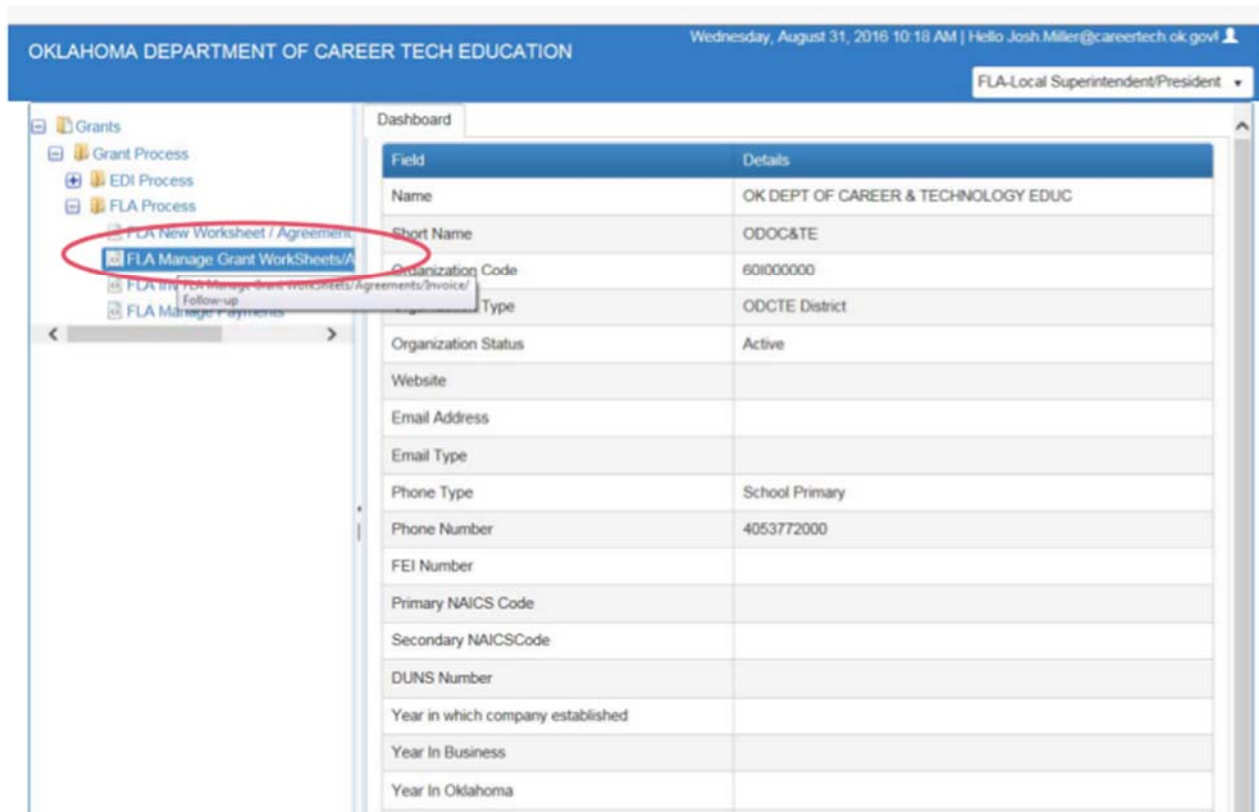
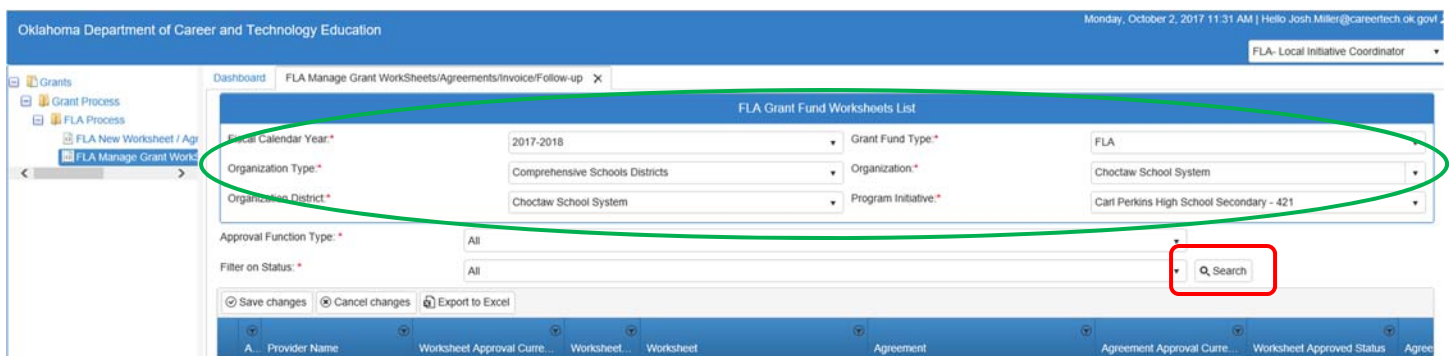


STEP 1: Sign into CTIMS using your account information: Once logged in, open the left hand file menu structure until it looks like below: **Select the “FLA Manage Grants...” menu item.**



STEP 2: After you select the “FLA Manage Grant Worksheet...” menu item, a screen will appear in the dashboard section. You will fill out your school information in the area circled in green similar to below: **Once your school information is added click the “Search” button circled in red.**



STEP 3: After you press “Search,” you will find the information associated with the grant listed under the blue divider as circled in green below. You will click the blue active link text associated with the grant as shown circled in red to access the worksheet.

Oklahoma Department of Career and Technology Education

Monday, October 2, 2017 11:31 AM | Hello Josh.Miller@careertech.ok.gov | FLA-Local Initiative Coordinator

Dashboard | FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up

FLA Grant Fund Worksheets List

Fiscal Calendar Year: 2017-2018 | Grant Fund Type: FLA
Organization Type: Comprehensive Schools Districts | Organization: Choctaw School System
Organization District: Choctaw School System | Program Initiative: Carl Perkins High School Secondary - 421

Approval Function Type: All | Filter on Status: All | Search

Save changes | Cancel changes | Export to Excel

Provider Name	Worksheet Approval Cur...	Worksheet...	Worksheet	Agreement	Agreement Approval Curte...	Worksheet Approved Status	Agre...
Choctaw School System	State Local Coordinator - 4...	05/28/201...	WS-1718-FLA-FLA-CPHSS-421-55100455		New-Draft	Pending	

STEP 4: After clicking on the blue worksheet link associated with the grant the screen below will show, to access the sub award funding agreement contract click the worksheet contract button located at both the top and bottom of screen shown below circled in red (it does not matter which one you choose to click):

Oklahoma Department of Career and Technology Education

Monday, October 2, 2017 4:00 PM | Hello Josh.Miller@careertech.ok.gov | FLA-Local Initiative Coordinator

Dashboard | FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up | WS-1718-FLA-FLA-CPHSS-421-551004050-92895FA36942 - 3rd Approval Stage

FLA Grant Submit Worksheet - Step 2

Provider Organization Details



Fiscal Calendar Year: 2017-2018 | Grant Fund Type: FLA
Organization Type: Comprehensive Schools Districts | Organization: Choctaw School System
Organization District: Choctaw School System | Program Initiative: Carl Perkins High School Secondary - 421
Worksheet No: WS-1718-FLA-FLA-CPHSS-421-551004050-92895FA36942

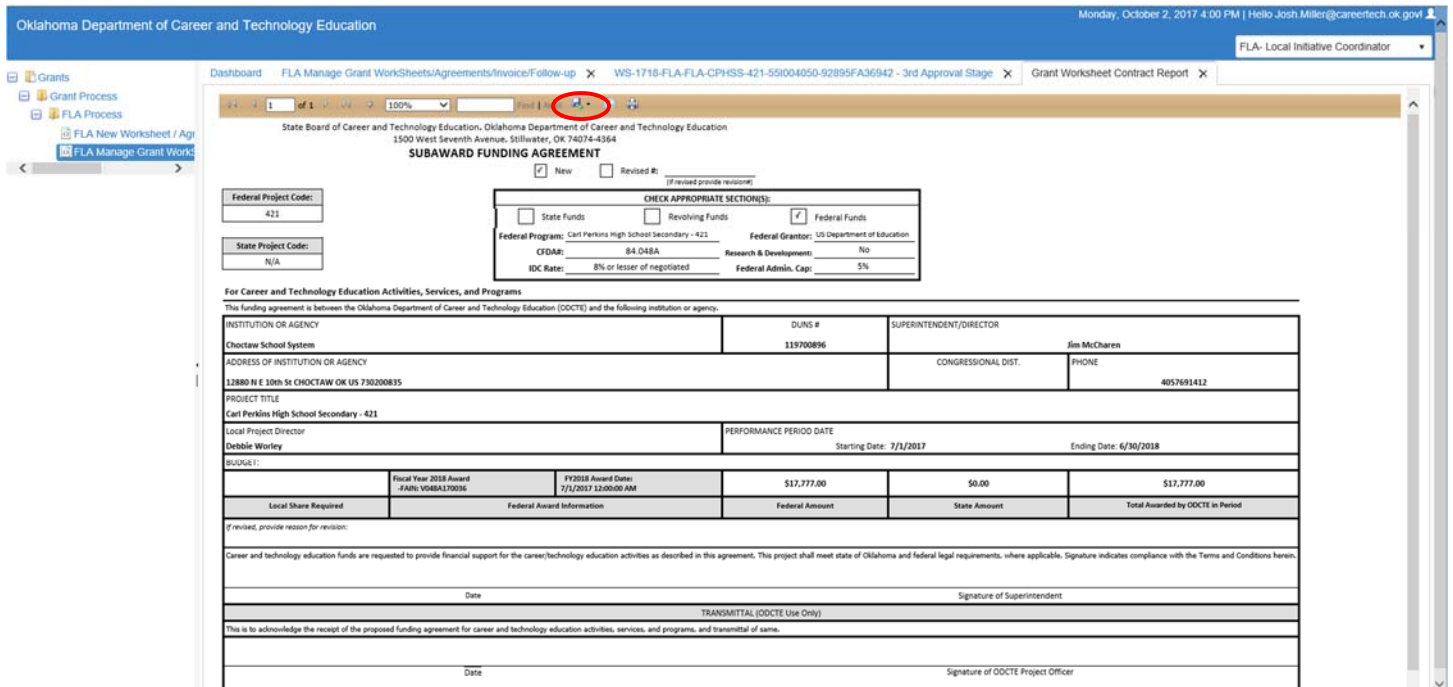
Basic Client Information

Funding Request Details

Refresh | Worksheet Summa... | **Worksheet Contract** | Next Step

Refresh | Worksheet Summa... | **Worksheet Contract** | Change Request | Next Step

STEP 5: After clicking on the worksheet contract button the following screen will show up in CTIMS, click on the  icon circled in red below and select pdf by clicking on  the pdf selection:



Oklahoma Department of Career and Technology Education

Monday, October 2, 2017 4:00 PM | Hello Josh.Miller@careertech.ok.gov

FLA - Local Initiative Coordinator

Dashboard FLA Manage Grant Worksheets/Agreements/Invoice/Follow-up WS-1718-FLA-FLA-CPHSS-421-551004050-92895FA36942 - 3rd Approval Stage Grant Worksheet Contract Report

1 of 1 100% Print PDF

State Board of Career and Technology Education, Oklahoma Department of Career and Technology Education
1500 West Seventh Avenue, Stillwater, OK 74074-4364

SUBAWARD FUNDING AGREEMENT

New Revised If revised provide reason:

State Funds Revolving Funds Federal Funds

Federal Program: Carl Perkins High School Secondary - 421 Federal Grantor: US Department of Education
CFDA#: 84.048A Research & Development: No
IDC Rate: 8% or lesser of negotiated Federal Admin. Cap: 5%

For Career and Technology Education Activities, Services, and Programs

This funding agreement is between the Oklahoma Department of Career and Technology Education (ODCTE) and the following institution or agency.

INSTITUTION OR AGENCY Choctaw School System	DUNS # 119700896	SUPERINTENDENT/DIRECTOR Jim McCharen
ADDRESS OF INSTITUTION OR AGENCY 12880 N E 10th St CHOCTAW OK US 730200835	CONGRESSIONAL DIST.	PHONE 4057691412
PROJECT TITLE Carl Perkins High School Secondary - 421	PERFORMANCE PERIOD DATE Starting Date: 7/1/2017 Ending Date: 6/30/2018	
Local Project Director Debbie Worley		
BUDGET:	Fiscal Year 2018 Award -FA#s: V048A170036	FY2018 Award Date: 7/1/2017 12:00:00 AM
Local Share Required	Federal Award Information	Federal Amount \$17,777.00 State Amount \$0.00 Total Awarded by ODCTE in Period \$17,777.00

If revised, provide reason for revision:

Career and technology education funds are requested to provide financial support for the career/technology education activities as described in this agreement. This project shall meet state of Oklahoma and federal legal requirements, where applicable. Signature indicates compliance with the Terms and Conditions herein.

Date _____ Signature of Superintendent _____

TRANSMITTAL (ODCTE Use Only)

This is to acknowledge the receipt of the proposed funding agreement for career and technology education activities, services, and programs, and transmittal of same.

Date _____ Signature of ODCTE Project Officer _____

STEP 6: After clicking on the pdf selection may see the following pop up towards the bottom of the screen, select open circled in green below, once the documents is open in adobe you can print or save as needed.

