

eGrant



LEA (Local Education Agency) Help Manual

eGrant - LEA Help Manual

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I. Introduction

eGrant is a web-based grant management software tool that administers grant applications and payments for the Department of Education and school districts across the state. Local Education Agencies (LEAs) create and submit their grant applications through the eGrant system. Technical assistance from State Education Agency representatives (SEAs) is available through many venues, i.e. online, email, phone, etc. SEAs will use the system to administer and track grant applications, payments, and generate automated reports.

The LEA representative(s) can work on a section, save it, and return to the section as many times as necessary before the individual section or the entire grant is submitted. LEA representatives may request SEA support from within the grant section for program clarification. SEA support can be assessed within each page of the eGrant system via the support request button (Q/A button) or by clicking on the SEA contact hyperlink name, which will generate an email.

The System Requirements for using eGrant are Internet Explorer 7.0 or greater. For best results, Internet Explorer 8.0 is recommended. (**Note: In order to be fully operational, all pop-up blockers must be disabled.** Check with the site tech coordinator if assistance is needed).

II. Login

Click on the eGrant link to open the eGrant Login page.
<http://apps.sd.gov/applications/DE53eGrants/login.aspx>

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

eGrant Home Library Correspondence LogOut DOE Home

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](#).

A. New Users

Very Important

1. Contact the district LEA Administrator to add your contact profile information, which will enable you to set up your account in eGrant. (You will not be able to request a Login without it.)
2. Click where it says 'here' in the second line on the login page to request a Login. The following page will open.
3. Fill in all of the required fields of your profile (marked with an asterisk).

The screenshot shows a web form for requesting a login. At the top, there are four navigation tabs: "eGrant Home", "Library", "Correspondence", and "Log". The form fields are as follows:

- *First Name: [text input]
- *Last: [text input]
- *Email: [text input]
- *Agency: [dropdown menu]
- *Requested Login Name: [text input]
- *Password Question: What is your mother's maiden name? [dropdown menu]
- *Password Answer: [text input]

Below the fields, it says "Items marked with a * are required." and there is a "Request Login" button.

- a. The (Agency) dropdown lists eligible educational entities. Either scroll down and click on the desired entity, or begin typing the first few letters of the entity's name.
 - b. The (Requested Login Name) has not been created. Enter a Login name that will be easily remembered.
 - c. Select a (Password Question) from the dropdown list. Type in the (Password Answer) to be used to verify the identity if the Password is forgotten.
4. Click 'Request Login' when all of the fields above have been completed. The (First Name), (Last), (Email), and (Agency) must match the information the LEA Administrator used to set up the contact profile, or a Login & temporary Password will not be provided.

The screenshot shows the eGrant login page. At the top, there is a header for "south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service." and the "eGrant" logo. Below the header are five navigation tabs: "eGrant Home", "Library", "Correspondence", "LogOut", and "DOE Home".

On the left side, there is a "How To" sidebar with a list of links:

- 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?

The main content area displays a message: "The login name has been created and a temporary password has been generated. The login information has been emailed to the email address provided." Below this message, it says "Please enter your login name and password below." and "First Time Users: Click [here](#) to request a login name."

The login form includes:

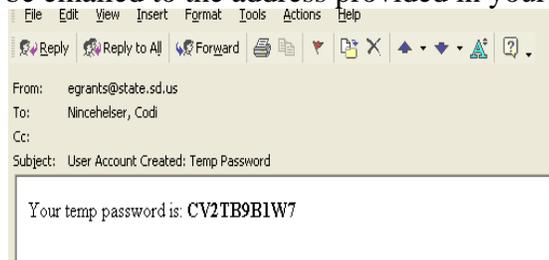
- Login name: [text input with "Codi N" entered]
- Password: [text input] Change Password
- Remember Login Name

At the bottom, there are two instructions:

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

5. A

temporary Password will be emailed to the address provided in your profile.



6. Log in using your Login name and temporary Password. You will be prompted to change the temporary Password to a permanent Password and to confirm the Password. Then, log in using your Login name and permanent Password.

| | | | |
|-----------------------------|-------------------------|--------------------------------|------------------------|
| eGrant Home | Library | Correspondence | LogOut |
|-----------------------------|-------------------------|--------------------------------|------------------------|

Password has been changed. Please log in with your new password

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 password, please click [password reminder](#).

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

B. Returning Users

1. Type in your Login name and Password, and click 'Login'.

| | | | |
|-----------------------------|-------------------------|--------------------------------|------------------------|
| eGrant Home | Library | Correspondence | LogOut |
|-----------------------------|-------------------------|--------------------------------|------------------------|

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

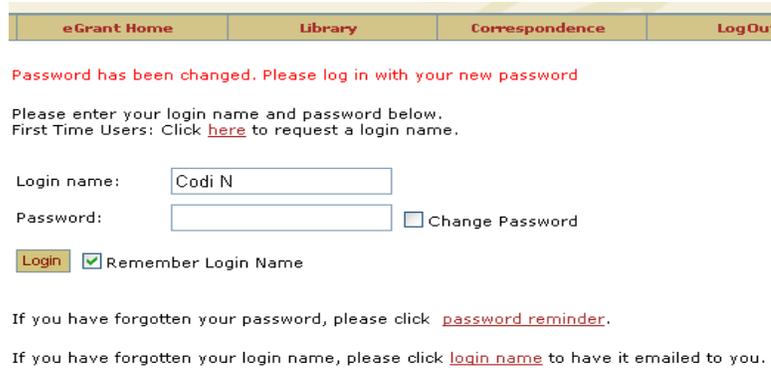
If you have forgotten your password, please click [password reminder](#).

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

2. To change your Password, type in the current Password and click the checkbox 'Change Password'. Click 'Login'. The following page opens:

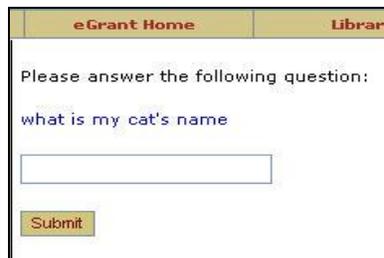
| | |
|---------------------------------------|--------------------------|
| Please enter a new password. | |
| New Password: | <input type="password"/> |
| Re-enter password: | <input type="password"/> |
| <input type="button" value="Change"/> | |

3. Type in the new Password, then re-enter the Password and click 'Change'. The Login page will display the Login name and indicate that the Password has been changed. Type in the new Password and click 'Login'.



The screenshot shows the eGrant system interface. At the top, there is a navigation bar with four tabs: "eGrant Home", "Library", "Correspondence", and "LogOut". Below the navigation bar, a red message states: "Password has been changed. Please log in with your new password". Underneath, instructions read: "Please enter your login name and password below. First Time Users: Click [here](#) to request a login name." The login form includes a "Login name:" field with the text "Codi N" entered, a "Password:" field, and a "Change Password" checkbox which is currently unchecked. A "Login" button is visible, along with a checked "Remember Login Name" checkbox. At the bottom, there are two links: "password reminder" and "login name", with instructions on when to use each.

4. Click the checkbox 'Remember Login' for the computer to remember the Login name. (This will save a 'cookie' specific to the computer)
5. For a Login name reminder, click the 'Login Name' link. The eGrant system will ask for email & agency information. Click the 'Submit' button for the Login name to be sent to the email address provided in the initial contact profile information.
6. If a Password has been forgotten, first type in the Login name, then click the 'Password Reminder' link. The following page will open.



The screenshot shows a page with a navigation bar at the top containing "eGrant Home" and "Library". The main content area asks the user to "Please answer the following question:" followed by the question "what is my cat's name". Below the question is an empty text input field and a "Submit" button.

7. The Password question that was initially selected when requesting a Login will display. Type the answer and click 'Submit'. The Password will be sent to the email address indicated in the contact profile information.

III. Navigating eGrant



Use the Tool Bar located at the top of the page to access the eGrant Home, Library, Correspondence, LogOut, DOE Home, & Tech. Assistance.

A. eGrant Home

The eGrant Home page opens to display different grant information sections, including the Grant Information section, Announcements, Reminders/Information, How To, etc. Click the ‘eGrant Home’ button to return to the main page of the application. Using the browser back button may cause problems navigating within the eGrant system. Upon starting the application the system will save a link to the last question viewed, which is unique to each computer.

| Grant | Status | Due Date | Submit |
|--|-------------|------------|--------------------------|
| 2013-2014 Consolidated Application | In Progress | 07/01/2013 | PDF Word |
| General | | | |
| Title I, Part A (School Selection) | In Progress | | PDF Word |
| Narrative Q&A | | | |
| Title I - Part A - Targeted Assistance | | | |
| RABER ELEMENTARY | In Progress | | PDF Word |
| Title I - Part A - Targeted Assistance Private | | | |
| RABER ELEMENTARY | Blank | | PDF Word |
| Title II - Part A | | | |
| Title II, Part A (Improving Teacher Quality) | Blank | | PDF Word |
| Title III | | | |
| Immigrant | Blank | | PDF Word |
| Title VI, Part B | | | |
| Rural and Low Income Schools (RLIS)Program | In Progress | | PDF Word |

B. Library

Click the 'Library' button to display a list of terms, definitions, and links in the Library database.

The screenshot shows the eGrant Library interface. At the top, there are navigation tabs: eGrant Home, Library (selected), Correspondence, LogOut, DOE Home, and Tech. Assistance. On the left, there are links for 'How To' and 'SEA Links'. The main area has a search box with 'NCLB Goals' entered. Below the search box is a 'Search Definitions' checkbox, which is unchecked. There are 'Search' and 'View All' buttons. Below that is a 'View Number of Records' dropdown set to 5. A table with two columns, 'Term' and 'Definition', displays several entries. The first entry is 'Academic Achievement Standards' with a definition: 'Academic Achievement Standards are comprised of three components: achievement levels, achievement descriptors and cut scores.' The page footer indicates '133 Records' and navigation links for 'Prev' and 'Next'.

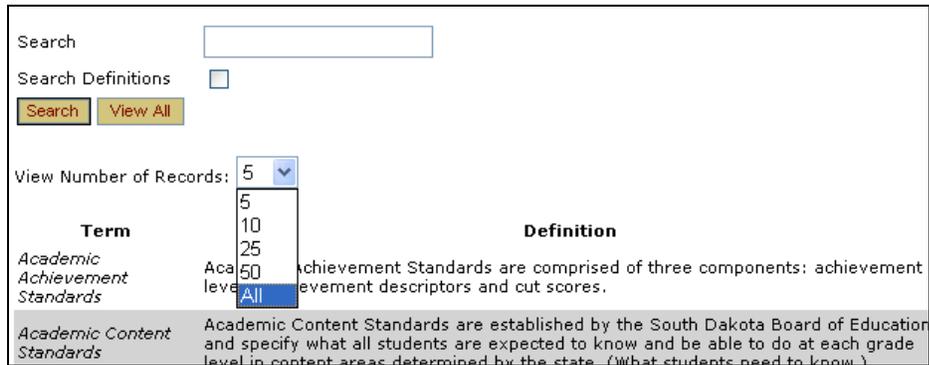
1. To find records using a word or phrase in the "Term" column, type a word or phrase into the Search box and click 'Search', leaving the 'Search Definitions' check box unchecked. Click 'View All' to clear the search.

This close-up screenshot shows the search interface for step 1. The search box contains 'NCLB Goals'. The 'Search Definitions' checkbox is unchecked. The 'View Number of Records' is set to 5. The table shows the first record: 'Academic Achievement Standards'.

2. To find records using that word or phrase in the 'Definition' column, type a word or phrase into the Search box and **check** the 'Search Definitions' box. Click 'Search'. Click 'View All' to clear the search.

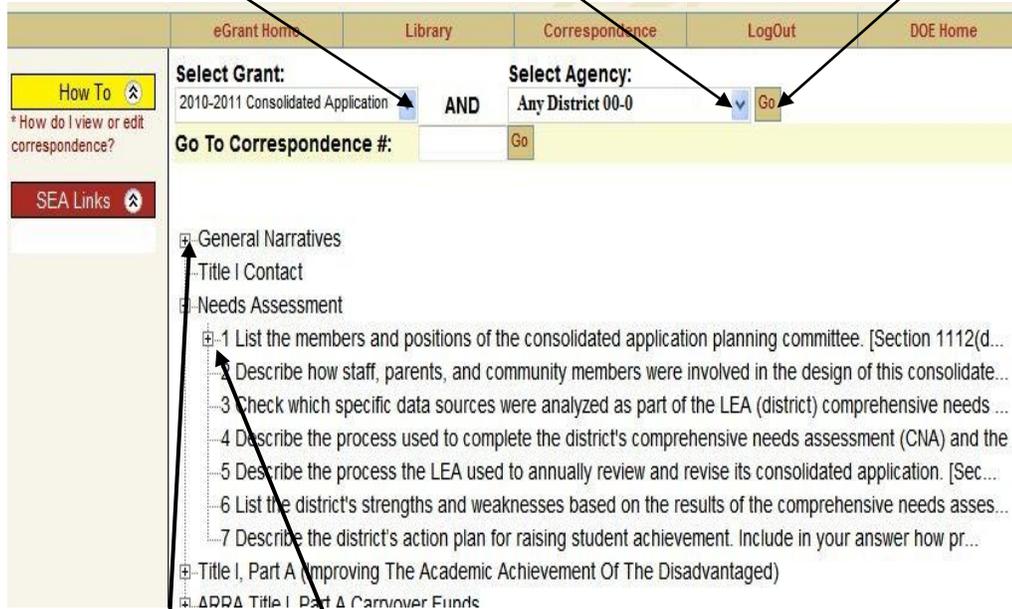
This close-up screenshot shows the search interface for step 2. The search box contains 'NCLB Goals'. The 'Search Definitions' checkbox is checked. The 'View Number of Records' is set to 5. The table shows the first record: 'Academic Achievement Standards'.

3. Click 'View All' to display all of the library entries after having limited the view to the items searched.
4. Click 'View Number of Records' to choose to view 5, 10, 25, 50, or All of the records at a time.



C. Correspondence

1. Click on the 'Correspondence' button to go to the Correspondence Forum page.
2. Select the grant from the drop down box for viewing of correspondence if it does not show the grant or year you need. Select the agency (district). Click the 'Go' button.



3. Click on the '+' signs to expand each section. When a correspondence is available in a section there will be another '+' to expand.

- Click on the link to view the correspondence. It will open in a window similar to the one below.

| | | | | |
|-----------------------------|-------------------------|--------------------------------|------------------------|--------------------------|
| eGrant Home | Library | Correspondence | LogOut | DOE Home |
|-----------------------------|-------------------------|--------------------------------|------------------------|--------------------------|

Forum: Consolidated Application >> Needs Assessment >> List the district's strengths and weaknesses based on the results of the comprehensive needs assessment.

Topic: Goals and Objectives Question

| Author | Message |
|---|---|
| Name: Beth Schiltz Position: Superintendent District: Greater Scott School District 61-5 School: | Posted: 6/26/2006 12:43:13 PM This is just a test to see who can see this message. |
| Post #403 | Reply Or Forward <input type="text"/> |

- To reply to the sender click the 'Reply' button, type the message, & click the 'Send' button at the bottom. To forward the correspondence, type the email address of the individual & click the 'Forward' button. An 'Email Sent' message will appear.

Forum: Consolidated Application >> Needs Assessment >> List the district's strengths and weaknesses based on the results of the comprehensive needs assessment.

Topic: Goals and Objectives Question

| Author | Message |
|---|---|
| Name: Beth Schiltz Position: Superintendent District: Greater Scott School District 61-5 School: | Posted: 6/26/2006 12:43:13 PM This is just a test to see who can see this message. |
| Post #403 | Reply Or Forward <input type="text"/> |

Message Forward/Reply

From

Date **Time**

Message
Type in your new message here.

[Send](#) [Cancel](#) [Hide](#)

- The 'Message List' indicates the message strand generated from the original message. To read a message from the strand, simply click on the message. The message title will become highlighted and populate into the message box.

| | | | | |
|-----------------------------|-------------------------|--------------------------------|------------------------|--------------------------|
| eGrant Home | Library | Correspondence | LogOut | DOE Home |
|-----------------------------|-------------------------|--------------------------------|------------------------|--------------------------|

Forum: Consolidated Application >> Needs Assessment >> List the district's strengths and weaknesses based on the results of the comprehensive needs assessment.

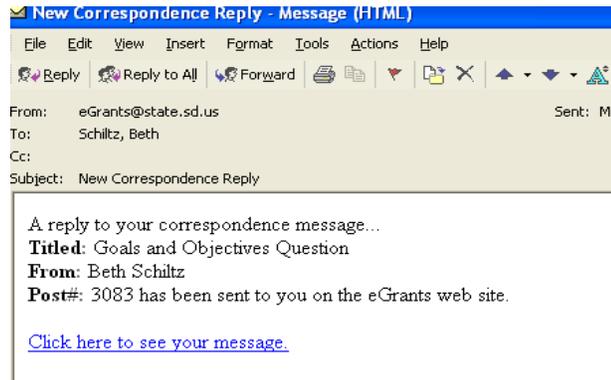
Topic: Goals and Objectives Question

| Author | Message |
|---|---|
| Name: Beth Schiltz Position: Superintendent District: Greater Scott School District 61-5 School: | Posted: 6/26/2006 12:43:13 PM This is just a test to see who can see this message. |
| Post #403 | Reply Or Forward <input type="text"/> |

Message List

- [-] **Goals and Objectives Question (By Beth Schiltz 6/26/2006 12:43:13 PM)**
 - [-] It works now. (By Brandon Campea 6/27/2006 4:38:22 PM)
 - [-] okay -- now it is working (By Beth Schiltz 6/27/2006 4:40:36 PM)
 - [-] This is a really small window (By Beth Schiltz 8/2/2006 11:03:37 AM)

- An email is generated to the recipient of the message when a correspondence is sent. Click the link in the email. Login to the eGrant system to retrieve the message.



- A post # is generated with each correspondence, which can be used to go directly to that correspondence. Type in the correspondence post #, then click 'Go' to open that specific message.

| | | | |
|-----------------------------|-------------------------|--------------------------------|------------------------|
| eGrant Home | Library | Correspondence | LogOut |
|-----------------------------|-------------------------|--------------------------------|------------------------|

Select Grant: 2006 - 2007 Consolidated Applicatio AND Select Agency: Greater Scott School District 61-5 [Go](#)

Go To Correspondence #: [Go](#)

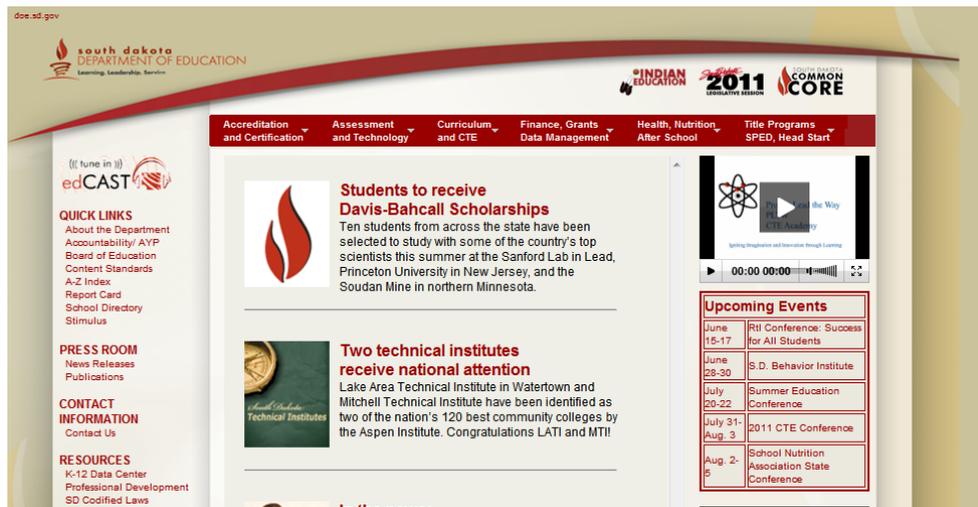
- [-] General Narratives
 - [-] Title I Contact
- [-] Needs Assessment
 - [-] Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
 - [-] Title I, Part A (School Selection)
 - [-] Title I, Part A (School Improvement)
 - [-] District Level Improvement
 - [-] Title I, Part A (School Wide Response)

D. Logout

Click the 'LogOut' button to close the eGrant system and return to the initial Login screen. Any information saved in the eGrant system will be there on the next login. **DO NOT FORGET TO LOGOUT.** Otherwise, when you try to login the next time, the computer will display a message that a duplicate session has been detected.

E. DOE Home

The Department of Education (DOE) Home link opens a new window.

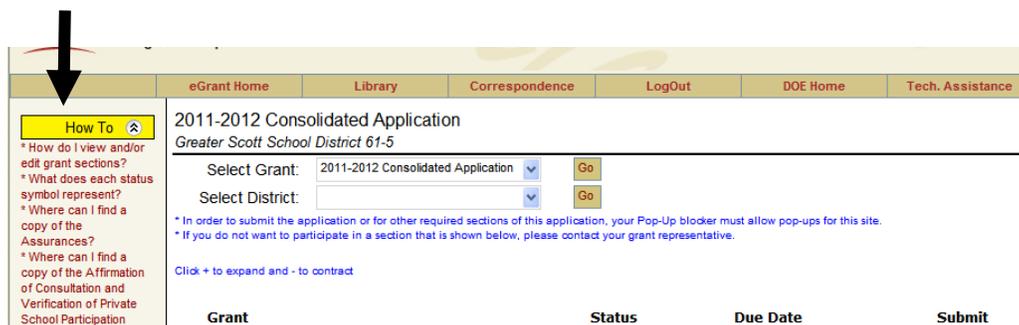


F. Tech. Assistance

Click on the 'Technical Assistance' button to open a dialogue box to email an eGrant representative for technical assistance.

G. How To

The 'How To' Menu located on the left tool bar is a questions and answers format specific to the section. Click on a specific question under the 'How To' menu for a pop up to provide assistance in completing that section of the application.



H. Add/View Grant Contacts

Prior to creating a Login for the eGrant system, an individual must first be entered as a Contact. LEA Contact profiles may be added, edited, or removed by the LEA Administrator. Under the 'LEA Links' section, click 'Add/View Grant Contacts'

The screenshot shows the eGrant system interface for the 2011-2012 Consolidated Application for Greater Scott School District 61-5. The 'LEA Links' menu on the left has 'Add/View Grant Contacts' highlighted. A red arrow points from this menu item to the 'Add/View Grant Contacts' button in the main content area. The main content area displays a table of grant sections with columns for Grant, Status, Due Date, and Submit.

| 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 |
| Title I - Part A | | | |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Draft | | PDF Word |
| Title I, Part A (School Selection) | Draft | | PDF Word Submit |

Add a New Contact:

1. Click the 'Add a Contact' button to add a contact working on the grant application. Fill in the required fields (those with an asterisk *).

The screenshot shows the eGrant system interface for the 2011-2012 Consolidated Application for Greater Scott School District 61-5. The 'Add Contact' button is highlighted in yellow. The 'Add Contact' section contains the following text:

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

2. Fill in the job position when adding someone other than the Superintendent or Business Manager. (See Section on Adding a new Superintendent or Business Manager below)

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:

11:1 AM

Edit an Existing Contact:

1. Select a Contact from the drop down arrow to open that Contact’s profile. Click ‘Go’.

2006 - 2007 Consolidated Application
Carthage School District 48-2

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

2. Edit the information as necessary & click ‘Save’.

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 Codi Ninceheler

First Name: Codi

Middle:

Last: Ninceheler

Phone: (605) 773-7108

Fax: (605) 773-6139

Email: Codi.Ninceheler@state.sd.us

Choose a position from the drop down list below or type in a new position.

Position:

Agency: Carthage School District 48-2

School:

3. If desired, click ‘Make Contact Inactive’ to delete the selected users login account, section permissions, and make their account inactive The following message pops up:



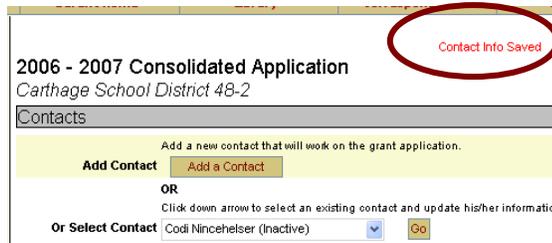
4. By clicking ‘OK’, the Contact information on the form is grayed and displays the ‘Delete Contact’ button. (The information entered by this user is still saved in the eGrant system, the user is just unable to login and change information).

First Name:
 Middle:
 Last:
 Phone:
 Fax:
 Email:
Choose a position from the drop down list below or type in a new position.
 Position:
 Agency:
 School:

5. **DO NOT DO WITHOUT CONTACTING DOE FIRST**. By clicking ‘Delete Contact’, a confirmation message displays. Click ‘OK’ and wait while the database updates. (This will **DELETE ALL INFORMATION** entered by this user).



6. Click ‘Save’ to save changes. A message on the upper right corner of the page indicates **Contact Info Saved**.



How to enter a New Superintendent or Business Manager:

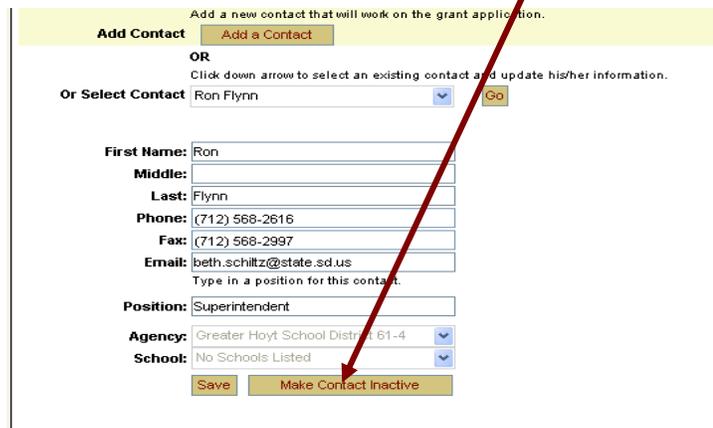
LEA Administrators complete this section of the eGrant system.

1. Click on the 'Add/View Contacts' on the left hand side of the eGrant system.

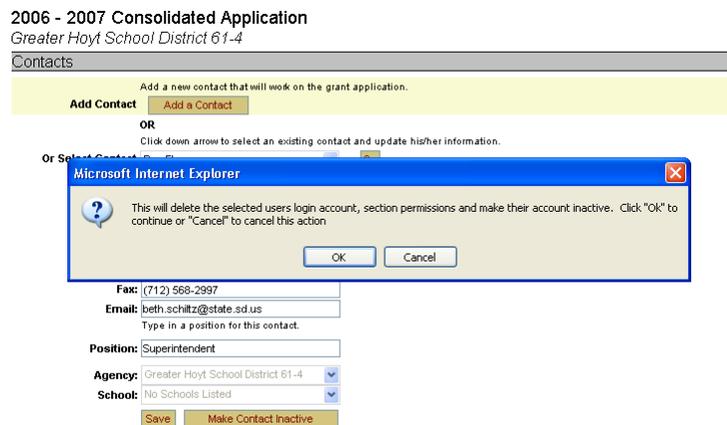


2. Select the old Superintendent or Business Manager from the drop down arrow & click 'Go'

3. Make the old Superintendent or Business Manager inactive by clicking the 'Make Contact Inactive' button (By deleting the Contact all information added will be deleted. By making the Contact inactive prevents the Contact from accessing the district's application)

A screenshot of a web form titled 'Add Contact'. The form has a yellow header with the text 'Add a new contact that will work on the grant application.' and a button 'Add a Contact'. Below this is an 'OR' section with the text 'Click down arrow to select an existing contact and update his/her information.' and a dropdown menu showing 'Ron Flynn' with a 'Go' button. The form contains several input fields: 'First Name: Ron', 'Middle:', 'Last: Flynn', 'Phone: (712) 568-2616', 'Fax: (712) 568-2997', 'Email: beth.schultz@state.sd.us', and 'Position: Superintendent'. There are also dropdown menus for 'Agency: Greater Hoyt School District 61-4' and 'School: No Schools Listed'. At the bottom are 'Save' and 'Make Contact Inactive' buttons. A red arrow points to the 'Make Contact Inactive' button.

4. Click 'OK' in the pop-up window to make Contact inactive.

A screenshot of a web page titled '2006 - 2007 Consolidated Application' for 'Greater Hoyt School District 61-4'. The page shows the 'Contacts' section with the same 'Add Contact' form as in the previous image. A Microsoft Internet Explorer dialog box is overlaid on the form. The dialog box has a question mark icon and the text: 'This will delete the selected users login account, section permissions and make their account inactive. Click "OK" to continue or "Cancel" to cancel this action'. There are 'OK' and 'Cancel' buttons in the dialog box. The form behind the dialog box is partially visible, showing the 'Fax', 'Email', 'Position', 'Agency', and 'School' fields.

5. Click 'Add/View Contact' on the left hand side.



6. Click 'Add Contact'



7. Fill in the new Superintendent's or new Business Manager's information (**EXCEPT** the position --- **DO NOT** fill in the position information)

A screenshot of the 'Add Contact' form in the web application. The form is titled 'Add a new contact that will work on the grant application.' It includes a 'Select Contact' dropdown menu with 'Ron Flynn' selected and a 'Go' button. Below this are input fields for 'First Name' (Ron), 'Middle', 'Last' (Flynn), 'Phone' ((712) 568-2616), 'Fax' ((712) 568-2997), and 'Email' (beth.schiltz@state.sd.us). There is a note 'Type in a position for this contact.' followed by a 'Position' dropdown menu with 'Superintendent' selected. Below that are 'Agency' and 'School' dropdown menus with 'Greater Hoyt School District 61-4' and 'No Schools Listed' selected, respectively. At the bottom are 'Save' and 'Make Contact Inactive' buttons. A red arrow points from the text above to the 'Middle' input field.

8. Click the 'Save' button

9. After the information has been saved, a drop down box will be available -- select the appropriate position

10. Click the 'Save' button. The new Superintendent or Business Manager will be added to the application. A Login name and Password can now be requested from the login screen of the eGrant system.

I. Assign Grant Permissions/Authorizations

1. Click 'Assign Grant Permissions/Authorizations' under the 'LEA Links' section to go to the 'Permissions' page and assign permissions for the new Contacts.

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

Select Grant: 2011-2012 Consolidated Application

Grant **Status** **Due Date** **Submit**

| | | | |
|---|-------|------------|--|
| 2011-2012 Consolidated Application | Draft | 07/01/2011 | PDF Word <input type="button" value="Submit Grant"/> |
| General | | | |
| General Narratives | Blank | | PDF Word <input type="button" value="Submit"/> |
| Needs Assessment | Blank | | PDF Word <input type="button" value="Submit"/> |
| REAP | | | |
| Rural Education Achievement Program (REAP) | Blank | | PDF Word |
| Title I - Part A | | | |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Draft | | PDF Word |
| Title I, Part A (School Selection) | Draft | | PDF Word <input type="button" value="Submit"/> |
| Title I - Part A - District Level Improvement | | | |

2. Select the application from the drop down arrow & click 'Go'.

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

1. Select Grant:
2011-2012 Consolidated Application

| 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

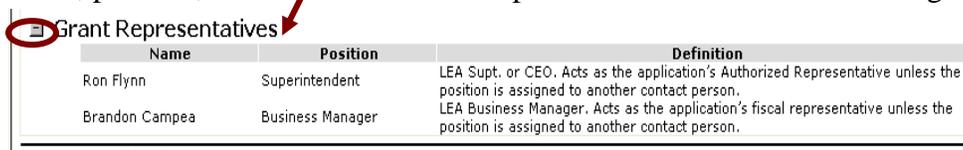
Authorized Representative: Contact person authorized by the LEA's School Board to submit the final application or amendments to the State. This person is the default contact person for all grant sections, but may assign one or more grant sections to other contact persons.

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 program budgets before the application or amendments may be submitted to the State.

Click on Contact Name to Select or Change

Grant Representatives

1. Click on the '+' button to expand the list of Grant Representatives. The list includes the name, position, and definition of the Superintendent and Business Manager.

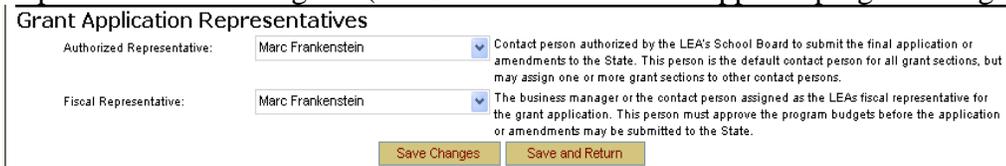


| Name | Position | Definition |
|----------------|------------------|--|
| Ron Flynn | Superintendent | LEA Supt. or CEO. Acts as the application's Authorized Representative unless the position is assigned to another contact person. |
| Brandon Campea | Business Manager | LEA Business Manager. Acts as the application's fiscal representative unless the position is assigned to another contact person. |

2. If the Grant Representatives need to be changed, go to the 'Add/View Grant Contacts' section. (See section on 'How to enter a new Superintendent or Business Manager')

Grant Application Representatives

1. Authorized Representative – The Superintendent is the default Authorized Representative for the grant (the Contact authorized to submit the final application).
2. Fiscal Representative – The Business Manager is the default Fiscal Representative for the grant (the Contact authorized to approve program budgets).



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 LEAs fiscal representative for the grant application. This person must approve the program budgets before the application or amendments may be submitted to the State.

NOTE: (As an LEA Administrator, the Authorized Representative or Fiscal Representative can be changed by clicking on the drop down arrow & selecting a different Contact from the list.)

Click 'Save Changes' to save the changes and continue working on the page. Click 'Save and Return' to save changes and return to the eGrant homepage.

Required Contacts

1. Click the '+' button to drop down the list of Required Contacts. Federal programs where required Contacts have not been assigned will be indicated in red.
2. Click in the Contact Name field (red box). Select a Contact from the drop down box. Complete for each Federal Program requiring a Contact associated with the grant.
 - a. McKinney-Vento Homeless – Can be anyone in the Contact list
 - b. Title III (LEP and Immigrant) – Someone other than the Superintendent.
 - c. Title I, Part A (School Improvement) – Can be anyone in the Contact list. This person is in charge of receiving school improvement information in your district.

d. Title I, Part A (Alternative Contact) – Someone other than the Authorized Representative.

Click on Contact Name to Select or Change

| Required Contacts | | | |
|--------------------------------------|--------------|----------------|--|
| Federal Program | Contact Name | Phone | Email |
| McKinney-Vento Homeless | Ron Flynn | (712) 568-2616 | beth.schiltz@state.sd.us |
| Title III (LEP and Immigrant) | Beth Schiltz | (604) 777-7777 | beth.schiltz@state.sd.us |
| Title I, Part A (School Improvement) | 0 | | |
| Title I Contact | Beth Schiltz | (604) 777-7777 | beth.schiltz@state.sd.us |

- Click ‘Save Changes’ to save and continue working on the page. Once clicked the fields for the Phone and Email will automatically fill in for the Contacts listed. Click ‘Save and Return’ to save changes and return to the eGrant homepage.

NOTE: (If a Contact Name is not indicated for a section, it will be highlighted in red & a message will pop up indicating that ‘Need to define 1 or more required section contacts’.)

Please Note: X

You need to define one or more required section contacts.

Grant Sections & Contacts:

'Grant Sections and Contacts' lists sections of the application, with the Contact name, Position, and Role. LEA Administrators assign Contacts to part of or all of the grant with limited or full permissions.

1. Click the '+' button to display the list of Grant Sections and Contacts. Click the '+' buttons to view all Contacts in each section.

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

| Section | Contact | Position | Role | Action |
|---|--------------|----------|---------|------------------------|
| General Narratives | Beth Schiltz | | Contact | Remove |
| Needs Assessment | Beth Schiltz | | Contact | Remove |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Beth Schiltz | | Contact | Remove |
| Title I, Part A (School Selection) | Beth Schiltz | | Contact | Remove |
| Title V, Part A (Innovative Program) | Beth Schiltz | | Contact | Remove |
| Rural Education Achievement Program (REAP) | Beth Schiltz | | Contact | Remove |
| Title III (Needs Assessment) | Beth Schiltz | | Contact | Remove |

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

To add a secondary contact for 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. 'Click to add more section contacts' link directs to the bottom of the page to add section Contacts.
3. Click the 'Need to add a new contact?' link to be redirected to the 'Add a Contact' section.

To add a secondary contact for 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](#)

4. Click the dropdown on the 'Contact' field and select the desired Contact. (Superintendents and Business Managers automatically have permissions.)

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: *Role:

5. Select a Role by clicking the dropdown box. Roles include:

- a. Read Only – Only allowed to read the application.
- b. Edit – Allowed to complete the narrative and/or budget sections.
- c. Contact – Allowed to complete the narrative and/or budget sections and submit to the LEA.

| Contact | Position | | |
|------------------------------|----------|-----------|--|
| Beth Schiltz | | | |
| Title III (Needs Assessment) | | | |
| Contact | Position | | |
| Beth Schiltz | | Contact | A contact is assigned to an individual section. He/she will be allowed to complete the narrative and/or budget sections. The contact will be allowed to Submit those sections. |
| | | Edit | A contact with Edit rights will be allowed to complete the narrative and/or budget sections, but will not be allowed to Submit those sections. |
| | | Read Only | Those with Read Only permission may read any section, but will not be allowed to make any changes to the application. |

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: *Role:

6. Contacts can be added and removed to any or all sections of the grant.
 - a. Add Contact to All Sections – Click, 'Add Contact to All Sections' to add Contact to every section.

3. All Sections Operations:

7. If a Contact is not selected, a pop up will appear.



8. Remove Contact From All Sections – Click 'Remove Contact From All Sections' to remove Contact from every section.

3. All Sections Operations:

Or

9. Add Contact to Selected Section – Select a section from the dropdown, then click ‘Add Contact To Selected Section’.

10. Remove Contact from Selected Section – Click the ‘Remove’ button beside the Contact being removed.

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

| Grant Sections and Contacts | | | |
|---|----------|---------|--------|
| General Narratives | | | |
| Contact | Position | Role | |
| Beth Schiltz | | Contact | Remove |
| Needs Assessment | | | |
| Contact | Position | Role | |
| Beth Schiltz | | Contact | Remove |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | | | |
| Contact | Position | Role | |
| Beth Schiltz | | Contact | Remove |

11. Click ‘Save Changes’ to save and continue working on this page. Click ‘Save and Return’ to save changes and return to the eGrant homepage.

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."

J. Reimbursements

Under the ‘LEA Links’ section click ‘Reimbursements’ to go to the reimbursements page. This section will be further discussed later in the document.

L. Announcements

Found at the bottom of the eGrant home page, the Department of Education (SEA) enters announcements (with expiration dates) that are relevant to an individual LEA, groups of LEAs, or to all the grants.

| 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: http://doe.sd.gov/ofm/grants/LEAapp/index.asp | 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: http://doe.sd.gov/ofm/grants/LEAapp/index.asp | 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 |
| Budget Amendments | Districts may amend their program budgets by clicking the Budget Amendment link on the program budget page. A "How to Complete an Amendment" guide is available at the following website: http://doe.sd.gov/ofm/grants/LEAapp/index.asp | 9/30/2011 |
| Submitting Application | The Pop Up blocker on your internet browser must be turned off to allow submission of the application. Go to Tools on the Menu bar, go to Pop Up Blocker and if needed choose Turn Off Pop Up Blocker. | 9/1/2011 |
| Timely Submission of Reimbursement Claims | Districts should submit at least one reimbursement claim for each major program quarterly. This is a good internal control measure that helps the district's finance office ensure federal funds are being spent according to the approved program budget. | 6/29/2011 |
| ARRA Funding Expires at the end of FY 2011 Grant Period | The FY 2011 grant periods for ARRA Title I and IDEA programs will end on June 30, 2011. ARRA funding should be obligated before the end of the grant period to avoid loss of funds. Submitting timely reimbursement claims will help you to monitor that funds are obligated before the end of the grant period. | 8/31/2011 |

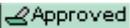
M. Reminders/Information

When a section status or grant status changes, reminders or information are automatically updated at the bottom of the eGrant home page. A history of when sections are submitted, unlocked, approved, and by whom is displayed.

| Reminders / Information |
|---|
| View All History |
| 2011-2012 Consolidated Application Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) status changed to  In Progress on '5/5/2011 8:39:18 AM' by Beth Schiltz |
| 2011-2012 Consolidated Application Title I, Part A (School Selection) status changed to  In Progress on '4/27/2011 5:00:40 PM' by Beth Schiltz |

N. Miscellaneous

1. **Plus and Minus Buttons** expand and contract the list by clicking on them. The ‘+’ symbol beside grants or sections indicates there are underlying sections that are not displayed. Click on the ‘+’ to display the sections, or ‘-’ to minimize.
2. **Status buttons** will change as each section is started, submitted, unlocked, and approved. To find out what status buttons mean, check the ‘How To’ sections for the question ‘What does each status symbol represent?’

| LEA Status Definitions | |
|---|--|
|  | Blank – The grant application or section has not been started. |
|  | Draft – The grant application or section has been started but not completed. Changes can be made at any point. |
|  | Completed – The grant application or section has been completed and submitted by the appropriate LEA contact. The grant application has not been submitted to the SEA. Changes to the application or section may be made. The status will change to draft and the section will need to be submitted again. |
|  | Locked – All budget sections have been approved and the entire grant application has been submitted the SEA. |
|  | Awaiting Approval – The grant application or section has been recommended for approval by the SEA contact. |
|  | Approved – The grant application or section has been approved by a SEA administrator. |
| LEA Budget Status Definitions | |
|  | Draft – The section budget is in the process of being entered. Budget items can be changed at any point during the Draft status. |
|  | Awaiting Approval – The section budget has been recommended for approval by the LEA budget contact. The Business Manager will now need to approve the section budget. Budget items can be changed until the section budget has been approved. If a budget item is changed, the status will change back to Draft and require the LEA budget contact to recommend for approval again. |
|  | Approved – The section budget has been approved by the Business Manager. Budget items cannot be changed at this point unless the Business Manager changes the status back to Draft. |
|  | Completed – The grant application has been submitted to the SEA. Budget items cannot be changed unless a SEA contact changes the status back to Draft. |

3. The **Due Date** appears at the top of the grant.
4. The **Print Button** allows you to print certain sections or all of the application.
5. The **Submit buttons** are available to those with Contact permission. Sections containing a budget will not show the submit button until the budget has been approved by the Business Manager or Fiscal Representative.

| Grant | Status | Due Date | Submit |
|---|-----------|------------|--------------------|
| 2006 - 2007 Consolidated Application | Draft | 07/01/2011 | Print Submit Grant |
| General | | | |
| + General Narratives | Completed | | Print |
| + Needs Assessment | Draft | | Print Submit |
| REAP | | | |
| + Rural Education Achievement Program (REAP) | Draft | | Print |
| Title I - Part A | | | |
| + Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Draft | | Print |
| + Title I, Part A (School Selection) | Draft | | Print Submit |
| Title I - Part A - District Level Improvement | | | |
| + District Level Improvement | Blank | | Print Submit |
| Title I - Part C - Migrant | | | |
| + Title I, Part C (Migrant) | Draft | | Print |
| Title III | | | |
| + Title III (LEP and Immigrant) | Blank | | Print |
| + Title III (Needs Assessment) | Draft | | Print Submit |

IV. Editing the Grants

A. Narrative Q & A

1. Click the '+' in a section to display the 'Narrative Q & A' button. Click the 'Narrative Q & A' button to open the section. The 'How To' Menu with links to instructions will appear on the left.

| | | | |
|---|---|-------------|-------|
| + | Title I - Part A | | |
| + | Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | In Progress | Print |
| | Budget | | |
| | Narrative Q&A | | |
| + | Title I, Part A (School Selection) | In Progress | Print |

Types of Forms

1. Answer Type – Narrative

The screenshot shows the eGrant interface for a 2011-2012 Consolidated Application. The user is logged in as Beth Schiltz. The question is: "5. How is the district working to address No Child Left Behind Performance Goal 4: All students will be educated in learning environments that are safe, drug free, and conducive to learning?" The answer must include a list of efforts to ensure a safe physical environment and prevent drug/alcohol use. A rich text editor is provided for the answer.

- a) Enter answer into text box provided.
- b) OR Edit answer in a Word document
 - Type out and save an answer in a Word document
 - Select and copy the answer
 - Highlight the text
 - Right-click and select 'Copy' (or hold down Ctrl and hit the letter 'C')
 - Move to the appropriate grant section and question page in eGrant.
 - Paste the answer from the word document to the eGrant question page.
 - Right-click in the text box and select 'Paste' (or hold down Ctrl and hit the letter "V")
- c) Click 'Save'.

2. Check Box

Click on the relevant checkboxes to select.

The screenshot shows the eGrant interface for a 2011-2012 Consolidated Application. The user is logged in as Beth Schiltz. The question is: "3. Check which specific data sources were analyzed as part of the LEA (district) comprehensive needs assessment:" The options include DakotaSTEP Standards Based Reports, LEA (District) Assessments, Classroom assessment results, Other, LEP test of identification (W-APT), Annual test of Progress for English Acquisition (ACCESS), Assessment Reports, Accountability Reports, Search 'Attitudes and Behaviors' Survey, American Drug Standard Survey, and SD Youth Risk Behavior Survey (general data).

3. Multiple Choice

Select the correct answer from the Multiple Choice List.

2.05. Intensity of services (Hours per day)
Check number of hours per day.

no program

2 hours per day

3 hours per day

4 hours per day

5 hours per day

more than 5 hours per day

4. Yes/No (True/False)

Check the appropriate selection.

2.01. Do you operate a Title I preschool?
If the district is using Title I funds to support a preschool, please describe those services. Detail long the sessions are how many days per week, what the staff/student ratio is, what curriculum.

Yes

No

<< >>
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5. Option Narrative

Click as many check boxes as appropriate and type the explanation into the textbox provided.

7. Title V Part A: Innovative Programs

If applicable, briefly explain how you will use funds to support one or more to the 27 Innovative Assistance Programs making sure to address each area listed below for each activity selected.

Program activities must be

- ▶ *(a) tied to promoting challenging academic achievement standards;*
- ▶ *(b) used to improve student academic achievement; and*
- ▶ *(c) part of an overall education reform strategies.*

1) Programs to recruit, train, and hire highly qualified teachers to reduce class size, especially in the early grades, and professional development activities carried out in accordance with Title II, that give teachers, principals, and administrators the knowledge and skills to provide students with the opportunity to meet challenging State or local academic content standards and student academic achievement standards.

2) Technology activities related to the implementation of school-based reform efforts, including professional development to assist teachers and other school personnel (including school library media personnel) regarding how to use technology effectively in the classrooms and the school library media centers involved.

3) Programs for the development or acquisition and use of instructional and educational materials, including library services and materials (including media materials), academic assessments, reference materials, computer software and hardware for instructional use, and other

B. School Selection

Distribution Of Title I, Part A Funds To School Attendance Areas

**ALL DISTRICTS MUST COMPLETE QUESTIONS 2, 3, 4 & 5
REGARDLESS OF THE ANSWER TO #1**

Question 1:

Districts enrolling 1000 or more students and that have more than one school per grade span, must rank all of its school attendance areas according to their percent of poverty in order to determine school eligibility and the allocation to each eligible school.

2011-2012 Consolidated Application
Title I, Part A (School Selection)
Greater Scott School District 61-5

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Cancel << >> Save

1. Does your district enroll 1000 or more students and have more than one school per grade span?
All districts must continue and complete questions 2,3,4,& 5.

Yes
 No

Cancel << >> Save

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Question 2:

Check the appropriate box indicating the source of poverty data used to select eligible school attendance areas.

2013-2014 Consolidated Application
Title I, Part A (School Selection)
Greater Scott School District 61-5

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2. Check the appropriate box indicating the source of poverty data used to select eligible school attendance areas.
All districts must continue and complete questions 3,4,& 5.

Free & Reduced Lunch Eligibility
 Other

<< >>

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Question 3:

1. RANK ORDER 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 | GENERAL BEADLE ELEM (EC05) | Elementary | Schoolwide | 327 | 283 | 2 | 1 | 86% |
| Eligible | NORTH MIDDLE SCH (0608) | Middle School | Schoolwide | 515 | 399 | 14 | 2 | 76% |
| Eligible | KNOLLWOOD HEIGHTS ELEM (EC05) | Elementary | Schoolwide | 557 | 408 | 17 | 6 | 72% |
| Eligible | Horace Mann Elem (EC05) | Elementary | Schoolwide | 219 | 123 | 16 | 5 | 54% |
| Eligible | SOUTH PARK ELEM (EC05) | Elementary | Schoolwide | 337 | 176 | 31 | 6 | 49% |
| Eligible | VALLEY VIEW ELEM (EC05) | Elementary | Schoolwide | 515 | 234 | 15 | 3 | 45% |
| Eligible | CANYON LAKE ELEM (EC05) | Elementary | Targeted | 270 | 119 | 10 | 6 | 45% |
| Eligible | ROBBINSDALE ELEM (EC05) | Elementary | Schoolwide | 394 | 175 | 28 | 6 | 43% |
| Eligible | RAPID VALLEY ELEM (EC05) | Elementary | Schoolwide | 513 | 214 | 31 | 9 | 41% |
| Eligible | DAKOTA MIDDLE SCH (0608) | Middle School | Not Served | 816 | 336 | 70 | 7 | 39% |
| Eligible | BLACK HAWK ELEM (PK05) | Elementary | Targeted | 293 | 87 | 20 | 8 | 30% |
| Non- | SOUTH MIDDLE SCH (0608) | Middle | Not Served | 624 | 181 | 70 | 7 | 28% |

3. Selection of Eligible School Attendance Areas

The Name of School Attendance Area & Grade Span will automatically be entered.

- a. Select Targeted, Schoolwide, or Not Served from the drop down arrow under Program Type.
- b. Enter the Public Enrollment.
- c. Enter the Public # Low Income.
- d. Enter the Non-Public Enrollment.
- e. Enter the Non-Public # Low Income.
- f. The Attendance Area Percentage Low-Income will automatically calculate.
- g. How do you want to select your eligible attendance areas?
(Select from the drop down arrow)
 - i. Schools with 35% or greater poverty
 - ii. Select Schools at or above the District Wide poverty average
 - iii. Schools at or above the Grade span poverty average
- h. Click **Update**

Private Schools Receiving Title I Services

The Name of School Attendance Area is automatically entered.

- a. Click the **Add New Private School** button.
- b. Select Private School from drop down menu.
- c. Click the **Save** button to save changes.

- d. Check the box for the participating private school(s).
- e. Click the **Save** button to save changes.

| | | | | | | | | |
|--------------|-----------------------------|-------------------|------------|--------------|-------------|-------------|------------|----|
| Eligible | STEVENS HI SCH (0912) | Secondary | Not Served | 1501 | 129 | 338 | 14 | 8% |
| Non-Eligible | SOUTHWEST MIDDLE SCH (0608) | Middle School | Not Served | 451 | 27 | 56 | 4 | 6% |
| Non-Eligible | CORRAL DRIVE ELEM (KG05) | Elementary | Not Served | 453 | 18 | 38 | 2 | 4% |
| Non-Eligible | KIBBEN-KUSTER (PK12) | Special Education | Not Served | 2 | 0 | 0 | 0 | % |
| Non-Eligible | VIRTUAL HI SCH (0912) | Secondary | Not Served | 11 | 0 | 0 | 0 | % |
| | | | | 12876 | 3966 | 1246 | 152 | |

2. CLICK TO RANK YOUR ELIGIBLE ATTENDANCE AREAS: Schools at or above the District Wide poverty average

3. PRIVATE SCHOOLS RECEIVING TITLE I SERVICES

| Participating | Name of School Attendance Area |
|-------------------------------------|--|
| <input type="checkbox"/> | R C CHRISTIAN JR HI |
| <input type="checkbox"/> | CALVARY CHRISTIAN ELEM |
| <input type="checkbox"/> | CHILDRENS HOUSE MONTESSORI |
| <input checked="" type="checkbox"/> | MEMORIAL CHRISTIAN ELEM |
| <input checked="" type="checkbox"/> | ST PAULS ELEM |
| <input type="checkbox"/> | St Pauls Lutheran School |
| <input checked="" type="checkbox"/> | Zion Lutheran School - Rapid City |
| <input checked="" type="checkbox"/> | St Elizabeth Seton Catholic Sch System |

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3 of 5

Question 4:

Section I - Calculation of District-wide Poverty Average and Minimum Per Pupil Amount

DISTRIBUTION OF TITLE I FUNDS TO SCHOOL ATTENDANCE AREAS

Districts enrolling 1000 or more students and that have more than one school per grade span **must complete and submit** Sections I, II, and III.

Section I - Calculation of District-wide Poverty Average and Minimum Per Pupil Amount

| | |
|---|---|
| 1. Total Number of K-12 Public and Non-Public school students. | 14,122 |
| 2. Total Number of K-12 students in Line 1 from Low-Income Families | 4,118 |
| 3. DISTRICT-WIDE POVERTY AVERAGE (Line 2 divided by Line 1) | 29.16 % |
| 4. Amount of Title I Part A Allocation | 3,815,584 |
| 5. Amount of Funds transferred (if any) into Title I from other programs | 0 |
| 6. Total Funds Available for the Title I Part A Program (Sum of lines 4 & 5) | 3,815,584 |
| 7. Basic Per Pupil Amount (PPA) - Divide Line #6 by Line #2 | 926 |
| 8. Will your district serve any eligible schools with less than 35% low-income? If "YES" determine your district's Minimum Per Pupil Amount Enter amount on line #7 multiplied by 1.25 (125%). | YES <input type="button" value="v"/> 1,157 |

NOTE: This the minimum per pupil amount only, you may increase this amount.

- a. Line 1 - The total number of K-12 age students residing in the district will automatically be entered from Question #3.
- b. Line 2 - The number of K-12 aged students from low-income families residing in the district will automatically be entered from Question #3.
- c. Line 3 - The District-wide Poverty Average is determined by dividing Line 2 by Line 1.

- d. Line 4 - The District's Title I Part A allocation will automatically be entered.
- e. Line 5 - Any funds transferred into Title I Part A from other programs using the Transferability option will automatically be entered.
- f. Line 6 - Lines 4 and 5 will sum to determine the total funds available for the Title I, Part A program.
- g. Line 7 - The Basic Per Pupil Amount is determined by dividing Line 6 by Line 2.
- h. Line 8 - Determine the district's **Minimum Per Pupil Amount**. Will the district serve any eligible school with less than 35% low-income students? If YES, the system will multiply the amount on line 7 by 1.25 (125%). If NO, Continue with Section II, Line 9.

Section II - Determination of Title I Funds for School Distribution

| Section II - Determination of Title I Funds For School Distribution | | |
|---|---------|-----------|
| 9. Funding amount (from Line #6 of Section I above) | | 3,815,584 |
| 10a. Enter available Carryover funds (only if known) | | 4,781 |
| 10b. Reallocated Funds | | 81,472 |
| 11. Total Funds Available to Distribute (Sum Lines 9 and 10) | | 3,901,837 |
| 12. Enter the amounts to be set aside for the following purposes: | | |
| a. Administrative Costs | 54,104 | |
| b. District Level Professional Development | 953,768 | |
| c. Homeless Set-Aside | 57,000 | |
| d. Indirect Costs | 89,018 | |
| e. Neglected or Delinquent Set-Aside | 35,500 | |
| f. Non-Instructional Services for Non-Public Students | 0 | |
| g. Parent Involvement Set-Aside (1% for LEAs with allocations over \$500,000) | 39,143 | |
| h. District Level Preschool | 0 | |
| i. District Level Summer School | 0 | |

- i. Line 9 - The amount on line 6 will automatically enter - Title I, Part A funding amount.
- j. Line 10a - Estimated available Carryover funds.
- k. Line 10b - Reallocated Funds
- l. Line 11 - Sum of lines 9 and 10 for the total funds available for distribution.
- m. Line 12 - Set-aside amounts.
- n. Line 12a - Administrative costs.

- o. Line 12b - District level activities (professional development, pre-school programs, summer school programs, etc.)
- p. Line 12c - Services provided to homeless children (may include services at shelters).
- q. Line 12d - Indirect costs (May not exceed the districts approved restricted rate).
- r. Line 12e - Services provided to neglected or delinquent children in community day-school programs.
- s. Line 12f - Enter the non-instructional costs of serving nonpublic students (rent, transportation, etc.).
- t. Line 12g - Parent involvement set-aside (1% minimum for Districts receiving an allocation of \$500,000 or more.)
- u. Line 12h - District Level Preschool
- v. Line 12i - District Level Summer School
- w. Line 12j – District Intervention Strategies – Not the 10% school set-asides
- x. Line 12k – Technical Advisor (DOE determined)
- y. Line 12l - Other
- z. Line 13 - Total set-aside. Sum of lines 12a through 12l.
- aa. Line 14 - The amount on line 13 is subtracted from the amount on line 11. This is the amount to be distributed to the schools participating in Title I, Part A. This amount is automatically entered on line 15 in Section III.
- bb. Click the Save/Recalculate button.

Question 5:

Section III - Distribution of Title I, Part A Funds to Participating School Attendance Areas

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

Complete Section III if your District is required to complete Sections I and II, or if you are responsible for providing Title I services to Private school students residing in the District.

15. Enter amount to be Distributed to Public and Non-Public Schools

Poverty Average

Minimum Per Pupil Amount

| Name of School Attendance Area | Attendance Area Low-Income Student Percentage | Low-Income Student Attendance - Public | Low-Income Student Attendance - Private | Per Student Amount | Amount to be Distributed to Each School | Total (Declining Balance) |
|---|---|--|---|--------------------|---|---------------------------|
| GENERAL BEADLE ELEM | 86% | 283 | | \$ 1,165.00 | \$ 329,695.00 | \$ 2,293,609.00 |
| Private Schools with Students in Attendance Area | | | | | | |
| MEMORIAL CHRISTIAN ELEM | | 0 | 0 | \$ 0.00 | \$ 0.00 | \$ 2,293,609.00 |
| St Elizabeth Seton Catholic Sch System | | 1 | 1 | \$ 1,165.00 | \$ 1,165.00 | \$ 2,292,444.00 |
| ST PAULS ELEM | | 0 | 0 | \$ 0.00 | \$ 0.00 | \$ 2,292,444.00 |
| Zion Lutheran School - Rapid City | | 0 | 0 | \$ 0.00 | \$ 0.00 | \$ 2,292,444.00 |
| | | 1 | | | | |
| NORTH MIDDLE SCH | 76% | 399 | | \$ 1,165.00 | \$ 464,835.00 | \$ 1,827,609.00 |
| Private Schools with Students in Attendance Area | | | | | | |
| MEMORIAL CHRISTIAN ELEM | | 0 | 0 | \$ 0.00 | \$ 0.00 | \$ 1,827,609.00 |
| St Elizabeth Seton Catholic Sch System | | 2 | 2 | \$ 2,330.00 | \$ 4,660.00 | \$ 1,825,279.00 |
| ST PAULS ELEM | | 0 | 0 | \$ 0.00 | \$ 0.00 | \$ 1,825,279.00 |
| Zion Lutheran School - Rapid City | | 0 | 0 | \$ 0.00 | \$ 0.00 | \$ 1,825,279.00 |
| | | 2 | | | | |
| KNOLLWOOD HEIGHTS ELEM | 72% | 408 | | \$ 1,165.00 | \$ 475,320.00 | \$ 1,349,959.00 |

- Line 15 – The eGrant system automatically enters the funds to be distributed to public and non-public schools from line 14 in Section II
- The names of each school attendance area participating in the Title I Part A program are automatically entered. Each private school enrolling students residing in the attendance area will be listed under that school.
- Enter the percentage of low-income students residing in each school attendance area (from column 7 of Selection of Eligible School Attendance Areas table).
- The number of public and private school low-income students residing in each participating school attendance area will be automatically entered.
- Enter the per pupil amount for each school. If the LEA serves any school below the 35% poverty level, the minimum amount per pupil must equal or exceed the amount determined on line 8 in Section I. If the LEA does serve only schools above the 35% poverty level, the LEA may set this amount. **The per pupil amount can be different for each school, as long as funds are distributed in rank order, and no lower ranked school has a greater per pupil amount than a school with a higher percentage of low-income students.**
- Amount to be distributed to each school automatically multiplies Column 3 and 4 by Column 5 amounts for each Public and Private school.

- g. Each school's allocation in Column 6 will automatically be subtracted from the total funds remaining to be distributed in Column 7, starting with the amount on line 15.
- h. Click the Save/Recalculate, Save & Return, or Cancel button.

D. Budget Page

1. Click the '+' in a section to display 'Budget' button. Click the 'Budget' button to open the Budget page(s).

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

- a. Different 'Roles' will have different permissions to view or edit the Budget sections, such as:
 - i. **Fiscal Representative:** Full permissions to edit and submit the Budget sections.
 - ii. **Read Only:** May read any section, but will not be allowed to make any changes to the application.

- The Budget Summary page displays. Important section information is included in the header, as well as the date due, last update - who and when, and name of the SEA Contact for this section.

Note: (Carryover funds will be loaded into the eGrant system once the programs are closed out.)

Budget Section: Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
Greater Hoyt School District 61-4

SEA Contact: [Codi Ninoehelser](#)

Current status is: **Submitted**

Funds Available to Budget:

| Activities | 100 Salaries | 200 Employee Benefits | 300 Purchased Services | 400 Supplies Materials | 500 Capital Acquisition | Totals |
|--|----------------|-----------------------|------------------------|------------------------|-------------------------|-------------------------|
| Programs for Eligible Children (Title I) | \$5,600 | \$1,000 | \$500 | \$500 | | \$7,600 |
| Professional Development | | | \$500 | | | \$500 |
| Evaluation | \$57 | | | | | \$57 |
| Parent Activities | \$500 | | \$700 | | | \$1,200 |
| | \$6,157 | \$1,000 | \$1,700 | \$500 | | \$9,357 |
| | | | | | | Indirect Costs: \$0 |
| | | | | | | Funds Budgeted: \$9,357 |

Funding Summary

| | | | |
|------------------|----------|---------------------------|----------|
| Indirect Rate | 0.00 % | Indirect Costs | \$0 |
| Carryover | \$0 | | |
| Final Allocation | \$18,438 | Funds Available to Budget | \$18,438 |
| Transfer In | \$0 | Funds Budgeted | \$9,357 |
| | \$0 | Available Balance | \$9,081 |
| 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

- Click 'Edit Budget Details' button.
- Click the 'Add' button and select from the drop down list an appropriate program activity.
 - Enter a brief activity description.
 - Do not enter characters, commas, or periods when entering dollar amounts.** Only positive whole numbers are allowed.
 - Click the 'Delete' button to remove.

100-Salaries

| Program Activity Area | Activity Description | Amount | Delete |
|--|--|---------|--------|
| Programs for Eligible Children (Title I) | Title I teacher | \$5,000 | Delete |
| Programs for Eligible Children (Title I) | Title I Paraprofessional | \$500 | Delete |
| Parent Activities | stipend to help with parent activities | \$500 | Delete |
| Programs for Eligible Children (Title I) | great | \$100 | Delete |
| Evaluation | Test | \$57 | Delete |

Add... [New 100-Salaries-Item](#)

200-Employee Benefits

| Program Activity Area | Activity Description | Amount | Delete |
|--|----------------------|---------|--------|
| Programs for Eligible Children (Title I) | benefits | \$1,000 | Delete |

Add... [New 200-Employee Benefits-Item](#)

300-Purchased Services

| Program Activity Area | Activity Description | Amount | Delete |
|--|------------------------|--------|--------|
| Parent Activities | speaker for open house | \$700 | Delete |
| Professional Development | travel expenses | \$500 | Delete |
| Programs for Eligible Children (Title I) | consultant | \$500 | Delete |

Add... [New 300-Purchased Services-Item](#)

- Indirect cost budgeted can be entered at the bottom of the Budget Details page. Once entered the indirect cost rate will carry over to the Funding Summary section of the Budget Summary page. An LEA may choose not to budget or claim indirect costs.

| | |
|-----------------------------|----------|
| Total Direct Costs | \$9,357 |
| - Capital Acquisition Costs | \$0 |
| Allowable Direct Costs | \$9,357 |
| Indirect Cost Rate % | 0.00 % |
| Maximum Indirect Cost | \$0 |
| Indirect Cost Budgeted | \$0 |
| Total Funds Budgeted | \$9,357 |
| Total Available Funds | \$18,438 |
| Available Balance | \$9,081 |

- Click the 'Save Changes' button to save.
- Click the 'Save and View Budget Summary' button to close the Budget Details page.



- To print, click the icon at the top of the Budget Summary or Budget Details page.

e: 7/1/2006 12:00:00 AM
 0:00 AM by Karen Meyer
 Contact: [Codi Nincehelter](#)

[Print Budget Details](#)

Note: (The Business Manager or Fiscal Representative must click the 'Approve All Budget Items' button prior to the Authorized Representative submitting the section.)

Transferability Table:

Note: (Do not use the transferability option if your district participates in REAP. There is a 30% restriction for districts in improvement using the transferability option.)

How do I get to the transferability table?

- At the Amendment page, click **transfer in** or **transfer out** in the Funding Summary section of the Budget Summary page.

| Funding Summary | | | | |
|------------------|-------------|---------------------------|-------------|--|
| Indirect Rate | 2.39 % | Indirect Costs | \$31,875 | |
| Carryover | \$84,691 | | | |
| Final Allocation | \$1,364,855 | Funds Available to Budget | \$1,471,138 | |
| Transfer In | \$0 | Funds Budgeted | \$1,471,138 | |
| Transfer Out | \$0 | Available Balance | \$0 | |
| ReAllocation | \$21,592 | Budget Number | | |

How do I read the transferability table?

2. The program from which funds are being transferred is indicated in the columns.
3. The program in which funds are being transferred to is indicated in the rows.

| Section | Allocation | % | Max. Availab | Balance |
|---|-------------|-----|--------------|-----------|
| Title II, Part A (Improving Teacher Quality) | \$1,364,855 | 30% | \$409,456 | \$409,456 |
| Title II, Part D (Enhancing Education Through Technology) | \$70,976 | 30% | \$21,292 | \$21,292 |
| Title IV, Part A (Safe and Drug Free) | \$132,852 | 30% | \$39,855 | \$39,855 |
| Title V, Part A (Innovative Programs) | \$41,850 | 30% | \$12,555 | \$12,555 |

| Transfer From (Columns) | Title II, Part A | Title II, Part D | Title IV, Part A | Title V, Part A | Transfers In |
|-------------------------|------------------|------------------|------------------|-----------------|---------------|
| Title I, Part A | | | | | \$0.00 |
| Title II, Part A | | | | | \$0.00 |
| Title II, Part D | | | | | \$0.00 |
| Title IV, Part A | | | | | \$0.00 |
| Title V, Part A | | | | | \$0.00 |
| Transfers Out | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Add a New Transfer:

Transfer From: Amount:

Transfer To: Date:

Justification:

Add

How do I add a new transfer?

4. Scroll to ADD A NEW TRANSFER.
5. Select from the drop down arrow the program to transfer from.
6. Type the amount to be transferred.
7. Select the program to transfer the funds to.
8. Select the date the transfer should occur.
9. Type a brief justification for why the transfer is necessary.
10. Click 'Add'.

How do I delete a transfer?

| Section | Allocation | % | Max. Availab | Balance |
|---|-------------|-----|--------------|-----------|
| Title II, Part A (Improving Teacher Quality) | \$1,364,855 | 30% | \$409,456 | \$409,456 |
| Title II, Part D (Enhancing Education Through Technology) | \$70,976 | 30% | \$21,292 | \$21,292 |
| Title IV, Part A (Safe and Drug Free) | \$132,852 | 30% | \$39,855 | \$39,855 |
| Title V, Part A (Innovative Programs) | \$41,850 | 30% | \$12,555 | \$12,555 |

| Transfer From (Columns) | Transfer To (Rows) | | | | Transfers In |
|-------------------------|--------------------|------------------|------------------|-----------------|---------------|
| | Title II, Part A | Title II, Part D | Title IV, Part A | Title V, Part A | |
| Title I, Part A | | | | | \$0.00 |
| Title II, Part A | | | | | \$0.00 |
| Title II, Part D | | | | | \$0.00 |
| Title IV, Part A | | | | | \$0.00 |
| Title V, Part A | | | | | \$0.00 |
| Transfers Out | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

11. Click the gray box on the right.
12. Hit the delete button on the keyboard.
13. At the top of the page, click 'Return to Budget Summary' or 'eGrant Home' to exit the transferability table.



E. REAP

1. Select the Narrative or Budget of the REAP section by clicking the '+' button.

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

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

Application was submitted and assurances agreed to on '6/5/2006 6:48:06 PM' by Marc Frankenstein
Application was approved on '9/20/2006 9:54:22 AM' by Rob Huffman, South Dakota Department of Education.

Title I, Part A (School Selection): 1. Does your district enroll...

| Grant | Status | Due Date | Submit |
|---|----------|------------|-----------------------|
| 2011-2012 Consolidated Application | Draft | 07/01/2011 | PDF Word Submit Grant |
| General | | | |
| General Narratives | Approved | | Print |
| Needs Assessment | Approved | | Print |
| REAP | | | |
| Rural Education Achievement Program (REAP) | Approved | | Print |
| Title I - Part A | | | |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Approved | | Print |
| Title I, Part A (School Selection) | Approved | | Print |
| Title I - Part A - School Wide | | | |
| ROSLYN ELEM | Approved | | Print |
| ROSLYN JR HI | Approved | | Print |

2. Select those narrative questions for which REAP funds can be used for activities listed & budget the money where it is going to be spent. (Money is not being transferred just budgeted.)

Note: (REAP Flex funds will be drawn down by default in the following order until each fund is exhausted – 1) Title V Part A; 2) Title IV Part A; 3) Title II Part D; and 4) Title II Part A.)

V. Submit Grant

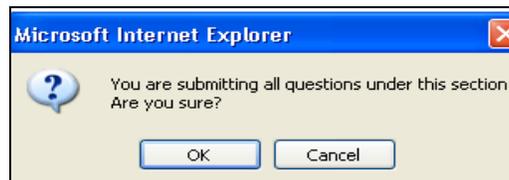
A. Completion of Grant

Each section needs to be completed (both Narrative & Budget sections) prior to submitting the grant. **The Business Manager needs to approve the Budget sections.** The section contacts need to submit the individual sections.

1. Click the 'Submit' button for each section.
2. A pop up box will display. Click 'OK'.

Click + to expand and - to contract

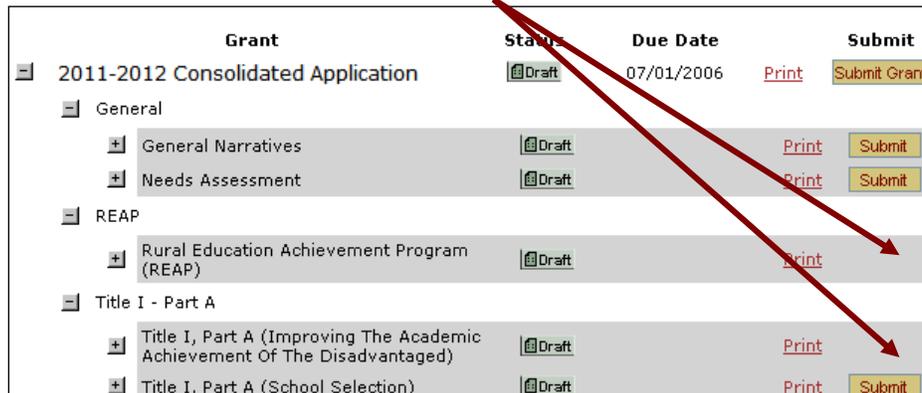
| Grant | Status | Due Date | Submit |
|---|-----------|------------|-----------------------|
| 2011-2012 Consolidated Application | Draft | 07/01/2011 | PDF Word Submit Grant |
| General | | | |
| General Narratives | Completed | | PDF Word |
| Needs Assessment | Draft | | PDF Word Submit |
| REAP | | | |
| 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 | | | |



3. **Completed** – The grant application or section has been completed and submitted by the appropriate LEA contact. The grant application has not been submitted to the SEA. Changes can still be made to those sections of the application; however the sections will have to be resubmitted by the Section Contact.

| Grant | Status | Due Date | Submit |
|---|-----------|------------|--------------------|
| 2006 - 2007 Consolidated Application | Draft | 08/01/2006 | Print Submit Grant |
| General | | | |
| 2011-2012 Consolidated Application | Completed | | Print |
| Needs Assessment | Completed | | Print |
| Title I - Part A | | | |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Draft | | Print |

B. Why is there not a submit button displayed?



| Grant | Status | Due Date | Submit |
|---|--------|------------|--------------------|
| 2011-2012 Consolidated Application | Draft | 07/01/2006 | Print Submit Grant |
| General | | | |
| General Narratives | Draft | | Print Submit |
| Needs Assessment | Draft | | Print Submit |
| REAP | | | |
| Rural Education Achievement Program (REAP) | Draft | | Print |
| Title I - Part A | | | |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Draft | | Print |
| Title I, Part A (School Selection) | Draft | | Print Submit |

1. The Business Manager or Fiscal Representative has not approved the budget section of the grant and/or;
2. The individual logged into the eGrant system may have read only or edit permissions and not have the ability to submit sections of the grant.

C. Why Can't I Submit the Grant?

1. Only the Superintendent or Authorized Representative can submit the grant.
2. If a section(s) of the grant has not been completed, a pop up box will display a message explaining which section(s) remain to be submitted.

D. Submitting the Grant

Click the 'Submit Grant' button in the upper right corner under **Submit**.



| Grant | Status | Due Date | Submit |
|---|-----------|------------|--------------------|
| 2011-2012 Consolidated Application | Draft | 08/01/2006 | Print Submit Grant |
| General | | | |
| General Narratives | Completed | | Print |
| Needs Assessment | Completed | | Print |
| Title I - Part A | | | |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Completed | | Print |

E. Statement of Assurances

1. Review the General Assurances.
2. Enter the signature, by typing the first & last name in the boxes.
3. Enter the date of Board Meeting.

4. Check the 'I Agree' box.
5. Click 'Continue'.

STATEMENT OF ASSURANCES

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.

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

Note: (If the Assurance box does not display, check to make sure the popup blocker(s) are disabled.)

F. Grant Submitted

Locked – The grant application and all sections have been submitted to the SEA. The entire grant application has been approved and submitted by the Superintendent. Changes can no longer be made.

Consolidated Grant Information

Application was submitted and assurances agreed to on '7/26/2006 2:15:17 PM' by Beth Schiltz

* 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

Title I, Part A (Improving The Academic Achievement Of The Disadvantaged): 1. If the district is using ...

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

VI. Print Grant

When using the print function, patience is of the essence as it takes time to load in all the information from the application. Remember, be patient. It may look like nothing is happening. However, in the background the system is loading the information in to either a Word document or an Adobe PDF file.

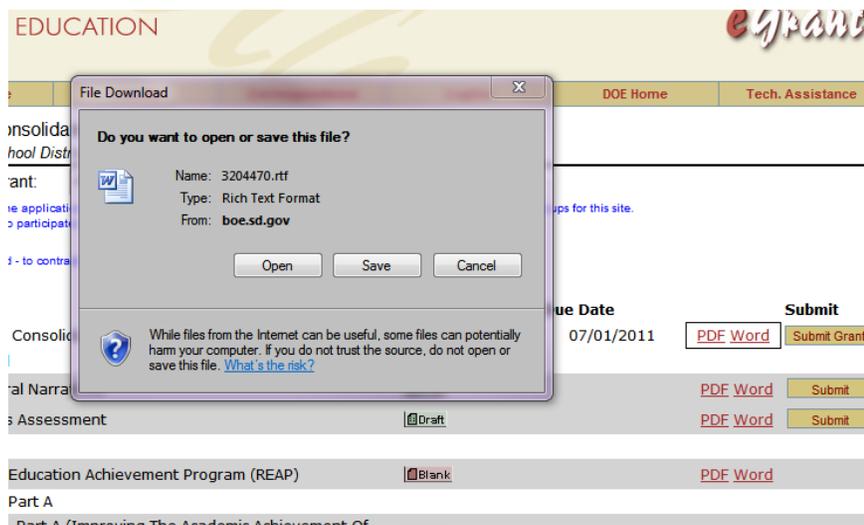
A. Print the Whole Document

1. Click “PDF” or “Word” to print the entire application

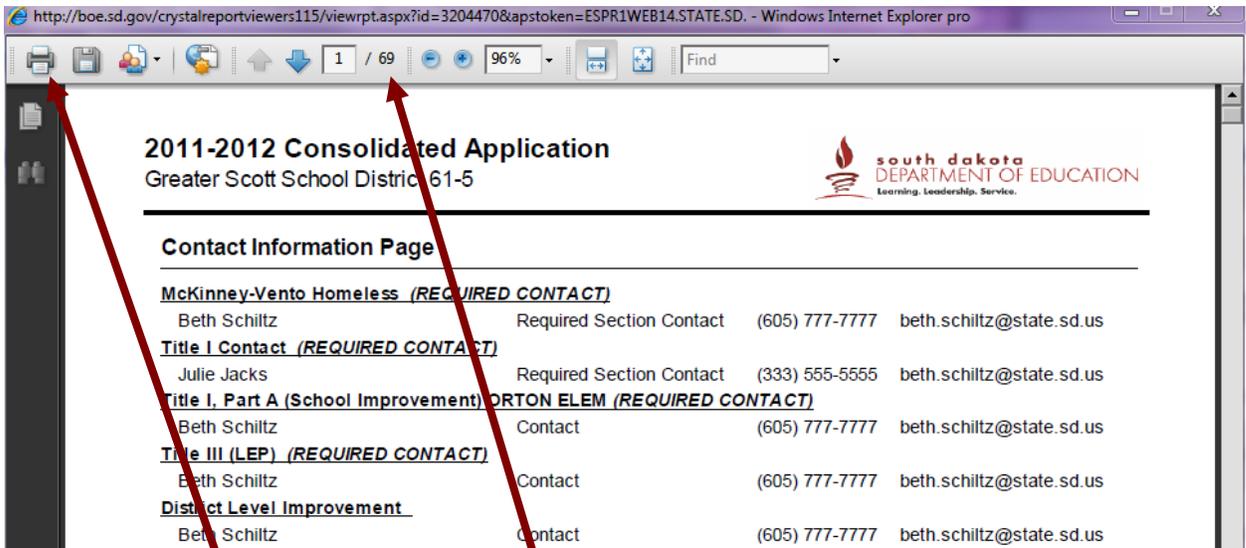


| Grant | Status | Due Date | Submit |
|--|--------|------------|--|
| 2011-2012 Consolidated Application | Locked | 07/01/2011 | PDF Word |
| General | | | |
| General Narratives | Locked | | PDF Word |
| Needs Assessment | Locked | | PDF Word |
| REAP | | | |
| Rural Education Achievement Program (REAP)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

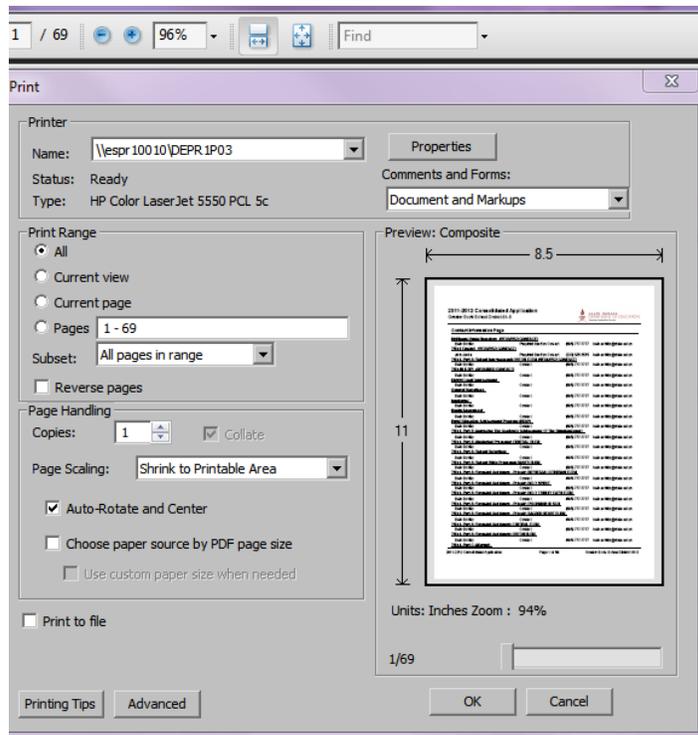
2. If you choose “Word”, it will take a few minutes for the system to load all of the application information. A window will open. Click on Open. The document opens in Word as a .rtf file. (The document may be saved as a Word document if wanted). Print the document as you would any other Word document.



- If you choose “PDF”, it will take a few minutes for the system to load all of the application information. A window will open. It may not come up to the front of other windows. Check your task bar if it does not.



- Click the print icon. Notice the length of this document.
- Select the printer name from the drop down box Click ‘OK’ at the bottom of the page.



B. Print Specific Sections

1. Click 'Print' by the specific section to be printed.

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

2. In either the PDF document or Word document, the number of pages available for printing will be less, as it is only printing the chosen section.
3. Print as you would a normal Word or Adobe PDF document.

VII. Reimbursement Claims

Note: (Once the application has been approved, reimbursement claims and amendments can be completed.)

| Grant | Status | Due Date | Submit |
|---|----------|------------|--|
| 2011-2012 Consolidated Application | Locked | 07/01/2011 | PDF Word |
| General | | | |
| General Narratives | Locked | | PDF Word |
| Needs Assessment | Locked | | PDF Word |
| REAP | | | |
| Rural Education Achievement Program (REAP) | Locked | | PDF Word |
| Title I - Part A | | | |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Approved | | Print |
| Title I, Part A (School Selection) | Approved | | Print |
| Title I - Part A - School Wide | | | |
| ROSLYN ELEM | Approved | | Print |
| ROSLYN JR HI | Approved | | Print |

Click Reimbursements under LEA Links on the left of the eGrant homepage.

| LEA Links |
|--|
| Add/View Grant |
| Contacts |
| Assign Grant |
| Permissions / Authorizations |
| Goals and Objectives |
| Reimbursements |

A. Select Grant

Select the grant application from the drop down arrow. Click 'GO'.

The screenshot shows the eGrant system interface. At the top left is the South Dakota Department of Education logo with the tagline "Learning. Leadership. Service.". At the top right is the "eGrant" logo. Below the logo is a navigation bar with links: "eGrant Home", "Library", "Correspondence", "LogOut", "DOE Home", and "Tech. Assistance". On the left side, there is a "LEA Links" menu with options: "Add/View Grant", "Contacts", "Assign Grant", "Permissions / Authorizations", "Goals and Objectives", and "Reimbursements / PCR". The main content area displays "Greater Scott School District 61-5" and "Select Grant:" followed by a dropdown menu showing "2011-2012 Consolidated Application" and a "Go" button. On the right side, there is a "Q A" icon and a link: "Click here for support request form".

B. Select Section

Select a title program from the drop down arrow. Click 'GO'.

The screenshot shows the eGrant system interface. At the top is a navigation bar with links: "eGrant Home", "Library", "Correspondence", "LogOut", and "DOE Home". On the left side, there is a "LEA Links" menu with options: "Add/View Grant", "Contacts", "Assign Grant", "Permissions / Authorizations", "Goals and Objectives", and "Reimbursements". The main content area displays "2011-2012 Consolidated Application" and "Greater Scott School District 61-5". Below this, it says "Select Grant:" followed by a dropdown menu showing "2011-2012 Consolidated Application" and a "Go" button. Underneath, it says "Program:" followed by a dropdown menu showing "Title I, Part A (Improving The Acader" and a "Go" button. On the right side, there is a "Q A" icon and a link: "Click here for support request form". Below that, there is a text field for "First Date to Obligate Funds:" with the value "7/1/2006" and a label "(Date Application Submitted in 'Substantially Approvable Form')".

C. Overview of the Reimbursement Claim Page:

First date to obligate funds - Date application submitted in a substantially approvable form.

View Budget Summary - Link takes to the Budget Summary page.

Click Here to Request a Budget Amendment - Link takes to the Budget Amendment page.

Print - Link allows user to print the Reimbursement Claim page.

Note: (Instructions for completion of the Reimbursement Claim page are indicated in blue.)

D. New Reimbursement

Note: (Enter whole numbers only. Do not enter cents.)

Click 'NEW REIMBURSEMENT'. A new Reimbursement can be created every month once the grant application has been approved.

| eGrant Home | Library | Correspondence | LogOut | DOE Home | Tech. Assistance |
|---|--|---|--------|----------|------------------|
| LEA Links Add/View Grant Contacts Assign Grant Permissions / Authorizations Goals and Objectives Reimbursements / PCR | 2011-2012 Consolidated Application Greater Scott School District 61-5 Select Grant: 2011-2012 Consolidated Application Go Program: Title I, Part A (Improving The Academic Achievement C Go Select Previous Reimbursement: No Previous Reimbursements Go New Reimbursement | q A Click here for support request form First Date to Obligate Funds: NOT APPROVED (Date Application Submitted in "Substantially Approvable Form") View Budget Summary Click here to request a Budget Amendment Click the button below when you are ready to close out your grant period. This will also be considered your final reimbursement claim. Project Completion | | | |

E. Completion of Reimbursement Claim Form

- The budget objects are indicated along the top of the page and the activity codes are indicated along the left side.
 - The budgeted amounts are indicated in gray.
 - The prior reimbursement requests are indicated in gold.
 - The current requests are indicated in white.
- Type whole dollar amounts in the white rows.
- Scroll down and click 'SAVE & CALCULATE TOTALS'.

Select Previous Reimbursement:

Current status is:

| Function | | 100 Salaries | 200 Employee Benefits | 300 Purchased Services | 400 Supplies Materials | 500 Capital Acquisition | TOTALS | BALANCE |
|--|-------|--------------|-----------------------|------------------------|------------------------|-------------------------|-----------|---------|
| Programs for Eligible Children (Title I) | Bud | \$ 40,000 | \$ 11,775 | | | | \$ 51,775 | |
| | Prior | \$ 40,000 | \$ 11,775 | | | | \$ 51,775 | |
| | Cur | | | | | | | \$ 0 |
| Attendance and Social Work | Bud | | | \$ 0 | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |
| Professional Development | Bud | | | | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |
| Operations & Maintenance of Plant | Bud | | | | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |
| Building Rental | Bud | | | | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |
| Pupil Transportation | Bud | | | | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |
| Program Administration | Bud | | | | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |

| | | | | | | | | |
|----------------------------|-------|--|--|--|--|--|------|------|
| Evaluation | Bud | | | | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |
| Parent Activities | Bud | | | | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |
| Non-Public School Services | Bud | | | | | | \$ 0 | |
| | Prior | | | | | | \$ 0 | |
| | Cur | | | | | | | \$ 0 |

| | Budget | Amount | Balance |
|---------------------|----------------|-----------|---------|
| Indirect Cost Rate: | | \$ 0 | |
| 4.43% | Prior | \$ 0 | \$ 0 |
| | Current | | |
| GRAND TOTAL | Budget | \$ 51,775 | |
| | Prior | \$ 51,775 | \$ 0 |
| | Current | \$ 0 | \$ 0 |

| Originating Source of Funds | Available Funds | Amount Requested To Date | Current Request | Amount Remaining |
|---|-----------------|--------------------------|-----------------|------------------|
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | \$ 52,515 | \$ 51,775 | | |
| Totals | \$ 52,515 | \$ 51,775 | \$ 0 | \$ 0 |

Source of Funds Table

Transferability Option

Note: (If using the Transferability Option, the Transferred In funds will be drawn down first by default.)

| Originating Source of Funds | Available Funds | Amount Requested To Date | Current Request | Amount Remaining |
|---|------------------|--------------------------|-----------------|------------------|
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | \$ 52,640 | \$ 0 | | \$ 52,640 |
| Totals | \$ 52,640 | \$ 0 | \$ 0 | \$ 52,640 |

REAP Reimbursement Form

Note: (REAP Flex funds will be drawn down by default in the following order until each fund is exhausted – 1) Title V Part A; 2) Title IV Part A; 3) Title II Part D; and 4) Title II Part A.)

| Originating Source of Funds | Available Funds | Amount Requested To Date | Current Request | Amount Remaining |
|---|------------------|--------------------------|-----------------|------------------|
| Title II, Part A (Improving Teacher Quality) | \$ 23,767 | \$ 0 | | |
| Title II, Part D (Enhancing Education Through Technology) | \$ 1,072 | \$ 0 | | |
| Title IV, Part A (Safe and Drug Free) | \$ 2,783 | \$ 0 | | |
| Title V, Part A (Innovative Programs) | \$ 615 | \$ 0 | | |
| Totals | \$ 28,237 | \$ 0 | \$ 0 | \$ 0 |

F. Submitting the Reimbursement Claim

1. Click the 'SUBMIT' button.
2. A popup will appear. Click 'OK'.

The screenshot shows a web-based reimbursement form. A confirmation dialog box from Microsoft Internet Explorer is displayed in the center, asking "Are you sure you want to submit this Reimbursement?" with "OK" and "Cancel" buttons. The background shows a table with columns for "Evaluation", "Parent Activities", and "Non-Public School Services", each with "Bud" and "Cur" rows. To the right, a summary table shows "Budget" and "Current" amounts for "Prior" and "Current" periods. At the bottom, a "Source of Funds" table is visible, identical to the one in the previous section.

| Originating Source of Funds | Available Funds | Amount Requested To Date | Current Request | Amount Remaining |
|---|------------------|--------------------------|-----------------|------------------|
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | \$ 52,640 | \$ 0 | | \$ 52,640 |
| Totals | \$ 52,640 | \$ 0 | \$ 0 | \$ 52,640 |

G. Select Previous Reimbursement

1. Select a previous Reimbursement from the drop down arrow.
(Select the date & amount by highlighting)
2. Click 'GO'.

eGrant Home Library Correspondence LogOut DOE Home Tech. Assistance

2006 - 2007 Consolidated Application
Roslyn School District 18-2

Select Grant: 2006 - 2007 Consolidated Applicatio

First Date to Obligate Funds: 06/01/2006 (Date Application Submitted is "Substantially Approvable Form")

Program: Title I, Part A (Improving The Academic Achievement of the Disadvantaged)

Select Previous Reimbursement:

| Date | Amount |
|------------|-----------|
| 10/05/2006 | \$ 25,000 |

[View Budget Summary](#)
[Click here to request a Budget Amendment](#)

| | Benefits | Purchased Services | Supplies Materials | Capital Acquisition | TOTALS | BALANCE |
|---|----------|--------------------|--------------------|---------------------|-----------|-----------|
| Programs for English Children (Title I) | 11,775 | | | | \$ 51,775 | |
| Prior | | | | | \$ 0 | |
| Cur | 15000 | 10000 | | | \$ 25,000 | \$ 26,775 |
| Bud | | | \$ 0 | | \$ 0 | |
| Attendance and Social Work | | | | | \$ 0 | |
| Prior | | | | | \$ 0 | |
| Cur | | | | | \$ 0 | \$ 0 |

VIII. Budget Amendments

1. Click the Budget to view the Budget Summary page.

Select Grant: 2006 - 2007 Consolidated Applicatio

* In order to submit the application or for other required pieces 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](#)

[Application was submitted and assurances agreed to on 10/05/2006 6:48:06 PM by Marc Frankenstein](#)
[Application was approved on 9/20/2006 9:54:22 AM by Rob Huffman, South Dakota Department of Education](#)

| Grant | Status | Due Date | Submit |
|---|----------|------------|--------|
| 2006 - 2007 Consolidated Application | Approved | 07/01/2006 | Print |
| General | | | |
| General Narratives | Approved | | Print |
| Needs Assessment | Approved | | Print |
| REAP | | | |
| Rural Education Achievement Program (REAP) | Approved | | Print |
| Title I - Part A | | | |
| Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) | Approved | | Print |
| Budget | | | |
| Title I, Part A (School Selection) | Approved | | Print |
| Title I - Part A - School Wide | | | |
| ROSLYN ELEM | Approved | | Print |
| ROSLYN JR HI | Approved | | Print |

2. Click the link: [Click here to request a Budget Amendment.](#)

2006 - 2007 Consolidated Application
 Budget Section: Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
 Roslyn School District 18-2

Current status is: Approved

Funds Available to Budget:

| Activities | 100 Salaries | 200 Employee Benefits | 300 Purchased Services | 400 Supplies Materials | 500 Capital Acquisition | Totals |
|--|--------------|-----------------------|------------------------|------------------------|-------------------------|----------|
| Programs for Eligible Children (Title I) | \$40,000 | \$11,775 | | | | \$51,775 |
| Attendance and Social Work | | | \$0 | | | \$0 |
| | \$40,000 | \$11,775 | | | | \$51,775 |
| | | | | | Indirect Costs: | \$0 |
| | | | | | Funds Budgeted: | \$51,775 |

[Click here to request a Budget Amendment](#)

| Funding Summary | |
|---------------------------|----------|
| Indirect Rate | 4.43 % |
| Indirect Costs | \$0 |
| Carryover | \$0 |
| Final Allocation | \$50,553 |
| Funds Available to Budget | \$52,515 |
| Transfer In | \$0 |
| Funds Budgeted | \$51,775 |
| Available Balance | \$740 |
| ReAllocation | \$1,117 |
| 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

A. Overview of the Amendment Page

2006 - 2007 Consolidated Application
 Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
 Roslyn School District 18-2

[View Budget Summary](#) | [Transferability Table](#)

Total Amount Available:
 Total Amount Budgeted:
 Available Balance:
 Requested Amendment:
 Amended Budget Total:
 Current status is: Blank

If you need to add an additional budget item, choose it from the list and click the "Add" button:

| Object | Activity | (A) Existing | (B) Amount of Increase or Decrease | (A+B) Revised Total |
|------------------------|--|--------------|------------------------------------|---------------------|
| 100 Salaries | Programs for Eligible Children (Title I) | \$ 40,000 | | \$ 40,000 |
| 200 Employee Benefits | Programs for Eligible Children (Title I) | \$ 11,775 | | \$ 11,775 |
| 300 Purchased Services | Attendance and Social Work | \$ 0 | | \$ 0 |
| | Indirect Costs | \$ 0 | | \$ 0 |
| | | \$ 51,775 | \$ 0 | \$ 51,775 |

View Budget Summary – Link to view the Budget Summary page.

Transferability Table – Link to view the Transferability Table. (Available only to non-REAP districts)

Print – To print the Amendment, click the Print icon at the top of the page.

Original Budget & Revisions – Link to view the original Budget or any prior revisions.

| | |
|-------------------------|--------|
| Total Amount Available: | 52,515 |
| Total Amount Budgeted: | 51,775 |
| Available Balance: | 740 |
| Requested Amendment: | 0 |
| Amended Budget Total: | 51,775 |

Current status is: Blank

Current Status – will indicate blank, pending, submitted, denied, or approved.



To add an additional Budget item, select the object and activity from the drop down arrows. Click 'Add'

Roslyn School District 18-2

[View Budget Summary](#) | [Transferability Table](#)

| | | |
|-------------------------|--------|-------------------------------|
| Total Amount Available: | 52,515 | |
| Total Amount Budgeted: | 51,775 | |
| Available Balance: | 740 | Original Budget: \$ 51,775 |
| Requested Amendment: | 0 | Revision #1: (\$ 0) \$ 51,775 |
| Amended Budget Total: | 51,775 | |

Current status is: Blank

If you need to add an additional budget item, choose it from the list and click the "Add" button: Salaries Class Size Reduction Add

| Object | Activity | (A) Existing | (B) Amount of Increase or Decrease | (A+B) Revised Total |
|------------------------------|--|-----------------|---|------------------------|
| 100 Salaries | Programs for Eligible Children (Title I) | \$ 40,000 | | \$ 40,000 |
| 200 Employee Benefits | Programs for Eligible Children (Title I) | \$ 11,775 | | \$ 11,775 |
| 300 Purchased Services | Attendance and Social Work | \$ 0 | | \$ 0 |
| | Indirect Costs | \$ 0 | | \$ 0 |
| | | \$ 51,775 | \$ 0 | \$ 51,775 |

Justification:

Save Save & Submit Delete

B. Entering the Amendment

| Object | Activity | (A) Existing | (B) Amount of Increase or Decrease | (A+B) Revised Total |
|--------|--|-----------------|---|------------------------|
| 100 | Programs for Eligible Children (Title I) | \$ 40,000 | | \$ 40,000 |
| 200 | Programs for Eligible Children (Title I) | \$ 11,775 | | \$ 11,775 |
| 300 | Attendance and Social Work | \$ 0 | | \$ 0 |
| | Indirect Costs | \$ 0 | | \$ 0 |
| | | \$ 51,775 | \$ 0 | \$ 51,775 |

Justification:

Save Save & Submit Delete

1. Click in the 'Amount of Increase or Decrease' column & enter the dollar amount.
2. To decrease the budgeted amount, enter a negative sign in front of the number.
3. Enter whole dollars only.
4. A justification must be entered for why the Amendment is necessary. A brief description of the increased or decreased activities will result in revised Budget totals.
5. Click 'Save' to save without submitting.
6. Click 'Save & Submit' to save & submit to the Department of Education. A popup will display 'Are you sure you want to submit the Amendment?' Click 'OK'.

Roslyn School District 18-2

Total Amount Available: [View Budget Summary](#) | [Transferability Table](#)

Total Amount Budgeted:

Available Balance: Original Budget: \$ 51,775

Requested Amendment: Revision #1: (\$ 0) \$ 51,775

Amended Budget Total:

Current status is:

If you need to add an additional budget item, choose it from the list and click the "Add" button:

Microsoft Internet Explorer

Are you sure you want to submit this Amendment?

OK Cancel

| Object | Activity | (A) Existing | (B) Amount of Increase or Decrease | (A+B) Revised Total |
|--------|--|-----------------|---|------------------------|
| 100 | Programs for Eligible Children (Title I) | \$ 40,000 | | \$ 40,000 |
| 200 | Programs for Eligible Children (Title I) | \$ 11,775 | | \$ 11,775 |
| 300 | Attendance and Social Work | \$ 0 | | \$ 0 |
| | Indirect Costs | \$ 0 | | \$ 0 |
| | | \$ 51,775 | \$ 0 | \$ 51,775 |

Justification:

Save Save & Submit Delete

- Once the Amendment has been submitted, the status will change and a popup will appear 'Your amendment has been saved and submitted.'

2006 - 2007 Consolidated Application
 Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
 Roslyn School District 18-2

Total Amount Available: 62,515
 Total Amount Budgeted: 51,775
 Available Balance: 740
 Requested Amendment: 0
 Amended Budget Total: 51,775
 Current status is: **Submitted**

If you need to add an additional budget item, choose it from the list and click the "Add" button:

| Object | Activity | (A) Existing | (B) Amount of Increase or Decrease | (A+B) Revised Total |
|--------|--|--------------|------------------------------------|---------------------|
| 100 | Programs for Eligible Children (Title I) | \$ 40,000 | | |
| 200 | Programs for Eligible Children (Title I) | \$ 11,775 | | |
| 300 | Attendance and Social Work | \$ 0 | | |
| | Indirect Costs | \$ 0 | | |

- Click the 'Delete' button to delete the Amendment. A popup will appear 'Are you sure you want to DELETE this Amendment?' Click 'OK'.

Total Amount Budgeted: 51,775
 Available Balance: 740
 Requested Amendment: 0
 Amended Budget Total: 51,775
 Current status is: **Submitted**

If you need to add an additional budget item, choose it from the list and click the "Add" button:

| Object | Activity | (A) Existing | (B) Amount of Increase or Decrease | (A+B) Revised Total |
|--------|--|--------------|------------------------------------|---------------------|
| 100 | Programs for Eligible Children (Title I) | \$ 40,000 | \$ 0 | \$ 40,000 |
| 200 | Programs for Eligible Children (Title I) | \$ 11,775 | \$ 0 | \$ 11,775 |
| 300 | Attendance and Social Work | \$ 0 | \$ 0 | \$ 0 |
| | Indirect Costs | \$ 0 | \$ 0 | \$ 0 |

Justification:

Save Save & Submit Delete

- After the Budget Amendment is reviewed by the Department of Education, the authorized user that submitted the Amendment will receive an email generated through the eGrant system indicating the Amendment has been approved or denied.

Examples:

-----Original Message-----

From: eGrants@state.sd.us [mailto:eGrants@state.sd.us]

Sent: Wednesday, November 22, 2006 12:05 PM

To: Authorized User

Subject: Amendment Approved

The amendment for Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) has been approved.

Request Submitted Wednesday, November 22, 2006

-----Original Message-----

From: eGrants@state.sd.us [mailto:eGrants@state.sd.us]

Sent: Friday, December 15, 2006 9:10 AM

To: Authorized User

Subject: Amendment Denied

The amendment for Title IV, Part A (Safe and Drug Free) has been denied for the following reason:

Please provide a brief description of these supplies and how they will support the program.

[View Amendment](#)