

About Form OA1 - Application Request Responsibilities - The purpose of this form is to identify those individuals who will upload and approve grant applications for the federal NCLB Grants listed on this form.

Completing OA1 - Application Responsibilities - Required

A - School Division Name and Code. Required.

B - Application Originator. Required. Insert the name (s) of the user (s) responsible for uploading NCLB Applications in the column labeled User Name. Indicate if the user is the Primary (using the letter P) or Backup (using the letter B) person responsible for uploading the specified grant ("Backup" (B) users are optional).

C - Level 1, Level 2, or Level 3 Approvers. Optional. Additional approval levels occurring prior to Superintendent's/Designee's Approval (these levels can be used sequentially, or just one level can be used). Insert the name (s) of the user (s) responsible for reviewing and approving grant applications in the column labeled User Name. Indicate if the user is the Primary (P) or Backup (B) person responsible for task in the columns under the Grant Titles ("Backup" users are optional). Place a "P" or "B" under the grants for which the user (s) will approve applications. (Example of use: School Division ABC wants Dr. Jane, the Program Administrator, and Dr. John, the Supervisor of Academics, to review the applications for their grants. School ABC sets up Dr. Jane as Level 1 Approval, meaning that once the application has been uploaded by the Originator, Dr. Jane must approve the application prior to Dr. John's review. Once Dr. Jane has approved the application, Dr. John will have to approve the application before it goes to final approval.)

D - Division Superintendent or Designee Signature. Required. The Superintendent or Designee is required to approve the content of this form.

E - Date. Date form is approved.

[hyperlink to form OA1](#)

Need HELP with these forms? Call Karen Lux @804-371-6877 or Linda Borland @804-225-3806

OMEGA User Setup Forms

*School Division Name:

*School Division Code:

OA1 - Application Request Responsibilities

		NCLB								
Approval Level	User Name	84.010 Title I - Part A Grants to LEAs	84.011 Title I - Part C Ed of Migrant Children	84.010 Title I - Part D Neglected & Delinquent	84.367 Title II - Part A Teacher & Principal Training	84.318 Title II - Part D Enhancing Ed Thru Tech	84.365 Title III Part A - English Language Aquis.	84.186 Title IV - Safe & Drg Free Stt & Lcl	84.298 Title V - Innovative ED	84.358 Title VI Part B, Sb 2 - Rural Education
* Application Originator (s)										
Level 1 Approver (optional)										
Level 2 Approver (optional)										
Level 3 Approver (optional)										

The above listed OMEGA Originators and Approvers have authority to create and approve Federal Grant Applications for this school division as indicated on this form.

 *Division Superintendent or Designee Signature

 Typed Name of Division Superintendent or Designee

 Date