
Worksheet – Application Process

Roles for the Worksheet (Application) Process

The following roles are required in CTIMS for the submission of a new **Worksheet** application:

Stage 1 - FLA Local Initiative Coordinator – 1st Approval. Creates and submits new Worksheet and CLNA. Responsible for completing all required revisions during Worksheet approval process.



Stage 2 - FLA Local Finance Coordinator – 2nd Approval. Reviews and approves or rejects Worksheet. If approved, goes to next stage. If rejected, goes back to Stage 1.



Stage 3 – FLA Local Superintendent/CEO/President – 3rd Approval. Reviews and approves or rejects Worksheet. If approved, goes to FLA State office for review. If rejected, goes back to Stage 1.



Stage 4 – FLA State Initiative Coordinator – 4th Approval. ODCTE state staff reviews then approves or rejects Worksheet. If approved, goes to final approval, Stage 5. If rejected, goes back to Stage 1.



Stage 5 – FLA State Initiative Supervisor – Final review and approval of Worksheet. If approved, goes to Contract Review Stage 6. If rejected, goes back to Stage 1.



Stage 6 – ODCTE Contract Reviewer – Fully Approved Stage. This stage is only for approving the **Subaward Funding Agreement (Contract)** by the ODCTE.

After the Worksheet is approved through Stage 6, the Agreement Process begins with the FLA Local Finance Coordinator.

Starting a New Worksheet/Application: FLA Local Initiative Coordinator

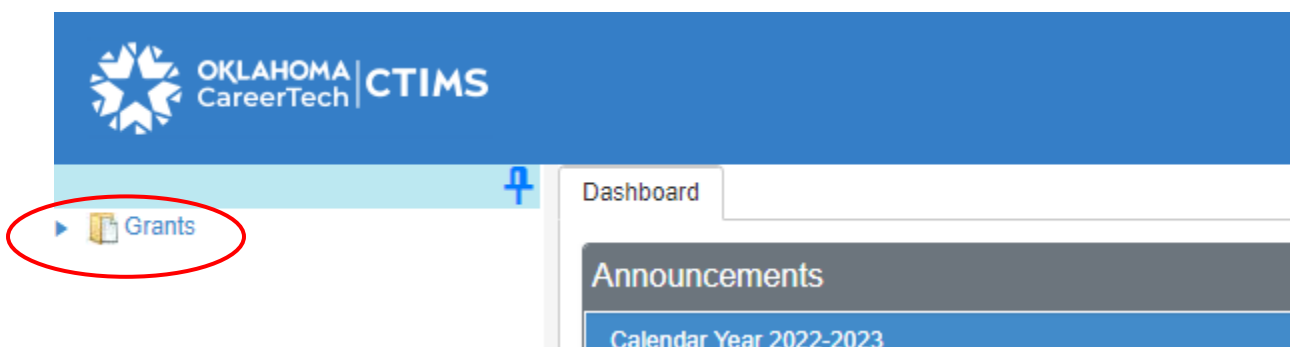
Note: Please log in using **Microsoft Edge, Mozilla Firefox or Google Chrome**. CTIMS is currently not compatible with other browsers.

Step 1: Sign in using your school email and CTIMS password at:
<https://ctims.okcareertech.org/CTBDSWeb/>

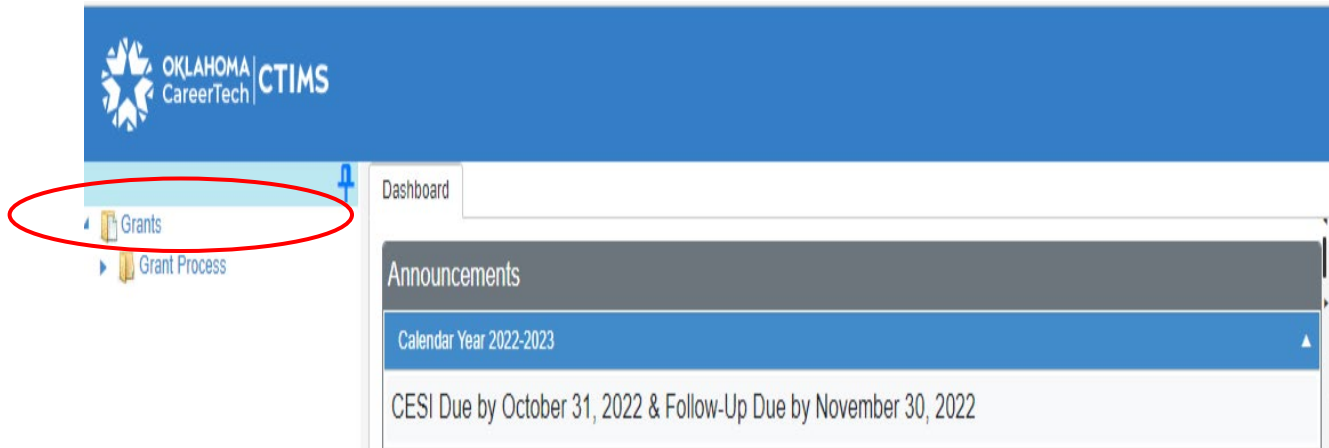
Step 2: Verify that you are signed on with the role of a **FLA-Local Initiative Coordinator** in the top right corner. Use the dropdown arrow to select the Local Initiative Coordinator role if it is not already shown in the box.



Step 3: Click the ► (small blue triangle) icon next to **Grants** on the left side navigation area.



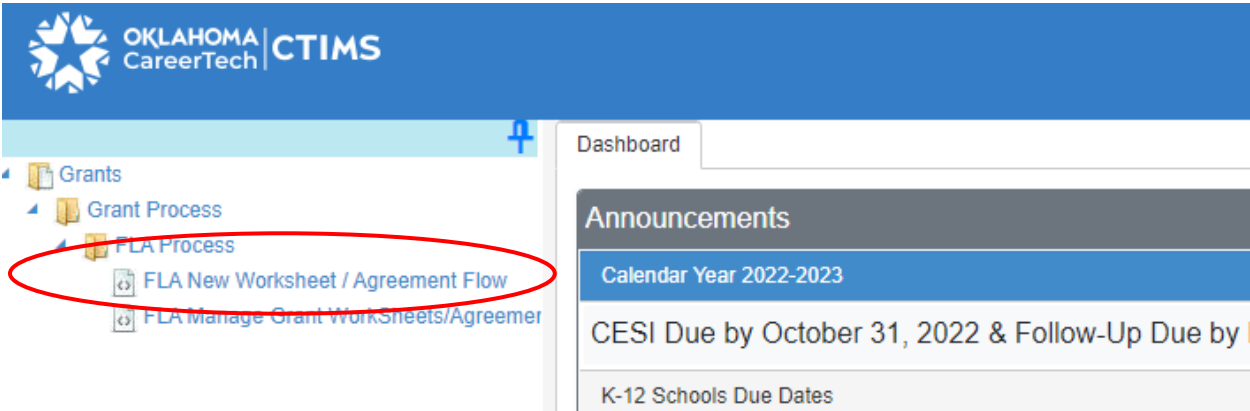
Step 4: Click the ▶ (small blue triangle) icon next to **Grant Process**.



Step 5: Click the ▶ (small blue triangle) icon next to **FLA Process**.



Step 6: Select **FLA New Worksheet/Agreement Flow**



Step 7: Complete **FLA Grant Submit Worksheet List**. The tagged numbers on the screen shot correspond to the instruction steps below. Many of these fields will automatically display based on your organization login credentials.

Note: The red asterisks* represents a required field.

The **Fiscal Calendar Year*** and **Grant Fund Type*** automatically display based on your organization login credentials. Some of the other fields may also automatically fill, so verify that all the information is correct for your school.

1. From the dropdown menu, select an **Organization Type***, **K-12 Districts**, **Technology Center Districts** or **College District for Basic grants** or **K-12 Schools**, **Technology Sites** or **College District for Innovative Grants**. **(Samples below)**
2. **Select an Organization** by typing in the first three letters of your school or organization name* then selecting the school name from the dropdown menu.
3. Select an **Organization District*** if it does not automatically appear after typing the first three letters of your *Organization* name or if you need to select a different *Organization District*.
4. Select a **Program Initiative*** from the dropdown menu. The *Worksheet No.** will automatically display after selecting the *Program Initiative*.
5. Verify that **Organization Type** and **Client Type*** are Business Masters.
6. Select an **Organization** by typing in the first three letters of your organization name*. This name should be the same as in field #2. The **Business Code*** is associated with the Organization and automatically displays after an Organization is selected.
7. After verifying that all information is correct, Click **Save & Next** button.

The screenshot shows the 'FLA Grant Submit Worksheet - Step 1' form. The form is divided into several sections:

- Top Section:** Contains dropdown menus for 'Fiscal Calendar Year*' (2022-2023), 'Grant Fund Type*' (FLA), 'Organization Type*' (K-12 Districts), 'Organization*' (Carl Perkins High School Secondary Local Application - 421), and 'Program Initiative*' (Carl Perkins High School Secondary Local Application - 421). A 'Worksheet No.*' field is populated with 'WS-2223-FLA-FLA-CPHSS-421-071003050-2132DD702C79'. A 'Save & Next' button is at the top right.
- Client Basic Information For work Sheet:** Contains dropdown menus for 'Organization Type*' (Business Masters), 'Organization*' (empty), 'Client Type*' (Business Master (Company)), and 'Business Code*' (9757). A 'Save & Next' button is at the bottom right.
- Bottom Section:** Contains various input fields: 'Year Established', 'Primary NAICS Code' (Elementary and Secondary Schools (61110)), 'Years in Business', 'No. of hourly Employees' (0), 'Highest Level of Employment', 'Approval Status', 'Year Formed', 'Year Left', 'Region', 'FEI Number', 'Secondary NAICS Code' (Agriculture, Forestry, Fishing and Hunting (11)), 'Years in Oklahoma', 'No. of Salaried Employees' (0), 'Client Products', 'Vendor Number', 'Year Joined', 'Impact District Id', and 'DUNS Number'.

Sample for Innovative Grant Organization Type:

The screenshot shows the 'FLA Grant Submit Worksheet - Step 1' interface. The 'Organization Type' dropdown menu is highlighted with a red circle, showing 'K-12 Districts' selected. Other fields include Fiscal Calendar Year (2022-2023), Grant Fund Type (FLA), and Client Basic Information.

Step 8: Click on the **Funding Request Details** tab. This begins **Step 2** of the Worksheet process where you will enter your responses to the application questions. You must scroll down to access and complete all the sections. If there are any required responses they will be indicated by a red asterisk (*).

The screenshot shows the 'FLA Grant Submit Worksheet - Step 2' interface. The 'Funding Request Details' tab is highlighted with a red circle. The interface shows fields for Provider Organization Details and Basic Client Information.

Within the Funding Request Details area, there are links to resources that will help you complete the associated section(s). There are also links to required templates and forms for you to download, complete and then attach in a later step.

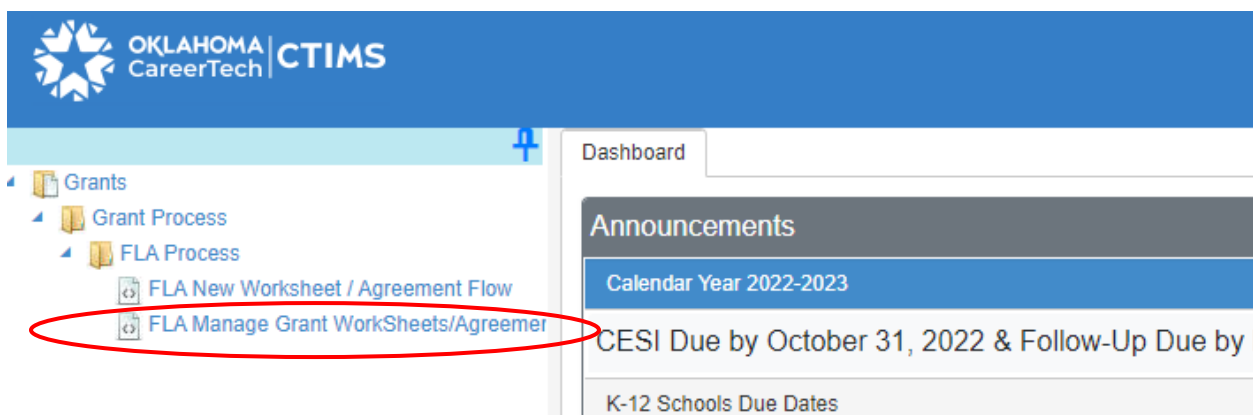
To prevent losing your information, it is highly recommended that you type your answers into a blank Word document and then cut and paste from that document to fill in the Worksheet answer boxes. If necessary, you can ask your Perkins Coordinator for a blank template

You must click **Save & Next** or **Save as Draft** for any of the information to be saved.

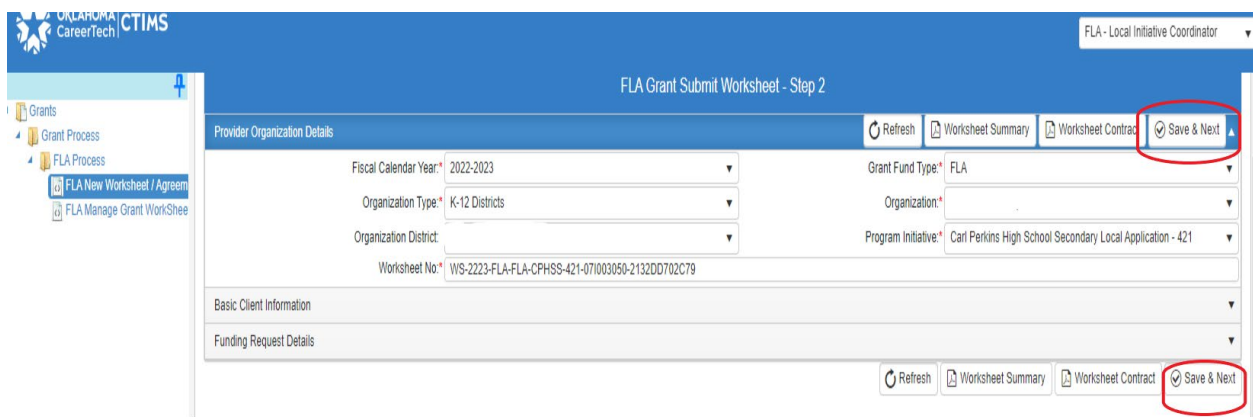
Note: Returning to an Existing Worksheet

If you exited CTIMS while completing your application and need to reopen your current Worksheet: select **FLA Manage Grant Worksheet/Agreement** on the left side navigation panel. **Do not** select the **FLA New Worksheet/Agreement Flow** option again as this will start a new, blank Worksheet.

For additional information, see the **Opening a Saved Worksheet** section of this Guidebook.



Step 9: After completing the **Funding Request Details** form click on either of the **Save & Next** buttons to continue to the next page.



Step 10: FLA Grant Submit Worksheet – Step 3: After clicking the Save & Next button the CTIMS system will open the **Budget Line Items** section where you will enter your itemized budget information. Be sure to budget your total Grant Allocation amount.

The screenshot shows the 'Budget Line Items' section. At the top, there is a 'Grant Allocation' summary table with the following data:

Sub Award Allocation	Worksheet Budgeted	Agreement Budgeted	Fully Approved Invoiced	Agreement Unbudgeted = (Allocated - Agmt. Budgeted)	Remaining to Invoice
\$17,141.00	\$17,141.00	\$17,141.00	\$17,141.00	\$0.00	\$0.00

Below the summary table are three buttons: '+ Add Budget Line', '- Remove Budget Line', and 'Cancel Budget Line Changes'. Below these buttons is a table of budget line items:

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total	Status
Guidance Counselor	1.00	\$6,934.20	Cost Per Class	\$6,934.20	\$0.00	Active
Guidance counselor Salary	1.00	\$5,670.55	Cost Per Class	\$5,670.55	\$0.00	Active
guidance Counselor Salary	1.00	\$4,536.25	Cost Per Class	\$4,536.25	\$0.00	Active
Guidance Counselor Salary	1.00	\$10,206.80	Cost Per Class	\$10,206.80	\$0.00	Inactive

Step 11: On the Budget Line Items screen, you can click the **Add Budget Line** or **Cancel Budget Line Changes**. You cannot “Remove Budget Line” but must change the line status from “Active” to “Inactive.” The tagged numbers on the screen shot correspond to the instruction steps below.

1. Type a **Budget Line Desc** (Budget Line Description).
*Use the **Allowable/Non-Allowable Guide** for assistance.*
2. Complete **Req. Units** (Required Units).
3. Complete **Req. Unit Cost** (Required Unit Cost).
4. Complete **Req. Unit Type** (Required Unit Type).
5. Verify **Work Sheet Total** populates correctly.
6. To add more budget lines, click **Add Budget Line** and repeat steps 1-4.
You must budget the full amount of your allocation.
7. You may type a **Note** in the space below the budget line items area if desired.
8. **Save as Draft** at this point to ensure all the information you have entered on the Funding Request Details form and the Budget Line Items has been saved. This will not submit your Worksheet for approval. This will let you stop the process and resume at a later time.

The screenshot shows the 'Budget Line Items' interface. At the top, there are summary fields for Grant Allocation, Sub Award Allocation, Worksheet Budgeted, Worksheet Requested Total, Agreement Budgeted, Fully Approved Invoiced, Agreement Unbudgeted, and Remaining to Invoice. Below this is a table with columns: Budget Line Desc., Req. Units, Req. Unit Cost, Req. Unit Type, Work Sheet Total, Req. Total, and Status. A 'Note' field is located below the table. At the bottom, there are buttons for Refresh, Worksheet Summary, Worksheet Contract, One Step Back, Save as Draft, and Submit for Approval, along with a 'Top' button.

Budget Line Desc.	Req. Units	Req. Unit Cost	Req. Unit Type	Work Sheet Total	Req. Total	Status
1.	2.	0.00	3.	5.	\$0.00	Active
		0.00		\$0.00	\$0.00	Active
		0.00		\$0.00	\$0.00	Active

Note: 7.

Attachments: Acknowledgements

8. Top

Buttons: Refresh, Worksheet Summary, Worksheet Contract, One Step Back, Save as Draft, Submit for Approval

Step 12: Click on the word “**Attachments**” to open this section. In this section, you will use the **Browse** and **Upload & Save File** buttons to attach all the required documents such as the Comprehensive Local Needs Assessment, and any Program of Study – Course Sequence Worksheets to your local application.

1. Save all the required documentation in a folder on your local computer.
2. Click the **Browse** button, which will open your local computers file system. Navigate to the folder where you saved the files you want to upload to the CTIMS local application.
3. Select a single file to upload and click the **Open** button. You should now see a **named document icon** in the space underneath of the browse button.

Basic Client Information

Project Details

Budget Line Items

Attachments

Browse: Select files... Upload & Save file

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

Status	File Name	Attachment Note	Uploaded Date	Action	
<input type="checkbox"/> Active	CLNA.docx (Worksheet)		05/24/2022 13:30:34	Download	Public
<input type="checkbox"/> Active	Federal FY23 F5a GAN.7.5.22.pdf (Worksheet)		07/20/2022 16:53:29	Download	Public
<input type="checkbox"/> Active	Program of study FCS.xlsx (Worksheet)		05/24/2022 13:30:20	Download	Public

4. If it shows the file you wish to upload, you may add an **Attachment Note**, if you wish, then select the **Upload & Save File** button.

FLA- Local Initiative Coordinat

Basic Client Information

Project Details

Budget Line Items

Attachments

Browse: Select files... Upload & Save file

Attachment Note:

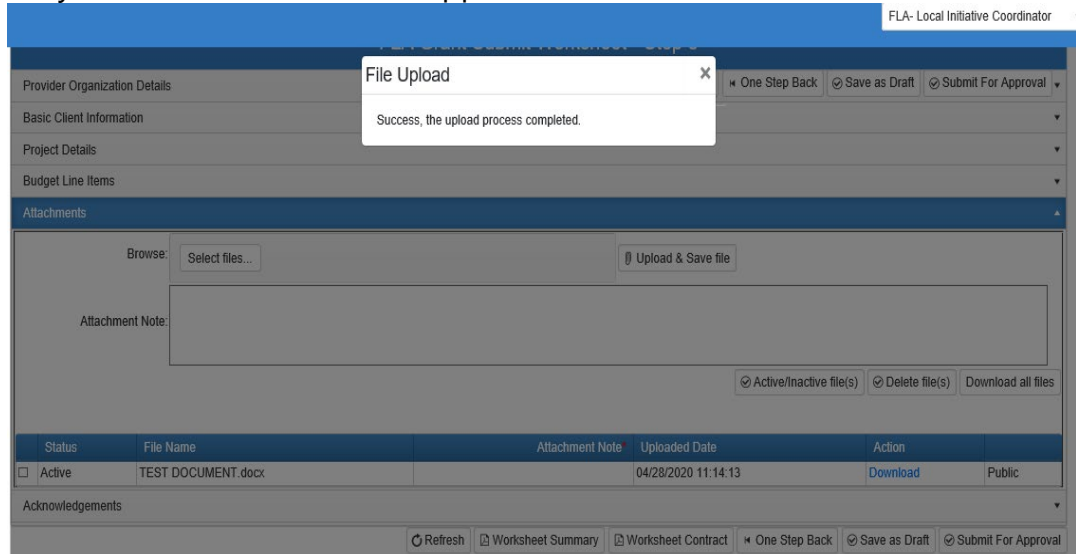
Active/Inactive file(s) Delete file(s) Download all files

Status	File Name	Attachment Note	Uploaded Date	Action	
<input type="checkbox"/>	TEST DOCUMENT.docx		04/28/2020 11:14:13		Public
<input type="checkbox"/>	TEST DOCUMENT.docx		04/28/2020 13:58:30		Public

Acknowledgements

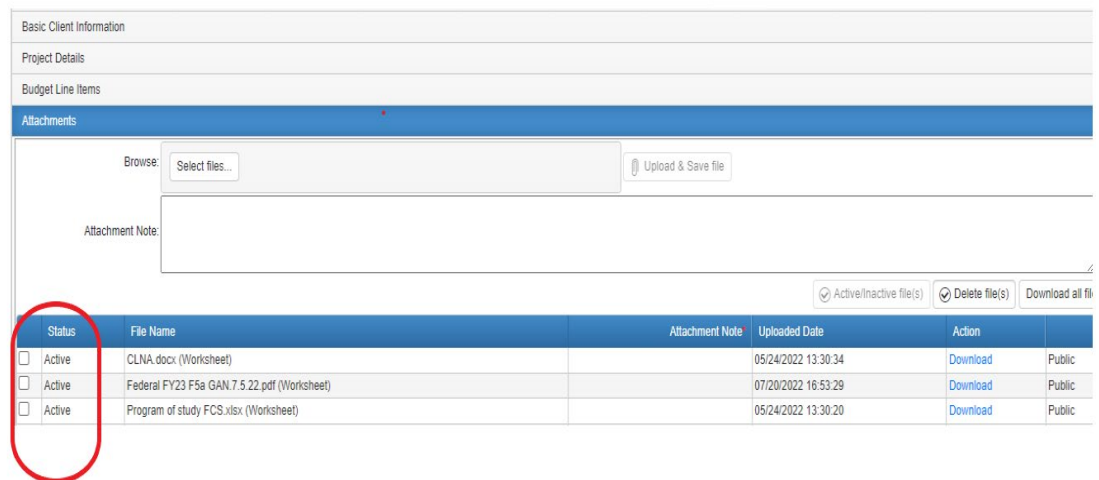
Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft Submit For Ap

- If the Upload & Save file was successful, a **Pop-Up Box** as shown below will appear. Select **"X"** to close this box. Repeat steps 1 through 4 for each file you need to attach to the application.

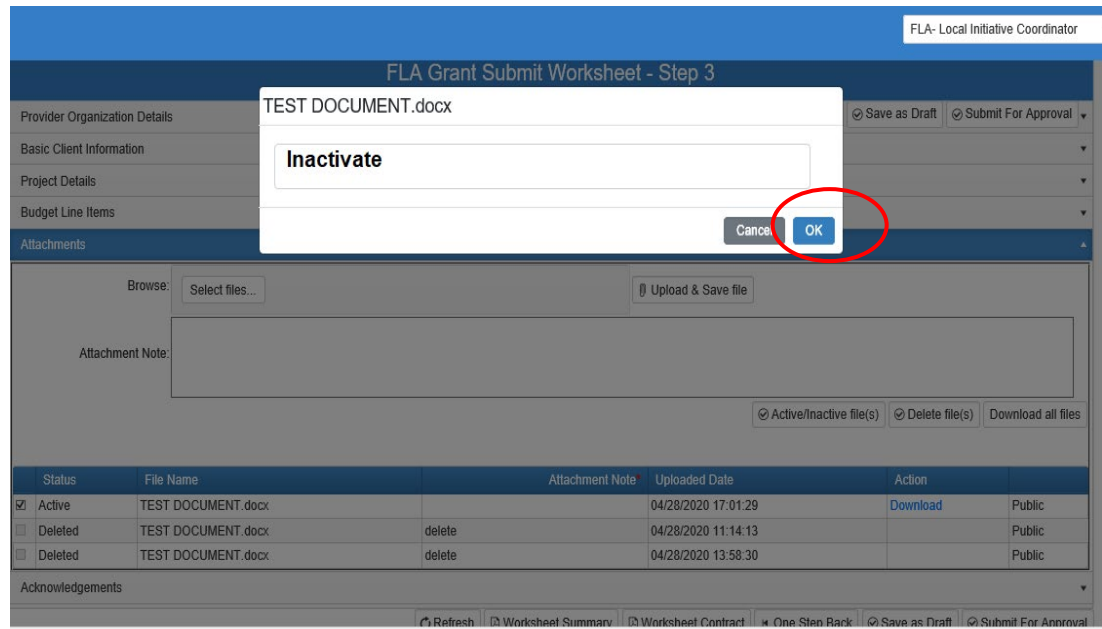


Deleting or Inactivating an Attachment:

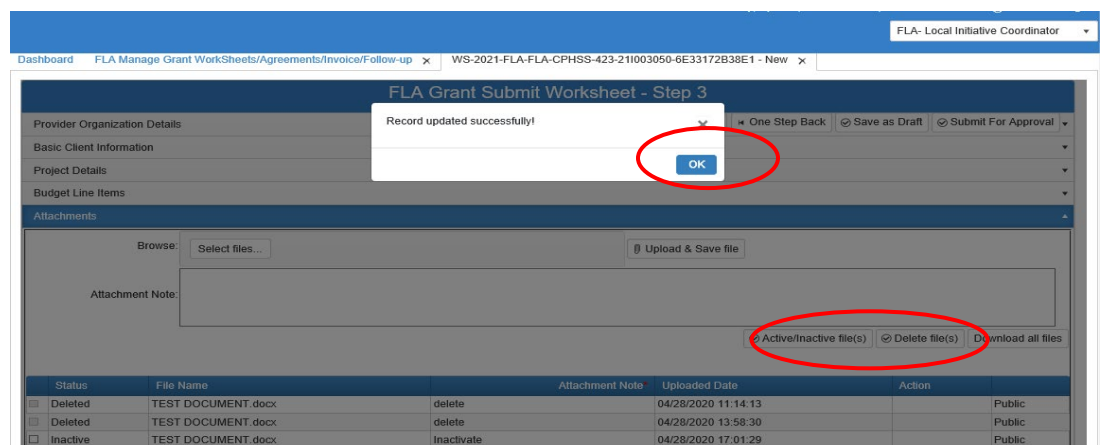
- In the **Attachments** section, select the attached document that you wish to inactivate or delete by checking the box to the left of the Status column as seen below:



2. As soon as the box is checked, a pop-up window as shown below will display. You will need to type the words **“Inactivate”** or **“Delete”** or a reason for inactivating or deleting the document then click the **“OK”** button.



3. After clicking the **OK** button, select either the **Active/Inactive file(s)** or the **Delete file(s)** button to select the action you wish to take. A pop-up window should appear indicating the record has been updated successfully. Click on **“OK”**.



4. After selecting “**OK**” you will see the status change from Active to **Inactive** or **Deleted**.

Status	File Name	Attachment Note	Uploaded Date	Action	Public
Deleted	TEST DOCUMENT.docx	delete	04/28/2020 11:14:13		Public
Deleted	TEST DOCUMENT.docx	delete	04/28/2020 13:58:30		Public
Inactive	TEST DOCUMENT.docx	inactivate	04/28/2020 17:01:29		Public

Do not “Submit For Approval” yet because you are required to complete the Acknowledgements section first.

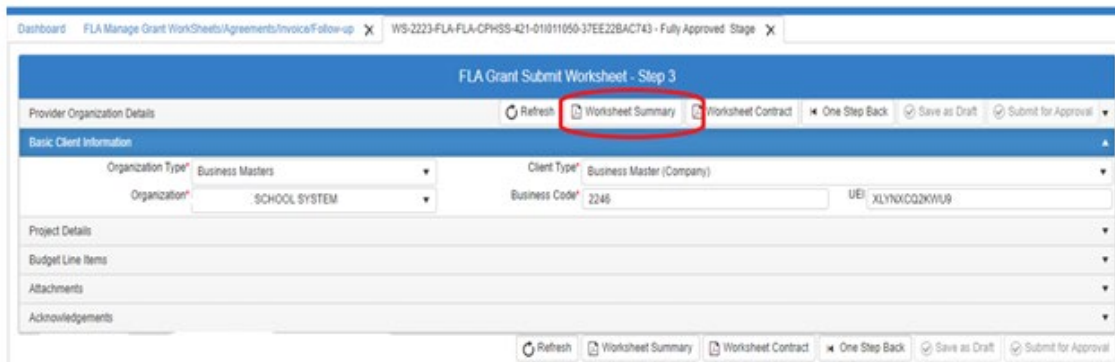
Step 13: Click on the word **Acknowledgements** to open this section.

READ and check all (7) of the **Acknowledgement Boxes**, then add an **Acknowledgement Note** (*required*).


I have attached our completed Comprehensive Local Needs Assessment to this application for funding.
 I have attached all required Program of Study - course sequence worksheets to this application for funding.
 I acknowledge that my school or consortium meets the Quality requirements established above for the Carl Perkins fiscal year.
 I acknowledge that my school or consortium will abide by the Assurances of Compliance as established above for the Carl Perkins fiscal year.
 I acknowledge that my school or consortium will abide by the Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements Lower Tier as established above for the Carl Perkins fiscal year.
 I certify that my school/consortium has a Program of Study for 100% of CareerTech programs or CTE Associate Degrees offered at my school/consortium and I will provide these documents upon request to meet audit and monitoring requirements.
 I acknowledge that my submission of this worksheet acts as my signature on the Subaward Funding Agreement which is accessible through the WORKSHEET CONTRACT button, and that I have reviewed the Subaward Funding Agreement, which reflects required award information per 2 CFR 200.331.

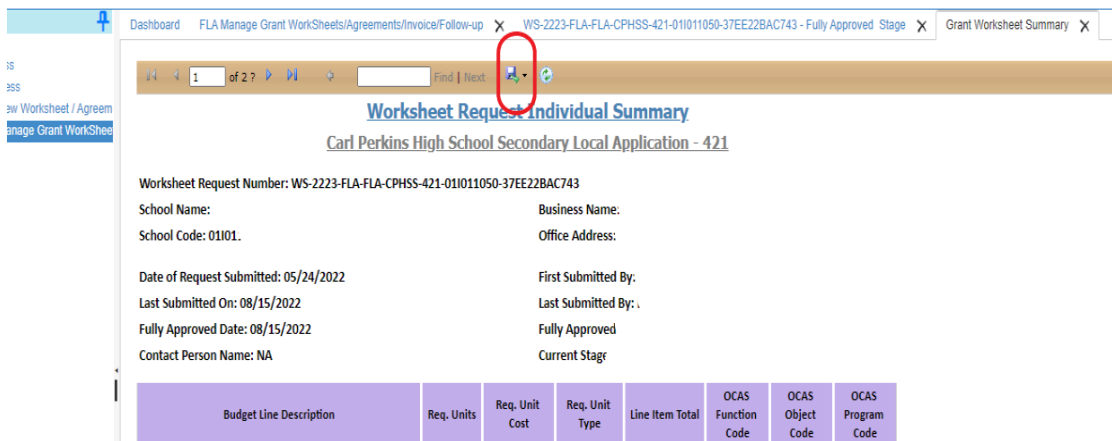
Acknowledgement Note:
Thank you for all your help Mrs. Debbie Hamble!!! (My pleasure! DH)

Step 14: Select the **Worksheet Summary** button to view or print your Worksheet Application before submitting to ensure it is complete and accurate.



To Print Your Worksheet Summary (Application):

Select the save/download button  to download your Application as a PDF document that you can save or print. You can save and print/or from this screen.



Step 15: Once you have reviewed your completed Worksheet/Application, you can close the Worksheet Summary tab. Once back on the FLA Grant Submit Worksheet – Step 3 page, select the **Submit For Approval** button. You may have a pop-up verification screen appear asking if you are sure. If so, click **“OK”**. You will receive an automatic email from the CTIMS system stating your Worksheet has been submitted successfully to your **FLA Local Finance Coordinator**. It is highly recommended that you also contact this individual and inform them that the Worksheet is available for their review and approval / rejection.

Dashboard FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up X WS-2223-FLA-FLA-CPHSS-421-071003050-2132DD702C79 - New X

FLA Grant Submit Worksheet - Step 3

Provider Organization Details Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft **Submit for Approval**

Basic Client Information

Project Details

Budget Line Items

Attachments

Acknowledgements

- I have attached our completed Comprehensive Local Needs Assessment to this application for funding.
- I have attached all required Program of Study - course sequence worksheets to this application for funding.
- I acknowledge that my school or consortium meets the Quality requirements established above for the Carl Perkins fiscal year.
- I acknowledge that my school or consortium will abide by the Assurances of Compliance as established above for the Carl Perkins fiscal year.
- I acknowledge that my school or consortium will abide by the Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements Lower Tier as established above for the Carl Perkins fiscal year.
- I certify that my school/consortium has a Program of Study for 100% of CareerTech programs or CTE Associate Degrees offered at my school/consortium and I will provide these documents upon request to meet audit and monitoring requirements.
- I acknowledge that my submission of this worksheet acts as my signature on the Subaward Funding Agreement which is accessible through the WORKSHEET CONTRACT button, and that I have reviewed the Subaward Funding Agreement, which reflects required award information per 2 CFR 200.331.

Acknowledgement Note:

B I U (inherited size) (inherited font) Format

Approved and submitted. ZZ

Refresh Worksheet Summary Worksheet Contract One Step Back Save as Draft **Submit for Approval**

After you submit the **Worksheet**, if there are any changes, you will need to use the **Change Request Process**. (See Table of Contents for location in this document)

FLA Local Finance Coordinator - Worksheet Approval

After the FLA Local Initiative Coordinator has created and submitted the Worksheet, the **FLA Local Finance Coordinator** will receive a notification from CTIMS to sign in and review the **Worksheet**. If the FLA Local Finance Coordinator approves the Worksheet, it will go to the FLA Local Superintendent/CEO/President to approve or reject using this same process. If either person rejects the Worksheet, it will be sent back to the FLA Local Initiative Coordinator for correction.

Please log in using **Microsoft Edge, Mozilla Firefox or Google Chrome**. CTIMS is currently not compatible with other browsers.

Step 1: Sign in using your school email and CTIMS password at:

<https://ctims.okcareertech.org/CTBDSWeb/>

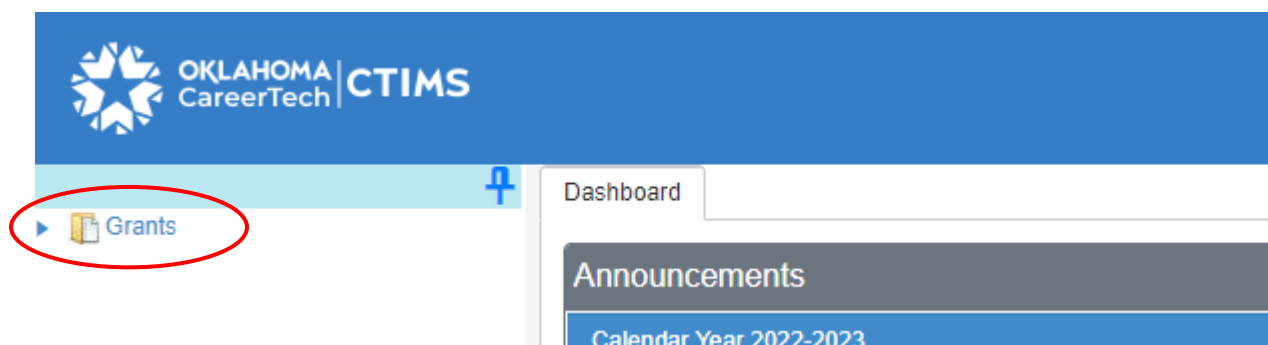
Step 2: Verify that you are signed on with the role of a **FLA-Local Finance Coordinator** in the top right corner. Use the dropdown arrow to select the Local Initiative Coordinator role if it is not already shown in the box.



The screenshot shows the CTIMS dashboard interface. At the top right, a dropdown menu is open, displaying 'FLA - Local Finance Coordinator' as the selected role. The dashboard includes a navigation menu on the left with 'Grants' highlighted, and a main content area with 'Announcements' and 'User Profile' sections.

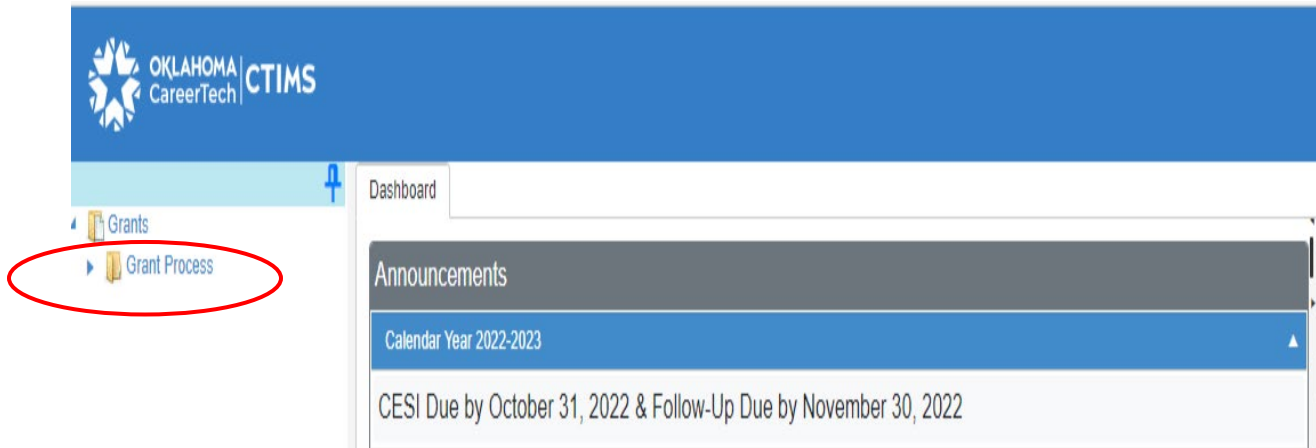
User Profile	
Name	Oklahoma Department of Career and Technology Education
Short Name	ODCTE
Organization Code	601000000
Organization Type	ODCTE District
Organization Status	Active

Step 3: Click the ► (small blue triangle) icon next to **Grants** on the left side navigation area.



The screenshot shows the CTIMS dashboard interface. The 'Grants' menu item in the left navigation area is highlighted with a red circle. The main content area shows 'Announcements' with 'Calendar Year 2022-2023' selected.

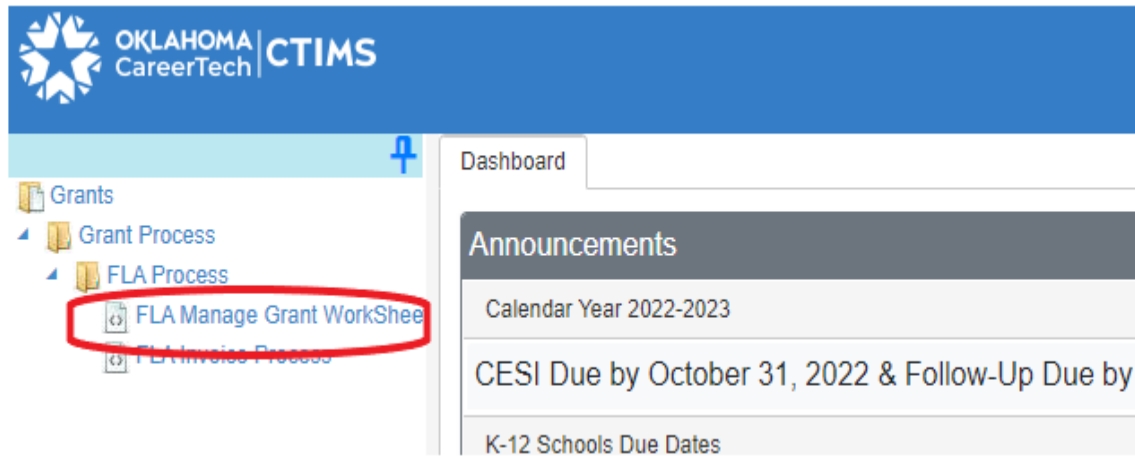
Step 4: Click the ▶ (small blue triangle) icon next to **Grant Process**.



Step 5: Click the ▶ (small blue triangle) icon next to **FLA Process**.



Step 6: Select **FLA Manage Grant Worksheet/Agreement Flow**



Step 7: Complete the **FLA Grant Funds Worksheets List**

The tagged numbers on the screen shot correspond to the instruction steps below.

Note: The red asterisks* represents a required field.

1. Verify **Fiscal Calendar Year***.
2. Verify **Grant Fund Type** is set to FLA*.
3. Select your correct **Organization Type*** from the dropdown menu. Use K-12 Districts, Technology Center Districts or College District for Basic grants. Select K-12 Schools, Technology Sites or College District for Innovative Grants
4. Select your **Organization*** by typing in the first three characters of the school name and selecting from the drop-down menu.
5. Verify the **Organization District*** is the same as the Organization in #4.
6. Select your correct **Program Initiative***.
7. **Approval Function Type** will remain as All.
8. **Filter on Status** will remain as All.
9. Select the **Search** button.

The screenshot displays the 'FLA Grant Fund Worksheets List' form within the CTIMS system. The form is titled 'FLA Grant Fund Worksheets List' and contains several dropdown menus and buttons. The fields are numbered 1 through 9, corresponding to the instructions provided. The values shown in the form are: 1. Fiscal Calendar Year*: 2022-2023; 2. Grant Fund Type*: FLA; 3. Organization Type*: College District; 4. Organization*: Connors State College District; 5. Organization District*: Connors State College District; 6. Program Initiative*: --Select--; 7. Approval Function Type*: All; 8. Filter on Status*: All. There is a search button labeled '9.' next to the Filter on Status dropdown. Below the form are buttons for 'Save changes', 'Cancel changes', and 'Export to Excel'. At the bottom, there is a table header with columns: 'Act', 'Provider Name', 'Client Name', 'Worksheet Approval Current', 'Stage', 'Worksheet Submission Date', 'Worksheet', and 'Agreement'.

Step 8: After clicking the Search button, the link for the Worksheet that needs approval will be listed under the Worksheet column. Click on the **Worksheet Number** to open the Worksheet. The Worksheet number always begins with “WS-”.

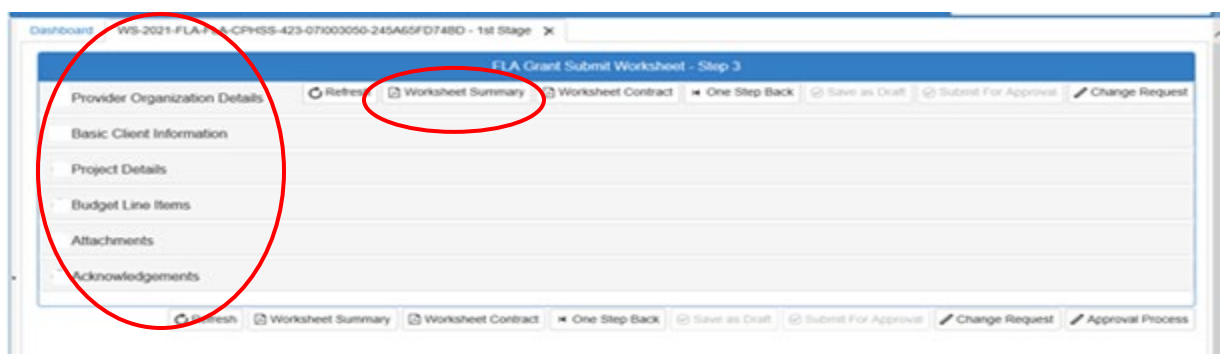
Step 9: FLA Grant Submit Worksheet – Step 2

After clicking on the Worksheet number to open the grant, the application information should be reviewed by scrolling through the different sections of the Worksheet:

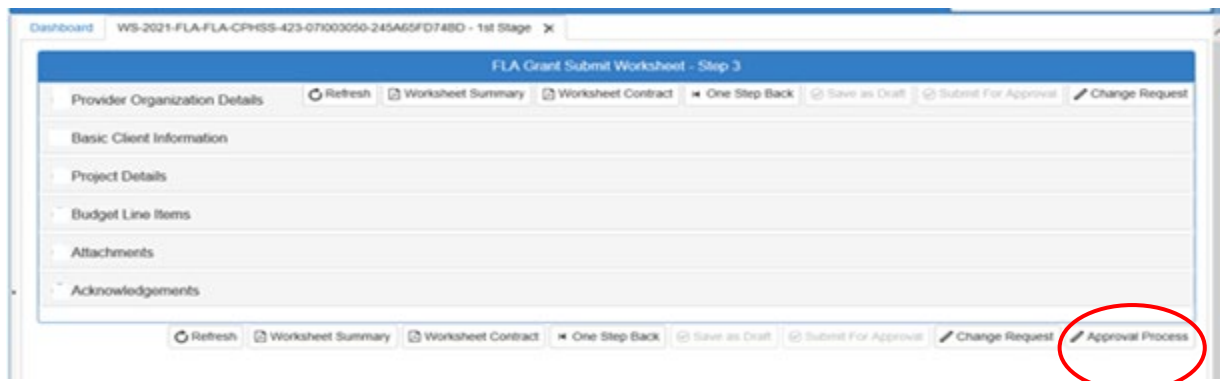
Provider Organization Details, Basic Client Information, and Funding Request Details. To proceed to the next section, select **Next Step**.

Step 10: FLA Grant Submit Worksheet - Step 2: Open each section of the Worksheet by clicking on each section headings: Provider Organization Details, Basic Client Information, Project Details, Budget Line Items, Attachments and Acknowledgements.

Verify the contents of each section of the Worksheet. We recommend you print a PDF of the **Worksheet Summary** to help with project and budget verification. (Refer to the **"Printing your Worksheet Application"** section of this Guidebook.)



If everything is correct, click on **Approval Process**.



Step 11: Approval Process – FLA Grant Worksheet Approval. At this point,

1. You can see that the Worksheet is at the **FLA Local Finance Coordinator** Stage (2nd Stage).
2. Type in an **Approval or Rejection Note**. The date and your initials are fine.
3. Select the **Reject** button to reject the Worksheet, or
4. Select the **Approve** button to approve the Worksheet.

After clicking the Reject or Approve button, the system will ask, **“Are you sure?”** Click **“Cancel”** or **“OK”**. If OK is selected, the application is successfully approved or rejected.

Approval Process - FLA Grant Worksheet Approval

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

Request Number
WS-2021-FLA-FLA-CPHSS-425-07003050-245A65FD748D

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
Local Coordinator - 1st Stage	1/30/2020 11:33:00 AM	FLA-Local Initia...	Josh - Miller	Josh.Miller@car...	Approved	New Process	
1. Local Finance Coordinator - 2nd Appr	2/10/2020 10:23:48 AM						
Superintendent/President - 2nd Approv...	2/14/2020 10:23:48 AM						
State Local Coordinator - 4th Approval...	2/14/2020 10:23:48 AM						

Current Approval Stage Information

Approved By: Miller, Josh

Approver School: Oklahoma Department of Career and Technology Education

Approver Email: Josh.Miller@caretech.ok.gov

Approval Stage: 2nd Approval Stage

Approver Role: FLA-Local Finance Coordinator

Approval Date: 02/04/2020

Approval/Rejection Note

Format: [Rich Text Editor]

2.

Buttons: Back, 3. Reject, 4. Approve

If the Worksheet is **rejected** it will be returned to the FLA Local Initiative Coordinator for additional revisions or additions.

If the Worksheet is **approved**, an email from the CTIMS system will be sent to you stating that your Worksheet has been submitted successfully to the **FLA Local Superintendent/President** for their review. It is highly recommended that you also contact this individual and inform them that the Worksheet is available for their review and approval/rejection.

FLA Local Superintendent/President: Worksheet Approval

After the FLA Local Finance Coordinator approves the Worksheet, the **FLA Local Superintendent /President** will receive an automatic CTIMS email that the Worksheet is ready for review.

To approve the Worksheet, the **FLA Local Superintendent/President** will follow the same steps as in the **FLA Local Finance Coordinator: Worksheet Approval** process listed in this Guidebook (shown above).

If the Worksheet is **rejected** it will be returned to the FLA Local Initiative Coordinator for additional revisions or additions. The Worksheet must then progress through review and approval by the FLA Local Finance Coordinator and the FLA Superintendent/President before it is fully submitted.

When the submission process is complete, you will receive an email from the CTIMS system stating your Worksheet has been submitted successfully to the FLA State Staff for review.

FLA State Initiative Coordinator and FLA State Initiative Supervisor: Worksheet Approval

To approve the Worksheet, first the **FLA State Initiative Coordinator**, then the **FLA State Initiative Supervisor** will follow the same steps as in the **FLA Local Finance Coordinator: Worksheet Approval** process listed in this Guidebook.

ODCTE Contract Reviewer: Contract Approval

After the Worksheet is approved by the FLA State Initiative Supervisor, the **Subaward Funding Agreement (Contract)** is reviewed and approved by the **ODCTE Contract Reviewer**. The Agreement process, where the Local Finance Coordinator adds OCAS codes to the budget lines, can then begin.

Opening a Saved Worksheet:

If at any time you need to return to a **Worksheet** you have started, go to:

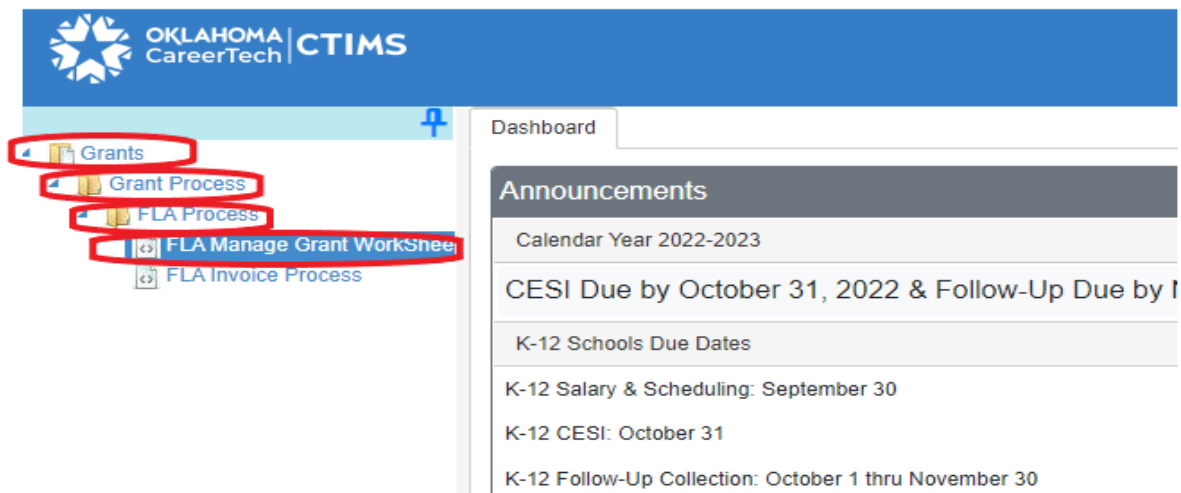
Grants –

Grant Process –

FLA Process –

FLA Manage Grant Worksheet in the left side navigation panel.

Do not select FLA New Worksheet again.



Complete these sections in the FLA Grant Funds Worksheet List:

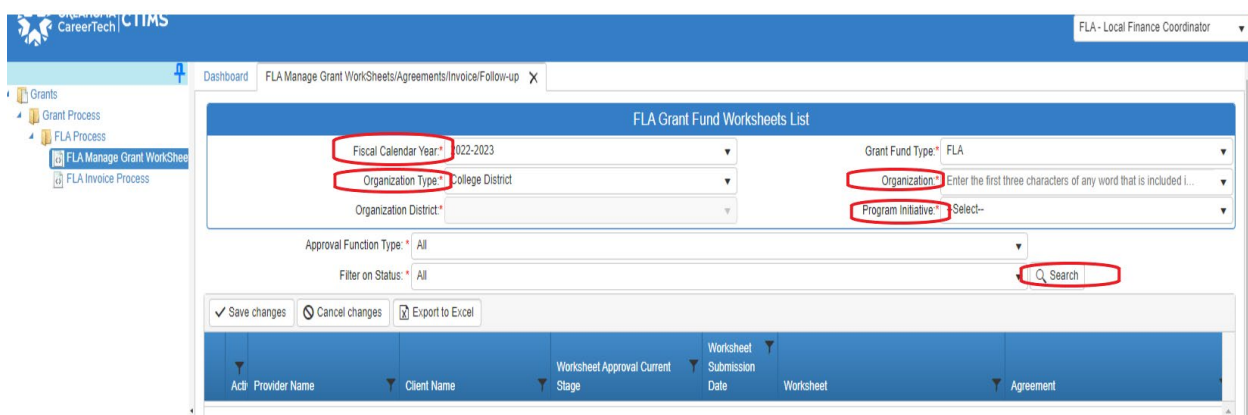
Fiscal Calendar Year -

Organization Type -

Organization -

Program Initiative -

Search –



In the new section:

Scroll to the left and click on the Worksheet link under the Worksheet column. The Worksheet link is in blue and begins with “WS.”

Scroll through the **Funding Request Details** section to see Worksheet answers or select **Next Step** to open the rest of the Worksheet.

Selecting **Next Step** will allow you to see your **Budget Line Items**, the **Attachment** function or the **Acknowledgement** section. The **Save as Draft** and **Submit for Approval** buttons are also located here, along with the **Worksheet Summary** button which may be selected if you want to pdf/print your Worksheet/application.

If the Worksheet is rejected at any time during the Approval process, it is returned to the FLA Local Initiative Coordinator role for revisions &/or additions. The Worksheet must then be re-approved at all local levels (FLA Local Initiative Coordinator, FLA Local Finance Coordinator and FLA Local Superintendent/President before it is fully submitted for review. The FLA State Initiative Coordinator, FLA State Supervisor and ODCTE Finance Reviewer) Must review and approve the Worksheet before the grant process is completed.

Once a Worksheet has been fully approved by the ODCTE Contract Reviewer it is locked and no further changes may be made to it.

Checking the Status of your Worksheet:

At any time during the Approval process, you can check the status of your Worksheet. In this way you can determine who has approved the Worksheet, what level the Worksheet is currently at and whether the Worksheet has been rejected or is fully approved. The status of a Worksheet can be checked by any person with an assigned CTIMS role: FLA Local Initiative Coordinator, FLA Local Finance Coordinator or FLA Local Superintendent/President. After logging in, these selections on the left of the screen should be made:

Grants –

Grant Process –

FLA Process –

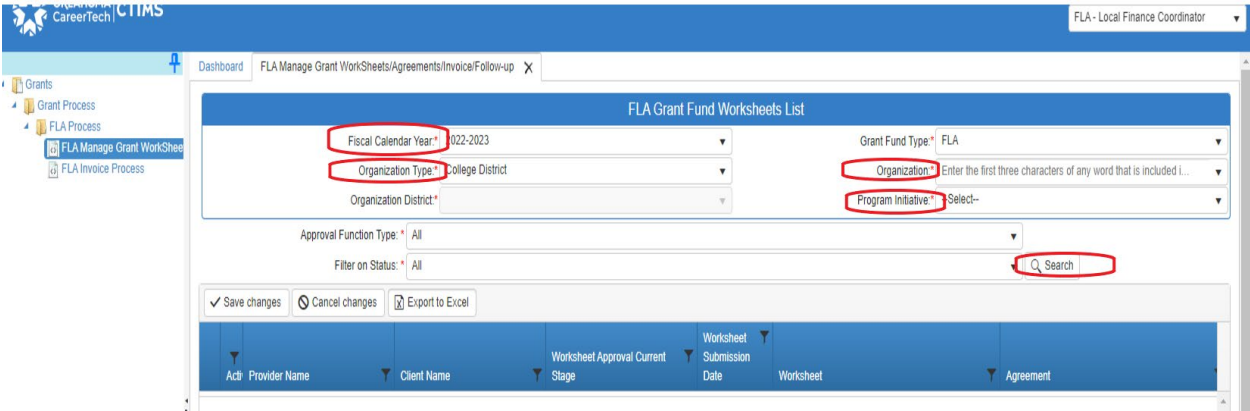
FLA Manage Grant Worksheet

Do not select FLA New Worksheet again.

The screenshot displays the OKLAHOMA CareerTech CTIMS interface. On the left, a navigation menu lists several options: Grants, Grant Process, FLA Process, FLA Manage Grant Worksheet, and FLA Invoice Process. The 'FLA Manage Grant Worksheet' option is circled in red. The main dashboard area features a 'Dashboard' tab and an 'Announcements' section. The announcements include: 'Calendar Year 2022-2023', 'CESI Due by October 31, 2022 & Follow-Up Due by October 31, 2022', 'K-12 Schools Due Dates', 'K-12 Salary & Scheduling: September 30', 'K-12 CESI: October 31', and 'K-12 Follow-Up Collection: October 1 thru November 30'.

Complete the required items in the FLA Grant Funds Worksheet List:

- Fiscal Calendar Year -**
- Organization Type -**
- Organization -**
- Program Initiative -**
- Search -**



In the new section, click on the **small dark triangle** to the left of the **“Active”** checkbox. Scroll down through the **Approval Stage** and **Approval Status** columns to see the current status of your Worksheet/application.

