information into the application.

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## Sections

Augusta Public Schools (28) Municipal School Unit - FY 2022 - CTE Secondary - Rev 0  
This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

Application Status: Not Started  
Change Status To: Draft Started

View MDOE History Log  
View Change Log

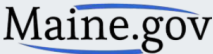

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
Consultant Checklist		Print
Consultant Checklist		Print
Needs Assessment		Print
CLNA - Needs Assessment Instructions		Print
CLNA - Program Quality		Print
CLNA - CTE Programs and POS		Print
CLNA - Labor Markets		Print
CLNA - CTE Professionals		Print
CLNA - Access and Equity		Print
CLNA - Stakeholder Engagement		Print
CLNA - Stakeholders		Print
CLNA - 1S1 Four-Year Graduation Rate		Print
CLNA - 2S1 Academic Proficiency in Reading/Language Arts		Print
CLNA - 2S2 Academic Proficiency in Mathematics		Print
CLNA - 2S3 Academic Proficiency in Science		Print
CLNA - 3S1 Postsecondary Placement		Print
CLNA - 4S1 Non-traditional Program Enrollment		Print
CLNA - 5S2 Program Quality - Attained Postsecondary Credits		Print
CTE Secondary	Messages	Print
Perkins Application Instructions		Print
Approved Instructional Programs		Print
Administration Plan		Print
Academic Integration & Programs of Study		Print
Services for Special Populations		Print
Career Exploration and Career Development		Print
Stakeholder Engagement and Collaboration		Print
Evaluation		Print
Industry Standards and Certifications		Print
Professional Development		Print
Accountability		Print
Budget	Messages	Print
Budget Overview		Print
Related Documents		Print
Program and General Assurances		Print
Federal Assurances		Print
All	Messages	Print

CLNA Sections not required for FY22 submission.

This is the CTE Secondary application. Click on the links to enter your narrative. You may copy and paste from the GEM FY21 grant and then update.

Note - the Approved Instructional Programs and the Accountability sections have check boxes that must be clicked before the application can be submitted.

This is the budget page listed by function code. See chart below for more information.



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**Budget**  
Augusta Public Schools (28) Municipal School Unit - FY 2022 - CTE Secondary - Rev 0 - CTE Secondary  
**This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.**

[Go To](#)

[Budget by Object](#)

Action	Function	Total
<a href="#">Modify</a>	1000 - Regular Instruction	\$0.00
<a href="#">Modify</a>	2120 - Student Guidance Services	\$0.00
<a href="#">Modify</a>	2210 - Improvement of Instruction	\$0.00
<a href="#">Modify</a>	2212 - Instruction and Curriculum Development	\$0.00
<a href="#">Modify</a>	2213 - Instructional Staff Training	\$0.00
<a href="#">Modify</a>	2238 - Instruction-Related Technology	\$0.00
<a href="#">Modify</a>	2240 - Student Assessments	\$0.00
<a href="#">Modify</a>	2400 - School Administration	\$0.00
<a href="#">Modify</a>	2640 - Care and Upkeep of Equipment	\$0.00
<a href="#">Modify</a>	2700 - Transportation	\$0.00
<a href="#">Modify</a>	2760 - Transportation for Career and Technical Education Students	\$0.00
Total		\$0.00
Adjusted Allocation		\$100,000.00
Remaining		\$100,000.00

This is the budget page listed by object code. See chart below for more information.



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**Budget**  
Augusta Public Schools (28) Municipal School Unit - FY 2022 - CTE Secondary - Rev 0 - CTE Secondary  
**This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.**


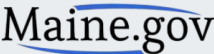
[Go To](#)

[Budget by Function](#)

Action	Object	Total
<a href="#">Modify</a>	1000-2000 - Salaries & Benefits	\$0.00
<a href="#">Modify</a>	3000 - Contracts	\$0.00
<a href="#">Modify</a>	5000 - Travel	\$0.00
<a href="#">Modify</a>	6000 - Supplies/Books	\$0.00
<a href="#">Modify</a>	6150 - Minor Equipment	\$0.00
<a href="#">Modify</a>	7300 - Equipment	\$0.00
<a href="#">Modify</a>	8000 - Other	\$0.00
Total		\$0.00
Adjusted Allocation		\$100,000.00
Remaining		\$100,000.00

You can get to the screen to enter a budgeted activity by clicking Modify in either view.

Budget Account Number (Object Code)		
1000	Salaries	
2000	Benefits	Salaries paid with Perkins funding must also include benefits for paid positions.
3000	Professional and Technical Services	Professional Development, contracted services, etc.
4000	Property Services (equipment repairs)	Equipment repair, equipment lease/rentals, technology rentals
5000	Other Services	Travel, student transportation, insurance,
6000	Supplies	Use chart to determine if an item is equipment, supplies, or minor equipment
6150	CTE Minor Equipment	Equipment under \$5,000 - must be tracked with internal controls
7300	Equipment	\$5,000 and over - MUST BE TAGGED
8000	Dues and Fees	Organizational memberships
Budget Account Number (Function Code)		
1000	Regular Instruction	All services for instruction of students - teacher salaries, supplies, equipment, etc.,
2120	Student Guidance Services	Non iep services - career guidance
2210	Improvement of Instruction	- staff training
2212	Instruction and Curriculum Development	- curriculum development, instruction techniques
2213	Instructional Staff Training	- professional development - workshops, conferences, etc.
2238	Instruction-Related technology	- professional Development for Instruction-Focused Technology Personnel
2240	Student Assessments	costs for student assessments <b>(with aligned program code)</b>
2400	School Administration	costs for administrative responsibility for a school - MACTE dues, Director supports
2640	Care and Upkeep of Equipment	Repairing program equipment
2700	Transportation	- to and from school, field trips, etc.
2760	Transportation for Career and Technical Education Students	- regular program instruction transportation - program worksites, clinicals, etc.

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### Budget Detail

Augusta Public Schools (28) Municipal School Unit - FY 2022 - CTE Secondary - Rev 0 - CTE Secondary

**This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.**

[Return](#)

Filtering - 0 out of 0 Budget Details match selected filters [Show All / Clear All](#)

Function	Object	Location Code	Tags	Narrative
1000 - Regular Instruc...	1000-2000 - Salaries &...	All	No Options Selected	No Options Selected

[Add Budget Detail](#) << First < Previous Next > Last >> Items 0-0 out of 0 Items/Page: 10

Delete	Edit	Budget Detail	Narrative Description
			Total for filtered Budget Details: \$0.00
			Total for all other Budget Details: \$0.00
			Total for all Budget Details: \$0.00
			Adjusted Allocation: \$100,000.00
			Remaining: \$100,000.00

[Return](#)

Click on Add Budget Detail to enter an activity.

You must select a Function, Object, Approved Instructional Program, Activity (Application Section).

You will then select the quantity, price per item, and Narrative Description.



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Create Budget Detail

Augusta Public Schools (28) Municipal School Unit - FY 2022 - CTE Secondary - Rev 0 - CTE Secondary  
This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

ET Session Timeout: 59:10

Function: 1000 - Regular Instruction

Object: 1000-2000 - Salaries & Benefits

Approved Instructional Program: Select Tag

Activity: Select Tag

Location Code: Augusta Public Schools (28)

Quantity: 1.00

Cost: \$0.00

Budget Detail Total: \$0.00

Total for all other Budget Details: \$0.00

Total for all Budget Details: \$0.00

Adjusted Allocation: \$100,000.00

Remaining: \$100,000.00

Create Cancel

Function:

1000 - Regular Instruction  
1000 - Regular Instruction  
2120 - Student Guidance Services  
2210 - Improvement of Instruction  
2212 - Instruction and Curriculum Development  
2213 - Instructional Staff Training  
2238 - Instruction-Related Technology  
2240 - Student Assessments  
2400 - School Administration  
2640 - Care and Upkeep of Equipment  
2700 - Transportation  
2760 - Transportation for Career and Technical Education Students

Object:

1000-2000 - Salaries & Benefits  
1000-2000 - Salaries & Benefits  
3000 - Contracts  
5000 - Travel  
6000 - Supplies/Books  
6150 - Minor Equipment  
7300 - Equipment  
8000 - Other

Note - ALL possible programs are listed in the drop down. If you choose a program that is not in your school's Approved Program List then you will receive a validation error. You can only purchase items for DOE approved programs. There will be a generic CIP to choose when paying for an activity that is not directly related to one program.

Approved

Instructional Program:

(Select at least 1, and up to 1 tag(s))

Select Tag

Select Tag

01.0000: Agriculture, General

01.0205: Agricultural Mechanics and Equipment/Machine Technology

01.0303: Aquaculture

01.0304: Crop Production

01.0601: Applied Horticulture/Horticulture Operations, General

01.1101: Plant Sciences, General

03.0101: Natural Resources/Conservation, General

03.0506: Forest Management/Forest Resources Management

03.0511: Forest Technology/Technician

09.0702: Digital Communication and Media/Multimedia

10.0202: Radio and Television Broadcasting Technology/Technician

10.0303: Prepress/Desktop Publishing and Digital Imaging Design

10.0305: Graphic and Printing Equipment Operator, General Production

11.0103: Information Technology

11.1003: Computer Information Systems/Information Assurance

12.0401: Cosmetology, General

12.0503: Culinary Arts/Chef Training

12.0505: Food Preparation/Professional Cooking/Kitchen Assistant

14.1801: Materials Engineering

Note - the activity should align to a section of the application. This is the same process you completed in GEM, but the application section is a tag instead of within the grant application.

Activity:

(Select at least 1, and up to 1 tag(s))

Select Tag

Select Tag

Administration Plan

Evaluation

Professional Development

Industry Standards and Certifications

Equipment/Technology/Supplies

Career Exploration and Career Development

Academics and Programs of Study

Service for Special Populations

Stakeholder Engagement and Collaboration

### Narrative Description

You must detail what your are paying for and how it aligns to your CLNA.

#### Note

- Object code 6150 is used for items costing less than \$5,000, but are considered "walkable" and must be tracked in inventory. These items do not need to be tagged.
- Object code 7300 is used for equipment costing \$5,000 or more. These items must follow Federal guidance 300.313. This requires items to be tagged and inventoried in detail.
- Object code 8000 should only be used for dues and memberships.
- Object code 5000 should be used for travel and student transportation.
- Object code 3000 should be used for contractual services and professional development registration fees.
- For more details see the chart include on page 6 of this document.

The budget overview is equivalent to the summary budget in GEM. You cannot edit the budget from this screen, it must be changed within the activity itself in the Budget section.

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Budget Overview

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Session Timeout: 59:47

Augusta Public Schools (28) Municipal School Unit - FY 2022 - CTE Secondary - Rev 0 - CTE Secondary

This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

Go To

Filter by Location: All - \$0.00

Hide Unbudgeted Categories

Object	1000-2000 - Salaries & Benefits	3000 - Contracts	5000 - Travel	6000 - Supplies/Books	6150 - Minor Equipment	7300 - Equipment	8000 - Other	Total
Function								
1000 - Regular Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2120 - Student Guidance Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2210 - Improvement of Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2212 - Instruction and Curriculum Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2213 - Instructional Staff Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2238 - Instruction-Related Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2240 - Student Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 - School Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2640 - Care and Upkeep of Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2700 - Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2760 - Transportation for Career and Technical Education Students	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							Adjusted Allocation	100,000.00
							Remaining	100,000.00

Note - the Related Documents section allows you to see documents you have already uploaded and also to upload any required documents. Links to upload are also included in the application section to which the document relates. Documents for the entire application are accessible within this section.

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Related Documents

ET

Session Timeout: 59:51


Augusta Public Schools (28) Municipal School Unit - FY 2022 - CTE Secondary - Rev 0 - CTE Secondary

This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

Go To

Type	Document Template	Document/Link
CTE Stakeholders (Upload up to 1 document(s))	N/A	<a href="#">Upload New</a>
CTE Special Populations Documents	N/A	<a href="#">Upload New</a>
Academic Integration/Programs of Study Documents	N/A	<a href="#">Upload New</a>

**Note - the two Assurances sections require you to check that you Accept FZV and UW. If these boxes are not checked you will not be able to submit your grant.**



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Program and General Assurances

Augusta Public Schools (28) Municipal School Unit - FY 2022 - CTE Secondary - Rev 0 - CTE Secondary

This is the Grants4ME TEST site. Please be sure to complete your work on the LIVE site.

Save And Go To

Check the box to indicate acceptance of PERKINS Program and General Assurances:

☐ \* Yes, Accept PERKINS Program and General Assurances

**DIRECT FINANCIAL BENEFIT** None of the funds expended under this Act will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the acquiring entity or the employees of the acquiring entity, or any affiliate of such an organization. [Section 122 (d)(13)(B)]

**GRANT EXPENDITURES AND REPORTING** The expenditure of grant funds under this agreement will be in accordance with: the recipients approved application, budget and the standards and requirements set forth in the Act including the requirement to submit mid-year project progress reports in January and annual project progress reports and a yearend financial report s in June.

**NONPROFIT PRIVATE SCHOOLS** A grantee that uses funds under this Act for in-service and preservice career and technical education professional development programs for career and technical education teachers, administrators, and other personnel shall, to the extent practicable, upon written request, permit the participation in such programs of career and technical education secondary school teachers, administrators, and other personnel in nonprofit private schools offering career and technical secondary education programs located in the geographical area served by the grantee. [Section 217(a)]

**NONPROFIT PRIVATE SCHOOL STUDENTS** Except as prohibited by State or local law, a grantee may, upon written request, use funds made available under this Act to provide for the meaningful participation, in career and technical education programs and activities, including programs of study, receiving funding under this Act, of secondary school students attending nonprofit private schools in areas served by the grantee. [Section 217(b)(1)]

**NONPROFIT PRIVATE SCHOOL REPRESENTATIVES** Grantees shall consult, upon written request, in a timely and meaningful manner with representatives of nonprofit private schools in areas served by the grantee regarding the meaningful participation,

ET

Session Timeout: 59:57