

CTE PERKINS/ACCELEGRANTS INSTRUCTION MANUAL

RIDE Career & Technical Education Programs



RIDE Rhode Island
Department
of Education

Introduction

The Rhode Island Department of Education will utilize the online e-grants system called **AcceleGrants** to facilitate the submission and processing of the Carl D. Perkins Grant Application for Career and Technical Education. The purpose of this transition from a paper submission and review to an online one is to establish, improve and maintain high quality and efficiency in this process. The RIDE CTE Perkins funding grant will join other federal grants awarded to Rhode Island and processed within the AcceleGrants system. The goal of the electronic submission, review and approval process is to promote program review quality and continuous improvement.

This guide to the Perkins AcceleGrants is intended to guide the online application process.

Overview of the AcceleGrants Process

The RIDE/CTE Perkins AcceleGrants process is comprised of completion of a RIDE-developed AcceleGrants-based application based on Section 134 of the Carl D. Perkins federal funding legislation, the review of the CTE program of study, budget sheets, Assurances, Certifications, RI Final Agreed Upon Performance Levels (FAUPL), and completed (LEA authorizing) signature sheets downloaded online.

CTE career preparation programs, initiatives, and planning activities must include a budget and budget narrative detailing how the CTE program funds will be budgeted to achieve the desired goals as described in the Comprehensive Local Needs Assessment (Needs Assessment). All funding applications must also indicate the milestones that will be use to track progress toward continuous improvement.

This application picks up where the Needs Assessment left off. How funds are budgeted for the 2020-2021 program year should reflect year 1 expenditures of the two-year Theory of Action described in Section 6 of the Needs Assessment.

TABLE OF CONTENTS

General Information.....	4
Accessing the AcceleGrants System	4
Step 1. Logging In.....	4
Step 2. Perkins Funding Applications.....	5
Step 3. Accessing your CTE Program of Study.....	6
Step 4. Specific CTE Programs of Study.....	6
Step 5. Funding Application Homepage	7
Step 6. Accessing Program Funding Application	8
Step 7. Accessing Budget of the Funding Application	9
<u>Budgets</u>	
○ Budget Screens on AcceleGrants.....	9
○ Budget Grids.....	11
○ Budget Summary.....	11
Step 8. Before Completing Your Perkins Funding Application	12
○ Program Applicant Information	12
○ Important Documents	13
Step 9: Completing the Needs Assessment & Progress Monitoring Application	14
Step 10: Completing the Perkins Application Narratives	15
Step 11: Completing the Categorical Budgets	17
Step 12: Accelegrants Tools & Functions	18
○ Saving Data.....	18
○ Validating Data.....	18
○ Working with Another Person	19
○ Printing.....	19
○ Roles and Responsibilities.....	19
○ Workflow.....	20
○ Tracking Application History.....	21

○ Address Book Contacts	23
○ Related Documents.....	24
○ Document Library.....	25

Appendices

Appendix A -AcceleGrants Sequence Keys.....	25
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PLEASE FILL OUT ONLY THOSE AREAS WHICH ARE REQUIRED FOR YOUR PARTICULAR TYPE OF CTE PROGRAM. PLEASE NOTE THAT ALL THE NECESSARY QUESTIONS UNIQUE TO YOUR TYPE OF PROGRAM MUST BE ANSWERED WITHIN THE ACCELEGRANTS ONLINE APPLICATION BEFORE IT CAN BE COMPLETELY REVIEWED AND PROCESSED FOR APPROVAL.

GENERAL INFORMATION

The purpose of this document is to provide an overview of the functionality of the AcceleGrants system. This overview will assist LEA users in filling out the funding applications as part of their Perkins Grant application process.

- **Accessing the Site**
 - You can access the AcceleGrants site by opening your web browser and entering the address <http://gms.ride.ri.gov>. The login screen will be displayed.

STEP 1. LOGGING IN

RIDE Rhode Island Department of Education [Login]

Home
Search
Document Library
Contact RIDE
Help

Production

Home

Welcome to AcceleGrants !

Username:
Password:
Login

Forgotten your password? Want to reset your password? [Click here.](#)

ANNOUNCEMENTS

FY 2021 CRP Application is Now Open
posted 5/8/2020
The FY 2021 CRP Application can now be accessed in AcceleGrants. Reminders: System users must select 2021 for the fiscal year and the application status must be changed to "Draft Started" to begin work in the application.

FY 2021 ABE Application is Now Open
posted 6/5/2020
The FY 2021 ABE Application can now be accessed in AcceleGrants. Reminders: System users must select 2021 for the fiscal year and the application status must be changed to "Draft Started" to begin work in the application.

REMINDERS

AcceleGrants Browser Requirements
posted 7/3/2019
Internet Explorer will no longer be compatible with AcceleGrants. Please use any of the following browsers: - Google Chrome - Microsoft Edge - Mozilla Firefox - Safari

Enter your username and password in the spaces provided. Your username will be your first initial and your last name. Upon your first access to the site you will be asked to create your own password. Once the system verifies your credentials, you will be taken to the home page, which shows you any announcements or reminders that RIDE wants to communicate.

STEP 2. FUNDING APPLICATIONS

From here, you can access funding applications by clicking the Search link in the navigation bar

RIDE Rhode Island Department of Education

Paul McConnell [Logout]

Home
Search
Inbox
Document Library
Reports
Contact RIDE
My Profile
Help

Test Site

Session Timeout in 00:59:50

Home

ANNOUNCEMENTS

FY 2021 CRP Application is Now Open
posted 5/8/2020

The FY 2021 CRP Application can now be accessed in AcceleGrants. Reminders: System users must select 2021 for the fiscal year and the application status must be changed to "Draft Started" to begin work in the application.

FY 2021 ABE Application is Now Open
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REMINDERS

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posted 7/3/2019

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Accessing Funding Applications

The Funding Applications page lets you view the various funding applications that are stored in the system.

RIDE Rhode Island Department of Education

Paul McConnell [Logout]

Home
Search
Inbox
Document Library
Reports
Contact RIDE
My Profile
Help

Test Site

Session Timeout in 00:59:54

Home > Search

Search

Search Organizations

Organization Type: District

Name: Begins With

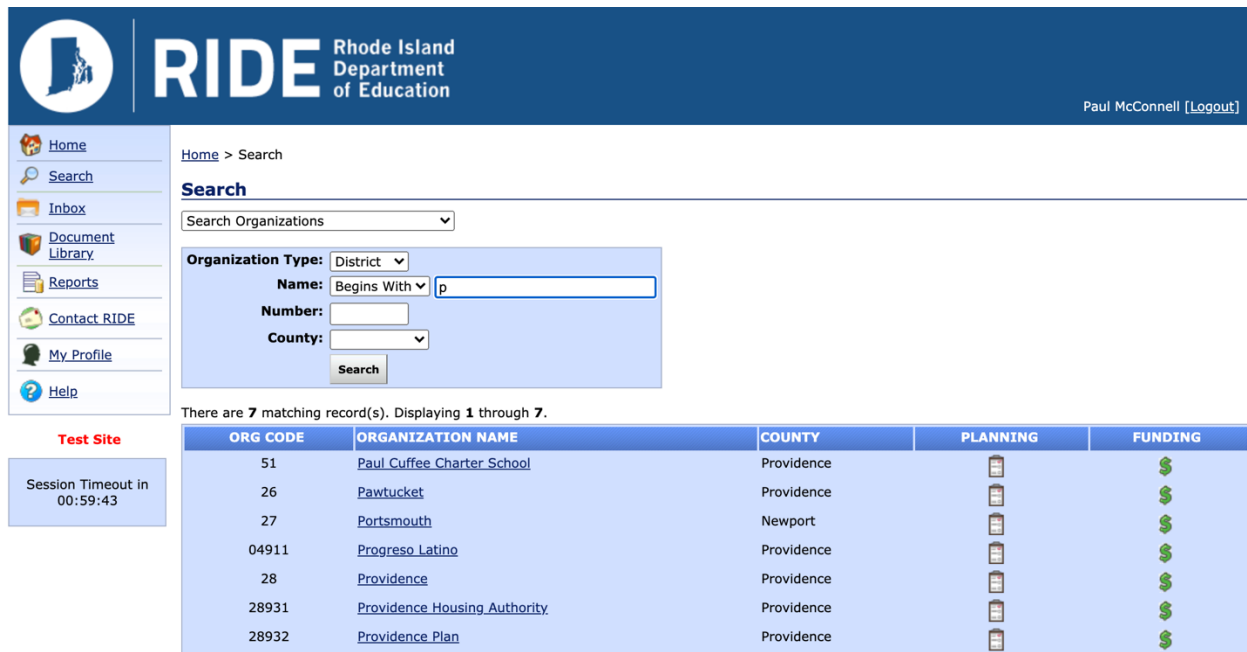
Number:

County:

Search

STEP 3. ACCESSING YOUR PROGRAM

Enter the name or the first letter of the name of the district to be searched. For example, to search "Providence," type "p" in the Name field and then click the "Search" button located below the name of the program.



RIDE Rhode Island Department of Education

Paul McConnell [Logout]

Home > Search

Search

Search Organizations

Organization Type: District

Name: Begins With p

Number:

County:

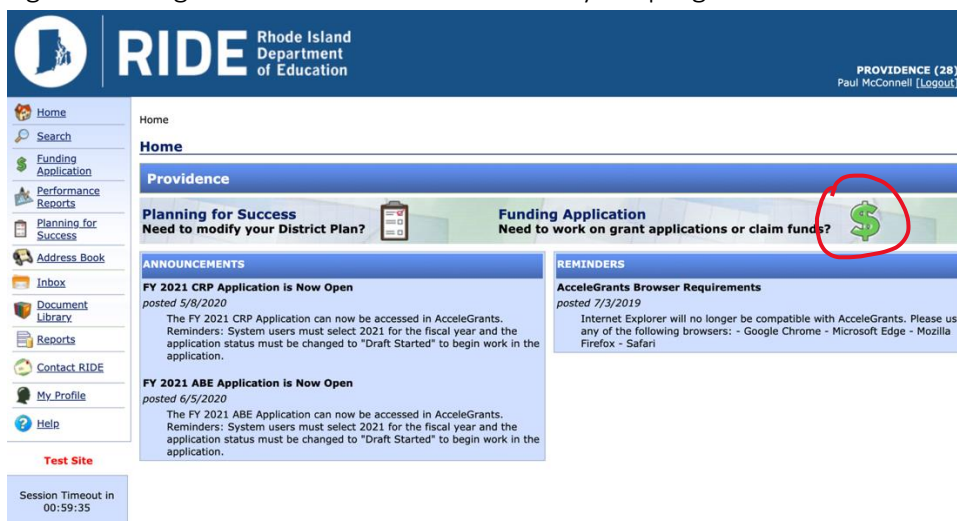
Search

There are 7 matching record(s). Displaying 1 through 7.

ORG CODE	ORGANIZATION NAME	COUNTY	PLANNING	FUNDING
51	Paul Cuffee Charter School	Providence		
26	Pawtucket	Providence		
27	Portsmouth	Newport		
04911	Progreso Latino	Providence		
28	Providence	Providence		
28931	Providence Housing Authority	Providence		
28932	Providence Plan	Providence		

STEP 4. SPECIFIC PROGRAMS

Click on the specific district name that you want to work on from the screen above. Click on the \$ sign on the right side of the screen to access your program information.



RIDE Rhode Island Department of Education

PROVIDENCE (28)
Paul McConnell [Logout]

Home

Providence

Planning for Success
Need to modify your District Plan?

Funding Application
Need to work on grant applications or claim funds?

ANNOUNCEMENTS

FY 2021 CRP Application is Now Open
posted 5/8/2020
The FY 2021 CRP Application can now be accessed in AceleGrants. Reminders: System users must select 2021 for the fiscal year and the application status must be changed to "Draft Started" to begin work in the application.

FY 2021 ABE Application is Now Open
posted 6/5/2020
The FY 2021 ABE Application can now be accessed in AceleGrants. Reminders: System users must select 2021 for the fiscal year and the application status must be changed to "Draft Started" to begin work in the application.

REMINDERS

AceleGrants Browser Requirements
posted 7/3/2019
Internet Explorer will no longer be compatible with AceleGrants. Please use any of the following browsers: - Google Chrome - Microsoft Edge - Mozilla Firefox - Safari

STEP 5. FUNDING APPLICATIONS HOMEPAGE

The first thing you should do is select the fiscal year for the application you want to access. In this case, you should select 2021.

- You will notice several applications that are available for submission:
 - Career Technical Education – Secondary
 - Career Technical Education – Categorical
 - Career Technical Education – Postsecondary
 - Career Technical Education – Special Programs (DCYF and Department of Labor ONLY)

Click the “Career Technical Education Secondary” link to access the Funding Application Sections for your specific programs.

RIDE Rhode Island Department of Education

PROVIDENCE (28)
Paul McConnell [Logout]

Home > Funding Applications

Funding Applications

2021 ▼

All Active Applications ▼

ENTITLEMENT FUNDING APPLICATIONS	AMENDMENT	STATUS	STATUS DATE
Consolidated	0	Draft Started	6/29/2020
Career Technical Education - Secondary	0	Not Started	8/6/2020
Career Technical Education - Special Programs	0	Not Started	8/6/2020
ESSER	0	Not Started	7/9/2020
Career Technical Education - Categorical	0	Not Started	8/6/2020

BUDGET ENTRY REVIEW
Budget Summaries

CASH REIMBURSEMENT REQUESTS AND QUARTERLY FINANCIAL STATUS REPORTS
No cash reimbursements are available at this time.

Test Site

Session Timeout in 00:59:35

STEP 6. ACCESSING PROGRAM FUNDING APPLICATIONS

Home > Funding Applications > Funding Application Sections

Funding Application Sections Career Technical Education - Secondary - Fiscal Year 2021 (Amd 0)

Application Status: Draft Started
Change Status To: [Draft Completed](#)
[View Status/Comments History Log](#)
[View Agency Comments Log](#)

ALLOCATIONS	MESSAGES	PRINT
Allocations		
DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)		
Secondary District Level <input type="text" value="v"/> Budget Needs Assessment & Progress Monitoring Program Applicant Information Important Documents Related Documents		
All		

Session Timeout in 00:59:36

Click on the “District Level” heading, and from a drop-down menu, you will be able to select the specific program you would like to work with.

Home > Funding Applications > Funding Application Sections

Funding Application Sections Career Technical Education - Secondary - Fiscal Year 2014 (Amd 0)

Application Status: Draft Started
Change Status To: [Draft Completed](#)
[View Status/Comments History Log](#)

ALLOCATIONS	MESSAGES	PRINT
Allocations		
DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)		
Secondary Mt. Pleasant Teacher Academy <input type="text" value="v"/> Edit Delete Budget Program Overview Important Documents Application Program of Study Related Documents		
All		

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From this same drop-down menu, you will also see the option to “Add Program,” which enables you to add a new program to the system.

The screenshot shows the 'Funding Application Sections' page. On the left is a navigation menu with links like Home, Search, Funding Application, Performance Reports, Planning for Success, Address Book, Inbox, Document Library, Reports, Contact RIDE, My Profile, and Help. The main content area has a breadcrumb trail: Home > Funding Applications > Funding Application Sections. Below this is a box with 'Application Status: Draft Started', 'Change Status To: Draft Completed', and links for 'View Status/Comments History Log' and 'View Agency Comments Log'. The main table has three columns: ALLOCATIONS, MESSAGES, and PRINT. The first row is 'Allocations'. The second row is 'DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)'. Under 'DESCRIPTION', there is a dropdown menu for 'Secondary' with options: 'District Level' (selected), '01 - Secondary Test', 'Culinary', 'test', 'Progress Monitoring', 'Add Program' (highlighted with a red circle), 'Information', 'Important Documents', 'Related Documents', and 'All'. A 'Session Timeout in 00:58:46' box is at the bottom left.

STEP 7. ACCESSING SECTIONS OF THE FUNDING APPLICATION

Click on Budget and you will be brought to the next page where you will see the budget screen. This screen allows you to work on your budget.

This screenshot is similar to the previous one, showing the 'Funding Application Sections' page. The navigation menu and breadcrumb trail are the same. In the 'DESCRIPTION' section, the dropdown menu for 'Secondary' is open, and the 'Budget' option is highlighted with a red circle. Other options visible are 'District Level', 'Needs Assessment & Progress Monitoring', 'Program Applicant Information', 'Important Documents', 'Related Documents', and 'All'. The 'Session Timeout in 00:59:36' box is at the bottom left.



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PROVIDENCE (28)
Paul McConnell [Logout](#)

- Home
- Search
- Funding Application
- Performance Reports
- Planning for Success
- Address Book
- Inbox
- Document Library
- Reports
- Contact RIDE
- My Profile
- Help

Test Site

Session Timeout in 00:59:07

Home > [Funding Applications](#) > [Funding Application Sections](#) > Secondary - Budget

Secondary - Budget

Providence, Career Technical Education - Secondary - Fiscal Year 2021 (Amd 0)

[Go To ▾](#)


[Export Budget](#)

To view or enter data, click the object code. This will take you to the Budget Details page.

OBJECT CODES	DESCRIPTION	TOTAL
51000	Personnel Services - Compensation	\$0.00
52000	Personnel Services - Employee Benefits	\$0.00
53000	Purchased Professional & Technical Services	\$0.00
54000	Purchased Property Services	\$0.00
55000	Other Purchased Services	\$0.00
56000	Supplies & Materials	\$0.00
57000	Property & Equipment	\$0.00
58000	Miscellaneous	\$0.00
60000	Indirect Costs	\$0.00
TOTAL BUDGETED		\$0.00
ADJUSTED ALLOCATION		\$1,147,230.00
REMAINING		\$1,147,230.00

[Budget Grid](#)
[Budget Summary](#)

The screen below represents one of the Object Codes that specifies each section of the budget.



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PROVIDENCE (28)
Joyce Andriele [Logout](#)

- Home
- Search
- Funding Application
- Performance Reports
- Address Book
- Document Library
- Contact RIDE
- My Profile
- Help

Test Site

Session Timeout in 00:59:22

Home > [Funding Applications](#) > [Funding Application Sections](#) > Budget Details

Budget Details

Program: Secondary
Budget Details: Personnel Services - Compensation - 51000

LOC	BLDG	FTN	PRG	SUBJ	OBJ	JOB	FTE	AMOUNT
TOTALS:							0	\$0.00

[Add Line](#)

[Return to Budget](#)

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This screen allows you to work on the applicable sections of your budget that is specific to the program's expenditure needs. **Click on Return to Screen to access other sections of the budget.**

When finished with your budget click on Save and Go To> Next Page, at the top of the screen




Don't forget to regularly update & save your work in the AcceleGrants system!

Budget Screens: Included below are various budget screens that will assist you in completing your budget.

- Budget Grid

<div>  <div> RIDE Rhode Island Department of Education </div> </div> <div>PROVIDENCE (28) Paul McConnell [Logout]</div>										
<div>Home > Funding Applications > Funding Application Sections > Secondary - Budget</div> <div>Secondary - Budget</div>										
SUB-FUNCTIONS	51000 PERSONNEL SERVICES - COMPENSATION	52000 PERSONNEL SERVICES - EMPLOYEE BENEFITS	53000 PURCHASED PROFESSIONAL & TECHNICAL SERVICES	54000 PURCHASED PROPERTY SERVICES	55000 OTHER PURCHASED SERVICES	56000 SUPPLIES & MATERIALS	57000 PROPERTY & EQUIPMENT	58000 MISCELLANEOUS	60000 INDIRECT COSTS	TOTALS BY SUB-FUNCTION
FACE-TO-FACE TEACHING [11]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
CLASSROOM MATERIALS [12]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
PUPIL SUPPORT [21]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
TEACHER SUPPORT [22]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
PROGRAM SUPPORT [23]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
ASSESSMENTS [24]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
NON-INSTRUCTIONAL PUPIL SERVICES [31]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
FACILITIES [32]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
BUSINESS SERVICES [33]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
CONTINGENCIES [41]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
CAPITAL [42]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
OUT-OF-DISTRICT OBLIGATIONS [43]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
LEGAL OBLIGATIONS [44]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
SCHOOL MANAGEMENT [51]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
PROGRAM/OPERATIONS MANAGEMENT [52]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
DISTRICT MANAGEMENT [53]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS BY OBJECT CODE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADJUSTED ALLOCATION										\$1,147,230.00
REMAINING										\$1,147,230.00

- Budget Summary

<div>  <div> RIDE Rhode Island Department of Education </div> </div> <div>PROVIDENCE (28) Paul McConnell [Logout]</div>					
<div>Home > Funding Applications > Funding Application Sections > Budget Summary</div> <div>Budget Summary</div>					
Secondary - Budget Summary					
OBJECT CODES	TOTAL - BY OBJECT CODES	BUDGETED PROGRAM INITIATIVES	TOTAL - BY PROGRAM INITIATIVE	PERCENTAGE OF BUDGET	
51000 Personnel Services - Compensation	\$0.00	Administration	\$0.00	0.00 %	
52000 Personnel Services - Employee Benefits	\$0.00	Curriculum Development	\$0.00	0.00 %	
53000 Purchased Professional & Technical Services	\$0.00	Professional Development	\$0.00	0.00 %	
54000 Purchased Property Services	\$0.00	Non-Traditional	\$0.00	0.00 %	
55000 Other Purchased Services	\$0.00	Special Populations	\$0.00	0.00 %	
56000 Supplies & Materials	\$0.00	Total:	\$0.00	0.00 %	
58000 Miscellaneous	\$0.00				
Sub-Total	\$0.00				
Approved Indirect Cost Rate (%)	5.78 %				
60000 Indirect Costs	\$0.00				
57000 Property & Equipment	\$0.00				
Total:	\$0.00				
Budget Home Budget Grid					

STEP 8. BEFORE COMPLETING THE FUNDING APPLICATION

Program Applicant Information: Prior to completing the Funding Application, complete the “Program Applicant Information” page (circled below).

The screenshot shows the RIDE Department of Education website. The left sidebar contains a navigation menu with links: Home, Search, Funding Application, Performance Reports, Planning for Success, Address Book, Inbox, Document Library, Reports, Contact RIDE, My Profile, and Help. The 'Program Applicant Information' link is circled in red. The main content area shows the 'Funding Application Sections' page. The 'Application Status' is 'Draft Started'. The 'Change Status To' dropdown is set to 'Draft Completed'. Below this, there are links for 'View Status/Comments History Log' and 'View Agency Comments Log'. The 'ALLOCATIONS' table shows a list of allocations for 'Secondary' level, including 'District Level', 'Budget', 'Needs Assessment & Progress Monitoring', 'Program Applicant Information' (circled in red), 'Important Documents', and 'Related Documents'. The 'MESSAGES' and 'PRINT' columns are also visible.

Complete the Program Applicant Information page. Click the drop-down menu (circled below) to complete relevant contact information according to “contact person type.”

The screenshot shows the 'Secondary Program Applicant Information' page. The left sidebar is the same as the previous screenshot. The main content area shows the 'Secondary Program Applicant Information' page. The 'Save And Go To' dropdown menu is open, showing options: 'Current Page', 'Next Page' (circled in red), 'Previous Page', and 'Sections'. The 'CONTACT INFO' section is visible, with a dropdown menu for 'Contact Person Type' set to 'Secondary'. The 'Project Director' dropdown menu is circled in red. The contact information fields are: 'Contact Name: John', 'Contact Email Address: Test', and 'Contact Phone Number: 401-222-4653'. The 'Format: xxx-xxx-xxxx' is also shown.


After completing the Program Applicant Information page, Click on Save and Go To> Next Page

Important Documents: The Important Documents section includes federal documents that **must be read and signed and a hard copy returned to RIDE. This indicates that your district representative has read and understands these documents, as evidenced by his/her signature.** Please mail these documents to the following address:

Rhode Island Department of Education (Attn. Perkins V)

255 Westminster Street

Providence, RI 02903

**RIDE** Rhode Island
Department
of Education

BARRINGTON (01)
Paul McConnell [Logout](#)

[Home](#)
[Search](#)
[Funding Application](#)
[Performance Reports](#)
[Planning for Success](#)
[Address Book](#)
[Inbox](#)
[Document Library](#)
[Reports](#)
[Contact RIDE](#)
[My Profile](#)
[Help](#)Home > [Funding Applications](#) > [Funding Application Sections](#) > Secondary Important Documents**Secondary Important Documents**

Barrington, Career Technical Education - Secondary - Fiscal Year 2021 (Amd 0)

Save And Go To ▶
[Show Messages](#)[Create Comment](#)**IMPORTANT DOCUMENTS**
[Perkins Career and Technical Education Program Assurances](#)
[Perkins Career and Technical Education Program Certification](#)
[Perkins Career and Technical Education Program Signature Sheet\(s\)](#)**Test Site**
Session Timeout in
00:59:47

STEP 9. COMPLETING THE NEEDS ASSESSMENT/PROGRESS MONITORING APPLICATION

Every LEA will need to complete ONE Needs Assessment & Progress Monitoring for the entire application. To access this, **return to the district Funding Application** homepage and click on “Career Technical Education – Secondary.”

RIDE Rhode Island Department of Education
PROVIDENCE (28)
Paul McConnell [Logout]

Home > Funding Applications

Funding Applications

2021

All Active Applications

ENTITLEMENT FUNDING APPLICATIONS	AMENDMENT	STATUS	STATUS DATE
Consolidated	0	Draft Started	6/29/2020
Career Technical Education - Secondary	0	Not Started	8/6/2020
Career Technical Education - Special Programs	0	Not Started	8/6/2020
ESSER	0	Not Started	7/9/2020
Career Technical Education - Categorical	0	Not Started	8/6/2020

BUDGET ENTRY REVIEW
Budget Summaries

CASH REIMBURSEMENT REQUESTS AND QUARTERLY FINANCIAL STATUS REPORTS
No cash reimbursements are available at this time.

Test Site

Session Timeout in 00:59:35

To complete the Needs Assessment & Progress Monitoring application, click the link below.

RIDE Rhode Island Department of Education
BARRINGTON (01)
Paul McConnell [Logout]

Home > Funding Applications > Funding Application Sections

Funding Application Sections

Career Technical Education - Secondary - Fiscal Year 2021 (Amd 0)

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View Status/Comments History Log](#)

[View Agency Comments Log](#)

ALLOCATIONS	MESSAGES	PRINT
Allocations		
DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)	MESSAGES	PRINT
Secondary		
District Level		
Budget		
Needs Assessment & Progress Monitoring		
Program Applicant Information		
Important Documents		
Related Documents		
All		

Test Site

Session Timeout in 00:59:28

Populate this portion of the application with the SMART goals created from your RIDE-approved CLNA (Section A). After this is complete, identify 3-5 metrics that will be used to monitor progress throughout the year (Section B). When finished, click Save >Next Page.



Don't forget to regularly update & save your work in the AcceleGrants system!

STEP 10. COMPLETING THE APPLICATION'S NARRATIVE SECTION

After selecting the specific program that you would like to work with from the drop-down menu, click on "Application" to fill out the Perkins Application information for your particular CTE program.



8/7/2020

STEP 11. COMPLETING THE CATEGORICAL BUDGETS

The Career & Technical Education Board of Trustees (CTEBOT) determined that a reporting procedure is necessary to learn how the CTE Categorical dollars are invested on an annual basis. **Effective for the 2020** CTE Categorical distribution cycle, and beyond, RIDE is requiring that all CTE Categorical funds recipients develop a budget that details how the 2020 CTE Categorical dollars are invested.

Return to the district Funding Application homepage and click on “Career Technical Education – Secondary.”

RIDE Rhode Island Department of Education

PROVIDENCE (28)
Paul McConnell [Logout]

Home > Funding Applications

Funding Applications

2021

All Active Applications

ENTITLEMENT FUNDING APPLICATIONS	AMENDMENT	STATUS	STATUS DATE
Consolidated	0	Draft Started	6/29/2020
Career Technical Education - Secondary	0	Not Started	8/6/2020
Career Technical Education - Special Programs	0	Not Started	8/6/2020
ESSEP	0	Not Started	7/9/2020
Career Technical Education - Categorical	0	Not Started	8/6/2020

BUDGET ENTRY REVIEW

Budget Summaries

CASH REIMBURSEMENT REQUESTS AND QUARTERLY FINANCIAL STATUS REPORTS

No cash reimbursements are available at this time.

Test Site


Session Timeout in 00:59:35

Step 12: ACCELEGRANTS TOOLS & FUNCTIONS

Saving Data

Each funding application page has a **Go to>** save and navigate button at the top of the page. By moving the mouse pointer into this area, the system will display all possible application pages to navigate to. Clicking on one of the dropped down options, the system will save any changes made to the current page and navigate the user to the area selected. ***It is very important to save the data by clicking on this button. Clicking a link in the navigation area at the top of the page will navigate away from the page without saving your data.***

After you login to AcceleGrants, the system keeps track of who you are and which LEA you represent as you move throughout the application. AcceleGrants will keep track of this information until you click the Logout link in the top right corner of the page, or until the system detects that you have not been actively working on the site for a period of one hour. User and district information are shown in the top right corner of the application.



Session Timeout in
00:54:28

A **countdown clock** displaying the time remaining in the hour is in a floating panel which will remain visible as you scroll down on the lengthier pages, such as the Application Details pages. Each time you click a link to navigate to another page, or click a button to save your work, this clock is reset and you have another full hour before AcceleGrants stops tracking your user and district information.

Validating Data

Several pages have basic data validation built into them. In these cases, users are alerted that they have entered invalid data when they click the save button. AcceleGrants also performs more complex validations behind the scenes. Examples of these validations include making sure a value entered on a page is consistent with a value entered on a different page, or ensuring that districts enter data if that data is only required for specific districts and types of CTE programs. The messages for these validations are accessible through the Funding Application Sections page. Holding your mouse over the icon in the messages column causes text to appear which will indicate whether or not your application is valid in its current state. Clicking this icon re-validates the data and takes you to a page that displays any validation messages that may exist for your application and provides a link to the page that needs to be corrected.

Validation messages are also available on a page-by-page basis. Pages have a “View messages” link that, when clicked, will run the validation logic against the data for that page. If any errors or warnings are found, they will be displayed on the page.

Working with another Person

Accelegrants allows multiple people to work on a funding application at the same time. However, in order to avoid a situation where users accidentally overwrite each other’s changes, the system will not allow two individuals to work on the same page for the same district simultaneously. For example, if a user named “Person One” is working on a page when “User Two” attempts to access that page, “Person Two” will see a message stating, “This page is currently being edited by Person One.” Person Two will not be able to edit any of the information on the page. When Person One has navigated away from the page, Person Two can refresh the page using the browser’s Refresh button. When they do, the message will not be there. Person One’s most recent changes will be visible, and Person Two will have the ability to edit the information on the page.

Printing

Because of their layout and the amount of data they contain, many pages in AcceleGrants will not print properly using the built-in print functionality of your web browser. However, AcceleGrants can generate .pdf files which are suitable for printing. In order to view these files, you need a recent version of Adobe Acrobat Reader on your PC. You can get this by visiting www.adobe.com and downloading the free Acrobat Reader software.

To print a funding application, navigate to the Funding Applications Sections page. You can see images representing a printer down the right-most column on the page. You may choose to print all of the pages from a particular grant.

To print a grant, click the printer icon located next to the grant in which you are interested. This image shows the printer icon for the application.

To print the entire CTE application, click the printer icon located at the bottom of the screen across from the work “All”.

Roles

AcceleGrants uses role-based security. This means that all system users are assigned to at least one role, and these roles determine what that user is able to do within the application. There are four main roles to which a district user may be assigned:

1. **Career Technical Education – All Program and Financial Input.** Members of this role are the primary providers of funding application data. They have the ability to edit the application.
2. **Career Technical Education – Secondary Program and Financial Input.** Members of this role are restricted to input of the Secondary funding application data only. This role has the ability to edit the secondary CTE application only.
3. **District Career Technical Education – Coordinator.** This role is responsible for the review and initial approval of all CTE programs within the application.
4. **District Business Manager.** This role must approve the application after the CTE Coordinator has indicated their approval.
5. **District Superintendent.** The Superintendent role must approve the application before it can be submitted to RIDE for processing.
6. **District Administrator.** The person in this role is responsible for setting up the user accounts for everyone in their district who needs to access AcceleGrants.

Workflow Steps

Funding applications are subject to a set of approval steps, before they can be submitted to RIDE for final approval. This set of steps, called a workflow, govern whether or not an application is editable at a given point in time as well as determining the next approval step.

The funding application will typically be in one of the following five statuses while being worked on by the district:

1. **Not Started.** This is the default status of an application when nobody has started to fill it out. At this stage, the application cannot be edited. Members of the Program and Financial Input role can change the status to Draft Started.
2. **Draft Started.** This is the status where the vast majority of the information will be entered into the application. Anybody in the Program and Financial Input role can edit the application when it has a status of Draft Started.
3. **Draft Completed.** Once all of the Program and Financial Input people have completed the funding application, someone from that role can change the status to Draft Completed. This signifies that the data entry is complete and the application cannot be edited when it has a status of Draft Completed.
4. **Ready for CTE Program Coordinator Approval.** Someone in the CTE Program Coordinator role will review the application once it has the status of Draft Completed. If they have approved the application, they can set the status to Business Manager Approved. The application cannot be edited in this status.
5. **Ready for Business Manger Approval.** The Business Manager will review the application once it has the status of District CTE Coordinator Approved. If they are ready to approve the application, they can change the status to Business Manager Approved. The application cannot be edited in this status.
6. **Ready for District Superintendent Approval.** As a final step within the district, the Superintendent has the opportunity to indicate his or her approval of the application. To approve the application and submit it to RIDE, the Superintendent changes the application status to Superintendent Approved. The application cannot be edited in this status.

Approval can also be withheld by the CTE Program Coordinator, District Business Manager or District Superintendent.

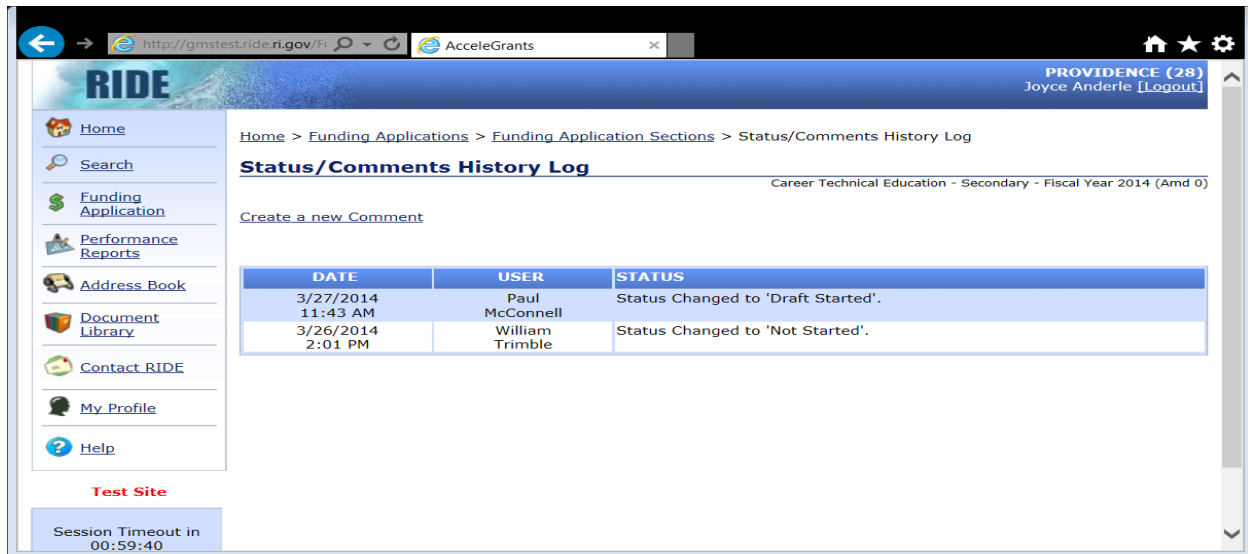
In these cases, the application can have statuses of CTE Program Coordinator not Approved, District Business Manager Not Approved or District Superintendent Not Approved, respectively. If a funding application has one of these statuses, it behaves as if it had a status of Draft Started. This is, members of the Program and Financial Input role can edit the application and change the status to Draft Complete. From this point, the application follows the workflow of steps outlined above, starting with step 3.

In order to change the status of a funding application, a user in the appropriate role must click the link displaying the desired status to the top of the Funding Application Sections page. Click the “Draft Started” link to set the application status to Draft Started.

Tracking History and Recording Comments

AcceleGrants keeps track of the history of your funding application. At any point, you can review the log to find out when the application changed status and who was responsible for the status change. To do so, click the View Status/Comments History Log link at the top of the Funding Application Sections page.

This displays the Status/Comments History Log page.



Home > Funding Applications > Funding Application Sections > Status/Comments History Log

Status/Comments History Log

Career Technical Education - Secondary - Fiscal Year 2014 (Amd 0)

[Create a new Comment](#)

DATE	USER	STATUS
3/27/2014 11:43 AM	Paul McConnell	Status Changed to 'Draft Started'.
3/26/2014 2:01 PM	William Trimble	Status Changed to 'Not Started'.

Test Site

Session Timeout in 00:59:40

In this example, there are two types of comments displayed in the grid. Status change comments are inserted automatically by the system when the funding application changes status, for example, from Not Started to Draft Started.


User-entered comments may be entered as well. To enter a comment, click the Create a new Comment link at the top of the page. This navigates to the Create Comment screen, as shown below:

To create a comment that will appear in the Status/Comments History Log, enter text in the Comment field and click the Create button. Your text will be created as a comment in the log.

Optionally, the application can email the comment to other application users. To take advantage of this feature, before clicking the Create button, select the type of contact you would like to email from the Send Email to? Drop down-down and click the Add button. The system will show you which contacts you have selected. In the picture below, the comment will be emailed to everyone in the District Superintendent and District Business Manager roles for the district of the user who is filling out the form. Once you've selected the desired recipients, click the Create button and the comment is logged and the email messages are sent

Address Book Contacts

If you click the Address Book link in the left Navigation bar, you will be taken to the AcceleGrants contact list. At the top of the page, you will see a table which lists the various contact types within your district.



RIDE Rhode Island
Department
of Education

BARRINGTON (01)
Paul McConnell [Logout]

[Home](#)
[Search](#)
[Funding Application](#)
[Performance Reports](#)
[Planning for Success](#)
[Address Book](#)
[Inbox](#)
[Document Library](#)
[Reports](#)
[Contact RIDE](#)
[My Profile](#)
[Help](#)

[Home > Address Book](#)
Address Book
[Return](#)
[View All District Users](#)

CONTACT TYPE	CONTACT
District Superintendent/Authorized Rep	Michael B. Messori
District Administrator	Michael B. Messori
District CRP Coordinator	Paula Dillon
ABE Coordinator	Not Specified
District CTE Coordinator	Not Specified
District Business Manager	Kimberly Aguilar
	Doug Fiore
	Kimberly Aguilar
	David Burrows
	Paula Dillon
	Doug Fiore
	Kate Garabedian
	Nancy Gladnev
	Kristen Matthes
	Katie McBride
	Not Specified
	Not Specified
	Paula Dillon
	Maureen Major

[Test Site](#)
 Session Timeout in 00:59:22

CTE Program and Financial Input - All
 CTE Program and Financial Input - Secondary Only
 District ELL Director
 RIDE Grant Reviewer

The first four contact types match the names of roles available in your district. You do not have to do anything special to supply the contacts for these contact types. Simply adding an individual to a role will automatically add them to the list of contacts for the corresponding contact type. When the District Administrator wants to add someone to work on the application from the Business Manager’s office s/he will simply add that name to the Business Manager role.

You must have at least one person designated as a contact for each contact type in order to submit your funding application. Below the district contact list, there is another table listing the contacts with RIDE, broken down where applicable, clicking on an individual’s name will navigate to a page that provides contact information for the individual.

Related Documents

Each funding sections contains a related documents page. This page is divided into two sections: Agency Recommended Documents and Other Documents.

The Agency Recommended Documents section is reserved for documents that RIDE may require to be uploaded into the application as part of the LEA’s application submission. Those documents marked as required must be uploaded by all LEA’s into the designated area. Named documents but not marked as required are only required by some districts and each LEA must determine if the recommended document applies to their district

The Other Documents section can be used to place any document(s) relative to a specific program including narrative responses to application questions that have exceeded the 5,000-character limit.

Document Library

The Document Library contains Agency (RIDE) documents within a number of named folders. The Agency (RIDE) document section contains numerous application forms, instructions, spreadsheets, tips, and guidance documents, as well as internet links to useful federal resource pages.

Locations-Central Office

AcceleGrants Sequence Key

Loc. - Ftn. - Prog. - Subj. - Obj. - Job

#####.###.##.#####.#####.#####

EDUCATION SERVICES:	
Loc. #	Description
01100	Superintendents Office
01200	Staff Development and Support
01300	Program and Curriculum Development
01400	Student Support Services
01500	Extracurricular
01600	Health Services
01700	Guidance and Social Services
01800	Adult and Continuing Education
01900	Other

BUSINESS SERVICES:	
Loc. #	Description
02000	Other
02100	Financial
02200	Purchasing
02300	Human Resources
02400	Technology
02500	Operations
02600	Transportation
02700	Food Service
02800	Safety
02900	Building Operations

OTHER CENTRAL OFFICE LOCATIONS:	
Loc. #	Description
00000	Central Office
00001	Main Administration Building
00002	Warehouse Facility
00003	Other Building #1
00004	Other Building #2
00005	Other Building #3

Function

AcceleGrants Sequence Key

Loc. - **Ftn.** - Prog. - Subj. - Obj. - Job

#####

Ftn. #	Description
111	Instructional Teachers
112	Substitutes
113	Instructional Paraprofessionals
121	Pupil-Use Technology and Software
122	Instructional Materials, Trips and Supplies
211	Guidance and Counseling
212	Library and Media
213	Extracurricular
214	Student Health and Services
215	Academic Interventions
221	Curriculum Development
222	In-Service, Staff Development and Support
223	Sabbaticals
231	Program Management
232	Therapists, Psychologists, Evaluators, Personal Attendants and Social Workers
241	Academic Student Assessment
311	Transportation
312	Food Service
313	Safety
321	Building Upkeep, Utilities and Maintenance
331	Data Processing
332	Business Operations
411	Budgeted Contingencies
421	Debt Service
422	Capital Projects
431	Public, Parochial, Private and Charter School Pass-Through
432	Retiree Benefits and Other
433	Enterprise/Community Service Operations
441	Claims and Settlements
511	Principals and Assistant Principals
512	School Office
521	Evaluators
531	Superintendent and School Board
532	Legal

Function

Program

AcceleGrants Sequence Key

Loc. - Ftn. - **Prog.** - Subj. - Obj. - Job

###

Prog. #	Description
00	Other Programs
10	Regular Elementary/Secondary Education
11	Gifted and Talented
12	At Risk/Alternative Education Programs
13	PBGR (Performance Based Graduation Requirements)
14	Early Intervening Services
20	Special Education
30	Career and Technical Education
40	Bilingual/ESL Education
50	Nonpublic Schools
61	Adult/Continuing Education
62	Summer School
63	After School Programs
70	Community/Junior College Education Programs
80	Community Services Programs
90	Co-Curricular and Extra-Curricular Activities

Subject

AcceleGrants Sequence Key

Loc. - Ftn. - Prog. - **Subj.** - Obj. - Job

#####.###.##.#####.####

Subj. #	Description
0000	General Education
0100	Agriculture
0200	Art
0300	Business
0400	Distributive/Marketing Education
0500	English Language Arts
0600	ESL and Bilingual
0700	Foreign Languages
0800	Guidance
0900	Health Occupations Education
1000	Physical Curriculum
1100	Health Education
1200	Physical Education and Health
1300	Family and Consumer Education
1400	Career & Technical Education
1500	Mathematics
1600	Music/Theatre and Performing Arts/Drama
1700	Natural Sciences
1800	Office Occupations
1900	Social Sciences
2000	Technical Education/Computer Technology
2100	Special Education
2200	Co-curricular Activities - Athletics
2300	Co-curricular Activities – Non Athletics
2400	Literacy and Reading
2500	Non Instruction
2600	Library Science
2701	Adult Education
2702	Summer School
2703	After School
2800	Accreditation
2900	Senior Project
3000	ROTC (Reserve Officer Training Core)

Subject

Object

AcceleGrants Sequence Key

Loc. - Ftn. - Prog. - Subj. - **Obj.** - Job

#####.###.##.#### ##### #####

Obj #	Description
51000	Personnel Services - Compensation
52000	Personnel Services - Employee Benefits
53000	Purchased Professional and Technical Services
54000	Purchased Property Services
55000	Other Purchased Services
56000	Supplies and Materials
57000	Property and Equipment
58000	Miscellaneous
60000	Indirect Costs

Object

Job Class

AcceleGrants Sequence Key

Loc. - Ftn. - Prog. - Subj. - Obj. - **Job**

#####.###.##.#####.#####

Job #	Description
	None
0000	None - Used for non-compensation and benefits
	Certified Staff
1100	Teachers
1500	Counselors and Placement Officers
1600	Library Professionals
1700	Therapists, Nurses, Social Workers, Psychologists
1800	Student Activity Advisors & Coaches (Stipend Staff only)
1900	Instructional Coaches
	Executive Administration
2100	Executive
2200	Finance and Administration
2300	School Administration
2400	Curriculum and Assessment
2500	Principals and Asst Principals
	Mid-Level Administration
3100	Executive - Mid Level
3200	Finance and Administration - Mid Level
3300	School Administration - Mid Level
3400	Curriculum and Assessment - Mid Level
3500	Other Schools Activities - Mid Level
	Non-Certified and Other Staff
4100	Executive - Support
4200	Finance and Administration - Support
4300	School Administration - Support
4400	Curriculum and Assessment - Support
4500	Transportation Staff
4600	Aides and Other Non-Certified Staff
4700	Custodial Staff
4800	Student Activity Advisors & Coaches
4900	Facilities Maintenance Staff
	Retirees
5100	Retirees & Other Former Employees

Job Class