

Virginia Department of Education



Online Management of Education Grant Awards (OMEGA) User's Guide

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Online Management of Education Grant Awards

What is OMEGA?

The Online Management of Education Grant Awards (OMEGA) is an automated grant reimbursement and application system. This manual is designed to instruct the department staff and authorized subrecipient staff how to log on and utilize the OMEGA software. Instructions contained in this manual include logging on to the department's secure Internet portal, Single Sign-on for Web Systems (SSWS), accessing OMEGA and creating/submitting reimbursements, applications and object code transfers.

Software and Hardware Requirements

This web-based software is designed for use with the following components:

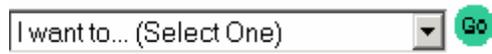
- browsers include Internet Explorer 6.0 and above,
- standard personal computers utilizing Windows 95 operating system or a later version,
- screens displayed optimally in a maximized browser window in a minimum resolution of 800x600 with small fonts (Windows default),
- no open browser bars, and
- Adobe Acrobat reader to view the online documentation.

Standards

- Screen images are provided throughout.
- Key instructions or words are printed in **bold**.
- Links are displayed as [underlined text](#).
- At the beginning of each section is a link to return to the [Table of Contents](#).
- Screen images are based on Internet Explorer 6.0 or a later version.
- Italicized words are defined in the Glossary.

OMEGA Button Guide

OMEGA buttons are typically represented by images of buttons found on the screens or **bolded blue text** representing a link from the **To Do List....**

 Provides a quick link drop-down menu. Functions listed under your **I WANT TO...** list are also in this drop-down list.

 Select this to advance.

 Provides additional information about a particular subject depending on where you are in OMEGA. (To the left of a Project Group name, this button shows everyone in the Approval Queue.)

 Expand for more information (who created or approved the request so far) or to download application.

 Returns to the OMEGA home page.

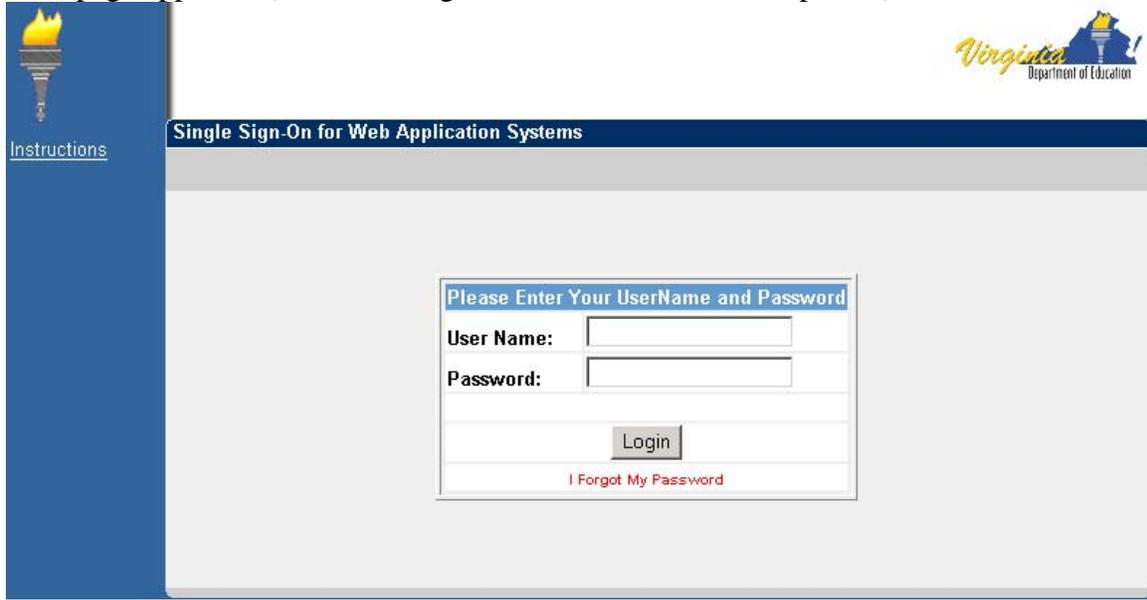
Logging In

[Table of Contents](#)

Enter the Web address (URL) for SSWS:

<https://eb01.vak12ed.edu/ssws> (bookmark it!)

The web page appears. (Browser images are based on Internet Explorer.)



Enter your assigned **User Name** and **Password** (established through the division's SSWS Account Manager).

Select **Login** to proceed.

If you have forgotten your password

Select **I Forgot my Password**



Enter your User Name and E-mail address.

Instructions

Single Sign-On for Web Application Systems

Please enter your User Name and E-mail Address.

User Name

E-mail

Please enter your User Name and E-mail Address and click on Reset Password button.
The system will validate the information and e-mail the password to your mailbox.

Reset Password

Return to VDOE Sign-On Home

Select 

A new password will be sent to your email address. This password must be used the first time you log on.

An incorrect login produces the following message.

Login Incorrect

Please Try Again

[Click Here To Continue](#)

To continue 

After a successful log on the VDOE Single Sign-On home page appears. The menu in the center of the page lists accessible applications.

Welcome
Brad Rizzo (Brad.Rizzo@doe.virginia.gov)

Please select one of the Applications listed below

Click  for additional application information.

Application Name
Online Management of Education Grant Awards -OMEGA 
Change Password Change E-mail Address

Changing Passwords

Passwords are changed through the SSWS application. **Note: SSWS requires that your password be changed every 90 days.**

Select [Click Here to Change Your Password](#)

Enter your old password, your new password, and retype the new password to confirm. All passwords will display as a series of asterisks (*****). Follow standard industry guidelines for passwords including using a series of letters and numbers and avoiding common and obvious words. SSWS requires that the password be at least 8 characters, have at least one non-alphabetic character and be different from the user login. You must use this password at your next login.

Enter Password Information	
Old Password	<input type="password"/>
New Password	<input type="password"/>
Retype New Password to Confirm	<input type="password"/>
The password must be at least 8 characters. It must have at least one non-alphabetic character and cannot be the same as the login.	
<input type="button" value="Save"/>	
Return to VDOE Sign-On Home	

Update Password Results
Password has been updated
Click Here To Continue

Accessing OMEGA

After successfully logging into SSWS, select Online Management of Education Grant Awards – OMEGA and you are directed to the home page.

The home page consists of three sections: I Want To...(Select One), Announcements, and the To Do List.

The **I Want To...** section lists OMEGA functions. The functions available to a user are based on permissions granted to the user.

The **Announcements** section includes important broadcast messages for the user. Grants Administration can direct a message to a specific *LEA* or recipients of a specific grant. All broadcast messages include timely, helpful information for the user. The Announcements section should be read on a frequent basis.

To Do List				
Id	Request Date	Request Type	Description	Action
1938	06/27/2005	Application Request	2005 NCLB - Title II Part D - Enhancing Education Through Technology, Application id 535	Go
1940	06/27/2005	Application Request	2005 NCLB - Title II Part D - Enhancing Education Through Technology, Application id 536	Go
1943	06/27/2005	Application Request	2005 NCLB - Title II Part D - Enhancing Education Through Technology, Application id 538	Go
2611	06/30/2005	Application Request	2005 NCLB - Title IV Part A - Safe and Drug-Free Schools & Communities, Application id 813	Go

The **To Do List...** includes requests that require action. Items in the To Do List vary depending on the type of user and the type of function.

OMEGA home page.

SSWS VIRGINIA DEPARTMENT OF EDUCATION

 Online Management of Education Grant Awards (OMEGA) [3.19](#)

- OMEGA SUPPORT
- HELP
- PRINT
- LOGOUT

Current User: Brad Rizzo **Current Subrecipient: Unselected**

[Select Subrecipient](#)

I want to... (Select One) [SSWS Home](#) [OMEGA Home](#) [Logout](#)

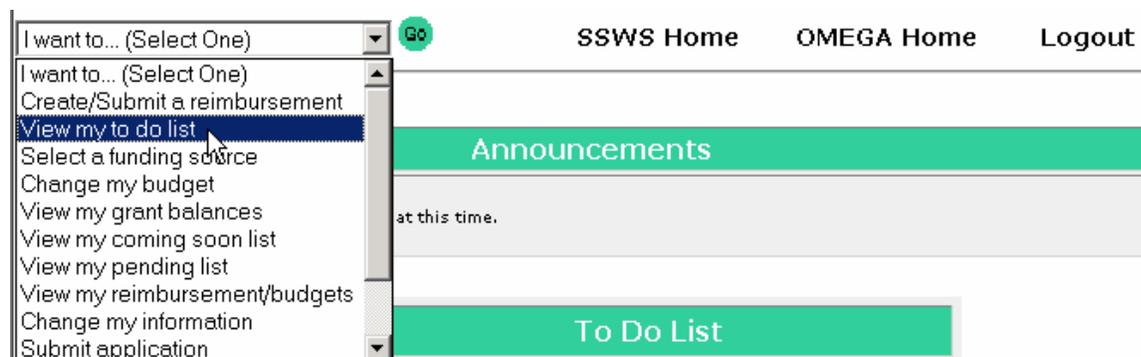
Announcements

 Welcome to OMEGA! For information and recorded training sessions, click on "HELP" in the upper right corner of this page and visit www.pen.k12.va.us/VDOE/omega.

To Do List

The **To Do List** is always displayed on the OMEGA home page.

You can also select **View My To Do List** from the left hand side of the OMEGA home page.



Items that require action are displayed in your To Do List.

For Originators this would include reimbursement requests, budget transfers or applications that have been *created* (saved) and not yet *submitted*. The *Originators* To Do List would also include requests that are *denied* by an *Approver* within the LEA or DOE.

For Approvers this would include reimbursement requests, budget transfers and applications that have been submitted by an Originator and require approval.

In the upper right corner of the home page, there are links to provide quick access to OMEGA SUPPORT, HELP, PRINT and LOGOUT. OMEGA SUPPORT creates an email message to the help desk in the Grants Administration Unit, HELP is a link to online documentation or training, PRINT captures the current screen for printing, and selecting LOGOUT closes OMEGA.

View My Coming Soon

Select [View my coming soon](#) from **I Want To...** on the OMEGA home page

Select

The Coming Soon List includes requests in a *created* or *submitted* status or both. These requests are not found in your To Do List. It is possible to see a Request Type in a *submitted* status in your Coming Soon List. For example, if the request requires level 1 and level 2 approvers, a Level 3 Approver would not see the item in his or her To Do List until the request successfully passes the Level 1 and Level 2 Approvers.

Coming Soon List				
Id	Request Date	Request Type	Description	Action
1072	06/17/2005	Application Request	2005 Consolidated Application, Application id 261	
1073	06/17/2005	Application Request	2005 Consolidated Application, Application id 261	
1074	06/17/2005	Application Request	2005 Consolidated Application, Application id 261	

If you select beside a *Request Type* on the Coming Soon List, the *Request Type* information appears. Note that the status of this consolidated application is *created*. Once in the *Submitted* status, it proceeds through the *Approval Levels* assigned to the request type. The *Application* remains in your Coming Soon until your *Approval Level* is required and the request will appear in your To Do List.

Status Tracking					
Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
NCLB - Title I Part A - Improving Basic Programs ↓					
33579	Created	09/12/2005	Brad Rizzo	0	
NCLB - Title II Part A - Improving Teacher Quality ↓					
33580	Created	09/12/2005	Brad Rizzo	0	
NCLB - Title III Part A - Limited English Proficient ↓					
33581	Created	09/12/2005	Brad Rizzo	0	

Submitting a Reimbursement Request

Select **Create A Reimbursement**.

Create/Submit a reimbursement Go
SSWS Home
OMEGA Home
Logout

The current awards are displayed and identified by *Award Code*, *Award Year*, *Project Code*, *Description*, *Start Date*, *End Date*, and *Funds Available*. School divisions are able to view balances of all open awards. A list of awards available for submitting reimbursement requests is found in Appendix A.

Select a Funding Source in the Action column Go

Select Award							
NCLB - Title I Part A - Improving Basic Programs							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
S010A030046	2003	429010000	Title I - Local Education Agency	07/01/2003	09/30/2005	0.00	Go
S010A040046	2004	429010000	Title I - Local Education Agency	07/01/2004	09/30/2006	266,085.92	Go
S010A050046	2005	429010000	Title I - Local Education Agency	07/01/2005	09/30/2007	906,311.99	Go
NCLB - Title II Part A - Improving Teacher Quality							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
S367A030044	2003	614800000	Title II - Part A	07/01/2003	09/30/2005	0.00	Go
S367A050044	2005	614800000	Title II - Part A	07/01/2005	09/30/2007	190,417.16	Go
S367A040044	2004	614800000	Title II - Part A	07/01/2004	09/30/2006	52,948.74	Go

Reimbursement Requests require the following information: Expenditure Start Date, Expenditure End Date, Object Code, Vendor, Description, Check/Voucher Number, Payment Date, and Payment Amount.

The *Encumbrance Date* (date funds were obligated) is required after the end date.

Expenditure data can be entered manually or by uploading a file of expenditure data to OMEGA. Through Browse the file is loaded to OMEGA. For details about this feature see Appendix B

[Uploading Data for Reimbursements.](#)

Browse...

Upload
Help

The date range begins with the date of the first expenditure and ends with the date of the final expenditure and cannot cross fiscal years.

Step 1: Enter date range for reimbursement Request

Expenditure Start Date (mm/dd/yyyy)	* 06/07/2005
Expenditure End Date (mm/dd/yyyy)	* 06/07/2005

To enter expenditure data manually

Select New Entry

To manually key data one line at a time, click "New Entry".

[New Entry](#)

The selected Project Group, Project, Award and the Reimbursement Request Summary are displayed.

Selected Project Group, Project, Award Information					
Project Group: NCLB - Title I Part A - Improving Basic Programs					
Project: 429010000, Title I - Local Education Agency					
Award: S010A040046					

Reimbursement Request Summary					
Object Code	No. of Lines	Funds Available Prior to this Request	Funds Requested	Funds Available After this Request	Funds Available After all requests have been taken into consideration
0000	0	0.00	0.00	0.00	0.00
1000	0	90,336.73	0.00	90,336.73	90,336.73
2000	0	28,138.68	0.00	28,138.68	28,738.68
3000	0	6,855.20	0.00	6,855.20	6,855.20
4000	0	0.00	0.00	0.00	0.00
5000	0	347.39	0.00	347.39	347.39
6000	0	5,832.22	0.00	5,832.22	5,232.22
8000	0	0.00	0.00	0.00	0.00
Total Funds	0	131,510.22	0.00	131,510.22	131,510.22

The Reimbursement Request Summary includes several columns of information including Object Code, Funds Available Prior to this Request, Funds Available After this Request, and Funds Available After all requests have been taken into consideration. Funds Available Prior

to this Request show the current balance by object code. Funds Available After the Request show the object code balance after a reimbursement is requested. Funds Available After all requests have been taken into consideration display the balances by object code after all pending expenditure and object code transfer requests are deducted.

The **Request ID** is the tracking number assigned by OMEGA.

Reimbursement Request Details ↓						
Summary Details						
Request Id is 886						
Expenditure Start Date (mm/dd/yyyy)					06/07/2005	
Expenditure End Date (mm/dd/yyyy)					06/07/2005	
Total number of line items in the Reimbursement Request is 0						
Line Entry No.	Object Code	Sector	Program Area	Vendor	Expenditure Description	Action
	Check/Voucher Number	Encumbrance Date (mm/dd/yyyy)	Payment Date (mm/dd/yyyy)	Item Quantity	Amount	
Total					0.00	

Select the *Object Code* from the pull-down menu. A list of object codes and their definition are available in [Appendix A](#)

Fill in the remaining fields. Required fields are indicated by an asterisk*. During certain times of the year the *encumbrance* date is required. (See Award End and Encumbrance Dates.)

When the requested amount of reimbursement is greater than the amount of funds available in a particular object code, OMEGA produces an error message and the request cannot be submitted. It is necessary to submit an object code transfer request to provide adequate funding in that object code. Once the object code transfer request is submitted and the approval process complete, OMEGA records the adjustment and the reimbursement request can be submitted.

Object Code * 6000 Materials and Supplies

Sector * Public

Program Area * Unspecified

Vendor * ABC

Description * Training
(100 char Max)

Check Voucher Number * 12345

Encumbrance Date (mm/dd/yyyy)

Payment

Date (mm/dd/yyyy) * 06/07/2005

Amount * 100.00

Back Save Reset Add Go To Submit

Select **Save**

If there are different Object Codes

Select **Add** to enter a reimbursement request under a different Object Code.

Object Code * Select One

Sector * Public

Program Area * Unspecified

Vendor

Description (100 char Max)

Check Voucher Number

Encumbrance Date (mm/dd/yyyy)

Payment

Date (mm/dd/yyyy)

Amount *

Back Save Reset Add Go To Submit

Once Go To Submit is selected Reimbursement Details appear.

Request Id is 886

Expenditure Start Date (mm/dd/yyyy)	06/07/2005
Expenditure End Date (mm/dd/yyyy)	06/07/2005

Total number of line items in the Reimbursement Request is 2

Line Entry No.	Object Code	Sector	Program Area	Vendor	Expenditure Description	Action
	Check/Voucher Number	Encumbrance Date (mm/dd/yyyy)	Payment Date (mm/dd/yyyy)	Item Quantity	Amount	
1804	1000 Personal Services	Public	Unspecified		20.00	  
1803	6000 Materials and Supplies 12345	Public	Unspecified 06/07/2005	ABC	Training 100.00	  
Total					120.00	

To change reimbursement information select Edit, Copy or Delete from the Action column.

Line Entry No.	Object Code	Sector	Program Area	Vendor	Expenditure Description	Action
	Check/Voucher Number	Encumbrance Date (mm/dd/yyyy)	Payment Date (mm/dd/yyyy)	Item Quantity	Amount	
17621	6000 Materials and Supplies 12345	Public 08/29/2005	Unspecified 08/29/2005	ABC	Omega Training 100.00	  

When all required information has been entered

Select **Save**

Select **Go To Submit** Optional comments can be entered in the Comments section.

The Request Status is *Created*.

WAYNESBORO CITY PBLC SCHS hereby claims reimbursement of disbursement made during the period 09/09/2005 to 09/09/2005 under the provisions of the program or grant indicated above. This is to certify that the expenditures listed in the reimbursement have been paid in accordance with the federal/state policies and/or regulations of Virginia Board of Education. It further certifies that documentation has been retained in the office of the educational agency/organization and is available upon request to support the claim. It is understood that this claim is subject to federal and/or state audits.

Comments:

For Omega training

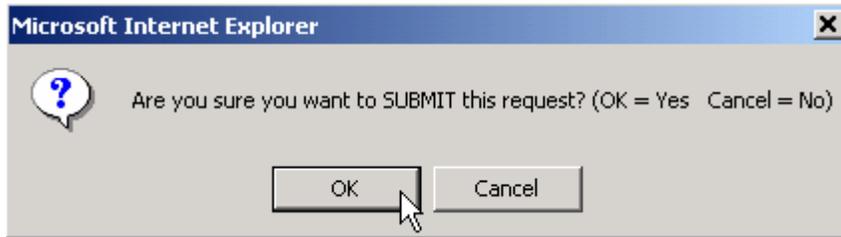
Back **Edit Request** **Cancel Request**

A Reimbursement Request can be edited or canceled before it is submitted for approval.

Select **Edit Request** or **Cancel Request**

Select **Submit Request**

Select OK to confirm



Award End and Encumbrance Dates

All federal grant awards have an award *End Date*. All funds must be encumbered or obligated by the End Date of the award even if the expenditure reimbursement will occur after this date. Generally this End Date is September 30th of the third school year or the last day of the 27th month of the grant award period. Usually reimbursement requests must be submitted for payment within two months of the end date.

An *Encumbrance Date* is required during certain time periods. The encumbrance date is the date the purchase order or contract was issued, the last day worked to earn the payroll being paid, or the date the travel occurred. The encumbrance date is always required after the end date, the final date that grant funds can be obligated by the LEA.

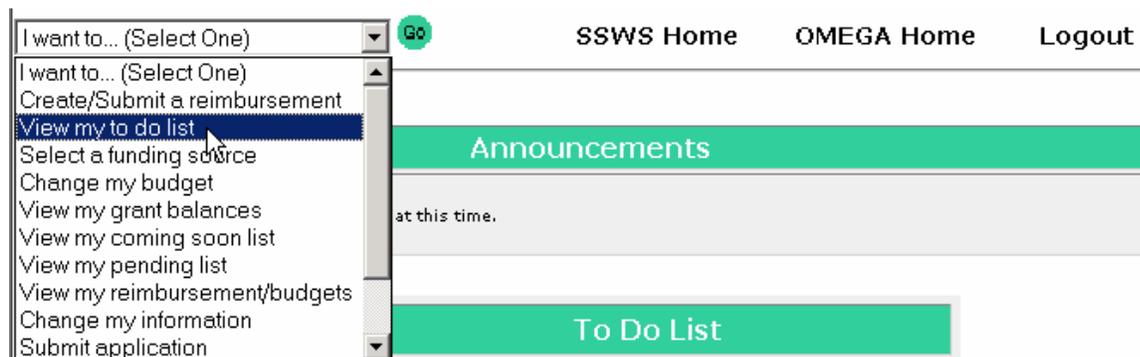
When an Originator creates a Reimbursement Request Type, OMEGA requires an encumbrance date for all lines items with an expenditure end date after the last day of the 27th month of the grant award. The encumbrance date must be prior to the start of the 28th month.

To encumber funds by September 30th, a purchase order or contract is issued by that date. In the case of payroll, only days worked through September 30th are encumbered by September 30th. For travel, only travel completed by September 30th is encumbered as of September 30th. The following two examples explain the use of encumbrance date on a Reimbursement Request Type.

- The award ends on September 30th and the end date of the expenditure period is on or after October 1st. The encumbrance date is required and must be on or before September 30th.
- The award ends on September 30th and the last date of the expenditure period is September 1st. Since the expenditure start date is before the closing date, an encumbrance date is not required.

Approving a Reimbursement Request

Select **View My To Do List** on the OMEGA home page.



The screenshot shows the 'To Do List' table. The table has a green header 'To Do List' and a table with the following columns: 'Id', 'Request Date', 'Request Type', 'Description', and 'Action'. The table contains one row with the following data:

Id	Request Date	Request Type	Description	Action
1050	06/16/2005	Reimbursement Request	\$100.00 for 2004 Award S367A040044, project 614800000: Title II - Part A	

The To Do List displays Request Types requiring approval. Note the **ID 1050**, an automatically assigned tracking number. The Request Date, *Request Type*, and a Description are provided.

Select  to view this request.

Displayed on the next screen are the Project Group, Project and Award numbers.

The screenshot shows the 'Selected Project Group, Project, Award Information' section. The section has a green header with an information icon and the text 'Selected Project Group, Project, Award Information'. The section contains three rows of information:

Project Group: NCLB - Title II Part A - Improving Teacher Quality
Project: 614800000, Title II - Part A
Award: S367A040044

Selecting either **Summary** **Details** **Approval Queue** will bring you to that viewing area of the request.

The next section shows the expenditure period.

Reimbursement Request	
Request Id is 1050	
Date range for expenditure Request	
Expenditure Start Date (mm/dd/yyyy)	06/16/2005
Expenditure End Date (mm/dd/yyyy)	06/16/2005

The Reimbursement Request Summary displays the funds available by *Object Code*. This reimbursement shows \$100.00 being requested from Object Code 6000. This expense reduces the Funds Available After this Request.

Reimbursement Request Summary ↓					
Details Approval Queue					
Reimbursement Request Summary					
Object Code	No. of Lines	Funds Available Prior to this Request	Funds Requested	Funds Available After this Request	Funds Available After all requests have been taken into consideration
1000	0	122,053.00	0.00	122,053.00	121,953.00
2000	0	24,337.00	0.00	24,337.00	24,337.00
3000	0	22,000.00	0.00	22,000.00	22,000.00
4000	0	0.00	0.00	0.00	100.00
5000	0	8,000.00	0.00	8,000.00	8,000.00
6000	1	9,016.00	100.00	8,916.00	8,916.00
8000	0	0.00	0.00	0.00	0.00
Total Funds	1	185,406.00	100.00	185,306.00	185,306.00

Reimbursement request details are available for review by the Approver.

The Approval Status displays the Status, Status Dates, and the Originator's Name. Level 0 indicates the request has been created and submitted.

Approval Status ↓					
Summary Details					
Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
33577	Created	09/12/2005	Brad Rizzo	0	
33578	Submitted	09/12/2005	Brad Rizzo	0	

The Reimbursement Request is available for approval. Comments entered become a part of the request.

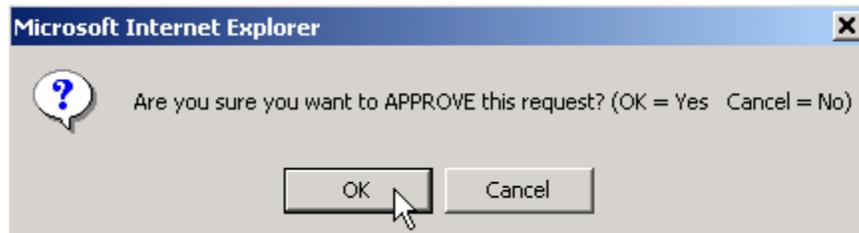
WAYNESBORO CITY PBLC SCHS hereby claims reimbursement of disbursement made during the period 09/12/2005 to 09/12/2005 under the provisions of the program or grant indicated above. This is to certify that the expenditures listed in the reimbursement have been paid in accordance with the federal/state policies and/or regulations of Virginia Board of Education. It further certifies that documentation has been retained in the office of the educational agency/organization and is available upon request to support the claim. It is understood that this claim is subject to federal and/or state audits.

Comments:

Select

Comments:

A pop-up window asks the user to confirm the action.



Select OK to finish the approval process and return to the home page.

There are no additional action items in your To Do List.

To Do List				
Id	Request Date	Request Type	Description	Action
There are no requests to approve				

The approved request has moved to your Pending List.

Grant Award Project Selection

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Choose [Select a Funding Source](#) from the OMEGA home page.

Select the grant you wish to access .

The word Current under the action column shows the active award. When there is no current or active award, OMEGA brings you to this page to select an award. The selected grant remains current until another grant is selected.

I want to... (Select One) 		SSWS Home	OMEGA Home	Logout			
Select Award							
NCLB - Title I Part A - Improving Basic Programs							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
S010A030046	2003	429010000	Title I - Local Education Agency	07/01/2003	12/31/2005	733,983.00	
S010A040046	2004	429010000	Title I - Local Education Agency	07/01/2004	12/31/2006	758,442.00	current
NCLB - Title II Part A - Improving Teacher Quality							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
S367A030044	2003	614800000	Title II - Part A	07/01/2003	12/31/2005	185,035.00	
S367A040044	2004	614800000	Title II - Part A	07/01/2004	12/31/2006	185,406.00	

Edit Grant Approval Levels

A *Maintenance User* has the responsibility to establish and maintain the Approval Levels for the different Project Groups in the *Approval Queue*. There are three levels of approval, Level 1, Level 2, and Level 3 and each function within a Project Group requires an *Approval Level*. Level 1 and Level 2 are not required for any Request Type.

LEA Approval Queue setup and maintenance must be performed **before** there are active requests.

Select **Edit Grant Approval Levels** from the OMEGA home page or the drop-down list.



Select  beside the desired Project Group.

Select Project Group	
Project Group	Action
NCLB - Title I Part A - Improving Basic Programs	
NCLB - Title I Part C - Migrant Education	
NCLB - Title I Part D - Neglected or Delinquent	
NCLB - Title II Part A - Improving Teacher Quality	
NCLB - Title II Part D - Enhancing Education Through Technology	
NCLB - Title III Part A - Limited English Proficient	
NCLB - Title IV Part A - Safe and Drug-Free Schools & Communities	
NCLB - Title V Part A - Innovative Programs	
NCLB - Title VI Part B Subpart B - Rural and Low-Income	
IDEA - Part B Section 611 - Special Education	
IDEA - Part B Section 619 - Special Education Preschool	

This will take you to the next screen.

Setup LEA Approval Queue			
NCLB - Title I Part A - Improving Basic Programs			
Request Type	Level 1	Level 2	Level 3
Reimbursement	1	1	1
Budget Transfer	1	1	1
Application	1	1	1

Notice the Request Type column. There are Reimbursement, Budget Transfer and Application. The number to the right of each Request Type represents the number of approval levels. If there is a number other than 0, that number of approvers is required.

In the following example, the highlighted Level 1 indicates that an approver is required for a Title 1 Part A Reimbursement Request Type.

NCLB - Title I Part A - Improving Basic Programs			
Request Type	Level 1	Level 2	Level 3
Reimbursement	1	1	1
Budget Transfer	1	1	1
Application	1	1	1

Although not highlighted in the above example, Budget Transfer and Application Request Types require an Approver at each level.

In the following example the number of Level 2 approvers required for an Application Request Type has been set to 2. That change only affects Applications because it is in the row labeled Application.

Request Type	Level 1	Level 2	Level 3
Reimbursement	1	1	1
Budget Transfer	1	1	1
Application	1	2	1

Select to finish editing the Grant approval levels for this title.

If there are pending Requests for this title, OMEGA does not allow Approval Level changes. An error message will appear informing you that the changes cannot be made due to pending requests.

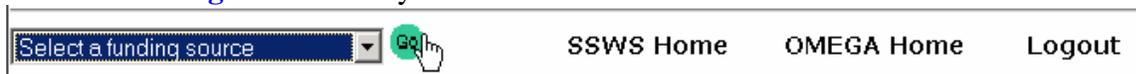
Reimbursement Requests and Object Code Budget Transfer require one Level 3 approval. No additional approvers are required.

Select  to complete the Approval Queue for this Project Group.

Change My Object Code Budget

From the OMEGA home page

Select a funding source from your **To Do List...**



Select the budget **Go**

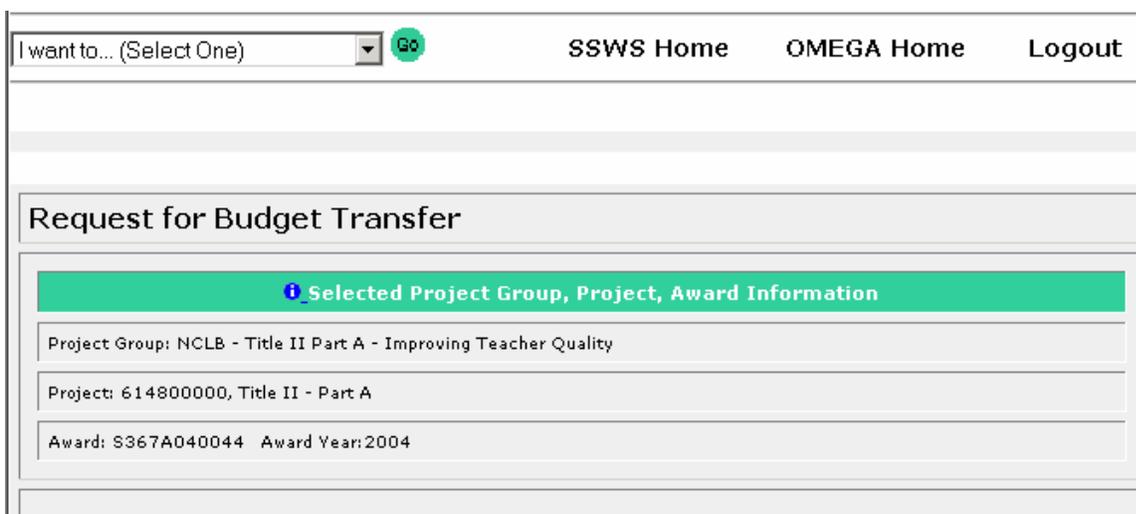
From the OMEGA home page select **Change my object code budget**.



Select **Go**



The Request for Budget Transfer appears. The *object code*, its description, and the amount available by object code are shown. The increases and decreases to change object code budgets are entered on this screen and note that a plus (+) or minus (-) is entered. The total in the Amount of Change column MUST equal \$0.00. An explanation of the object code changes is required entry in the Text Box.



Object Code	Expenditure Accounts	Funds Available	Amt. of Change (Indicate + or -)	Revised Funds Available
0000	Unspecified	0.00	0.00	0.00
1000	Personal Services	44,216.00	-2,000.00	42,216.00
2000	Employee Benefits	0.00	0.00	0.00
3000	Purchased/Contracted Services	56,188.00	0.00	0.00
4000	Internal Services	0.00	0.00	0.00
5000	Other Charges	0.00	0.00	0.00
6000	Materials and Supplies	0.00	2,000.00	2,000.00
8000	Capital Outlay	0.00	0.00	0.00
Total		100,404.00	0.00	44,216.00

Total	100,404.00	0.00	44,216.00
--------------	------------	------	-----------

Justification

to the OMEGA home page.

amount in the Amount of Change column.

the data.

After saving the data confirmation appears at the top of the page. An error message appears if the data is entered incorrectly.

I want to... (Select One) [Go](#) [SSWS Home](#) [OMEGA Home](#) [Logout](#)

• **Budget Request Successfully saved**

[Go to Submit](#) allows another review of the data.

Request for Budget Transfer

[Details](#) [Approval Queue](#)

Selected Project Group, Project, Award Information

Project Group: NCLB - Title II Part A - Improving Teacher Quality

Project: 614800000, Title II - Part A

Award: S367A040044 Award Year: 2004

A **request ID** and OMEGA's tracking number is assigned automatically. At the end of this request the Approval Status indicates it is *Created*.

Budget Transfer Request between Object Codes

This page details the budget by object code. The net Change Amount must sum to \$0.00. Please review this request and click Approve/Submit.

Request Id is 6883

[Approval Queue](#)

Total number of line items in the Budget Transfer Request is 8

Object Code	Expenditure Accounts	Funds Available(\$)	Change in Funds(\$)	Revised Budget(\$)
0000	Unspecified	0.00	0.00	0.00
1000	Personal Services	44,216.00	-2,000.00	42,216.00
2000	Employee Benefits	0.00	0.00	0.00
3000	Purchased/Contracted Services	56,188.00	0.00	56,188.00
4000	Internal Services	0.00	0.00	0.00
5000	Other Charges	0.00	0.00	0.00
6000	Materials and Supplies	0.00	2,000.00	2,000.00
8000	Capital Outlay	0.00	0.00	0.00
Total Funds		100,404.00	0.00	100,404.00

Approval Status

[Details](#)

Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
38372	Created	08/29/2005	Brad Rizzo	0	

Select **Submit Request**

A pop-up window will ask for confirmation.



Select **OK** to complete the Transfer Request and return to the home page.

Approving Object Code Budget Changes

Select **View My To Do List**.

A Budget Transfer *Request Type* shows in your **To Do List...**

Note ID 1051, the OMEGA tracking number.

Select **Go** to view the Request Details.

To Do List				
Id	Request Date	Request Type	Description	Action
1051	06/16/2005	Budget Transfer	Moving \$100.00 within 2004 Award S367A040044, project 614800000: Title II - Part A	Go

The Selected Project Group, Project, and Award Information are displayed.

Notice the revised *object code* budget amounts and the justification. The Approval Status shows that the *Originator created* and *submitted* this request on the same day.

Budget Transfer Request between Object Codes

This page details the budget by object code. The net Change Amount must sum to \$0.00. Please review this request and click Approve/Submit.

Request Id is 1051

Approval Queue

Total number of line items in the Budget Transfer Request is 7

Object Code Expenditure Accounts	Funds Available(\$)	Change in Funds(\$)	Revised Budget(\$)
1000 Personal Services	122,053.00	-100.00	121,953.00
2000 Employee Benefits	24,337.00	0.00	24,337.00
3000 Purchased/Contracted Services	22,000.00	0.00	22,000.00
4000 Internal Services	0.00	100.00	100.00
5000 Other Charges	8,000.00	0.00	8,000.00
6000 Materials and Supplies	8,916.00	0.00	8,916.00
8000 Capital Outlay	0.00	0.00	0.00
Total Funds	185,206.00	0.00	185,306.00

Justification: Transferring funds from object code 1000 to object code 4000.

Summary Details

Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
33577	Created	09/12/2005	Brad Rizzo	0	
33578	Submitted	09/12/2005	Brad Rizzo	0	

WAYNESBORO CITY PBLC SCHS hereby claims reimbursement of disbursement made during the period 09/12/2005 to 09/12/2005 under the provisions of the program or grant indicated above. This is to certify that the expenditures listed in the reimbursement have been paid in accordance with the federal/state policies and/or regulations of Virginia Board of Education. It further certifies that documentation has been retained in the office of the educational agency/organization and is available upon request to support the claim. It is understood that this claim is subject to federal and/or state audits.

Comments:

Back
Approve
Deny

To approve this request...

A comment box is available for text. Comments become a part of the Object Code change request.

Comments:

Select

Comments:

Comments |

A pop-up window asks for confirmation.



Select **OK** to complete this request and return to the OMEGA home page.

The request can now be viewed in your [Pending List](#).

View Grant Balances

Select [View my Grant Balances](#) from the OMEGA home page under **I Want To...**

Select 

You will see the current or active Award. To see another Award, select another funding source. Grant balances are displayed. The Funds Available after all requests have been taken into consideration column reflects the object codes transfers and reimbursements pending payment.

OMEGA processes object code transfers in two phases. When an object code transfer is submitted, the object code being reduced decreases funds available. The object code being increased occurs the day after the request passes through all required approval levels.

NCLB - Title I Part A - Improving Basic Programs							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
S010A030046	2003	429010000	Title I - Local Education Agency	07/01/2003	12/31/2005	733,983.00	
S010A040046	2004	429010000	Title I - Local Education Agency	07/01/2004	12/31/2006	758,442.00	current

Selected Project Group, Project, Award Information		
Project Group: NCLB - Title II Part D - Enhancing Education Through Technology		
Project: 617500000, Ed. Technology Formula Grant - Title II - Part D - Year 3		
Award: S3183040046		
Funds Available		
Object Code	Funds Available	Funds Available after all requests have been taken into consideration
3000	5,241.00	5,241.00
4000	0.00	0.00
5000	0.00	0.00
6000	15,620.48	15,620.48
8000	0.00	0.00
Total Funds	20,861.48	20,861.48

View Pending List

Select [Pending List](#) under I Want To... on your OMEGA home page

The Pending List includes Request Types that have been approved. The ID column has a unique number that is used to show the order in which actions have occurred. This Status Tracking number is different from a Request ID.

You cannot edit or cancel a pending request.

Pending List				
Id	Request Date	Request Type	Description	Action
462	05/19/2005	Application Request	2005 NCLB - Title I Part A - Improving Basic Programs, Application id 54	
516	05/19/2005	Reimbursement Request	\$222.00 for 2004 Award S010A040046, project 429010000: Title I - Local Education Agency	

Select the  button to view additional details.

Select  next to the award to expand details.

You will see the Created and Submitted dates as well as the dates for approval or denial. The Assigned By identifies the individual who performed the function displayed in the Status column.

Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
1379	Created	05/19/2005	Brad Rizzo	0	
1380	Submitted	05/19/2005	Brad Rizzo	0	Please Review
1389	Approved	05/19/2005	John Doe	1	
1394	Approved	05/19/2005	Jane Doe	3	

View My Reimbursements/Budget

Select [View My Reimbursement/Budgets](#) from the OMEGA home page

View my reimbursement/budgets 	SSWS Home	OMEGA Home	Logout
---------------------------------------------------------------------------------------------------------------------------------	---------------------------	----------------------------	------------------------

Search options filter the *Request Type*. Select the Request Type.

Please Select Filter Criteria			
Request Type	Select One 	Sub Recipient	WAYNESBORO CITY PBLC SCHS
Project Group	Select One 		
Project	<div style="border: 1px solid black; padding: 2px;"> Reimbursement Request  </div> Budget Request		
Award Code			 

Select the Project Group.

Please Select Filter Criteria			
Request Type	Reimbursement Request 	Sub Recipient	
Project Group	Select One 		
Project	Select One 		
Award Code	<div style="border: 1px solid black; padding: 2px;"> NCLB - Title I Part A - Improving Basic Programs  </div> NCLB - Title II Part A - Improving Teacher Quality NCLB - Title II Part D - Enhancing Education Through Technolog		

Select the Project.

Please Select Filter Criteria			
Request Type	Reimbursement Request 	Sub Recipient	
Project Group	NCLB - Title I Part A - Improving Basic Programs		
Project	Select One 		
Award Code	<div style="border: 1px solid black; padding: 2px;"> Select One  </div> All  429010000 - Title I - Local Education Agency		

Choose the Award Code.

Please Select Filter Criteria			
Request Type	Reimbursement Request 	Sub Recipient	POWHATAN CO PBLC SCHS
Project Group	NCLB - Title I Part A - Improving Basic Programs 		
Project	All 		
Award Code	All 		 

Select 

Request Id	Request Date	Project Group	Project	Award Code	Action
516	2005-05-19	NCLB - Title I Part A - Improving Basic Programs	Title I - Local Education Agency	S010A040046	Go

Select [Go](#) to view the Request Type.

Spend Down Calendar Report

OMEGA generates a Spend Down Calendar Report that shows all financial activity from the initial award allocation through the date of the last activity. Transaction activity is reported by date, status, object code, description and current balance. This report allows grant managers and administrators to effectively monitor grant activity and grant balances.

On the OMEGA home page, the Spend Down Calendar Report is selected through the drop-down list. A user can designate through search options a detail or summary Spend Down Calendar Report. You may select

- An individual grant award or all grant awards,
- An individual project within a grant award or all projects within a grant award, and
- An individual award code within a grant award and project or all award codes within a grant award and project.

Transaction activity includes reimbursement requests, transfer requests, and all adjusting entries. Reimbursement requests include those with a status of Submitted, Approved, Pending, and Paid. Transfer requests include those with a status of Submitted, Transfer Approved and Transfer Complete.

Spending Progress Report

The Spending Progress Report is also selected through the drop-down list on the OMEGA home page. The Spending Progress Report is award specific and shows the Budgeted Amount of an Award, the Current Balance and the Percentage of Funds Unexpended. This report allows grant managers to monitor the pace of reimbursements through the award cycle.

Submitting Applications

Divisions may choose to submit an individual program application or a local consolidated application or a combination of a local consolidated application and one or more individual program applications when applying for specific grant funds.

Using OMEGA, it is not necessary to send the paper copy of the signed application cover page(s) to the Virginia Department of Education (VDOE). The application cover page(s) signed by the division superintendent and the local school chairperson should be retained and filed at the local level.

OMEGA processes a consolidated application differently than it processes an individual application. For example:

- When more than one application is submitted under a consolidated application and one of the applications is denied at the SEA Level, the consolidated application is not approved until the revision for the denied application is approved.
- The consolidated application appears as one Request Type in the superintendent's To Do List; each application within the consolidated application appears separately through other approval levels.
- An *Award Notification* is not generated until all grants included in a consolidated application are approved and the budget allocations are available.

At least two people at the school division level are required to be involved in the automated process of submitting and approving an application. One of those individuals, the *Application Originator*, performs the upload of the completed application(s) file and submits the application for approval. (The application file is prepared on a local computer.)

After the application(s) has been uploaded to OMEGA, the division *superintendent* or a *superintendent's designee*, on record at DOE as having signature authority for the superintendent, approves the application in OMEGA.

The following example shows the submission and approval process of a consolidated application.

On the OMEGA home page, the application *Originator* selects Submit Application.

Choose the Award Year for the application using the drop-down menu.

Application Request

Application Request

Choose the Award Year *

Do you wish to submit a consolidated application? *

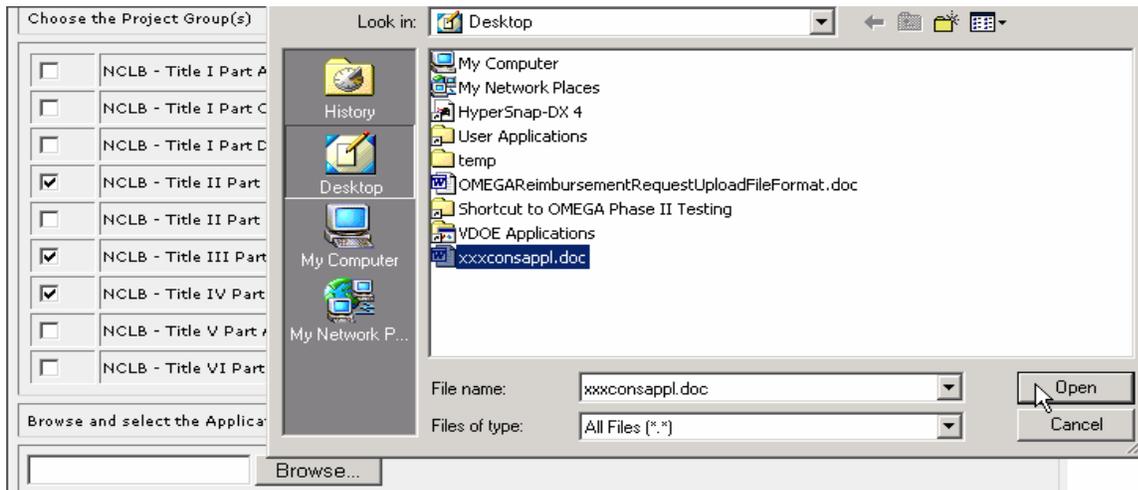
Check Yes No to identify a consolidated application. Checking No identifies a single, non-consolidated application. There is only one consolidated application per Award Year.

Indicate the award(s) by checking the appropriate box.

<input type="checkbox"/>	NCLB - Title I Part A - Improving Basic Programs
<input type="checkbox"/>	NCLB - Title I Part C - Migrant Education
<input type="checkbox"/>	NCLB - Title I Part D - Neglected or Delinquent
<input checked="" type="checkbox"/>	NCLB - Title II Part A - Improving Teacher Quality
<input type="checkbox"/>	NCLB - Title II Part D - Enhancing Education Through Technology
<input checked="" type="checkbox"/>	NCLB - Title III Part A - Limited English Proficient
<input checked="" type="checkbox"/>	NCLB - Title IV Part A - Safe and Drug-Free Schools & Communities
<input type="checkbox"/>	NCLB - Title V Part A - Innovative Programs
<input type="checkbox"/>	NCLB - Title VI Part B Subpart B - Rural and Low-Income

Upload the application file from your personal computer (consolidated or individual) using

Browse...



<input type="checkbox"/>	NCLB - Title I Part A - Improving Basic Programs
<input type="checkbox"/>	NCLB - Title I Part C - Migrant Education
<input type="checkbox"/>	NCLB - Title I Part D - Neglected or Delinquent
<input checked="" type="checkbox"/>	NCLB - Title II Part A - Improving Teacher Quality
<input type="checkbox"/>	NCLB - Title II Part D - Enhancing Education Through Technology
<input checked="" type="checkbox"/>	NCLB - Title III Part A - Limited English Proficient
<input checked="" type="checkbox"/>	NCLB - Title IV Part A - Safe and Drug-Free Schools & Communities
<input type="checkbox"/>	NCLB - Title V Part A - Innovative Programs
<input type="checkbox"/>	NCLB - Title VI Part B Subpart B - Rural and Low-Income

Browse and select the Application file to be uploaded

Select **Go To Submit** once the file is uploaded.

The next screen displays Application Request Details including the File Name, File Type, and Application Type.

Note the **Application ID** for tracking purposes.

Application Request Details	
Application Files Project Group	
Application Id is 218	
Year:	2005
Consolidated Application:	Y
File Name:	xxxxconsappl.doc
File Type:	application/msword
Upload Date:	06/06/2005
File Size:	3 MB
Application Type:	Original
	Click here to View
	Click here to Download

By expanding the arrows at the bottom of the page you see each title in a *Created* status.

Details Application Files					
NCLB - Title I Part A - Improving Basic Programs ↓					
Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
33579	Created	09/12/2005	Brad Rizzo	0	
NCLB - Title II Part A - Improving Teacher Quality ↓					
Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
33580	Created	09/12/2005	Brad Rizzo	0	
NCLB - Title III Part A - Limited English Proficient ↓					
Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
33581	Created	09/12/2005	Brad Rizzo	0	

Comments may be entered. Comments are retained with the application.

Select **Submit Request**

The pop-up window provides confirmation.



Once the application(s) is successfully submitted by the Originator it moves through the Application Approval Queue to the To Do List of the superintendent or the superintendent's designee.

Approving Applications

Your To Do List shows the Application Requests requiring approval. The Description column shows three Applications with ID 261. This identifies a consolidated application with the three awards that require approval.

To Do List				
Id	Request Date	Request Type	Description	Action
1072	06/17/2005	Application Request	2005 Consolidated Application, Application id 261	
1073	06/17/2005	Application Request	2005 Consolidated Application, Application id 261	
1074	06/17/2005	Application Request	2005 Consolidated Application, Application id 261	

Select  to begin the approval process and to view the Application Request Details.

Application Request Details	
Application Files Project Group	
Application Id is 261	
Year:	2005
Consolidated Application:	Y
File Name:	xxxconsappl.doc
File Type:	application/msword
Upload Date:	06/17/2005
File Size:	3 MB
Application Type:	Original
	Click here to View
	Click here to Download
Project Group:	NCLB - Title I Part A - Improving Basic Programs

You can **view** or **download** this application from [Click here to View](#) [Click here to Download](#) the Application Request Details section or view or download the application from the Application History section.

Application History				
Details Project Group				
Application Type	File Name	Upload Date	View	Download
Original	xxxconsappl.doc	06/17/2005		

By expanding **Title 1 Part A** the submission and approval history appear.

Status Tracking number	Status	Status Date	Assigned By	Level	Comments
30577	Created	09/12/2005	Brad Rizzo	0	
30578	Submitted	09/12/2005	Brad Rizzo	0	

Note: You can expand the other titles but you will only be approving the title shown above (Title 1 Part A, as shown in the Application Request Details near the top of the page).

Project Group Status

[Details](#) [Application Files](#)

NCLB - Title V Part A - Innovative Programs ↑

NCLB - Title VI Part B Subpart B - Rural and Low-Income ↑

[Back](#)

Enter comments (optional).

Comments:

This Approval is for Title 1 Part A only.

[Back](#) [Approve](#) [Deny](#)

Select [Approve](#)

A pop-up asks for confirmation of the approval.



Select OK to complete and return to the OMEGA home page.

The request is removed from your To Do List.

This process is repeated for other Application Requests including those with the same application ID.

To Do List

Id	Request Date	Request Type	Description	Action
1073	06/17/2005	Application Request	2005 Consolidated Application, Application id 261	
1074	06/17/2005	Application Request	2005 Consolidated Application, Application id 261	

Revising a Denied Application

An application submission can be denied at any LEA or SEA Approval Level as it moves through the Approval Queue. If an individual application is denied, the application returns to the Originator's To Do List. If a grant application is denied in a consolidated application, the revision cannot be made until all grant applications have been reviewed. The consolidated application cannot be fully approved by VDOE until all revisions are made.

Once the necessary revisions are made and saved in the original application on a local computer, the Originator selects from their To Do List the **Go** to the right of the application requiring the revisions.

Select **Edit Request** at the bottom of the opened request and the word Revision appears in the heading.

The screenshot shows a web interface for an application request. At the top, the heading is "Application Request (Revision)". Below this is a green bar with the text "Application Request Details". Underneath, there are two links: "Application Files" and "Project Group". A section titled "Application Id is 218" contains a table with two rows: "Year: 2005" and "Consolidated Application: Y".

Select the Award that has been revised.

The screenshot shows a web interface for application revision details. At the top is a green bar with the text "Application Revision Details". Below this is a section titled "Choose the Project Group(s)" containing a list of three items, each with a checked checkbox: "NCLB - Title II Part A - Improving Teacher Quality", "NCLB - Title III Part A - Limited English Proficient", and "NCLB - Title IV Part A - Safe and Drug-Free Schools & Communities". Below the list is a text prompt: "Browse and select the Application Revision file to be uploaded". This is followed by a text input field and a "Browse.." button. At the bottom, there are four buttons: "Back", "Save", "Reset", and "Go To Submit".

Select  to upload the revised application. When the upload is complete Select  and your Revision is displayed.

Notice that the Application ID remains the same and Application History shows the Original and the Revision.

Application Request (Revision)

Application Request Details

[Application Files](#) [Project Group](#)

Application Id is 218

	Year: 2005
	Consolidated Application: Y

Application History

[Details](#) [Project Group](#)

Application Type	File Name	Upload Date	View	Download
Original	xxxconsappl.doc	06/06/2005		
Revision	xxxconsappl.doc	06/13/2005		

Choose the Project Group(s)

<input checked="" type="checkbox"/>	NCLB - Title II Part A - Improving Teacher Quality
<input checked="" type="checkbox"/>	NCLB - Title III Part A - Limited English Proficient
<input checked="" type="checkbox"/>	NCLB - Title IV Part A - Safe and Drug-Free Schools & Communities

A summary of the revised application information is displayed.

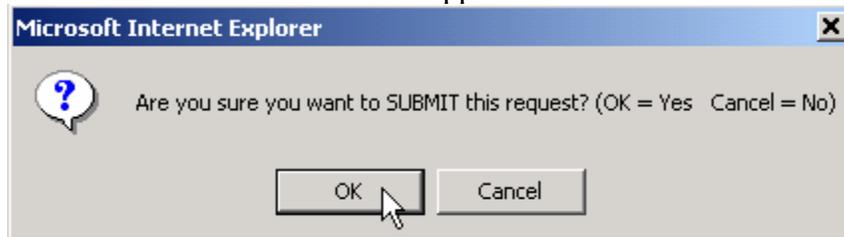
File Name:	xxxconsappl.doc
File Type:	application/msword
Upload Date:	06/13/2005
File Size:	3.0 MB
Application Type:	Revision
	Click here to View
	Click here to Download

Enter any comments (optional).

Select **Go To Submit** to go to the next page and submit the revised application.

Select **Submit Request**

Select **OK** to confirm submission of the revised application.



The Revised Application has moved to the Approver's To Do List.

Submitting an Amended Application

An application amendment occurs after an Application Request is in the Approval Complete status.

An amendment to an application is submitted after proposed changes to grant goals and objectives are discussed and verbally approved by the VDOE grant program officer.

To submit an amendment, an application Originator selects [Submit an Amended Application](#) from the drop-down menu on the OMEGA home page.

Choose the Award for amendment by selecting the  button.

Application Request (Amendment)				
Application Request Details				
Application Files Project Group				
Application Id is 2121				
		Year:	2004	
		Consolidated Application:	N	
Application History				
Details Project Group				
Application Type	File Name	Upload Date	View	Download
Original	Application.txt	08/23/2005		

At the bottom of the page select the award.

Application Amendment Details

Choose the Project Group(s)

NCLB - Title II Part D - Enhancing Education Through Technology

Browse and select the Application file to be uploaded. Long filenames will be truncated to 50 characters.

Select to upload the amended application file from your personal computer

(consolidated or individual) using

Choose file

Look in: My Computer

(A:) 3 1/2 Floppy
(C:) WIN2000
(D:) Compact Disc
(F:) Sys on 'Doe_office'
(H:) Brizzo on 'Doe_office\Apps\Homedirs'
(I:) Common on 'Doe_office\Group'
(O:) Oracle on 'Doe_office\Apps\Apps'
(R:) Apps on 'Doe_office\Apps'
(S:) Groupdir on 'Doe_office\Group'
(Y:) Public on 'Doe_office\Sys'
(Z:) Public on 'Doe_office\Sys'

File name:

Files of type: All Files (*.*)

NCLB - Title II Part D - Enhancing Education Through Technology

Browse and select the Application file to be uploaded. Long filenames will be truncated to 50 characters.

When your Amendment is located, select on the pop up window.

Select **Save** to attach your Application Amendment.

The Amendment is now ready to begin submitting.

Application History				
Details Project Group				
Application Type	File Name	Upload Date	View	Download
Original	Application.txt	08/23/2005	i	↓
Amendment	Submitting Amended Applications.doc	11/02/2005	i	↓

To submit this request scroll to the bottom of the page.

Select **Go To Submit**

Application Amendment Details	
Choose the Project Group(s)	
<input type="radio"/>	NCLB - Title II Part D - Enhancing Education Through Technology
Browse and select the Application file to be uploaded. Long filenames will be truncated to 50 characters.	
<input type="text"/>	<input type="button" value="Browse..."/>
File Name:	Submitting Amended Applications.doc
File Type:	application/octet-stream
Upload Date:	11/02/2005
File Size:	Less than 1 MB
Application Type:	Amendment
	Click here to View
	Click here to Download
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Go To Submit"/>	

Comments may be entered and will be retained with the application.

NCLB - Title II Part D - Enhancing Education Through Technology ↑

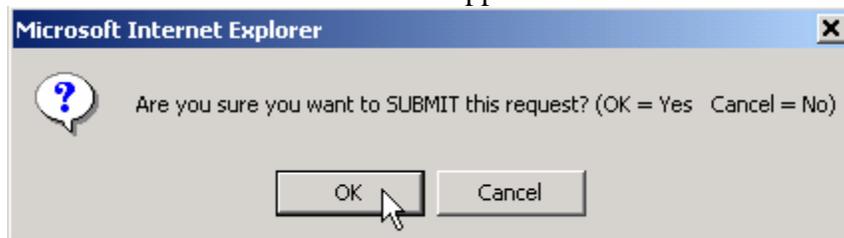
Certification: We hereby certify that, to the best of our knowledge, the information contained in the application is correct.

Comments:

Back Edit Amendment Submit Request Cancel Request

Select **Submit Request**

Select **OK** to confirm submission of the amended application.



The Amended Application moves to the Approver's To Do List.

Each amendment goes through the same approval process as the original or revised application. For example, if the amended application is denied at an LEA or SEA Approval Level, the Originator can resubmit the amendment with a new file. (See Submitting a Revised Application.)

Approving an Amended Applications

An amended application follows the same approval process as the original or revised application.

Viewing Applications

Select [View Application](#) from the OMEGA home page.

List of Application(s) for All Open Awards					
Application List					
ID	Application Year	Application Type	Project Group	Approval Status	View Application
115	2004	Consolidated	Multiple Project Groups (2)	In Process	View
220	2004	Non-Consolidated	NCLB - Title II Part A - Improving Teacher Quality	In Process	View

The Approval Status column indicates the stage of approval.

Select [View](#) to see details of the application.

Selecting the  to expand the details (near the bottom) of the award.

Project Group Status	
Details Application Files	
 NCLB - Title V Part A - Innovative Programs 	
 NCLB - Title VI Part B Subpart B - Rural and Low-Income 	
Back	

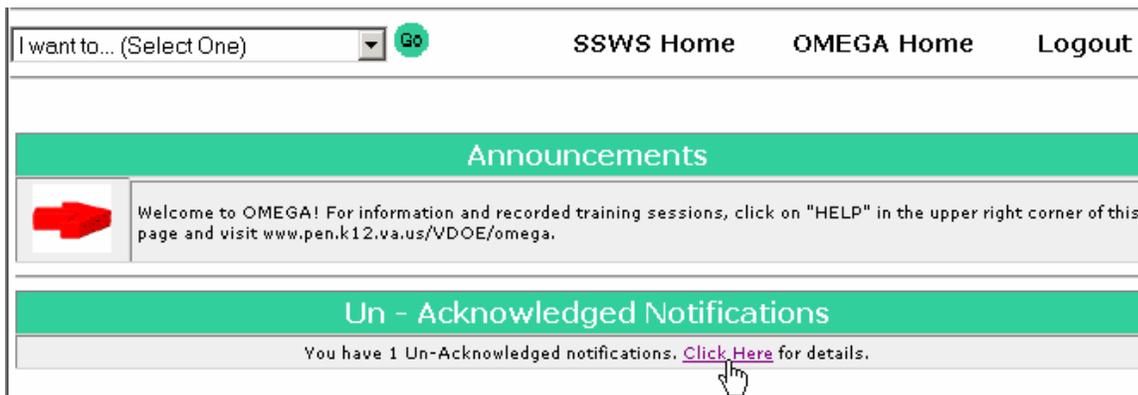
Select [Back](#) to return to the [View Application](#) list.

Award Notifications

After an application has been fully approved and the award *allocation* is available, the *Award Notification* is created at VDOE. Award Notifications are received by the Application Originator, the Budget Transfer Originator, and all Level 3 and Level 4 Approvers of the specific award. An email message alerts these individuals that the Notification is available.

On the OMEGA home page, the Notification section appears under the Announcement section. New Notifications are referred to as “Unacknowledged” until the notification is opened and the user acknowledges that the notification has been received. If there are no Unacknowledged notifications, this section does not appear.

To view all award notifications select [View Notifications](#) from the To Do list or the Omega home page.



The screenshot shows the top navigation bar with a search dropdown, a 'Go' button, and links for 'SSWS Home', 'OMEGA Home', and 'Logout'. Below this is a green 'Announcements' header. A red arrow points to a welcome message: 'Welcome to OMEGA! For information and recorded training sessions, click on "HELP" in the upper right corner of this page and visit www.pen.k12.va.us/VDOE/omega.' Below that is a green 'Un - Acknowledged Notifications' header. The text below reads: 'You have 1 Un-Acknowledged notifications. [Click Here](#) for details.' A mouse cursor is pointing at the 'Click Here' link.

To view Unacknowledged Notifications select [Click Here](#) for details.

My Notifications appear in two sections called Unacknowledged Notifications and Acknowledged Notifications. The first section indicates an Award Notification has been generated and shows the date it was sent from the Department of Education. The other section lists those Award Notifications that have been sent by the Department of Education and acknowledged by the user.

My Notifications			
Unacknowledged Notifications			
Description	Sent Date	Acknowledged Date	Action
Award Notification	08/22/2005		Go
Acknowledged Notifications			
Description	Sent Date	Acknowledged Date	Action
No Acknowledged notifications			
Home			

To view the Award Notification select  in the Action column. The complete Award Notification appears. The Award Notification provides a description and other significant characteristics of the award including the Project Group, DOE Contact, the Award Type and Amount, Fund Source, and Terms and Conditions.

A section labeled Special Instructions is provided with each Notification. These instructions explain the next steps to be taken so that the award allocation can be distributed.

Award Notification Detail

Recipient:	School Division Address
Project Group:	NCLB - Title II Part A - Improving Teacher Quality
DOE Contact:	CTAE- Adult Education & Literacy
Grant Authority:	NCLB - Title II Part A - Improving Teacher Quality CFDA 84.367
Grant Award Number:	S367A050044
Grant Award Amount:	2.00
Grant Award Type:	2005
Award Period:	01-JUL-05 - 30-SEP-07
Project:	614800000 Title II - Part A
Fund Source:	Federal
Terms & Condition:	T and C Text 1 for pg 4, award year 2005
Additional Information:	No special instructions.
Authorized By:	Virginia Department of Education
Date:	08/22/2005

[My Notifications](#)

[Acknowledge](#)

Select [Acknowledge](#) to indicate that you have received this Notification and consent to its Terms and Conditions.

A confirmation appears along with Notification Details.

I want to... (Select One) Go [SSWS Home](#) [OMEGA Home](#) [Logout](#)

• Notice has successfully been acknowledged.

Select [My Notifications](#) to return to the My Notifications page. Notice the Acknowledged Notification and Date.

My Notifications

Unacknowledged Notifications

Description	Sent Date	Acknowledged Date	Action
No Unacknowledged notifications			

Acknowledged Notifications

Description	Sent Date	Acknowledged Date	Action
Award Notification	08/26/2005	08/26/2005	Go

[Home](#)

Select [Home](#) to return to the OMEGA home page.

The Unacknowledged Notification section no longer appears.

I want to... (Select One) Go [SSWS Home](#) [OMEGA Home](#) [Logout](#)

Announcements

 Welcome to OMEGA! For information and recorded training sessions, click on "HELP" in the upper right corner of this page and visit www.pen.k12.va.us/VDOE/omega.

I want to ...
[View my to do list](#)
[Select a funding source](#)

To Do List

Id	Request Date	Request Type	Description	Action
There are no requests to approve				

Change My Information

User related information can be entered or changed as needed.

Select [Change My Information](#) from the OMEGA home page



Enter your information. It is important to have a current email address in OMEGA.

(The phone number is optional. If you input data, do not use dashes.)



First Name * :	<input type="text" value="John"/>
Last Name * :	<input type="text" value="Doe"/>
Middle Name :	<input type="text"/>
Phone Number :	<input type="text" value="1111111111"/>
Email Address * :	<input type="text" value="test.user@org.com"/>
	<input type="button" value="Save"/>

Select

A confirmation of the data entry appears.

Appendix A – Active Awards and Object Code Definitions

School divisions are able to use OMEGA to submit reimbursement requests and object code transfer requests for eleven federal grants:

- Title I - Part A, Grants to LEAs;
- Title I - Part C, Education of Migrant Children;
- Title I - Part D, Neglected and Delinquent;
- Title II - Part A, Teacher and Principal Training;
- Title II - Part D, Enhancing Education Through Technology;
- Title III - Part A, English Language Acquisition;
- Title IV - Safe and Drug Free State and Local;
- Title V - Innovative Education;
- Title VI - Part B, Subpart 2, Rural Education;
- IDEA, Section 619 Preschool; and,
- IDEA, Section 611 Flow Through.

Below are definitions of the major expense categories that can be used for most expenditure reimbursements. Please note exceptions that follow.

1000 Personal Services - All compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full and part-time work, including overtime, shift differential, and similar compensation. Also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.), which are earned during the reporting period.

2000 Employee Benefits - Job related benefits provided employees are part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.), and employee allowances.

3000 Purchased/Contractual Services - Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description.

4000 Internal Services - Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intragovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management.

5000 Other Charges – Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, travel (Staff/Administration), office phone charges, training, leases/rental, indirect cost, and other.
Note: Indirect cost cannot be claimed against capital outlay and equipment.

6000 Materials and Supplies - Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under \$5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under \$5,000 would be reported in “materials and supplies.”

8000 Capital Outlay - Outlays that result in the acquisition of or additions to capitalized assets. Capital Outlay does not include the purchase of equipment costing less than \$5,000 unless the LEA has set a lower capitalization threshold.

Exceptions to use of major object expenditure codes by award title:

Title I Part A, Improving Basic Programs – Other valid object codes include 1010 Administration, 1020 Teachers, 1030 Paraprofessionals, 1040 (Other) From divisions designators, and 3010 Professional Development.

Title II Part D, Enhancing Education Through Technology - Valid codes are 3000, 4000, 5000, and 8000.

Appendix B - Uploading Data for Reimbursements

Subrecipients can submit reimbursement request data using two different methods:

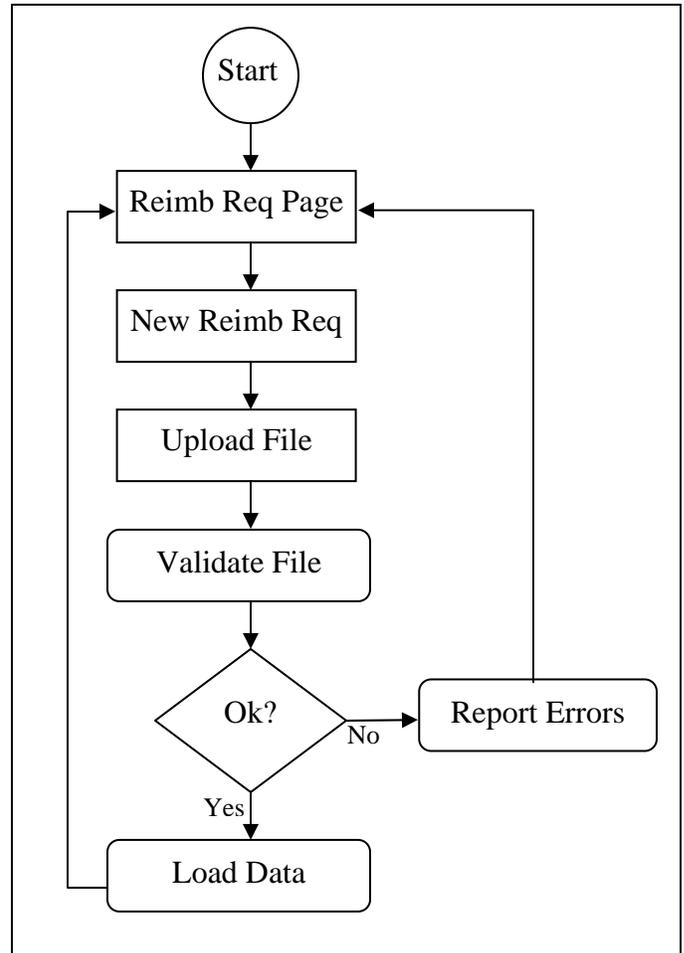
- Using web-based data entry screens
- Using file upload

This document explains the file upload method and file format in detail.

The OMEGA application creates a separate reimbursement request for each file upload. Data can be modified in OMEGA once successfully uploaded in OMEGA. Once data are uploaded to a request, the request behaves like a manually entered reimbursement request. Subrecipient staff with the appropriate privileges can amend the reimbursement requests that are through an upload after data has been uploaded and before the request is submitted for approval.

The diagram at right depicts the logical flow of uploading data into OMEGA.

1. The user starts by having logged into SSWS, and navigated to the Reimbursement Request Page in OMEGA.
2. The user clicks the “New Reimbursement Request Link” and is taken to a page where they enter the expenditure date range for the request.
3. The user browses to the file they wish to upload and clicks the upload file button.
4. The file is uploaded and its format validated.
 - a. If the format does meet file specification, file data is loaded into the database and the user is returned to the reimbursement request page.
 - b. If the format does not meet file specification, file data is not loaded into the database and the user is returned to the reimbursement request page with a list of errors encountered during format validation.



Upload File Format

This file should conform to the following format in order to process successfully. File contents are tab delimited and each line represents a single expense line-item. OMEGA treats the first record in the file as a header record; it is validated to have the correct number of elements and is not imported into the database. Each record thereafter should be constructed as follows:

Field Num	Data	Mandatory	Format
1	Object code	Yes	4 digits (See section entitled "Valid Codes" later in this document for mapping of program area codes to descriptions)
2	Sector	Yes	1 digit (See section entitled "Valid Codes" later in this document for mapping of program area codes to descriptions)
3	Program Area	Yes	4 digits (See section entitled "Valid Codes" later in this document for mapping of program area codes to descriptions)
4	Vendor information	Yes	100 characters
5	Expenditure description	Yes	100 characters
6	Payment reference (check number, voucher number)	Yes	50 characters
7	Encumbrance date	Mandatory when current date is later than the award's allowable encumbrance date that is typically from month 28-30 for a standard 30 month award. (Title I is 15 months.) Not mandatory outside this timeframe.	yyyymmdd
8	Payment date	Yes	yyyymmdd
9	Item Quantity	<i>Mandatory for Title II Part D: Educational Technology for Professional Development Expenses (object code 3010). Not required in any other scenario.</i>	9 digits
10	Payment amount	Yes	14 digit number with 2 decimal places

Program Areas Codes	
Code	Description
0000	Unspecified
0001	1. Recruiting, training, and hiring highly qualified teachers to reduce class size
0002	2. Technology activities, including professional development
0003	3a. Development or acquisition and use of computer software and hardware;
0004	3b. Development or acquisition and use of instructional/reference materials and academic assessments; and
0005	3c. Development or acquisition and use of library/media services and materials.
0006	4. Educational reform projects, including magnet schools
0007	5. Programs to improve the academic achievement of educationally disadvantaged elementary and secondary students, including dropout prevention
0008	6. Programs to improve the literacy skills of adults, including adult education and family literacy programs
0009	7. Programs for gifted and talented children
0010	8. Planning, design, and initial implementation of charter schools under Title V, Part B
0011	9. School improvement programs or activities under 1116 and 1117 of Title I, Part A
0012	10. Community service programs
0013	11. Consumer, economic, and personal finance education
0014	12. Public school choice
0015	13. Programs to hire and support school nurses
0016	14. School-based mental health services
0017	15. Alternative educational programs
0018	16. Pre kindergarten programs
0019	17. Academic intervention programs jointly operated with community-based organizations
0020	18. CPR training
0021	19. Smaller learning communities
0022	20. Activities to advance student academic achievement throughout the LEA area
0023	21. Parental and community involvement
0024	22. Best-practice models
0025	23. Same-gender schools and classrooms [Refer to NCLB, Title V, Part A, Section 5133(b)(9)]
0026	24. Service learning activities
0027	25. School safety programs
0028	26. Programs that use research-based cognitive and perceptual development approaches
0029	27. Supplemental educational services as defined in Section 1116(e) of Title I, Part A
0030	Program Administration
0031	Indirect Costs (not to exceed approved rate)
0032	Administration
0033	Security Staff
0034	Security Staff
0035	Professional Development
0036	Instructional Software
0037	Professional Development
0038	Unused
0039	Unused
0040	Unused
0041	Limited English Proficient (LEP)
0042	School Improvement: School Choice Transportation
0043	School Improvement: Supplemental Education Services
0044	Title I Parental Involvement

Object Codes	
Code	Description
1000	Personal Services
1010	Administration
1020	Teachers
1030	Paraprofessionals
1040	Other (from division designations)
2000	Employee Benefits
3000	Purchased/Contracted Services
3010	Professional Development
4000	Internal Services
5000	Other Charges
6000	Materials and Supplies
6050	Non-Capitalized technology hardware
6060	Non-Capitalized Technology infrastructure
8000	Capital Outlay
8050	Capitalized technology hardware
8060	Capitalized Technology infrastructure

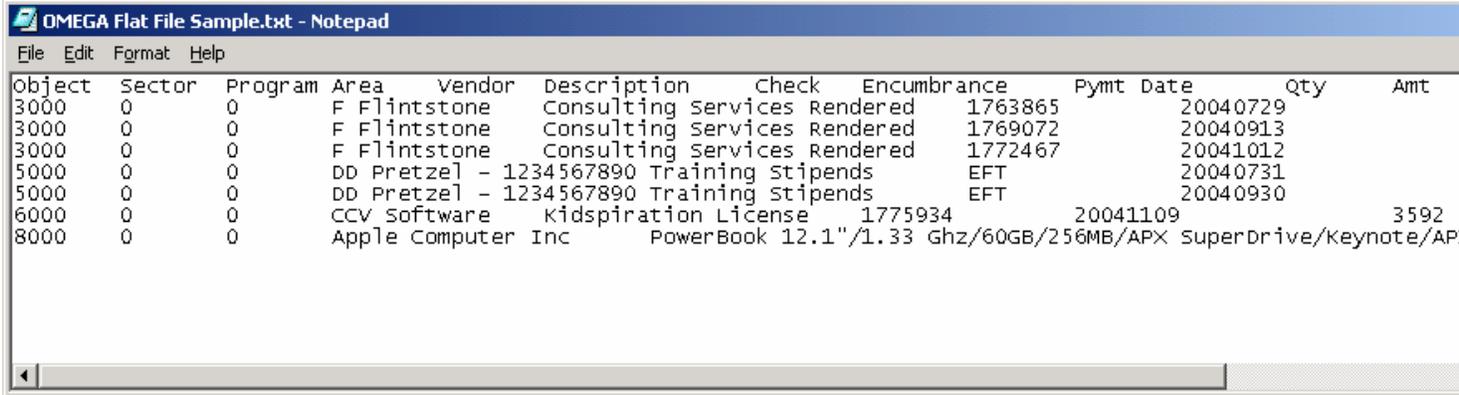
Sector Codes	
Code	Description
0	Public
1	Private

Grant to Code Combination Mapping			
Grant	Program Areas	Object Codes	Sectors
Title I A, Improving Basic Programs Operated by LEAs	0000, 0037 – 0044	1010, 1020, 1030, 1040, 2000, 3000, 4000, 5000, 6000, 8000	0
Title II A, Improving Teacher Quality	0000	1000, 2000, 3000, 4000, 5000, 6000, 8000	0
Title II D, Enhancing Education Through Technology	0000, 0035, 0036	3000, 3010, 4000, 5000, 6000, 6050, 6060, 8000, 8050, 8060	0
Title IV A, Safe and Drug Free Schools	0000, 0032 – 0034	1000, 2000, 3000, 4000, 5000, 6000, 8000	0
Title V A, Innovative Programs	0001 – 0031	1000, 2000, 3000, 4000, 5000, 6000, 8000	0,1
Special Education and Special Education Preschool	0000	1000, 2000, 3000, 4000, 5000, 6000, 8000	0

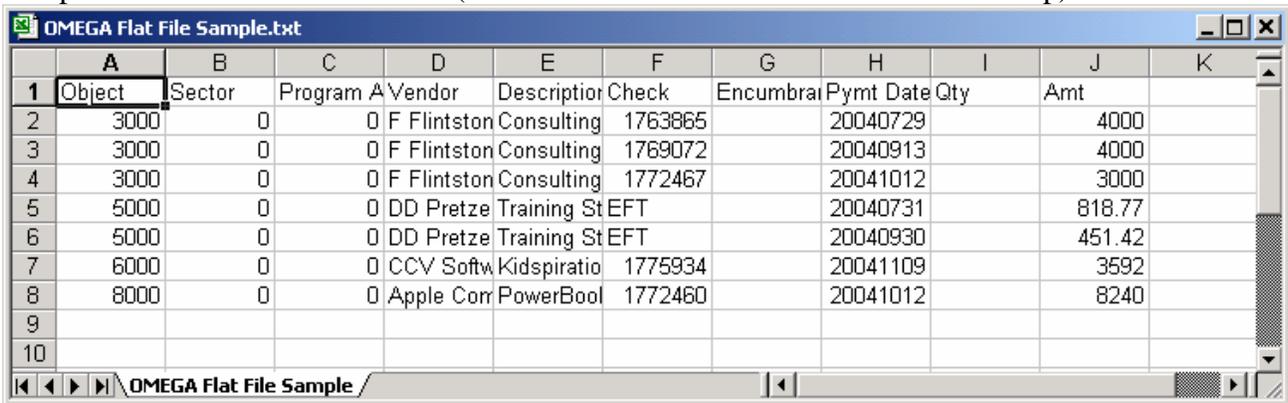
Sample File Layout

The following images depict the same flat file as viewed in the Notepad application and Microsoft Excel.

Sample flat file as viewed in Notepad (All data is visible but columns aren't lined up):



Sample flat file as viewed in Excel (Not all data is visible but columns are lined up):



Glossary

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Allocation – The amount of funding designated for a specific grant and used for a specific purpose.

Application Request – The file submitted by the LEA that includes the formal request for an allocation from a specific grant.

Approval Level – This term identifies the order of acceptance of a Request Type.

Approval Queue – The term used to describe the established approval sequence that begins when an Originator submits a Request Type (application, reimbursement, transfer) and ends when the last Approver completes the approval process. Each grant has a defined Approval Queue for each Request Type.

Approver – An Approver is one of two user roles within OMEGA (the other role is Originator). The Approver is responsible for approving a Request Type.

Award – In OMEGA award is synonymous with grant.

Award Code – The number identifying a grant awarded for a specific time period. For federal grants, the Award Code usually includes the last three digits of the CFDA Number and the last two digits of the Award Year.

Award Notification – An Award Notification is the notice sent from DOE when an application is approved and the allocation is available for distribution to the various object codes.

Amendment – Amendments are changes made to the application (for example, recalculation of set asides) after the application has been approved by the last approver in the approval queue.

CFDA – An acronym for Catalog of Federal Domestic Assistance, a publication and database produced by the Federal General Services Administration.

CFDA Number – The five digit (84.XXX) number issued by the General Services Administration to identify a federal grant, program, or service.

Closing Date – The last day the SEA can request funds from the federal payment system.

Created – The term used to describe the initial stage of activity for all Request Types. The Request remains in a created state until the Originator submits it for approval.

Encumbrance Date – This date is required during certain time periods and includes the date the purchase order or contract was issued, the last day worked for the payroll requested for reimbursement, or date travel occurs. The encumbrance date is always required after the End Date

End Date – The end date refers to the final date that grants funds can be obligated by the LEA.

Funds Available – Allocation less (-) reimbursement requests paid or in process, plus (+) transfer request increases completely approved, less (-) transfer request decreases approved or in process.

Local Education Agency - This term refers to a public board of education or other public authority within a State that maintains administrative control of public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state.

Maintenance User – An individual responsible for establishing and maintaining the number of Approval Levels in the Approval Queue.

Object Code – A four-digit number used to classify expenditures.

Originator – An Originator is one of two user roles within OMEGA (the other is Approver). The Originator is responsible for creating and submitting Request Types.

Pending – A Request Type the user has processed that has not received all required approvals.

Pending List – A view of requests that the user has processed that do not have a status of: Approval Complete (Application), Paid (Reimbursement Request), or Transfer Complete (Budget Request).

Project Code – An alphanumeric code used to identify separate areas of funding under a project group.

Project Group – A term describing the control mechanism within OMEGA that brings together Project Codes usually within the same CFDA number.

Request Type – The term refers to a category of OMEGA activity. Request Types include Application Request, Reimbursement Request, and Object Code Transfer Request.

Revision – Revisions are edits that are necessary to the application before approval can be granted and are performed when an approver denies the application. A consolidated application can be revised only after it has been returned to the Originator's TO DO LIST (after all grants included in a consolidated application have either been approved or denied).

State Education Agency - This term refers to the agency primarily responsible for the State supervision of public elementary and secondary schools.

Submitted – A level of activity that takes place after a Request Type is created and before any approval occurs. Data cannot be edited once it becomes submitted.

Superintendent – The individual who is the highest administrative officer.

Superintendent's Designee – The individual authorized by board action to act on behalf of the superintendent.