

# Reimbursement Claims

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

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
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

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 "Click here for support request form" link.

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

The screenshot shows the eGrant system interface at a more advanced stage. The navigation bar and "LEA Links" menu are the same. The main content area now displays "2011-2012 Consolidated Application" and "Greater Scott School District 61-5". Under "Select Grant:", the dropdown menu still shows "2011-2012 Consolidated Application" and a "Go" button. Below that, there is a "Program:" label followed by a dropdown menu showing "Title I, Part A (Improving The Academic Achievement of All Children)" and another "Go" button. On the right side, there is a "Click here for support request form" link and a text input field for "First Date to Obligate Funds:" with the value "7/1/2006" and a note "(Date Application Submitted in 'Substantially Approvable Form')".

## B. Select Section

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

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

## E. Completion of Reimbursement Claim Form

1. 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.

1 Type whole dollar amounts in the white rows.

2 Scroll down and click 'SAVE & CALCULATE TOTALS'.

Select Previous Reimbursement:

Go

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

		Amount	Balance
Indirect Cost Rate:	Budget	\$ 0	
4.43%	Prior	\$ 0	\$ 0
	Current		
<b>GRAND TOTAL</b>	<b>Budget</b>	\$ 51,775	
	<b>Prior</b>	\$ 51,775	\$ 0
	<b>Current</b>	\$ 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		
<b>Totals</b>	<b>\$ 52,515</b>	<b>\$ 51,775</b>	<b>\$ 0</b>	<b>\$ 0</b>

## Source of Funds Table

### Transferability Option

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

### 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 I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$ 0		\$ 52,640
<b>Totals</b>	<b>\$ 52,640</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 52,640</b>

## F. Submitting the Reimbursement Claim

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

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)	\$ 2,763	\$ 0		
Title V, Part A (Innovative Programs)	\$ 615	\$ 0		
<b>Totals</b>	<b>\$ 28,217</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Evaluation	Bud		
	Prior		
	Cur		
	Bud		
Parent Activities	Prior		
	Cur		
	Bud		
Non-Public School Services	Prior		
	Cur		

  

Originating Source of Funds	Available Funds	Amount Requested To Date
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	\$ 52,640	\$ 0
<b>Totals</b>	<b>\$ 52,640</b>	<b>\$ 0</b>

## G. Select Previous Reimbursement

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

2006 - 2007 Consolidated Application  
Roslyn School District 18-2

Select Grant: 2006 - 2007 Consolidated Applicatio

Program: Title I, Part A Improving The Academic

Select Previous Reimbursement:

Date	Amount
10/06/2006	\$ 25,300

	300 Benefits	400 Purchased Services Supplies/Materials	500 Capital Acquisition	TOTAL	BALANCE
Programs of Expense Children (Title I)				\$ 51,775	
Prior				\$ 0	
Cur	15,000	10,000		\$ 25,000	\$ 26,775
Bud			\$ 0	\$ 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 portions 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 '4/6/2006 6:45:36 PM' by Mark Frankenstein  
Application was approved on '9/20/2006 9:54:32 AM' by Bob Huffman, South Dakota Department of Education

Grant	Status	Due Date	Print	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 ELEN	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

Due Date: 7/1/2006 12:00:00 AM  
 Last Updated: 11/17/2006 4:02:55 PM by Rob Hutman  
 LEA Contact: [Load Budgets](#)

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	\$0	\$0	\$0	\$51,775
Indirect Costs:						\$0
Funds Budgeted:						\$51,775

**Funding Summary**

Indirect Rate	4.43 %	Indirect Costs	\$0
Carryover	\$040		
Final Allocation	\$50,553	Funds Available to Budget	\$52,515
Transfer In	\$0	Funds Budgeted	\$51,775
	\$0	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:

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

**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: Total Amount

52,515
51,775
740
0
51,775

Budgeted: Available Balance:

Requested Amendment: Amended

Budget Total:

Current status is:

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

To add an **Blank** additional Budget



item, select the object and activity from the drop down arrows. Click 'Add'

Roslyn School District 18-2 [View Budget](#)

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**

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	(D) Amount of Increase or Decrease
100 Salaries	Programs for Eligible Children (Title I)	\$ 10,000	
7111 Employee Benefits	Programs for Eligible Children (Title I)	\$ 11,775	
300 Purchased Services	Attendance and Social Work	\$ 0	
	Indirect Costs	\$ 0	
		\$ 51,775	\$ 0

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:

- 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
- 7 Once the Amendment has been submitted, the status will change and a popup will appear

'Your amendment has been saved and submitted.'

Roslyn School District 18-2

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	Amount
100 Salaries	Programs for Eligible Children (Title I)	\$ 40,000
200 Employee Benefits	Programs for Eligible Children (Title I)	\$ 11,775
300 Purchased Services	Attendance and Social Work	\$ 0
	Indirect Costs	\$ 0
		\$ 51,775

Justification:

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

9 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.

[eGrant Home](#) | [Library](#) | [Correspondence](#) | [LogOut](#) | [DOE Home](#) | [Tech. Assistance](#)

### 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:

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

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease
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	

Amendment: Your amendment has been saved and submitted.

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

If you need to add additional budget items, 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
		\$ 51,775	\$ 0	\$ 51,775

Justification:

Save Save & Submit Delete

**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