

Bilingual Education Award Instructions

General Navigation

- To complete a page, tab or click into the text area to type in the requested information.
- Use the mouse to check a checkbox.
- Dates must be entered in a MM/DD/YYYY format.
- Validations have been added to many fields and will prompt an error if not completed.
- **Save the data on a page before moving to another page or before the session times out.**
- Do NOT use the browser forward and back buttons to navigate.

Applicant Information

- Program Contact Person
 - The Program Contact Information may be prepopulated. If it is prepopulated, review and revise as needed. If not, complete all fields marked as required with an asterisk.
 - The contact person should be the administrator overseeing the English learner program, be knowledgeable about the application, and have access to the application to make any necessary changes.
 - There is a separate contact person field for budgetary questions.
- General Education Provisions Act
 - Section 427 of the General Education Provisions Act requires that all applicants ensure equitable access to and participation in federal programs for students, teachers, and other program beneficiaries with special needs. Describe the steps that will be taken to overcome any barriers to program participation for any of the six reasons identified: gender, race, national origin, color, disability, or age.
 - **Note:** “Not applicable” is not an acceptable response, nor is the response that “any barriers will be dealt with if they arise.” The plan is required to be in place whether or not students or staff have been identified as encountering barriers.
- Area Affected
 - Indicate the area to be served by the grant
 - In most cases, it will be “District.”
- District Comments

- Use this text area to provide any additional information that would be useful to ISBE staff reviewing the program.

Amendment

- Specific instructions are linked on the Amendment tab.

FFATA

- Specific instructions are linked on the Federal Funding Accountability and Transparency Act (FFATA) tab.

Program Plan

- Districts can choose to implement one or more of the strands listed in the Bilingual Education Award application.
- The strand(s) must be completed in their entirety.
 - Complete the rationale, proposed activity, expected outcomes/deliverables, and the number of participants
 - Include the start and end dates for the proposed plan

Budget Pages

- Allotment
 - The Allotment page provides read-only access to project and multidistrict allotments.
- Budget Detail
 - At the bottom left of the screen is the Total Allotment for the grant you have chosen. This amount should be referenced when completing the budget and is a read-only cell.
 - [Description of Function Codes and Object Codes](#) provides descriptions of all function and object codes recognized within the Illinois Program Accounting Manual. Function codes and object codes are the first two columns on the left.
 - Each column contains function and object codes allowable for a specific grant. To access the available codes, click on the dropdown arrow and select the appropriate code for the expenditure.
 - Tab or click into the Expenditure Description and Itemization textbox. Enter the appropriate level of detailed information for each function/object code selected.

- Providing adequate descriptions will facilitate the approval process. Inadequate detail will result in the application being returned for additional information.
- Tab or click into the text field for ELBEA 4909 Funds
 - Enter the total amount requested for each function or object code.
 - Expenditure amounts should be in whole dollar amounts only; do not use decimal points or commas.
- At the end of each line is a **Delete Row** checkbox. If you have entered a line of detail and need to remove it, click on the checkbox in the far-right column.
- Click on the **Save Page** button
- If you need additional lines of budget detail, click on the **Create Additional Entries** button located at the bottom of the page.
 - Each time you click this button, five rows of budget detail cells will be added.
- Once you have completed the detailed budget information, click on the **Calculate Totals** button at the bottom of the page. (Clicking on **Calculate Totals** does not save the information.)
- Please verify that all data you have entered is correct and that you have utilized the appropriate funds for each line of expenditure.
- The next section on the right of the screen is a calculation of the Maximum Indirect Cost, if applicable to the program.
- To budget an indirect cost, tab or click into the **Indirect Cost** field and enter an amount not to exceed the Maximum Indirect Cost.
- The last section of the screen displays allotment information — Total Allotment, Grand Total of the budget, and Allotment Remaining. These are calculated fields and can only be changed when the detailed budget line information is changed and saved.
- Budget
 - This is a read-only page that displays a summary of all the details entered on the Budget Detail page.
 - To change these numbers, return to the Budget Detail tab, make changes, and save the page.

PRA – ISBE-Specific

- Review the information, complete any missing responses, and save the page

GATA Pages

- Notice of State Award grant Information

- Review all information, check the box at the bottom of the page, and save the page
- ICQ Conditions
 - Review all information, check the box at the bottom of the page, and save the page
 - If there is no checkbox available, return to the GATA portal and complete the Internal Control Questionnaire (ICQ)
- Program Risk Conditions
 - Review all information, check the box at the bottom of the page, and save the page
 - If there is no checkbox available, return to the PRA – ISBE-Specific page within the application, complete any missing information, and save the page
- Prequalification Status
 - Review all information, check the box at the bottom of the page, and save the page
 - If there is no checkbox available, review the page for missing information
 - Run the consistency check
- UGA/IGA Parts One, Two, and Three
 - Review all information
 - Select business type under 1.1
 - Check the box for 1.6
 - Check the box for Part Two
 - Save the page
- Exhibits
 - Review all information, check the box, and save the page
- UGA/IGA Summary
 - If the boxes for Part One, Part Two, and Exhibits are not checked, return to the page(s), check the box, and save the page
 - Check the box at the bottom of this page and save the page

Assurances

- Specific instructions are linked on the Assurance tab.

Application History

- Specific instructions are linked on the Application History tab.

Page Lock Control

- Specific instructions are linked on the Page Lock Control tab.

Application Print Page

- Click on the initial checkbox by the grant name to expand to display all pages
- Select the checkbox(es) next to the page(s) to be printed
- Click the **Request Print** button to generate printing of the application.
 - **Note:** The pages will be generated as a PDF and will be available on the Application Print page anywhere from a few hours to a day after the request, depending on the current demand for PDFs.
- To see the date(s) of **Requested Print Jobs** and **Completed Print Jobs**, look at the upper right portion of the page. A hyperlink to the PDF will appear when the job is requested and when it is completed and available.

Requested Print Jobs

Completed Print Jobs