

Continuation Grant Application Tip Sheet

The *Continuation Grant Summary* page is the home page for the *Continuation Grant Application*. The *Continuation Grant Summary* page provides an overall view of information entered in the *Continuation Grant Application*.

Providers will have the opportunity to apply for a continuation grant near the end of the fiscal year on the *Continuation Grant Summary* page. An announcement will be issued from OCDEL when the continuation grant application window is open. Providers wishing to apply for a continuation grant should create and submit the application online as part of the Financial Management functionality upon receiving the announcement.



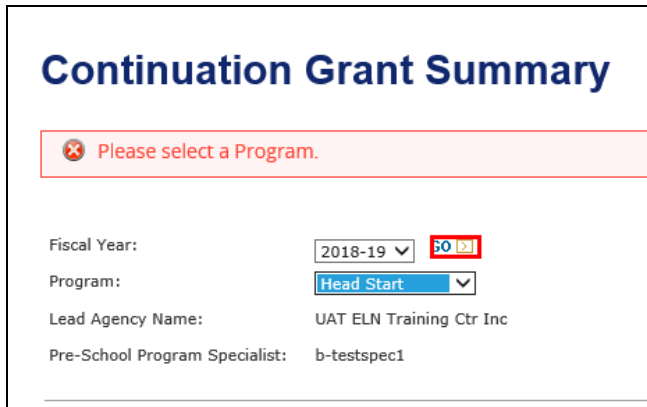
To begin a Continuation Grant Application,

- click **Financial Management** on the *Main Navigation* bar,
- then click **Continuation Grant** on the *Sub-Navigation* bar.



The screenshot shows the navigation bar of the Pennsylvania Pelican Early Learning Network web application. The top left features the logo and name. The top right has a 'Back To PSS Home' link and a user profile dropdown 'b-uatlaphss'. The main navigation bar is yellow and contains: 'UPLOAD CHILD DATA', 'HOME', 'MY PROVIDERS', 'MY DETAILS', 'FINANCIAL MANAGEMENT' (highlighted with a red box), and 'ADDITIONAL OPTIONS' with a dropdown arrow. Below this is a sub-navigation bar with: 'FUNDS INBOX', 'BUDGETS', 'BUDGET REVISION', 'QER', 'FER', 'GRANTS', 'GRANT STRUCTURE', 'CONTINUATION GRANT' (highlighted with a red box), and 'INVENTORY REPORT'. A 'HELP' button is also present.

- Select the **Fiscal Year**.
- Select the appropriate **Program**.
- Then click **GO**.



Continuation Grant Summary

Please select a Program.

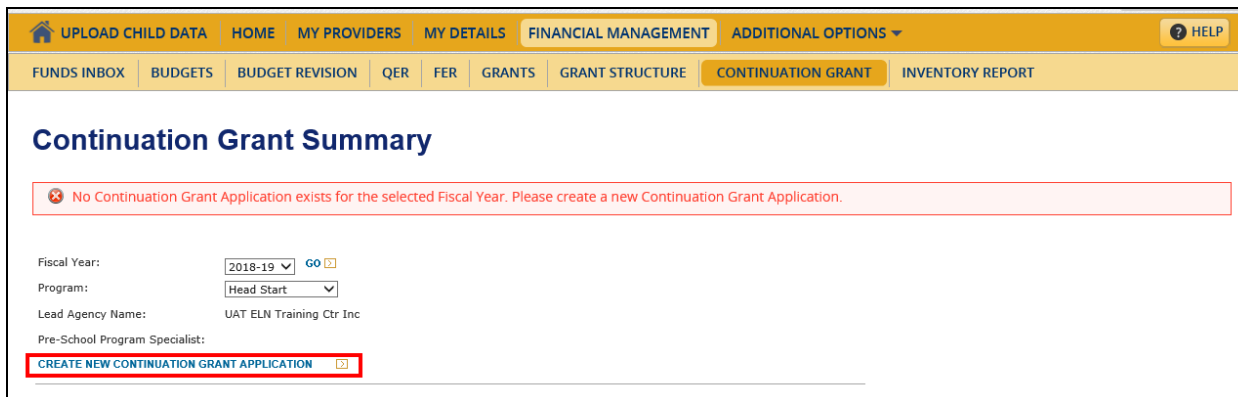
Fiscal Year: 2018-19 **GO**

Program: Head Start

Lead Agency Name: UAT ELN Training Ctr Inc

Pre-School Program Specialist: b-testspec1

If no Continuation Grants exist, click **CREATE NEW CONTINUATION GRANT APPLICATION**.



UPLOAD CHILD DATA HOME MY PROVIDERS MY DETAILS FINANCIAL MANAGEMENT ADDITIONAL OPTIONS HELP

FUNDS INBOX BUDGETS BUDGET REVISION QER FER GRANTS GRANT STRUCTURE CONTINUATION GRANT INVENTORY REPORT

Continuation Grant Summary

No Continuation Grant Application exists for the selected Fiscal Year. Please create a new Continuation Grant Application.

Fiscal Year: 2018-19 **GO**

Program: Head Start


Lead Agency Name: UAT ELN Training Ctr Inc

Pre-School Program Specialist:

CREATE NEW CONTINUATION GRANT APPLICATION

Continuation Grant Application Tip Sheet

If a Continuation Grant is found, click the link for a section located on the *Continuation Grant Application* table to navigate to that section, as necessary, to complete the application.


Back To P

HOME
MY PROVIDERS
MY DETAILS
FINANCIAL MANAGEMENT
ADDITIONAL OPTIONS ▾

FUNDS INBOX
BUDGETS
BUDGET REVISION
QER
FER
GRANTS
GRANT STRUCTURE
CONTINUATION GRANT
INVENTORY REPORT

Continuation Grant Summary

Fiscal Year: 2018-19 GO

Program: PA Pre-K Counts

Lead Agency Name: UAT ELN Training Ctr Inc

Pre-School Program Specialist:

Grant Information

	2017-2018	2018-2019
Grant Amount	\$250,000.00	\$250,000.00
Half Day	10	0
Full Day	50	0
PKC SKRP Full Day	0	0
PKC SKRP Half Day	0	0

Continuation Grant Application

Narrative Description	Status
Grant Structure	Not Started
Lead Agency Contacts	Not Started
Program Operations	Not Started
Additional Funding	Not Started
Kindergarten Readiness Program	Not Started
Fiscal Information	Not Started

PRI scores will be reviewed prior to application approval

To the best of my knowledge, I certify that all the information provided above is true.
 User ID: b-uatapkhas

SUBMIT
PRINT CONTINUATION GRANT APPLICATION

Note: The *Continuation Grant Application* may be printed anytime by clicking the **Print Continuation Application** link.

Continuation Grant Application Tip Sheet

STEP	ADD GRANT STRUCTURE CHANGES	ADD/UPDATE CONTACTS	COMPLETE NARRATIVE AND FISCAL SECTIONS	PRINT AND SUBMIT
1.	SLOT ALLOCATION <ul style="list-style-type: none"> • Add and/or Remove partners or locations of the Lead Agency • Enter slot allocation in the appropriate row. If redistribution is requested, make appropriate adjustments to allocation of slots. 	All five contact types are required to complete the Provider Contact Information section <ol style="list-style-type: none"> 1. Add missing contacts 2. Update existing contacts 	OCDEL creates questions annually for this section. Questions may be in the form of tables, free text, radio buttons, or drop-down lists. Note: <i>The language and section layout may change based on the fiscal year. Specifics regarding how to respond to questions will need to be discussed as changes occur.</i>	Navigate back to the Continuation Grant Summary page
2.	[CALCULATE]	Verify as Completed	This section relates to the program operations of the Lead Agency	STATUSES: <ul style="list-style-type: none"> • All Complete
3.	Allocate Pass Through Budget Amounts and Justifications <ul style="list-style-type: none"> • For new partners and/or existing partners 	[SAVE]	Answer all questions	Certify all information provided is true
4.	Verify as Completed	[NEXT SECTION]	Verify as Completed	[PRINT CONTINUATION GRANT APPLICATION]
5.	[SAVE]		[SAVE]	[SUBMIT]
6.	[NEXT SECTION] Note: <i>Navigation buttons at the bottom of each page assist with navigating from each page to another section of the application or returning to the Continuation Grant Summary page.</i>		Click [NEXT SECTION] or [BACK TO CONTINUATION GRANT SUMMARY PAGE]	

For additional information, refer to the [PELICAN: Financial Management Training Guide for PA Pre-K Counts and Head Start Lead Agency Providers](#) located on the PA Keys website.