



south dakota  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

eGrant

[eGrant Home](#)

[Library](#)

[Correspondence](#)

[LogOut](#)

[DOE Home](#)

[Tech. Assistance](#)

# Egrant System

A session for users new to the system

May 2013

# Egrant Link

Getting to the eGrant login page

<http://doe.sd.gov/ofm/LEAapp.aspx>

Assessment and Accountability ▾ Curriculum and CTE ▾ Finance, Grants Data Management ▾ Health, Nutrition After School ▾

**LEA Consolidated Grant Application for the Elementary and Secondary Education Act**

**Due Date: July 1, 2013**  
The application must be submitted in a substantially approvable form before the district can obligate federal formula grant funds.

**eGrant Login**

You can also go to:

1. <http://doe.sd.gov>
2. Click on Finance, Grants Data Management
3. Go to Consolidated Application
4. Click on eGrant Login.

# Login Message



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[LogOut](#)

A duplicate Session has been detected. If you **do not** have multiple tabs open with the eGrants web site you can click the logout link above to correct this message. If you are trying to run multiple sessions of the eGrants web site then please read below and close this window to prevent any conflicts. To keep this from happening in the future please use the logout link when you are done using the eGrants web site.

If you need to have more than one session of eGrants open at a time and you are using Internet Explorer 8 (IE8) then you can do this by going to File/New Session. You can only do this with IE8. Firefox does **NOT** have this capability. Using the New Session option will allow you to view two or more separate versions of eGrants without any conflict.

You are using IE version 8.0 for your internet browser.

Minimum Requirements: PC with Internet Explorer(IE) 7.0 or greater.

For best results IE8 is recommended.

[DOE Home](#) | [State Home Page](#) | [Disclaimer](#) | [Privacy Policy](#)

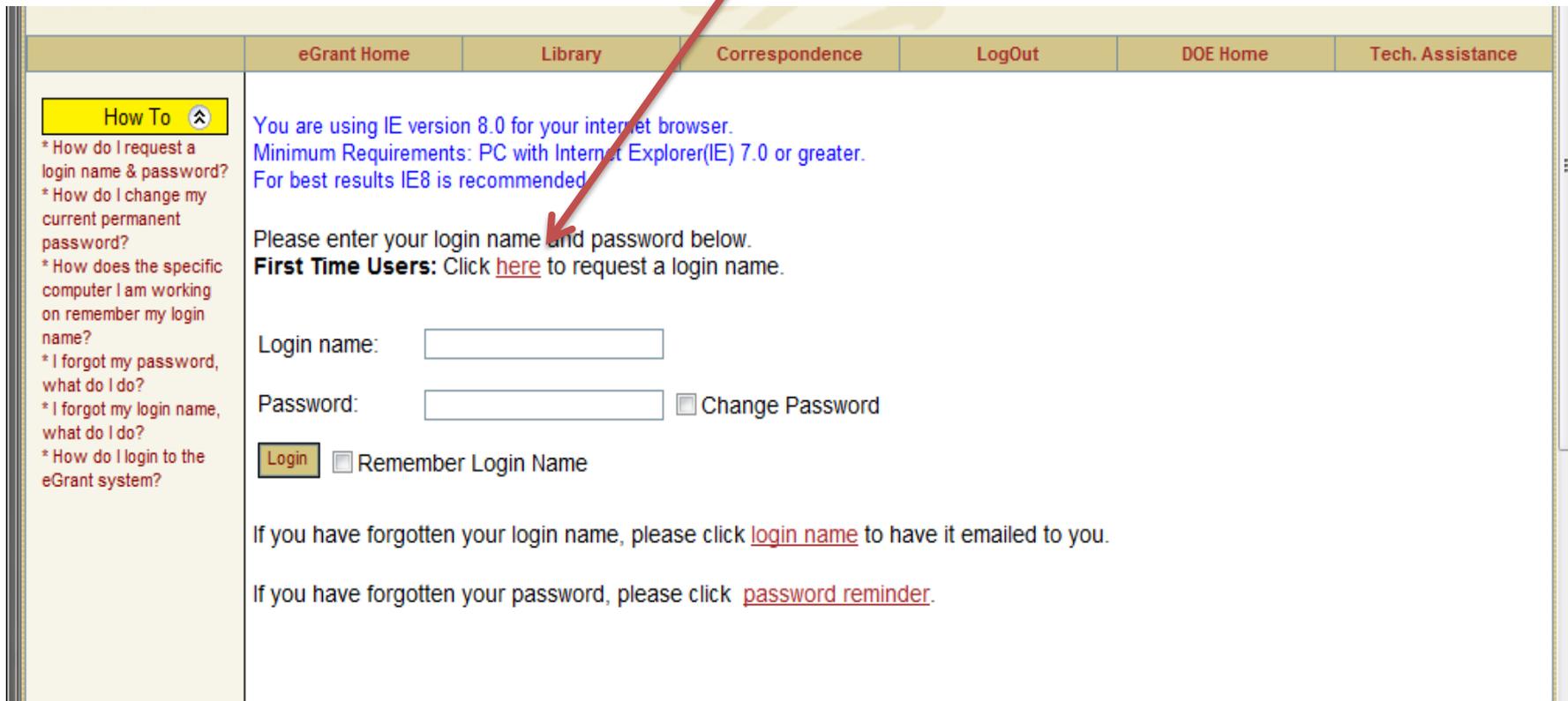
700 Governors Drive, Pierre SD 57501 - (605)773-3134

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Developed by [BPro Inc](#) ver:

# Login screen

- Toolbar
  - Some not available until you log in
  - DOE Home opens new window
  - Tech. Assistance – will send email to DOE staff
- Requesting a username
  - Click the red word “here”
- Other tools
  - Change password
  - Remember username
  - Password reminder



The screenshot shows the login interface for the eGrant system. At the top, there is a navigation bar with links: eGrant Home, Library, Correspondence, LogOut, DOE Home, and Tech. Assistance. On the left, there is a 'How To' sidebar with a list of help topics. The main content area contains a browser version warning, login instructions, and input fields for login name and password. A red arrow points from the word 'here' in the 'First Time Users' instruction to the 'here' link in the 'First Time Users' section.

**How To**

- \* How do I request a login name & password?
- \* How do I change my current permanent password?
- \* How does the specific computer I am working on remember my login name?
- \* I forgot my password, what do I do?
- \* I forgot my login name, what do I do?
- \* How do I login to the eGrant system?

You are using IE version 8.0 for your internet browser.  
Minimum Requirements: PC with Internet Explorer(IE) 7.0 or greater.  
For best results IE8 is recommended.

Please enter your login name and password below.  
**First Time Users:** Click [here](#) to request a login name.

Login name:

Password:   Change Password

Remember Login Name

If you have forgotten your login name, please click [login name](#) to have it emailed to you.

If you have forgotten your password, please click [password reminder](#).

# Request username



The screenshot shows the top navigation bar of the eGrant system. It includes the South Dakota Department of Education logo with the tagline "Learning. Leadership. Service." and the "eGrant" logo. Below the navigation bar are several menu items: "eGrant Home", "Library", "Correspondence", "LogOut", and "DOE Home".

The main form area contains the following fields and instructions:

- \*First Name:
- \*Last:
- \*Email:
- \*Agency:
- \*Requested Login Name:
- If you forget your login name or password, the question and answer below will be used to retrieve it.
- \*Login Question:
- \*Login Answer:
- Items marked with a \* are required.
- 

- **Starred items are required**
  - First name
  - Last name
  - Email
  - Agency
    - Drop down box
    - Choose your district
  - Requested login name
    - Something you will remember as you can't change this
  - Login question
    - Drop down box
    - In case you forget your password
  - Login answer
    - This is the answer to the login question to be used when you forget your password
- A temporary password will be emailed to the address you provide
- When you login the first time you will be instructed to change your password

# Egrant Home Screen

- Egrant home button
  - Always use this instead of back button
  - Will take you to this screen
- Library button
  - Gives information about consolidate app. & egrant system
- Correspondence
  - Give info about previous emails
- Logout
- DOE Home
  - Opens new window to DOE homepage

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Grant Home Library Correspondence LogOut DOE Home Tech. Assistance

How To

2011-2012 Consolidated Application  
Greater Scott School District 01-5

Select Grant: 2011-2012 Consolidated Application

In order to submit the application or for other required sections of this application, your Pop-Up blocker must allow pop-ups for this site.  
\* If you do not want to participate in a section that is shown below, please contact your grant representative.

Click + to expand and - to contract

Grant	Status	Due Date	Submit
2011-2012 Consolidated Application	Draft	07/01/2011	PDF Word Submit Grant
General			
General Narratives	Draft		PDF Word Submit
Needs Assessment	Draft		PDF Word Submit
REAP			
Rural Education Achievement Program (REAP)	Blank		PDF Word

LEA Links

Add/View Grant  
Contacts  
Admin Grant

# Egrant Home (cont.)

- **How to**

- Questions and answers
  - Will change with each new webpage
- LEA Links
  - Will change depending on who is logged in and what permissions have been assigned to them
  - Add/View Grant Contacts
    - Available to Supers, BM, AR, FR
    - Add school personnel who will be working on the grant
  - Permissions/Authorizations
    - Available to Supers, BM, SR, FR
    - Assign permissions to those working on grants
  - Reimbursements/PCR

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eGrant Home Library Correspondence LogOut DOE Home

2011-2012 Consolidated Application  
Greater Scott School District 61-5

Select Grant: 2011-2012 Consolidated Application Go

\* In order to submit the application or for other required sections of this application, your Pop-Up blocker must allow pop-ups for this site.  
\* If you do not want to participate in a section that is shown below, please contact your grant representative.

Click + to expand and - to contract

Grant	Status	Due Date
2011-2012 Consolidated Application	Draft	07/01/2011
General		
General Narratives	Draft	PDF
Needs Assessment	Draft	PDF
REAP		
Rural Education Achievement Program (REAP)	Blank	PDF
Budget		
Narrative Q&A		
Title I - Part A		
Title I, Part A (Improving The Academic Achievement Of		PDF

How To

- \* How do I view and/or edit grant sections?
- \* What does each status symbol represent?
- \* Where can I find a copy of the Assurances?
- \* Where can I find a copy of the Affirmation of Consultation and Verification of Private School Participation
- \* Where can I find a copy of the US Ed acceptance letter for SD Title I Part A ARRA Waivers?

LEA Links

- Add/View Grant Contacts
- Assign Grant Permissions / Authorizations
- Goals and Objectives
- Reimbursements / PCR

# Egrant Home (cont.)

- Name of District on each page
- Select Grant
- Plus and Minus buttons
  - Expand and contract the list
  - Expand the last button to see narrative or budget sections
- Grant
  - List of documents available for your school
  - TA, SW & Private TA will automatically load once the School Selection page is completed
- Status buttons
  - Will change as each section is started, submitted, and approved
- Due date
- Print button
  - Not available yet (coming soon)
- Submit buttons
  - Available to those with contact permission

2013-2014 Consolidated Application

Greater Scott School District 61-5

Select Grant:

2013-2014 Consolidated Application ▼

Go

\* In order to submit the application or for other required sections of this application, your Pop-Up blocker must allow pop-ups for this site.

\* If you do not want to participate in a section that is shown below, please contact your grant representative.

[Click + to expand and - to contract](#)

Grant	Status	Due Date	Submit
<ul style="list-style-type: none"> <li>2013-2014 Consolidated Application</li> <li>General               <ul style="list-style-type: none"> <li>Title I, Part A (School Selection)</li> <li>Title I - Part A - Targeted Assistance</li> <li>Title I - Part A - Targeted Assistance Private</li> <li>Title II - Part A</li> <li>Title III</li> <li>Title VI, Part B</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Draft</li> <li>Draft</li> </ul>	<ul style="list-style-type: none"> <li>07/01/2013</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Submit Grant</a></li> <li><a href="#">PDF Word</a></li> <li><a href="#">Submit</a></li> </ul>

# Expanding and Contracting

Click + to expand and - to contract

Grant	Status	Due Da
- 2011-2012 Consolidated Application	Draft	07/01/2011
- General		
- General Narratives	Completed	
Narrative Q&A		
+ Needs Assessment	Draft	
- REAP		
- Rural Education Achievement Program (REAP)	Blank	
Budget		
Narrative Q&A		
- Title I - Part A		
+ ARRA Title I, Part A Carryover Funds	Draft	
- Title I, Part A (School Selection)		

contracted

expanded

- Whenever you see a + or a – sign this means you can expand to see more or contract to show less
- Click on the Budget link to get to the budget & Narrative Q&A to get to the narrative questions

# Egrant Home (cont.)

- Announcements at bottom of page
  - These will change as information is available for districts.
- Reminder/Information
  - Below the Announcements
  - A history of when sections are submitted and by whom.

Title VI		
+ Title VI, Part B (Rural and Low Income Schools Program)		<a href="#">Blank</a> <a href="#">PDF</a> <a href="#">Word</a>
Announcements		
Title	Description	Date Expires
Print Feature	Before printing it will be helpful to review the 'How to Print' document found on our website at: <a href="http://doe.sd.gov/ofm/grants/LEAapp/index.asp">http://doe.sd.gov/ofm/grants/LEAapp/index.asp</a>	10/30/2011
Help Guides	Help guides and information including a Quick Start Guide, Frequently Asked Questions, How to Submit Guide, & multiple Power Point Presentations are available on our website at: <a href="http://doe.sd.gov/ofm/grants/LEAapp/index.asp">http://doe.sd.gov/ofm/grants/LEAapp/index.asp</a>	9/30/2011
Reimbursement Claims	School Districts with approved applications may began to submit claims using the eGrant System. The district business manager or fiscal agent may access the reimbursement section by clicking the word "Reimbursement" under the LEA Links on the left hand side of the eGrant Home page.	12/31/2011
Reimbursement Requests Due Date	Reimbursement requests must be submitted by the 10th day of the month to be included in the that month's federal programs payment. Requests submitted after this date will carryover to the next month's payment.	12/30/2011

# View/Add Grant Contacts

- Bottom of each page
  - Last login
  - Name & district for who is logged in
- Add Contact Button
  - To add a new contact
- Go button
  - To load contacts already added
  - Drop down arrow to see school contacts
  - Select one to see/change their information

The screenshot shows the eGrant system interface for the South Dakota Department of Education. The header includes the department logo and the text "south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service." and the "eGrant" logo. A navigation bar contains links for "eGrant Home", "Library", "Correspondence", "LogOut", "DOE Home", and "Tech. Assistance". The main content area is titled "2011-2012 Consolidated Application" for "Greater Scott School District 61-5". Under the "Contacts" section, there is a yellow box with the text "Add a new contact that will work on the grant application." and an "Add Contact" button. Below this, there is an "OR" section with the text "Click down arrow to select an existing contact and update his/her information." and an "Or Select Contact" dropdown menu. The footer shows "Last Login: 4/27/2011 5:00:25 PM", "yes:yes", "16 Current Users", and "Beth Schiltz : Greater Scott School District 61-5".

# Add Contact

- **Add information**
  - Starred items are required
  - Enter names and email carefully as this is what system looks as when assigning the first password
  - Position
    - drop down only when super or BM are made inactive or deleted
    - Can type a position in
  - Save button to save the information
  - Inactive button
    - To make a contact inactive (maybe reassignment of staff, or staff has moved away)
    - May not want to delete as it will delete anything that person has entered into the system

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eGrant Home Library Correspondence LogOut

2011-2012 Consolidated Application  
Greater Scott School District 61-5

Contacts

Add a new contact that will work on the grant application.

**Add Contact**

OR

Click down arrow to select an existing contact and update his/her information.

**Or Select Contact**

Please fill in the contact information below and click Save when completed.

\*First Name:

Middle:

\*Last:

\*Phone:

Fax:

\*Email:

Type in a position for this contact.

Position:

Agency: Greater Scott School District 61-5

School:

Last Login: 4/27/2011 5:00:25 PM  
ves:ves

Should be the inactive button

# Add/Edit Contact

- To edit a contact, select the contact from the drop down box
- The screen will automatically refresh
- Change the information and click the save button
- **NOTE:** Each person only needs to be entered **once!** If a person is entered more than once, this may cause a problem with the permissions/authorizations section

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eGrant Home Library Correspondence LogOut

2011-2012 Consolidated Application  
Greater Scott School District 61-5

Contacts

Add a new contact that will work on the grant application.

Add Contact Add a Contact

OR

Click down arrow to select an existing contact and update his/her information.

Or Select Contact

Please fill in the contact information below and click Save when completed.

\*First Name:

Middle:

\*Last:

\*Phone:

Fax:

\*Email:

Type in a position for this contact.

Position:

Agency: Greater Scott School District 61-5

School:

Save Delete Contact

Last Login: 4/27/2011 5:00:25 PM  
ves:ves

# Permissions/Authorizations

The screenshot shows the South Dakota Department of Education website. The header includes the logo and the text "south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service.". Below the header is a navigation bar with "eGrant Home", "Library", and "Corres". The main content area is titled "Grant Sections Permissions Form For: Greater S". Under the heading "1. Select Grant:", there is a dropdown menu with "2011-2012 Consolidated Application" selected and a "Go" button. On the left side, there are two sections: "How To" with links for "How do I add a contact to a section?", "What do the Contact Roles mean?", and "Required Sections Rules"; and "LEA Links" with links for "Add/View Grant", "Contacts", "Assign Grant", "Permissions / Authorizations", "Goals and Objectives", and "Reimbursements / PCR".

- Select the grant from the drop down for the permissions needing to be changed
- Click the 'Go' button

# Permissions/Authorizations (Cont.)

## Grant Sections Permissions Form For: Greater Scott School District 61-5

### 1. Select Grant:

2011-2012 Consolidated Application

### Grant Representatives

Name	Position	Definition
Beth Schiltz	Superintendent	LEA Supt. or CEO. Acts as the application's Authorized Representative unless the position is assigned to another contact person.
Paul Schreiner	Business Manager	LEA Business Manager. Acts as the application's fiscal representative unless the position is assigned to another contact person.

### Grant Application Representatives

Authorized Representative:   Contact person authorized by the LEA's School Board to submit the final application or amendments to the State. This person is the default contact person for all grant sections, but may assign one or more grant sections to other contact persons.

Fiscal Representative:   The business manager or the contact person assigned as the LEA's fiscal representative for the grant application. This person must approve the p amendments

Click on Contact Name to Select or Change

Please Note: X  
You need to define one or more required section contacts.

### Required Contacts

Federal Program	Contact Name	Phone	Email
McKinney-Vento Homeless	Beth Schiltz	(605) 777-7777	<a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a>
Title I Contact	Julie Jacks	(333) 555-5555	<a href="mailto:beth.schiltz@state.sd.us">beth.schiltz@state.sd.us</a>
Title III (LEP)	0		
Title I, Part A (School Improvement)	0		

Red box indicating a required contact has not been selected.

Pop up reminder to select the required contacts

- **Select grant** – grant can be changed from this view
- **Grant Representatives** automatically load from 'add contact' section
- **Grant Application Representatives** – can be changed by using the drop down boxes and clicking the save changes button
- **Required Contact** – are selected by using the drop down boxes (if these are not filled in there will be a red box and a pop up reminder will appear)
  - McKinney-Vento Homeless person can be anyone
  - Title I Contact cannot be the Authorized Rep
  - Title III (LEP) – can be anyone
  - Title I Part A (School Improvement) – can be anyone

# Permissions/Authorizations (Cont.)

Click on Contact name to select or change Contacts and / or Roles. [Click to add more section contacts](#)

**Grant Sections and Contacts**

School Improvement - 1003(a) CENTRAL ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	<a href="#">Remove</a>

School Improvement - 1003(a) ORTON ELEM

Contact	Position	Role	
Beth Schiltz	Superintendent	Contact	<a href="#">Remove</a>

[Save Changes](#)   [Save and Return](#)

To add a secondary contact or a user with Edit or Read Only rights, select a contact from the drop down list and a role from the drop down list. Then click "Add Contact To All Sections" or choose a specific section from the section drop down list and click "Add Contact to Selected Section."

**2. Select Contact And Role: (\*= Required)**

\*Contact:  [Need to add a new contact?](#)   \*Role:

---

**3. All Sections Operations:**

[Add Contact To All Sections](#)   Or   [Remove Contact From All Sections](#)

---

**4. Or Select A Specific Section:**

\*Section:  [Add Contact To Selected Section](#)

- **Grant Section and Contacts** automatically puts in the authorized rep – this can be changed by going to the select contact and roll
- **Select Contact and Roll** – use drop down to select the person, use the role to select (read only, edit, or contact)
  - Read Only is just that
  - Edit – person can edit grant
  - Contact – person can edit and submit that section for district approval
- **All Sections Operation** – adds the selected contact person to all section or removes from all sections
- **Select A Specific Section** – allows you to select a specific section to add a contact

**NOTE:** If the person you want to add to a section is not included in the drop down, you may need to go back to the add/edit contacts section and add the person

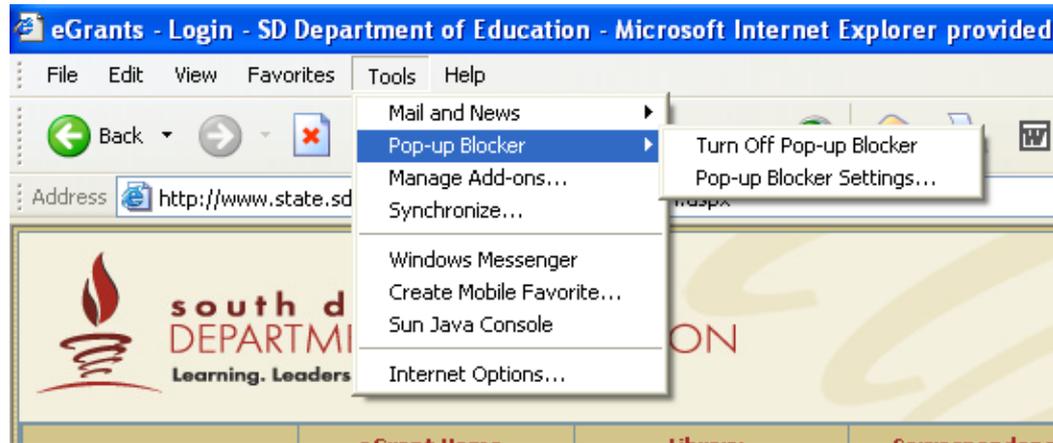
# Status and Submit Buttons

Click + to expand and - to contract

Grant	Status	Due Date	Submit
2011-2012 Consolidated Application	Draft	07/01/2011	PDF Word Submit Grant
General			
General Narratives	Completed		PDF Word
Needs Assessment	Draft		PDF Word Submit
REAP			
Rural Education Achievement Program (REAP)	Blank		PDF Word
Title I - Part A			
ARRA Title I, Part A Carryover Funds	Draft		PDF Word
Title I, Part A (School Selection)	Draft		PDF Word Submit
Title I - Part A - District Level Improvement			

- **Draft** – means the application or section has been started
- **Blank** – means the section has not been started
- **Completed** – means the person authorized to submit that section has hit the submit button
  - This only means the section has been completed – let's the district know this section is done
  - DOE (state) cannot see this status (it still says draft on the state side)
- **Submit Grant** button – only the authorized representative can click this button (a pop up window with the assurances should appear – if it doesn't you may have a pop up blocker enabled)
- **Submit** button – by each section can be clicked by either the authorized representative or anyone with the necessary permissions enabled
- **No submit button visible**
  - May not have the necessary permissions
  - May be a budget linked to the section in which the business manager or fiscal representative needs to approve those budgets first

# Submitting the Grant



- For the authorized representative to submit the grant, the computer's pop up blocker must be disabled
- To disable the pop-up blocker
  - Click on tools in the very top toolbar
  - Slide down to pop-up blocker
  - Slide over to "Turn off pop-up blocker" and click

# Submitting the Grant

PLEASE NOTE THAT SEVERAL OF THE ASSURANCES HAVE CHANGED. BE SURE TO READ THEM SO YOU KNOW WHAT YOUR DISTRICT IS AGREEING TO.

The screenshot shows a web browser window titled "eGrants - Grant Affirmation - SD Department of Ed...". The main content area is titled "STATEMENT OF ASSURANCES" and contains the following text:

**GENERAL ASSURANCES:**

The local education agency (LEA) hereby assures the South Dakota Department of Education that:

1. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
2. The control of funds provided under each program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities.
3. The public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.

Below the list, there is a text input field for a signature and a checkbox labeled "I agree".

Enter signature below, check the I agree box and click continue to submit the grant.

First Name:

Last Name:

**Assurances and Certification Statement:**

The above named applicant assures the South Dakota Department of Education that these projects will be administered in compliance with the Statement of Assurances of this application, with state and federal laws and regulations applicable to the use of these funds, that the information contained in this application is accurate and complete, and that the board of the above named applicant has authorized me as its representative to file this application as recorded in the minutes of the board meeting held on:

Date of Board Meeting:

I Agree

- Each section must be completed
- Authorized Representative must click the submit button
- The assurance page must come up
- The authorized representative must fill in First Name, Last Name and Date of Board meeting designative the person authorized to sign grants
- The authorized representative must check the 'I agree' box, then click the 'continue' button

# Submitting the Grant

2011-2012 Consolidated Application Greater Scott School District 61-5					
Consolidated Grant Information					
Click + to expand and - to contract					
	Grant	Status	Due Date	Submit	
+	2006 - 2007 Consolidated Application	Locked	08/01/2006	<a href="#">Print</a>	
	General				
	General Narratives	Locked		<a href="#">Print</a>	
	Needs Assessment	Locked		<a href="#">Print</a>	
	Title I - Part A				
	Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Locked		<a href="#">Print</a>	
	Title I, Part A (School Selection)	Locked		<a href="#">Print</a>	
	Title I - Part A - Targeted Assistance				
	BEADLE ELEM	Locked		<a href="#">Print</a>	
	LINCOLN ELEM	Locked		<a href="#">Print</a>	

- Each section will be locked
- A red notice will appear that indicates the date, time and person who has submitted the application.

# Printing

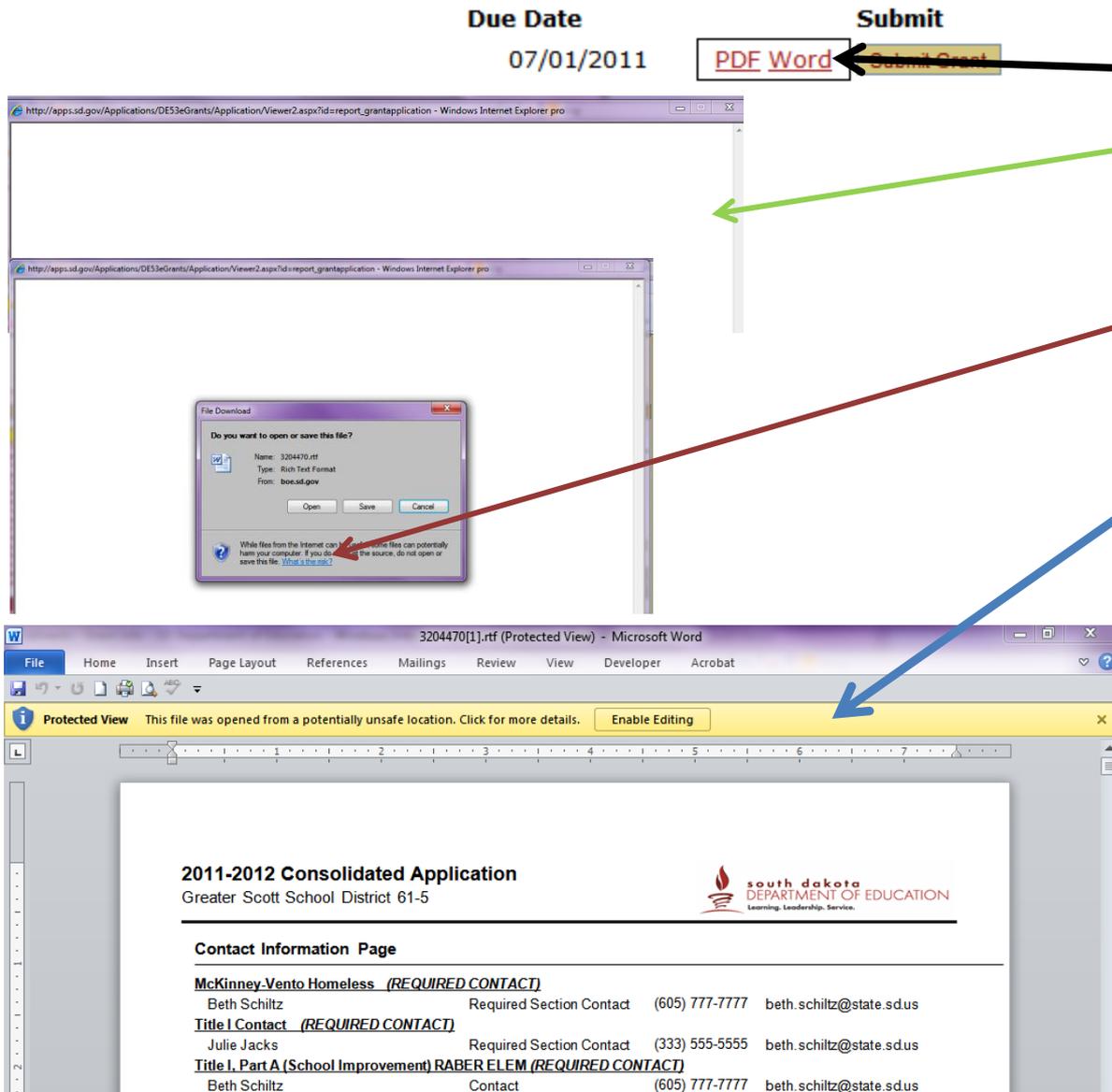
Grant	Status	Due Date		Submit
- 2011-2012 Consolidated Application	Draft	07/01/2011	<a href="#">PDF</a> <a href="#">Word</a>	<a href="#">Submit Grant</a>
- General				
+ General Narratives	Completed		<a href="#">PDF</a> <a href="#">Word</a>	
+ Needs Assessment	Draft		<a href="#">PDF</a> <a href="#">Word</a>	<a href="#">Submit</a>
- REAP				
+ Rural Education Achievement Program (REAP)	Draft		<a href="#">PDF</a> <a href="#">Word</a>	
- Title I - Part A				
+ ARRA Title I, Part A Carryover Funds	Draft		<a href="#">PDF</a> <a href="#">Word</a>	

- Two formats for printing the application
  - PDF
  - Word
- Print whole application or just sections of the application

Print entire application

Print sections of the application

# Printing as a Word Document



Click on Word

- An empty IE window will open (it may be behind other open windows – check your task bar if you don't see it).

- It may take a few minutes for the document to load. This window will show when it's ready.

- Choose Open. The document will open as an .rtf file

If you have Word 2007 or 2010, the document may open in “Protected View”.

Click on Enable Editing to print or to save the file as a normal Word document.

# Printing as an Adobe PDF

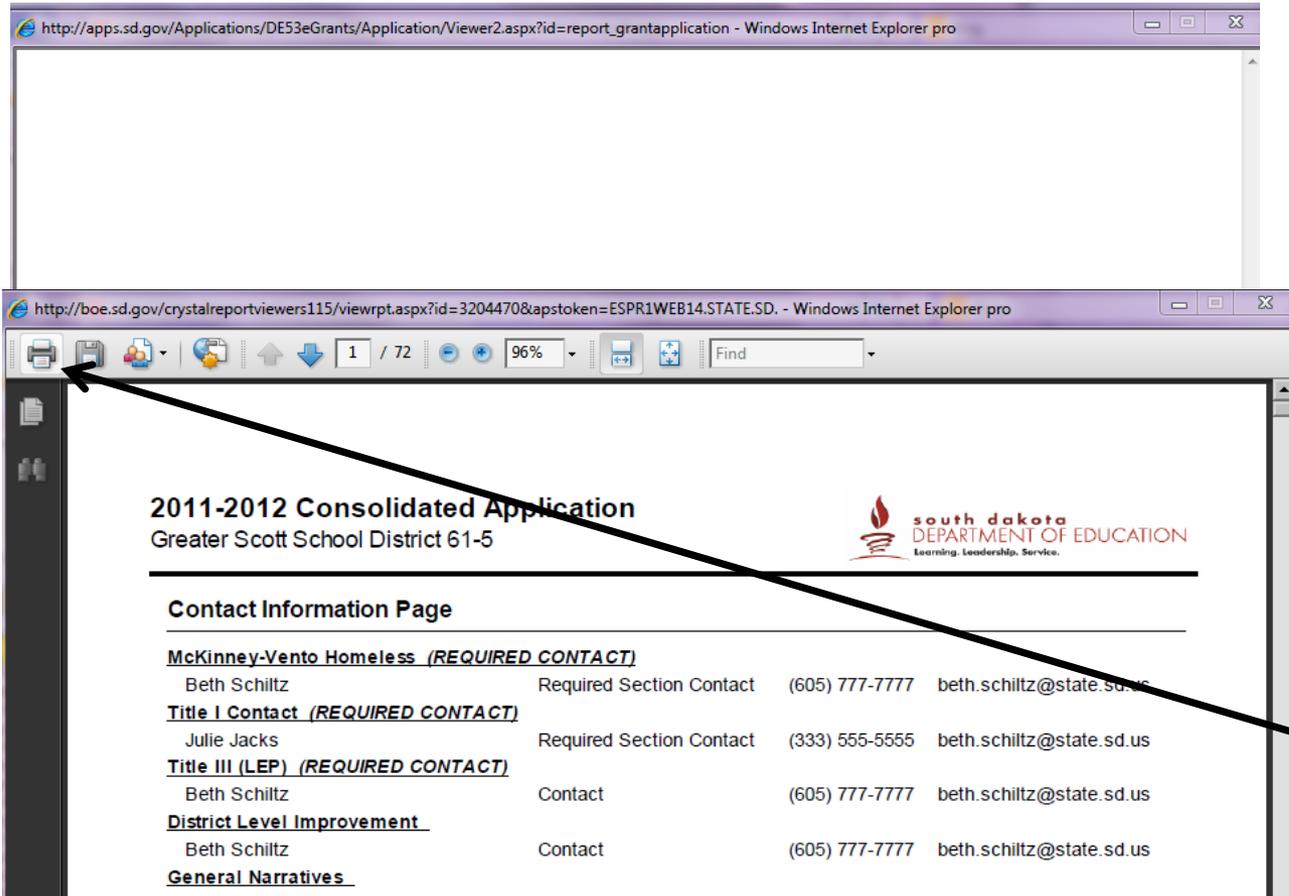
Due Date

07/01/2011

Submit

PDF 

Submit Grant



http://apps.sd.gov/Applications/DE53eGrants/Application/Viewer2.aspx?id=report\_grantapplication - Windows Internet Explorer pro

http://boe.sd.gov/crystalreportviewers115/viewrpt.aspx?id=3204470&apstoken=ESPR1WEB14.STATE.SD. - Windows Internet Explorer pro

2011-2012 Consolidated Application  
Greater Scott School District 61-5

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**Contact Information Page**

**McKinney-Vento Homeless (REQUIRED CONTACT)**

Beth Schiltz	Required Section Contact	(605) 777-7777	beth.schiltz@state.sd.us
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**Title I Contact (REQUIRED CONTACT)**

Julie Jacks	Required Section Contact	(333) 555-5555	beth.schiltz@state.sd.us
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**Title III (LEP) (REQUIRED CONTACT)**

Beth Schiltz	Contact	(605) 777-7777	beth.schiltz@state.sd.us
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**District Level Improvement**

Beth Schiltz	Contact	(605) 777-7777	beth.schiltz@state.sd.us
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**General Narratives**

- Click on PDF
- An empty IE window will open (it may be behind other open windows – check your task bar if you don't see it.
- It may take a few minutes for the document to load.
- Print as you would any other PDF document.

# Types of Questions

- Narrative Questions
- Check Box
- Radio Box
- Option Narrative
- Prioritized Needs & Goals and Objectives
- School Selection (Question 3, 4 & 5)
- Budget Details

# Narrative Questions

The screenshot displays a web-based assessment interface. On the left, there is a sidebar with a search bar containing the text: "\* Where can I find a sample Policy for Complaints of Federal Programs?". Below the search bar are two sections: "LEA Links" and "Questions". The "Questions" section lists eight items, with the fourth item, "4. Describe the Di...", highlighted in blue. The main content area shows question 4 in black text: "4. Describe the District's process for providing the individual student assessment reports to parents. [Section 1111(h)(6)(B)(i) of ESEA]". Below the question, there is a list of requirements in blue text: "You must include in your answer information about:" followed by five bullet points: "DSTEP Report, Dakota STEP - A, & ACCESS (Annual test of Progress for English Acquisition)", "Achievement Levels", "Achievement Descriptors", "Scaled Score", and "Cut Score range". At the top of the main content area, there are navigation buttons: "Cancel", "<<", ">>", and "Save", along with the text "4 of 9". Below the question and requirements is a rich text editor toolbar with various icons for text formatting, alignment, and editing. The text area below the toolbar contains the text "it is working".

- Has the question in black
- Has the help information for question in blue
- Has the tool bar for editing the answer
- Has the box for inserting the answer
- Other features on page
  - Questions on left hand side
  - Arrows and save button at top
  - Number of questions

# Check Box

2013-2014 Consolidated Application  
General Assurances  
Greater Scott School District 61-5

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1 of 7  
<< >>

1. The District assures the annual district and school assessment and accountability reports will be p 1111(h)(2)(E) of ESEA] [Section 1111(h)(2)(B-C) of ESEA]

*This report must provide information directly to parents and be made available for all stakeholders. In board meeting, reported in the local newspaper, placed on the district website, placed in the commun*

Yes

— —

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2013-2014 Consolidated Application  
General Assurances  
Greater Scott School District 61-5

Q A Cli

5 of 7  
Cancel << >> Save

5. If applicable, the district assures it has provided timely and meaningful consultation with the appropriate private and their teachers. [Section 1120(b) of ESEA and Section 200.63 of Federal Regulations]

Yes  
 Not Applicable

Cancel << >> Save  
5 of 7

- Question in black
- If it's an "other" box, there will be a narrative box for you to add information (this one is at the bottom of the page which isn't visible on this screen shot)

# Radio Box (Circle) Answers

eGrant Home	Library	Correspondence	LogOut	DOE Home
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2011-2012 Consolidated Application  
Title I, Part A (Targeted Assistance)  
Greater Scott School District 61-5 CENTRAL ELEM

Last Updated: 4/29/20

[Q A](#) Click here for support request for

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8 of 29

[Cancel](#) [<<](#) [>>](#) [Save](#)

6.01. Does the school operate a School Level preschool? [Section 1115 (c)(1)(D) of ESEA]

Yes

No

[Cancel](#) [<<](#) [>>](#) [Save](#)

8 of 29

- These types of questions only allow one answer per question.

# Option Narrative

- For option narrative questions you must click on one of the boxes and then provide an answer with the narrative box that opens up.
- More than one option narrative box may be selected depending on the program and answers required

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3 of 29  
Cancel << >> Save

2.02. How are Title I services provided? [Section 1115 (c)(1)(C) of ESEA]  
*Check all that apply.*

*Your answer must include the following:*

- ▶ *Describe your Title I program*
  - ▶ *Do you provide reading services, math services, or both;*
  - ▶ *What grades are served;*
  - ▶ *For in-class services describe how Title I staff work only with well identified Title I students;*
  - ▶ *Describe how the Title I services are supplemental to the regular education program.*
  - ▶ *Describe the ratio of teacher/paraprofessional to student;*
- ▶ *How many Title I teachers work with Title I students (include ARRA Title I funded Title I teachers);*
- ▶ *How many Title I paraprofessionals work with Title I students (specific to delivery model). (Include ARRA Title I funded paraprofessionals)*

1) Pull-out

2) In-class

type in answer here for any question you have clicked on an option narrative box as you can see has happened with this question.

3) Replacement

4) Extended day (before or after school)

Cancel << >> Save  
3 of 29

# Title I, Part A (School Selection) – question 3

## 1. RANK ORDER AND SELECTION OF SCHOOL ATTENDANCE AREAS

Click on column headers to sort

Eligible	Name of School Attendance Area	Grade Span	Program Type Targeted Schoolwide Not Served	Public Enrollment	Public # Low Income	Non-Public Enrollment	Non-Public # Low Income	Attendance Area Percentage Low-Income
Eligible	CENTRAL ELEM (KG08)	Elementary Ed	Targeted	425	250	75	25	55%
Eligible	ORTON ELEM (KG08)	Elementary Ed	Not Served	100	50	10	5	50%
Eligible	RABER ELEM (KG08)	Elementary Ed	Schoolwide	600	225	50	10	36%
				1125	525	135	40	

2. CLICK TO RANK YOUR ELIGIBLE ATTENDANCE AREAS: Schools with 35% or greater poverty

## 3. PRIVATE SCHOOLS RECEIVING TITLE I SERVICES

Participating	Name of School Attendance Area
<input checked="" type="checkbox"/>	HOLY TRINITY CATH ELEM
<input type="checkbox"/>	

- To select the type of Title I program, click in the box (it may be white) under program type. A drop down will show your options
- Fill in the number of students and the number of low income student for each attendance area -- the percent of low income will automatically be entered

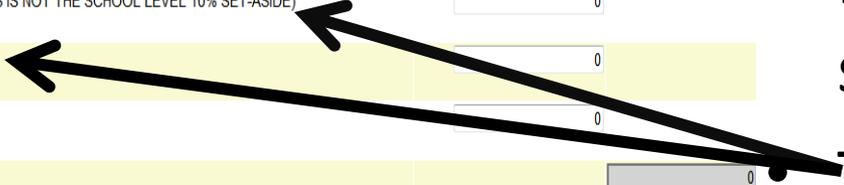
To select a private school that serves Title I student, check the box by the private school  
 If no private school is shown, click the add new private school button and select the correct private school from the list.  
 Don't forget to click the save button

# School Selection – question 4

## Section II - Determination of Title I Funds For School Distribution

9. Funding amount (from Line #6 of Section I above)	<input type="text" value="500,000"/>
10b. Reallocated Funds	<input type="text" value="0"/>
11. Total Funds Available to Distribute (Sum Lines 9 and 10)	<input type="text" value="500,000"/>
12. Enter the amounts to be set aside for the following purposes:	
a. Administrative Costs	<input type="text" value="0"/>
b. District Level Professional Development	<input type="text" value="0"/>
c. Homeless Set-Aside	<input type="text" value="0"/>
d. Indirect Costs	<input type="text" value="0"/>
e. Neglected or Delinquent Set-Aside	<input type="text" value="0"/>
f. Non-Instructional Services for Non-Public Students	<input type="text" value="0"/>
g. Parent Involvement Set-Aside (1% for LEAs with allocations over \$500,000)	<input type="text" value="0"/>
h. District Level Preschool	<input type="text" value="0"/>
i. District Level Summer School	<input type="text" value="0"/>
j. District Level Intervention Strategies (THIS IS NOT THE SCHOOL LEVEL 10% SET-ASIDE)	<input type="text" value="0"/>
k. Technical Advisor (if required by DOE)	<input type="text" value="0"/>
l. Other	<input type="text" value="0"/>
13. Total Set-Aside Amount	<input type="text" value="0"/>
14. Total Title I Funds for Distribution to Schools (Subtract Line 13 from Line 11) Also enter this amount in Section III on Line 15.	<input type="text" value="500,000"/>

- District set-aside amounts go here
- Click in the white box to enter amount of district Title I set asides.
- Smaller districts may not have any set asides.
- These are NEW set-asides.



# School Selection – Question 5

- Distribution of funds to each Title I attendance center
- Enter per student amount (can vary from attendance area to attendance area)
- If you have a private school, you will need to enter the number of students in that private school by attendance area

5. LEA Distribution of Title I Funds to Public and Non-Public Schools

**Section III - LEA Distribution of Title I Funds to Public and Non-Public Schools**

All Districts must complete Section III for the participating school attendance areas including equitable private school amounts.

45. Enter amount to be Distributed to Public and Non-Public Schools   
 Poverty Average

Name of School Attendance Area	Attendance Area Low-Income Student Percentage	Low-Income Student Attendance - Public	Per Student amount	Amount to be Distributed to Each School	Total (Declining Balance)
CENTRAL ELEM	55%	250		\$ 0.00	-\$ 6,000.00
<b>Private Schools with Students in Attendance Area</b>					
<b>Low-Income Student Attendance - Private</b>		<b>Amount to be Distributed to Each School</b>	<b>Total (Declining Balance)</b>		
HOLY TRINITY CATH ELEM	25	\$ 0.00	-\$ 6,000.00		
<b>Private Schools with Students in Attendance Area</b>					
<b>Low-Income Student Attendance - Private</b>		<b>Amount to be Distributed to Each School</b>	<b>Total (Declining Balance)</b>		
HOLY TRINITY CATH ELEM	10	\$ 0.00	-\$ 6,000.00		
RABER ELEM	36%	225		\$ 0.00	-\$ 6,000.00

Save/Recalculate Cancel

<< >>  
5 of 5

# Budget Summary page

Current status is: Draft

**Funds Available to Budget** \$0 ← Funds available to budget

Activities	100 Salaries	200 Employee Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	Totals
Title I, Part A (School Wide P	\$3,600					\$3,600
Title I, Part A (Targeted Assis		\$1,232				\$1,232
	\$3,600	\$1,232				\$4,832
Indirect Costs:						\$0
Funds Budgeted:						\$4,832

**Funding Summary**

Provisional Indirect Rate	0.00 %	Indirect Costs	\$0
Carryover	\$0		
Final Allocation	\$0	Funds Available to Budget	\$0
	\$0	Funds Budgeted	\$4,832
	\$0	Available Balance	(\$4,832)
ReAllocation	\$0	Budget Number	

Edit Budget Details
Approve All Budget Items
 The Fiscal Representative or Business Manager must Approve All Budget Items before this Grant Section can be submitted.

- To get to budget detail page, click add budget detail button
- Information from budget detail page populates this summary page
- For budget approval, business manager or fiscal representative must click the approve all budget items button

# Budget Details page

**100-Salaries**

Program Activity Area	Activity Description	Amount	Delete
Title I, Part A (School Wide Programs)	hej	\$3,600	Delete
Add... <b>New 100-Salaries-Item</b>			

**200-Employee Benefits**

Program Activity Area	Activity Description	Amount	Delete
Title I, Part A (Targeted Assistance)	aaaa	\$1,232	Delete
Add... <b>New 200-Employee Benefits-Item</b>			

**300-Purchased Services**

Program Activity Area	Activity Description	Amount	Delete
Add... <b>New 300-Purchased Services-Item</b>			

- Click the New Item button under each category to add a budget item

- Click in the first box to engage the drop down – select the appropriate program activity

- In the next column, type in the activity description

- In the amount column, enter the budgeted amount for the item – numbers only (no commas or dollar signs (don't forget to save.)

- Click save and view budget summary at bottom to get back to budget summary page

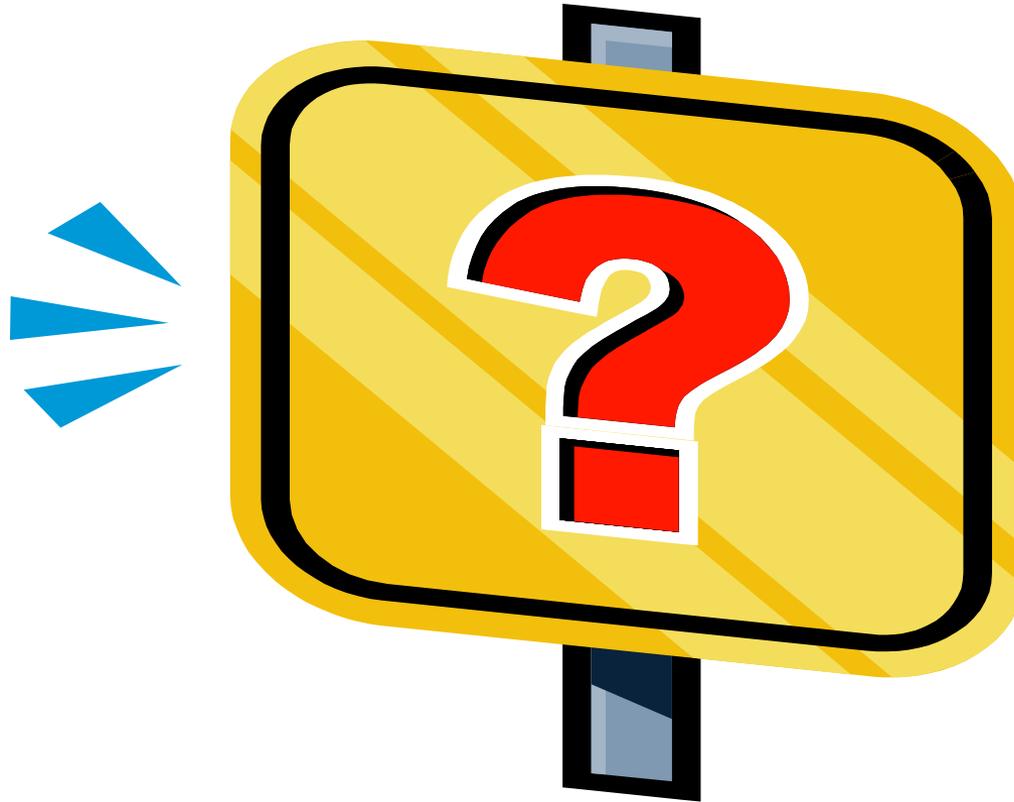
**500-Capital Acquisition**

Program Activity Area	Activity Description	Amount	Delete
Add... <b>New 500-Capital Acquisition-Item</b>			

Total Direct Costs	\$4,832
- Capital Acquisition Costs	\$0
Allowable Direct Costs	\$4,832
Provisional Indirect Cost Rate %	0.00 %
Maximum Indirect Cost	\$0
Indirect Cost Budgeted	\$0
Total Funds Budgeted	\$4,832
Total Available Funds	\$0
Available Balance	(\$4,832)

Save Changes   Save And View Budget Summary   Cancel Changes

# Questions



# Contact Information

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  - [Cody.Stoesser@state.sd.us](mailto:Cody.Stoesser@state.sd.us)
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  - [Jenifer.Palmer@state.sd.us](mailto:Jenifer.Palmer@state.sd.us)
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