

Step by Step Process: Please take these steps to provide Funded Projects Information.

- 1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account (see Screen Shot # 1.) Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button.
- 2) At the *Perkins Local Plan Main Page* (see Screen Shot # 2), begin to document your *Funded Projects Information* by clicking on the *Edit* button for this step.
- 3) At the *Funded Projects List Page* (see Screen Shots # 3), carefully review the instructions presented and the information provided. Then click on the *Add Funded Project* button at the bottom of the page.
- 4) At the *Funded Project Page* (see Screen Shot # 4) document your first project by following the steps outlined below. Please note that a Funded Project is a related set of action steps designed to address an objective (one of your Perkins Performance Metrics.) Each Action Step describes a planned activity, in detail, and the expected grant expenses associated with that activity.
 - a. Define and document the project name for your first project in the “Project Name” field. We recommend no more than five or six words.
 - b. Define and select from the drop down menu, a “Project Objective”. Each “Project Objective” choice is a Perkins Performance Metric. If you are a secondary educational institution, select from one of the eight defined Performance Metrics. If you are a postsecondary educational institution, select from one of the six defined Performance Metrics. While each project should target and seek to improve one primary Performance Metric, (the first one selected), it is feasible that the project action steps may also impact other Performance Metrics. To accommodate this, you may select more than one objective (Performance Metric) for the project. But the first objective (Performance Metric) selected cannot be the first objective in any other project.
 - c. Once you have selected a project objective (Performance Metric,) the Online System will automatically present your educational institution’s “Actual Level (%)” for the Performance Metric that was selected.
 - d. Define and document a “Project Goal %.” The “Project Goal %” documented here will be the expected level of the Performance Metric once you have completed the project you are describing. It must be entered as a number with two decimal points that is greater than or equal to your “Actual Level %.” You must enter a “Project Goal %” for each one of the Performance Metrics you have selected.

- e. Define and select from the drop down menu, a project “Timeline.” The “Timeline” is the time by which you expect to accomplish the defined improvement to your Performance Metric(s). Because sometimes data results lag longer than 1 year, depending on the project, the options presented allow improvement to your Performance Metric(s) that takes 1, 2, 3, 4 or 5 years. (Upon CCCS review, you may be asked to clarify why a lag would last longer than 1 or 2 years.)
- f. Define and select from the drop down menu one or more of the relevant Requirement / Permissible activities. Required uses of funds, as presented in the drop down menu, are outlined in Section 135 (b) of the Perkins Act. Permissible uses of funds, as presented in the drop down menu, are outlined in Section 135 (c) of the Perkins Act. If you select only Permissible activities, you will later be presented with a Requirements Assurance to complete and submit. Note also that if a Funded Project is not addressing at least one of the Requirement activities, no Reserve funds can be used in that project.
- g. If relevant, define and document any “Other Desired Outcomes” your educational institution may have for this project. This section is optional.
- h. Define and select the CTE Program(s) that will be improved by this project. Certain projects may affect a new CTE program; this is the first option presented in the drop down menu. Other projects may affect existing CTE programs; these are presented next in the drop down menu along with the CTE program expiration date. Other projects may affect all or many CTE programs; if this is the case, press the control key and select the relevant programs. To deselect a CTE Program, click on a different CTE Program. CTE programs with an expiration date prior to July 1 of the current fiscal year must not be selected for a funded project until after the program renewal is approved and the new expiration date is showing in the program selection box.
- i. Define and document the first “Action Step.” (If you need additional Action Steps, click on the *Add New Action Step* button at the bottom of the page.)
 - i. “Description” should be very specific and should be defined through the format of “Do step ‘x’ to accomplish outcome ‘y’”. The Action Step must also specifically explain how that action step supports the first objective (Performance Metric) selected for the project.
 - ii. “Item” is the field used to indicate what exactly is being purchased or what would be on an invoice. (For example: Professional Development is not an item. The items being purchased for Professional Development could be conference registration, mileage, lodging and meals. Or the items being purchased for Professional Development could be substitute teachers. Or the item being purchased for Professional Development could be a national expert or specialist, being contracted for workshops. Each

- of these examples represents a different spending category so it is important that the Item box include the specific purchase.)
- iii. “Amount” should always be completed and is the estimated amount of the Perkins expenses your educational institution will incur to accomplish the specific “Action Step” you are detailing, per category. (For example, professional development might involve two categories of expenses: Registration, mileage, lodging, etc. [Travel] and the cost of providing a substitute teacher [Personnel]. The registration, mileage, lodging and meals costs are delegated to the Travel spending Category (see iv.c. below) but the cost of the substitutes must be delegated to the Personnel spending category (see iv.a. below.) So this requires two action steps even though this is one activity because there are two spending categories involved.)
 - iv. Define and select from the drop down menu, one of the four defined “Spending Categories.”
 1. Please note the following spending category definitions.
 - a. Personnel: Expenses for personnel services including all wages, salaries and fringe benefits for personnel that are normally on payroll.
 - b. Equipment: Any single unit with a useful life of more than one year and an acquisition cost of greater than or equal to \$5,000.
 - c. Travel: Expenses for transportation, lodging, meals, **conference registrations** and other related items incurred by employees who are traveling on official business of the institution.
 - d. Other: All allowable costs that are not personnel, equipment or travel related. Services that are provided by an independent contractor, someone not normally on payroll, should be delegated to the Other spending category but the Item listing needs to clearly indicate that this is an independent contractor, rather than normal faculty or staff.
 2. If you choose the Personnel spending category, please keep in mind the following guidance:
 - a. This spending category should be used when an action step involves paying wages or salary to persons who are normally on the educational institution’s payroll. Local source documents must demonstrate time and effort for grant related activities. Never use federal funds to pay any wages or salaries without time/effort reports.
 - b. CCCS requires that all employees paid with Perkins funds complete timesheets for each pay period to reflect grant related activity. This documentation is

- not submitted to CCCS but must be available for audit purposes.
- c. The action step description and Item description must be clear enough to be able to identify that the cost is correctly categorized as Personnel.
 - d. Note: Services provided by “Independent Contractors” who are not on your payroll are not categorized as Personnel. Independent contractor costs need to be categorized as “Other” and the action step description must clearly indicate that the cost is for an independent contractor.
3. If you choose the Equipment spending category the Online System will prompt you for more information (see Screen Shot # 5.) The Department of Education’s Office of Management & Budget, through Cost Circulars A-21, A-87 and A-133 and through their EDGAR publication, defines certain requirements for pre-approval of equipment purchases and for equipment tracking. Federal laws define equipment as a single unit with a useful life of > 1 year and an acquisition cost of \geq \$5,000. The additional information required for pre-approval of equipment includes the “Unit Cost”, the “# of Units” and the specific “CTE Program(s) using this equipment.” Note that “Unit Cost” multiplied by “# of Units” must equal the entered “Amount” and that the “Unit Cost” must be greater than or equal to \$5,000. If the “Unit Cost” is less than \$5,000 it should be categorized as “Other.” Please also keep in mind this following guidance:
- a. Write one action step for each equipment purchase.
 - b. If one piece of equipment will be paid for through more than one payment transaction, and if those multiple transactions occur in different quarters or will be requested for reimbursement on different vouchers, enter one new action step for each transaction (i.e., one for the Quarter 1 voucher, the other for the Quarter 2 voucher, etc.) Each action step needs to be unique or discernable from the other action step by having different descriptions. Equipment purchases can only be reimbursed when there is a unique action step for each payment transaction. More than one payment requires more than one action step.
 - c. If a piece of equipment is only partially funded by Perkins, and the Perkins funded amount is less than \$5,000, it must be categorized in the Online System as Other and the funding arrangement must be clarified in the Description box. However, outside the Online System, the equipment is still officially

- considered equipment and is subject to the standard pre-approval and disposal procedures.
- d. CCCS encourages recipients to provide in their action step descriptions for Equipment purchases, a description of what professional development will be provided to the instructor and/or how the new equipment will be integrated into the course competencies and curriculum and/or how, specifically, the new equipment purchase supports the first project objective (Performance Metric.)
4. If you choose the Travel spending category (see Screen Shot # 6), the Online System will prompt you for more information including:
- a. "Travel Type": Select "In State" or "Out of State."
 - i. If you select "In State" travel the Online System will not prompt you for any additional details on the travel.
 - ii. If you choose "Out of State" travel the Online System will prompt you for additional details.
 - b. "Provide Additional Travel Details Now or Later?": Select, from the drop down menu, an option to provide additional travel details "Now" or "Later"
 1. If you choose "Later" the Online System will not prompt you for any more details. **Please note that you will need to provide travel details at least 30 days prior to the travel** through a Revision – Funded Projects Information update. Failure to revise an out-of-state action step with the additional travel details prior to taking the travel, will result in denying reimbursement of the costs.
 2. If you choose "Now" the Online System will prompt you for more details.
 - c. "Traveler Type": Select, from the drop down menu, "Administrator or Counselor", "Teacher" or "Student." (Student travel is no longer an allowable expense.)
 - d. Document the travel "Start Date" and "End Date" in the format noted in the Online System.
 - e. Document the travel "Event Name and Website."
 - f. Document the travel "Destination."
 - g. If your traveler(s) is (are)
 - i. Administrators or Counselors, please note their name in the "Action Step Description" box. The Online System will also prompt you to answer one additional question as outlined below. Document your answer in the space provided.

1. “How will this travel help improve the CTE program?”
 - ii. Teachers, please note their name and the CTE programs they serve in the “Action Step Description” box. The Online System will also prompt you to answer two additional questions as outlined below. Document your answer in the space provided.
 1. “How will this travel help improve the CTE program?”
 2. “What is being done to improve the Performance Metrics of this program?”
 - iii. If more than one type of traveler is being funded, a separate action step is needed for each type of traveler.
 5. If you choose the Other spending category, please keep in mind the following guidance:
 - a. This spending category should be used when an action step involves paying an Independent Contractor for services or for paying a non-employee an honorarium. Local source documents must include a signed contract listing deliverables.
 - b. The action step description must be clear enough to be able to identify that the cost is correctly categorized as Other.
 - v. Select the “Grant Type” that will fund this action step -- “Basic” or “Reserve.” Either Grant Type is allowable UNLESS the objective(s) of the Project are not addressing a Perkins requirement. If Reserve grant funds are selected to fund any action step within a Project, at least one objective of that Project must be addressing a Perkins requirement.
 - j. If an action step is partly funded with Basic grant funds and partly funded with Reserve grant funds, list the action step twice and explain why the action step is duplicated.
 - k. It is strongly recommended to click the Save button at the bottom of the project often. After you have finished documenting all of the Action Steps for your first project, click on the *Next* button at the bottom of the page. You will be taken back to the *Funded Project List Page* to see a summary of the project you have documented and how it fits in with your overall estimated grant award.
- 5) If you have additional projects to document, click on the *Add Funded Project* button at the bottom of the page. Define and document these additional projects by following the guidance outlined above.
- 6) Once you have documented all of your projects, review the *Funded Project List Page*. (If you are on a detailed *Funded Project* page, you may get to the summary

Funded Project List Page by clicking on the *Funded Projects* link found in the upper left corner or by clicking Next at the bottom of the project. Clicking Next saves changes; Clicking the *Funded Projects* link in the upper left corner does not save any changes.)

- a. Ensure that your inputs have been correctly summarized.
 - a. Ensure that the total amounts for each grant match your estimated award amounts.
 - b. Decide whether or not you wish to budget **indirect costs**. If you choose to budget indirect costs, and have a currently approved indirect cost rate for your educational institution click on the Yes radio button under the *Budget Indirect Costs* question. Enter the amount you wish to budget ensuring that you do not exceed the maximum allowable amount noted immediately below this section. This process probably will involve some back and forth editing between the project(s) and the Project List page to match the estimated award amounts. Failure to click on the Yes radio button and budget the indirect costs will result in denying indirect cost reimbursements.
- 7) **While you are working and after addressing each question, click on the Save button to save your information (see Screen Shot # 11.) Keep in mind that the Online System will “time out” your session after approximately 90 minutes of inactivity (this window of time may be reduced if the Online System is very busy.)**
- 8) After clicking on the *Next* button on the *Funded Project List Page*, you will be taken to the *General Assurances Information Page*. If you have completed each question, when you return to the *Main Perkins Local Plan Page*, the text for this step will now be gray instead of black. Please note that if the step is completed and “grayed out” this does not mean that you cannot go back and make edits to it. If you have not completed this step the text will remain black until it is complete.
- 9) If you plan has not yet been submitted or approved, and you wish to edit a funded project, go to the *Funded Projects Information Page*. Click on the name of the funded project to open it for edits.
- 10) An entire funded project may be deleted by going to the *Funded Projects Information Page* and clicking on the word delete to the far right of the project’s row.
- 11) To delete action steps within a funded project, after deleting the action step description and Item description, remember to also change the drop down boxes to a blank. A blank option is an available choice within each dropdown menu.

Key Points regarding Funded Projects and Funded Project Action Steps:

It is essential that action step descriptions be detailed and transparent. What exactly will be purchased? What will the invoice show? How many will be purchased? Is it clear why that many are needed? Which CTE program(s) will benefit from this action step?

Where will these items be located? How is this purchase connected to CTE? If this action step serves all students, is it clear that Perkins is only funding a portion of the cost aligned with the portion of CTE students served? What outcome(s) are expected from this purchase? How does this purchase contribute to the project objective? Could an auditor know where to find this item by the action step description? Would you fund this action step based on the information you provided? Would a taxpayer, a lay person who is unfamiliar with career and technical education, understand the reason and the need for this purchase? How?

What specific skills will this purchase help CTE students learn? What is new or different about this action step, or this purchase, beyond CTE program maintenance?

Remember, Perkins funds do not represent a checkbook. The Perkins allocation is a grant. Grant funds need to be based on strategic planning and there needs to be strategic deployment of the funds. When the Funded Projects Action Step Descriptions are specific and clearly written, it is easy to determine that the purchases help contribute to a bigger idea for the institution's CTE programs.

Please see the Administrators' Handbook, Section V, Part *C6-Strategy Development*, for a suggested, easy, 3-step strategic planning process.

The first objective in each project must be unique, so action steps should be grouped by the Performance Metric the purchase will best support. (For example: All action steps that best support Academic Attainment-Reading [secondary level performance metric] should be grouped into one project whereas all action steps that best support Non-Traditional Participation should be grouped into a different project. Secondary level recipients are limited to no more than 8 projects since there are 8 secondary level Perkins Performance Metrics. Postsecondary level recipients are limited to no more than 6 projects since there are 6 postsecondary level Perkins Performance Metrics. (The Perkins Local Plan must include at least one project.) There are no limits to the number of Action Steps within a project.

Be sure to review the posted Performance Metrics Report for your institution by clicking on its link within your institution's CTE Online Account. Some recipients can and should also review either CTE program level Perkins Performance Metrics Reports or member district's reports in order to more carefully and strategically plan the use of the Perkins funds.

Screen Shots

Screen Shot # 1: Perkins Local Plan - Work Areas

**CTE Online Account
Test Account
FY 2009 - 2010**

Log Off Reports Help

Perkins Local Plan - Work Areas - Welcome Test Secondary

FY2010 Initial Award Estimate

Non-Reserve (Basic) Funds	Reserve Funds	Total Funds	First Installment
\$12,300	\$30,000	\$42,300	\$15,651

Please read [Perkins First Installment Grant Award Notification](#).
The [Performance Metrics Report](#) at your institution has been posted.

New Perkins Local Plan in FY 2009 - 2010

You can NOT create a new Perkins local plan right now because a Perkins local plan already exists for your institution. Only one Perkins local plan may be created at each institution within a fiscal year. To revise or access an existing Perkins local plan, go to the bottom section and select the Perkins Local Plan Number from the drop down list.

Your Existing Perkins Local Plan

Select your Perkins Local Plan Reference Number below to revise or access this Perkins local plan. The corresponding application year is provided for your reference as well. Please note that once you click on the button *Return to Local Plan* it may take a minute or two to load your local plan. (You only need to click this button one time.)

1182 (FY 09 - 10) ▼

Return to Local Plan >>

Screen Shot # 2 Perkins Local Plan – Main Page



Perkins Local Plan - Main Page


Perkins Local Plan Reference Number: 1182

Welcome Test Secondary. Each section below needs to be filled in before you can submit your local plan. You may fill out each section at your own pace, one at a time, by clicking the Edit button. **Please be sure to save your work frequently.** Click on the "Save" button to save your work and stay on this same page. Click on the "Next" button to save your work and move on to the next step in the process. Clicking the "Cancel" button will return you to this page without saving your edits.

Please log out when you need to temporarily end your session.

You may return to this main Perkins local plan area at any time by logging in to the main web page and selecting Perkins Local Plan Reference Number **1182** from the drop down list titled "Your Existing Local Plans" on the *Work Areas* web page. Please be sure to keep a record of this Perkins Local Plan Reference Number in case you need to return at a later time.

If you have already finished a step, then its title will be "grayed out".

- Step 1 Five Year Long Term Strategic Local Plan [Edit](#)
- Step 2 Local Improvement Plan [Edit](#)
- Step 3 One Year Short Term Strategic Local Plan [Edit](#)
- Step 4 Funded Projects Information [Edit](#)
- Step 5 General Assurances Information [Edit](#) 
- Step 6 Funded Projects - Year End Analysis [Edit](#)
- Final Step Summary, Authorization & Signature [View](#)
- Local Plan Workflow and Current Status [View](#)
- Award Packet [View](#)
- Voucher [View](#)



CTE Online Account
Test Account
FY 2009 - 2010

Main Log Off

Reports Help

Funded Project List Page

Perkins Application Reference Number: 1182

- **Page Purpose:** This page is the fourth component of the local plan. Its purpose is to provide the local recipient with a vehicle for planning and tracking projects and costs.
- **Regulatory Notes:** Each component of this document is required as outlined in either a) Sections 134(b) and 135 of the Carl D. Perkins Career and Technical Education Act of 2006, b) the Department of Education's Office of Management & Budget Circulars A-87, A-21 and A-133, c) the Education Department General Administrative Regulations (EDGAR) or d) anti-discrimination laws as outlined in Section 504 of The Rehabilitation Act Amendments of 1973, Title IX, Education Amendments Act of 1972 and Title VI of the 1964 Civil Rights Act.
- **Page Directions:** Dollar amounts should be rounded to the nearest dollar. **Only enter the whole number. Don't include dollar signs and commas.**
- At least one funded project is required. For secondary local plans you can create up to 8 funded projects.
- Click the name of a funded project to update its information.
- Click the *Delete* link next to the name of the project to delete a funded project.
- Press the *Add Funded Project* button to create a new funded project.
- If you choose to include indirect costs, the system will verify your budgeted amount with your grant amount.
 1. Enter indirect costs for Basic Fund and/or Reserve Fund.
 2. Click somewhere else when you are finished. In other words, make the indirect cost cell "lose focus".
 3. If you see a short message highlighted in red under grand total, then your budgeted amount doesn't match the grant amount.
 4. Adjust indirect costs as needed.
- Click on the *Save* button to save indirect cost related information and stay on this same page.
- Click on the *Next* button to save your work and move on to the next step in the process.
- Clicking on the *Cancel* button will return you to the *Main* page without saving any information on this page.
- If a funded project is shown in bold, then it is incomplete.

FY2010 Initial Award Estimate

Non-Reserve (Basic) Funds	Reserve Funds	Total Funds	First Installment
\$12,300	\$30,000	\$42,300	\$15,651

	Non-Reserve (Basic) Funds					Reserve Funds					
	Personnel	Equipment	Travel	Other	Sub Total	Personnel	Equipment	Travel	Other	Sub Total	
Test	\$7,300	\$5,000	\$0	\$0	\$12,300	\$0	\$0	\$0	\$30,000	\$30,000	Delete
Sub Total	\$7,300	\$5,000	\$0	\$0	\$12,300	\$0	\$0	\$0	\$30,000	\$30,000	

Budget Indirect Costs?

No Yes

Total \$12,300 \$30,000

Notes:

1. The indirect cost rate at your institution is 5.00% based on our data.
 2. The maximum indirect costs you may budget for basic and reserve funds are \$365 and \$1,500 respectively based on your current budget information .
 3. The two numbers can change if you update your budget.
- When requesting reimbursement, your claimable amount of indirect costs will be calculated off of actual expenditures, not budgeted amounts.

<< Cancel

Add Funded Project
Save
Next >>

Clicking on the "Cancel" button will discard any new edits/ new additions on *this page only* and return you to the *Main* page. Also, note that you will lose any new edits on this page if you click your browser's "Back" button.

Click on the "Save" button to save indirect cost related information and stay on this same page.

Clicking on the "Next" button will save indirect cost related information, verify budgeted amount with grant amount again and forward you to the next page in the process.

Funded Projects Information

Created: Spring 2008; Last Modified: 1/26/2011



CTE Online Account
Test Account
FY 2009 - 2010

Main Funded Projects Log Off

Reports Help

Funded Project: Page

Perkins Local Plan Reference Number: 1182

- Fields marked with * are required. A funded project can't be considered complete until all such fields are finished. However, you can finish them at a later time before you submit the local plan.
- Dollar amounts should be rounded to the nearest dollar. **Only enter the whole number. Don't include dollar signs and commas.**
- Please include the traveler's name in the action step description box if an action step's spending category is travel. Please also include the CTE program impacted in the action step description box if an action step's spending category is travel, the travel is out of state and the traveler is a teacher.
- We recommend pressing the *Save* button frequently so your work is not lost. Click on the *Save* button to save your work and stay on this same page. Click on the *Next* button to save your work and move on to the next step in the process. Clicking on the *Cancel* button will return you to the *Main* page without saving any information on this page.
- You may also visit [Colorado Perkins Implementation Strategies](#), [Performance Metrics](#) report, [Travel Policy](#), or [a list of Required and Permissible Uses of Local Funds](#).

FY2010 Initial Award Estimate

Non-Reserve (Basic) Funds	Reserve Funds	Total Funds	First Installment
\$12,300	\$30,000	\$42,300	\$15,651

*Project Name

*Project Objectives (At least one is required.)	Actual Level (%)	Project Goal (%)	Timeline	Requirements / Permissible
<input type="text" value="b"/>	<input type="text" value="c"/>	<input type="text" value="d"/>	<input type="text" value="e"/>	<input type="text" value="f"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Desired Outcome (Up to 600 characters)

Active, new, and conditional CTE programs take the format of "Program Name @School Expiration Date". Hold Ctrl key to select multiple programs.

*CTE programs [Select all programs](#)

New CTE Program (not yet submitted or approved)
 ACE @ ELIZABETH HIGH SCHOOL 11/24/2008
 ACE @ FRONTIER HIGH SCHOOL 12/01/2007
 BUSINESS EDUCATION @ ELIZABETH HIGH SCHOOL 03/27/2008
 EARLY CHILDHOOD EDUCATION @ ELIZABETH HIGH SCHOOL 04/07/2011
 FAMILY & CONSUMER SCIENCE CORE @ ELIZABETH HIGH SCHOOL 01/05/2012

*Action Steps (At least one is required.) Action description should be defined in the format of "Do step x to accomplish outcome y".

Description (Up to 1000 characters)	Item	Amount	Spending Category	Grant Type
1. <input type="text" value="i"/>	<input type="text" value="ii"/>	<input type="text" value="iii"/>	<input type="text" value="iv"/>	<input type="text" value="iv"/>

<< Cancel

Add New Action Step

Save

Next >>

Clicking on the "Cancel" button will discard any new edits/new additions on this page only and return you to the Main page. Also, note that you will lose any new edits on this page if you click your browser's "Back" button.

Clicking on the "Save" button to save your work and stay on this same page.

Clicking on the "Next" button will save this funded project, and forward you to the Funded Project List page.

Screen Shot # 5: Funded Project Page; Equipment

Funded Projects Information

Created: Spring 2008; Last Modified: 1/26/2011

*Action Steps (At least one is required.) Action description should be defined in the format of "Do step x to accomplish outcome y".

Description (Up to 1000 characters)	Item	Amount	Spending Category	Grant Type
1.	<input type="text"/>	<input type="text"/>	Equipment	<input type="text"/>
	Unit Cost	# of Units		
	<input type="text"/>	<input type="text"/>		
	CTE Program(s) using this equipment (Hold Ctrl key to select multiple programs, or click here to select all programs)			
	<input type="text"/>			
	<input type="text"/>			

Screen Shot # 6: Funded Project Page; Travel

*Action Steps (At least one is required.) Action description should be defined in the format of "Do step x to accomplish outcome y".

Description (Up to 1000 characters)	Item	Amount	Spending Category	Grant Type
1.	<input type="text"/>	<input type="text"/>	Travel	<input type="text"/>
	Travel Type	Provide Additional Travel Details Now or Later?	Traveler Type	
	Out of State	Now	<input type="text"/>	
	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Event Name/Web Site	Destination
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>